

**Royal Borough of Greenwich  
Outdoor Events Policy 2025**

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## **1.0 Introduction**

- 1.1 The Royal Borough of Greenwich has beautiful parks, woods, common land, squares, housing estate open spaces, riverside paths and high street areas such as Cutty Sark Gardens in Greenwich, Passey Place in Eltham and General Gordon Square in Woolwich.
- 1.2 Our parks and open spaces provide opportunities for recreation, relaxation and enjoyment, making the Royal Borough of Greenwich a better place for residents to enjoy. They offer places of tranquillity and respite from city life and our many gardens offer attractive displays throughout the year.
- 1.3 We are proud of the contribution many event organisers, performers and community groups make to the vitality of our parks and open spaces. We consider the benefits an event will bring to our residents and the public when looking at applications.
- 1.4 When using one of our parks or open spaces, organisers have a responsibility to conduct themselves in an appropriate way, with due regard for other visitors and people who live in the local area. They also have a responsibility to look after the space that they have been permitted to use, and make sure they return the space to the council in an appropriate condition.
- 1.5 We have created this policy to help event organisers to understand the context in which events in the borough's parks and open spaces should be managed.

## **2.0 Culture Strategy**

In 2024, following consultation, engagement and collaboration with residents, community and cultural organisations, we launched the Culture Strategy. It provides a framework and a set of principles to guide all organisations, individuals and communities interested in creating and developing culture and creativity in the Borough. It will underpin all we do, and propel us forward. The Culture Strategy runs until 2030, with the vision that in 2030 Royal Borough of Greenwich will be a place where creative people, innovation and cultural connections inspire, encourage and flourish. For the full strategy please see [Royal Greenwich's Culture Strategy | Royal Borough of Greenwich](#).

Our Culture Strategy is informed by these overarching themes:

### **2.1 Culture Strategy - Create**

We'll aim to support people in creating work to make sure their creative future is bright and our borough will be known worldwide as a great place for creativity. We'll

encourage more leaders from different backgrounds, so creativity and culture are more inclusive and relevant, representing the diversity of our borough today.

## 2.2 Culture Strategy - Connect

We'll better connect the considerable wealth of talent, knowledge and experience in the borough to realise our full potential. We'll nurture the Creative Economy, with supportive networks and spaces to work. Our communities will be better connected and tell their own heritage stories and traditions within their neighbourhoods. Local creativity will connect with our international reputation of culture.

## 2.3 Culture Strategy - Flourish

We will enable our communities and organisations to thrive because we value culture and creativity, with access to learning and participation opportunities that develop skills and lifelong learning, improve mental health, wellbeing and achieve cohesion. We want to ensure the local creative economy is better skilled, inclusive and attract more visitors – locally, nationally and internationally. This will make cultural vibrancy evident across the borough.

## 2.4 Culture Strategy – Principles

Our Cultural Strategy is built around 8 key principles that guide our path to a vibrant cultural future by 2030. These principles are the foundation of our efforts to foster creativity, inclusivity and community engagement across the borough. **Events organisers will need to apply these principles.** When applying to hold an event, think about these principles and tell us how you will align with them:

People – Encourage cultural involvement and growth that strengthens our people and communities and helps creative people and businesses.

Place – Make Royal Greenwich a place where diverse cultures can flourish.

Participation – Increase participation by creating opportunities for people to join in cultural activities and creative learning.

Leadership – Assume entrepreneurial cultural leadership to take advantage of future opportunities.

Climate – Support creative innovation to lead and take action towards a carbon-neutral future.

Heritage – Celebrate Royal Greenwich's heritage by finding new ways to tell its story.

Creative Economy – Boost London and the UK’s economy by making Royal Greenwich a place where talented people can secure cheap creative workspace for the long term.

Destination – Champion a global outlook for our borough’s international success.

### **3.0 Links to Our Greenwich**

Our Greenwich is the council’s corporate plan which was developed in partnership with residents to set our priorities. [Our Greenwich Plan | Home | Supported by Royal Borough of Greenwich](#)

This Events policy underpins the following missions, themes, and principles:

#### **3.1 Our Greenwich - People:**

Mission 1. People's health supports them in living their best life – events and activities in our outdoor spaces promote mental and physical health and wellbeing.

