

# Lambeth Events Policy 2020–2025



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# Introduction

Organising an event can and should be fun, but it is also a time-consuming and complex task. It is important that you know what to expect and understand your obligations as an event organiser, which is why we have created this helpful policy to give you all the information you need to make your event a success.

Any public event in a Lambeth park, open space or street must be approved by EventLambeth, who issue Park Event Permits and Street Event Permits to successful applicants.

In this policy you will find all the information you need to organise an event in Lambeth. We have included guidelines, suggestions, links, documents and contacts for various organisations that will help you with planning your event. We recommend you read this policy so you know what will be required from you as an event organiser.

We are committed to supporting events that contribute to our vibrant culture, environment and economy by working with event organisers, partners and services. We want to make your experience of putting on an event in Lambeth a straightforward one.

For more information organising safe public events, check out the The Purple Guide to Health, Safety and Welfare at Music and Other Events which has been drawn up by the Events Industry Forum in consultation with the UK events industry, including representatives from regional and national Government. It's also supported by the Health and Safety Executive (HSE). The guide is available by subscription from [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk). Further information on health and safety law can be found at [www.hse.gov.uk](http://www.hse.gov.uk).

We look forward to working with you on your event.



Photo: Courtesy of Phillip Clark

## Context

This policy is intended to clarify the process behind building a sustainable and varied programme of outdoor events in the London Borough of Lambeth. It also seeks to protect the community, the parks, assets and open space infrastructure and minimise or mitigate any negative impacts which events may cause. This policy can contribute to each of these outcomes:

### Safety and wellbeing for all

- Ensuring events are well managed, safe and minimise the opportunity for crime and disruption.
- Ensure cleaning of parks and toilet provision is adequate.
- Provide a range of opportunities for people to enhance wellbeing.
- Improve safety and well-being aspects of open space.

### Opportunities for all

- Consider local economic benefits of outside events.
- Provide opportunities for people to volunteer.
- Encourage a wider range of events that cater for all the community.
- Provide occasions where communities can come together at a range of differently sized events.
- Deliver a range of cultural experiences.

### A better Council

- Provide clear advice to organisers and residents.
- Provide simple and easy to navigate event management processes.
- Support the local community to do things for themselves by providing training and investment.

## Principles

These principles are borne out by this policy which sets out a clear and systematic approach to the management of outdoor events in Lambeth and is based on the following principles:

- 1 The Council supports the balanced use of parks for appropriate community, charity and commercial events and non-event uses.
- 2 The Council wishes to support local community organisations through training to hold events in their local park.
- 3 An appropriate fee or charge will be levied on the organiser for the use of the park. The fee will vary dependent on the location and type of event.
- 4 A percentage of the total fees will be ring-fenced as Park Investment Levy, of which 80 per cent is spent in the park or open space where the event was held, in consultation between the primary stakeholder group and the Parks service.
- 5 Recognised Parks Friends groups or Management Advisory Committees (MACs) will be able to hire the park free of charge for free to enter events that they apply for and manage themselves.
- 6 Council officers retain the ability to negotiate with event organisers on the fee for their event to secure bookings that are in line with Council policy.
- 7 Where event organisers enter into a multi-year contract with the Council there will be a requirement to produce an action plan to improve the event: management, delivery, sustainability, volunteering and accessibility over the life of that agreement, as well as the park itself.



## Vision

This document aims to cover the obligations, responsibilities and expectations which all event organisers have in relation to staging an event in any park or open space. It is intended that this policy will balance the interests of residents, park users and local businesses. To achieve this, the following objectives have been identified with reference to the wider vision for the future of the Borough:

- 1** Demonstrate best practice in all aspects of event management, including the event application process, to ensure that events are being run with due regard to the correct and current legal requirements.
- 2** Ensure that a sustainable number of events are permitted. This might involve advising community organisations in working together to coordinate the overall offer and number of events at any particular location.
- 3** Ensure that the design, location and management of events minimises the disruption caused to park users and the area around the event.
- 4** Ensure effective forward planning and management of events, with public safety and the minimisation of public nuisance always being a priority.
- 5** Minimise, mitigate and manage the negative impact on parks and open spaces and surrounding areas, with minimal disruption to the environment and wildlife.

- 6** Encourage events that have strong community benefit and engagement and, where necessary, remove barriers that restrict accessibility.
- 7** Support community event organisers and Friends groups by up-skilling event organisers.
- 8** Ensure sufficient and thorough engagement with key stakeholders.
- 9** Establish an events programme.
- 10** Maximise opportunities to earn income from events that will help to supplement funding streams for parks.
- 11** Ensure events contribute to and enrich the cultural diversity, vibrancy and economic vitality of Lambeth.



## Scope

This document sets out the policy in relation to the hiring of parks and open spaces for organised events. It is needed to promote a varied calendar of events that are held in the right locations, with the appropriate frequency; and are carried out safely.

Any organisation or individual looking to make an event booking, be it for commercial, charitable or community use, must adhere to the requirements of this policy and its supporting documents.

This policy does not apply to activities such as:

- Small group or organised fitness activities involving less than 50 participants at any one time, for which there are separate booking or licensing processes in place.
- Sports bookings or sports days for which there are separate booking or licensing processes in place.
- Street parties for which there are separate booking or licensing processes in place.

## Benefits and economic value of events

Many benefits can be drawn from facilitating events, with each event potentially benefiting different sectors of the community and local businesses.

The benefits associated with events can include:

- Opportunities for young people through performance, employment and training or apprenticeships.
- Improving the availability and accessibility of entertainment and culture.
- A cultural boost to the local community.
- Development of a strong community.
- Improvements on cross community relations.
- Business opportunities both at events and in the surrounding area.
- A source of income for local projects through fundraising.
- Enhancing the image of the Borough.
- Stimulating inward investment.
- Ring-fenced income for parks and open spaces.
- Bringing new audiences to parks and open spaces across the borough.

Whilst the primary benefits of events are set out above it is recognised that events have an economic impact, directly and indirectly creating and supporting employment. It is difficult to capture this economic impact without collecting detailed data, but a series

of measures can be used to estimate the impact of major events, such as:

- number of people attending events
- total direct and indirect spend (including from visitors from outside the Borough)
- number of full-time-equivalent (FTE) jobs involved for the duration of the event.



## Definition and size of events

An event is:

- where infrastructure (including structures or furniture) is brought to a site, or
- where activities are proposed (licensable or other) which may constitute an event (at the discretion of the appropriate council officer).

Events size is defined by the anticipated overall daily attendance:

Event size category	Overall daily attendance
Small event	Up to 499
Medium event	500 – 4,999
Large event	5,000 – 19,999
Major event	More than 20,000

At the discretion of the appropriate council officer some events may be treated (i.e. in terms of the application process and approvals etc.) as a different category, for example if the event is deemed to have a disproportionate impact for its size. This could be due to:

- multiple-site events
- significant or atypical infrastructure
- significant or atypical activities taking place
- multi-departmental planning (licensing, planning, network management)
- multi-agency planning required.

Some large events may be categorised as a major event if they involve any of the following criteria:

- requires multi-agency planning
- requires road closures impacting beyond the park boundary
- involves more than one park.

The final decision on the category of an event will rest with the Council's officers.

If the attendance of an event is anticipated to be very close to the limit of the category, Council officers reserve the right to choose which category the event lies in.

Where the organiser is seeking a premises license for an event the final attendance numbers will be set as part of the premises licensing process.



## Types of Events

The types of events in parks and open spaces are categorised into the following groups:

### Community

Community events are those which are organised by community or voluntary groups in support of the community, for the benefit of the Borough or local residents. A community event must always be offered with no entrance fees to the public. They will not provide significant advertising or other commercial benefit opportunities to a profit-making business or organisation. The organiser will be asked to provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event. Fees, where levied for community and third sector stallholders, will be set at an affordable and accessible level. Exceptions may be made for constituted Friends groups or MACs in certain circumstances.

### Friends Groups or MAC events

Many parks and open spaces have a MAC, Friends or other key stakeholder group helping to oversee the maintenance, development and enjoyment of parks and open spaces. These volunteer groups may hold a number of events throughout the year and in recognition of their invaluable role, hire fees will not normally be charged for such events. However, these events can damage parks and open spaces and a ground deposit will sometimes be required depending on the nature of the event. In such circumstances groups that do cause significant damage to the

park or open space may be prevented from making bookings in the future without a ground deposit and will be required to pay for any reinstatement required.

Applications from recognised Friends/stakeholder groups for events must be submitted by an authorised member of the group and covered by the group's insurance. These events would generally be free for the public to enter. If a Friends/stakeholder group wishes to charge for entry, net proceeds should be reinvested back into the park/open space or future events. A Friends or stakeholder group cannot apply on behalf of anyone else or "grant" their free park hire to another organisation.

### London Borough of Lambeth charity events

Charity events of a non-commercial nature should be for the benefit of a registered charity. Applications must be received from the charity themselves or include a signed letter of endorsement from the charity. Not for profit and/or charitable organisations must be able to provide a UK charity number and demonstrate that all proceeds (over and above costs) will be for the charity.

### National charity events

National charity events are set up for the sole purpose of raising funding for a national charity or not for profit body via events that charge an entrance or participation fee.

### Commercial events

This category is for all events which are intended to generate a profit. The following events are classed as commercial events, though the list is not exhaustive:

- Corporate events
- Trade fairs and exhibitions
- Commercial music, theatre or comedy concerts or festivals
- Marketing and promotional activities for profit making organisations (not charitable or fundraising)
- Funfairs and circuses.

### Promotional/marketing events

Promotions, product launches, road shows or media events all fall into this category. This type of event will generally be open to the public. The event is usually part of a wider commercial marketing campaign and therefore attracts an appropriate fee.

### Private hire and corporate events

Events included in this category may include weddings, private parties, professional caterers, away-days, conferences, gala dinners, award ceremonies, coach or vehicle parking and other similar events, and will be assessed on a case-by-case basis. They might include the erection of temporary structures.



### Events which would automatically not be granted permission

Events which would not be granted permission are those which are deemed to be inappropriate or contravene any conditions set-out in the Terms and Conditions of Hire. Failure to comply with Terms and Conditions will prejudice future event applications. Reasons for refusal made at the initial enquiry application stage:

- Any event which is likely to have an unacceptable impact on the site, its infrastructure, biodiversity or existing commercial activities.
- Any event organiser who cannot provide adequate documentation or certification requested by the Council to demonstrate that it should progress to the next stage of the application process.
- Any event which discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation or disability. This aspect will specifically include any charity, community or commercial ticketed event where any of the above groups or individuals are excluded or refused entrance.
- Events organised by extremist organisations.
- Events featuring adult or offensive content.
- Any circus that includes performing animals other than equine (horses, ponies and donkeys), dogs, and bird (budgerigar) acts.
- Where the event is specifically prohibited by a park byelaw.
- Where the application has not been received within the required timescales.

### Unauthorised Events

Events that have not been granted permission by the Council will be dealt with consistently across all parks and open spaces through rigorous enforcement.

### Other considerations

The content of the event might affect the decision to grant permission. Each application will be considered individually to ensure there is a broad spectrum of events that benefit the community and local businesses, as a whole. The final decision on suitability will rest with the Director of Environment and Streetscene and the appropriate Cabinet Member.

Special consideration will need to be given to events of a sensitive nature. Further consultation will be required from senior council management and Councillors on events such as:

- Political rallies or events organised by groups affiliated with political organisations.
- Religious events.
- Events that take place over a long period of time.
- Events that might contradict council policies (such as those with sponsors who conflict with council policies).

Such events might be required to submit additional material to support their application. The Council's Events officers will be able to advise further on this.



# Section 1: Lambeth event application process

EventLambeth facilitates events in Lambeth parks, open spaces and streets. The team is professional, friendly and experienced and will guide you through the process – from your initial application through to the debrief after the event. Our service ensures that you adhere to all legal and statutory requirements and necessary lead times to deliver an event that is safe and successful.



## Application and approval process

**If you feel your event does not fit into any of the highlighted categories in this policy please call EventLambeth who will be happy to discuss this with you. Telephone 020 7926 6207.**

**Please note: applications cannot be processed without the correct application fees. On receipt of your application you will receive an email so that you can make the online application fee payment. Application fee can be found on [page 13](#).**

### How to submit a Lambeth event application

Our online event application form can be found at <http://www.eventlambeth.co.uk/organising/>

A comprehensive application and approval process ensures that outdoor events are only approved once the applicant has correctly carried out all steps in the process. The application process is outlined on the Council's website and can be managed online and allows applicants to see the status of their application.

The Council is committed to providing high quality advice and guidance to event organisers to assist them in planning an event.

The Council will organise annual training opportunities for community event organisers to help increase the number of people and the skill level of those involved with events working voluntarily within local community organisations. This training will include a briefing on the application process, including key timelines.

Normally no more than one event will be approved on the same day in any park or open space (exceptions may be made where events are complementary and with the agreement of both organisers). Should multiple applications be received for the same site on the same date, one or both of

the organisers may be offered an alternative date or location. Event organisers may sometimes be required to move venue or date for other reasons.

