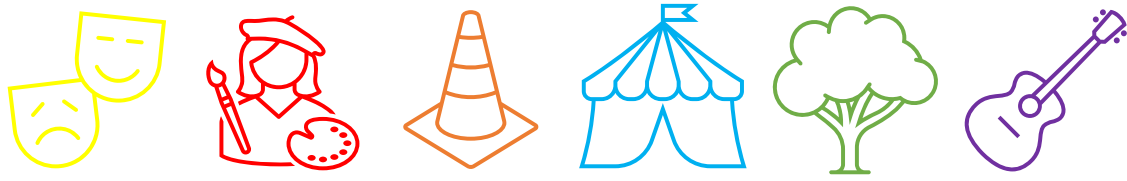


Edinburgh's Public Spaces: Guidance for Event Organisers





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Foreword



“Edinburgh has long been the envy of the world when it comes to our amazing festivals, events, and cultural activities.

“The Council has a key role to play in Edinburgh’s cultural and events sector. Our recently published Citywide Cultural Strategy 2023-2030 reinforces our commitment to not only support our cultural industries and events but to ensure our residents are able to enjoy all the benefits that come from living in one of the world’s true cultural capitals.

“I was absolutely delighted this August to see the festival city I know and love back to its full strength. Welcoming visitors from all over the globe, we were able to showcase our fantastic businesses, visitor attractions, residential areas, alongside our built and natural heritage.

“This guidance outlines our expectations, processes, and other key information that will ensure that events in Edinburgh are well organised, safe and successful.

“I’m proud that the Council continues to support our cultural and events sector which are integral parts of Edinburgh’s identity, heritage, and international appeal.”

Margaret Graham

Convenor of Culture and Communities Committee

Key Themes

Process is Transparent & Accountable	Process and Activities are Proportionate	Activities Have a Positive Effect	Organisers will Minimise their Impact
<p>The application and decision-making process will be open and transparent, with a digital platform to hold up to date, public, event and filming information and representation options.</p> <p>A process for rejecting or accepting when applications do not or cannot meet the guidelines will be in place.</p> <p>Incorporates principles: 2, 3, 4, 7, 9, 10, 16.</p>	<p>The application process to be proportionate to the scale of the activity & location.</p> <p>Event & Filming activities will be proportionate to the location via area conditions including organizer engagement with the community.</p> <p>Incorporates principles: 1, 5, 8.</p>	<p>Events will have a net positive effect in one or more of the following areas: community wealth, cultural identity, reputation, quality of life & social value. It is expected that activities will be covered by the living wage and employment practices including training provision.</p> <p>Incorporates principles: 6, 13, 16, 17</p>	<p>Organisers will commit to minimise disruption and impact as far as reasonably practicable, including physical reinstatement and sustainability approach of 'net zero' by 2030 and industry best practice. Engagement with residents about proposed activities, with stake holders entitled to explanations.</p> <p>Incorporates principles: 9, 11, 12, 14, 15</p>

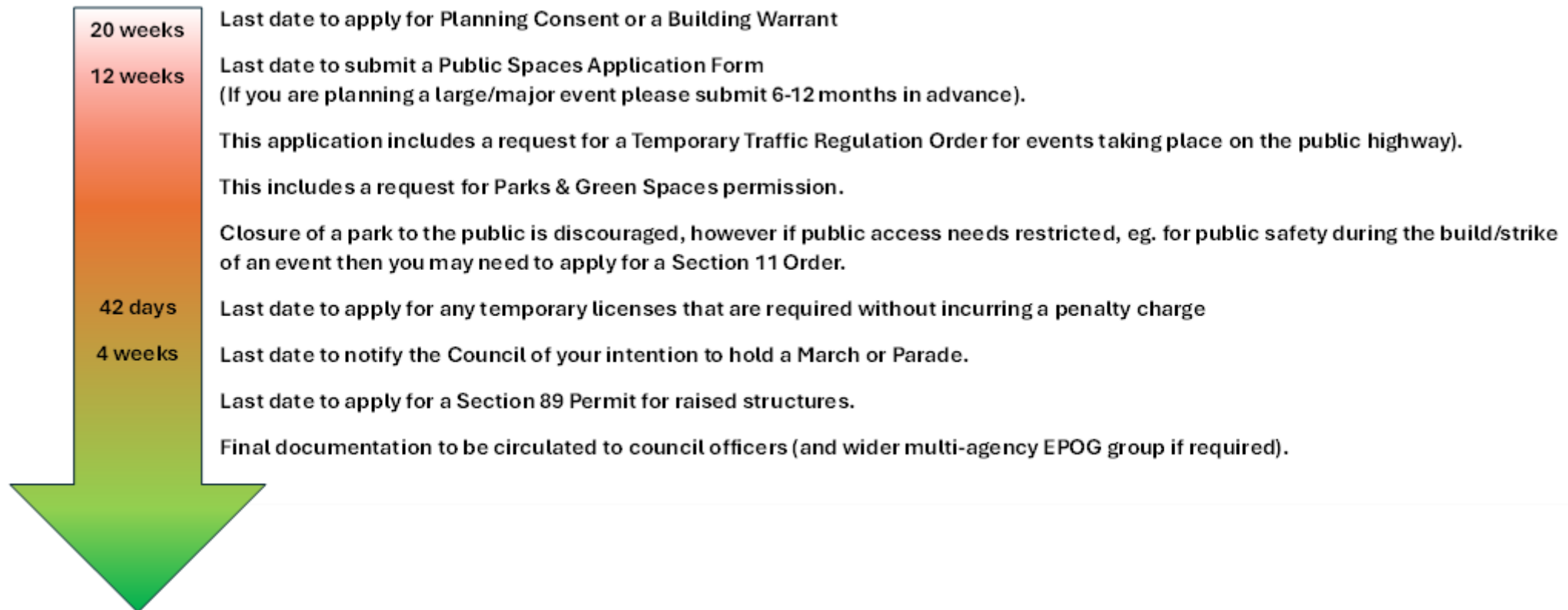
The 17 key principles agreed at committee on 14th September 2021 which are incorporated into the key themes can be read in full here:

[Use of Public Spaces for Events and Filming-FINAL.pdf \(edinburgh.gov.uk\)](https://www.edinburgh.gov.uk/media/123456/Use_of_Public_Spaces_for_Events_and_Filming-FINAL.pdf)

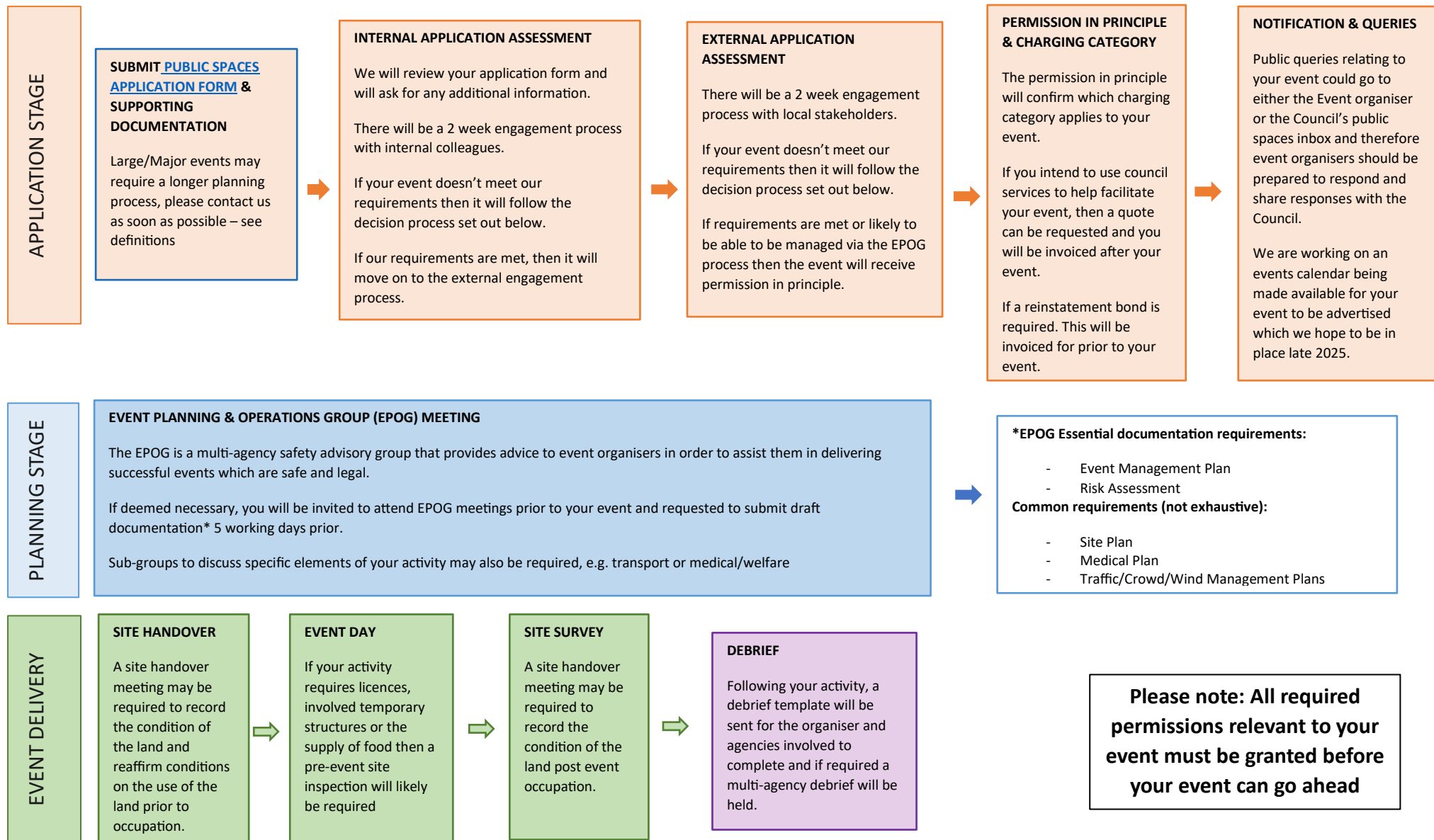
Application and Decision-Making Process

Customer Journey – Key Deadlines

TIME TILL EVENT



Customer Journey – Application, Planning and Delivery



Please note: All required permissions relevant to your event must be granted before your event can go ahead

Public Space application – Officer assessment and notification process

Council officers will assess each application on its own merit and determine if the event -

- meets our expectations in relation to following the event guidance, themes and policy,
- is at the same date/time as any other events on the events calendar and requires to be deconflicted;
- requires permissions, permits or licenses in order to take place
- is of small, medium, large or major category and therefore what type of planning process is required (see below); and
- which charging category applies to the event.

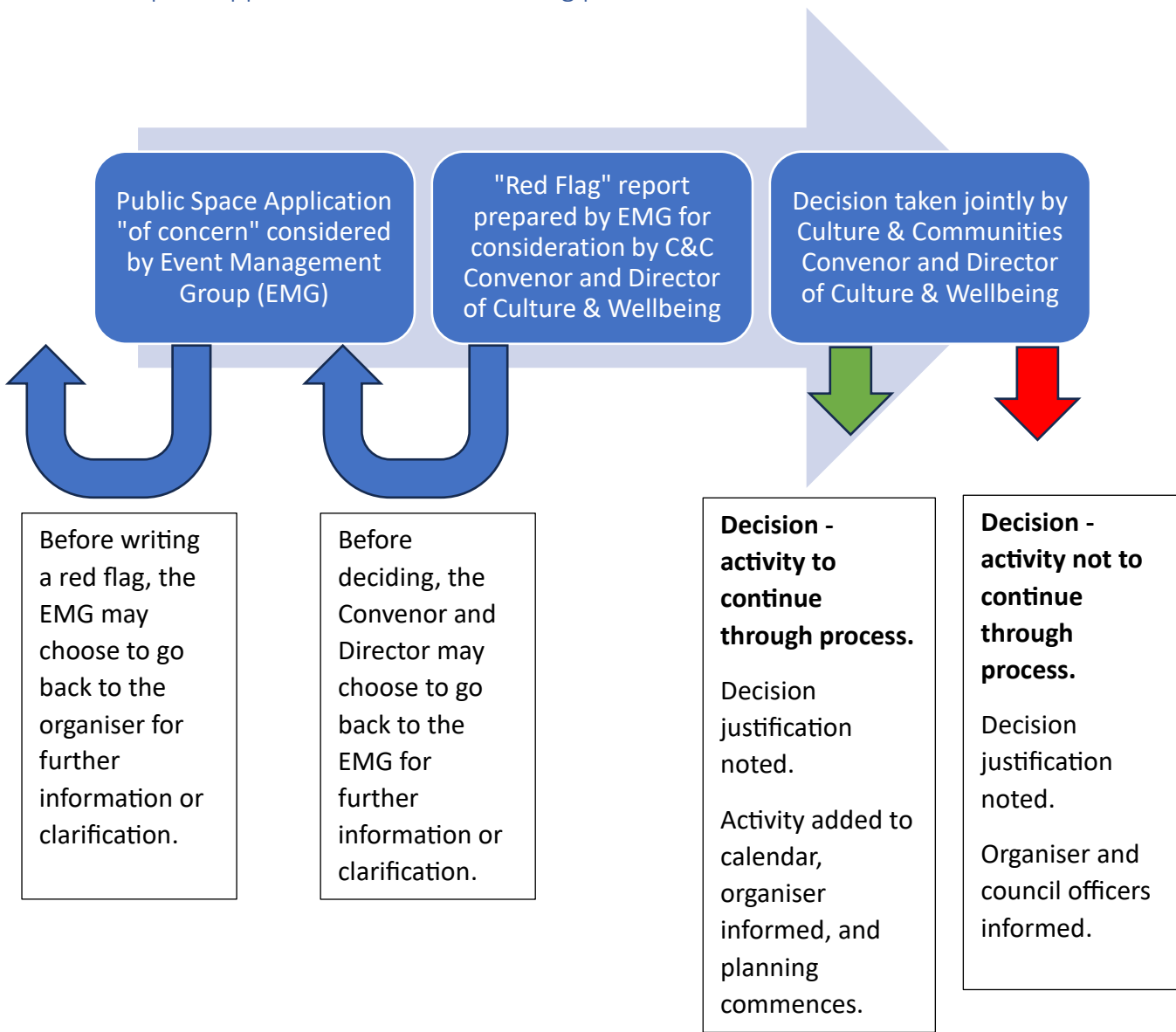
Following this, a two-week engagement process seeking the views of local stakeholders is also required.

Event Category	Examples / Impact (guide only – officer discretion)	Event Planning (guide only – process at officer discretion)
Small	Examples: Community Gala, Play Street, Fun Run Community Impact: Low	Desktop exercise/email coordination
Medium	Examples: Large community event, march/parade, football Community Impact: Medium	Minimal multi-agency involvement 1 EPOG required (officer discretion) Less than 5 agencies invited
Large	Examples: Concerts, Festivals, Sporting events Community Impact: High	Multi-agency involvement required 1 or more EPOG meetings required More than 5 agencies invited
Major	Examples: Events of international significance, Royal events, Concerts, Festivals, Sports Community impact: Substantial	Extensive multi-agency involvement Multiple EPOG meetings required More than 10 agencies invited

If the event meets our expectations and there is no cause for concern or the issues raised are likely to be managed via the EPOG process, then the event will be added to the events calendar and event planning will commence.

If the event proceeds via the public spaces application process, it may also require other council permissions, permits or orders and therefore doesn't necessarily have full permission to proceed until all necessary requirements are in place and agreed. The [A-Z of Event Management in Edinburgh](#) below provides examples of other Council requirements and the processes in place.

If the event application does not meet our requirements or there is cause for concern, then the process below can be implemented if necessary.



Public Space application – Decision making transparency

A report will be submitted annually to the Culture and Communities committee which will cover

- The number of events that were escalated and considered by the Events Management Group
- The number of red flag reports completed and the nature of the reports
- The decisions taken by the Convenor of Culture and Communities Committee and the Director of Culture and Wellbeing

In addition, the Festival & Events All Party Oversight Group will be updated on a rolling basis throughout the year and any "Red Flags" will be included as a standing agenda item.

A-Z of Event Management in Edinburgh

Accessibility

We expect events in Edinburgh to be accessible to all.

The Equality and Human Rights Commission has an event planning guide which details several planning points we would expect an event organiser to consider.

[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/engaging-disabled-people-event-planning-guide)

The Council would also expect that event organisers encourage the use of public and sustainable transport methods to your event goers.

[Accessibility - Lothian Buses](#)

[Accessibility | Edinburgh Trams](#)

[Edinburgh Station | National Rail](#)

Some good practice examples we have seen which should be repeated wherever possible would include -

- Viewing platforms
- Changing rooms
- Lowered counter box office/information booths
- Dedicated and contactable access officer
- Quiet places
- Dedicated BSL, Captioned and relaxed performances
- Sensory packs
- Disabled parking and dropped kerbs.