Mission 2. People will not experience discrimination – everyone holding an event in our parks and open spaces is required to adhere to the council’s Equality and Equity charter ensuring their events are accessible and inclusive to all.

Mission 3. Those in financial need can access the right support, advice and opportunities to improve their situation – many of our events offer engagement opportunities that support people to access services and opportunities that empower them to improve their circumstances.

Mission 4. Children and young people can reach their full potential – events and activities in our parks and open spaces are inspirational and can broaden the horizons of children and young people who participate.

Mission 5. Everyone in Greenwich is safer and feels safer – events and activities animate our parks and open spaces, discouraging antisocial behaviour and encouraging community use.

#### **3.2 Our Greenwich - Place:**

Mission 9. Neighbourhoods are vibrant, safe and attractive with community services that meet the needs of local residents – events and activities on our high streets and in local spaces engage our communities and bring new experiences to their doorsteps.

Mission 10. Greenwich plays an active role in tackling the climate crisis and improving environmental sustainability, in line with our commitment of being carbon neutral by 2030 – events and activities in our parks and open spaces strive to be environmentally conscious in how they are delivered.

### 3.3 Our Greenwich - Economy:

Mission 12. Town centres, high streets and shopping parades are vibrant, prosperous, well-maintained places that meet the needs of local people - events and activities in our high street spaces and squares promote footfall in these areas and stimulate the local economy, supporting our local businesses. Event organisers are encouraged to use local businesses and suppliers where possible.

Mission 13. Our economy attracts new high value businesses whilst strengthening its foundations – events contribute to placemaking which in turn attracts more businesses to the area.

Mission 14. The voluntary, community and socially motivated sectors in Greenwich are strengthened and able to provide more support to the most in need – events create opportunities to work with and engage our voluntary and community sectors from helping to deliver activities to encouraging participation by the groups they support.

### 3.4 Our Greenwich - Communities:

Mission 16. We develop networks with communities, key partners and businesses to meet need and address challenges together – events and activities in our parks and open spaces are considerate of local stakeholders and residents and work with them to ensure mutual benefits. Events can support local businesses by prioritising working with them over out of borough.

Mission 17. We design our services around the needs of our residents – events and activities in our open spaces are sympathetic to the needs of our residents.

### 3.5 Our Greenwich - Organisation:

Mission 18. Our council is an adaptive organisation, enabling it to navigate the increasing number of challenges it faces while remaining financially sustainable – commercial hire charges for parks and open spaces reflect market rates.

Mission 19. Our council works in the most efficient and effective ways possible – this policy ensures that events are run safely to deliver the most benefits for the borough.

## 4.0 Scope

- 4.1 The principles of this policy apply to organisers who wish to use a Royal Borough of Greenwich; park or open space for an event.
- 4.2 This policy does not include indoor events or events on private land not under the control of the Royal Borough of Greenwich.
- 4.3 This policy provides the basis for approving event applications.
- 4.4 It recognises four group sizes of events, requiring different levels of approval and organiser competence.

|        |                                      |
|--------|--------------------------------------|
| Small  | up to 99 attendees at any one time   |
| Medium | 100 – 499 attendees at any one time  |
| Large  | 500– 4,999 attendees at any one time |
| Major  | 5000+ attendees at any one time      |

- 4.5 All events will be required to have an Event Management Plan (EMP) and Risk Assessment/s. Events may be required to attend a Safety Advisory Group meeting (SAG). If they are required to attend, as a minimum the Event Manager must be present. The SAG is a multi-agency meeting group including Council departments, emergency services, and other stakeholders. The meeting group provides advice on the safe running of the event and give final approval on plans. For more details on what is covered in an EMP, and the role of the SAG please see Appendix E.

## **5.0 Principles**

- 5.1 Our application process will be:

- Fair
- Consistent
- Transparent and open
- Easy to understand
- Prompt in its decision-making (please see Appendix B for the application timeline)

- 5.2 When events take place in one of our parks or open spaces, event organisers should do their utmost to allow residents to access the space, so that they can:

- Continue to enjoy the use of our parks and open spaces as a place of leisure, recreation, and relaxation.
- Be able to enjoy the open space safely.