When you have completed the application form with as much information as possible, please submit it and make the appropriate processing application fee (see [page 13](#)).

Please see [page 31](#) for application timeframes for small, medium, large and major events.

## Lambeth has many parks, open spaces and streets that make perfect places for events.

See [page 39](#) for a full list of locations.

## Lambeth Events Safety Advisory Group

All organisers of large events and some medium events are required to present to the Lambeth Events Safety Advisory Group (LESAG) before a conditional agreement notice is given by EventLambeth. These meetings take place on a monthly basis.

Membership of LESAG includes the following organisations who oversee public safety:

- London Borough of Lambeth
- Metropolitan Police Service
- London Fire Brigade
- London Ambulance Service
- NHS England

LESAG will consider the event proposal in detail and the meeting gives key partners the chance to raise specific objections or concerns on the event proposal.

Once you have presented to LESAG the group has five working days to respond with comments, concerns or recommendation before a decision is made. The event organiser will be notified of the decision in writing.



## Community safety

The safety and security of event visitors, organisers and other members of the public must not be compromised by any event. It is the duty of all event organisers to make such provisions necessary as to ensure this is the case. Key items for consideration are set out below:

- All event organisers will be required to produce a detailed risk assessment of the hazards and risks associated with their event and ways in which

it is intended to reduce the level of risk where found. Templates and guidance will be available on the Council's website.

- Security and stewarding personnel are key to ensuring the safety of all people in and around an event. It may be a requirement that appropriately trained and briefed staff are provided to maintain crowd control, provide public information and to enforce any applied restrictions on entry and behaviour within the space; as well as to implement procedures in an accident or emergency situation. Staff working in a formal security role must be qualified to the appropriate level with the Security Industry Authority (SIA), whereas stewards can be volunteers. In addition, the Council may wish to have an officer in attendance and have a seat in the event control room on site as well as meeting at predetermined times during the event to review safety, adherence to plan and other potential challenges, e.g. weather and transport issues.
- The event organiser should always consider the public's route to and from their event. Where necessary and where potential conflict points are identified additional security and/or stewarding should be provided, to ensure the safety and reduce any possible conflict between event goers and members of the public.



- Child and vulnerable adult protection should be a fundamental part of the safety management of an event. Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children or vulnerable adults at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers may be expected to submit a child and vulnerable adult protection policy statement and lost children/vulnerable adult procedure as part of their application for the event.

- Medical and first aid provision – Event organisers must carry out a medical risk assessment, considering such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid and medical resources should be provided in line with the Purple Guide guidance.
- Signage within an event site should be clear to read, use commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees. All main sanitary, medical and safety facilities, as well as emergency exits, should be signposted throughout the event site when required. Where signage and/or advertising are used outside of the event site, guidelines around outdoor advertising must be adhered to.

### Community consultation

As part of the event application process all major, large and some medium sized event organisers will be required to present their proposal to the relevant friends groups or management advisory committee for the park or open space concerned. We will provide guidance and work with you to address any concerns or objections they raise before a final decision is given and confirmation of a Park or Street Event Permit is issued.

### Friends groups

Friends groups are made up of local people who work together to protect and improve the appearance, facilities, conservation, value and safety of their local park or open space, and to raise its profile and sustain interest in its use.

We value their expertise and work co-operatively with them to achieve a fair balance of events across all Lambeth's green spaces. We also support and waive application and site hire fees to park friends groups produced events.

### Management Advisory Committees

A Management Advisory Committee (MAC) has an official advisory role and operates as a partnership between friends groups, the council and other relevant stakeholders (e.g. sports clubs, event organisers, contractors), mainly for large open spaces where there is a need to ensure as many interest groups as possible are involved to maximise representation and equality of opportunity. A MAC makes recommendations for the support and upkeep of that open space, through sharing information and promoting good practice. They also make representations to external bodies regarding local concerns and issues so that a general consensus of all groups is represented.



## Fees and payments

Hiring a Lambeth park or open space to hold an event incurs fees. Charges are based on the size of your event and the nature of your event.

The processing application fee is a set, one-off charge to process your application, however other fees vary.

For more information on our base fees and charges please see the Events fees and charges on [page 52](#) or email [events@lambeth.gov.uk](mailto:events@lambeth.gov.uk).

For an itemised quotation please contact EventLambeth on **020 7926 6207**.

### Processing event application fee

This is a set fee to process the event application. This needs to be paid on application. Non refundable.

£30 community and charity events  
From £100 commercial events  
From £100 promotional & marketing events  
From £100 fun fairs and circus

### Administration fee

This is paid by the applicant once event approved at stage one in order to secure the date and the administration resources. This is the minimum amount that will be charged.

### Event permit fee & extra event days

This event permit fee is charged for one day to hold your event in Lambeth. Extra operational event days are charged in addition.

### Build and de-rig fees

This is charged in addition to the event permit fee and covers the cost of using the space for building or de-rigging your event.

### Parks investment levy

This fee is ring-fenced and invested back in to the park, open space or if a street based event to the local business improvement district. This is non refundable.

### Damage deposit

To ensure any damage or litter caused by the event to the venue location or its infrastructure is reinstated. This is refundable post event subject to site condition checks.



# Section 2: Planning, managing and delivering your event

Lambeth has 78 parks and open spaces of which the majority host a wide range of commercial and community events throughout the year, including concerts, commercial events, fun fairs, cultural events, local fêtes and sponsored walks. There are plenty of venues within the borough and we believe we are able to fit your needs. Contact us to discuss your proposals and see where might be suitable.

See [page 39](#) for a full list of parks and open spaces suitable to hold an event in. On [page 44](#) you will also find an event management plan template to assist you in delivering your event.





## Planning your event

**It will help you to be clear about why you are holding your event. What do you most want to achieve? This will help you decide what your event should be. A concert, a fun day... or something else?**

**You also need to know who your audience is. Remember your audience/ attendees when making decisions. What will they need and want? Given these things, when would it be best to hold your event? Once you have determined these initial details you should then look at venues.**

### Points to consider when planning your event

- Consider the timing and duration of your event. When are your attendees most likely to arrive? Is your venue easily accessible?
- Do check any planned transport closures with Transport for London, [www.tfl.gov.uk](http://www.tfl.gov.uk).
- Is the event free or ticketed and how will tickets be sold or booked?
- Always remember your budget, as costs can escalate quickly.
- Try contacting someone with experience in running your type of event, for tips and advice at an early stage.
- If you are proposing to use one of our parks, open spaces or streets you need to discuss the event with one of our professional event officers, who will guide you through the application process.
- Depending on the content of your event you may also need to contact other areas of the council.
- Depending on the scale and type of event, applications may need to be submitted a year or more ahead for the necessary planning steps to be completed.
- Allow time for the statutory authorities (e.g. police, fire and ambulances services and local authority) to make arrangements for support.

### Event approval considerations/ checklist

Depending on the size, duration and location of the event the following consents may be needed. Some checks are carried out by the Events team. Where appropriate, Council Officers will pass the details of an event onto other relevant Council teams to inform them of the event. Some teams may enforce their own conditions on an event and might charge for their services. The following Departments might be involved:

- Environment Health
- Public Protection
- Highways & Transport
- Planning
- Licensing
- Parks.

Other consents might be required from responsible authorities or services identified by the Safety Advisory Group, such as:

- Emergency Services
- Transport (TfL, train providers).



## Choosing your venue

When looking for suitable venues, remember it may be difficult to find a venue to accommodate all your needs. It will help if you are prepared to be flexible. When looking for a venue you need to consider:

### Size

Can the venue safely accommodate the number of people you expect to attend? Our Event Officers will help you choose an appropriate venue.

### Location

Will it work for your attendees/audience? Are transport links adequate for the day of your event?

### Facilities

Is the ground suitable and accessible for all your attendees? Is there a water supply? Is the access suitable for the infrastructure you will be using?

### Availability

Is the venue available for your build and break down days as well as your event days?

### Other events

Are there any other local or national events which may have an impact on your attendance and general planning?

(This list is not exhaustive and our event officers can provide guidance on other factors to consider.)

## Public protection

Event organisers are responsible for and have a legal duty to ensure that no one (members of the public, staff, volunteers, contractors, entertainers, acts, etc.) is adversely affected by any aspect of the event with regard to health, safety and welfare. Please refer to the Health & Safety at Work Act 1974.

Event organisers will also be required to conform to:

- The Purple Guide', published by the Events Industry Forum and supported by the Health and Safety Executive (HSE).
- RIDDOR 1995
- Fire Precautions Act 1975
- The Children's Act 1989
- Health and Safety at Work Act 1974
- Wildlife and Countryside Act 1981
- Any specific conditions laid out, local byelaws or instructions from a Council Officer
- Any relevant legislation relating to public safety.

The Council and its partners have a duty to ensure all relevant health and safety guidance is followed, including checking risk assessments, emergency evacuation plans and method statements.

In many cases the Council or its partners (i.e. emergency services) may require changes to be made to plans to improve safety at the event. All health and safety paperwork must be submitted to the Council as per the application timetable requirement, although this may be reduced for smaller events if agreed in

advance with the Council's nominated officer. For large, major or more complex events the Council will take a more active role. They will require meetings with event organisers to discuss plans in more detail, and it will be a condition of hire that event organisers attend Safety Advisory Group meetings.

The Council may wish to monitor the event keeping a log of issues to inform the debrief; and planning for any future events. It may also be a condition of approval that management plans are submitted in advance of the application timetable requirement due to their complexity. If this is the case sufficient notice will be given of any change in deadline.



## Healthy events

Food safety and the prevention of food poisoning arising from any food provided at the event is crucial. Event organisers must ensure that all caterers have been registered with their local authority and have obtained caterers' food hygiene certification. An outline of the type of catering and facilities must also be provided in advance. Anyone with a food Hygiene rating of less than 3\* will not be permitted to trade at an event in the London Borough of Lambeth.

During the life of this policy, the Council will work with event organisers to deliver healthier events. This will be done by:

- Working with event organisers to promote sustainable forms of travel including public transport, walking or cycling.
- Working with the organisers of park events with the aim of ensuring that 40% of their food and drink options are healthy.
- Ensuring that park events organised by the Council have at least 40% of food and drink options that are healthy.
- Ensuring that mothers are aware that breastfeeding is welcome at park events.
- Free drinking water provision.

## Sound control

Noise control and the prevention of nuisance to local residents who may be affected by sound arising from activities on site, particularly any musical entertainment, is very important.

Where there is cause for concern about the disturbance from a proposed event or where there is a previous evidence of disturbance the Council reserves the right to require the event organiser to appoint independent acoustic consultants to be on site to provide continual monitoring of sound levels.

Sound from an event must be kept at a reasonable level and must not cause an unreasonable nuisance to local residents within close proximity of the site. Events must adhere to any sound level limit or conditions attached to it; sound level monitoring may be required to ensure such compliance. At all times organisers must comply with the Council's requirements.

Please refer to Lambeth website [www.eventlambeth.co.uk/organising/planning-your-event](http://www.eventlambeth.co.uk/organising/planning-your-event) for guidance on the control of sound at outdoor events and monitoring levels. In addition to the protection of the public from noise pollution organisers must also consider the Control of Noise at Work Regulations 2005 for those working prior to, during and post event.

## Sustainability and waste management

Sustainability is a key priority. Every effort should be made to minimise environmental impact and maximise the 'green' production of events by using recyclable and/or reusable sustainable products and materials, e.g. minimising power consumption, using bio-diesel generators and using recycled and recyclable cups and plates.

Event producers are required to take full account of **Lambeth's Green Events Guide** and must meet the Essential requirements according to the size of their event. We encourage producers to achieve at least some of the Desirable requirements as well.

The proper collection and disposal of waste plays an essential part in ensuring a cleaner and greener Borough. Therefore, waste from events should be minimised and recycled where possible. The Council expects event organisers to be responsible for minimising waste and the clearance of any waste that arises. In addition, the Council expects organisers to promote and facilitate recycling methods as its first option of waste management before waste disposal.

Where the event organiser plans to use volunteers for the cleansing of sites after events then it will be at the discretion of the Council to charge a higher ground deposit in case such volunteer support does not materialise.

## Transport infrastructure, traffic management and parking

In some instances, it may be necessary, based on the proposed event or where there is previous evidence of a significant localised impact from people travelling, to require the event organiser to prepare a traffic and transport management plan. Such a plan may well include applying for and paying for the cost of an associated Temporary Traffic Management Order.

All Temporary Traffic Management Orders to close roads, diversion routes, parking bay suspensions etc. are processed by Highways officers. Council officers will help streamline this process by informing the Highways officers of any event taking place on or having a significant impact on roads and footpaths such as charity races, processions, small to large scale events and carnivals. The nominated Council officer will seek confirmation that legitimate traffic management arrangements have been made and agreed with the Highways officers, where required.

