



## **Charity Walk Guidance (Internal and External)**

### **Overview**

Please note that if your charity walk fulfils all of the criteria listed below, you **do not** need to submit an application, but we request that you follow the guidelines in the **Participant Management** section of this document:

- The walk takes place during the day
- There will be fewer than 200 participants
- You do not plan to have a start, finish or checkpoint venue in Westminster
- The walk is pavement only – i.e., you do not require a road closure or traffic management.

We receive approximately 30 applications for charity walks every year, ranging from low impact to mass participation events. As such, this guidance is not exhaustive, and the specific details of your walk will be discussed with your assigned Events Officer.

At busier times of the year, particularly during the summer months, it is possible that numerous charity walks will be taking place on the same day. Similarly, there may be other events, including protests or demonstrations, occurring simultaneously. Your assigned officer will advise of any known parallel activity ahead of time and discuss any re-routing requirements with you, as necessary.

### **Application Process**

Once you have read through this guidance, you can submit an event application for your charity walk via our website. Information regarding application fees can be found here: <https://www.westminster.gov.uk/licensing/city-promotions-events-and-filming/filming-and-photography-westminster/fees>

Please note that the timescales for your application will depend on the scale of your event.

- For low impact events – *i.e. 200–349 participants passing through Westminster* – we require a minimum of **10 working days** to process applications.
- For medium impact events – *i.e. 350–699 participants and/or walks that have a start, finish or checkpoint venue in Westminster with minimal infrastructure (3x3 gazebo, trestle table, etc.)* – we require 4–6 weeks.
- For high impact events – *i.e. 700+ walkers and/or walks that have a start, finish or checkpoint venue in Westminster with larger infrastructure (including toilets), road closures, etc.* – we require a minimum of 3–6 months.

### **Routes**



When planning your route, you should consider that some streets may not fall under the jurisdiction of Westminster City Council – this includes boundary roads and shared ownership locations, such as Covent Garden Piazza. Permission will need to be sought from the relevant boroughs and agencies, including:

- **Transport for London**
  - Some of the major roads in Westminster, including Victoria Embankment and Westminster Bridge, form part of the ‘Red Route’ network and are managed by TfL. More information regarding Red Routes can be found here: <https://tfl.gov.uk/modes/driving/red-routes>.
- **The Royal Parks**
  - If your walk passes through any of the Royal Parks – i.e., St James’s Park, Green Park, Hyde Park, etc. – you should contact them via their website: <https://www.royalparks.org.uk/about-us/contact-us>.
- **Local Authorities**
  - You will need to contact all local authorities responsible for each section of your route. This is particularly important when planning bridges walks, as only Waterloo Bridge and Golden Jubilee Footbridges are managed by WCC.
- **Greater London Authority**
  - The main body of both Trafalgar Square and Parliament Square are owned by the GLA and you will need to speak to GLA Squares Management Team on Tel: 020 7983 4750 or e-mail: [trafalgar.square@london.gov.uk](mailto:trafalgar.square@london.gov.uk) to gain permission for use of these areas.
- **The Canal & River Trust**
  - Regent’s Canal, Grand Union Canal and the towpaths running alongside are private land, owned by the Canal & River Trust. Please visit their website: <https://canalrivertrust.org.uk/> for more information of how to gain permission to use these areas.
- **Private Property**
  - In some cases, your proposed route may involve privately owned streets or land. Your assigned officer will be able to provide you with the appropriate contact information.

You may also wish to check locations on our website

<https://www.westminster.gov.uk/licensing/city-promotions-events-and-filming/filming-and-photography-westminster/locations>

Please note that largely, residential areas should be avoided.

When submitting your application, you will be required to provide a street-by-street breakdown and map of your route for review.

## **Start, Finish and Checkpoint Venues**



We have several parks and open spaces that are available for hire for use as start, finish or checkpoint venues. Please refer to our fees list for possible locations.

The suitability of your chosen park will be based upon your route, timings, proposed activities, participant numbers and any known parallel activity.

It is not possible to book our parks for exclusive use (except in the case of night walks) and public access must be maintained at all times.

Should you wish to use one of our parks or open spaces:

- A site visit or meeting with the Parks team may be required to discuss your proposals in more detail.
- Site plans and details of any proposed activities will need to be provided to your assigned officer for review.
- [Park hire fees](#) will apply, including staffing costs for out of hours support (i.e. parks opening/closing out of normal hours).

### **Victoria Embankment Gardens**

This is often a popular choice for organisers as a start and finish venue, particularly as there is a small bandstand arena with a stage, which lends itself very well to this kind of activity. As such, we have limited capacity for bookings of this nature and would advise that you contact us as soon as possible if you would like to use this space.

In addition, there are several conditions that should be taken into consideration:

- The maximum number of walkers in the gardens should not exceed 400 at any one time.
- Phased starts are permitted to a maximum of 1200 participants.
- Amplified sound is only permitted between 12:00hrs – 14:00hrs (Mon – Fri) and 10:00hrs – 17:00hrs (Sat – Sun).
- Walks to start no earlier than 10:00hrs (registration can commence from 09:00hrs).
- Infrastructure may be positioned in the bandstand area and on the grassed area adjacent to the café.
- Where possible, events (including set up and derig) must operate within the garden opening hours.

### **Night Walks**

When organising a night walk, we ask that you consider the following:

- Largely residential areas are to be avoided – this applies to the route, start, finish and checkpoint venues.



- Based on the scale of your activity, you may need to conduct resident engagement.
- Please ensure that you have factored in appropriate welfare provisions for your staff, volunteers and participants.

## **Participant Management**

- Dependent on the number of participants anticipated to attend, it may be that you consider staggered or phased starts, to ensure minimum impact to the public highway.
- We ask that walkers are grouped into teams of 10-15 people maximum and that participants are mindful of other pedestrians.
- Walkers should remain on pavements and use designated crossing points only.
- The use of route signage is permitted and must be attached using cable ties, so as not to damage any street furniture. All signage should be removed immediately after the event has finished.
- Please also consider any accessibility requirements, public toilet, first aid and additional welfare provisions that may be necessary for your participants.
- Where appropriate, you are encouraged to have identifiable marshals at key points along the route, should any of your participants require assistance.

## **Infrastructure**

In some cases, you may need to bring infrastructure to site for your start, finish or checkpoint venues. Smaller items, such as gazebos/marquees, chairs and tables, can be agreed with your assigned officer.

Larger temporary structures, including truss, stages, sound and lighting towers, will need to be signed off by Westminster's Building Control.

Any temporary toilet facilities will need to be agreed with your assigned officer and a full management plan will be required.

## **Documentation**

Dependent on the scale of your activity, you will need to provide some or all of the following documentation prior to your charity walk taking place, according to timescales agreed with your officer:

- Public Liability Insurance



- Route Plan
- Site Plan
- Risk Assessments
- Event Management Plan / Event Safety Management Plan
- Medical Plan
- Stewarding Plan
- Traffic Management Plan

### **Other Services**

Where appropriate, your officer will advise you to contact or submit licence applications, which may have associated fees, to the following WCC departments:

- **Environmental Health** for any catering or to apply for a Temporary Events Notice
- **Building Control** for temporary structures
- **Highways** for road closures or traffic management.

### **Charity Collections**

In order to collect charitable donations on the public highway, you will need to obtain a **Street Collection Licence** from the Metropolitan Police Service. Please see here: <https://www.met.police.uk/advice/advice-and-information/cc/charity-collection-licensing/street-collection-licences/> for more information.