### 5.3 The Royal Borough of Greenwich expects event organisers to:

- Submit event applications that are age appropriate for the target audience and ensure steps are taken to make sure the correct audiences access the event.
- Submit event applications that will contribute and enhance the cultural life of the borough.
- Obtain all necessary licensing permissions within required timeframes - details in section 9.4 and appendix B.
- Submit all requested event management documents on time including the event management plan, and risk assessment.
- Attend SAG (Safety Advisory Group) meetings and/or any other required meetings regarding the proposed event.
- Consult with residents and other stakeholders including businesses, as required.
- For some Large/Major events, to notify residents via letter drop to at a minimum the closest streets on all sides of the event space. For Blackheath there is a specified list of streets required to receive letters.
- Operate with care at our sites and hand them back to us in appropriate condition.
- Operate safely, in accordance with standards and best practice set down in relevant Health and Safety guidance and legislation. See [www.hse.gov.uk/event-safety](http://www.hse.gov.uk/event-safety) and [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)
- Show appropriate levels of management capability required to hold an event.
- Observe all conditions within your hire agreement contract.
- Sign and date your hire agreement contract and pay any fees to the Royal Borough of Greenwich that may be due, on time. Failure to meet any of these requirements, may result in the cancellation of your event.
- Submit event applications that do not cause offence to individuals or groups.
- Submit event applications that are not discriminatory, particularly on the basis of ethnicity, gender, sexual orientation, disability, age or religion.
- Events must be inclusive to attendees with protected characteristics. These can be found here [Discrimination: your rights: Types of discrimination \('protected characteristics'\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/discrimination-your-rights-types-of-discrimination-protected-characteristics)
- Submit event applications that do not risk bringing the Royal Borough of Greenwich into disrepute.

## 6.0 Our decision-making process

### 6.1 Application timescales

The minimum time required for us to consider an event application is:

- Small and Medium events – 3 months notice required
- Large events - 6 months notice required
- Major events – 1 year notice required

Any applications received outside of this timeframe may be reviewed at the council's discretion.

## 6.2 Application process

To gain full approval from the council, event organisers need to commit to:

- Complete the event application form online and provide the event management plan (EMP) and safety documentation, as requested, within the timeframe set by the council.
- Attend a pre-application discussion (applicable for large, major and some medium events).
- Demonstrate appropriate levels of Event Management capability including IOSH or NEBOSH, or equivalent certified staff for Large and Major events over 2501 capacity.
- Demonstrate that the event is suitable for the park or open space requested.
- Demonstrate that the content is appropriate for an event in the borough.
- Apply for the correct licence where licensable activity is included in the event (further licensing information can be found at 9.4).
- Ensure necessary permissions have been granted by building control where infrastructure is to be erected for the purpose of your event (further information can be found at 9.2.4).
- Hold insurances which covers all aspects of the event (minimum £5million public liability insurance and £10million for large and major commercial events).
- Ensure all stall holders, vendors, activity, performers and content providers have correct, valid and sufficient documentation such as their insurances, risk assessments and food hygiene/ safety documentation. A full list of these can be found at Appendix E.
- Ensure Emergency and welfare plans are in place. This includes crowd management processes, emergency response, first aid cover, toilets etc. safeguarding children and vulnerable adults, etc.
- Attend a Safety Advisory Group (SAG) meeting.
- Attend site visits during the planning phase (if required) and allow full access for relevant council officers during the event.
- Provide an on-call contact during the event.
- Ensure the event is run in accordance with the plans submitted.
- Attend a post event site inspection (if requested) with the council to ensure the site is left in an appropriate condition.

All stages of this process must adhere to the timeline in Appendix B. In return the council will:

- Acknowledge receipt of the event application within 5 working days of receiving it.

- Request references from the event organiser where necessary.
- Review the application in full.
- Facilitate the event organisers presentation at the SAG meeting (may not be required for small events).
- Send the event organiser feedback from the SAG meeting.
- Issue an approval in principle letter to the event organiser with a timeline including when additional documents are requested.
- Issue a hire contract agreement that may detail special conditions and will require compliance of this policy in its entirety once all required documents have been received.

