

EVENT GUIDELINES

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EVENT GUIDELINES SUMMARY

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1. Introduction

Welcome to Westminster, and thank you for considering us for your event. We want to make your experience of putting on an event here a pleasurable one. The purpose of this document is to provide guidance to anyone considering staging an event in Westminster by providing guidelines, suggestions, links and contacts with various organisations and documents that may help you when planning your event.

These guidelines may be updated from time to time, so please make sure you have the most up to date version, which will always be available on our website:

<https://www.westminster.gov.uk/events-and-filming>

Mission statement

The City of Westminster is a world-class location for filming and special events, and we aim to balance managing the enormous demand on Westminster as a location venue alongside our commitment to residents, businesses, and visitors to ensure these activities continue to be regarded by all as safe, lawful, successful, and fair.

We do this by ensuring that we support events and filming that contribute to our vibrant culture, environment, and economy by working with event organisers, film production companies and our various partners and services.

Your Health & Safety Responsibilities

Everyone organizing or running an event of any kind has a “duty of care” under Health & Safety Legislation. This duty runs through Common and Criminal Law and you must demonstrate awareness of these duties throughout the planning and licensing processes. This will normally be done through the Risk Assessment process.

2. Before You Apply

There are a few things to consider before applying to us, which will save some time. Some key considerations;

a. WHERE and WHO?

There are many areas within Westminster that are privately owned or managed, and not within Westminster Council's jurisdiction (such as Royal Parks and Greater London Authority (GLA) property).

When you have decided where you want to hold your event, check who owns or manages the venue. You will need to obtain the permission of the landowner (this may or may not be Westminster Council) and follow their guidance relating to their venue.

b. You also need to consider whether the location is safe and suitable for your event, and for all those who may attend.

If you are looking for a location within Westminster, please see our section on popular and iconic venues within Westminster. This includes a list of our parks and open spaces, many of which are available for commercial hire.

Please note; we do not support the use of our public highways for private or commercial events.

If you are planning an event that is due to take place on private property but may have an impact on the highway, local businesses, communities or residents (for example a private party or an event with celebrities or large numbers of arrivals) and which therefore may require some controls on the public highway, you will need to apply using our [Online Application Form](#).

c. WHEN? *Check you have enough time!*

Westminster Council and our partner agencies need a certain amount of notice to be able to support your event effectively. We will always do our utmost to help but be aware; the earlier we know about what you want to do, the more likely it is we can approve your event and support you. Some events can require 6 months or even longer to plan, and it can take up to 12 weeks

for certain licenses or permissions to be processed. Please refer to our section on timescales to ensure you are within the timeframe for your proposed activity.

Activity	Minimum processing time (clear days in advance)
Basic Event Application (no additional requests below or licenses required)	10 working days
Parking suspensions or dispensations	10 working days
Traffic Control (e.g. temporary holds)	15 working days
Temporary Structures (e.g. black-out tents, cable scaffolding)	15 working days
Aerial Platforms, Cranes, Cherry Pickers, Genie Booms (without road closure)	15 working days
Street furniture removal (non-electrical), street lighting control, stunts or use of special effects	20 working days
Events where resident/business consultation is necessary	20 working days
Film Premieres	30 working days
Events requiring a Temporary Event Notice (TEN) OR multiple TENs OR a new Premises License	20 – 40 working days
Events requiring Temporary Structure Licenses for structures to be in place for more than three days (including hanging decorations)	60 working days
Events requiring planning permission for banners or advertising	60 working days
Road Closure	12 weeks
Street furniture removal (electrical),	12+ weeks
Events requiring the Westminster Premises License	6 months
Major event involving multiple road closures (such as a large scale porting event)	18 months

d. **WHAT?**

Is your event suitable for the public highway and the specific location? For

example in most cases, **Westminster does not support commercial promotions on the highway** (due to the exceptional demand and the need to keep our public highways clear of obstruction.) Our support for a proposal is also based on an assessment of the relevance, benefit and impact of your event to the chosen location. (Please see our 'Key Principles' document for further details.

Westminster do however have a number of specific locations which can be hired for commercial and other activities. Please refer to our [list of available venues](#) for more information.

3. Applying for your event

a. Why apply?

We act as a 'one stop shop' liaising with the various council departments affected by your proposed activities, and putting you in direct contact where appropriate.

By applying to us, you receive guidance on a range of issues to ensure your activities are safe and legal, and any required permissions and licenses are obtained.

We also check to see whether any other activities are scheduled that may affect your plans. If your application is approved, it goes onto our database and we then refuse any subsequent applications which might conflict with your activity.

b. The application process (overview):

Application: You can apply for your event or filming activity by completing our online application form and paying the [Application Fee](#). This is then logged by our call centre and passed to one of our Events and Filming officers for processing. Your application is assessed against a number of internal policies & guidelines as well as any relevant legislation or other factors, to allow an 'in principle' yes or no decision to be made.

Application rejected: Something within your proposal means we are unable to progress any further. We will let you know what the issues are and where possible suggest amendments that would allow planning to proceed. To find out more about how we decide which events we will support [click here](#)

Application Approved: This means there are no 'in principle' issues with what you propose and detailed planning can proceed. We will let you know

what further information and actions are required and by what date. *Please note this is approval of your application only, not your actual event!* Please also note that in many cases, this second stage of planning can incur additional charges for **licenses, permissions and administration time**.

No Objection: The final stage of the approval process. If we are satisfied that all the required elements are in place, we will send you a 'No Objection' with our terms and conditions, and you're ready to go!

c. What to include in your application

We can only approve an application if we have a good idea of what you want to do, so it's best to provide us with as much information as you can. We appreciate you may not have all the details at an early stage but there are some key pieces of information we require and these are marked on the application form.

In addition you should try and outline what services you might require from us (for example parking suspensions or road closures). Applications should include any requests for the use of our assets such as buildings, schools, street furniture, employment of our Cleansing Teams, or other specialists.

You will also need to sign our indemnity form and provide a copy of your public liability insurance. The minimum acceptable cover is usually £5 million, however this may need to be more depending on your activity.

4. Planning your event

The Event Plan

If you are planning a very simple local event, you may not need this but the majority of events will need an Event Plan of some kind. Your Event Plan is a live document which records the development of your event. It changes to reflect any agreements, changes or issues that come up. It usually includes key sections like a layout, production schedule, list of key contacts, any risk assessments and so on. Your assigned officer can give you an event plan template to follow, scaled to match your proposal. To begin with it may be better to have a basic outline, to which you can add detail as your event takes shape. This can seem intimidating for the uninitiated, but it is not as complex as it sounds (usually!) We can provide more detailed guidance on putting together your Event Plan and many of the common elements needed, once we begin working with you on your event.

The process

The event planning process can vary in scale and complexity but is essentially an ongoing consultation with the landowner, regulatory agencies, local businesses and residents and other stakeholders, to ensure your final draft plans are legal, safe, successful, fair and satisfactory to those affected. For more guidance on some key aspects of the event planning process please see Appendix 1.

5. Licenses and Permissions

You will be advised of any required licenses and permissions based on the detail of your application. Some more common examples of licenses and permissions relating to events include street trading licenses, temporary structure and crane licenses, road closures, planning permissions and Temporary Event Notices / Premises Licenses. To find out more about these and other licenses and permissions (including the fees, processes and timescales involved), please see Appendix 1.

APPENDIX I – Common activities: licenses, permissions and further guidance

This section gives a brief overview of some of the more common event/filming activities and the approvals, licences and permissions associated with them, as well as some useful links for further information.