Consideration must also be given to the potential impact on public transport services and where necessary full consultation must take place with key stakeholders, such as airports if including air space considerations, London buses, Transport for London, London Underground; train operators, taxi firms etc. It is the responsibility of the event organiser to engage and liaise with relevant stakeholders.

## Planning requirements

Temporary structures such as staging, marquees, tents, and some event advertising etc. may require Building Control Section 30 licences and planning permission. Secretary of State consent may also be needed for certain events on common land, this will be confirmed by officers.

## Outdoor advertising

Outdoor advertising using banners, posters or any other media must comply with the regulations set out by the Council and may require advertising consent. Where unapproved fly posting can be linked to an event, the event's organiser will be deemed in breach of their contract with the Council and will subsequently incur any associated fines and costs arising through the Council having to remove or amend such material. Where appropriate the Council will seek to prosecute such offences and future applications from offenders will not be accepted.

## Licencing permissions

A Premises Licence or Temporary Event Notice (TEN) will be required for events that include licensable activities such as regulated entertainment or the sale of alcohol. While small events may be covered by a TEN, larger events must apply for a Premises Licence. Note that some of the Council's open spaces are already licensed.

The issue of a TEN or premises license does not itself constitute permission to use the land. The events team representative will be able to offer further information on which sites are licensed and additional conditions set forth when using a Council licence.

A licence is required to stage any of the following forms of regulated entertainment:

- a performance of a play
- an exhibition of a film
- boxing or wrestling entertainment
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within live or recorded music
- provision of late-night refreshment (11pm to 5am)
- sale of alcohol (for on and offsite consumption).

And may be governed by:

- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Planning regulations.

For further information, revised guidance and exemption to the Licensing Act. 2003 please refer to the DCMS website [www.culture.gov.uk](http://www.culture.gov.uk)

## Temporary Event Notices (TEN)

Small scale events of no more than 499 people (including staff) at any one time and lasting for no more than 168 hours, do not need a Premises Licence, providing that advance notice is given to the police and the Licensing Authority. Only the Police and the Council's Public Protection Team can object to such a TEN if they believe the event is likely to undermine the crime prevention objective or create ASB. Persons wishing to hold such events must give a minimum of 10 working days' notice to the Police and the Licensing Authority.

A Late TEN can be submitted not more than 9 days and not later than 5 days prior to an event. If an objection is raised regarding a Late TEN then there is no opportunity for an appeal. It is recommended that responsible event organisers be encouraged to give far greater notice of events, to ensure that potential problems can be identified and resolved well in advance.

For more information on TENs visit the Lambeth website <https://www.lambeth.gov.uk/leisure-parks-and-libraries/apply-for-a-temporary-event-notice>

## Premises Licences

Premises Licences apply to licensable events at which more than 499 people will be taking part in licensable activities at any one time or for which a TEN is not appropriate. Premises Licence applications require a lengthier process than that needed for a TEN and therefore must be made well in advance of an event.

It is advised that at least six months' notice be given should an event require a Premises Licence. It is the organiser's responsibility to ensure that enough time is allocated to apply for a Premises Licence in advance of the event.

For more information on Premises Licences visit the Lambeth website [www.lambeth.gov.uk/business-services-rates-and-licensing/licence-applications/apply-for-a-premises-licence](http://www.lambeth.gov.uk/business-services-rates-and-licensing/licence-applications/apply-for-a-premises-licence)

## Alcohol

The supply or sale of alcohol is considered a licensable activity and is therefore regulated under the Licensing Act 2003. A Premises Licence or a TEN may be required and a designated premises supervisor must be nominated as responsible for the supply/sale of alcohol. Full guidance can be found on the Department of Digital, Culture, Media and Sports website: [www.DCMS.gov.uk](http://www.DCMS.gov.uk)

Permission to sell alcohol on Council land must be sought from the Council in advance of any event.

## Minimising environmental impact

Biodiversity is very important within Lambeth's parks and open spaces. By giving due prominence to this important part of our environment, it is intended to safeguard the ecological future of wildlife within the Borough. Event organisers must make every effort to minimise the impact of events on biodiversity.

The protection of the Council's owned and managed land needs to be a priority for all event organisers. This also includes the protection of wildlife, plants and trees, maintaining biodiversity and protecting the site's natural habitats. If it is believed that an event will be detrimental to the local ecosystem, then this will be considered as grounds to deny an application.

Event organisers must make provisions to protect grass and footpaths from damage. Vehicles are

not allowed on site without the consent of Council officers. If inclement weather is forecast vehicles may be prohibited from driving on grassed areas; alternatively, provisions such as trackway, or similar ground covering, may be required in agreed areas. Certain footpaths should not be driven on, particularly by heavy vehicles, and the OIC will advise on such restrictions. If vehicle movement causes damage to footpaths the event organiser will be charged for the cost of repair/reinstatement.

Careful planning must be undertaken to avoid damage to trees and their roots from the compaction of soil or direct damage to roots themselves. In some cases, a member of the Council's Arboriculture team will be consulted to establish measures that are needed to ensure the healthy retention of trees and their roots. Once a procedure has been agreed with Council officers, any deviations from this that cause damage will be rectified at the expense of the event organiser, from the damage deposit.

## Normal park service level

Normal service levels are provided for the day-to-day maintenance, upkeep and cleaning of public areas. All increases in these service levels will result in costs being charged directly to event organisers.

## Volunteering

Increasing the number of people being able to volunteer at events is something the Council would

like to see event organisers develop further. Where practical within the planning of events the use of volunteers to help manage and run the event should be considered. Providing well-structured volunteering can be of benefit to many within the community, not just for the opportunity to give something back, but also as a contribution to an individual's ability to demonstrate skills and aptitude in an employment setting.

## Accessibility

It is important to the Council that event organisers can demonstrate that they have fully considered the accessibility requirements of disabled people when planning events. The Council believes event organisers should be proactive about making improvements to access, where they are granted site hire licenses for events. The Council will seek to adopt the Attitude is Everything Charter for Best Practice as far as it relates to Local Authorities <http://www.attitudeiseverything.org.uk/>.

Where the Council enters into ongoing agreements with event organisers they will be required to both adopt the charter at Bronze Standard and show a commitment to work towards gaining the Silver Standard over the life of the agreement with the Council.

## Your event management team

Delivering a safe and successful event requires good communication and team work. The following list outlines the key responsibilities of your event management team.

### Event Manager\Event Director

Responsible for overall delivery of the event, co-ordination between relevant authorities and they are ultimately accountable.

### Site Manager

Responsible for overseeing build, event operations, breakdown and managing any logistical issues that may arise.

### Stewards/Security Manager

Responsible for deployment, crowd management, welfare of staff and dealing with any event related incidents.

### Health and Safety officer

Responsible for the health and safety of all persons engaged in the event. This role must be undertaken by a competent person. You may be requested to employ a professional company to provide this service, depending on the details of your event.

Devise and circulate a list of the contact details for everyone involved in delivery of the event. This list should be incorporated into the event management plan and will be very useful for the overall management of the event.

## Site preparation and event management

For all events there must be plenty of space for the public to move around stalls, rides, performance stages, arena and exhibition areas, and to have unobstructed routes to exits for public safety purposes.

There must be suitable lighting throughout the site, including emergency lighting, if the event is planned to go on after dark. Ensure that there are enough event stewards on the day to assist in the smooth running of the event. These people need to be readily

identifiable (high-visibility vests, tee-shirts with clear logos, etc). They need to be fully briefed on the event and familiar with the emergency procedures, site layout and 'the what' and 'where it is all happening'. They need to communicate with ease with the organiser in an emergency and vice versa.

Please ensure that outside of the fenced areas of the event site, the public has free access to all available footpaths and cycle routes.



Photo: Courtesy of Live Nation -  
Calling Silver Sky Productions &  
Clockworks Productions



**Items not permitted at events**

Glass items are banned. These items include all alcohol containers including small glass containers of alcohol for personal consumption. Broken glass is a nuisance and danger to park users and their animals. In addition to glass our terms and conditions provide a list of the items not permitted at events, including, but not limited to, petrol generators, illegal drugs, weapons.

**Provision of water**

You must provide free drinking water on site to all visitors. Generally mains water supply can be provided at a fee, but if this is not possible then water

bowsers should be hired. You will need to ensure the water supplies have been tested for bacteriological safety, with enough time to ensure an alternative if required. If you are unable to hire water bowsers, as a last resort, plastic bottled water should be used.

**Provision of sanitary facilities**

Some parks and open spaces do not have any toilet provision and those that do are generally inadequate for anything other than the normal day to day use of the park. It is therefore vital that at all events appropriate numbers and types of toilets are provided to service the anticipated number of people attending. The temporary toilet facilities provided

must always include sufficient accessible, wheelchair friendly units.

Where events take place within a defined area the Council may require additional toilet provision to be made in the park outside of the event footprint in areas where people will access the park or congregate.

The event organiser is responsible for the provision of the facilities and any arrangements must be agreed with the Council in advance. Temporary toilets must meet all health and safety requirements and must not obstruct the highway. Any associated costs arising from the provision or cleaning of welfare facilities will rest with the event organiser.

**People with disabilities**

You must ensure that reasonable provisions have been made and facilities are available to enable people with disabilities to gain access, see and take part in the attractions and activities at your event in accordance with the Equalities Act 2010. Make sure that the ground conditions in the public areas and access pathways are suitable for people with poor mobility and any carers, as well as families with toddlers and pushchairs. We can provide advice and guidance on how to make your event more accessible.

**Information point**

Provide a location where enquiries can be made about lost children, lost property and for information about the event. Provide site maps at the entrance and around the site and signs that indicate other activities, attractions and facilities.

**On the day of your event**

Establish a control point which will act as a main base from which to manage the event, to monitor and direct resources as needed. From here you will be able to carry out checks to ensure all is in place, looking for snags and unexpected circumstances, e.g. failure of a contractor to deliver enough toilets.

Check the weather forecast, test your communications and check that the local authority is satisfied with the set up.

During the event your safety officer will arrange to undertake checks of safety arrangements, such as the stability of staging, marquees, and other structures, and that stewards and security arrangements are being adequately briefed, managed and controlled.

**After your event**

Having now run a successful event it is worthwhile holding a further meeting where you can record the organising group’s views on what went well, what could be improved on and how, so that the planning of your next event will build on the last.

**Managing waste at your event**

Every event of any size will generate waste. This could include:

- paper and cardboard packaging and food and drink containers
- food waste from food concessions and event attendees
- plastics and metal cans
- human waste
- waste water.

As an event organiser it is solely your responsibility and liability to ensure that an appropriate waste management plan is put in place for your event. This will ensure that the venue you have chosen



is left in the same condition as when you took over the site.

You will need to provide an adequate number of rubbish and recycling bins around the site where they will be most required. Make arrangements to regularly empty the bins, to satisfactorily dispose of the rubbish at the end of the event and recycle as much of the waste as you can. If you are planning a large event we would recommend that you employ a waste management company to ensure that all waste is managed carefully to minimise the risks and concerns associated with its accumulation, collection and final disposal.

We are committed to reducing waste and improving on green initiatives by insisting event organisers leave the site as they found it. We would encourage the use of biodegradable and compostable cutlery and food packaging to reduce the level of waste going to landfill. The use of plastics, polystyrene and environmentally unfriendly disposables will be liable for penalty charges.





## Other statutory requirements to consider

Along with contacting EventLambeth the licensing team should also notify the statutory authorities at an early stage in the planning of your event and keep in touch with them as your plans proceed. Their experience and advice will be invaluable to you.

Please note that some areas of Clapham Common the statutory requirements will be dealt with by Wandsworth Council. Please speak to EventLambeth for more information.

### Lambeth Food, Health and Safety Team

Our food safety team will be able to advise you on food safety and hygiene as well as provide training. Environmental health officers may wish to carry out an inspection of the catering facilities provided at the event. They will also require you to get each caterer to complete an outdoor catering questionnaire and send it to them, along with supporting documentation, at least 42 days (6 weeks) before the event.

For more information, email [foodhealthandsafety@lambeth.gov.uk](mailto:foodhealthandsafety@lambeth.gov.uk) or telephone **020 7926 5000**. Please see our website ([www.eventlambeth.co.uk](http://www.eventlambeth.co.uk)) for a copy of the outdoor catering questionnaire.

## Temporary Structures

Under the London Building Acts (Amendment) Act 1939 Part IV Special and Temporary Structures Section 30, you will need to apply for consent to erect any temporary structures at your events.