Please note:

- Event approval is at the discretion of the Royal Borough of Greenwich. When forming a view about the event application, the council's decision will be solely within its own discretion, and all decisions will be final.
- We expect event organisers to manage their events to a high standard and sometimes we may attach conditions to an event approval to ensure this.
- After an event has taken place, the Royal Borough of Greenwich will review the compliance of the organiser against any conditions that were set. The council reserves the right to refuse future applications from the event organiser, if they failed to meet the conditions set.

### 6.3 Right of appeal

There is no right to appeal. The event decisions made by the Royal Borough of Greenwich are final. In addition, the council has sole discretion in respect of deciding whether the nature and content of an event is acceptable on the land it either owns or manages. Decisions relating to the refusal of events on these grounds, are also final and not subject to appeal.

## 7.0 Who can submit an application to hold an event?

Anyone over 18 years of age can submit an application to hold an event including: community, voluntary sector and arts groups; charities: not for profit; and commercial event organisations, providing the application adheres to the council's conditions set out in this policy.

### 7.1 Hire charges

Charges for our parks and open spaces depend on the type of organisation applying, and the type of event. Charges will be reviewed annually and set on 1<sup>st</sup> April. See Appendix D for further details.

### 7.2 Community groups and organisations

Charities, local volunteer groups, not for profit groups and organisations can apply to hold events in parks and open spaces in the Royal Borough of Greenwich. They may need to pay any fees as outlined in our charges set out in Appendix D.

#### 7.3 Commercial organisations

Commercial organisations can apply to hire a park or open space for events such as festivals, markets, performances, fairs, circuses, promotional or other events.

Commercial events need to be open to the public and may be ticketed. Commercial organisations must have a registered company address, company accounts, and provide suitable references. In considering applications, the council will assess the commercial nature of the event and the extent to which it adds value to our local areas. Please refer to Appendix D to see our commercial hire charges.

#### 7.4 Private events

The council does not permit use of our parks and open spaces for private events. All events on a council open space must be open to the public to attend or buy tickets.

#### 7.5 Private individuals

Private individuals do not need approval from the council to hold small social gatherings with up to 30 attendees such as picnics, providing they are considerate to other park users and abide by park byelaws. All park users must take their rubbish away with them and/or dispose and recycle in the appropriate bins. Small social gatherings organised by private individuals are not permitted to erect structures (such as gazebos), have BBQs or set off fireworks in any of our open spaces as detailed in our park byelaws, which can be found here: [What's allowed in our parks | Rules of our parks and open spaces | Royal Borough of Greenwich](#)

### 8.0 Types of events and content restrictions

#### 8.1 Political events

The use of council parks or open spaces for political party events or activities is not permitted. This includes any event activity, or part of any event or activity which has the intention of promoting or raising awareness of a political party or organisation. Local politicians can participate in events on council land or in parks and open spaces providing their participation is of a civic or ceremonial nature rather than political. No elected politician should use our parks and open spaces to create a platform for their views.

#### 8.2 Charitable events

Local and national charities can apply to hold events, including fundraising in our parks and open spaces of which charges can be found in Appendix D. Please note that all fundraisers must have a registered charity commission number and must be able to provide the council with this number, the event must be within their charitable objectives, and they must adhere to all conditions of the event application process.

### 8.3 Religious and belief content at events

Groups with religious or belief affiliation can apply to hold a community event within our parks and open spaces. As with all our public events, they must be open to the whole community and not just your own congregation.

- **Traditional faith festivals**  
Consideration will be given to applications for traditional faith festivals that are included in the UK Inter Faith network's religious festivals list - <https://www.interfaith.org.uk/resources/religious-festivals>  
Traditional faith festivals should not be 'owned' by one group but relate to the entire faith. They should be inclusive, so that everyone is welcome and be a traditional festival. They should be specific to a particular cultural community, with strong connections to the local area.
- **Multi-faith events**  
The borough is home to people of many faiths, religions and beliefs and we welcome people from all communities to come together and use our open spaces for events. A multi-faith event has organisers from several different faiths and beliefs, not simply a number of different groups within the same faith, religion or belief group.
- **Promoting or proselytising (attempting to convert to) religion or beliefs at events**  
Groups with religious or belief affiliation are not able to use the council's parks or open spaces to promote their religion or beliefs or proselytise, nor are they able to organise events aimed at promoting or proselytising on behalf of a particular organisation. If the religious or belief group are found to have proselytised at their event, no future applications will be considered.
- **Religious content at other events**  
Where an event is of a secular nature (not connected with religions or beliefs) some religious content can form part of the programme, provided that the proposed content has a wider appeal to the community. For example, the singing of carols at a Christmas event, or the offering of certain types of food associated with a festive element of a particular religious celebration would be allowed. Worship elements such as prayer are allowed provided no one is pressured or unduly encouraged to participate.