IMPORTANT: At the end of the planning process, the city Promotions, Events and Filming Team issue a ‘*Letter of No Objection*’ to your overall activity on behalf of Westminster Council as a whole.

This is the final part of the event approval process, **and is separate to any other licenses and permissions, which may also be required.**

You will be advised on what may be required by a City Promotions, Events and Filming Officer, based on the details provided in your application.

Please note: All of the below incur a fee, to cover the cost of processing applications.

COMMON ACTIVITIES:

Activity	License/Permission	Notice Period*
Parking suspensions/permissions	Parking/event application (part of online event application)	10 working days
Closing a road or a section of road to vehicular traffic	Temporary Traffic Order (part of online event application)	12 weeks
Events/filming on the public highway	Letter of No Objection (see below)	8 weeks – 12 months
Sale of goods on the highway	Street Trading License(s)	28 days
Use of cranes, jibs, aerial platforms etc	Crane License	28 days
The building of a temporary structure	Temporary Structures License	14 <u>working</u> days
sale of alcohol / provision of regulated entertainment (up to 499 people) †	Temporary Event Notice	10 <u>working</u> days
sale of alcohol /	Premises Licenses **	6 months+

Provision of regulated entertainment (more than 499 people) †		
Use of a loudhailer between the hours of 9pm and 8am the following morning	Loudspeaker License	21 days
massage and special treatment	Massage Special Treatment License	30 days
Temporary structures in place for more than 3 days, attaching banners or lighting to buildings or street furniture, advertising	Various (via planning department)	12 weeks+
Special Treatments		
Face painting	<i>not licensed - but any person undertaking them will need appropriate training, public liability insurance and will be inspected by Environmental Health officers on the day</i>	12 working days
Temporary tattoos		12 working days
Henna art		12 working days
Non Westminster licenses		
Playing of recorded music	PRS Music License	Please check with PRS
Charity collections/donations (on street)	Charity Street Collections License (via Police)	Please check with Police licensing

**Estimated minimum time required by City Promotions, Events and Filming. Depending on how complex your activity is, this may be longer than the time required to process the license/permission itself, as it includes the time required to plan, consult and approve the overall activity and agree on detailed plans.*

***Westminster Council holds several premises licenses. Where your event requires the use of a Premises Licence you will be advised whether any of the Westminster held premises licences may be used. If you need a new Premises Licence, you will need to apply, allowing a minimum of 3 months planning time. To find out more, [click here](#).*

† The definition of Regulated Entertainment includes:

- a performance of a play
- an exhibition of a film
- an indoor sporting event
- a boxing, wrestling or martial arts entertainment
- a performance of live music
- any playing of recorded music (unless it is background music)

- a performance of dance
- where the entertainment takes place in the presence of an audience

Other activities – further guidance	
Sampling	<p>Only supported within our parks and open spaces</p> <p>Note: We do not support sampling of alcohol for the following reasons:</p> <ul style="list-style-type: none"> • large areas of Westminster have regulations enforced by police against street drinking, and you as the organiser could be fined for encouraging it • the age of the recipients cannot always be verified • there is no control over the number of samples people are receiving • alcohol can attract unruly behaviour which may put your staff and the public at risk.
Animals	<p>If your event involves animals then you should contact the City Vet who will carry out any checks to ensure the animal provider holds an appropriate licence, and he/she will assess if the arrangements on and off site are appropriate. Veterinary.harc@cityoflondon.gov.uk</p> <p>If the public are being permitted and or encouraged to pet any of the animals then Environmental Health Officers need to be consulted to ensure that there is suitable signage and hand washing facilities and any other required safety arrangements in place, especially when dealing with ruminant animals.</p> <p>For further information regarding Environmental Health please Email: ehconsultationteam@westminster.gov.uk</p>
Balloon Releases	<p>We do not support balloon releases in most cases. Mass balloon releases are now banned by several local authorities in the U.K., U.S. and Australia as it has now been proven that balloons kill wildlife. Animals can become entangled in ribbons and strings and if the balloons are swallowed can block the gut causing birds and animals to starve to death. This is in addition to the aesthetic affect of balloons that get trapped in trees or on buildings. Even biodegradable balloons can take several months to break down.</p>
Decorations	<p>Street decorations should not block or obscure the view from our CCTV cameras. If you want to attach anything to the Council's street furniture, you will need to obtain prior notice from us and the decorations must not impede emergency services access routes.</p>

	<p>If suspended over the highway then decorations should be a minimum of 5.2m above the carriageway at their lowest point and a minimum of 2.6m above the footpath at their lowest point. Planning permission and or advertising consent may be required; our City Promotions, Events and Filming Team will be able to advise you.</p> <p>Where decorations are put up before the event or remain following an event then a 24 hour telephone number must be supplied to us so that you or your contactor can be contacted in an emergency, such as damage by high winds.</p> <p>Use of any power supplies for illuminated decorations must also be agreed with us before the decorations are put up. Where a road closure is required to put up or remove the decorations then a temporary traffic order (TTO) will be required along with any crane or aerial platform licence. You can apply for these licences on your Event Application.</p>
<p>Firearms, Ceremonial Weapons or Cultural Artefacts</p>	<p>You MUST give us reasonable notice as part of the event planning meeting cycle if there is any intention as part of your event activities to display or use any of the following in a performance: [bullet point] any firearm, imitation firearm, blank firing weapon, replica firearm, deactivated firearm, swords, knives, ceremonial weapons, throwing stars, open flames, dangerous cultural artifacts such spears or ANY other item that could be used to harm or cause alarm, injury or threat to any person or persons, either as part of the performance or as a result of that performance.</p> <p>If you are intending to display any of the above items, they must be displayed in locked secured and permanently attended display cases and must not be handled by the public. In the case of firearms the firing pin or some other physical method of de-activation should be demonstrated to the police and council representatives before being you will be permitted to display to the public.</p> <p>Any artifact used in a performance must not be used within public reach and can only be used within a properly identified, secured and contained performance area.</p> <p>You will need to supply reasonable assurances about physical (or structurally integrity) before using the artifact.</p> <p>All displays of ceremonial weapons shall be designed to be used for practice purposes only. There should be no sharpened blades and, in the case of parades, ceremonial weapons should be carried but not</p>

	<p>used. Only skilled practitioners should carry or display the ceremonial weapons. The display programme and type of ceremonial weapon will need to be identified separately in your risk assessment as part of the agreed Event Plan;</p> <p>Firearms, imitation firearms, replica firearms or deactivated firearms must have an identified armorer present who will take full responsibility for the security of the items. If the firearms are required for the purposes of performance, then the armorer must be responsible for recording the issue and return of each individual item and ensure that they are handed to the relevant performer only. Where the weapon is capable of being fired then the license holder for that weapon or a Registered Firearm Dealer (RFD) MUST be present.</p> <p>If your event involves actors dressed in military or police uniforms, they should not carry any weapons or anything that gives the impression of being a weapon or ammunition unless by prior agreement with us.</p> <p>If your event is private and involves any of the above in such circumstances as they can be viewed by a third party or member of the public then you need to ensure that the police and the City Council have been informed.</p>
<p>Horses & Carriages</p>	<p>Horses and carriages when used on the highway are accepted as a form of transport and therefore do not require special permission. We do however expect them to comply with Department of Transport code of practice for horse-drawn vehicles, the minimum requirements being;</p> <ul style="list-style-type: none"> • control of the horse is maintained at all times • the harness is selected and fitted to the horse for road use • the horse is safely hitched to the vehicle following laid down procedures • the controlling position adopted is appropriate to the vehicle in use • the health, safety and security of the horse, self and others is maintained throughout <p>If the horse and carriage are being used after dark then appropriate lighting must be used, a white light to the front and red lights to the rear of the horse.</p>