Special/temporary structures include, but are not limited to, the following:

Marquees and large tents • Flag poles • Scaffolding for camera platforms (outside) • Free standing signs • Scaffold cable supports • Floodlight towers • Seating • Radio relay / transmission assemblies • Observation towers and platforms • Chain link fencing over 3 metres high • Petrol station canopies and illuminated free standing signs • Machinery supporting structures (e.g. conveyors, silos, cladding, platforms) • Flues and ducts freestanding or attached to a building • Freestanding staircases • Hoists & lifts attached to buildings • Bridges connecting buildings • Covered ways • Adventure playground structures • Extension stages for concerts and events (outside) • Garages • Spectator stands • Temporary scaffold (not building site) • Lifting beams • Scaffolding and timber structures • Satellite dishes >1.5 metre diameter • Free standing walls > 2 metres high • Plant screens on support frames • Plant on supporting structures attached to • buildings • Advertising hoardings

Please speak to Lambeth Building Control for further information. If you have any queries regarding the charges, please contact us on **020 7926 9000** or email [buildingcontrol@lambeth.gov.uk](mailto:buildingcontrol@lambeth.gov.uk)

### Metropolitan Police Service

Contact the police events officer local to the event site and confirm the details of the event in writing, including provisional layout, with the entrances/exits, and the number of people expected. They will give you advice and may assist with crowd control, public order and emergency access.

For more information telephone **020 8649 2870** or email **ASMailbox-.EventsandResourcing@met.police.uk**

### London Fire Brigade

Contact the fire safety officer local to your event site. They will give advice on fire safety matters, including:

- how the emergency services will be called
- marshalling of spectators and traffic in emergency conditions
- local access for emergency vehicles
- provisions of on-site fire-precautions
- fire fighting arrangements.

For more information, email **SWPerformanceManagement@london-fire.gov.uk** or telephone **020 8555 1200**.

### London Ambulance Service

The London Ambulance Service should be informed of any medium, large or major events. They will assist with the planning of first aid provision. For smaller events the voluntary first aid societies may be able to arrange attendance and provide first aid cover.

You may have to pay for this service. For more information, email **ppi@londonambulance.nhs.uk** or telephone **020 8598 6539**.

### Assessing the risk

To meet the council's requirements you must carry out a risk assessment to:

- identify all possible hazards (anything that could cause harm to anyone) and decide who might be harmed and how)
- check the risks (the likelihood and effects of hazard happening) and decide on the action you will take to minimise the risks
- work out how you will put your planned action into practice and keep a written record of your event safety plan.

Make a short written assessment of each of the attractions and/or activities that make up the whole event, from setting it up, running it and taking it down. Identify all the possible hazards that could occur. This job should be done by the designated safety officer, who will need the support of the whole organising committee, to ensure that this is carried out effectively.

If you are planning to have activities that are not supplied directly by your organisation, for example, a fun fair, ask the providers for their risk assessment and insurance policy. Your safety officer will then need to review this to ensure that the risks are



acceptable to you/minimised sufficiently. As part of your risk assessment consider the effects of the weather on your planned event.

Further advice can be found on **page 48**.



## Public liability insurance

Event organisers could be held legally liable for the costs or damages for any injuries which may occur during the event. You must be insured against this risk via a public liability insurance policy.

It is a Lambeth Council requirement that this insurance be arranged with a minimum limit of indemnity of £5 million for each occurrence. In many instances a greater level of cover may be needed especially for large events. This insurance needs to cover the whole period of the event from start to finish including build and de-rig. If you do not have this cover any claim could be made against the event organisers and their private finances.

You can also consider other forms of insurance for the event, for example, an all risk cover against damage to the venue or against bad weather causing financial loss or event cancellation. As part of hiring a Lambeth park or open space, we will require copies of all the insurance documents.

### Contractors' insurance

If you are using specialist contractors, you should check that the contractor has their own public liability insurance and that the contractor complies with any policy terms and conditions. If necessary, ask to see a copy of their policy. We may also require a copy.

### Insurance claims

It is essential for event organisers to have an accident reporting system. In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay.

### Your event budget

Different events quite naturally require different levels of finance. However, the following list is an overview of key budgetary elements that need to be considered when planning an event in our parks, open spaces and streets:

- cost of venue hire
- licence fees
- security, health and safety costs
- welfare (including toilets and first aid)
- public liability insurance for your event for cover up to the minimum requirement of £5 million required to hold an event in Lambeth
- production and entertainment costs
- marketing and publicity
- policing costs (subject to the type of event as advised by the police)
- event cancellation insurance
- other expenses (including transport, fuel, fencing, utilities, signage).

## If it all goes wrong, be prepared

In addition to carrying out risk assessments on the event, you must also consider what could go wrong on the day and draw up a contingency plan to deal with each emergency or contingency.

This written plan should include details of what you intend to do in the event of an emergency such as a fire, accident, crowd disturbance, bomb scare, adverse and inclement weather, the need to evacuate the site, etc.

It is extremely important that your contingency plan is discussed and agreed with all the emergency services, and that they are given a copy of the finished document.

## Complaints

A suitable complaints procedure is in place to service the local community and public as a whole. In the case of small events the Council's existing complaints framework may be employed, however in the case of large or special events or events that are anticipated to have a potential impact on the local community, a separate and independent complaints policy and procedure must be agreed with Council officers in advance. This could include a complaints phone line which will be operational before, during and after the event and will be staffed independently by the event organiser.



# Section 3: Making your event happen

In this section we have everything you need to make sure you complete the required application information within the required timelines. This is your one stop shop to planning your event in Lambeth, including guidance and information on our parks, open spaces and streets, event management planning, risk assessments and the costs that are incurred to hire parks, open spaces and streets.

There are five stages to the approval process:

1. Pre-application
2. Application and initial assessment
3. Engagement
4. Detailed checks
5. Final approval





## How event size affects the level of engagement

The following details explain how engagement may apply to different sized events:

### Small Events (fewer than 500 people)

Small events might not require any consultation at all. These events would have low numbers attending and have very little impact on the site. For example, a school fun run with 50 people, no music and no alcohol would not require engagement. Small events requiring engagement will very rarely require anything higher than a Stage 1 engagement.

If a small event requires engagement it will only be carried out for the first time the event occurs, unless there are any major changes to the event in which case engagement will be carried out regarding these changes.

### Medium Events (500 to 4,999 people)

All medium events will require Stage 1 engagement and possibly Stage 2 engagement. When an applicant wishes to hold a medium event for the second time, engagement will be carried out to ask if there are any objections with the event occurring again. If it is approved it will be assumed to apply for any repeat event thereafter, unless further objections are raised at subsequent events.

### Large Events (4,999 to 19,999 people)

Large events will certainly require Stage 1, 2, 3 and 4 engagement. For a recurring large-scale event the same process as medium events will be followed, however the event will continue to be discussed at Safety Advisory Group meetings and notification will be given to stakeholders that the event is returning ahead of each repeat event.

### Major Events (20,000 people or higher)

All major events will require all four stages of engagement. Major events will follow the same process as Large events, but will regularly need adjusting and improving after each occurrence. Engagement will be carried out with key stakeholders regularly and these events will usually hold a permanent place on the Safety Advisory Group agenda.

### Detailed Checks

The Council will carry out a more detailed check of the application and supporting documents. Additional information/final versions of submitted documents will be requested as required. Other applicable consents may be considered, eg SAG, Licensing, Planning, Highways, Environmental Health, etc.). The successful outcome of this stage will result in a final approval; if unsuccessful the application will be declined.

### Final Approval

Final approval can be granted once the submitted documentation meets the Council's standards. Specific conditions may be added to the approval should the council feel it is necessary.

### Audit

A selection of the event applications received in year will be audited throughout the year to ensure quality and to identify any areas for service improvement.

The results of audit will be reported to the Assistant Director Neighbourhoods as part of the performance monitoring arrangements.

### Training

Staff will continue to receive ongoing professional development to support the application of this policy to management of events in parks and open spaces.

This policy also sets out a commitment to the training of volunteers in the planning and running of community events. Such training will be undertaken

on an annual basis and where demand exists on more than one occasion per year.

### Review

The impact of the policy will be reviewed regularly as part of the audit to assess its continued ability to deliver aims of the policy. Where it is judged not to be meeting the aims of the policy this will initiate a full review of the policy.



### Roles and responsibilities

The implementation of the policy shall be the responsibility of the Director of Environment and Streetscene.

Responsibility for the ongoing monitoring of the policy and quality assurance will be conducted by the Assistant Director Neighbourhoods.

The application of the policy and its consistency of application will be reviewed annually at the end of each event season (February). Any improvements identified will be implemented ready for the forthcoming year.

### Post Event Engagement

Although it is not necessary for the event application process, it is highly recommended that post event engagement takes place to gain feedback on the event itself to identify any event related problems. Through this process many issues can be improved for future events. This is also a stage where the decision may be made to permit or refuse any future events taking place due to the impact the event had, be it positive or negative. For Large and Major events a post event debrief with the SAG will take place.

## Application timeline and step by step guidance

All days are noted as working days Monday to Friday. This is guidance and timeframes can vary depending on the application.

We know how long it can take to organise an outdoor event and that is why we have put together some basic timeframes in order for you to ensure you have allowed time for the planning and delivery of your event.

Please note that we require a minimum advance notice prior to the event date to be able to process your application.

- **Small events up to 499 people**  
a minimum of 3 months before the event date
- **Medium events 500–4,999 people**  
a minimum of 6 months before the event date
- **Large events 5,000–19,999 people**  
a minimum of 9 months before the event date
- **Major events more than 20,000 people**  
a minimum of 12 months before before the event date

STEP BY STEP	DESCRIPTION	SMALL EVENTS (up to 499 people) 3 Months	MEDIUM EVENTS (500–4,999 people) 6 Months	LARGE EVENTS (5,000–19,999 people) 9 Months	MAJOR EVENTS (20,000+ people) 12 Months
<b>PRE-APPLICATION</b>					
1	In line with other council departments the events team offers a chargeable pre-application service (any costs paid can be held against hire fees). This will enable event organisers to meet with event officers and talk through requirements before an application is made. Event organisers will need to provide information about the scope, location and dates of the proposed event to enable Council officers to provide advice and guidance about the application and the process.	Anytime before 3 months	Anytime before 6 months	Anytime before 9 months	Anytime before 12 months
<b>PRE-APPLICATION: Guide number of working days required</b>		1 day	1 day	2 days	5 days



STEP BY STEP	DESCRIPTION	SMALL EVENTS (up to 499 people) 3 Months	MEDIUM EVENTS (500–4,999 people) 6 Months	LARGE EVENTS (5,000–19,999 people) 9 Months	MAJOR EVENTS (20,000+ people) 12 Months
<b>STAGE ONE: APPLICATION AND TECHNICAL ASSESSMENT</b>					
<b>2</b>	<p><b>Event Application</b></p> <p>The Event organiser must complete an online application form and submit it to the Council for review. Applications will be checked for completeness, and if verified in line with this policy, will be subject to engagement. The engagement may involve all stakeholders including: Park Friends/stakeholder groups, Parks managers, Ward Councillors, the Cabinet Member for Equalities and Culture and the members of the Council's Safety Advisory Group. Event applications must be received within the lead time stipulated below to allow enough time for the event engagement and application process to be completed. Should applications not be received within these lead times, it will be at the discretion of the Council's officers as to whether a proposal can be considered, but they would have the right to refuse or charge for additional officer time to facilitate such applications.</p>	<b>1 day</b>	<b>1 day</b>	<b>1 day</b>	<b>1 day</b>
<b>3</b>	<p><b>Acknowledgement of your application</b></p> <p>Payment of the application fee must be made on submission of the application. On payment of the application fee officers will undertake the technical assessment of the application, submitted to the Head of Events and Filming for final comment. The application will be provisionally accepted, declined or further information requested. The applicant will also be sent a quote, based on the event application.</p>	<b>2 days</b>	<b>2 days</b>	<b>2 days</b>	<b>2 days</b>
<b>4</b>	<p><b>Technical Assessment</b></p> <p>All applications are considered by the events team. When assessing an application, the team consider all the information submitted against the requirement to deliver a safe and appropriate event in Lambeth using an event evaluation scoring matrix. Provisional acceptance or rejection, or requirement for further information depending on the outcome of the matrix assessment, will be sent to the event organiser. The applicant will also be sent a charge sheet detailing the charges for their event based on the application.</p>	<b>5 days</b>	<b>10 days</b>	<b>15 days</b>	<b>28 days</b>
<b>5</b>	<p><b>Head of Events Decision</b></p> <p>If the application is considered to be viable and the charges accepted, the events team will let the organiser know and request more detailed documentation. This is the provisional approval by the Head of Events at Stage One of the event application process and includes notification of fees and charges that will be required and due dates for payment.</p>	<b>5 days</b>	<b>5 days</b>	<b>5 days</b>	<b>5 days</b>
<b>STAGE ONE: Guide number of working days required</b>		<b>13 days</b>	<b>18 days</b>	<b>23 days</b>	<b>28 days</b>