### 8.4 Street parties

Street parties are not covered by this policy. To apply to hold a street party, please visit: [www.royalgreenwich.gov.uk/streetparties](http://www.royalgreenwich.gov.uk/streetparties)

### 8.5 Funfairs and circuses

Funfairs and circuses are classed as large events at a minimum. They should apply via the same process as all events, providing all event management documentation, including but not limited to an event management plan, method statements, risk assessments, and site plans as well as any other safety documentation required by the events team.

- Individual fair rides can be located in town centres and other locations at the discretion of the council.
- Funfairs or individual rides can also be provided as part of wider community festivals. For all charges that apply to rides and travelling shows, please see Appendix D. Where a funfair or individual ride/s are part of an event, the event organiser will be required to submit safety documentation on behalf of the rides or attractions to the events team.

#### 8.6 Fireworks displays

Applications for fireworks events are only accepted where the display is produced by professional operators with industry standard accreditation for their work. Private individuals are not permitted to use fireworks in any of our parks or open spaces without prior consent from the council as per our park byelaws - [Parks and open spaces byelaws | Royal Borough of Greenwich \(royalgreenwich.gov.uk\)](#)

#### 8.7 Cycling, running or processional events

The safety of our residents is a primary concern when assessing events. If your event takes place on a public road, i.e. marathon, cycling, carnival procession etc., road closures requiring the re-routing of public transport may be necessary. Detailed planning will be required by the event organiser and permission will be required from the council's Highways department before the event can go ahead. Road closures will require extensive consultation with residents, businesses and other stakeholders affected. All costs associated with closing roads and (if also required) parking suspensions, will be charged to the event organiser. Applying for a road closure is a separate process to the events application process and/or licence application process. Please contact [streetworks@royalgreenwich.gov.uk](mailto:streetworks@royalgreenwich.gov.uk) for more information.

#### 8.8 Fitness classes, Sports and activity bookings

Individuals and organisations wishing to hold personal training sessions and exercise classes in our parks and open spaces are not covered by this policy and should contact [parks@royalgreenwich.gov.uk](mailto:parks@royalgreenwich.gov.uk) and [greenwich.getactive@royalgreenwich.gov.uk](mailto:greenwich.getactive@royalgreenwich.gov.uk) to book spaces. This includes booking of sports facilities and pitches.

#### 8.9 Animals at events

The Royal Borough of Greenwich does not permit the use of animals for performances or prizes, at any events in parks and open spaces. This includes animals at circuses, goldfish at fairs, pony rides, petting zoos, falconry, and reindeer at Christmas events etc.

The exception to this is amateur and community dog shows which adhere to our fun dog show guidance in Appendix E and working animals such as police dogs and military horses that are trained to work among people and loud noises in busy areas.

#### 8.10 Alcohol

Please be aware that there may be 'public space protection orders' (PSPOs) in place at some parks and open spaces which prohibit the sale and consumption of alcohol. Therefore, no applications will be considered for the sale or consumption of alcohol in these areas. [Public Space Protection Orders | How the Royal Borough tackles anti-social behaviour | Royal Borough of Greenwich](https://www.royalgreenwich.gov.uk/info/200202/community_safety/212/how_the_royal_borough_tackles_anti-social_behaviour/3)  
[https://www.royalgreenwich.gov.uk/info/200202/community\\_safety/212/how\\_the\\_royal\\_borough\\_tackles\\_anti-social\\_behaviour/3](https://www.royalgreenwich.gov.uk/info/200202/community_safety/212/how_the_royal_borough_tackles_anti-social_behaviour/3)

### 9.0 General event conditions

#### 9.1 The role of the event organiser

The event organiser must be capable of organising, managing, and running the event. This includes creating the EMP. For some Large, and all Major events, the designated event manager must be IOSH and/or NEBOSH qualified, or hold a diploma in a relevant field from a recognised awarding body e.g University or College. Alternatively they should have the support of a health and safety manager with this qualification. It is the role and responsibility of the event organiser to ensure the entire event process is adhered to as set out in 6.2.