Leafleting	<p>If as part of your event you are considering handing out leaflets, then you should consider that every piece of dropped litter could receive an individual fine of around £1000 for those we regard as responsible and prosecution may result in a criminal record too.</p> <p>We therefore need you to arrange for any dropped leaflets to be picked up. We advise that we do prosecute for littering. In our experience the best way to avoid this is to make leaflets worth retaining by attaching special offers or making leaflets available for the public to pick one up if they wish rather than placing them in their hands directly. If one of your partners or sponsors intends to hand out leaflets or samples, they will need to have written consent from you as the organiser.</p> <p>Failure to clear up after your event may impact negatively on any future applications you make and we would strongly advise against leafleting.</p>
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OTHER USEFUL LINKS

Greater London Authority Trafalgar Square events page	http://www.london.gov.uk/priorities/arts-culture/trafalgar-square/trafalgar-square-events
Metropolitan Police up-coming major events	http://content.met.police.uk/Page/UpcomingEvents
Up to date information on parking spaces of all types throughout London	http://www.park-up.com/Parking.aspx
Met Police Charity Street Collections Certificate	http://content.met.police.uk/Site/charities
Protest Legislation Parliament square	https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/364469/Parliament_Square_Guidance.pdf
Legal requirement to let Police know about marches/processions	https://www.gov.uk/protests-and-marches-letting-the-police-know
Transport for London Road Closures	https://tfl.gov.uk/traffic/status/?when=weekend
Fire Brigade Access Requirements	http://pcko.co.uk/pckointranet/intranet_documents/GN_29_LF_Format.pdf
All UK Legislation	http://www.legislation.gov.uk/

APPENDIX II Popular Locations

The following comprises a list of areas within Westminster which are most commonly requested for the use of filmmaking or hosting events. Each heading is listed will have notes within this appendix unless stated otherwise.

Contents :

- 33 Portland Place
- Carnaby Street area
- Chinatown
- Covent Garden
- Government Security Zone
- Lincoln's Inn Fields (please see Parking Appendix)
- Marble Arch
- Parliament Square
- Parliamentary Estate
- The Royal Parks
 - Green Park
 - Hyde Park/Kensington Gardens
 - Regents Park
 - St James's Park
 - Victoria Tower Gardens
- Trafalgar Square
- Waterloo Place (please see Parking Appendix)
- Westminster Abbey
- Westminster Cathedral

33, Portland Place

Westminster Council does not support any filming or events taking place at no. 33, Portland Place and will not offer any parking to service the building. This is due to long standing action taking place against the owner. Should our policy in relation to this property change we will update this page accordingly.

Carnaby Street area



Carnaby Street and its associated streets (listed [here](#)) are part of the public highway*, however, many of the businesses are represented by Shaftesbury Plc. Shaftesbury employ Sister PR to manage event and filming enquiries on their behalf, so any requests to film or hold an event will normally be asked either to inform or consult with them direct.

The area is only accessible by vehicle for the purpose of servicing premises within the street from 0700hrs to 1100hrs Monday to Sunday. If access is required outside of those hours, you will need to liaise with Sister PR also.

* Kingly Court, is not public highway, being directly owned by Shaftesbury – please contact Sister PR direct for any enquiries relating here.

Contact details :

Sister PR

020 7287 9601 info@sisteris.com

Covent Garden



Author : David Iloff. Source : Wikipedia Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

Internationally renowned as a centre of excellence for opera and ballet, street performance and commerce, Covent Garden is the largest major public place reclaimed for pedestrians in London.

The area of Covent Garden has two licences for the two defined areas. The Central Piazza is privately owned and is operated by the Covent Garden Management Company, whilst the surrounding public highway is managed by ourselves.

Events in Covent Garden should complement the cultural and historic setting, the area's brand, the vehicle free setting and the need for circulation of the large numbers of people who visit the piazzas.

Potential events for Covent Garden will be discussed in Licensing Operation and Safety Planning Group (LOPSG) meetings which are held at regular intervals with our representatives and all other relevant agencies.

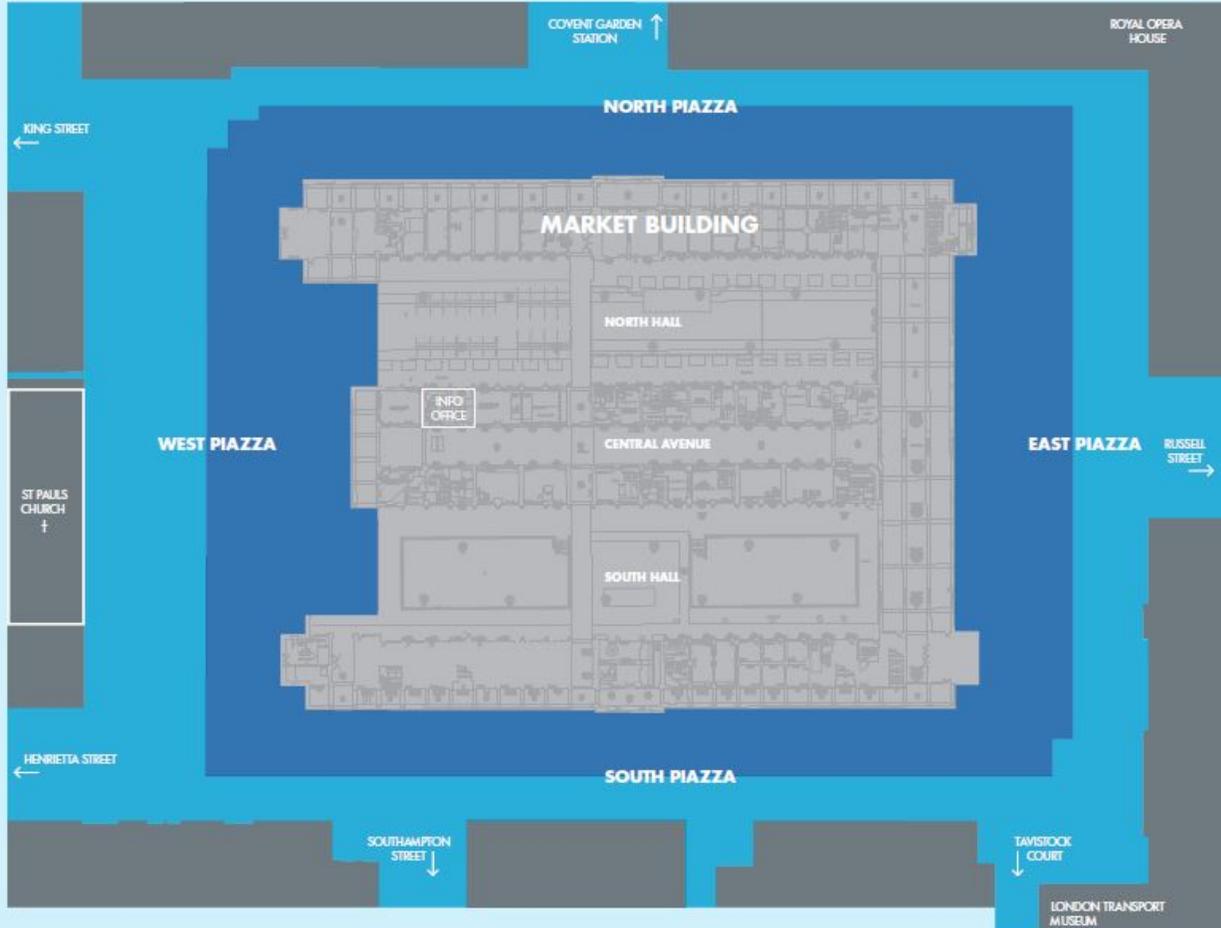
Meetings held to discuss events being held totally on WCC managed areas will always include representatives from the Covent Garden management team.