STEP BY STEP	DESCRIPTION	SMALL EVENTS (up to 499 people) 3 Months	MEDIUM EVENTS (500–4,999 people) 6 Months	LARGE EVENTS (5,000–19,999 people) 9 Months	MAJOR EVENTS (20,000+ people) 12 Months
<b>STAGE TWO: WARD COUNCILLOR APPROVAL</b>					
6	<p><b>Ward Councillor Approval</b></p> <p>This first stage requires approval from ward councillors. Should ward councillors feel the event will have little or no negative impact, conditional approval may be granted immediately to use Council land. However, if ward councillors feel further community engagement is required due to the potential negative impact of the event, the application will be sent to the next level of engagement for approval. Ward councillors have two weeks to provide feedback and a recommendation. A list of the ward councillors who are engaged for each location is listed in Appendix 8.</p>	10 days	10 days	10 days	10 days
7	<p><b>Local Community Groups, Interested Parties and Responsible Authorities</b></p> <p><b>STAGE 2A:</b> This second stage of engagement will be sought for events that ward councillors feel may have a significant negative impact on the local environment, community or local businesses. It may also be sought should ward councillors consider that the type of event may not be suitable for the proposed location. Working with local stakeholders ensures they are appropriately engaged in events that are being held and to ensure park users, local residents and local businesses are aware of events and likely impacts, in advance of them taking place. Local stakeholders have three weeks or 15 working days to provide a response to the engagement. A list of the groups for each location is listed in Appendix 9.</p> <p>As the event process continues the Council will aim to engage with local residents using traditional methods, but also through use of social and digital media platforms. Regular, event specific meetings with stakeholders should be staged by event organisers to address any concerns they have, such as litter, sound and egress. Following this second stage of engagement, should approval be supported by those engaged then approval will again be sought from ward councillors. If agreement is reached at this stage conditional approval to use Council land may be granted. If, however, agreement is not met, the application will need to be passed to the final engagement stage to seek approval from the Director of Environment and Streetscene and the appropriate Cabinet Member to move the application to Stage Three. If approved further community engagement may be required for some events.</p>	Subject to Ward Councillor request 15 days	Subject to Ward Councillor request 15 days	Subject to Ward Councillor request 15 days	Subject to Ward Councillor request 15 days
<b>STAGE TWO: Guide number of working days required</b>		25 days	25 days	25 days	25 days

STEP BY STEP	DESCRIPTION	SMALL EVENTS (up to 499 people) 3 Months	MEDIUM EVENTS (500–4,999 people) 6 Months	LARGE EVENTS (5,000–19,999 people) 9 Months	MAJOR EVENTS (20,000+ people) 12 Months
<b>STAGE THREE: SAFETY ADVISORY GROUP</b>					
8	<p><b>Lambeth Events Safety Advisory Group (LESAG)</b></p> <p>The third stage where relevant will engage the responsible authorities, such as the blue light services, in the Safety Advisory Group (SAG). The SAG will review the impact, safety and planning of the event. The event organiser will be asked to attend at least one meeting of the Safety Advisory Group to discuss their proposed event. If the proposed event is high risk, medium, large or major scale it is highly likely that attendance at more than one meeting will be required. Low risk small and medium events usually don't need to be presented to the SAG.</p> <p>The SAG meetings take place once a month and they will consider the event proposal in detail and the meeting gives key partners the chance to raise objections or concerns on the event proposal. Event organisers are required to submit documentation for circulation to the SAG at least 5 working days beforehand. Failure to do so may result in attendance being postponed to the next meeting. Once you have presented to the SAG, the group has 5 working days to respond with comments, concerns or recommendations before a decision is made. The event organiser will be notified of the decision in writing that the event application has been either accepted, accepted with conditions or rejected.</p>	5 days	10 days	20 days	20 days
9	<p><b>Health &amp; Safety Assessment</b></p> <p>When judging an event application officers consider all the critical information needed to deliver a safe and appropriate event in Lambeth. Health &amp; Safety Management Plans and Risk Assessments will be required to support your event application. All small and medium event applications are assessed for health &amp; safety and guidance is sought from the LESAG on a case by case basis depending on the matrix score of the event assessment. All high risk medium, large and major event organisers will be required to present their proposed event to the Lambeth Events Safety Advisory Group (LESAG) before their application can move to Stage Four of the event application process.</p>	5 days	5 days	5 days	5 days
10	<p><b>Applying for a licence</b></p> <p>Event organisers will then be invited to apply for any licences that are necessary for them to hold their event.</p>	5 days	5 days	5 days	5 days

STEP BY STEP	DESCRIPTION	SMALL EVENTS (up to 499 people) 3 Months	MEDIUM EVENTS (500–4,999 people) 6 Months	LARGE EVENTS (5,000–19,999 people) 9 Months	MAJOR EVENTS (20,000+ people) 12 Months
<b>STAGE THREE: SAFETY ADVISORY GROUP</b>					
11	<p><b>Temporary Event Notices (TENs)</b></p> <p>TENs can be used to allow licensable activities to be carried out on a one-off or occasional basis. They are the most appropriate type of authorisation for small-scale, one-off events, such as community, school and charity fundraising events, at which it is intended to sell or supply alcohol, provide regulated entertainment, or sell hot food/drink between 11pm–5am. TENs can only be used for events where no more than 499 people (including staff and performers) are expected to attend.</p>	10 days	Not Applicable	Not Applicable	Not Applicable
12	<p><b>Premises Licence</b></p> <p>A Premises Licence is a licence, granted in respect of a specific location, that authorises the licence-holder to carry out a combination of the following licensable activities:</p> <ul style="list-style-type: none"> <li>• the sale by retail of alcohol</li> <li>• the supply of alcohol by a club to club members and guests</li> <li>• the provision of regulated entertainment (including plays, films, indoor sports, music and dancing)</li> <li>• the provision of entertainment facilities</li> <li>• The sale of late night refreshment (hot food or drink supplied between 11pm and 5am).</li> </ul> <p>Premises Licences may also be used in respect of one-off events at which more than 500 people are expected to attend.</p>	Not Applicable	28–90 days	28–90 days	28–90 days
13	<p><b>Licence decision</b></p> <p>If the relevant licence/s are granted then the event organiser will continue to work with, and be monitored by, EventLambeth event officers to ensure the delivery of a safe and successful event.</p>	On Going	On Going	On Going	On Going
<b>STAGE THREE: Guide number of working days required</b>		25 days	48-110 days	58-120 days	58-120 days

STEP BY STEP	DESCRIPTION	SMALL EVENTS (up to 499 people) 3 Months	MEDIUM EVENTS (500–4,999 people) 6 Months	LARGE EVENTS (5,000–19,999 people) 9 Months	MAJOR EVENTS (20,000+ people) 12 Months
<b>STAGE 4: CABINET PORTFOLIO HOLDER AND THEIR NOMINATED COUNCIL OFFICER</b>					
14	<p><b>Event Management Plans &amp; Documents</b></p> <p>The event organisers will be required to produce an event management plan, risk assessment, site map, event safety plan, public liability insurance policy (minimum £5 million cover) and a copy of the licence as part of the event plans at least 30 days before the event takes place which will need to be checked by EventLambeth officers.</p>	30 days prior to the event	30 days prior to the event	30 days prior to the event	30 days prior to the event
15	<p><b>Senior Management Final Approval</b></p> <p>The final stage of the approval process for the application rests with the relevant Cabinet Member and then ultimately the Director of Environment and Streetscene or their nominated deputy such as the Head of Events and Filming. Event organisers will be given guidance concerning this procedure by the Council’s nominated events officers. If the event decision is finally approved by the Council and the LESAG, then the event applicant will be asked to produce confirmation of the relevant licenses. If the licence is granted then the event organiser will continue to work with, and be monitored by the Council’s nominated event officers to ensure the delivery of a safe and successful event.</p>	5 days	5 days	5 days	5 days
16	<p><b>Confirmed Events – Issue of Permits and a DBI (Detailed Booking Information)</b></p> <p>When the application has been approved at all four stages, all documents have been checked and approved, the applicant will be issued with the Event Permit. A Detailed Booking Information (DBI) may also be issued for large and major events. This permit should be available at the event in case anyone should request to see it. The copy of the DBI will also be sent to key stakeholders for internal use only.</p> <p>EventLambeth will publish all confirmed events on our events calendar website, social media pages and where available local billboards within parks and open spaces.</p>	5 days	5 days	5 days	5 days

STEP BY STEP	DESCRIPTION	SMALL EVENTS (up to 499 people) 3 Months	MEDIUM EVENTS (500–4,999 people) 6 Months	LARGE EVENTS (5,000–19,999 people) 9 Months	MAJOR EVENTS (20,000+ people) 12 Months
<b>STAGE 4: CABINET PORTFOLIO HOLDER AND THEIR NOMINATED COUNCIL OFFICER</b>					
17	<p><b>Site Handover to Applicant</b></p> <p>Once you have been issued with your Event Permit, you may be required to arrange a suitable time for EventLambeth to perform a pre-event venue assessment, ground survey and site handover with you. This will be held at the venue with EventLambeth officers and key stakeholders.</p>	Set Up Day	Set Up Day	Set Up Day	Set Up Day
18	<p><b>Site Handover to EventLambeth</b></p> <p>On the day you plan to leave the venue, you may be required to arrange a suitable time for EventLambeth to perform a post-event venue assessment, ground survey and site handover back to the Council. This will be held at the venue with EventLambeth officers and key stakeholders. Once the site survey has taken place, this will enable officers to assess and implement any post event ground reinstatement or maintenance works.</p>	After the Event	After the Event	After the Event	After the Event
19	<p><b>Post Event Evaluation and Debrief</b></p> <p>Once you have held your event, we will ask you for some feedback on how it went, who were your audiences and what did your attendees think of the event, this will be in the form of a post event survey. For most events we may also request a debrief meeting with you to discuss in detail any concerns or issues raised.</p> <p>For information on event planning toolkits, support and funding please check out our Support section on our website  <a href="http://www.eventlambeth.co.uk/organising/support/useful-links/">www.eventlambeth.co.uk/organising/support/useful-links/</a></p>	After the Event	After the Event	After the Event	After the Event
<b>Total minimum number of months required to process your event application</b>		<b>3 months – depending on the size of the event and activities)</b>	<b>6 months</b>	<b>9 months</b>	<b>12+ months</b>

**Event planning timeline** (dependent on the size and nature of your event you may be required to submit your application up to 12 months in advance)





## Parks and open spaces suitable for events

There are 78 parks and open spaces in Lambeth, with 41 suitable for events. In this section, find out about our wide range of attractive, well maintained locations suitable to hire out for events.

### Accessibility guide

Every venue is unique and different in how accessible it is, however to help you choose the most suitable location for your event we have assessed each venue based on the following:

**Excellent:** This venue is well served by public transport, with a large number of visible access points. It contains a large network of flat hard standing pathways suitable for wheelchairs and pram. Disabled access is good with few steps or steep ramps, or alternative points of access. Signage is clear and well located both within and around the site. Sites tend to have good provision of public toilets or cafes but only if they are relatively large.

**Good:** This venue has good public transport links, although not to all entrance points. There are a limited number of access points or gates, although they are normally well positioned and visible. The site contains flat hard standing pathways but there may be some steps or steep ramps which may restrict disabled access to certain routes, there is clear park signage at main site entrances although there may be no or limited internal directional signage. There may be toilets or cafes on site, but please check first.

**Fair:** Public transport to the venue may be limited or confined to one key entrance. Not all of the site is served by flat hard standing pathways and access for wheelchairs or prams may be restricted to certain areas or require some assistance.

Some sites have entrance signage but no internal directional signage. Sites tend not to have toilets or cafes, although these may be available nearby off site.