#### 9.2 Health and Safety

It is the responsibility of the event organiser to ensure health and safety measures and procedures set by The Health and Safety Executive (HSE) are in place and all legal obligations are followed. All of these areas must be covered in your Event Management Plan and Risk Assessment. For further information please visit [Events health and safety \(hse.gov.uk\)](https://www.hse.gov.uk) and [The Purple Guide](#).

Health and Safety topics to be covered within the EMP are listed at Appendix E and as a minimum must include:

- Security and crowd management
- First aid
- Welfare e.g. toilets and access provision, lost children and vulnerable people
- Emergency procedures and incident plans including fire safety
- Food safety
- Infrastructure such as marquees and stages
- Waste management
- Transport plans and vehicle management
- Noise Management

- Specific risks such as funfair rides, inflatables, pyrotechnics, water testing etc.

#### 9.2.1 Assessing numbers and competency required

The size of the event and nature of audience and activity will determine the required provision for security, first aiders and how many toilets you'll need. Guidance can be found at the links provided at 9.2. All events regardless of size will need a plan for lost children and vulnerable people and a designated first aider. Please note, the police cannot provide event security.

#### 9.2.2 Emergency Procedures

Event organisers must have emergency procedures in place as part of their plans for all eventualities, including but not limited to fire, medical emergencies, crowd issues and terror attacks. The emergency plan must consider evacuation routes, emergency vehicle access, show stop procedures, plans for contacting emergency services and the council. You must also consider The Terrorism (Protection of Premises) Bill; (Martyn's Law) if applicable. The plan should also include the chain of command and designated persons with responsibilities in terms of managing an incident e.g. who is authorised to call a show stop. You can access information and online training here [E-Learning | ProtectUK](#)

#### 9.2.3 Food Safety

The council requires all food and beverage vendors at events to hold a minimum 4 star Food Standards Agency (FSA) hygiene rating. Traders must also provide their public liability insurance, and a risk assessment. The council's Environmental Health team may request to see these and further food safety documentation in advance of the event, or on the day. They may also inspect the vendor on the day of the event. Traders must be aware of any allergens within the foods they offer, and clearly display or communicate this information to customers at the event. For further information please contact [foodconcerns@royalgreenwich.gov.uk](mailto:foodconcerns@royalgreenwich.gov.uk) and see [Allergen guidance for food businesses | Food Standards Agency](#).

To obtain a hygiene rating for your business please visit [Starting your food business safely | Food Standards Agency](#)

#### 9.2.4 Infrastructure

It is the organisers responsibility to ensure that any necessary permissions for any infrastructure at your event have been granted. Details of all infrastructure must be included on the event application. If you are having large structures you may need to apply to the council's Building Control team for a Section 30. This applies to the erection of certain temporary buildings and structures that are not covered by the Building Regulations 2010 or are built with materials that may deteriorate if not maintained properly. These structures include large marquees (over 6m span), pole tents (over 9.2m span), stages (over 0.6m high) or screens for special events and freestanding boundary walls over 1.8m in height.

If required, a council Building Control Officer will need access to your event site once the structure is erected, to inspect and approve that the construction is safe. For further information please visit: [Give notice of a temporary structure | Royal Borough of Greenwich](#)

#### 9.2.5 Waste and site cleaning

The Royal Borough of Greenwich has a responsibility to ensure the waste generated by events is managed correctly. This includes waste generated by traders and concessions (food and drink stalls), as well as any general litter produced and production waste during the event. The event organiser must take all responsible steps to ensure that all waste from the event is dealt with in accordance with Section 4 of the Environmental Protection Act 1990 (Waste Duty of Care).

All events therefore, must have a waste management and site cleaning plan which must include recycling. As part of this plan there must be a responsible person in charge of waste and litter on the day for the whole event period (including set-up and pack down).