Other recommended resources for information and advice when considering accessibility for your event include:

[Access Starts Online - Attitude is Everything](#)

[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)

More locally, Edinburgh Access Panel consider accessibility in relation to the built environment and therefore may be a good source of advice depending on your event.

[The Panel and its partners \(edinburghaccesspanel.org.uk\)](https://edinburghaccesspanel.org.uk)

Organisers of events in Edinburgh should also consider the financial accessibility of their events. This element is explored further in [Appendix 4 – Community Benefits](#).

Finally, we expect event organisers to allow access to public spaces as far as possible, but health and safety must come first and therefore event organisers should make Council officers aware if this is not possible, e.g. during the build and derig phases, or for ticketed events with a set capacity so the impact can be assessed and mitigated as far as possible. In some cases, an [exemption order](#) may be required.

Animal Welfare

Events which include animals such as agricultural shows, ridings or theatre productions should ensure that best welfare practices are observed.

A performing animal licence is required for anyone who exhibits or trains a performing animal - [Performing animal licence - Licence and permit applications – The City of Edinburgh Council](#)

A welfare plan should be drawn up which covers all reasonably foreseeable risks and veterinary personnel available to ensure prevention of infectious diseases and also treatment in the event of accidents.

The welfare plan should also take account of the five freedoms as set out in the Animal Welfare Act 2006;

- Freedom from hunger and thirst by ready access to fresh water and a diet to maintain full health and vigour
- Freedom from discomfort by providing an appropriate environment, including shelter and comfortable rest area
- Freedom from pain, injury or disease by prevention or rapid diagnosis and treatment
- Freedom to express normal behaviour by providing sufficient space, proper facilities and company of the animal's own kind
- Freedom from fear and distress by ensuring conditions and treatment that avoid mental suffering

As with all (human) attendees at an event, the event organiser also has a duty of care to ensure the safety and well-being of animals.

Barriers and Fencing

Choosing the correct barriers and fencing for your event and the positioning of them is important. Barriers are useful to provide physical security, protection from hazards, queuing/route definition, removing sight lines and relieving/preventing crowd pressure.

You must also consider how barriers might affect access to adjacent businesses and residents and ensure that access is maintained and/or managed appropriately.

Campsites

There are specific and multiple risks which should be properly planned and managed when considering a campsite as part of your event.

Adequate provision of medical, welfare, stewarding, security, fire safety, water and sanitary services should be considered as well as the layout of the site ensuring emergency access, and adequate space between tents/live-in vehicles.

The risk assessment for this area of your event should consider public health, crime and disorder, fire safety, medical and welfare, lighting, access, litter and noise. The inclusion of a campsite as part of your event should include a dedicated event/campsite manager to ensure effective planning and management.

Capacity

It is crucial that as event organiser you work out the safe working capacity (SWC) of your event. There are a number of factors which could limit the number of people able to attend your event and you need to work out the capacity using a number of methods to find out the lowest which is then set as your SWC.

Calculating Safe Capacity - Sports Grounds Safety Authority

Fire Safety risk assessment for open air venues and events

This should be done by someone with the appropriate knowledge and skills and we would expect it to include consideration of;

- The area available for event goers at a density appropriate to the event
- Number of available exits and appropriate evacuation time
- Stepped/level exit routes
- Arrival/Departure profile and Zone Ex capacity and management
- Available facilities and services, e.g. toilets, medical and stewarding staff

For events like marches or parades, you might not know how many people will turn up on the day and it can be affected by other events or the weather. Setting up an online event using Facebook or Eventbrite can help you gauge numbers so you can plan accordingly.

Charity collections

If you intend to collect money for charity as part of your event, you need to apply for a permit.

Public charitable collection licence - Licence and permit applications – The City of Edinburgh Council

Cinema

There are specific requirements when looking to organise a cinema in a public space. A cinema licence Cinema licence - Licence and permit applications – The City of Edinburgh Council may be required and an event management plan and appropriate risk assessments put in place to ensure the safety of the public. Care should be taken when designing the event and site layout to take into account of noise, distraction and the screen and any other temporary structures should be suitably assessed.

City Dressing/Advertising

When holding an event within Edinburgh you may wish to advertise or decorate the area with event branding. There are various options available, including banners on posts, bunting and flags. Please email the city dressing team (see key contacts) for more information and prices.

Command and Control

An essential element of event planning and management is to ensure the command and control of your event is clearly understood. Particularly for larger events, it is good practice to have Gold/Silver/Bronze structure in place for your event team.

Event Gold/Strategic is responsible for setting the overall strategic objectives of the event and will have overall responsibility for the event.

Event Silver/Tactical is responsible for putting together a tactical plan based on the strategic objectives. This person is likely to be present in the control room, has an overall picture and in-depth knowledge of the event and is able to make decisions relative to the safe running of the event.

Event Bronze/Operational is responsible for the operational elements of the event “on the ground” responsible for making operational decisions but taking direction from Event Silver.

When multiple agencies, such as the emergency services and local authority are involved in the delivery of your event you will find that they also follow this structure and therefore joint-working and decision making is more easily achieved.

Complaints

If you follow the guidance laid out here, we would hope that complaints would be minimal, however if complaints are received about your event by the Council or any of our partners we expect the event organiser to coordinate the response to those complaints with responses agreed with the relevant parties prior to it being sent out. The note of the number and nature of the complaints should be shared with the Council by sending details to publicspaces@edinburgh.gov.uk so that they can be reviewed and discussed as required.

Crowd Management

Crowd management is a specialist area of event planning which requires skills, knowledge and training.

As a minimum all event organisers need to consider and show plans for how everyone gets to the event, any queuing anticipated, how they are stewarded and managed whilst at your event and how they leave the event. You must also consider what happens in an emergency situation and how people will be directed at all stages of the event.

Working out a safe working capacity of your event (as noted above) is just one element, but particularly for larger events, we would expect to see a fully-fledged crowd management plan which covers Design/Information/Management for Ingress/Circulation/Egress (DIMICE).

We would also expect to see a RAMP analysis undertaken which looks at the routes the crowd takes, the areas the crowd will occupy, the movement of those people over time and the profile of the crowd expected.

Communication

This is commonly a debrief point after events as something that requires improvement and therefore attention should be paid to getting this right during the planning stages.

Communication covers all parts of an event, and we would expect organisers to consider communications in relation to the following -

- Stakeholder engagement, incl. Sharing information with key stakeholders (See Neighbour notification) and EPOG partners where appropriate
- Event attendee engagement, incl. Event terms and conditions, arrival/departure information and setting expectations
- Briefing event staff, incl. safety and security messaging, expectations for event delivery and communication methods available to them
- Communications between event management team during delivery, i.e. radio comms/event control
- Communications with staff and event goers in an emergency situation
- Training requirements to ensure comms plan is deliverable.

It is good practice to draw up a communications plan which considers how you communicate with all parties involved with your event during planning, delivery, in an emergency and post event.

For larger events which require multiple agencies in their delivery, we would expect contingency messages to be drafted and signed off by all parties in advance.

Community Benefits

The City of Edinburgh Council is committed to achieving and maximising Community Benefits through its activities. Many events that take place in Edinburgh are community run and therefore are innately beneficial to the community.

However, commercial events that are categorised as “large” or “major” and use public spaces to host their events are expected to choose one or more of the listed community benefits in order to support the Council’s economic, social or environmental wellbeing outcomes. More details can be found in [Appendix 4](#).

Contingency, Emergency & Resilience Planning

We expect event organisers to have developed thorough contingency plans for their events. The types of scenarios considered should be proportionate to the size and complexity of the event and all reasonably foreseeable events, such as -

- Adverse/Severe weather – High winds, Flooding, Ice/Snow, High temperatures
- Evacuation/Invacuation (including a dedicated section on evacuation management for disabled event goers)
- Event Delay/Show Stop Procedures/Cancellation
- Fire or gas leak
- Loss of key services/systems/event control room/key personnel
- Major incident
- Protest activity
- Strikes/disruption to key partner agencies
- Terrorist incident.

A useful model which ensures integrated safety management -



Many of the partner agencies who may be involved in the planning of your event will also be “Category 1 responders” as detailed in the Civil Contingencies Act 2004.

More details can be seen here: [Responding to Emergencies | Ready Scotland](#)

We would also expect event organisers to follow the JESIP (Joint Emergency Services Interoperability Programme) principles of joint working, particularly for large scale complex events to ensure a jointly agreed working strategy which includes co-location, communication, coordination, joint understanding of risk and shared situational awareness.

In practical terms, if there was an incident this would mean an event organiser is prepared to -

- Alert and mobilise resources
- Alert and assist the emergency services
- Provide the initial response and (if appropriate) contain the situation or move people away from immediate danger
- Transfer the primacy of the event
- Provide ongoing liaison and support with partner agencies
- Communicate with event goers and media as appropriate.

More details are outlines here: [Home - JESIP Website](#) and includes information on using the M/ETHANE model for sharing incident information in a recognised format.

Counter Terrorism

Recent world events dictate that event organisers need to consider the effect of a terrorism incident before, during or at dispersal from their event.

It is important to have an understanding of what the current threats are, and up to date information can be found here: [Threat levels | ProtectUK](#)

We would expect event managers and key personnel to have undertaken training as follows.

[ACT Awareness e-Learning | ProtectUK](#)

[Resources | ProtectUK](#)

(Remove/Remove/Remove; Run Hide Tell; Marauding Terrorist Attacks and Trauma First Aid)

Police Scotland Counter Terrorism Security Advisors (CTSAs) are available to give more advice and guidance and can be contacted at: [Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)

Police Scotland may appoint a Counter Terrorism Security Coordinator (CT SecCo) to assess and provide a report with recommendations for your event. This will be done in conjunction with you as event organiser.

Debrief

If your event has attracted the need for an Event Planning and Operation Group (EPOG) meeting, then debrief templates will be sent out after your event to all partners involved.

We expect event organisers to fully engage with this process and if required the Council may arrange a debrief meeting to discuss your event in a multi-agency forum so that any learning can be taken forward for future events.

For major events of a commercial nature, we would expect an assessment of the attendance, economic, environmental, social and/or media impacts of their event using the industry standard guidance available here: [Home | Event Impacts](#)

Drones

Please refer to the CAA website for advice on how to fly drones responsibly.

[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)

Our [park management rules](#) also sets out our expectations if you are considering flying a drone within one of our parks (See 8.2)

Commercial drone users looking to get footage for broadcast or film should make their enquiries through the film office contact (See Key Contacts).

Electrical & Lighting

Electrical installations for your event should be carried out by a competent and qualified person. The Council would expect the following to be in place -

- Systems to be installed, tested and certified in accordance with BS 7909 and BS 7671
- Minimised use of generators, and low-noise models used where they are required
- Emergency lighting (incl. back-up power source)
- Surveys to ensure any underground services are not disturbed
- Organised and well-routed cable runs.

Event Organiser Health & Safety Responsibilities

Event organisers have a legal duty to ensure that their event is planned, managed, and monitored in order to ensure that it is safe for all attending, working at it or impacted by it. Obligations are owed under; the Health & Safety at Work Act 1974, Management of Health & Safety at Work regulations 1999, Health & Safety (First Aid) Regulations, Occupiers Liability (Scotland) Act 1960, Fire Scotland Act 2005, Control of Noise at Work Regulations, Equalities Act, Personal Protective Equipment at Work Regulations, Provision and Use of Work Equipment regulations and many others depending on the format of the event.

City of Edinburgh Council owns, manages, and maintains sites for their business-as-usual activity and have legal responsibility to ensure it is fit for purpose, safe and without unreasonable risk.

Following approval through the event application process, it is for the Event Organiser to control and manage the site for the duration of their event, during which the Event Organiser will be defined as 'the occupier of premises' under the Occupiers' Liability Act (Scotland) 1960. The Occupiers Liability (Scotland) Act 1960 states that an occupier of premises owes a duty of care to all persons entering the premises.

A duty of care is a legal obligation imposed on an individual requiring that they adhere to a standard of reasonable care while performing any acts that could foreseeably harm others. In this case, a duty of care is owed to the public by the organisers to ensure that they do not suffer any reasonably foreseeable harm. This duty applies irrespective of whether the public have permission from the organisers to enter the premises. The Event Organiser has an obligation to ensure that all reasonable precautions have been put in place to protect the public from any foreseeable harm.

A duty of care is also owed under the Health and Safety at Work Act 1974 to staff and anyone effected by the employer's undertaking including persons that are not invited or in this case cannot be classed as attendees. Therefore, they must be safe even if they have no knowledge of or intention to comply with rules & regulations in place for safety. The Management of Health and Safety at Work Regulations 1999 also require employers to appoint one or more competent persons in health and safety to assist them in undertaking the measures needed to comply with health and safety regulations.

The Event Organiser is responsible for ensuring, so far as is reasonably practicable:

- a) the health and safety of all their employees, contractors and members of the public attending the event,
- b) for the provision and maintenance of plant and systems of work and
- c) for the creation and maintenance of a positive health and safety culture at the event.

Roles, Responsibilities and CDM Duties

They will ensure that risks are assessed, that information is shared, that contractors cooperate and that an Event Management Plan is created. The Event Organiser will satisfy themselves that any contractors engaged to provide services or contribute to the event are competent, provide a written Health and Safety Policy and method statements (where applicable), carry out event specific risk assessments, hold valid insurance(s) and work safely at all times.

Event Planning and Operations Group (EPOG)

An Event Planning & Operations Group (EPOG) is a collective of agencies that have a function or interest in public safety that come together to assess plans for events and give advice to organisers. EPOGs are similar but distinct from Safety Advisory Groups whilst ultimately the establishment of SAGs is in relation to football it was also recognised that there are also potential advantages in terms of EPOGs for a broad range of other events. Forming and retaining the EPOG is not a legal requirement for public spaces, however, they are considered good practice.

It is vital to ensure that a quality assurance process is in place for the safety arrangements at events having a group comprising competent individuals scrutinising the safety arrangements must be the preferred option. Event organisers are strongly advised to submit information to the EPOG, at least in draft, three months prior to their event taking place to allow time for the group to meet and for them to agree recommendations. Where major events are taking place six months lead may be needed. In some cases, sub-groups and/or site visits may be set up to deal with specific area plans and time needs to be allowed for this.

The membership of the EPOG, depending on the activity, may include Police Scotland, British Transport Police, Scottish Fire & Rescue Service, Scottish Ambulance, Lothian Health Board, Transport Providers, Transport Scotland, Public Safety, Roads Events, Licensing/enforcement, Environmental Health, Environmental Protection, Land/Venue managers, event organiser/promotor, site design contractor, stewarding & security contractor, press & communication teams. These members are here to promote clarity of roles and responsibilities, promote the principles of sensible risk management in safety and welfare planning and promote a consistent and co-ordinated, multi-agency approach to event planning and management.

Fairground / Amusement Devices

This type of activity requires a public entertainment licence.

Public entertainment licence - Licence and permit applications – The City of Edinburgh Council

It is important to consider as part of the risk assessment for this type of event how people enter and leave the site (see crowd management), how the site is lit after dark (see lighting) and that appropriate contingency plans are in place to bring people to safety should the fairground equipment fail.

We would also expect to see the safety certification and/or tag numbers relative to the devices being used (PIPA or ADIPS) and also that the devices are adequately secured and plans in place in case of adverse weather conditions, such as high winds with appropriate mitigations (such as an on-site anemometer) in place.

Finally, it is the event organisers responsibility to ensure that they employ competent contractors. More information can be found here:

PIPA Inflatable Play Inspection - Safe Bouncy Castles

Welcome to ADIPS - Home

Fire Prevention and Fire Risk Assessment

Event organisers have a duty to ensure, so far as reasonably practicable, the safety of those at the event. Under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, as employers and occupiers of the “premises” in which the event is taking place, obligations are also owed in respect of fire safety. To ensure compliance with legislation and the health and safety of those impacted by their event, event organisers will be required to carry out a fire risk assessment and to develop an emergency plan, both of which should be reviewed regularly. Duties imposed by the legislation extend to:

- Carrying out a fire safety risk assessment of the premises
- Identifying the fire safety measures necessary as a result of the fire safety risk assessment outcome
- Implementing these fire safety measures using risk reduction principles
- Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures
- Complying additionally with the specific requirements of the fire safety regulations
- Keeping the fire safety risk assessment and outcome under review
- Record keeping

The event’s fire risk assessment should follow a similar 5 step process as the general risk assessment (see below).

Fireworks & Special Effects

Fireworks displays can cause distress to animals and people, and therefore we do not encourage the use of fireworks at events out with the traditional times.

