

London Borough of Barnet

**Events in Parks Policy and Organisational
Arrangements
2023-2027**

Contents

INTRODUCTION	3
POLICY GOALS & OBJECTIVES	3
Policy Goals.....	3
SCOPE	3
What is an event?	4
Where and when will the events take place?.....	4
SCALE AND TYPE OF EVENT	4
Scale of event:	4
Type of event.....	5
Community events.....	5
Charity events.....	5
Commercial events	5
Unauthorised events	6
Benefits of holding events	6
ORGANISATIONAL ARRANGEMENTS	7
Application stages and approval process	7
Initial Enquiry.....	7
Application Stage	8
Detailed Checks	9
Engagement.....	10
Further Engagement.....	11
Other Consents.....	12
Approval	13
Debrief	13
Decision Making	13
Application Support.....	13
The Application Pack	13
REVIEW	14
POLICY GUIDANCE NOTES	14
APPENDICIES.....	16
Appendix 1: Parks Specification List for Events	16
Appendix 2: Summary of application stages flowchart	20

INTRODUCTION

We are committed to making Barnet a borough of fun; through supporting a range of diverse events that enrich our vibrant culture. This Policy seeks to balance the interests of residents and event organisers and participants by working with event organisers, services and partners to ensure that events held in our parks are safe, protect the environment and provide an enjoyable experience for everyone.

We recognise that planning and organising events can be complex and time-consuming. To assist, this Policy provides a step-by-step guide to the application process and the type of details required to apply to host an event in a park.

In each section you will find more information on event classifications, the size and scale of events permitted at identified locations, the supporting documentation required alongside your application, and an overview of the engagement and approval process.

As an event organiser, it is important that you familiarise yourself with the requirements of this Policy and meet your obligations to deliver events safely outdoors. For more information on organising safe public events please visit:

[Event safety - HSE](#)

[ORGANISING SPECIAL EVENTS \(barnet.gov.uk\)](#)

[EVENT RISK ASSESSMENT GUIDANCE NOTE \(barnet.gov.uk\)](#)

This policy is designed to support a sustainable and varied programme of outdoor events in the London Borough of Barnet (Barnet Council). It seeks to protect the community, the parks, and their assets, and to minimise or mitigate any negative impacts which events may cause.

This is achieved through:

1. Defining the **scope of the policy**.
2. Defining the **policy goals**.
3. Setting out the **operational arrangements** necessary to ensure a consistent and fair approach, and that event applications meet or exceed our expected standards of quality and safety.

POLICY GOALS& OBJECTIVES

Our policy objectives have been identified by considering the possible benefits of events, and how they support in delivering the Council's corporate plan outcomes by caring for our People, Places and Planet.

Our goals seek to encourage events that have a strong community benefit, ensure effective management is in place and public safety is prioritised.

People

- Encouraging a wider range of events that attract communities.
- Improving the availability and accessibility of entertainment and cultural activities.
- Support in creating an inclusive and family friendly Barnet.
- Deliver a range of cultural experiences for residents.
- Enable opportunities for communities to come together.

- Provide occasions that celebrate diversity.

Place

- Establishing standards to ensure parks are well managed, safe and minimise the risk of any crime or disruption.
- Providing clarity to organisers and residents through a streamlined process.
- Supporting to create thriving town centres and consideration of the local economic benefits.
- Enhancing the image of the Borough, supporting ambitions to become a Borough of Culture.

Planet

- Ensure that our parks remain protected and enjoyable for everyone to access.
- Stimulating inward investment to enhance our greenspaces.
- Supporting the journey to net Zero through sustainability plans.
- Mitigate and manage the negative impact on parks, with minimal disruption to the environment and wildlife.
- Ensure that a sustainable number of events are permitted.

Effective and Engaged Council

- Demonstrate best practice, ensure that events are facilitated with due regard to hire conditions and legal requirements.
- Promote all approved events via the Council's website. Delivery of a consultation and engagement process which incorporates community, partner and stakeholder interests.

Policy Goals

The policy goals have also been identified by considering the possible benefits of events, and how they can help us meet the Council's wider objectives. The specific goals of this policy are:

1. To build a vibrant and diverse events programme across the borough that represents the community, charity, and commercial sectors.
2. To ensure that a sustainable number of events are permitted to take place in appropriate Parks or Greenspaces throughout the borough.
3. To encourage events that have strong community benefit and engagement and, where necessary, remove barriers that restrict accessibility.
4. To ensure that there is appropriate engagement with key stakeholders and events have been considered on behalf of the community.
5. Ensure events contribute to and enrich the cultural diversity, vibrancy, and economic vitality of the borough.
6. To ensure that events are planned with due consideration to the environment with sustainability policies in place, to protect of the borough's assets with minimal disruption to the environment and wildlife. Barnet Council have committed to becoming carbon net zero by 2030 and the borough will be carbon net zero by 2042, and all events on council land should support this objective.
7. Income generated from events in parks can be used to reinvest in parks and open spaces.
8. To ensure best practice in all aspects of event management, including the event application process, to ensure that events are being run with due regard to current legal requirements and public safety standards, as well as industry best practice and borough specific policies.