Event organisers must inform the council of their intention to use either the Royal Borough of Greenwich or a private waste contractor to manage the waste produced. If you choose to have a private waste contractor, they must be registered with the Environment Agency and a copy of their Waste Carrier Licence must be provided before the event and kept for inspection on the day of the event. If you would like to use the council's waste services, you will need to make contact via [streets-services-operations@royalgreenwich.gov.uk](mailto:streets-services-operations@royalgreenwich.gov.uk) at least 28 days in advance of your event to check availability. In either case, you will need to consider the number of people attending the event, as well as the number of traders and concessions and types of waste to assess the number of bins and litter pickers you will need. Small and Medium events (see 4.4) may be able to remove their own waste; this must be agreed with the council.

##### 9.2.5.1 Existing Site Facilities

If you plan to use existing site facilities, consideration must be given to the cleaning of existing toilet and changing room facilities during your event. You may be required to use council contractors to monitor these facilities throughout your event. You may be required to hire in additional facilities if the existing facilities are not sufficient for the number of attendees. Please see section 9.2.1 for calculating toilet requirements.

##### 9.2.5.2 Recycling

The council requires all concessions and traders to use recyclable or compostable materials to reduce environmental impact of the event. As a minimum the following items should be used:

- Paper cups
- Paper plates

- Wooden cutlery
- Cardboard containers
- Recyclable plastic glasses

The use of polystyrene and single use, non recyclable plastic cups is prohibited. It is the responsibility of the event organisers to inform all people working at the event, including all traders and concessions about the importance of placing the correct waste in the correct containers. The council reserves the right to re-charge event organisers for the cost of removing incorrectly separated waste.

All events carried out on Royal Borough owned land must, as a minimum commit to collecting dry-recyclables e.g. paper cups, cardboard boxes. Where possible, event organisers should seek to reduce the event's environmental impact by providing separate food waste collections for concessions.

#### 9.2.5.3 Sustainability and environmental impact

The council is committed to its carbon neutral plan ([Carbon neutral plan | Royal Borough of Greenwich \(royalgreenwich.gov.uk\)](https://royalgreenwich.gov.uk/carbon-neutral-plan)). We expect all event organisers to be environmentally conscious and ensure all legislation is adhered to on site. We ask all event organisers to minimise risks and pollutants to our audiences. We strongly recommend that event organisers hire local suppliers, in order to reduce the event's carbon footprint.

Commercial events will need to pay a mandatory Environmental Impact fee of 10% of the total fee. This fee will contribute to a fund specifically for environmental projects within our Parks and Open Spaces.

Ultimately the Royal Borough of Greenwich would like all events to be completely sustainable, without sourcing power from diesel generators etc. However, we understand this may not be achievable at all events at this time. We therefore welcome event applications to use 'cleaner' fuel, biodiesel, solar power, mains power, or battery-operated units wherever possible. Please note, petrol generators will not be permitted on site in parks and open spaces in the borough.

Event organisers must not use single use plastics and instead use alternative non-plastic or biodegradable cutlery, tableware and packaging, especially from food and beverage traders. Please see section 9.2.5 and Appendix C. The council does not allow the release of balloons or lanterns in our parks and open spaces.

#### 9.2.6 Transport and parking

Visitor parking is not permitted on any council managed open spaces; including parks and common land. Organisers are required to advise their attendees to travel to and from their events by public transport. Blue badge accessible parking can be discussed with the council. Contractors and traders' vehicles must be accredited by the event organiser and where possible parked off site when not in use.

#### 9.2.7 Noise Management

All event organisers must be considerate of local residents and the community when organising an event where there is amplified noise, e.g., live and/or recorded music, fireworks, funfair rides. Noise levels generated by an event are to be agreed in advance with the Events team and Community Protection team, and must not exceed 65 decibels, at one metre from nearest resident address/noise sensitive property. There cannot be any amplified sound prior to 12 noon Sundays. A detailed noise management plan should be included in your event management plan.

For events where a licence has been granted, the organiser must adhere to the levels set in the noise management plan. For further information and guidance regarding noise management at your event, please contact [pollution-regulation@royalgreenwich.gov.uk](mailto:pollution-regulation@royalgreenwich.gov.uk).

#### 9.2.8 Specific Risks

Activities and attractions which carry their own specific risks, such as but not limited to inflatables, funfair rides, fireworks etc. must be detailed in the EMP and have their own risk assessment. Additional documents such as ADIPS and PIPA certificates will be requested.