In general fireworks displays may not be held between 11pm and 7am. On Bonfire Night, Hogmanay, and the first days of the Chinese New Year and Diwali, there are limited extensions to these times. Fireworks displays require a public entertainment licence and you can apply for a “dispensation” to allow a fireworks display during a restricted time.

Firework displays licence - Licence and permit applications – The City of Edinburgh Council

These types of events require special knowledge and skills to plan and manage safely, and particular attention to neighbour notification on a wider basis should be undertaken to ensure that there is awareness of the event.

To further mitigate the impact, event organisers should also consider the use of low noise and debris-free fireworks as well as alternative aerial display methods, such as drones.

Food, Drink & Water Provision

If you intend to serve alcohol at your event, you will need to consider the following;

- Applying for an occasional licence Occasional licence - Licence and permit applications – The City of Edinburgh Council and ensure you can meet the conditions of the licence

- Please note that “events” which consist of solely alcohol/bar provision will not be given permission to use one of Edinburgh’s public spaces.
- Other licences are required if selling food or other merchandise (See Trading below)
- Environmental Health officers will require information on how you intend to manage food and drink provision, incl. storage, cleanliness, waste management and gas/electrical safety.
- A water supply should come from an agreed and commissioned source of potable water. Not all public spaces have access to a water supply, so please check when booking the space. Event organisers should contact [Scottish Water](#) to arrange a standpipe licence if required.

Insurance

The Event Organiser shall ensure that the obligatory statutory insurances, such as Public Liability Insurance (providing cover for at least a minimum of £5 million) and Employer’s Liability, where required, are in place.

Licensing & Licensing Enforcement

If licensable activities are taking place, it is essential that event organisers apply in plenty of time for permission.

The different licence types applicable to the City of Edinburgh can be found here:

[Licence and permit applications – The City of Edinburgh Council](#)

If your licence(s) is/are granted, then there will be set conditions which you need to meet. Standard conditions for each type of licence can be accessed via the link above, but on some occasions consultees to the licensing process or elected members on Licensing Sub Committee may request additional conditions. It is your responsibility to be clear about the conditions attached to your licence(s) and make sure you are adhering to them. Failure to adhere to conditions may attract enforcement action.

Litter & Waste Management

The Council expects event organisers to make suitable arrangements to effectively manage waste caused by the event, including employing a waste management company. Measures to consider include -

- Monitoring of waste and litter picking
- Plans for storage, handling and transport of waste
- Street-sweeping and cleansing post-event
- Waste separation for recycling purposes.

Living Wage

Edinburgh is a Living Wage City and we encourage all businesses, including event organisers, to adopt this approach. We are committed to continuing to promote the benefits of paying the Real Living Wage to the businesses and suppliers we work with.

Please see the below links for more information.

[Living Wage Scotland](#)

[Welfare at Work](#)

[Marches & Parades](#)

The Council should be notified of the intention to [parade, procession or march](#) at least 28 days before the event takes place, however if you require a road closure or you think your event is likely to attract large number of participants we would strongly recommend that you get in touch with us as soon as possible.

Any moving event held in a public place can be considered a parade or a procession. This can include fun runs and sponsored walks; processions or races; gala day parades and street parties; demonstrations and protests; displays and promotions.

[Parades and processions notifications - Licence and permit applications – The City of Edinburgh Council](#)

[Medical & Welfare Provision](#)

We expect event organisers to have sufficient medical and welfare provision in place so that there is no adverse impact on the local NHS teams.

The Purple Guide provides a guide and a tiered approach as to what medical provision is appropriate, however an assessment of your event should be carried out by a competent person(s) who has knowledge of your or similar events. A medical and welfare plan should be drafted and submitted as part of your event management plan for consideration by Council officers and partner agencies as appropriate.

Depending on the nature of your event, you may need to have dedicated welfare support for your event attendees so that medical teams are only dealing with true medical cases.

The competent person/contractor will also advise you on the infrastructure requirements for delivery of medical and welfare services, incl. level access, low noise, heating and lighting.

[Neighbour Notification](#)

This is crucial to the successful running of your event. We have clear expectations of what event organisers should do to notify your neighbours which is set out in [Appendix 2](#).

To find out what ward(s) your event is taking place in and the local community council, you can use the interactive maps here:

[Find my ward \(arcgis.com\)](#)

[Your locality, ward and community council – The City of Edinburgh Council](#)

Noise

Event organisers have a duty of care to manage noise levels.

Temporary events will have a condition placed on their licence to ensure that noise levels are managed appropriately and generally we would expect event organisers to follow this code of practice: [Code of Practice on Environmental Noise \(gov.ie\)](#)

We also expect that event organisers consider the noise from any build or derig of their event site as well as sound checks, so as not to unduly disturb their neighbours.

More information and contact details are available here: [Commercial and construction noise – The City of Edinburgh Council](#)

Planning & Building Standards

If your event will require structures which are in place for over 28 days it is likely that you will need to apply for planning permission and/or a building warrant. Please see below link for more details.

[Planning and Building Standards – The City of Edinburgh Council](#)

Reinstatement

One of the key themes is to minimise impact, and part of that is ensuring that the public space you use is returned to the Council in the same condition as you found it (or better – see Community Benefits for large and major events). This includes park land as well as roads, pavements or squares and care should be taken, especially with heavy plant, not to cause damage. In some cases, a bond will be asked for prior to occupying the site. This is set on an individual basis depending on your event.

Risk Assessment

Every employer (including event organisers) involved in the event are required to carry out a “suitable and sufficient” risk assessment. The assessment should be carried out by a competent person. It is good practice for any event to adopt a risk management approach to safety management.

A risk assessment is a document which examines what could cause harm to people, how serious that harm may be and the likelihood it will occur. Carrying out this assessment will help you identify what measures you should put in place to reduce the risk to an acceptable level.

Priority and focus should be on the risks that are likely to cause harm to employees and members of the public. Even small events could have a range of hazards, e.g. vehicle movements, temporary structures, adverse weather and electricity.

Please get in touch with the public safety team if you would like some guidance or templates on carrying out a risk assessment for your event. The HSE also has some guidance which you might find useful: [Risk assessment: Steps needed to manage risk - HSE](#)

It is important that someone within your event team has health and safety as their main role and is confident in identifying hazards and dealing with them. Larger events require a dedicated safety officer who will plan and manage safe delivery of the event.

Road closures, parking restrictions and permits

Event organisers are expected to consider whether road closures are required to ensure the safety of their event as disruption needs to be minimised.

Road closures can be implemented in two ways -

- On a rolling basis (normally for marches/parades/cycling and other moving events)
- Temporary closures (roads are closed for a set period of time)

Both of the above methods require a Temporary Traffic Regulation Order (TTRO) or Temporary Traffic Regulation Notice (TTRN). A significant amount of planning time is required to get a TTRO or TTRN in place and there are strict legal deadlines to meet. Therefore, event organisers should get in touch with the Roads Events team for advice as soon as possible.

Parking restrictions may also be required for your event. These should be for the purpose of the safe running of your event and for a limited amount of essential event related vehicles. As an example, the Council would encourage the preservation of disabled bays, taxi ranks and cycle lanes where possible. Enforcement of the restrictions is undertaken by NSL who can be contracted by event organisers to prioritise critical event-related restrictions.

Consideration should be given to how restrictions and road closures will impact the local community and minimised as far as possible.

If your event will require any temporary structures (See structures below) or use of equipment such as cranes or cherry pickers, you will need to apply for a road occupation permit.

Road occupation permits – The City of Edinburgh Council

Safeguarding Children & Young People

The event organiser is responsible for ensuring the safety of children and young people and should consider appropriate measures for their event and should form part of the overall risk assessment process.

Measures could include -

- Missing and Found Child Policy
- Wrist-banding
- Drop off/Pick up points
- Specialist welfare provision
- Disclosure/PVG checks for staff.

Stewarding & Security

Stewarding and Security are a key component of events. We expect event organisers to provide us with a comprehensive plan which details -

- Positioning of stewards and the type of steward at each position (supervisor/SIA/steward)
- The roles and responsibilities of each position
- Command, Control and Communication
- Zoning and Accreditation.

This plan should be clearly linked to the crowd management plan so there is coordinated and effective management of the crowd during normal and emergency event situations.

Structures

Events often involve temporary structures such as stages, marquees, gazebos, etc. It is the event organisers responsibility to ensure these are designed, constructed and signed off by a competent person. The Council will undertake due diligence/spot checks when temporary structures are part of an event and may ask for additional assessments by a structural engineer if appropriate.

Raised temporary structures (above 600mm) require a Section 89 permit. The process and requirements of this process can be found here: [Raised Structures](#)

Sustainability

Events can take a toll on resources and generate significant waste and therefore we expect event organisers to take a sustainable approach to event management, including simple measures such as encouraging use of public transport, discouraging use of paper and plastics and ensuring the protection of biodiversity at key sites.

The Council's 2030 Climate Strategy sets out actions on how we intend to be a net zero City and we are therefore supportive of the ISO 20121 standard and would encourage all events to become more sustainable and ensure their event aligns with the strategy.

Creative Carbon Scotland are also a great source of information and advice on how events can be adapted to become more sustainable. [Starting Point | Creative Carbon Scotland](#)

They also have lots of guides, case studies and reports [Resources | Creative Carbon Scotland](#) on how to help shape your event.

Toilets

The Council expects event organisers to provide suitable and sufficient sanitary and welfare facilities for everyone working and attending their event.

There are different guidelines depending on what activities are included at your event as well as the duration of your event.

More information can be found here: [Sanitation \(thepurpleguide.co.uk\)](https://thepurpleguide.co.uk)

Care should be taken to consider your audience demographic and inclusion of accessible facilities for all.

Trading – Street Trading and Market Operators

Trading standards and environmental health officers are available to advise event organisers on their responsibilities (See Key Contacts). If you are selling goods, services or food at your event you will require either a street trading or market operator's licence.

[Street trader licence - Licence and permit applications – The City of Edinburgh Council](#)

[Market operator licence - Licence and permit applications – The City of Edinburgh Council](#)

These links also provide information on the information required and the standard conditions applied to each type of licence.

Transport Management

The Council expects event organisers (or their contractors) to provide Traffic Management plans which incorporate any road closures, etc (as above), but also notes the equipment that will be used (in advance and during the event) and the resources that will be in place to ensure the safe management of the plan. Event organisers should also consider suitable pedestrian signage and links to public transport as part of their plans.

Large or major events will also need to consider [Zone-Ex](#) management (see below).

Tree and Root Protection

The Council is committed to protecting its greenspaces and therefore when using a Council Park or Green Space we expect event organisers to submit a Tree and Root Protection Plan. More information can be found in [Appendix 3](#).

Venue Suitability

Event organisers should consider the suitability of their event venue. Depending on the nature of the event and the demographic of your audience, you should consider -

- Size/area and exits
- Transport links
- Resident/Business proximity

- Previous events at the venue/debrief points raised.

Council officers are often able to advise on the suitability of a venue so please get in touch with us to discuss.

Volunteers

Volunteers can form an important part of organising events, particularly community events. It is important, as with all those involved in your event, that they are well looked after.

More information can be found here:

[Volunteers: Code of Conduct on the use of Volunteers at Festivals and Events](#)

[Home - Volunteer Edinburgh](#)

Weather

We expect event organisers to think about how the weather might affect their event, not just in extreme situations (covered above in Contingency, Emergency and Resilience Planning) but also in a practical sense. For example -

- Rain – might affect the arrival/departure of your audience, i.e. a late walk up or an earlier than expected departure. What is your umbrella policy? Have the ground conditions of your venue been compromised?
- Lightning – we would expect you to follow this guidance which is free to download [Lightning Guidance for Outdoor Events - PLASA](#)
- Warm/Cold weather – might have an impact on how many people attend your medical facilities, the amount of water or shelter required
- High winds – might have an impact on your temporary structures, the effectiveness of your PA system or pyrotechnic fallout zone.

Overall, you might experience issues with staff-morale, no-shows, etc due to the weather and this should be factored into your planning.

World Heritage Status and Conservation Areas

Edinburgh is known for its outstanding architectural and natural beauty and therefore has areas of world heritage status and many conservation areas. The Council therefore expects all those involved with the development and management of events to ensure measures are taken to protect the area for future generations. Please check the online records to read about the history and character of the area you wish to use here: [Records starting with A – The City of Edinburgh Council](#)

Zone Ex

The Council expects event organisers to minimise the impact of their event and therefore planning of the area out with your event space, known as Zone Ex, is an important part of event planning particularly for large or major events.

Zone Ex is mentioned in the Green Guide [Zone Ex - Sports Grounds Safety Authority](#) but it is best practice to consider this for all large events, not just sporting events. Defining the boundaries and roles and responsibilities within Zone Ex can be tricky, but it is worth pursuing to ensure that the local community and those going to and from your event have the best possible experience.

As a starting point, the event organiser should consider how their event goers get to and from their event site from the nearest travel hubs, such as train stations, tram or bus stops and park and ride sites.

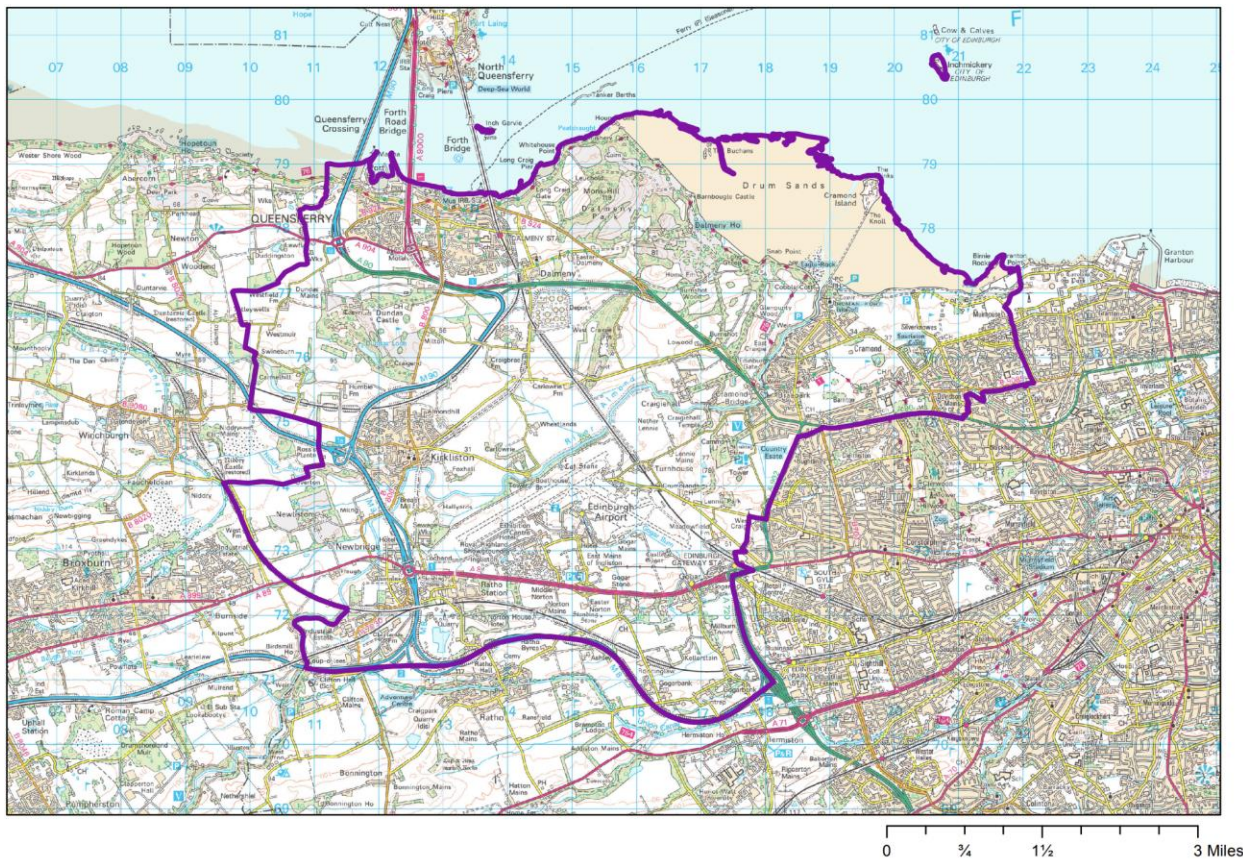
The local public transport operators are used to dealing with large events and are supportive of events in the City and therefore event organisers should make early contact with the Council and its partners to start planning their event.

You will also need to consider medical, welfare, sanitary and stewarding provision and how this is coordinated and managed amongst the agencies involved.