## Lambeth parks and open spaces suitable for events

Name	Address	Area (m2)	Event space (m2)	Maximum people capacity	Water standpipe access	Parking (around site)
<b>1 Agnes Riley Gardens</b>	Atkins Road, SW12 0AH	15,100	4,046.62	1,000	Yes	Restricted
<b>2 Albert Embankment Gardens</b>	Albert Embankment, SE1 7TP	4,200	420	200	No	None
<b>3 Archbishop's Park</b>	Carlisle Lane, SE1 7LE	39,300	3,930	1,000	Yes	None
<b>4 Brockwell Park</b>	Brockwell Park Gardens, SE24 9BJ	519,900	51,990.00	50,000	Yes	Restricted
<b>5 Clapham Common</b>	Windmill Drive, SW4 9DE	811,899	81,189.90	40,000	Yes	Restricted
<b>6 Cleaver Square</b>	Cleaver Square, SE11 4EA	1,700	1,700	499	No	Restricted
<b>7 Emma Cons Gardens</b>	The Cut, SE1 8LN	900	900	200	Yes	None
<b>8 Grafton Square</b>	Grafton Square, SW4 0DA	3,100	3,100	499	Yes	Restricted
<b>9 Hillside Gardens Park</b>	Hillside Road, SW2 3HL	15,000	1,500	200	Yes	Unrestricted
<b>10 Kennington Park</b>	St.Agnes Place, SE11 4BE	143,900	14,390.00	5,000	Yes	Restricted
<b>11 Kennington Oval</b>	Kennington Road SE11 4PP	2,000	2,000	499	No	None
<b>12 Lambeth Walk Open Space</b>	Fitzalan Street SE116QU	25,400	4,046.62	200	Yes	Restricted
<b>13 Larkhall Park</b>	Courland Grove, SW8 2PX	54,700	5,470.00	5,000	Yes	Restricted
<b>14 Loughborough Park</b>	Moorland Road SW9 8UA	12,900	4,046.62	2,000	No	Restricted
<b>15 Max Roach Park</b>	Villa Road, SW9 7ND	27,500	4,046.62	499	Yes	Restricted

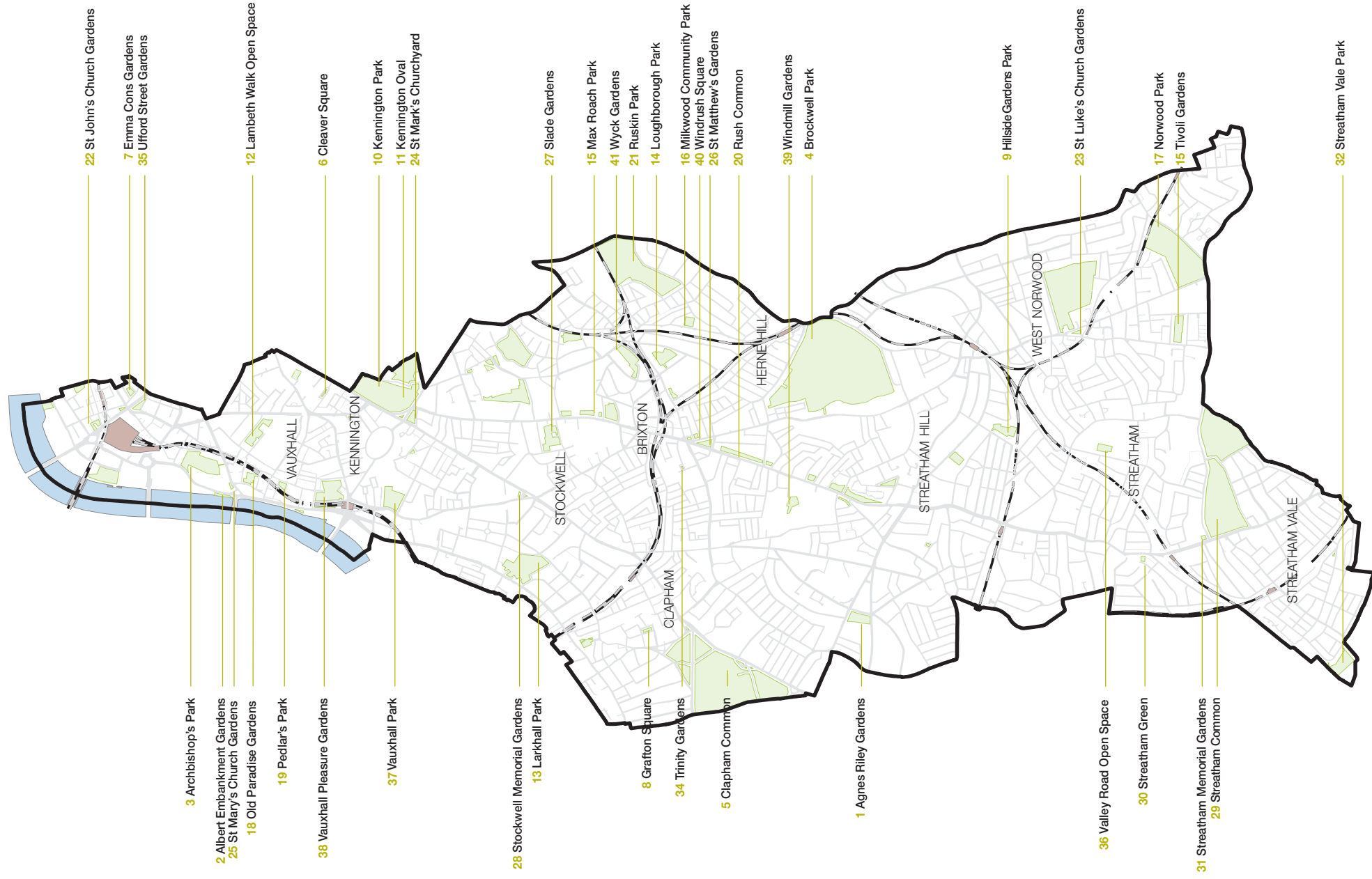
## Lambeth parks and open spaces suitable for events

Name	Address	Area (m2)	Event space (m2)	Maximum people capacity	Water standpipe access	Parking (around site)
<b>16 Milkwood Community Park</b>	Milkwood Road SE24 0HZ	7,500	4,046.62	1,000	No	Restricted
<b>17 Norwood Park</b>	Salters Hill, SE19 1EA	142,800	14,280.00	5,000	Yes	Unrestricted
<b>18 Old Paradise Gardens</b>	Lambeth High Street SE1 7JR	7,600	4,046.62	499	Yes	Restricted
<b>19 Pedlar's Park</b>	Vauxhall Walk, SE11 5JT	5,000	4,046.62	499	Yes	Restricted
<b>20 Rush Common</b>	Brixton Hill, SW2 2AA	37,100	4,046.62	1,000	No	Restricted
<b>21 Ruskin Park</b>	Denmark Hill, SE5 8EL	147,000	14,700.00	2,000	Yes	Restricted
<b>22 St. John's Church Gardens</b>	Waterloo Road SE1 8UE	4,000	4,000	100	Yes	None
<b>23 St. Luke's Church Gardens</b>	Norwood High Street SE27 0HY	3,100	3,100	499	Yes	Restricted
<b>24 St. Mark's Churchyard</b>	Kennington Park Road SE11 4PP	5,300	5,300	499	No	None
<b>25 St. Mary's Church Gardens</b>	Lambeth Palace Road SE1 7JH	1,300	1,300	499	Yes	None
<b>26 St. Matthew's Gardens</b>	Brixton Hill SW2 1RJ	5,300	5,300	499	No	Restricted
<b>27 Slade Gardens</b>	Stockwell Park Road SW9 0DB	19,700	1,970	499	Yes	Restricted
<b>28 Stockwell Memorial Gardens</b>	South Lambeth Road SW8 1UQ	1,400	1,400	499	Yes	Restricted

## Lambeth parks and open spaces suitable for events

Name	Address	Area (m2)	Event space (m2)	Maximum people capacity	Water standpipe access	Parking (around site)
<b>29 Streatham Common</b>	Streatham Common South, SW16 3BX	261,200	26,120.00	15,000	Yes	Unrestricted
<b>30 Streatham Green</b>	Streatham High Road SW16 6HE	1,800	1,800	200	No	None
<b>31 Streatham Memorial Gardens</b>	Streatham Common North, SW16	2,000	2,000	499	No	None
<b>32 Streatham Vale Park</b>	Abercairn Road SW16 5AL	22,000	2,200	2,000	Yes	Unrestricted
<b>33 Tivoli Gardens</b>	Tivoli Road, SE27 0EE	16,400	8,200	1,000	Yes	Unrestricted
<b>34 Trinity Square</b>	Trinity Gardens SW9 8DR	907	907	200	No	Restricted
<b>35 Ufford Street Gardens</b>	Ufford Street, SE1 8QD	2,000	2,000	499	Yes	Restricted
<b>36 Valley Road Open Space</b>	Curtis Field Road SW16 2LZ	7,100	7,100	499	Yes	Unrestricted
<b>37 Vauxhall Park</b>	Lawn Lane, SW8 1JY	31,700	20,000	2,000	Yes	Restricted
<b>38 Vauxhall Pleasure Gardens</b>	Vauxhall Walk SE11 5HL	31,200	7,500	499	Yes	Restricted
<b>39 Windmill Gardens</b>	Blenheim Gardens SW2 5EU	15,600	15,600	499	Yes	Restricted
<b>40 Windrush Square</b>	Effra Road SW2 1JQ	3,400	3,400	3,000	Yes	Restricted
<b>41 Wyck Gardens</b>	Millbrook Road SW9 7JD	18,800	9,400	499	No	Restricted

## Lambeth parks and open spaces suitable for events





## Event management plan

The event management plan is a document that is unique and specific to your planned event. This document will serve several purposes. As a clear written plan, the event management plan can be considered as the blueprint to the event – how the event will be safely executed and delivered. As a working document it can be amended and updated as necessary in the lead up to the event.

Opposite is a useful template that can be adapted for any event.

### Event management plan Introduction

Date of event

Location

Event title

Outline of event – programme of event

Who the event will be aimed at

Times of event open to the public

Approx number of attendees

Advertising/promotion used

## Event management plan Organisation

Event structure chart – roles and responsibilities

Contact numbers of key personnel

Boundaries of site

## Event management plan Crowd Management

Access/exit points

Fencing

Signage

Security/stewarding (numbers and positions)

Communications (between staff and public; staff and staff)

Traffic management plan

## Event management plan Infrastructure

Staging

Power

Only diesel generators are permitted in Lambeth parks and open spaces

Lighting

Tentage – Marquees/gazebos

Other structures

## Event management plan Facilities

Car parking/public transport arrangements

Medical/first aid provision – include details of the nearest hospital emergency department

Information/lost children and vulnerable adults

Food/refreshments

Hygiene certificates need to be obtained from all traders serving/selling hot cooked food; Food hygiene questionnaire and associated documentation needs to be completed by traders and submitted to Lambeth food safety team **020 7926 6110**.

Toilets

Detail what provision and quantities

Waste management

Disabled facilities

**Event management plan Build/breakdown**

Plan of works, deliveries

Site supervision/security

De-rig schedule

**Event management plan Fire, safety and emergency procedures**

Access for emergency vehicles

Fire fighting equipment

Emergency rendezvous point

Evacuation procedures

Risk assessment

**Event management plan Noise management**

Noise levels

Method of dealing with complaints





## Risk assessment

The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks which may arise from those hazards and decide on suitable measures to eliminate, or control, the risks.

### Why does an event need to be risk assessed?

- As an event organiser, you have a duty of care to the public (or attending guests) to ensure that your event is run in a safe and appropriate manner.
- A thorough risk assessment ensures that you have thought through the safety implications of the activity or event and have taken all possible steps to eliminate or reduce risks where appropriate.
- A risk assessment is not a guarantee that nothing will go wrong, but using the information and findings from it will significantly reduce the chance of problems occurring.
- If anything does go wrong, a good risk assessment will prove that you as the event organiser had done your best to predict and remove any risks. This could make a significant difference in any resulting legal proceedings.

### Five steps to risk assessment

#### Step one: Identify the hazards

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- Walk around your workplace and look at what could reasonably be expected to cause harm.
- Ask your employees or their representatives what they think. They may have noticed things that are not immediately obvious to you.

- Visit the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)). HSE publishes practical guidance on where hazards occur and how to control them.
- If you are a member of a trade association, contact them. Many produce very helpful guidance.
- Check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- Have a look back at your accident and ill-health records – these often help to identify the less obvious hazards.
- Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.

#### Step two: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. people setting up stands or passers-by).

In each case, identify how they might be harmed. For example, shelf stackers may suffer back injury from repeated lifting of boxes.



**Remember:**

- Some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards.
- Cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time.
- Members of the public, if they could be hurt by your activities.
- If you share your workplace, you will need to think about how your work affects others, as well as how their work affects your staff – talk to them and ask your staff if they can think of anyone you may have missed.

**Step three: Evaluate the risks and decide on precautions**

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything ‘reasonably practicable’ to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. There are many sources of good practice on the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)).

So first, look at what you’re already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there’s more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities (e.g. first aid and washing facilities).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen. Involve staff, so that you can be sure that what you propose to do will work in practice and won’t introduce any new hazards.

**Step four: Record your findings and implement them**

Putting the results of your risk assessment into practice will make a difference when looking after people and your business.

Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this.

When writing down your results, keep it simple, for example ‘Tripping over rubbish: bins provided, staff instructed, or ‘Fume from welding: local exhaust ventilation used and regularly checked’.

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable, and the remaining risk is low
- you involved your staff or their representatives in the process.

If you find that there are quite a lot of improvements that you could make, big and small, don’t try to do everything at once. Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of businesses that are clearly trying to make improvements. A good plan of action often includes a mixture of different things such as:

- a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place
- long-term solutions to those risks most likely to cause accidents or ill health

- long-term solutions to those risks with the worst potential consequences
- arrangements for training employees on the main risks that remain and how they are to be controlled
- regular checks to make sure that the control measures stay in place
- clear responsibilities – who will lead on what action, and by when.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

**Step five: Review your risk assessment and update if necessary**

It makes sense to review what you are doing on an ongoing basis. Regularly review where you are, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

When you are running a business it’s all too easy to forget about reviewing your risk assessment – until something has gone wrong and it’s too late. Why not set a review date for this risk assessment now? Write it down and note it in your diary as an annual event.

Regularly check your risk assessment and, where necessary, amend it. If possible, it is best to think about the risk assessment when you’re planning your change – that way you leave yourself more flexibility.