1. SCOPE

This policy relates to parks managed by the Council's Greenspaces & Leisure Service, for the purpose of hosting organised events. It primarily applies to the facilitation of third-party event applications under a 'hire of land' agreement (opposed to the delivery of the Council's own programme of events).

In order to ensure an event is successful, it may be necessary for event organisers, sometimes with council officers to carry out an engagement process with key stakeholders before an event is approved or takes place. The council is committed to offering residents a diverse range of events, and also to understanding potential concerns and ensuring appropriate responses are carried out. Details of the engagement requirements are set out under 'Engagement' and 'Further Engagement'.

What is an event?

An 'Event' is defined as;

- A gathering of 50 or more persons, or
- Where infrastructure is brought to site, or
- Where activities are proposed (licensable or other) which may constitute an event e.g., music, catering, or co-ordinated activities.

Classification as an 'event' will be at the discretion of the Event Service.

See Policy Guidance Notes: 1. Events/activities that fall outside the remit of this policy.

Where and when will the events take place?

This policy applies to parks and open spaces that are managed by Barnet Council.

There are approximately 200 parks and open spaces in the borough, for a full list please see the directory of [Parks](#). Some spaces are impractical for holding events (e.g., due to available space or access) or they are not suitable for ecological reasons (e.g., a protected site). A list of parks that are available to hire for events is provided in **Appendix 1 'Parks Specification List for Events'**.

Appendix 1 defines the suitability of sites for proposed events based on factors such as scale and accessibility. Where an event proposal falls outside of these specifications, it may still be considered but will be subject to a consultation process with ward councillors and local stakeholders e.g., local friends, user groups or local businesses. This process will be used to gain feedback on the proposal before accepting an application.

The application process ensures that the requested land is clearly defined (via provision of a specific site map), so that a case-by-case assessment of site suitability can be made for each event.

Traditionally most events take place between April – September annually, although events can be facilitated all year round. Generally, each site can be used up to twice per year, however some locations are permitted for use on a more regular basis.

From time-to-time sites may be unavailable to host events to undertake maintenance works or for the wider protection of the site (e.g., rest year required for ground decompaction). Changes to site availability will be reviewed regularly with advanced notice provided to event organisers. The suitability and availability of a site is determined by the Greenspaces and Leisure Service.

2. SCALE AND TYPE OF EVENT

Events can differ in many ways including scale, purpose, location, duration, content or target audience. Categorising events helps to determine charges, application processes and deadlines. Event ‘type’ is determined by the Events Service upon receipt of an application and is defined by event purpose and organiser status as described below.

Scale of event:

This policy considers events of all scales, but it is important to note that scale can be defined in different ways. The event application process uses the following measures of attendance:

1. Maximum anticipated* **DAILY attendance** i.e., the total attendance throughout the day.
2. Maximum anticipated* **PEAK attendance** i.e., the maximum number expected at any one time.

**Attendances are ‘anticipated’ at the time of application, so event organisers are asked to provide the ‘maximum anticipated’ attendance (i.e., good site conditions, fair weather, all aspects of planning have been successfully implemented). Attendance figures should include all those onsite: visitors/staff/suppliers.*

In this policy, scale is determined by the ‘Maximum anticipated daily attendance’ as follows:

Event size category	Maximum anticipated DAILY attendance
Small	Up to 499
Medium	500 – 4,999
Large	5,000 – 9,999
Major	More than 10,000

See Policy Guidance Notes: 2. Scale of event notes and exceptions.

Type of event

Community events

Community events are those organised in support of the local community, for the benefit of the borough or its residents. They are defined by applicant status and must be locally based (London Borough of Barnet). Examples include:

1. Friends-of groups
2. Voluntary groups
3. Not-for-profit (NFP) organisations
4. Schools (except fee-paying schools)
5. Places of worship

Community events are usually of a non-commercial nature and will not provide significant advertising, sponsorship or other commercial benefits/opportunities to a profit-making business or organisation.

They are permitted to fundraise, so charging an entrance fee (or other income generation such as commercial stallholders) is permitted, provided the funds raised (over and above costs) will directly benefit the local community. Applicants may be asked to supply evidence to support this. Fees, where levied e.g., for community and third sector stallholders, will be set at an affordable and accessible level.