Key Council Contacts

Team Name	Email
Public Spaces	publicspaces@edinburgh.gov.uk
Events	events@edinburgh.gov.uk
Public Safety	publicsafety@edinburgh.gov.uk
Roads Events	roads.events@edinburgh.gov.uk
Road Permits	roadpermits@edinburgh.gov.uk
Parks & Greenspaces	parks@edinburgh.gov.uk
Waste & Cleansing	waste@edinburgh.gov.uk
Estates	operational.estates@edinburgh.gov.uk
City Dressing	citydressingbanners@edinburgh.gov.uk
Street Lighting	streetlighting@edinburgh.gov.uk
Licensing	Licensing@edinburgh.gov.uk
Environmental Health – Food	environmentalhealth@edinburgh.gov.uk
Environmental Health – Noise	asknoise@edinburgh.gov.uk
Trading Standards	tradingstandards@edinburgh.gov.uk
Licensing Enforcement	Licensing.enforcement@edinburgh.gov.uk
Street Enforcement	streetenforcement@edinburgh.gov.uk
NSL	edinburghparking@nsl.co.uk
Parking	parking@edinburgh.gov.uk
Planning	planning@edinburgh.gov.uk
Building Standards	BuildingStandards.Response@edinburgh.gov.uk

Ward 1 – Almond - [almond \(edinburgh.gov.uk\)](http://almond.edinburgh.gov.uk)



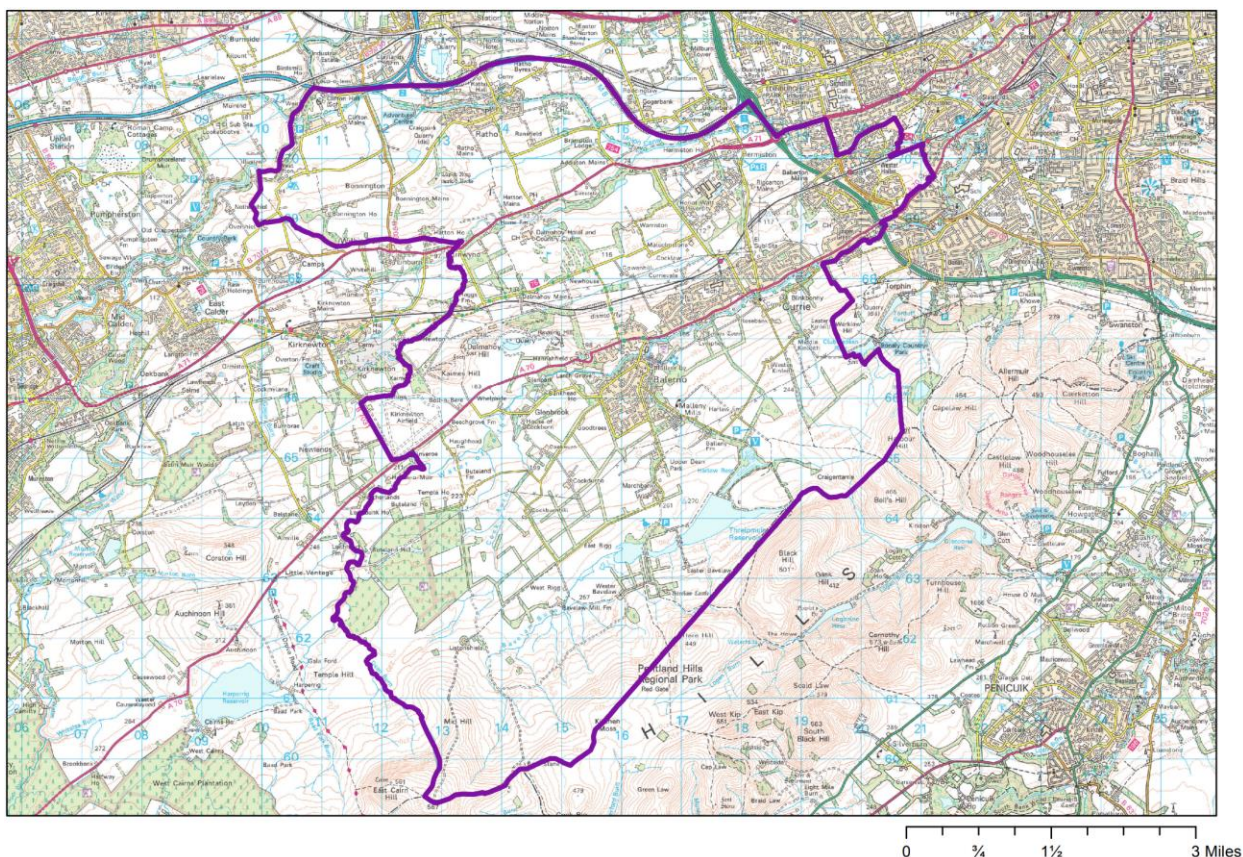
Public Spaces	Type	Relevant Information
Allison Park	Park	Allison Park - Explore parks – Edinburgh Outdoors
Cammo Estate LNR	Park	Cammo Local Nature Reserve - Explore parks – Edinburgh Outdoors
Cramond Foreshore	Park	Cramond Foreshore - Explore parks – Edinburgh Outdoors
Cramond Island / Drum Sands	Island	This island is publicly accessible but is not managed by the Council and forms part of the Dalmeny Estate. The island is not generally viewed as a suitable events location due to the changing tides and topography.
Edinburgh Airport	Airport	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Edinburgh Gateway	Transport Hub	Events taking place in this ward should take into consideration this important transport

		hub when considering how event goes will get to and from their event.
Forth Road Bridge	Road Network	Forth Road Bridge (theforthbridges.org)
Gypsy Brae	Park	Gypsy Brae - Explore parks – Edinburgh Outdoors
Lauriston Castle	Park	Lauriston Castle - Explore parks – Edinburgh Outdoors
Queensferry Crossing	Road Network	Forth Road Bridge (theforthbridges.org)

Stakeholders

Councillors: Kevin Lang, Norman Work, Louise Young and Lewis Younie

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.



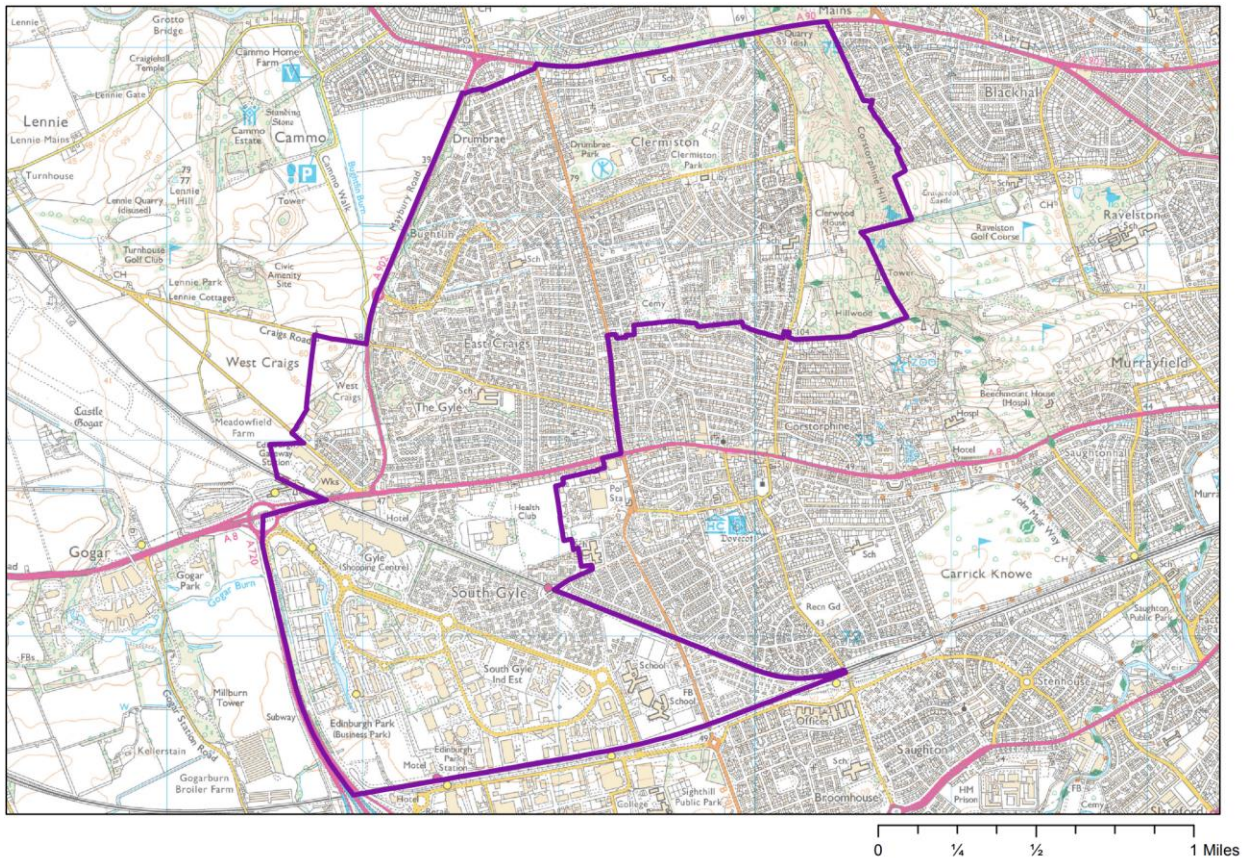
Public Space	Type	Relevant Information
Hailes Quarry Park	Park	Hailes Quarry Park - Explore parks – Edinburgh Outdoors
Hermiston Gait Park & Ride	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Pentland Hills Regional Park	Park	Pentland Hills Regional Park - Explore parks – Edinburgh Outdoors
Edinburgh International Climbing Arena	Venue	Edinburgh International Climbing Arena EICA - Rock Climbing Clip n Climb and Gym - Edinburgh Leisure

Stakeholders

Councillors: Graeme Bruce, Neil Gardiner, Fiona Glasgow and Stephen Jenkinson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Pentland Hills Regional Park operates a land managers forum - [Home – Pentland Hills](#)

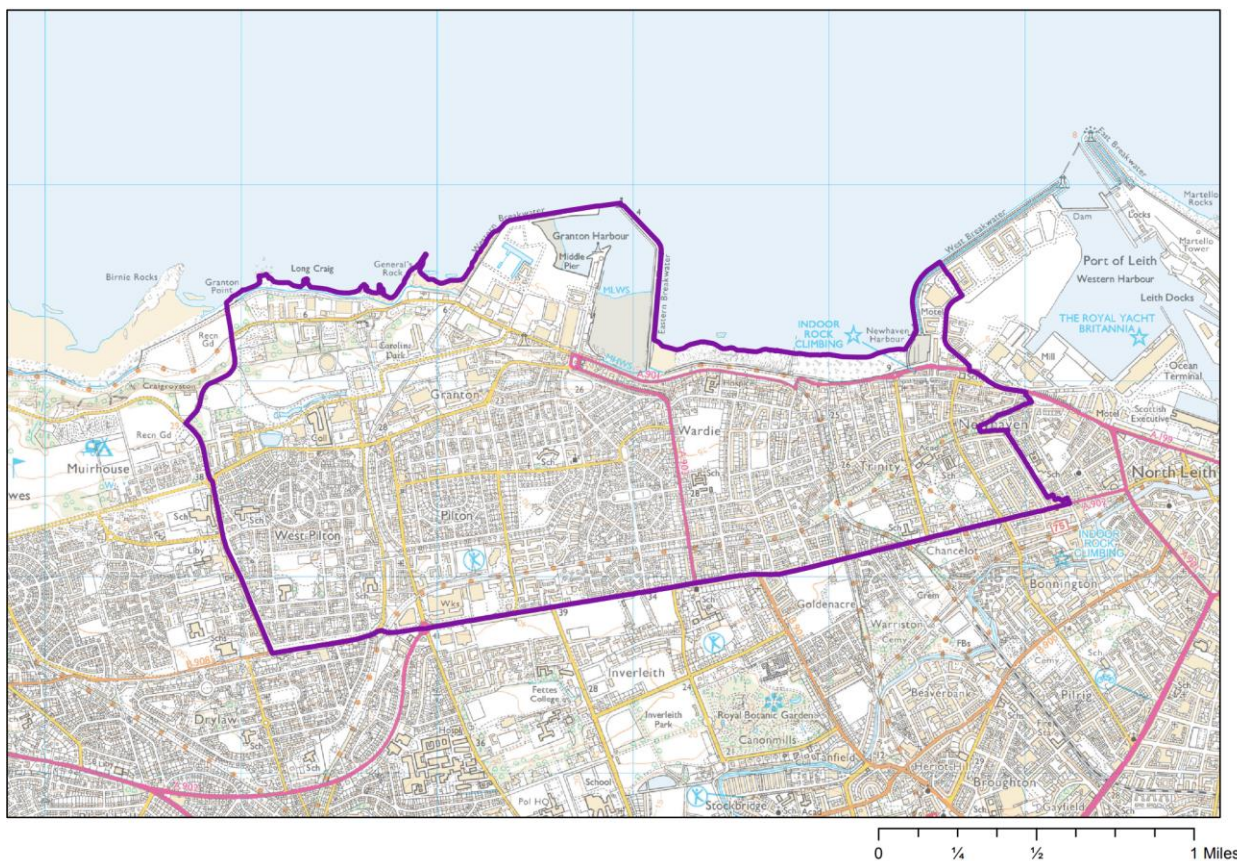


Public Space	Type	Relevant Information
Clermiston Park	Park	Clermiston Park - Explore parks – Edinburgh Outdoors
Corstorphine Hill	Park	Corstorphine Hill Local Nature Reserve - Explore parks – Edinburgh Outdoors
Drumbrae Park	Park	Drumbrae Park - Explore parks – Edinburgh Outdoors
Edinburgh Park	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Gyle Park	Park	Gyle Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Robert Aldridge, Euan Hyslop and Edward Thornley

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

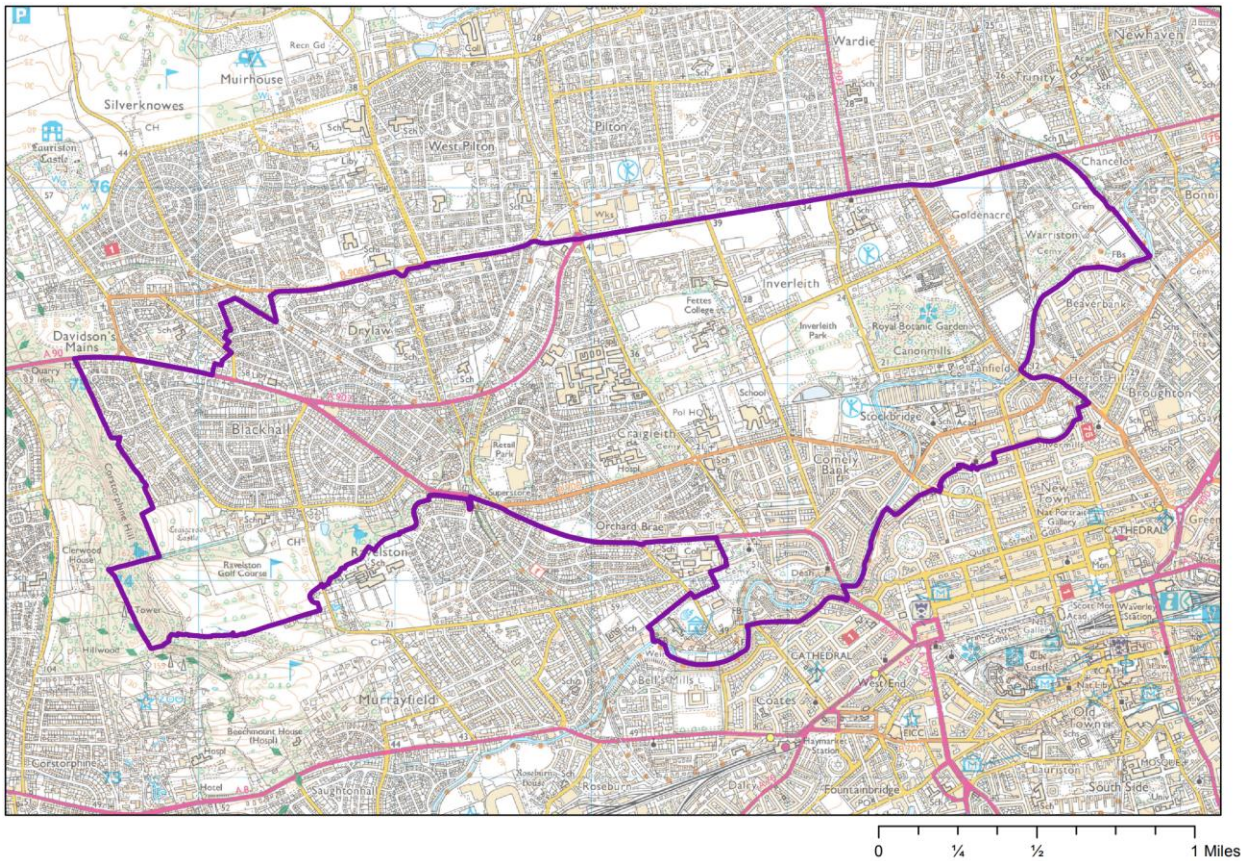


Public Space	Type	Relevant Information
Gypsy Brae	Park	Gypsy Brae - Explore parks – Edinburgh Outdoors
Starbank Park	Park	Starbank Park - Explore parks – Edinburgh Outdoors
Victoria Park	Park	Victoria Park - Explore parks – Edinburgh Outdoors
West Pilton Park	Park	West Pilton Park - Explore parks – Edinburgh Outdoors
Granton Station Square; Forth Quarter Park & Gas Holder 1	Square, Park & Public Space	Granton Waterfront – The City of Edinburgh Council