**Risk assessment template**

For more information about risk assessments or templates please visit the Health & Safety Executive website [www.hse.gov.uk](http://www.hse.gov.uk)



## Terms and conditions

A comprehensive set of terms and conditions exists for the hire of parks and open spaces. This communicates to the event organiser their obligations should they wish to hire a park or open space; event organisers are asked to agree to them before they apply. The organiser's compliance with the terms and conditions will be monitored, and failure to comply will prejudice future event applications.

Some events or specific sites might need to have special conditions added to the approval process and these must be adhered to as well. These will be included in the Conditional Agreement and final event Permit. They may also be included in a Licence as a condition as required.

The level and types of insurance required will be determined by the nature and scale of the event but as a minimum all applicants will be required to have £5m public liability insurance. The final level and types of insurance required will be determined by the Council following consultation with the Council's legal and insurance teams.



## Events fees and charges

**Hiring a Lambeth park, open space or street to hold an event incurs fees. Charges are based on the size of your event and the nature of your event. The processing application fee is a set, one-off charge to process your application, however other fees vary.**

**The events fees and charges has been set out to give you a basic overview of what to expect in costs that will be charged. We have put together some example costing to give you an idea of how the charges are applied, however all quotes vary on application and some venues are at premium rates of hire. Prices are quoted on application for commercial events.**

**For more information or to ask for a quote please contact us.**

**EventLambeth**

**Telephone: 020 7926 6207**

**Email: [events@lambeth.gov.uk](mailto:events@lambeth.gov.uk)**

**Web: [www.eventlambeth.co.uk](http://www.eventlambeth.co.uk)**

### Pricing Policy

The charging framework will be benchmarked against prices charged by other similar London Boroughs. The fees and charges schedule will be reviewed annually to ensure both market competitiveness and maximisation of potential income to Council.

Flexibility will be retained to permit Council officers to negotiate fees for larger events, or if an event is considered to be particularly advantageous for the Borough. In addition, the Council reserves the right to vary the charge for major events where the proposed entrance fees are considered to be high. The pricing policy will be established as follows:

**Application fee** – all applications (with the exception of Friends and MAC events) will be subject to an application fee which is non-refundable and payable on submission of the application.

**Administration fee** – all applications (with the exception of Friends and MAC Events) will be subject to a booking fee which is payable once the event is approved, in order to secure the date and venue.

**Event Permit** (including operational days and site hire days) – all event organisers (with the exception of Friends and MAC Events) will be subject to a fee for the day(s) on which the planned event takes place.

**Build and Derig fee** – all events (with the exception of Friends and MAC Events) will be subject to a separate fee for the period.

**Damage Deposit** – all events (with the exception of Friends and MAC events) will be charged a damage deposit to cover the cost of any repairs, additional cleaning or damage that may occur during the event.

**Parks Investment Levy** – all event organisers (with the exception of Friends and MAC Events) will be charged a fixed percentage fee to offset the cost of the environmental impact on the park.

### Council's use of income

Income generated from events in parks and open spaces will be used in the first instance to cover the costs of managing events and meet the Events service income target in each year. The money is paid into the Council's Neighbourhoods budget, which supports core services including parks.

The application and booking fees will be utilised to fund the costs of the booking and event management process.

Part of the money will be used to fund training opportunities for community event organisers to help increase the number of people and the skill level of those working voluntarily within local community organisations to put on events. Some of the income will support the facilitation of residential street parties and other community events across the borough, such as bandstand programmes.

Surplus income generated will be ring-fenced to be reinvested back into improving parks across the borough. Where significant sums of money are

generated in individual parks the capital investment needs of that park will be addressed first before redistributing the remainder of any funds to other parks.

The Parks Investment Levy will be kept separate from other income received and will be utilised to address the immediate priorities for funding jointly identified by the Parks team and the key stakeholder group for the site at which the money was generated.

**Additional costs to the Council**

Council staff may monitor events in situ, to ensure compliance with this policy and the hire agreement. The Council will also attend pre and post site inspections with the event organiser. The cost of monitoring will be recharged to the event organisers. Where the Council is required to provide staffing, equipment, undertake works or provide other resources to the event, the cost of such will also be recharged to the event organisers.

**Park hire and damage deposit fees**

For the hire of Council owned and managed land a fee and the associated returnable damage deposit is charged. The type of event will be the key factor in determining hire and deposit fees. A site inspection will take place prior to and immediately after each event. Should any reinstatement or completion of works be required monies will be held back from the deposit to cover costs. Should costs exceed that of the deposit the Council will charge the event organiser for remaining costs.

**Event delivery associated fees**

All fees associated with the delivery of the event will rest with and remain the responsibility of the event organiser. These will be by far the most significant costs for any event and will cover everything from traffic management, content, technical production, staffing, cleaning, facilities, site infrastructure, advertising, promotion, policing and security to name but a few. Any costs incurred to the Council caused by an event will be recharged back to the organiser, to be determined by the Director of Environment and Streetscene or their nominated deputy.

**Pre-event Application Advice**

- Small event** (up to 499) £180
- Medium event** (up to 4999) £360
- Large event** (up to 19,999) £540
- Major event** (20,000+) £900

These costs are offset against event hire charges if an application is lodged.



Prices are quoted on application for all commercial events. POA

Commercial Park Events (defined as an event which is not a non-profit community or statutory group or a registered charity, which benefits the community)								
Event size	Number of Attendees	Event Application	Administration fee	Park Event Permit	Extra event days	Build/de-rig days	Damage deposit	Investment Levy*
Small (1)	Up to 499	£100	POA	POA	POA	POA	£500	FIXED % OF TOTAL CHARGES
Small (2)	Up to 999	£125	POA	POA	POA	POA	£1,000	
Medium	Up to 4,999	£125	POA	POA	POA	POA	£2,500	
Large (1)	Up to 9,999	£150	POA	POA	POA	POA	£5,000	
Large (2)	Up to 19,999	£200	POA	POA	POA	POA	£7,500	
Major	Over 20,000	£300	POA	POA	POA	POA	£10,000	

\* per person per day



**Event Application fee** This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

**Administration Fee** This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. Price are quoted on application.

**Park Event Permit** This fee is charged for the Event Permit for One Day to hold your event in Lambeth. Price are quoted on application.

**Extra Event Days** This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth. Price are quoted on application.

**Build/De-Rig Days** This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth. Price are quoted on application.

**Damage Deposit** Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

**Parks Investment Levy** Charged at a fixed % of the total hire fees (not including the Damage Deposit) which is invested back in to local parks and the Parks Service.

Some of the EventLambeth venues are defined as “premium”. This means that there are different charges for those. Organisers will be given a bespoke quotation when looking to hire a premium venue.

All prices are the basic rates and we reserve the right to change and amend without notice.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.

## Example costing

### Large (1) size, seven day Lambeth community event requiring three day build and one day de-rig

Event Application Fee	£30
Administration Fee	£260
Park Event Permit	£5,202
Extra Event Days x 6	£31,212
Build & De-rig Days x 4	£10,408
Damage Deposit	£5,000
*Parks Investment Levy	£10,364.64
<b>Total charges</b>	<b>£62,476.64</b>

## Community & Charity Park Events

(defined as an event which is not a non-profit community or statutory group or a registered charity, which benefits the community)

Event size	Number of Attendees	Event Application	Administration fee	Park Event Permit	Extra event days	Build/de-rig days	Damage deposit	Investment Levy*
<b>Small (1)</b>	Up to 499	£30	£26	£52	£52	£26	£500	FIXED % OF TOTAL CHARGES
<b>Medium (1)</b>	Up to 999	£30	£26	£260	£260	£130	£750	
<b>Medium (2)</b>	Up to 4,999	£30	£104	£2,602	£2,2602	£1,300	£3,500	
<b>Large (1)</b>	Up to 9,999	£50	£260	£5,202	£5,202	£2,602	£5,000	
<b>Large (2)</b>	Up to 19,999	£50	£364	£10,404	£10,404	£5,182	£7,500	



**Event Application fee** This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

**Administration Fee** This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. This is the minimum amount that will be charged and may increase depending on operational requirements.

**Park Event Permit** This fee is charged for the Event Permit for One Day to hold your event in Lambeth.

**Extra Event Days** This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth.

**Build/De-Rig Days** This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth.

**Damage Deposit** Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

**Parks Investment Levy** Charged a fixed % of the total charges (not including the Damage Deposit) which is invested back in to local parks and the Parks Service.

All prices are the basic rates and we reserve the right to change and amend without notice. If community event ticketed charged as Medium (2) as minimum regardless of capacity.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.



Prices are quoted on application for all promotional and marketing events. POA

<b>Promotional/Marketing Park Events</b> (defined as experiential, promotional, marketing and road show events with the purpose of promoting a product or service to consumer audiences for a private or commercial function)								
Event size	Number of Attendees	Event Application	Administration fee	Park Event Permit	Extra event days	Build/de-rig days	Damage deposit	Investment Levy*
<b>Small</b>	Up to 1,000	£100	POA	POA	POA	POA	£500	FIXED % OF TOTAL CHARGES
<b>Medium</b>	Up to 5,000	£150	POA	POA	POA	POA	£2,500	
<b>Large</b>	Up to 10,000	£200	POA	POA	POA	POA	£5,000	



Photo: Courtesy of Live Nation - Calling Silver Sky Productions & Clockworks Productions

**Event Application fee** This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

**Administration Fee** This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. Price quoted on application.

**Park Event Permit** This fee is charged for the Event Permit for One Day to hold your event in Lambeth. Price quoted on application.

**Extra Event Days** This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth. Price quoted on application.

**Build/De-Rig Days** This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth. Price quoted on application.

**Damage Deposit** Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

**Parks Investment Levy** Charged at a fixed % of the total Charges which is invested back in to local parks and the Parks Service.

Some of the EventLambeth venues are defined as “premium”. This means that there are different charges for those. Organisers will be given a bespoke quotation when looking to hire a premium venue.

All prices are the basic rates and we reserve the right to change and amend without notice.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.

## Example costing

### Small size, 14 day funfair requiring two day build and two day de-rig

Event Application Fee	£100
Administration Fee	£156
Park Event Permit	£841
Extra Event Days x 13	£10,933
Build & De-rig Days x 4	£860
Damage Deposit	£1,500
Parks Investment Levy	£2,835.80
<b>Total charges</b>	<b>£17,225.80</b>

## Funfairs and circuses

Event size	Number of Attendees	Event Application	Administration fee	Park Event Permit	Extra event days	Build/de-rig days	Damage deposit	Investment Levy*
<b>Small</b>	Up to 500	£100	£156	£841	£841	£215	£1,500	FIXED % OF TOTAL CHARGES
<b>Medium</b>	Up to 1,000	£100	£521	£893	£893	£228	£3,000	
<b>Large</b>	1,000 plus	£150	£2,081	£942	£942	£241	£4,500	



**Event Application fee** This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

**Administration Fee** This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. This is the minimum amount that will be charged and may increase depending on operational requirements.

**Park Event Permit** This fee is charged for the Event Permit for One Day to hold your event in Lambeth.

**Extra Event Days** This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth.

**Build/De-Rig Days** This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth.

**Damage Deposit** Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

**Parks Investment Levy** Charged a fixed % of the total charge which is invested back in to local parks and the Parks Service.

All prices are the basic rates and we reserve the right to change and amend without notice.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.

## Street Events (Please note these charges do not include road closures costs of Road closures will be quoted on application)

### Community Street Events (defined as an event which is a non-profit community or statutory group or a registered charity, which benefits the community)

Type of Event	Event Application Fee	Administration Fee	Street Event Permit	Extra Event Days	Damage Deposit	Notes
<b>Residential Street Parties</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>Street Events</b>	£30	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Dependant on charity or community, numbers attending and officer time utilised.
<b>Rally/Demonstration</b>	£30	N/A	N/A	N/A	N/A	Application Fee Only
<b>Race or walk or cycle ride that passes through the Borough</b>	£50	N/A	N/A	N/A	N/A	Application Fee Only

### Commercial Street Events (defined as events with the purpose of making money or where a venue is hired for a private or commercial function)

Number of Attendees	Event Application Fee	Administration Fee	Street Event Permit	Extra Event Days	Damage Deposit	Notes
<b>Small up to 499</b>	£100	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Minimum Permit Charge £500 Per Day
<b>Medium up to 4,999</b>	£125	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Minimum Permit Charge £1,000 Per Day
<b>Large (1) up to 9,999</b>	£150	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Minimum Permit Charge £5,000 Per Day
<b>Large (2) up to 19,999</b>	£200	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Minimum Permit Charge £10,000 Per Day
<b>Major over 20,000</b>	£300	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	£20,000 dependant on the scale of the event, estimated time required by officers to process the application.

## Street Events

### Promotional / Marketing Street Events

(defined as experiential, promotional, marketing and road show events with the purpose of promoting a product or service to consumer audiences for a private or commercial function)

Audience Numbers	Event Application Fee	Administration Fee	Street Event Permit	Extra Event Days	Damage Deposit	Notes
Small up to 1,000	£100	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Minimum Permit Charge £500 Per Day
Medium up to 5,000	£150	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Minimum Permit Charge £1,000 Per Day
Large up to 10,000	£200	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Minimum Permit Charge £5,000 Per Day



**Event Application fee** This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

**Administration Fee** This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. This is the minimum amount that will be charged and may increase depending on operational requirements.