Owing to the very busy nature of Covent Garden Underground Station events will not normally be permitted in that vicinity. All access to the Piazzas is managed by the 24 hours security staff employed on site. Vehicles can access the Piazzas from 1800hrs until 1000hrs then all vehicles have to be clear of the piazzas by 1030hrs. Special arrangements may be considered for planned events.

Contact details :

Covent Garden London

feedback@capitalandcounties.com 020 7395 1350



Covent Garden Demarcation Map

Key

Scale 1:500 at A3

- | | | | |
|---------------------------------------|---|-----------------------|---|
| Covent Garden London Piazza ownership | ■ | Market Building | ■ |
| WCC Public Highway | ■ | Surrounding Buildings | ■ |

If you are in Covent Garden and have a question about the land division please contact the Covent Garden London Security Team who will be happy to help. You can either visit them in the Information Office at 41 The Market Building, Central Avenue (just next to L'Occitane), WC2E 8RF or you can call the Information Office 24 hours on 020 7240 5781.

Chinatown



Author : Oliver Spall. Source : geograph.org.uk Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

All of the Chinatown area is public highway and extends from Gerrard Street to Lisle Street in the South and includes parts of Shaftesbury Avenue, Charing Cross Road and Wardour Street

Anyone wishing to hold an event or shoot in Chinatown will be asked to liaise with the London Chinatown Chinese Association ([LCCA](http://lcca.org.uk)) and comply with any reasonable requests. The LCCA represents many local residents and businesses and can act as liaison when requests of specific premises are made.

Gerrard Street and the majority of the streets and footways within Chinatown are narrow, restricted and busy with pedestrians most of the day. A planned event therefore will be limited to where it can be safely managed.

Gerrard Street is open to vehicular traffic from 0700hrs to 1200hrs Monday to Sunday for the purpose of servicing the adjoining premises. If access is required outside of those hours, you will need to liaise with the LCCA also

Any events taking place within Chinatown will need to prove a benefit to the local community, businesses or residents.

Contact details :

London Chinatown Chinese Association

media@lcca.org.uk 020 7851 6686

UPDATE DESIGNATED AREA AND GSZ

The Designated Area

The Serious Organised Crime and Police Act 2005 gave the Secretary of State authority to designate an area within 1km of Parliament for the purposes of minimising disruption to Parliament by protests. S137 of the Act prohibits the use of loud speakers at any time of the day or night for any reason (limited emergency exceptions) without local authority consent. If you want to use a loudspeaker within the DA, you can apply to Westminster City Council Licensing 21 days prior to the date you wish to use it. **This is applicable to all events as well as protests.** For the purposes of the SOCPA, loudspeakers are taken to mean any electronically powered voice transmitter.

This area falls within the Government Security Zone and therefore we will expect the Police to be consulted in any planning processes.

The Government Security Zone

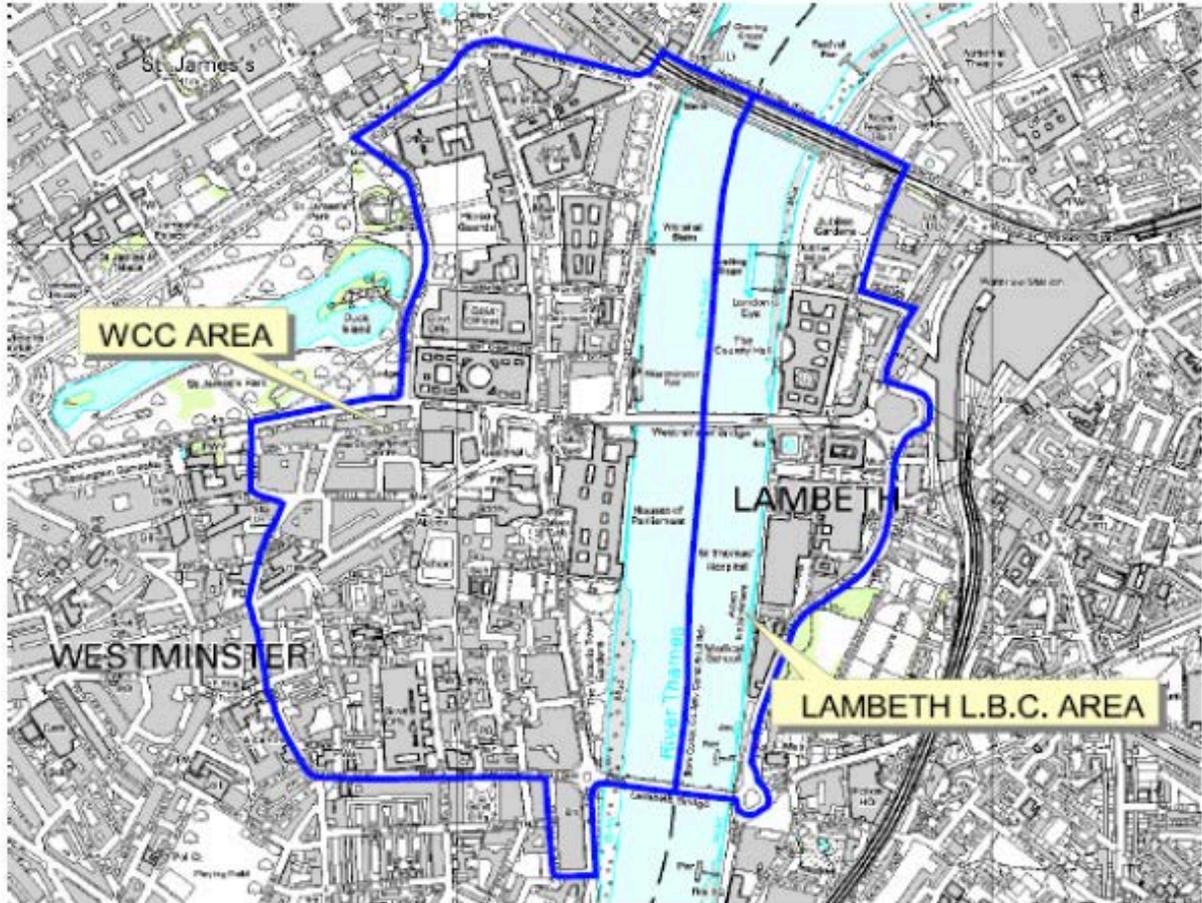
The “Designated Area” falls completely within the Government Security Zone. The Government Security Zone covers the majority of the UK Government Offices. In order to help maintain security of these buildings the Police will need to be consulted and or informed of any parking applications within the area.