Stakeholders

Councillors: Cammy Day, Sanne Dijkstra-Downie, Stuart Dobbin and Kayleigh O’Neill

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

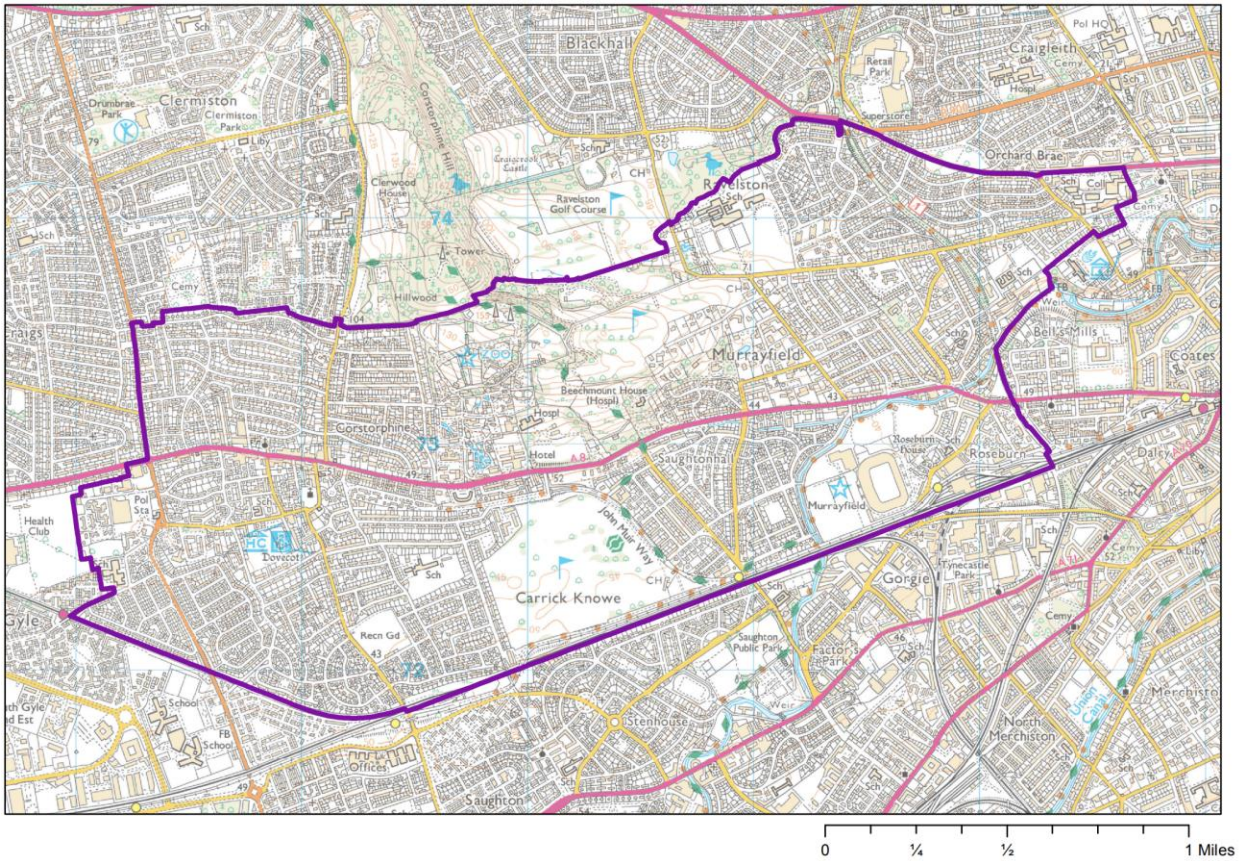


Public Space	Type	Relevant Information
Inverleith Park	Park	Inverleith Park - Explore parks – Edinburgh Outdoors
King George V Park (Eyre Place)	Park	King George V Park (Eyre Place) - Explore parks – Edinburgh Outdoors
Ravelston Park	Park	Ravelston Park - Explore parks – Edinburgh Outdoors
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Julie Bandel, Max Mitchell, Vicky Nicolson and Hal Osler

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

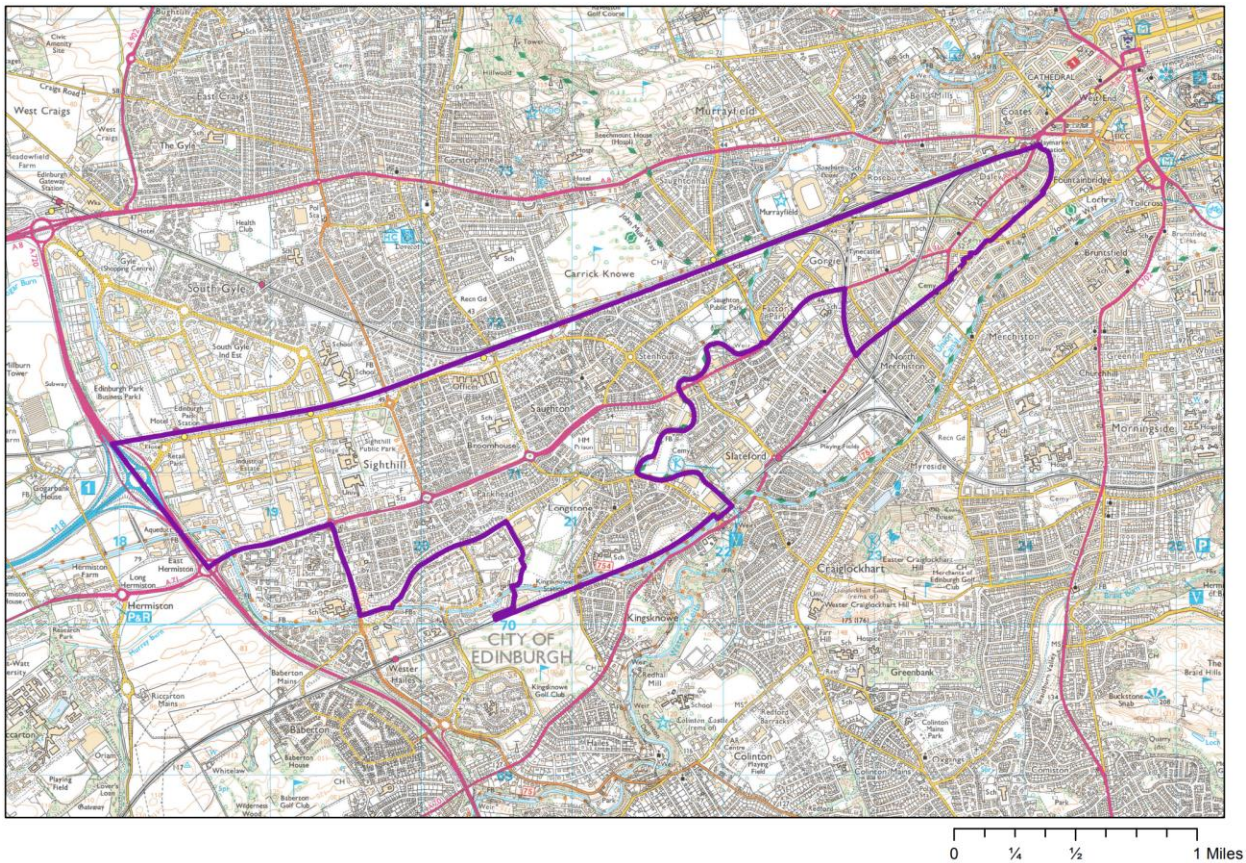


Public Space	Type	Relevant Information
Gyle Park	Park	Gyle Park - Explore parks – Edinburgh Outdoors
Roseburn Park	Park	Roseburn Park - Explore parks – Edinburgh Outdoors
St Margaret’s Park	Park	St Margaret's Park - Explore parks – Edinburgh Outdoors
Union Park	Park	Union Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Alan Beal, Fiona Bennett and Euan Davidson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.



Public Space	Type	Relevant Information
Hailes Quarry Park	Park	Hailes Quarry Park - Explore parks – Edinburgh Outdoors
Saughton Park*	Park	Saughton Park and Gardens - Explore parks – Edinburgh Outdoors
Sighthill Park	Park	Sighthill Park - Explore parks – Edinburgh Outdoors

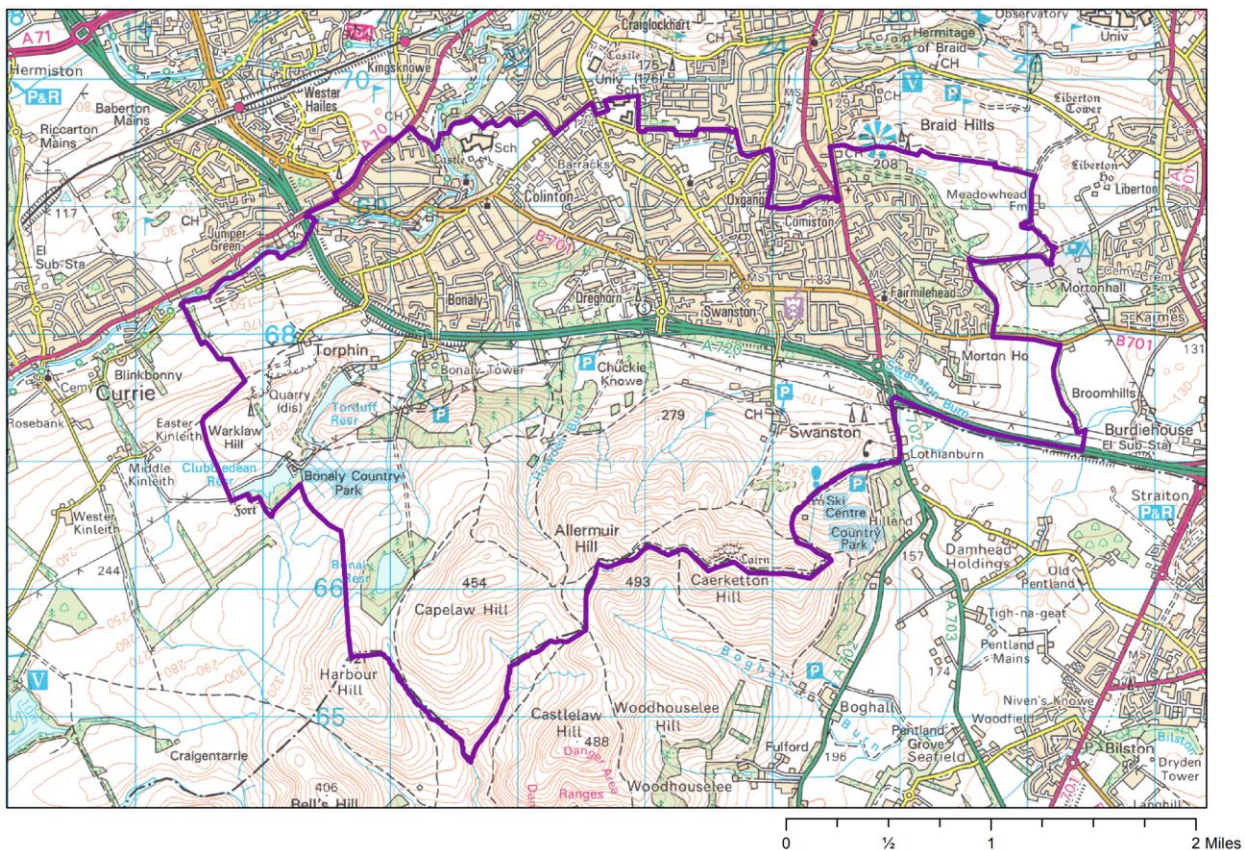
Stakeholders

Councillors: Denis Dixon, Catherine Fullerton, Dan Heap and Ross McKenzie

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

*- Please note – all monies raised from events and activities raised in Saughton Park are reinvested directly back into the park as a condition of the recent Heritage Lottery Fund upgrade of the site.

Ward 8 – Colinton / Fairmilehead - [colinton-fairmilehead \(edinburgh.gov.uk\)](http://colinton-fairmilehead.edinburgh.gov.uk)



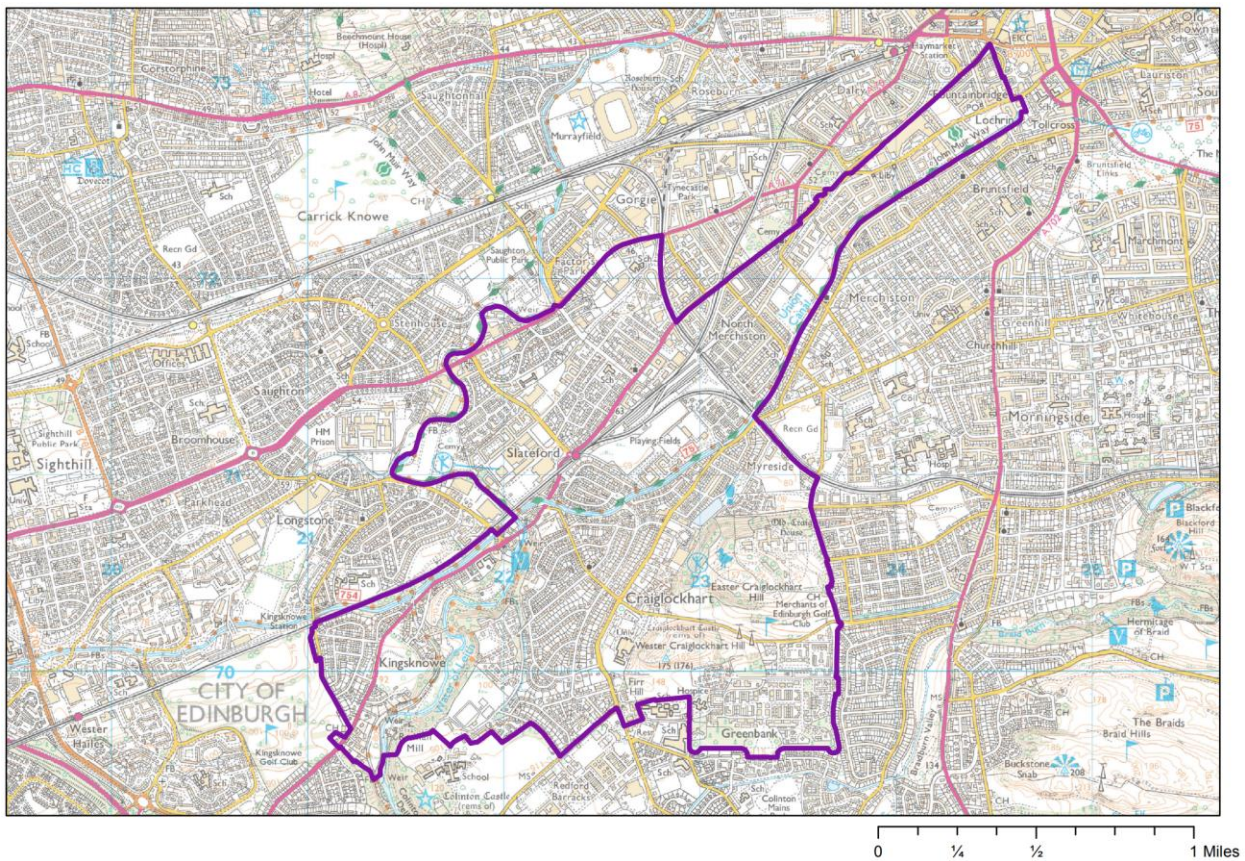
Public Space	Type	Relevant Information
Campbell Park	Park	Campbell Park - Explore parks – Edinburgh Outdoors
Colinton Mains Park	Park	Colinton Mains Park - Explore parks – Edinburgh Outdoors
Fairmilehead Park	Park	Fairmilehead Park - Explore parks – Edinburgh Outdoors
Pentland Hills Regional Park	Park	Pentland Hills Regional Park - Explore parks – Edinburgh Outdoors
Spylaw Park	Park	Spylaw Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Neil Cuthbert, Marco Biagi and Conor Savage