Civic events are defined as events for the community, organised by the council or its political representatives. They follow the same principles as above, with additional consideration given to their civic or economic significance to the borough - usual fees and charges structure may not apply. For example, memorial and commemoration events would be considered as civic events.

Charity events

This category is defined by applicant status; applicants must be a locally registered charity, meaning that their charity must be registered to a London Borough of Barnet address.

National charities (those not registered to a local address) will be classed as commercial events.

Commercial events

Commercial events are deemed as events that provide a beneficial gain to an individual, group or organisation, be it financial or promotional. The following are usually classed as commercial events; however, the list is not exhaustive:

- Music concerts or festivals
- Comedy festivals
- Food fairs or markets
- Family fun days
- Cinema or theatre events
- Trade fairs and exhibitions
- Charity fundraising events (national charities)
- Funfairs and circuses
- Marketing/Promotional activities/events*
- Private events **

***Marketing/Promotional activities/events** e.g., Promotions, product launches and brand activations, road shows or media events. This type of event will usually be open to the public. The event is usually part of a wider marketing campaign.

**** Private events**

Private events can usually be defined as those where members of the public are prohibited from attending (as opposed to public events that may be attended by anyone e.g., through free access or by purchasing a ticket). Events included in this category may include but are not limited to weddings, private parties (incl. birthdays), corporate events, business awaydays, conferences, gala dinners, award ceremonies, coach, or vehicle parking.

Unauthorised events

Events that are not given formal approval to proceed for any reason are known as ‘unauthorised’ events. Such events that have not been granted permission by the Council, will be dealt with through the Councils enforcement processes.

See Policy Guidance Note 3. Applications that require special consideration.

See Policy Guidance Note 4. Applications that would be unacceptable under this policy.

An event can potentially fall into more than one category. The Events Service will determine the event categorisation in the first instance.

Benefits of holding 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 and employment
- Improve 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 and surrounding events
- A source of income for local projects through fundraising
- Enhancing the image of the borough
- Stimulating inward investment
- Generating income for parks and open spaces

3. ORGANISATIONAL ARRANGEMENTS

This policy describes a systematic approach to the management of outdoor events in Barnet Councils Parks and Greenspaces. This section provides an explanation of the processes and operational arrangements in place.

Application stages and approval process

A comprehensive process ensures that consent for an event is only given once the applicant has correctly carried out all steps in the process. The application stages and status of the application are communicated clearly to the applicant throughout the process. **See Appendix 2 ‘Summary of application stages flowchart’**

The Council is committed to providing the best available advice and guidance to event organisers to assist them in planning their event. Applicants will be guided through the process by the Events Service. Guidance will be made available to applicants; this will explain the type and level of information the event organiser is expected to supply and will provide signposting to further information relevant to industry best practice.

Initial Enquiry

Event proposals are usually received by email from the applicant in the first instance. The Event Service will need to gather enough overview information about the event to understand if the proposal is viable to take forward to the application stage.

The type of information requested at this stage includes:

- An **introduction** from the applicant and their relevant experience in delivering similar events
- A basic **site map** showing proposed site layout and location (and/or **route map** as applicable)
- Overview of the proposed event **activities**
- A summary of the proposed **infrastructure**
- Event **dates and times** including both the construction and open phases
- **Anticipated attendance:** maximum expected per day (DAILY) AND maximum number expected at any one time (PEAK)

It is at the initial enquiry stage where information and guidance are provided to the applicant, to explain the application process and organiser expectation (i.e., the level of information that the organiser will be expected to supply at the application stage).

Where the proposal appears viable, based on the information provided (including site availability) and in alignment with this policy, the applicant will be advised to make an application. They will be provided with all the required supporting information via the 'Application Pack' (Application Form, Fees and Charges, Terms and Conditions and Application Guidance), so that they can read this prior to making a formal application. Proposed fees will be discussed at this time. Where the application is not viable the organiser will be advised accordingly and will be provided with an explanation as to why their proposal was declined.

POSSIBLE OUTCOMES: Make an application OR application declined.

Application Stage

The Event Organiser must complete an online application form and submit it to the Council for review. Upon submission of a completed application form, the applicant accepts the associated Terms and Conditions and agreed to be bound by them, should the application be accepted.