The Royal Borough of Greenwich does not supply a standpipe for water connection. For the events where the organisers require access to the water supply, to use it they need to provide a sterile standpipe and connections. These need to be installed by a competent person. Risk Assessment for this activity needs to be supplied, accompanied by the microbiological water testing certificates for drinking water and potential aerosols being created (*Legionella spp.*) Water samples collected at the point of use need to be tested by the UKAS accredited laboratory and test certificates provided. Should the testing results be unsatisfactory, additional actions, such as engaging a water quality consultant or additional disinfectant in the water, may be required. RBG Environmental Health teams have a role in ensuring suitable measures are taken to minimise any risks posed to visitors to the event/site.

For further information please contact the council's Environmental health team

#### 9.3 Advertising

Advertising within the event site may be allowed at the discretion of the council, but will need to form part of the hire agreement contract. Any other advertising must adhere to planning consent and have prior agreement from the council's Planning Enforcement team at [planning-enforcement@royalgreenwich.gov.uk](mailto:planning-enforcement@royalgreenwich.gov.uk). You cannot fly post, or advertise the event on street furniture, such as, but not limited to, railings, gates, barrier, lampposts, traffic lights etc without this consent. Any unauthorised posters will be considered a breach of the hire agreement contract and may result in the event/s being cancelled.

Entrance signage (such as flags) is permitted when the event is operational. For more information, on paid for advertising and promotion, please contact [advertising@royalgreenwich.gov.uk](mailto:advertising@royalgreenwich.gov.uk).

#### 9.4 Licensable activities

As well as your event application, which is your request to hire the land from the council, you may need to apply for an event licence if you are planning to include licensable activities such as (but not limited to) entertainment and/or the sale of alcohol. Therefore, before submitting your application, please liaise with the council's licencing team to see if what you are planning requires a licence.

For small and medium events with licensable activity, you will need to apply for a Temporary Event Notice (TEN). For Large, and Major events with licensable activities, you will need to apply for a Premises license.

Please note that it is the event organiser's responsibility to ensure the correct licences are in place. Events with licensable activity that have not applied for their license in time, will not be allowed to proceed regardless of whether you have an approval in principle for the hire/use of the park or open space. For more information on licensing requirements and how to apply please visit: [Alcohol and entertainment licences | Royal Borough of Greenwich \(royalgreenwich.gov.uk\)](https://www.royalgreenwich.gov.uk/alcohol-and-entertainment-licences) or contact the licensing team [licencing@royalgreenwich.gov.uk](mailto:licencing@royalgreenwich.gov.uk)

#### 9.5 Site Conditions

A pre-event site visit may take place prior to the date of the event to check the ground conditions of the site and establish any areas of note which are to be raised with the event organisers.

For medium, large and major events a brief may be provided to the organiser about the site-specific responsibilities.

There may be a post-event site visit to check the ground conditions and overall condition of the site. If the site-specific responsibilities are not adhered to and there is any site damage, repair, remediation and reinstatement will be at the cost of the event organiser. Please see appendix C.

#### 9.6 Insurance

Event organisers must have public liability insurance for a minimum of £5 Million for small to medium events, with a minimum of £10 Million for large and major events. In some cases employer's liability insurance will also be required.

#### 9.7 Cancellation

The council reserves the right to cancel any event taking place on council land. An event may be cancelled if the organiser fails to submit requested documentation by the deadline given or obtain the relevant licence. The event may also be cancelled if it poses

a risk to public safety, or in unexpected circumstances such as adverse weather. The council can also cancel the event on the day of, or during the event if there are activities taking place that were not included in the submitted event plans and risk assessments, or if there is a disturbance of the peace. If it is found that the event organiser has illegally fly posted or advertised their event on council land, without our permission, as per 9.3 the event may also be cancelled.

If it is the organisers decision to either cancel or postpone their event, the council must be made aware immediately. The council is not responsible for any costs the organiser may have incurred while organising the event. If the event needs to be postponed, the council cannot guarantee that the site of the event will be available on the new proposed date/s, therefore we ask the organiser to check with the Events team to ensure the availability of the site before confirming or promoting the new date/s. For commercial events where hire fees have been paid, the Council may retain the deposit according to the date of cancellation, proximity to the date of the event and corresponding work undertaken by the Council to enable the event to go ahead.