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Pentland Hills Regional Park operates a land managers forum - [Home – Pentland Hills](#)

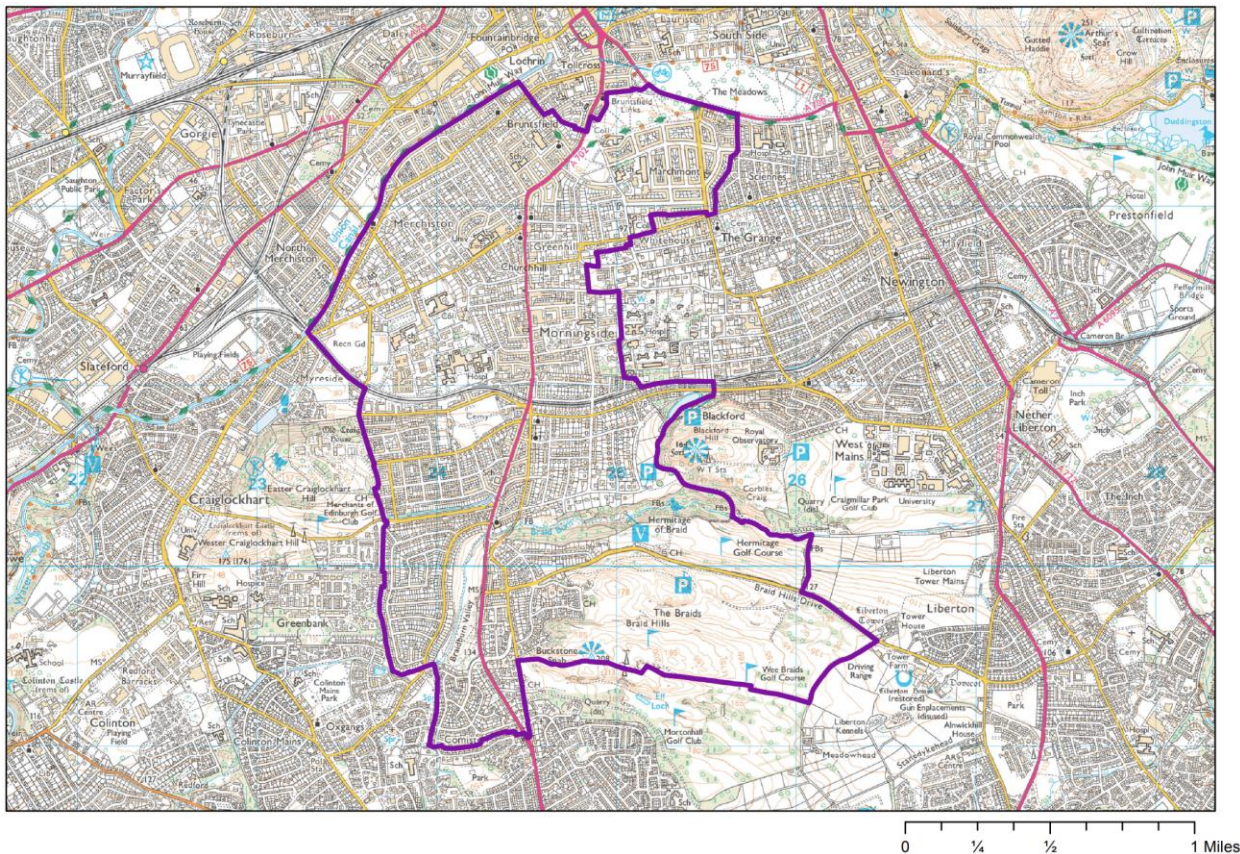


Public Space	Type	Relevant Information
Harrison Park	Park	Harrison Park - Explore parks – Edinburgh Outdoors
Lochrin Basin & Union Canal	Waterway	Scottish Canals Lochrin Basin Lochrin Basin, Union Canal - Inland Waterways
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Christopher Cowdy, David Key and Val Walker

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

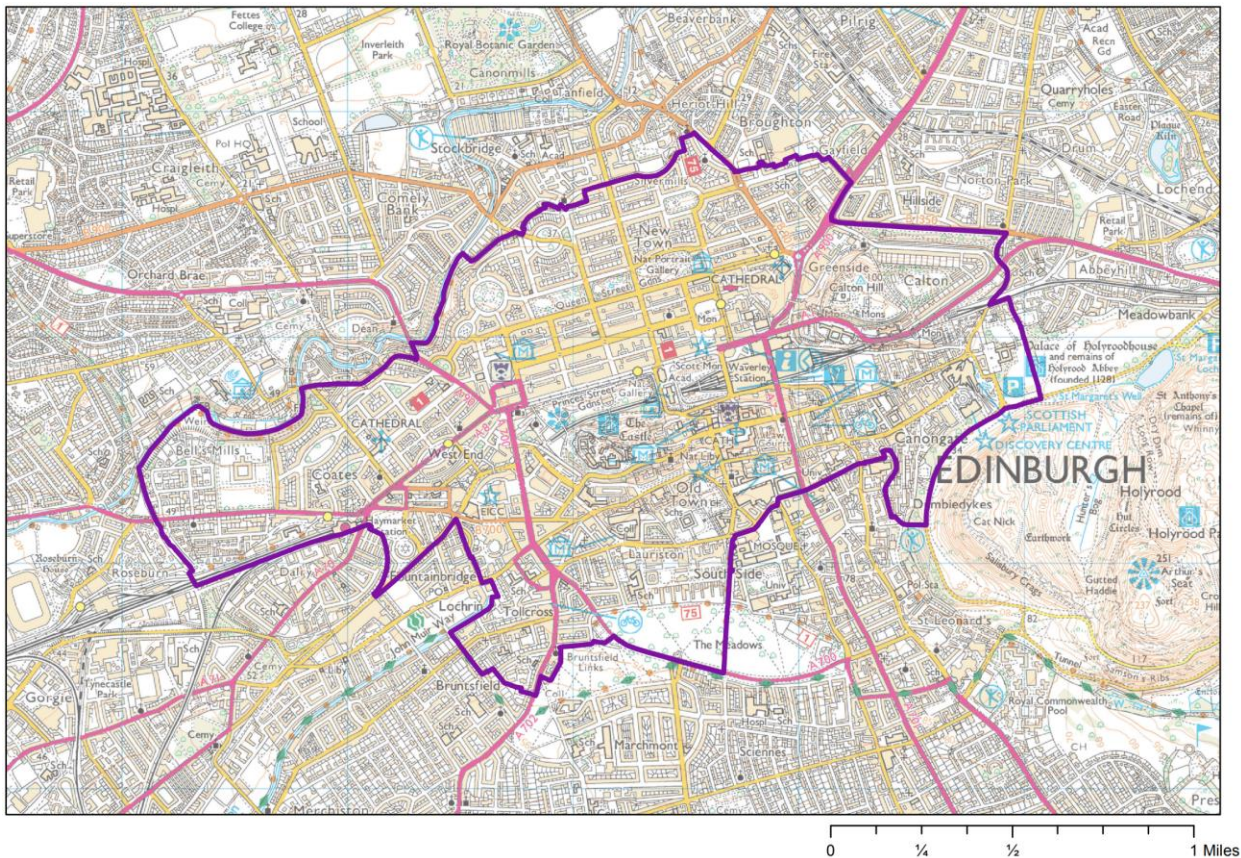


Public Space	Type	Relevant Information
Church Hill Theatre	Venue	Welcome Church Hill Theatre
Hermitage of Braid	Nature Reserve	Hermitage of Braid Local Nature Reserve - Explore parks – Edinburgh Outdoors
Braidburn Valley Park	Park	Braidburn Valley Park - Explore parks – Edinburgh Outdoors
The Meadows & Bruntsfield Links	Park	Meadows - Explore parks – Edinburgh Outdoors Bruntsfield Links - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Marie-Clair Munro, Ben Parker, Neil Ross and Mandy Watt

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.



Public Space	Type	Relevant Information
Calton Hill	Park	Calton Hill - Explore parks – Edinburgh Outdoors
Cambridge Street (Usher Hall)	Road / Pedestrian Area	Pedestrianised area between Usher Hall and Lothian Road. Promotional activities are coordinated by JCDecaux.
Castle Street	Road / Pedestrian Area	Promotional activities are coordinated by JCDecaux & Media Boxx . The southern half is pedestrianised and generally hosts markets and/or street traders as per the current licensing policy in place. Limited residents, mostly retail and offices. Power available.
Castle Terrace	Footway	Large footway between the entrance and exit of the NCP car park. Generally used for a weekly farmers market.
Castlehill & Lawnmarket	Road / Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Regularly used for tour buses and coaches.
Chambers Street	Road / Pedestrian Area	National Museum of Scotland and Sheriff Court operate on this street. A busy pedestrian area for businesses, tourists and residents.
Dunbar’s Close Gardens	Park	Dunbar’s Close Garden - Explore parks – Edinburgh Outdoors

Edinburgh Castle & esplanade	Venue	This is managed by Historic Environment Scotland. Edinburgh Castle Public Body for Scotland's Historic Environment
Edinburgh International Conference Centre	Venue	Edinburgh International Conference Centre EICC
Festival Square	Square	Promotional activities are coordinated by JCDecaux & Media Boxx . Event space with businesses and cultural venues within close proximity. Power and Water available. Council Estates team manage leasing agreements etc. for temporary events.
George Street	Road / Pedestrian Area	Central axis of first New Town street grid. Busy shopping street. Plans to develop area underway. A busy pedestrian area for businesses, tourists and residents. Essential Edinburgh operate Business Improvement District in area. Tables and chairs permits in place. Cycleway, delivery and emergency access to be maintained.
Grassmarket	Road / Pedestrian Area	A busy pedestrian area (and service road) for businesses, tourists and residents. Weekly market held most weekends. Tables and chairs permits in place. Power available.
Haymarket Station	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
High Street	Road / Pedestrian Area	Historic heart of the Old Town. A busy pedestrian area for businesses, tourists and residents. Tables and chairs permits in place. St Giles Cathedral, Signet Library, French Institute, High Court and City Chambers are all key stakeholders.
Hunter Square	Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Tables and chairs permits in place.
Johnston Terrace	Road / Pedestrian Area	A busy pedestrian area for businesses, tourists and residents. Used regularly for marches and parades.
King's Theatre	Venue	King's Theatre, Edinburgh - Capital Theatres
Lothian Road	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Mound	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents.

		A key north/south route for the emergency and public transport services.
Mound Precinct	Square	A busy pedestrian area for businesses, tourists and residents. This space is co-managed by National Galleries of Scotland (NGS) and City of Edinburgh Council. Weight limit limitations to be observed (precinct also forms roof of NGS). Comply with Mound Agreement.
North Bridge	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. A key north/south route for the emergency and public transport services.
Palace of Holyroodhouse	Venue	Visit the Palace of Holyroodhouse (rct.uk)
Princes Street	Road and Shopping thoroughfare	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh's Hogmanay. Therefore, no other events will be permitted to close the tram route.
Princes Street Gardens (East & West)	Park	Princes Street Gardens - Explore parks – Edinburgh Outdoors Major Events in West Princes Street Gardens and the Ross Bandstand Culture Edinburgh
Queen's Drive/Horse Wynd	Road / Pedestrian Area	A busy pedestrian and traffic area for businesses, tourists and residents. Key stakeholders are Historic Environment Scotland, Scottish Parliament and Palace of Holyroodhouse). Queen's Drive shuts periodically for events or to allow pedestrianisation of Holyrood Park.
Regent Road Park	Park	Regent Road Park - Explore parks – Edinburgh Outdoors
Ross Bandstand	Venue	Major Events in West Princes Street Gardens and the Ross Bandstand Culture Edinburgh
Royal Mile/Canongate	Road / Pedestrian Area	Historic heart of the Old Town. A busy pedestrian and traffic area for businesses, tourists and residents. A route often used for marches and processions.
Scottish Parliament	Venue	Scottish Parliament Scottish Parliament Website
St Andrew Square Garden	Square	Formal garden with paths and café. Managed by Essential Edinburgh . Power and water available.
The Meadows & Bruntsfield Links	Park	Meadows - Explore parks – Edinburgh Outdoors

		Bruntsfield Links - Explore parks – Edinburgh Outdoors
Usher Hall	Venue	Welcome Usher Hall
Waverley Bridge / Waverley Station and Waverley Mall	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Wellington Statue (Princes Street)	Footway	Large footway between Register House and Princes Street. Promotional activities are coordinated by JCDecaux & Media Boxx .
West Parliament Square / Parliament Square / Mercat Cross	Road / Pedestrian Area	Mainly pedestrian areas off High Street. A busy pedestrian and traffic area for businesses, tourists and residents. St Giles Cathedral, Signet Library, French Institute, High Court and City Chambers are all key stakeholders.

Stakeholders

Councillors: Margaret Arma Graham, Finlay McFarlane, Claire Miller and Joanna Mowat

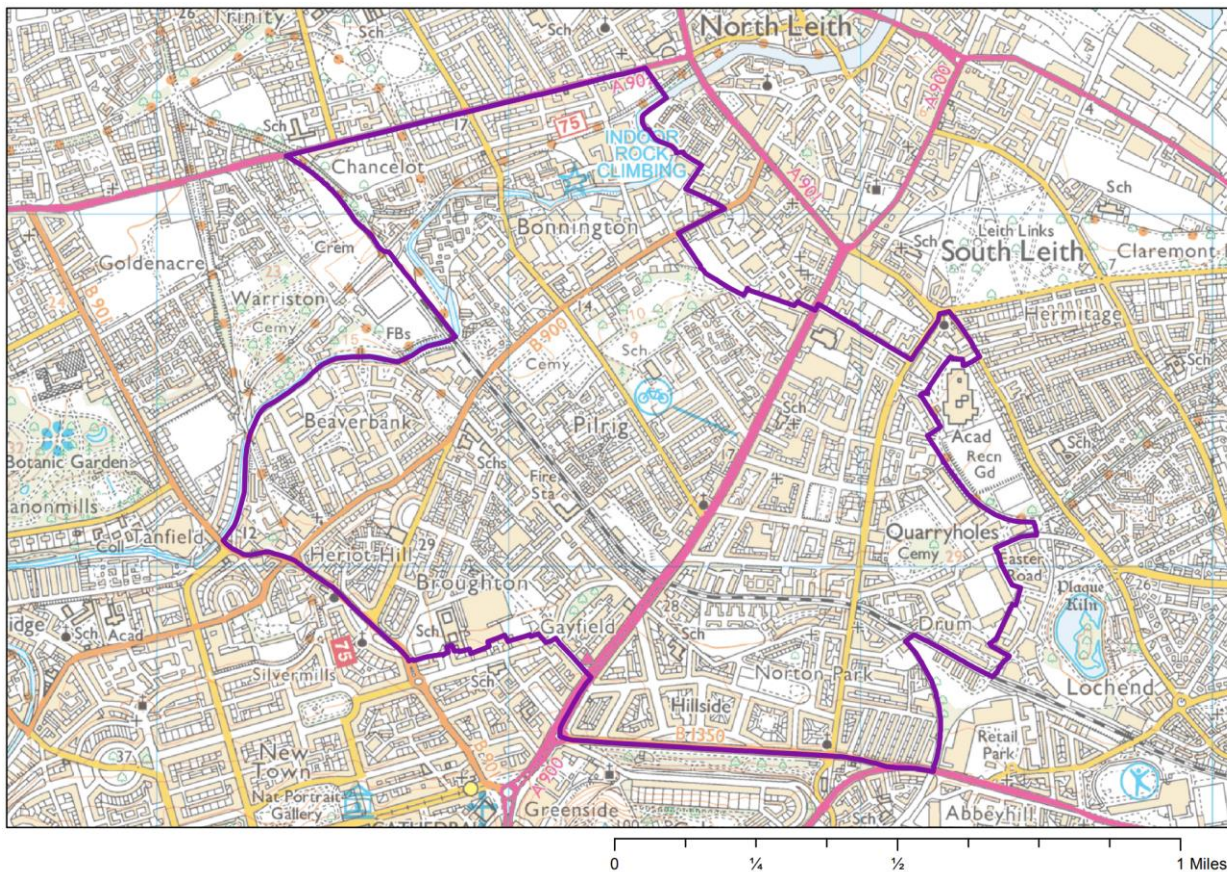
Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Castlehill Business Partnership