The completed application form and supplementary information must be submitted in accordance with the timescales below:

Scale of event	Application deadline
Up to 499 daily attendance	Minimum 6 weeks prior to proposed event date
500 to 4999 daily attendance	Minimum 10 weeks prior to proposed event date
5000-9999 daily attendance	Minimum 26 weeks prior to proposed event date
10,000 plus daily attendance	Minimum 26 weeks prior to proposed event date
Complex (see 'Scale of Event')	Minimum 26 weeks prior to proposed event date

Where a late application is received, acceptance will be at the discretion of the Events Service and an

additional charge may apply – the applicant will be advised accordingly if this is the case. Alternatively, late applications may be declined.

The Events Service will check the application for completeness, seeking further information as required. If the application is verified in line with this policy, and there are no practical reasons why the event cannot take place (e.g., site/date availability), the Events Service will provide a fee breakdown to the applicant, which they must formally agree in writing.

Once the fees have been agreed, the Event Service will formally accept the application.

Fees Setting

An appropriate fee will be levied on the event organiser for the use of the park. The fee will vary dependent on various factors including scale, duration, and type/classification of the event. Fees and charges are reviewed and approved annually by the Council. A full fees and charges breakdown is provided in the 'Fees and Charges' document provided as part of the application .

The fees and charges schedule is summarised as follows:

1. **Submission Fee:** A non-refundable fee which is payable by commercial events upon submission of an application.
2. **Hire of Land Fee:** Fee for land hire for the purpose of holding an 'event':
 - a. Daily rate for event days based on event scale/type (e.g., funfairs)
 - b. Daily rate for non-trading days (build/break/dark days)
3. **Supplementary Fees and Charges:** Fee for additional costs, where applicable, as defined in the Fees and Charges document e.g., officer time, additional services, reinstatement, banners etc.
4. **Discounts & Negotiated Rates:** Discounts e.g., 'community and charity' (80% discount) or negotiated rates may be applicable, as defined on the Fees and Charges document.

Note: *Discounts and negotiated rates apply to the 'Hire of Land' element of the fees, NOT 'Supplementary Fees'.*

See Policy Guidance Note 5. Financial Responsibilities.

Our Fees and Charges 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 optimisation of potential revenue to the Council, which supports reinvestment into parks.

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 warrant this.

Bookings management (site and date availability)

The Event Service will be responsible for the management of the event calendar.

Repeat bookings: Barnet council will work to accommodate regular/repeat bookings where possible - from time to time the Events Service will offer a priority re-book the equivalent dates for the next calendar year. If the event organisers do not take up this offering within a reasonable

period, dates will be released and made available for alternative event bookings.

Double bookings: Usually, no more than one event will be accepted on the same day in the same site (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, applications will be processed in order of receipt.

Site availability: It may be necessary from time to time to close a site for events for the wider benefit of the site e.g., for general maintenance or a rest year required for ground decompaction, and tree works. In such instances those affected would be informed at the earliest possible opportunity and the Events Service would work closely with event organisers to minimise impact to those involved (alternative sites or dates may be offered).

The decision regarding availability of a site will be made the Greenspaces and Leisure Service (Head of Service or Assistant Director). If the application is deemed to be unviable (due to site/date availability or for other reasons in line with this policy), the application will be declined.

POSSIBLE OUTCOMES: Application accepted OR application declined.

Detailed Checks

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.) are adversely affected by any aspect of the event with regard to health, safety and welfare.

The Event Organiser is responsible for producing Event Management Plans that have a due regard to and conform to standards set out by the Health and Safety Executive (HSE). Once an application has been accepted, the Events Service will start to carry out more detailed checks on the application, supporting documents and compliance with any relevant legislation.

The detailed checks carried out by the Events Service are agreed at service level. An application checklist is used to aid communication with the event organiser and update them on the status of the application, as additional information/final versions of the supplementary information are submitted and reviewed. It is usual at this stage for dialogue and further information or points of clarification to be communicated between the applicant and the Event Service. Information from 'Further engagement' and 'Other consents' may also feed into the communication process where relevant and further conditions or requests for information may be set as a result. Any other restrictions set by the local authority or national government (e.g., COVID19 Management) may also be considered.

Application guidance aims to clarify the type and level of information required – but there must be some flexibility as the requirement will depend on event content. For example, large events are generally required to submit more information, but a small event may incorporate a high-risk element (e.g., a funfair ride) in which case additional checks will be carried out on that element.

When carrying out detailed checks, the subject areas below are considered in line with the Service Level agreement:

- A. Maps and Plans
- B. Health and Safety
- C. Supplier Management
- D. Vehicle Management (onsite)
- E. Security and Crowd Management
- F. Information and Welfare
- G. Environment
- H. Emergency Planning
- I. Risk Assessment
- J. Insurance

The Events Service will work with the applicant and provide guidance/signposting regarding any areas of concern. If there are areas of concern still outstanding following dialogue with the event organiser, a summary of the position will be referred up through the ‘decision making’ hierarchy for final decision regarding the outcome of the event. The successful outcome of this stage will result in event approval, if unsuccessful the application will be declined.