Permissions to park on yellow lines are dealt with by the Metropolitan Police at Westminster. Contact SC&OMailbox-.WestminsterHub-EventPlanning@met.pnn.police.uk 0203 276 0478. Parking bay suspension will normally be dealt with by Westminster City Council. Where there is a request for both yellow line parking and parking meter suspensions Westminster Police and we will consult.

In the event of an increase in terrorist threat levels, the Police may request the council to suspend parking in some areas of the Government Security Zone.

Loud Speaker Consent

If you wish to use amplified noise equipment as part of your activity within the immediate area of Parliament, please see the Licensing page on [Loudspeaker Consent](#)



Marble Arch



Author :James Allan. Source : geograph.org.uk Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

Marble Arch is one of the most iconic sights in London. Positioned at the junction of Edgware Road, Oxford Street Park Lane, it acts as a gateway into Hyde Park. Westminster Council are delighted to offer the space directly in front of it for photocalls, film shoots and events of up to 800 people.

Where the location is used to as a gathering point before or following a march, walk, procession or protest, then 800 people can be safely accommodated without impacting normal public use. Any groups that cannot safely predict that their group will not exceed 800 will need to look at using another venue for their purposes.

Since the Marble Arch traffic island was refurbished pedestrians can cross the island and all adjoining roads at street level without having to use the subways. This means that we now have to restrict the number and size of events taking place on the island to allow for the free passage of pedestrians across the area.

Due to the nature of the heritage site, certain restrictions do apply:

- Pedestrian crossings may not be closed at any times
- Leaflets must not be handed out or banners be unfurled prior to leaving the hardstanding
- Nothing must be placed on the 'Arch' or onto the City's flag poles, furniture or trees/plants
- You agree to leave the area as clean as you find it
- You agree not to congregate on the grassed area or plant beds, nor stand on benches or raised flower beds

Parliament Square



Author : Patche99z. Source : Wikipedia Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

Parliament Square encompasses the heart of contemporary British politics and forms part of Westminster and is an area of significant historic and symbolic value to the British people and many others worldwide.

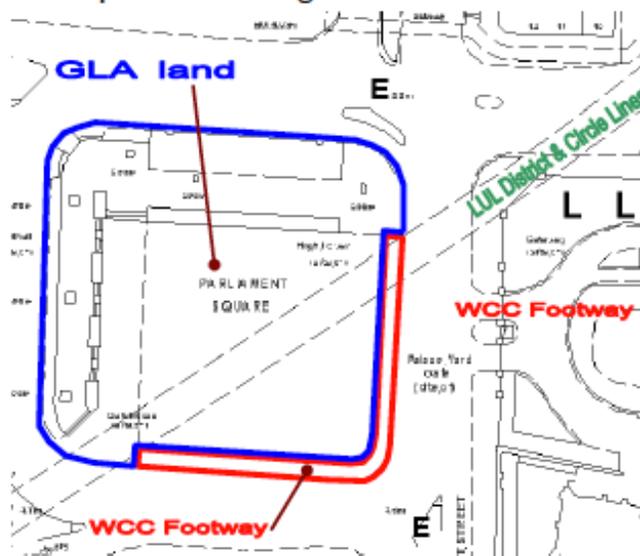
The vision for Parliament Square is that it should provide a symbolic and dignified setting for Parliament and the surrounding historic buildings, in keeping with its World Heritage location. It should be both accessible and meaningful to Londoners and visitors.

The major part of the central island of Parliament Square (marked by the blue line on the map below) is managed by the Greater London Authority (GLA). If you need to seek permission to use land under their management then you should contact The Square's Management Team.

The footway on the eastern and southern sides of Parliament Square island (marked by the red line on the map below) are public highways maintained by us, as are the surrounding roads and outer footways.

Due to the proximity to the Palace of Westminster, the regular use of the area for demonstrations and protests, the large numbers of tourists and the narrowness of the footpaths, static events are unlikely to be authorised on our areas of the Square.

Permission to hold an event on our areas of public highway can be obtained through the City Promotions, Events and Filming Team. **Where both areas are being requested then initial application should be through the GLA as above.**



Note : Prime Minister’s Question Time takes place on Wednesday mornings when Parliament is sitting. If the Prime Minister is in attendance there will normally be a police security operation surrounding the PM’s departure from Downing Street and arrival at the Palace of Westminster, this can affect filming and events depending on the current threat levels to the Government and the level of Police action. Because the majority of MPs are in Parliament and the PM is in attendance various groups and organisations select this time to protest or demonstrate in the vicinity.

Contact details :

GLA

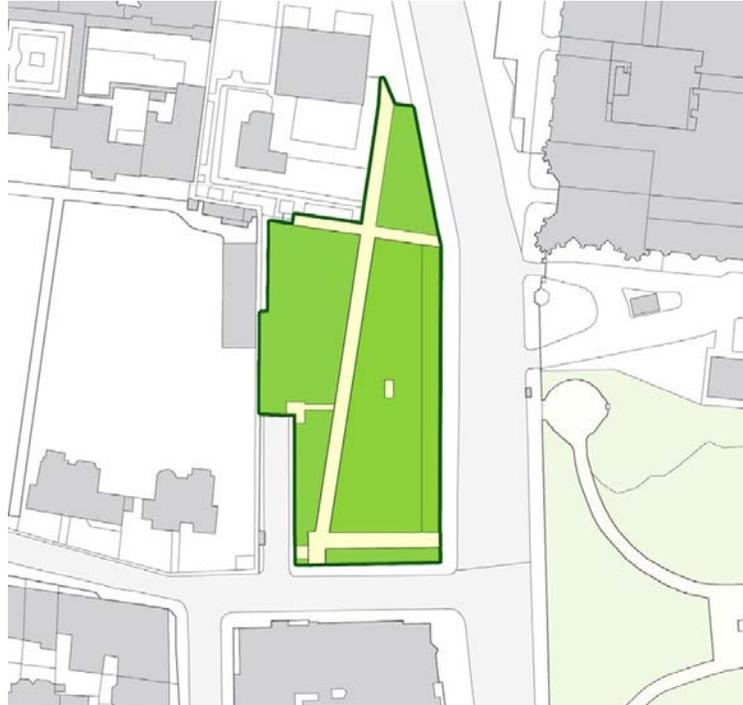
parliament.square@london.gov.uk or 020 7983 4750

Parliamentary Estate – Abingdon Street Gardens



Author : David Iliif. Source : Wikipedia Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

The Parliamentary Estate covers the area opposite the Palace of Westminster adjoining St Margaret's Street and Abingdon Street known as College Green. Permission to use these areas for events must be given by the Events Team of the Department of Facilities of the House of Commons.



Contact details :

Events Team of the Department of Facilities of the House of Commons

020 7219 3090

Royal Parks



Author : David Iloff. Source : Wikipedia Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

None of the Royal Parks (listed below) fall under the control of Westminster Council. On Westminster the Royal Parks Agency are responsible for:

- Downing Street Gardens
- Green Park
- Grosvenor Gardens
- Hyde Park / Kensington Gardens
- Regent's Park
- St James's Park (including, Horse Guards Road, Horse Guards Parade, Birdcage Walk, The Mall and Constitution Hill)
- Victoria Tower Gardens (North)

Contact details :

Royal Parks

Events - events@royalparks.gsi.gov.uk or 0300 061 2066

Filming - film@royalparks.gsi.gov.uk or 0300 061 2110 or 0300 061 2111

Trafalgar Square



Author : David Iliif. Source : Wikipedia Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

The Trafalgar Square “island” is managed by the Greater London Authority (GLA). This section of the Square has a premises licence held by the GLA (shown by a red line on the attached map). If you want to hold an event in this area you will need to ask the GLA’s permission.