Friends of the Meadows

New Town Broughton Community Council

Tollcross Community Council



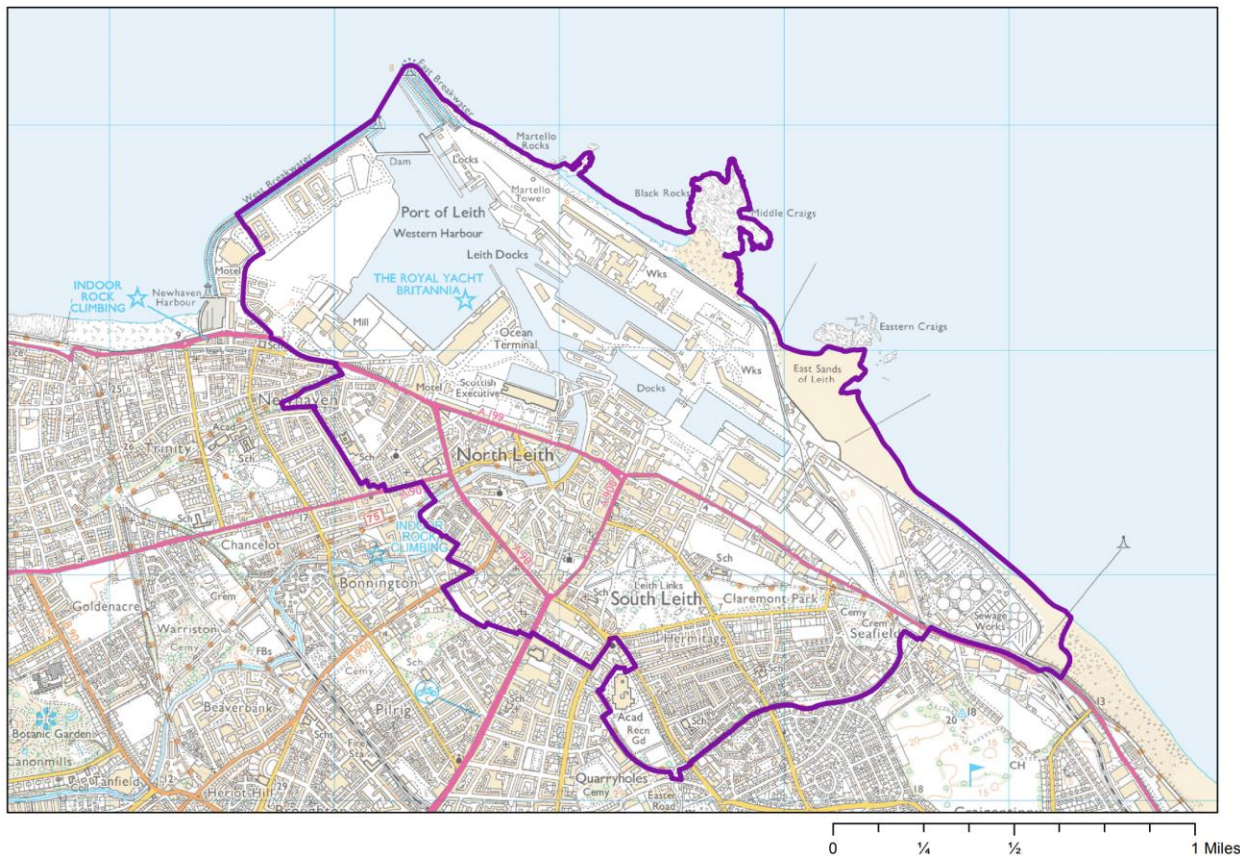
Public Space	Type	Relevant Information
Dalmeny Street Park	Park	Dalmeny Street Park - Explore parks – Edinburgh Outdoors
Montgomery Street Park	Park	Montgomery Street Park - Explore parks – Edinburgh Outdoors
Pilrig Park	Park	Pilrig Park - Explore parks – Edinburgh Outdoors
Leith Walk	Roadway	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh’s Hogmanay. Therefore, no other events will be permitted to close the tram route.
Water of Leith	Waterway	The Water of Leith Conservation Trust

Stakeholders

Councillors: Jack Caldwell, James Dalgleish, Amy McNeese-Mechan and Susan Rae

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 13 – Leith



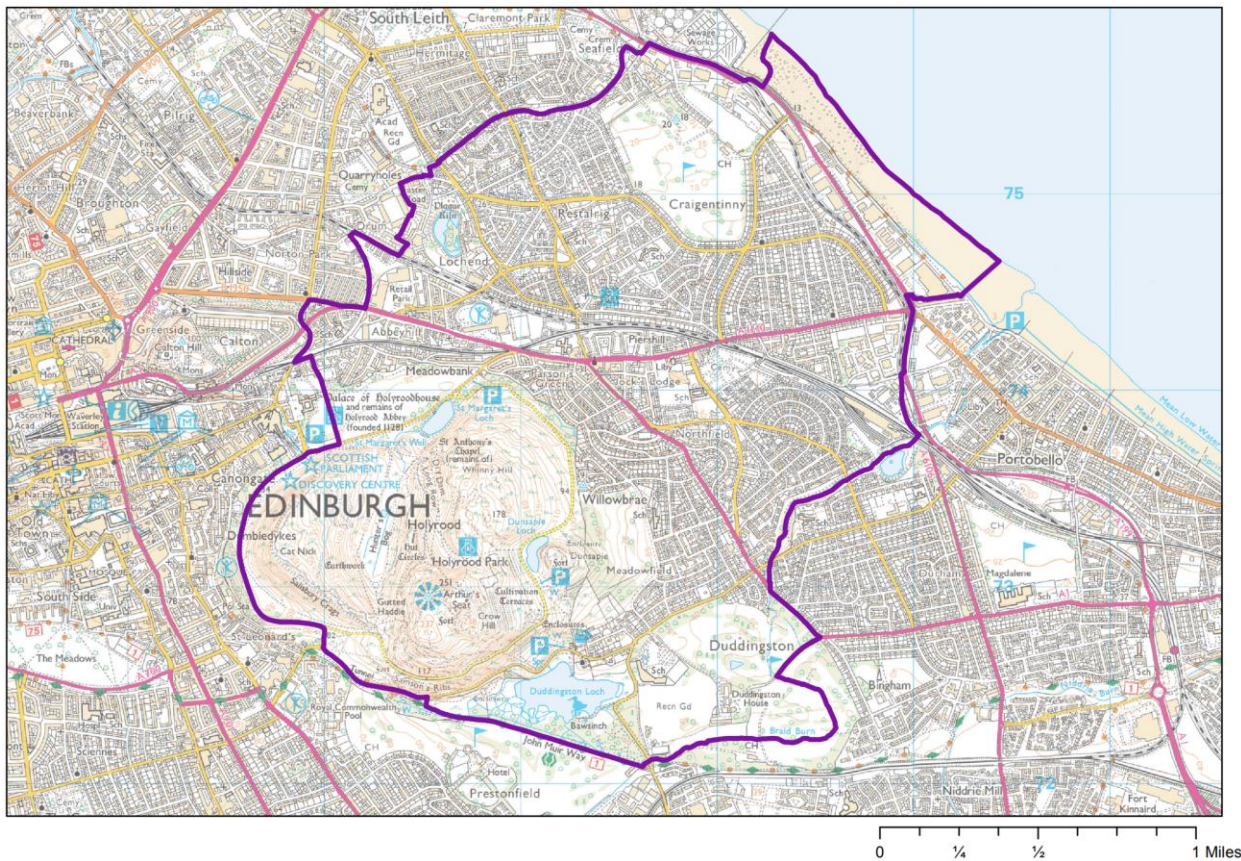
Public Space	Type	Relevant Information
Leith Links	Park	Leith Links - Explore parks – Edinburgh Outdoors
Leith/Newhaven Tram	Tramway	There is an Act of Parliament which only allows three events to close the tram route. These events are; Festival Carnival, Festival Fireworks and Edinburgh’s Hogmanay. Therefore, no other events will be permitted to close the tram route.
New Kirkgate Shopping Centre	Footway	Large footway between the shopping centre, Constitution Street and Great Junction Street.

Stakeholders

Councillors: Chas Booth, Katrina Faccenda and Adam McVey

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 14 – Craigenlinny / Duddingston



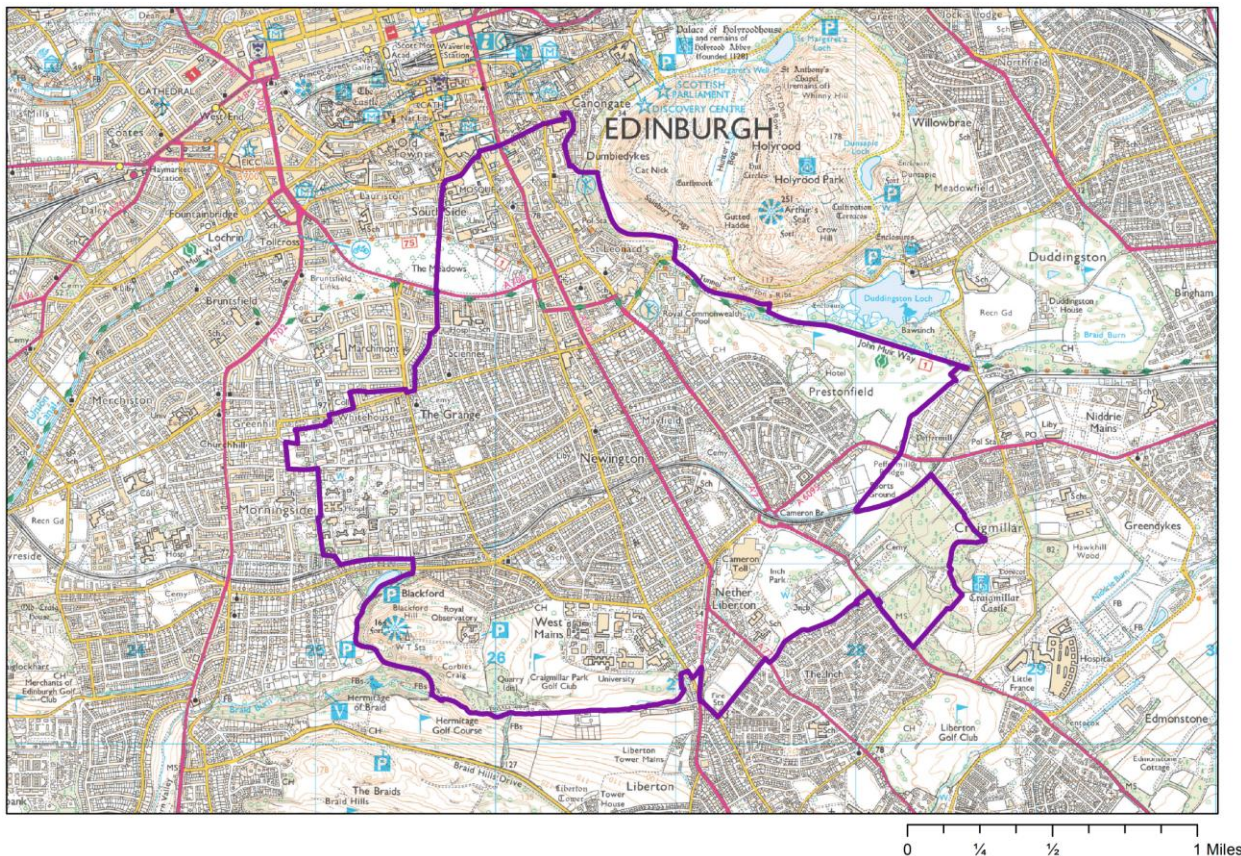
Public Space	Type	Relevant Information
Duddingston Playing Field (Cavalry Park):	Park	Sports Pitches adjacent to Holyrood RC High School
Figgate Park	Park	Figgate Park - Explore parks – Edinburgh Outdoors
Holyrood Park and Arthur’s Seat	Park	This public park is managed by Historic Environment Scotland Visit Holyrood Park Lead Public Body for Scotland's Historic Environment
Lochend Park	Park	Lochend Park - Explore parks – Edinburgh Outdoors
Meadowbank Stadium	Stadium	Meadowbank Sports Centre - Edinburgh Leisure
Portobello Beach and Promenade	Beach and Walkway	The beach and promenade are well used by the local community. In the past beach volleyball and other similar events have taken place.
Seafield Recreation Ground	Park	Seafield Recreation Ground - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Danny Aston, Joan Griffiths, Alex Staniforth and Iain Whyte

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Ward 15 – Southside / Newington



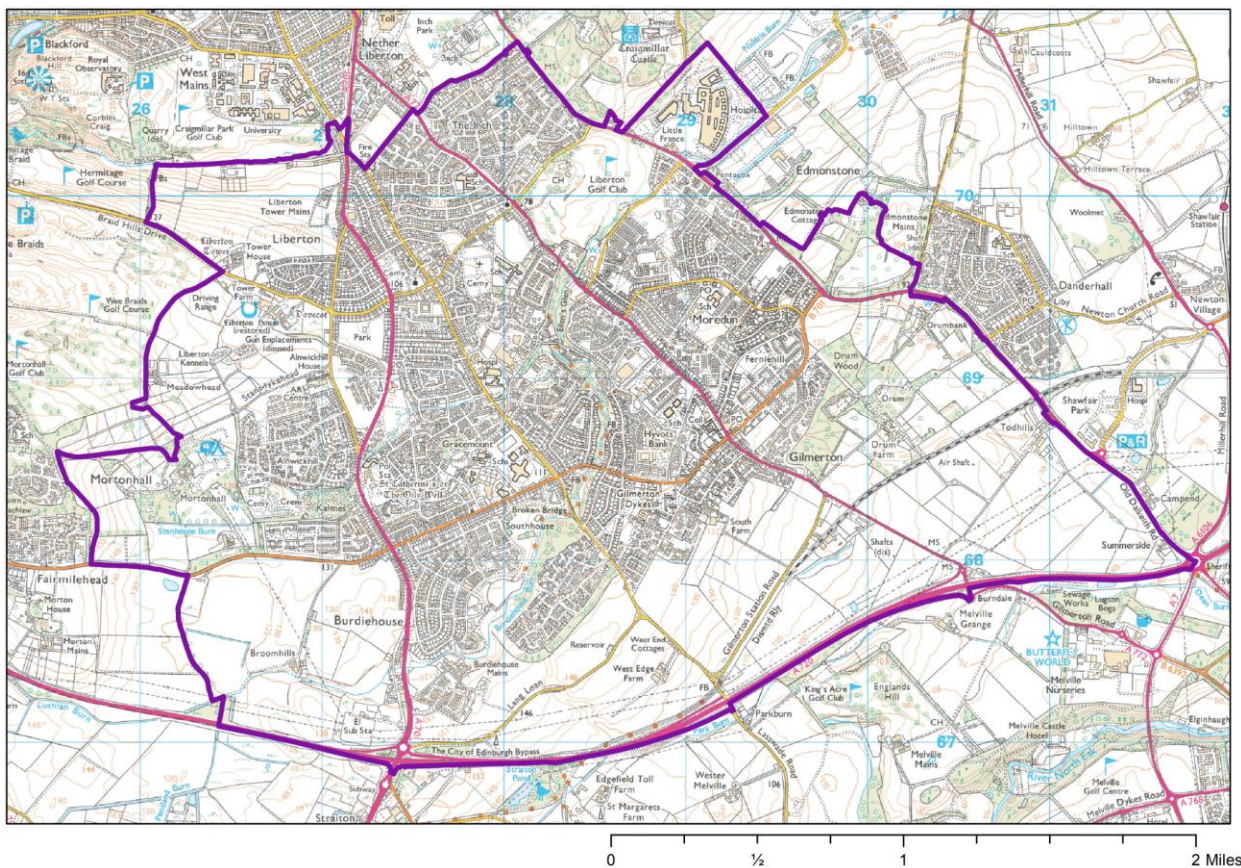
Public Space	Type	Relevant Information
Craigmillar Castle Park (inc Hawkhill Woods)	Park	Craigmillar Castle Park including Hawkhill Woods - Explore parks – Edinburgh Outdoors
Festival Theatre	Venue	Festival Theatre, Edinburgh - Capital Theatres
Hermitage of Braid (inc Blackford Hill & Pond) LNR	Local Nature Reserve	Hermitage of Braid Local Nature Reserve - Explore parks – Edinburgh Outdoors
John Muir Way	Walkway	Home John Muir Way
Inch Park	Park	Inch Park - Explore parks – Edinburgh Outdoors
Peffermill Playing fields	Leisure facility	Peffermill Playing Fields The University of Edinburgh
Royal Commonwealth Pool	Leisure facility	Royal Commonwealth Pool - Swimming, Gym, Classes - Edinburgh Leisure
The Meadows	Parks	Meadows - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Steve Burgess, Pauline Flannery, Simita Kumar and Tim Pogson