POSSIBLE OUTCOMES: Progress to ‘Engagement’ OR application declined.

Engagement

Early engagement can help to identify potential problems in advance, thus providing an opportunity for changes or additional measures to be put in place, so that issues can be minimised or avoided. For this reason, all events are subject to a **standard** engagement process and where required (at the discretion of the Event Service and dependant on the nature, scale, location or content of the proposed event), an **enhanced** engagement process may be carried out. Examples of where an enhanced engagement process may be required includes new, large or major scale events such as music festivals.

The Events Service will carry out ‘Engagement’ by sharing event information (‘Full’ or ‘Limited’ details) on behalf the event organiser, with the following:

- **Council officers:** e.g., highways management, environmental health, licencing, planning, emergency planning, waste management, trading standards or food safety – **STANDARD (Full)**
- **Ward Councillors:** **ENHANCED (Limited)**
- **Stakeholders:** e.g., local friends or user groups, local businesses (i.e., we may inform a local cricket club or cafe if the event is neighbouring) - **ENHANCED (Limited)**
- **Executive Director:** **ENHANCED and for final decision (Full)**

‘Full’ details = Event application and supporting documents

‘Limited’ details = Key information as applicable

Note: *‘Engagement’ may be carried out with ward councillors/stakeholders to represent the view of residents (residents are not contacted directly, see ‘Further engagement’). However, once the event has been approved the event title, location and date will be published on the Council’s web page to ensure residents are made aware of any events that are happening in their area.*

The Events Service will share the event application electronically with the interested parties (as above).

Those contacted are required provide feedback within a 2-week period (or less for 'short notice applications'*). Interested parties are expected to provide feedback regarding the proposal's 'suitability' considering the objectives of this policy.

****Short notice applications*** - From time to time and at the discretion of the Events Service a short notice application may be considered (this is where the application is NOT received within the required deadlines). In such instances the engagement period may be reduced, however, if there are substantive objections to the proposal, the application may be terminated.

Feedback from the interested parties is gathered, any queries are answered, clarification is sought and shared where appropriate. Where effective event management can minimise or mitigate the source of a concern, a specific management proposal is made, or a condition is set e.g., if it is agreed 'Further engagement' (see below) is required, due to the potential impact of the event, the event organiser may be tasked with this as a condition of the agreement.

If agreement is reached at this stage 'Approval' may be granted. Where there are unresolved issues or conflicting opinions, the matter is referred through the decision-making hierarchy for final decision.

If there are no major objections at the engagement stage, if the objections can be overcome through effective management or where the appropriate decision makers have made a final decision, the event application can progress. Conditions might be attached; any conditions set will be clearly explained to the event organiser.

POSSIBLE OUTCOMES: Approval OR application declined.

Further Engagement

In addition to above, further engagement may be required to minimise the potential disruption/impact of an event, or to maximise the potential benefits. This process can also be used to ensure that legal and public safety requirements are met. The type of event will determine the level of engagement required.

Event organisers are expected to carry out 'Further engagement' throughout the planning stages of their event. It is normally carried out at the event organiser's expense and is sometimes set as part of the agreement. Where it is specifically agreed that the Events Service will carry out all or some of this work on the event organiser's behalf, it will be agreed in writing and will be charged to the event organiser as a supplementary charge, i.e., officer time.

Further engagement will usually be required for more complex events and those with a greater potential to cause disturbance; a rule of thumb is the greater the potential impact the more engagement will be required. For example, a music festival may require a more detailed engagement carried out directly with residents in the surrounding local area.

The event organiser may be required to submit further documentation e.g., a community and consultation plan or a noise management plan, to detail the organisational arrangements in place.

Other Consents

It is important to note that other consents may be applicable to an event application. This is very much

dependent on the nature and content of the event. For example, other consents will be required where an event utilises land outside of Council management e.g., a running event which also passes through private land; the event may not be feasible if consent is not obtained from all parties.

It is only possible for the Events Service to issue consent for land under its management, but other consents/permissions may **additionally** be required. It is the responsibility of the event organiser to liaise with relevant stakeholders, for example:

- **Safety Advisory Group (SAG)** – Events will be selected for consideration by the SAG using the group’s defined selection criteria. The purpose of this group is to provide a multi-agency approach to review the impact, safety, and planning of the event. The group will typically include representatives from the blue light services (police/ambulance/fire), other Council departments (e.g., emergency planning, licensing, community safety, network management, environmental health, venue managers), local transport providers (Transport for London, London Buses, National Rail).
- **Blue Light Services** – The emergency services may carry out their own checks or set conditions relating to the event.
- **Transport (e.g., TfL)** – Consents may be required where an event is likely to have a significant impact on public transport arrangements.
- **Private landowners** – Private landowners are responsible for carrying out their own checks and issuing their own consents.