Any event which the GLA considers appropriate is discussed fully with Westminster City Council and the Metropolitan Police with regards to public safety and the impact on the adjoining public highways.

The North Terrace of Trafalgar Square is managed by us and is covered by the Westminster City Council Premises Licence for that area.

The North Terrace paved surface is susceptible to marking and cracking, so **vehicles are prohibited from driving on to the north terrace** except in an emergency or if a temporary surface is laid to protect the paving. This restriction extends between the two large concrete bollards at either end of the terrace. If necessary we can give permission for vehicles to drive on the cobbled area west of the bollards at the junction of Pall Mall East.

The planning of events taking place on Trafalgar Square is discussed in the monthly Licensing Operational and Safety Planning Group LOSPG meetings with all other relevant agencies.

Any filming application received by us for the use of the North Terrace that coincides with an event being held on the GLA section of the Square may be declined if the two events cannot take place safely without interference.

The access to the lifts and stairs at the north boundary is to be maintained at all times. During events this area should be controlled by stewards/security.

A four metre fire path across the North Terrace must be maintained at all times, however events will not normally be allowed within 7 metres of the National Gallery boundary wall.

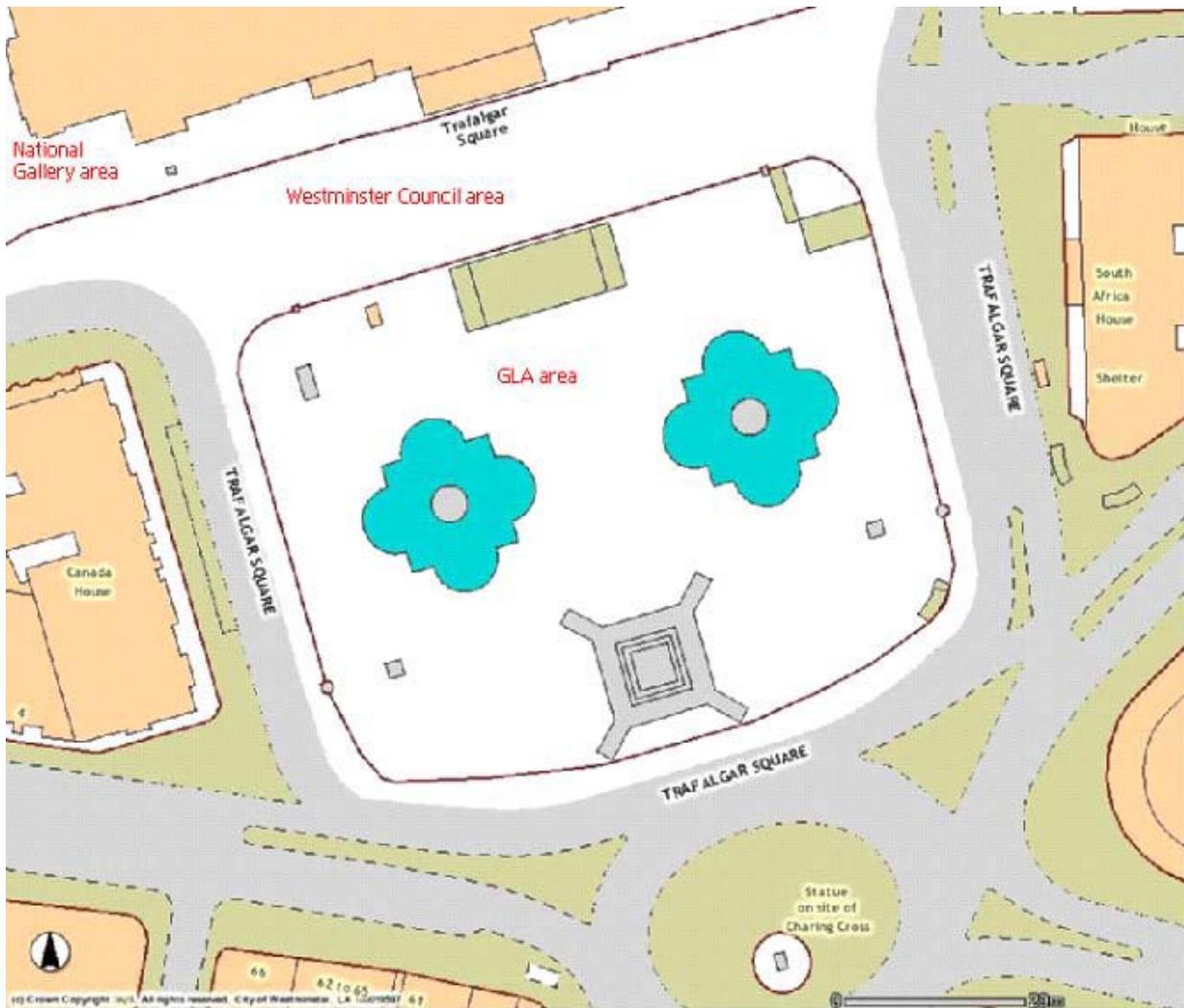
You will need to consider consultation with

- The National Gallery
- Canada House,
- The South African Embassy
- Grand buildings
- London Underground
- Transport for London
- Greater London Authority

Contact details (excluding the North Terrace) :

GLA

trafalgar.square@london.gov.uk or 020 7983 6561



Westminster Abbey, the Sanctuary & Dean's Yard



Author : Bas Leenders. Source : Flickr. Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

The area immediately in front of the Great West Door of Westminster Abbey is managed by the Abbey and therefore any requests to use this area must be made through the Protocol Department, Chapter Office, Dean's Yard, Westminster Abbey, London SW1.

Contact details :
0207 222 5152

Westminster Cathedral Piazza



Author : Barry Caruth. Source : Flickr. Licence : http://commons.wikimedia.org/wiki/Commons:GNU_Free_Documentation_License

The majority of the Piazza is now under private ownership, however has been leased to the City Council and is managed by the Council as a designated open space. The flower beds and trees are managed by the City Council Parks department. The majority of the Piazza sits above an underground car park and therefore its use has to be limited by weight restrictions.

Any use of this area must give consideration to the Cathedral's use as a place of worship, and quiet contemplation. The use of the Piazza for events is therefore necessarily restrictive.



APPENDIX III Parking suspensions, permissions and Unit bases

This section discusses the different types of parking you are eligible to apply for. All parking requests need to be received with at a minimum of **10 full working days** prior to the suspensions start date. All suspensions are subject to a fee of £42 per bay per day, dispensations are subject to a fee of £42 per vehicle, per stretch of yellow line.

You are able to apply to suspend parking bays or dispensate to park onto yellow lines to assist you with your filming or event activity. Even though the main reason for this would be for the purposes of parking, you may also do this for other reasons, such as for purposes of preserving traffic-flow, or to position equipment. Exceptions for this are as follows:

- **Private cars** (unless they play a vital role, e.g. an action vehicle)
- **Facility vehicles**, such as Caterers/Lunch buses, Craft-Services, Honey-wagons - which should be sited at a designated Unit-base
- **Is seen as an extension to premises**
- **For the purposes of advertising**, such as a sports car, advertising a motor-racing shop)
- **Road width less than 4mtrs**, any such vehicles/equipment that leave less than 4mtrs width of road space will often not to

Parking bays

There are many different types of parking bay within Westminster, however we generally only consider suspending 'revenue' bays, such as the following types:

- Pay by Phone (PbP)
- Pay and Display

On occasion we do consider the following bays, however, you would be expected to reallocate/replace these bays with those in the above category, usually on a one-for-one basis:

- Shared Use
- Resident

In addition, there are many types of **Specialty Bay**, such as 'Loading', 'Disabled', 'Car-Club', etc., but these are only suspended by us under special circumstances. You are advised to discuss the usage of any specialty bay in advance with your City Promotions, Events and Filming Officer in advance of any suspension applications.