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

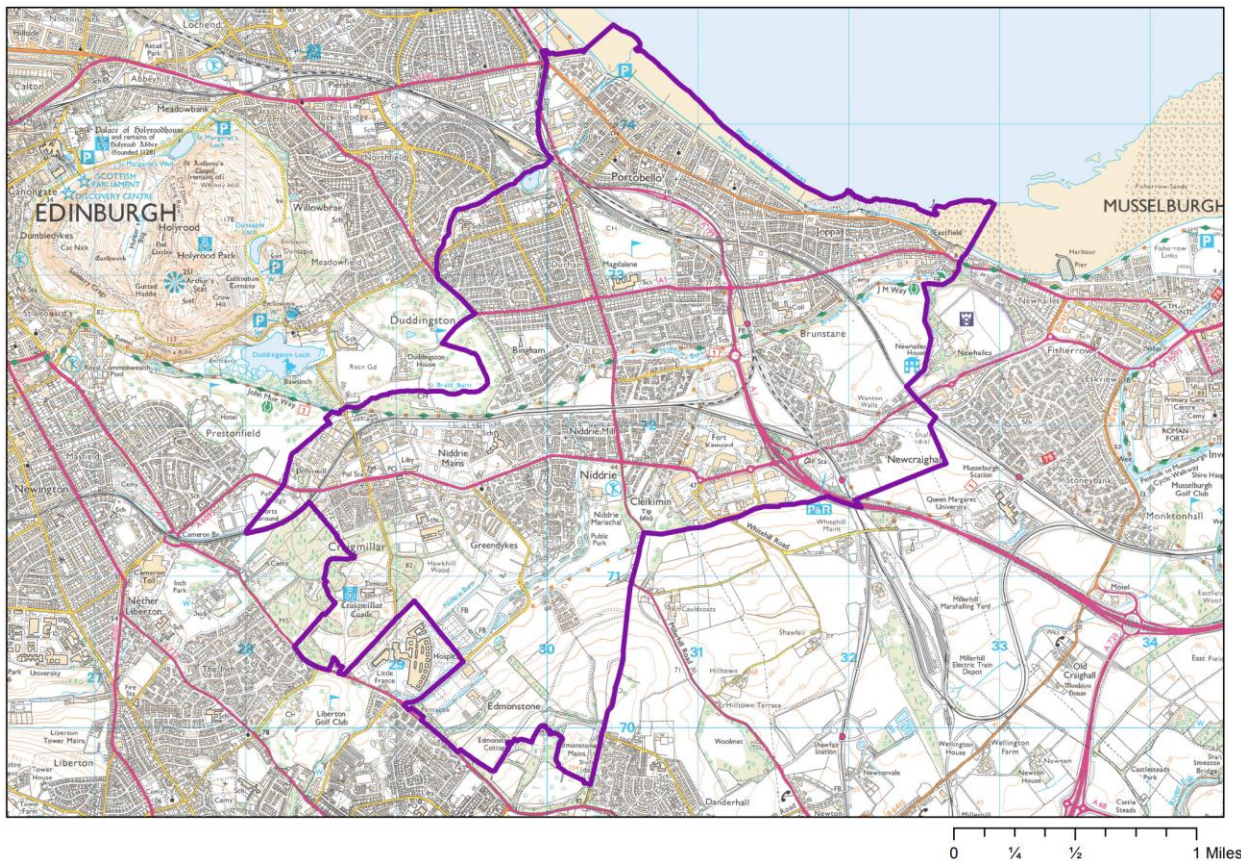
Ward 16 – Liberton / Gilmerton



Public Space	Type	Relevant Information
Burdiehouse Burn Valley Park (inc Ellen’s Glen & Moredun Wood) Local Nature Reserve	Local Nature Reserve	Burdiehouse Burn Local Nature Reserve - Explore parks – Edinburgh Outdoors
Little France Hospital complex	Hospital	Hospital site incl. A&E facilities. Events taking place in this ward should take into consideration this important medical facility when planning their event
Seven Acre Park	Park	Seven Acre Park - Explore parks – Edinburgh Outdoors
St Katherine’s Park	Park	St Katharine's Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Lezley Marion Cameron, Martha Mattos Coelho, Phil Doggart and Lesley Macinnes
 Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.



Public Space	Type	Relevant Information
Abercorn Park	Park	Abercorn Park - Explore parks – Edinburgh Outdoors
Bingham Park	Park	Bingham Park - Explore parks – Edinburgh Outdoors
Brighton Park	Park	Brighton Park - Explore parks – Edinburgh Outdoors
Craigmillar Castle Park (inc Hawkhill Woods)	Park	Craigmillar Castle Park including Hawkhill Woods - Explore parks – Edinburgh Outdoors
Hunter’s Hall Park (Jack Kane Centre)	Park	Hunter’s Hall Park - Explore parks – Edinburgh Outdoors
John Muir Way	Walkway	Home John Muir Way
Newcraighall Park and Ride	Transport Hub	Events taking place in this ward should take into consideration this important transport hub when considering how event goers will get to and from their event.
Portobello Beach & Promenade	Beach and Walkway	The beach and promenade are well used by the local community. In the past beach volleyball and other similar events have taken place.
Portobello Community Garden	Park	Portobello Community Garden - Explore parks – Edinburgh Outdoors

Rosefield Park	Park	Rosefield Park - Explore parks – Edinburgh Outdoors
Straiton Place Park	Park	Straiton Place Park - Explore parks – Edinburgh Outdoors

Stakeholders

Councillors: Kate Campbell, Tim Jones, Jane Meagher and Alys Mumford

Friends of Parks Groups, Community Councillors, Sports Teams and other park user groups.

Event organisers will be responsible for -

- Contacting stakeholders within the ward that their activity is taking place at least four weeks before the start date of the activity
- Contact methods will include -
 - Email to community councils, friends' groups and resident associations within that Ward, copied to publicspaces@edinburgh.gov.uk
 - Letter drop to affected area(s) – 2 weeks before the activity
- Should email notification not be received at the four-week mark, the council officers monitoring publicspaces@edinburgh.gov.uk will chase the organiser
- Business support will collate correspondence received to this inbox which will be dealt with on a monthly basis by the Event Management Group
- The engagement letter will include the following information -
 - Name of event company, type of event, contact name, telephone number and email address
 - Location of activity
 - Dates and times of activity
 - Description of activity
 - Road closures, removal / alteration, parking disruption
 - Access arrangements
 - Night-time activities: mitigation of noise/light nuisance
 - Any other disruption and mitigation in place
 - Who to contact with concerns or queries

Appendix 3- Tree & Root Protection

1. All root protection (RP) measures should adhere to British Standard 5837 where possible.
2. The RP areas identified in the 'Event Space and Tree Protection Zones – West Princes Street Gardens' must be treated as exclusion zones with no vehicle movement or infrastructure placed in these areas.
3. A detailed Tree Protection Plan should be provided at an early-stage and must clearly indicate the precise location and type of protective barriers planned to form an exclusion-zone around all park trees that are to be affected by the building/hosting of the proposed event; this plan being superimposed onto an up-to-date tree location plan. Drawings and statements demonstrating how trees on-site will be protected throughout the event from access/egress through to build and de-rig will be required. The plan needs to include the type of ground-protection to be used to form the necessary exclusion-zones. The Council stipulates the use of "heras" fencing that is bolted together and installed using concrete footing blocks, so no ground excavation is required. The full specification for any barriers must be included within the Tree Protection Plan. All tree protection measures must be in place before any other build commences.
4. These measures will potentially impact the available space for event infrastructure and consequently, the siting of this. This includes but is not limited to fencing, portable toilets, concession stalls (including storage and back-of-house requirements), other large event infrastructure (including Big Tops, Big Wheels and Fairground Rides) as well as ground protection requirements for vehicles (access/egress and build/de-rig), crowds and Plant.
5. It is the responsibility of the main event organiser to ensure any contractors using the site have clear, unambiguous, guidance on the steps they need to take to protect on-site trees and that these measures are communicated and adhered to by any sub-contractors employed carrying-out a role as part of the event. Failure to do so risks incurring a penalty charge and/or determining if an event is permitted to use one of our sites in the future. The penalty for any tree damage occurring as a result of the Event setup, derig or occupation or due to failure to comply with the agreed Tree Protection Plan, will be based on a percentage of the overall CAVAT** figure for said tree, based on the severity of damage.
6. A fixed penalty fine for transgression within tree Root Protection Areas (RPA) of £1000 for movement of heavy plant through the RPA will also be actively enforced.
7. The decision on any penalty payment will be at the sole discretion of the Council's Forestry Service.
8. There should be no vehicle movement across any grass / soft landscaped areas, out with the RPA, which are going to be used as an event area or for temporary access required for any build/de-rig, without the use of protective matting. The specification for this protection needs to also be included in the Tree Protection Plan and Vehicle Access Plan.
9. The lopping of overhanging branches and any ground excavation to facilitate construction of any infrastructure for the event is not permitted within any Park & Greenspace area.

**** CAVAT (Capital Asset Value for Amenity Trees) - CAVAT provides a method for managing trees as public assets rather than liabilities. It is designed not only to be a strategic tool and aid to decision-making in relation to the tree stock as a whole, but also to be applicable to individual cases, where the value of a single tree needs to be expressed in monetary terms**

Appendix 4- Community Benefits

The City of Edinburgh Council is committed to achieving and maximising Community Benefits through its activities. Many events that take place in Edinburgh are community run and therefore are innately beneficial to the community.

However, commercial events that are categorised as “large” or “major” and use public spaces to host their events are expected to choose and deliver one or more of the listed community benefits in order to support the Council’s economic, social or environmental wellbeing outcomes. This ensures that events coming to the city add social value and leave a lasting positive legacy for Edinburgh.

Where an applicant of a large or major commercial event makes a new Community Benefit suggestion, organisations are encouraged to suggest local Community Benefits which provide a positive social, economic or environmental impact in the local community.

The Community Benefit Categories include:

Supply Chain & Business Collaboration – opportunities that support local small business and third sector organisations to build capacity and sustain local communities

Education and Outreach – opportunities that support learning experiences

Community Engagement – opportunities that help sustain communities, including local groups, individuals, community centres, charities, social and voluntary sectors

Funding and Sponsorship – opportunities that invest in local projects or initiatives that help address social and environment and economic impact of individuals or groups via trusts or other contracts.

(note: all donations and sponsorship claimed, must have prior agreement with the Council)

A list of suggested community benefits is shown below.

Benefit Category	Outcome	Description
Community Engagement	Environment Improvements	Area tidy-up campaigns min. 2 hours
Community Engagement	Environment Improvements	Community enhancement - paid for resources provided for community facilities with prior approval by the appropriate Council service area (e.g. playgrounds, habitat enhancements, environmental improvements) and initiatives (e.g. energy efficiency)
Community Engagement	Social impact	Food Banks- Volunteering - Help meet clients and give out food at a food bank centre Food Banks Donations

Community Engagement	Social impact	Local Community charitable projects/events supported by staff volunteers- such Foods banks, local community events, advice shops etc. 2-hour min. of volunteer support
Community Engagement	Social and/or Economic impact	Suppliers paying to use community venues for meetings or functions or other uses
Community Engagement	Social and/or Economic impact	Third sector mentoring / supporting small community organisations, such as specific business support, minimum 2-hour session
Community Engagement	Social and/or Economic impact	Supplier contracting Third Sector organisation to conduct Engagement, Outreach and Inclusion for the project.
Education and Outreach	Social and/or Economic impact	Business Insight Mentoring sessions with Schools & Colleges. Minimum 2 hours of support
Education and Outreach	Social and/or Economic impact	Carry out a workshop in a School or Community Centre in Edinburgh linked to curriculum for excellence – 1-hour minimum
Education and Outreach	Social and/or Economic impact	School or college site visits per year or participating in schools or college careers days
Sponsorship and Funding	Social and/or Economic impact	Community Fund - where a financial sum may be made available to implement projects that the community considers to be a priority. This often ensures ownership, participation and support at a very local level.
Sponsorship and Funding	Social and/or Economic impact	Donation of Tools and or materials to a school for an agreed value.
Sponsorship and Funding	Social and/or Economic impact	Sponsoring local community events including festivals, 10k fun runs, family fun days out etc
Sponsorship and Funding	Social and/or Economic impact	Sponsorship of local organisations, i.e. breakfast club, youth group, football team
Sponsorship and Funding	Social and/or Economic impact	Sponsorship of Council School Crossing Guides (Company logo on PPE Jacket /Hat not Lollypop) for 12 months. Cash donation of £500 for Road Safety campaigns as well as including 2 Jackets.
Supply Chain & Business Collaboration	Economic impact	Offering Small and Medium Enterprises opportunities to provide goods, services and/or works
Supply Chain & Business Collaboration	Economic impact	Offering Voluntary/Third Sector (non-governmental and non-profit making organisations) opportunities to provide goods and/or services e.g. catering, meeting rooms, recycling, etc.

Supply Chain & Business Collaboration	Economic impact	Offering Social Enterprises (business with primary social objectives whose surpluses are reinvested for that purpose in the business/ community) opportunities to provide goods and/or services e.g. catering, meeting rooms, recycling, etc.
Supply Chain & Business Collaboration	Economic impact	Offering supply chain opportunity for a business that's main aim is the social and professional integration of disabled or disadvantaged persons, or the performance of a contract in a sheltered workshop

Council Strategies and Policies

[Events Strategy - The City of Edinburgh Council](#)

[Our Business Plan priorities – The City of Edinburgh Council](#)

[Culture Strategy – The City of Edinburgh Council](#)

[City Of Edinburgh Council – 2030 Climate Strategy](#)

[Advertising and Sponsorship Policy - Policy register – The City of Edinburgh Council](#)

[Code of Practice for Filming in Edinburgh - Policy register – The City of Edinburgh Council](#)

[Consultation and Engagement Policy - Policy register – The City of Edinburgh Council](#)

[Fair Trade Policy Statement - Policy register – The City of Edinburgh Council](#)

[Management of Presentation Seats in Public Parks, Gardens, and Streets - Policy register – The City of Edinburgh Council](#)

[Refund of License Application Fees - Policy register – The City of Edinburgh Council](#)

[Waste and Cleansing Policies - Policy register – The City of Edinburgh Council](#)

Legislation/Regulations

Animal Welfare Act 2006

Construction Design and Management Regulations

Civic Government (Scotland) Act 1982

Civil Contingencies Act 2004 (Contingency Planning) (Scotland) Regulations 2005

Control of Noise at Work Regulations 2005

Equalities Act 2010

Fire Scotland Act 2005 & Fire Safety (Scotland) Regulations 2006

Health & Safety at Work Act 1974

Health and Safety (First Aid) Regulations 2013

Land Reform (Scotland) Act 2003

Management of Health & Safety at Work Regulations 1999

Martyn's Law – coming soon*

Occupiers Liability (Scotland) Act 1960

Personal Protective Equipment Regulations 2002

Provision and Use of Work Equipment Regulations 1998

Guidance

[Plan my event - Edinburgh](#)

[The Purple Guide](#)

[Home - JESIP Website](#)

[Temporary demountable structures: Guidance on procurement, design and use \(Fourth edition\) - The Institution of Structural Engineers \(istructe.org\)](#)

[MUTA - the UK's trade association for marquees, tents and structures](#)

[Guide to Safety at Sports Grounds 'Green Guide' - Sports Grounds Safety Authority](#)

[PIPA Inflatable Play Inspection - Safe Bouncy Castles](#)

[Welcome to ADIPS - Home](#)

[Risk assessment: Steps needed to manage risk - HSE](#)

[Code of Practice on Environmental Noise \(gov.je\)](#)

[Fire Safety Risk Assessment for open air events and venues](#)

[Engaging with disabled people: an event planning guide \(equalityhumanrights.com\)](#)

[Access Starts Online - Attitude is Everything](#)

[Is your Festival Accessible? - Euan's Guide \(euansguide.com\)](#)

[Calculating Safe Capacity - Sports Grounds Safety Authority](#)

[Responding to Emergencies | Ready Scotland](#)

[Threat levels | ProtectUK](#)

[ACT Awareness e-Learning | ProtectUK](#)

[Resources | ProtectUK](#)

[Working with Counter Terrorism Security Advisors \(CTSAs\) | ProtectUK](#)

[Lightning Guidance for Outdoor Events - PLASA](#)

[Home | Event Impacts](#)

[Flying drones safely and responsibly | UK Civil Aviation Authority \(caa.co.uk\)](#)

[HSE Explosives - Organising firework displays](#)

[Living Wage Scotland](#)

[Guidance on Public Processions - General Information](#)

[ISO 20121 standard](#)

[Starting Point | Creative Carbon Scotland](#)

[Resources | Creative Carbon Scotland](#)

