

## PUBLIC SPACES EVENT APPLICATION FORM

(V6: 09.04.26)

Application Ref: <input style="width: 90%;" type="text"/>	Ward No(s): <input style="width: 90%;" type="text"/>
Date Received: <input style="width: 90%;" type="text"/>	<b>FOR OFFICIAL USE ONLY</b>

### PART 1: YOUR CONTACT DETAILS

Please provide full details of individual(s) or organisation(s) responsible for management of the event/activity

<b>Name:</b>		<b>Organisation:</b>	
<b>Phone number:</b>		<b>Mobile number:</b>	
<b>Email address:</b>		<b>Charity number (if applicable):</b>	
<b>Postal Address (incl. postcode):</b>		<b>Invoicing Address (incl. postcode) if different from postal address:</b>	

### PART 2: DETAILS OF THE EVENT OR ACTIVITY

<b>A. The name of your event/activity</b> <input style="width: 95%; height: 40px;" type="text"/>	<b>B. The name of the person or organisation applying for permission to hold the event/activity</b> <input style="width: 95%; height: 40px;" type="text"/>
<b>C. The proposed date(s) of your event/activity</b> <input style="width: 95%; height: 40px;" type="text"/>	<b>D. The location(s)/park you wish to use for your event/activity</b> <input style="width: 95%; height: 40px;" type="text"/>
<b>E. What time will your event/activity start?</b> <input style="width: 95%; height: 40px;" type="text"/>	<b>F. What time will your event/activity finish?</b> <input style="width: 95%; height: 40px;" type="text"/>
<b>G. What date &amp; time will you need access to the site from?</b> <input style="width: 95%; height: 40px;" type="text"/>	<b>H. What date &amp; time will you vacate the site?</b> <input style="width: 95%; height: 40px;" type="text"/>

**PART 2: CONTINUED**

**I. Please indicate the nature of your event/activity:**

**J. Please provide a site plan and detailed description of your event, explaining all elements (including set-up, start, finish and de-rig times/dates and if applicable any associated entertainment, shows or displays e.g. fireworks etc):**

**K. Please provide details of infrastructure you plan to install for the event, e.g. staging, toilets, fencing, bins, tents or marquees etc:**

**L. If the event is for charity, please advise the percentage of proceeds that will be donated:**

**M. Please note how many staff or volunteers will be required:**

**N. Please estimate the maximum number of people likely to be at your event at any one time:**

**O. Please indicate with an x if your event will include any of the following activities:**

Retail *	<input type="checkbox"/>	Animals *	<input type="checkbox"/>	Fireworks/pyrotechnics *	<input type="checkbox"/>
Collections for charity/raffle *	<input type="checkbox"/>	Food or drink *	<input type="checkbox"/>	Alcohol *	<input type="checkbox"/>
Raised structures/stage ** / ***	<input type="checkbox"/>	Cinema *	<input type="checkbox"/>	Theatrical performance *	<input type="checkbox"/>
Other structure ** / ***	<input type="checkbox"/>	Market stalls *	<input type="checkbox"/>	Music (live or recorded) *	<input type="checkbox"/>
Commercial filming or photography ****	<input type="checkbox"/>	Fairground rides *	<input type="checkbox"/>	Inflatables (including bouncy castles) *	<input type="checkbox"/>

\* May require a licence / permit. Contact the Licensing Team: [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk) or (0131) 529 4208

\*\* May require a S.89 permit. Contact the Public Safety Team: [publicsafety@edinburgh.gov.uk](mailto:publicsafety@edinburgh.gov.uk)

\*\*\* May require a roads permit. Contact the Permits Counter: [roadpermits@edinburgh.gov.uk](mailto:roadpermits@edinburgh.gov.uk)

\*\*\*\* Please contact Film Edinburgh: [film@edinburgh.gov.uk](mailto:film@edinburgh.gov.uk)

### **PART 3: PARKS & GREENSPACES**

A list of charges for events held in parks is included the separate [Public Spaces Fees & Charges](#) document. All events are charged a minimum half-day rental of up to four hours.

Should your event require a License to Occupy, additional fees will apply for the preparation of this and any Council staff support will incur further charges. Charges apply for all site occupancy days, including build and de-rig.

When impact to a park is considered likely, a refundable bond, set by the site manager must be paid-in-full and received by the Council prior to the event. Failure to provide a bond when requested will result in event permission being withdrawn. Depending on the site and event layout, a tree-protection plan may also be required.

Please also note that from 1 April 2026, if you are running a chargeable event in a park a Park Levy charge may apply to your event. Please see Page 11 of the [Public Spaces Fees & Charges](#) document for further information.

<p><b>A. Will any area of the park be closed to the public? If so, please detail the size of the area and timescales:</b> <i>Please note a <a href="#">Section 11 Order</a> may be required. Further information is available by contacting <a href="mailto:publicspaces@edinburgh.gov.uk">publicspaces@edinburgh.gov.uk</a></i></p>

<p><b>B. Will vehicle access be required?</b></p>

<p><b>C. Will a power source be required?</b></p>

### **ROSS BANDSTAND, WEST PRINCES STREET GARDENS**

<p><b>B. Are you applying to use the <a href="#">Ross Bandstand</a> (West Princes Street Gardens)?</b></p>
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<p>Please note, major events utilising both the Bandstand and the Gardens are restricted to five per year. For more information about these opportunities please contact <a href="mailto:publicspaces@edinburgh.gov.uk">publicspaces@edinburgh.gov.uk</a></p>
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<p>Please confirm that the event will be contained within the footprint of the Bandstand and that the Gardens will be required for access-only and that you are able to conform to the conditions of entry.</p>
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<p><i>Please note, further technical requirements and programme details will be required.</i></p>

## PART 4: TEMPORARY ROAD CLOSURES / PARKING RESTRICTIONS

Please complete with a minimum of at least six months (large events) or twelve weeks (small events) prior to the event for an event that requires a Temporary Traffic Regulation Order (TTRO). Ensure all supporting documents are attached (Event plan, risk assessments, route plans, traffic management plans etc).