Specific consents may also be required from **other Council departments**. They may apply their own conditions and charge for their services. Where applicable, application review involving multiple council departments may take the format of a **‘Working group’**. Examples include:

- **Emergency Planning Department** – If there are wider safety concerns that may impact on the borough’s emergency planning (to include major incident planning).
- **Licensing** – A Premises Licence or Temporary Event Notice (TEN) may be required for events that include licensable activities such as regulated entertainment, the sale of alcohol or trading. The issue of a TEN or premises licence does not itself constitute permission to use the land. Additional conditions may be set as part of a licensing agreement.
- **Highways Management** – In some instances a traffic and transport management plan will be required to meet the approval of the Network Management department. This may include a requirement for parking suspensions or Traffic Management Orders (additional charges may apply).
- **Planning** – Planning consent may be required for any Temporary Demountable Structures (e.g., staging, marquees, tents, and signage). The event organiser is required to apply directly to the planning department should planning consent be required.
- **Environmental Health** – May require additional information or set conditions relating to an event e.g., matters relating to, health and safety, noise control or food safety.
- **Public health** – May require additional information, set conditions or other otherwise influence an event where applicable to public health, e.g., pandemic or infectious disease.

‘Other consents’ may be conditional and can lead to ongoing dialogue with the event organiser. Where the Events Service is made aware, any conditions set by other landowners or Council departments will be

considered. The Events Service will make every effort to help streamline the service and inform other departments where an event is likely to have a significant impact, however, the responsibility lies with the event organiser to seek all required consents directly.

Approval

Approval can be granted once the submitted documentation meets the required standards. Specific conditions may be added to the approval should the council feel it is necessary.

Once formal consent has been issued, there would be an expectation for ongoing monitoring and dialogue with the event organiser e.g., they would be required to inform the Event Service of any changes to plans, new development etc.

An event permit will be issued upon the approval of an event application.

Event organisers could be held legally liable for the costs or damages for any injuries which may occur during the event. All applicants must ensure that a public liability insurance policy is in place for their event.

Terms and Conditions

A comprehensive set of terms and conditions exists for the hire of parks and open spaces which forms part of the Application Pack. 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.

Licensing Permissions

Event organisers are invited to apply for any licenses that are necessary for them to hold their event. 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).

A Premises Licence or Temporary Event Notice (TEN) is 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 may need to apply for a Premises Licence. Note that some of the Council's open spaces are already licensed.

In terms of processing event applications, the two most frequently required licences are a Premises Licence and a Temporary Events Notice (TENs);

Premises licence – This is required for an event where it is anticipated an audience of 500 people or more will be in attendance for entertainment / and that includes licensable activities. It can take between 8-12 weeks to obtain a premises licence which is issued by the licensing administration team.

For smaller one-off events, it may be more appropriate to apply for a TEN. This is required for an event that includes licensable activities for an audience of fewer than 500 people. Permission must be obtained with a minimum of 10 clear working days of the event and issued by the licensing team.

The licensing process can run concurrently alongside the event application process. Issuing a licence does not itself constitute permission to use Council land or confirm that the event can proceed.

For more information about licensing please visit;
[Licences, permits and registrations | Barnet Council](#)

Debrief

A post-event engagement (or debrief) may take place to gain feedback on the event. This process can identify problems and areas for improvement, and inform decisions about future events e.g., if they should be accepted or refused or if additional conditions should be set to address areas of concern (i.e., based on the impact the event had, be it positive or negative).

For large more complex events the Council may wish to monitor the event keep a log of any concerns or issues which have arisen to inform the debrief and plan for future delivery.

Although it is not necessary for the event application process, it is 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. For large and major events a post event debrief with the SAG will take place.

Decision Making

First contact between the Applicant and the Council lies with the Events Service who will be responsible for initial decision-making in relation to events taking place on Council managed land. Any queries or concerns will be referred up to the Head of Service/Assistant Director initially and where not resolved to the Executive Director for Final decision.

The decision-making hierarchy can be summarised as follows:

- L1 '**Events Service**' means the Council's nominated representative or service provider within the Greenspaces and Leisure Service

- L2 **'Head of Service/Assistant Director'** means the Council's appointed Head of Greenspaces or Assistant Director: Greenspaces & Leisure
- L3 **'Executive Director'** (in consultation with the Lead Member as required)

Application Support

Through the application process the Events Service will provide guidance and signposting. Additional support will be given to community event organisers where required.