**Park Street Event Permit** This fee is charged for the Event Permit for One Day to hold your event in Lambeth.

**Extra Event Days** This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth.

**Build/De-Rig Days** This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth.

**Damage Deposit** Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

All prices are the basic rates and we reserve the right to change and amend without notice. For all street events road closure charges will be applied.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges and parking suspensions.

To help your budget for your event we have highlighted additional charges which may be applicable depending on the type and location of your event. POA (Price on Application) will be quoted to you by the relevant Council department.



## Rates for Additional Charges

Service	Cost
Standpipe installation and Water Testing	£250 +VAT per standpipe
Water in Parks	£1.50 +VAT per cubic Metre
Electricity in Parks	Small Event from £50 +VAT per Day (8 hours) depending on infrastructure plugged in Medium Event from £150 +VAT Per day (8 hours) depending on infrastructure plugged in Large Event from £250+VAT per day (8 hours) depending on infrastructure plugged in
Sports Pitch Bookings	Depends on the Pitch and the location bookings made via Greenwich Leisure Limited
Park Cleaning	POA from the Park service
Street Cleaning	POA from Waste Management Team
Food Trader Assessments	POA from the Events Team
Council Monitoring Officers	Price per hour depends on the time of day. Minimum of 2 officers at a time and 4 hours charged at £90 per hour
Council Noise Monitoring	POA depending on time used and onsite working
Removal of infrastructure to facilitate event	POA from the Parks service depending on what infrastructure is moved, duration and whether storage is necessary
Public Protection officers	Charge per hour subject to requirements and availability
Street Trading Permit	POA via the Lambeth Street Trading Team
Road Closure	Cost of officer time and advertising the closure notice. POA
Parking Suspensions	Costs can be found at <a href="https://www.lambeth.gov.uk/parking-transport-and-streets/parking/parking-suspensions-guide">https://www.lambeth.gov.uk/parking-transport-and-streets/parking/parking-suspensions-guide</a>
Planning Consent	Depending on the nature of consent required
Section 30 Application	POA – based on the amount of officer time required to process the application
Licence applications	Statutory costs depending on scale of licence applied for

## Legal context

**The Council can exercise its rights under the following Acts in terms of setting aside space for events and to control the activities that take place at events.**

### **Public Health Acts Amendment Act 1890 Section 44**

Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:

- Over 10,000 persons attending per day
- Duration of more than 7 days
- Duration of more than 2 days with 5,000 persons or more attending per day
- Occupying the site for more than 14 days.

### **Public Health Acts Amendment Act 1907 Section 76(1)(a) & (b)**

Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:

- Over 10,000 persons attending per day
- Duration of more than 7 days
- Duration of more than 2 days with 5,000 persons or more attending per day
- Occupying the site for more than 14 days.

### **Performing Animals (Regulations) Act 1925 Sections 1, 2 & 3**

Powers to enforce provisions preventing cruelty to performing animals and to prosecute offences.

### **Public Health Act 1925 Section 56**

Power to agree the use of part of a park or ground set aside for games or recreation facilities subject to the charges for such uses being approved by the Cabinet Member.

### **Public Health Act 1961 Section 52, 54 & 75**

All functions relating to the management of parks and pleasure grounds.

### **Greater London Parks and Open Spaces Act 1967**

Authorises the use of open space in London for the provision of entertainment provided that the area set apart does not exceed one acre or one tenth of the open space, whichever is greater.

### **Local Government Act 1972 Section 145**

Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for

events within any of the categories below for which express Cabinet Member approval is required:

- Over 10,000 persons attending per day
- Duration of more than 7 days
- Duration of more than 2 days with 5,000 persons or more attending per day
- Occupying the site for more than 14 days.

### **Local Government (Miscellaneous Provisions) Act 1976 Section 19**

Powers to provide indoor or outdoor recreational facilities but subject to any charges for such facilities being approved by the Cabinet Member.

### **Greater London Council (General Powers) Act 1978 Section 12**

Power to close park or pleasure ground on a Sunday in consultation with the Cabinet Member.

## Frequently asked questions



### **I am thinking of planning an event in a Lambeth park. Do I need permission?**

Yes, you need to apply for an event permit to hold an event or run an activity in any Lambeth park, open space or street.

### **How do I apply for permission and how much notice do I need to give?**

An application should be made to EventLambeth in the first instance. We require a minimum of three months notice for small events (fewer than 500 attendees) medium events a minimum of six months (fewer than 5000 attendees) and nine to 12 months notice for large and major sized events.

### **I would like to do some commercial filming and photography in a Lambeth park. Is this classified as an event and do I need permission?**

Whilst this activity is not classified as an event, you would need to contact the FilmLambeth Office for a filming permit on [020 7620 0391](tel:02076200391) or [info@lambethfilmoffice.co.uk](mailto:info@lambethfilmoffice.co.uk).

### **I would like to feature music and performance as part of the event. Do I need a licence?**

The Lambeth licensing team is responsible for licensing regulated entertainment and alcohol. If you want to provide any of the following as part of your event, you may need a licence to do so:

- sale or supply of alcohol
- provision of regulated entertainment (including plays, films, sports, music and dancing)

- provision of facilities for entertainment
- sale of late night refreshment (hot food or drinks supplied between 11pm and 5am).

The Lambeth licensing team can advise you on whether your event will require a licence. Telephone [020 7926 5000](tel:02079265000) or email [licensing@lambeth.gov.uk](mailto:licensing@lambeth.gov.uk).

### **Can I promote my event through Lambeth Council?**

Yes. We have an online events calendar that features a full listing of Lambeth events. Once your event has been approved by the events service, the name and date of the event will feature on our website. You can choose to include further details such as contact details etc.

### **Can I book a park or open space for a small private function e.g. birthday, wedding reception?**

Lambeth Council does now allow some private use of its parks or open spaces. Myatt's Field Bandstand is licensed for weddings and civil partnerships. Ruskin Park and Clapham Common bandstands are available for blessings and vow renewals. Please call the Events Team on [020 7926 6207](tel:02079266207) to talk through what you are looking for.

**How many events do you allow in Lambeth parks?**

Lambeth Council has 41 parks and open spaces which can be hired for events. There are no limits to the number of events we hold, however, we do allocate periods of time for reinstatement work which is necessary to ensure that our parks and open spaces remain suitable for use and allow for recreational use.

**Can I have food at my event?**

Yes you can. You will need to let EventLambeth know and you will also need to fill out a Outdoor Catering Questionnaire which can be found on our website. This will need to be completed at least six weeks prior to your event and sent to the Food, Health and Safety Team.

**I would like to organise a street party. Do I need to apply to the Lambeth events service?**

Street Parties and events follow a similar application process to all events. Before an application is approved and a street events permit is issued applicants will also require additional permissions including road closures, parking suspensions and street trading permits.

**Can EventLambeth recommend suppliers and entertainers for my event?**

Unfortunately we cannot recommend specific suppliers other than council approved suppliers. However there are plenty of useful websites that can provide this information.

**Where can I get information on health and safety guidelines if I want to organise an event?**

We are more than happy to offer practical information and advice on basic event health and safety matters. We recommend that for further information on the health safety issues around public events you visit [www.hse.gov.uk](http://www.hse.gov.uk)

For specific and useful event health & safety guidance see The Purple Guide, published by the Events Industry Forum at [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)

**I would like to hold an event in Jubilee Gardens on the South Bank. How do I go about this?**

Whilst Jubilee Gardens falls within the Borough of Lambeth, we do not manage this open space. For information on the availability of open spaces along the Southbank, please contact the Southbank Employers Group on **020 7202 6900**.





**Do you hire out event equipment?**

We do not presently have event equipment for hire.

**I am planning a family sports event and picnic in Clapham Common, do I need permission?**

You do not require permission to have a picnic in any Lambeth park or open space. However, it is not possible to give picnics exclusive and private use of a space. It is advisable to contact the Lambeth events service particularly if it may involve large numbers of people or music. All we ask is that you abide by the Park Byelaws, respect other park users, the parks wildlife, plants and trees and take all your rubbish away with you.

**I would like to hire a bandstand to hold an event. How can I do this?**

Lambeth has three bandstands, located in Clapham Common, Ruskin Park and Myatt's Fields Park. Our bandstands are available to hire for performances and rehearsals, for both commercial and public events. We welcome applications from local, regional and national groups.

If you would like to hold an event on any of the bandstands telephone **020 7926 6207** or email **events@lambeth.gov.uk**.

**Can I have a BBQ in the park?**

BBQs are not permitted in any of Lambeth's parks or open spaces. This is stipulated in the Lambeth Park Byelaws. Traders with BBQs at events are permitted on a case by case basis.

**I would like to make a complaint regarding an outdoor event that took place recently, who do I contact?**

If you wish to make a complaint, you can do so by:

- sending an email to **complaints@lambeth.gov.uk**
- calling us on **020 7926 9694**.



## Key community stakeholders

	List of ward councillors to be engaged with	List of stakeholder groups to be engaged with
LOCATION	WARDS	GROUPS
<b>Brockwell Park</b>	Coldharbour Herne Hill Thurlow Park Tulse Hill	Brockwell Park Community Partners (BPCP) Herne Hill Forum Strategic Partnership Board Lambeth Youth Council
<b>Clapham Common</b>	Clapham Common Clapham Town Ferndale	Clapham Common Management Advisory Committee (CCMAC) Clapham BID Lambeth Youth Council
<b>Kennington Park</b>	Oval	Friends of Kennington Park Kennington Local Business Forum Lambeth Youth Council
<b>Streatham Common</b>	Streatham Wells Streatham South St Leonard's	Friends of Streatham Common InStreatham BID Lambeth Youth Council

## Useful contacts



### Lambeth council departments

#### EventLambeth

Civic Centre, Brixton Hill, London SW2 1EG  
 Email: [events@lambeth.gov.uk](mailto:events@lambeth.gov.uk)  
 Telephone: 020 7926 6207  
 Civic Centre, Brixton Hill, London SW2 1EG

#### Lambeth Landscapes – Parks Service

Brockwell Hall, Brockwell Park  
 Brockwell Park Gardens, London. SE24 9BJ  
 Email: [parksoperations@lambeth.gov.uk](mailto:parksoperations@lambeth.gov.uk)  
 Telephone: 020 7926 9000

#### Lambeth Building Control

Civic Centre, Brixton Hill, London SW2 1EG  
 Email: [buildingcontrol@lambeth.gov.uk](mailto:buildingcontrol@lambeth.gov.uk)  
 Telephone: 020 7926 9000

#### Licensing

Civic Centre, Brixton Hill, London SW2 1EG  
 Email: [licensing@lambeth.gov.uk](mailto:licensing@lambeth.gov.uk)  
 Telephone: 020 7926 5000

#### Food safety

Civic Centre, Brixton Hill, London SW2 1EG  
 Email: [foodhealthandsafety@lambeth.gov.uk](mailto:foodhealthandsafety@lambeth.gov.uk)  
 Telephone: 020 7926 5000

#### Noise and pollution

London Borough of Lambeth  
 Telephone: 020 7926 5000

#### Planning

Civic Centre, Brixton Hill, London SW2 1EG  
 Email: [planning@lambeth.gov.uk](mailto:planning@lambeth.gov.uk)  
 Telephone: 020 7926 1180

#### Trading standards

London Borough of Lambeth  
 Email: [tradingstandards@lambeth.gov.uk](mailto:tradingstandards@lambeth.gov.uk)  
 Telephone: 020 7926 5000

### External bodies

#### London Ambulance Service

Headquarters Annexe  
 8–20 Pocock Street, London SE1 0BW  
 Visit: [www.londonambulance.nhs.uk](http://www.londonambulance.nhs.uk)  
 Telephone: 020 7783 2000

#### London Fire Brigade

Lambeth Fire Safety Office  
 169 Union Street, London SE1 0LL  
 Email:  
[SWPerformanceManagement@london-fire.gov.uk](mailto:SWPerformanceManagement@london-fire.gov.uk)  
 Telephone: 020 8555 1200

#### Metropolitan Police

Email:  
[ASMailbox-.EventsandResourcing@met.police.uk](mailto:ASMailbox-.EventsandResourcing@met.police.uk)  
 Telephone: 020 8649 2870



**This events policy has been made possible through engagement and consultation with:**

**Parks for London**

**Friends of Groups for parks and open spaces**

**Internal and external colleagues, partners and stakeholders**

**London borough members of the London Events Forum**

**Management Advisory Committees for parks and open spaces**

**Members of local borough community groups**

**Members of the Lambeth Events Safety Advisory Group (LESAG)**

**Local Authority Events Organisers Group**

**Risk assessment information was provided by the Health and Safety Executive.**