<b>A. List road names to be subject to a <u>closure</u> &amp; provide a plan (include any build and de-rig dates/timings):</b>	
<b>B. Road closure start-time(s):</b>	<b>C. Road closure end-time(s):</b>
<b>D. List road names to be subject to <u>parking restrictions</u> &amp; provide a plan (include any build and de-rig dates/timings):</b>	
<b>E. Parking Restriction start-time(s):</b>	<b>F. Parking restriction end-time(s):</b>

### Notes:

- (1)** Where costs are deemed to be recoverable, the individual or organisation responsible for management of the event will be required to arrange any traffic management measures required. For more information or advice please contact [roads.events@edinburgh.gov.uk](mailto:roads.events@edinburgh.gov.uk).
- (2)** Should any of your closures and/or parking restrictions affect the availability of any on-street parking places, the Council will look to recover the suspension cost associated with your event.
- (3)** Please note that in order for the City of Edinburgh Council to enforce your parking restrictions you may need dedicated resources for which there may be a charge. It is your responsibility to arrange resources directly via Parking Operations, please contact [parking.contract@edinburgh.gov.uk](mailto:parking.contract@edinburgh.gov.uk) for more information.

## PART 5 – CHARGING CRITERIA

Charging Category	Event Type	Cost recovery
<b>March/Parade/Procession</b>	Is your event a March/Parade/Procession only?  ie. no other licensable activities (Please apply via the <a href="#">Marches &amp; Parades</a> process).	0%*
<b>Civic Occasion</b>	Is your event considered a civic occasion and will it be attended by the Lord Provost?  <i>To verify status an email will be sought from the Lord Provost's Office to confirm the event is part of the civic calendar</i>	0%**
<b>Community &amp; Charity (non-commercial)</b>	Is your event run solely by volunteers on a not-for-profit basis and is a charity, local group, community council or registered Friends of Parks Group with all proceeds going back to the local community?  <i>To verify status please provide your organisation's charity number and a copy of your constitution or aims and objectives.</i>  <i>Nb. Post-event you may be asked to provide a statement of accounts showing money raised and expenses incurred.</i>	0%**
<b>Community &amp; Charity (commercial)</b>	Is your event run by a charity and involves commercial activities? ie. paid staff, sale of goods/services, event charges  <i>Please provide details of your organisation's charity number.</i>	50%
<b>Council-supported or Summer City Operator</b>	Does your event or organisation receive either contract or grant funding from the City of Edinburgh Council?  <i>If yes, please provide evidence and value of grant/funding.</i>  Does your event or organisation set-up temporary venues in public spaces as part of the summer festival season (July and August) and are you invited to participate in Summer City Operations Meetings?	50%
<b>Commercial</b>	Does your event/organisation operate commercially? ie. paid staff, sale of goods/services, event charges	100%

1. A Reinstatement Bond commensurate with the scale of the event or reflective of previous site-impact may be required to cover potential damage and any clean-up costs. This will be reimbursed in full if the public space is returned in the state it was found (or better) as per the Public Spaces Guidance.
2. If you're running a chargeable ticketed event in one of our parks, please note a Park Ticket Levy charge may apply. Please see Page 11 of the [Public Spaces Fees & Charges](#) document for further information.

\* In line with [Scottish Government guidance](#) and a position statement issued by [COSLA](#); where [Article 11 rights](#) are not being exercised or the parade is commercial in nature then the local authority reserves the right to recover costs in full, including staffing costs.

\*\* Please note that some charges, such as reinstatement bonds, could still apply. Please contact [publicspaces@edinburgh.gov.uk](mailto:publicspaces@edinburgh.gov.uk) for more information.

Please see the [Public Spaces Fees & Charges](#) 2026-27 document for a full list of charges.

## PART 6: CHECKLIST AND DECLARATION

**NOTE:** Your application may be delayed without the full information listed above and you may be contacted to arrange a meeting to discuss your submission in more detail.

Please note that:

- A. You have read and agree to abide by the Terms and Conditions of Use
- B. You confirm that any charge, reinstatement bond or additional costs incurred can be invoiced directly to the address supplied above
- C. You agree to inform us of any changes to the information specified in this notification form

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form as soon as possible to: [publicspaces@edinburgh.gov.uk](mailto:publicspaces@edinburgh.gov.uk)**

*Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent event. Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland. Where this occurs, the processing is done in order to fulfil our obligations to ensure the safety of the public and compliance with relevant legislation. More details about the Council's data protection arrangements and your rights as data subject can be found on our website: <http://www.edinburgh.gov.uk/privacy>*

### **OFFICE USE ONLY**

#### **EVENT CATEGORY**

<b>Charging Category</b>	<b>Cost Recovery</b>