Yellow lines

It is possible to be issued with yellow line dispensations to allow you to park, but as yellow lines **cannot** be suspended you may not be able to park on the part you want. Double yellow lines are often less feasible for parking vehicles, so please bare this in mind when deciding on your parking request.

Pavement/Within parks

Only in the most exceptional of circumstances, i.e. when there is no other option will we consider allowing parking to occur on the pavement or within our parks. Please discuss this requirement with your allocated City Promotions, Events and Filming Officer in advance of any requests.

Suspension Signage

Advanced Warning/Suspension signage (yellow in colour) are erected onto the nearest item of street furniture to the bay or bays in question, such as a lamppost. **Revenue bay** signage is usually erected the evening before a suspension is due to commence, unless required for a Monday, when signage will be erected on a Saturday. **Resident/Shared Use** bays are erected seven days in advance so that residents have ample warning.

If you are concerned that signs have not been put up in time or are missing, please contact your City Promotions, Events and Filming Officer as soon as possible.

We do encourage the use of 'Works Complete' stickers which can be posted over the suspension sign when you are ready to depart so that the bays can return to normal service.

As yellow lines cannot be suspended, there are suspension signs for yellow lines.

Windscreen Pass

In an effort to reduce paper, we no longer issues windscreen passes. To confirm that your vehicle(s) have been paid for to use your suspended bays, you are advised to display your invoice in the windscreen of each vehicle.

Refund/Cancellation Policy

Cancellation of parking bays is split into three separate areas depending on the status of your application:

Over 10 Days – Parking UNPAID

If your parking request is still over ten working days in the future and payment for your parking has not been paid for, you must send please contact your City Promotions, Events and Filming Officer via e-mail requesting its cancellation.

Over 10 Days – Parking PAID

If your parking request are over ten working days in the future and payment for your parking has been taken, you will be offered a choice of either a 'credit' for use as full or part payment on another base or full refund.

Under 10 Days

If your parking request is under ten working days away, you may be liable to pay a fee (20%) per bay. You are advised to check with your City Promotions, Events and Filming Officer in this instance.

Penalty Charge Notices

If you believe you have been wrongly issued with a parking ticket, you will need to forward a scanned copy of your parking ticket over to your City Promotions, Events and Filming Officer who will be able to determine whether the ticket can be cancelled or not.

Unit Bases

There are three designated areas used as Unit Bases for filming:

- Lincoln's Inn Fields
- Berkeley Square (Sat-Sun only)
- St James's Square (Sat-Sun only)

Lincoln's Inn Fields is the most frequently used location due to the large number of parking bays and a more easily secured area with no effect on pedestrian or traffic flow. It is also the only location available for use any day of the week. All other locations within Westminster are restricted to weekend use only.

If you wish to book a unit base we recommend that you book early to avoid disappointment. We no longer reserve (pencil) unit bases and even though you can still check for availability, nothing can be held until an application is made and paid for.

Overnight Waivers

If you have suspensions booked and want to move into your base the night before can request an "Overnight Waiver" from 23.00hrs to midnight, to allow the your vehicles to take up position. The waiver does not allow you to reserve the space but permits you to move in and avoids any arrival at during the early hours of the morning which can cause noise and or disruption to local residents. If you wish to arrive prior to 23.00hrs you will be required to apply for another day.

Sunday Parking

Westminster operates 7-day a-week enforcement, so parking on Sundays is treated in the same way as for any other day of the week.

Conditions

All liquids must be removed from the site and disposed of elsewhere and the drains should not be used for this purpose. Due to the hazards associated with spillages we request that generators are not refueled on site.

Any vehicles or units in use that are known to drip oil or other lubricants must be provided with drip trays. The site should be kept safe and tidy at all times. You must ensure that there are no trip hazards where cabling is in use.

Please see the following notes, specific to the Lincoln's Inn Fields base:

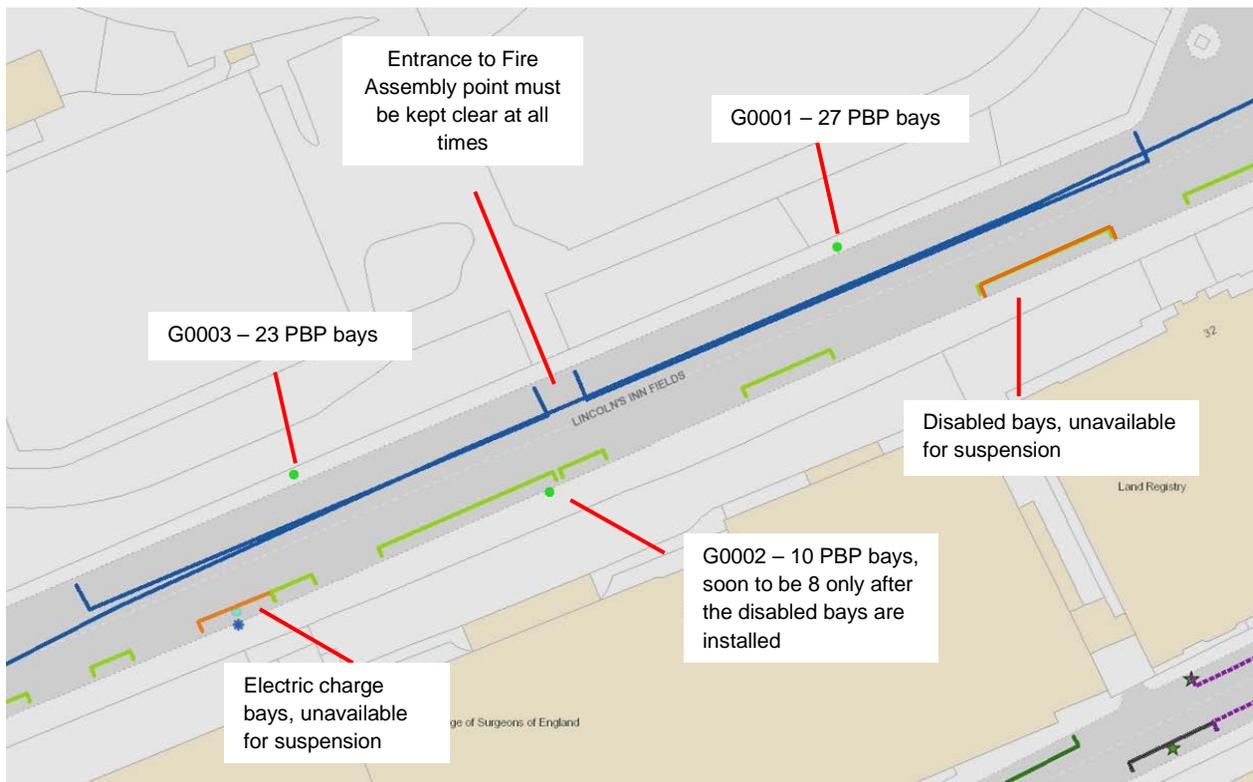
Lincoln's Inn Fields

Lincoln's Inn is a 24hr base and as such can be used through the night as long as the local businesses raise no objection. Suspensions will first be considered for the any of the 50 bays on the North side of the road, if required an additional 10 (reducing to 8 once the disabled bays are installed) parking can be booked.