The Application Pack

The 'Application pack' will be provided to all event organisers and will be made available on the Event Services' web pages on the Council website. The following documents will be included:

1. Application Form
2. Fees and Charges
3. Terms and Conditions
4. Application Guidance

5. 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.

6. POLICY GUIDANCE NOTES

1. Events/activities that fall outside the remit of this policy:

- a. **Sole traders** e.g., ice cream or catering units that are stand-alone.
- b. **Walks, talks and small gatherings**, which may be managed at a community level (less than 50 persons, no infrastructure/vehicles, non-chargeable, community-focused and run by community or friends' groups or local charities).
- c. **Fitness or small group activities** including fitness training, educational activities (e.g., workshops or forest schools) and other 'small group' (<50 persons) activities, which do not otherwise constitute an event.
- d. Use of **Sports Pitches and Grounds** including for school sports days.
- e. Use of **'other' Council land** e.g., events taking place on Highways Managed land.

2. Scale of event notes and exceptions:

- a. Where not stated otherwise 'large' shall refer to both large and major events i.e., all events with 5000+ daily attendance.
- b. Some **'complex'** events may be treated (in terms of the application process) as a different category i.e., if the event is deemed to have a more significant impact, for example (but not limited to):
 - i. Multiple-site events
 - ii. Significant or atypical infrastructure
 - iii. Significant or atypical activities taking place
 - iv. Multi-departmental involvement required (e.g., emergency planning, licensing,

planning, network management)

- v. Multi-agency involvement required (e.g., blue lights services, transport networks)
 - c. If the attendance of an event is anticipated to be close to the limit of the category, the Events Service may determine which category the event falls in.
 - d. Where the organiser is seeking a premises licence for an event, the final attendance numbers may be set as part of the premises licensing agreement.
- 3. Applications that require special consideration:** Special consideration may be required for events of a sensitive nature. Where applicable, proposals will be referred accordingly (see 'Decision Making'). Examples include:
- a. Political rallies or events organised by groups affiliated with political organisations
 - b. Events featuring animals either performing or in attendance
 - c. Events featuring performances by children
 - d. Religious events
- 4. Applications that would be unacceptable under this policy** include those which are deemed to be inappropriate, contravene the agreement Terms and Conditions, or are considered to have a detrimental impact on the "normal use" of the park or open space. Such events would usually be identified early at the initial enquiry or application stage (see 'Application Stages and Approval Process'). Example reasons for refusal include:
- a. Events that are likely to have an unacceptable impact on the grounds, infrastructure, or biodiversity of the site.
 - b. The applicant cannot provide adequate documentation or certification requested by the Council to demonstrate that it should progress to the next stage of the application process.
 - c. The event has been refused support by one of the emergency services
 - d. The event has been refused support by another Council department.
 - e. The event discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation, or disability. This aspect will specifically include any event where any of the above groups or individuals are excluded or refused entrance.
 - f. Events organised by extremist organisations.
 - g. Events featuring adult or offensive content.
 - h. Any circus that includes performing animals other than equine (horses, ponies, and donkeys), dogs, and bird (budgerigar) acts.
 - i. The applicant or any suppliers of the event intend to give away any live animals as prizes.
 - j. Where the event or event activities are prohibited by a park byelaw.
- 5. Financial responsibilities:** There are 'other' costs associated with the staging of events and these must be considered by organisers in the very early stages of planning to ensure adequate funds are available. The 'type' and 'scale' of the event will be determining factors in setting the event fees in accordance with our 'Fees and Charges' document. It should be noted however, that all event related costs rest with the event organiser. Organisers should consider the main areas of expenditure outlined below:
- a. Costs associated with all aspects of event delivery and production.
 - b. Supplementary Charges – As applicable e.g., where the Applicant requests 'Additional Services' such as grass cutting or tree pruning, it will be at their expense (if over and above usual service levels for the park).
 - c. Reinstatements – If damage occurs, the Applicant will be liable to the Council for the full cost

- of any repairs or reinstatement (works will be carried out by the Council's nominated contractor).
- d. Associated fees i.e., the fees and charges levied by other council departments as applicable (e.g., network management/licensing/planning).

APPENDICIES

Appendix 1: Parks Specification List for Events

Park Name	Location	Fun Fairs	Event Scale (Daily Attendance)			
			Up to 499	500 to 2499	2500 to 4999	Over 5000
Barnet Hill OS	EN5		✓			
Barnet P.F	EN5	✓	✓	✓	✓	✓
Basing Hill Park	NW2	✓	✓			
Belmont Open Space	EN4		✓			
Bethune Recreation Ground	N11N20	✓	✓	✓	✓	
Bigwood	NW11		✓			
Bittacy Hill Park	NW7		✓			
Bounds Green/Fairview OS	N11		✓			
Boysland OS	HA8		✓			
Brent Park	NW4		✓			
Brook Farm/Wyatts Farm	N20		✓	✓	✓	✓
Brookside Walk	NW11		✓			
Brunswick Crescent Playground	N11		✓			
Brunswick Park / Waterfall Walk	N11		✓	✓	✓	
Byng Road	EN5		✓	✓	✓	
Charter Green	N3		✓			
Cherry Tree Wood	N2	✓	✓	✓		
Chiddingfold	N12		✓			
Childs Hill Park	NW2		✓			
Clitterhouse PF*	NW2	✓	✓	✓	✓	✓
Colindale Park	NW9		✓	✓		
Coppetts Wood	N10 N11 N12		✓			
Copthall P.F	NW4 NW7	✓	✓	✓	✓	✓
Court Way OS	NW9		✓			
Cranbrook Road OS	EN4		✓			
Cromer Road OS	EN5		✓			
Dame Alice Owens Grounds	N20		✓			
Deansbrook Rec	HA8		✓			
Edgwarebury Park	HA8		✓	✓	✓	

Finchley Way Open Space	N3		✓			
Friary Park	N12	✓	✓	✓		
Friern Bridge Open Space	N11		✓			
Friern Park	N12		✓			
Grange Playing Fields	EN4		✓			
Greenhill Gardens	EN5		✓			
Hadley Common (Green)	EN5		✓			
Halliwick Rec. Ground	N10		✓			
Harcourt Avenue OS	HA8		✓			
Hendon Park	NW4	✓	✓	✓	✓	
Highlands Gardens	EN5		✓			
Heybourne Park	NW9		✓	✓		
Holland Close OS	EN5		✓			
Hollickwood Park	N10		✓			
Jubilee Gardens	EN5		✓			
Kennard Road OS	N11		✓			
King Georges Field (Hadley)	EN5		✓			
Lawrence Green	NW7		✓			
Lincoln Avenue OS	N14		✓			
Littlewood	NW11		✓			
Ludgrove P.F	EN5		✓			
Lyndhurst Park	HA8		✓			
Lyonsdown Rd OS	EN5		✓			
Lyttelton P.F	N2		✓	✓	✓	
Malcolm Park	NW4		✓			
Mansfield Ave / Vernan Crescent OS	EN4		✓			
Marsh Close / Marsh Lane OS	NW7		✓			
Meadway Open Space	EN5		✓			
Mill Hill Park	NW7	✓	✓	✓	✓	✓
Moat Mount OS	EN5		✓			
Montrose P.F	HA8	✓	✓	✓	✓	✓
Mortimer Close OS	NW2		✓			
Mount Grove OS	HA8		✓			
Mount Road OS	NW4		✓			
New Southgate Rec	N11	✓	✓	✓		
Oak Hill Park	EN4	✓	✓	✓	✓	✓

Oak Lane OS	N2		✓			
Oakdene Park	N3		✓			
Oakleigh Park Ave OS	N20		✓			
Old Courthouse Rec Ground	EN5		✓	✓		
Percy Road OS	N12		✓			
Princes Park	NW11		✓			
Quinta OS	EN5		✓			
Ravenscroft Gardens	EN5		✓			
Riverside Walk N&S (Fursby Avenue)	N12		✓			
Riverside Walk/Ducks Island	EN5		✓			
Rushgrove Park	NW9		✓			
Scratchwood OS	NW7	✓	✓	✓		
Silkstream Park	HA8		✓	✓		
Stonegrove Park	HA8		✓			
Stoneyfields Park	HA8		✓			
Sturgess Park	NW4		✓			
Sunny Hill Park	NW4	✓	✓	✓	✓	
Swan Lane OS	N12		✓			
The Meads OS	HA8		✓			
The Mill Field	NW7		✓			
Tudor Sports Ground	EN5		✓	✓		
Victoria Park	N3	✓	✓	✓	✓	
Victoria Rec Ground	EN4		✓	✓	✓	
Watling Park / Cressingham Road*	HA8	✓	✓	✓	✓	
West Hendon P.F*	NW9		✓	✓	✓	
Whetstone Strays	N20		✓			
Whitings Hill OS / Community Forest	EN5		✓	✓	✓	
Windsor OS	N3		✓			
Woodcroft Park	HA8		✓			
Woodfield Park	NW9		✓	✓	✓	
Woodhouse OS	N12		✓			

Appendix 2: Summary of application stages flowchart