At all times you must ensure you keep the south entrance into Lincoln's Inn Fields free from obstruction as it used by many of the surrounding businesses as Fire Assembly Point – fencing, hoarding or tables and chairs are prohibited here.

Should your application to book the base be successful, you will need to approach the Facilities Manager of the Royal College of Surgeons, contact details can be provided on request.

Map of Lincoln's Inn Fields



APPENDIX IV – FEES AND WAIVERS

Fees

Westminster Council operates a cost recovery system for its City Promotions, Events and Filming Team's services.

Please note we are a public body and are not permitted to make a profit. City Promotions, Events and Filming Team charges are carefully designed to recover the costs incurred in processing applications, assisting in the event planning process and supporting events on the day.

Please also note Westminster's approval process is split into two stages; approval of the initial application, and approval of the final event plan. To find out more about our application and approval process, click here [[LINK](#)]

City Promotions, Events and Filming Administration Fees

Application fee - Tiered

This fee is payable at the point of application and covers the time it takes us to process your application and issue a decision. If your application is so simple that it can be processed with minimal time spent, this will be the only fee you pay. The application fee is tiered based on the main beneficiaries of the event, and the size and nature of their business.¹ This fee is non-refundable, regardless of whether your application is successful or not.

Event Planning fee - £25 / £135 per hour

¹ **Definition of a SME:** In the first instance, enterprises are assumed to be paying the highest application fee. However, companies who are classified by the European Commission as a small or micro enterprise may apply for an exemption, to pay the lower fee. Should the company provide satisfactory evidence that they are a small or micro enterprise; the lower rate will be charged.

Many applications will require more officer time than the application fee allows for, either to process the application or (in the case of successful applications) to plan the event in detail. In these cases an additional charge will be applied. Again this is payable regardless of whether the activity goes ahead or not as it covers the officer's time spent in planning.

Consultation fee - £25 / £135 per hour (optional)

There may be times when you are not in a position to submit an application due to lack of information but would still like to make use of our expertise and guidance. On these occasions, we are able to offer a consultation service. Travel time is also chargeable so to reduce your costs we are happy to provide a meeting room here at our offices, if you wish.

Type of Applicant	Application Fee	Event/Filming Planning Fee	Consultation Fee (optional)
Community Organiser / Charity	£25	£25 per hour	£25 per hour
Micro, small or medium Enterprise	£100	£135 per hour	£135 per hour
Large Enterprise (or Other)	£300	£135 per hour	£135 per hour

Other fees:

Additional fees for other services, licenses and permissions or for processing by other departments may also apply. You will be advised if any of these apply based on the details of your application.

Park rental fees

The use of our parks is subject to a rental fee. Please see our website for a breakdown of current fees and guidance for our various park spaces <https://www.westminster.gov.uk/apply-to-film-or-hold-event>

Note: for cancellations, we can refund your park rental fee as long as you inform us in writing at least seven full calendar days in advance of your booking date.

Waivers

Waivers do not apply to the application fee, but can be applied to the time recovery fee. It is important to note that City Promotions, Events and Filming is not a statutory department and is therefore funded by the fees it charges and by public money. Any fees not paid for by applicants are borne by the public purse. If you do not wish to pay the time-recovery cost you will need to demonstrate why public money should be used to cover these costs.

Refunds & Appeals

Any refunding of fees or appeals will be considered on a case by case basis and in exceptional circumstances only.

These ceilings apply to the figures for individual firms only. A firm which is part of larger grouping may need to include employee/turnover/balance sheet data from that grouping too.

A simple test to see if a company meets the EU definition of an SME can be found here <http://smetest.uwe.be/>

The official EU policy including recommended forms can be found at: http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

1. Fees and charges

Westminster Council operates a cost recovery system for its City Promotions, Events and Filming services.

Please note we are a public body and are not permitted to make a profit. The City Promotions, Events and Filming Team administration charges are carefully designed to recover only the costs incurred in processing your application, assisting in the event planning process and supporting your event on the day.

Please also note Westminster's approval process is split into two stages; approval of the initial application, and approval of the final event plan.

To find out more about our fees, [click here](#) and select option 3 'check fees'.

Other fees:

Additional fees for other services, licenses and permissions or for processing by other departments may also apply. You will be advised if any of these apply based on the details of your application.

Park rental fees

The use of our parks is subject to a rental fee. For details of current fees and guidance for our various park spaces, please [click here](#)

Note: for cancellations, we can refund your park rental fee as long as you inform us in writing at least seven full calendar days in advance of your booking date.

Financial Assistance

This does not apply to the application fee, but can be applied for to assist with meeting the event/filming planning fee. It is important to note that the City Promotions, Events and Filming office is not a statutory department and is therefore funded by the fees it charges and by public money. Any fees not paid for by applicants are borne by the public purse. If you do not wish to pay the fee you will need to demonstrate why public money should be used to cover these costs.

Refunds & Appeals

Any refunding of fees or appeals will be considered on a case by case basis and in exceptional circumstances only.

APPENDIX V – EVENT FAQs

General

1. Does Westminster City Council City Promotions, Events and Filming Team organise events?

No, the City Promotions, Events and Filming Team is a discretionary (non-statutory) service offered by Westminster City Council to support the safe planning and regulation of events within Westminster.

2. What do you do?

The City Promotions, Events and Filming Team is a discretionary (non-statutory) service offered by Westminster Council to support the safe planning and regulation of filming and events in the City of Westminster. We support around 60 premieres, 2000 events and 2,500 filming applications per year by offering guidance on relevant legislation and any required licenses or permissions, and by liaising with the various relevant departments within the council.

3. Do I need permission to hold an event?

No, we do not give permission, but we will send you a letter of no objection if we support your event. If your event is on (or will affect) the public highway, in a Westminster park or will affect residents, businesses or visitors, you will need to tell us about it.

4. Why do I get a 'no objection' letter instead of an approval for my event?

We send out a no objection conditions letter as part of our legal responsibility to you and to residents, businesses and visitors. The letter is not a contract between you and the Council, it simply means that we are happy with your filming or event to go ahead as it has been described to us provided you comply with any conditions that we have given. The letter of no objection does not cover Council partners such as the Police or London Fire Brigade, and these partners may ask for additional conditions before they agree to your activity.

5. Is my event on the public highway?

By 'public highway' we mean any pavements, walkways, roads or pedestrian areas in the City of Westminster and under the City Council's jurisdiction. If you have made sure that your event is in the City, but are not sure if your event is on the public highway, you can e-mail us or call to check. If your event is in a private location, but is likely to affect the public highway, you will need to tell us about it.

6. What is the difference between the public highway and Council property?

Westminster Council is responsible for the 'public highway', meaning any pavements, walkways, roads or pedestrian areas in the City of Westminster. The Council also owns property and assets, including Council buildings, schools, community centres, parks, libraries and leisure centres. You will need to ask the City Council's permission to use these.

7. How do I apply to hold my event?

Visit our [online portal](#), register or log in and submit an [Event Application](#). If you have a short time before your chosen event date, please check your timescales before applying. You will also need to ensure that you have read through the Event Guidelines document prior to completing your application.

8. What happens after I submit my application?

Once we receive your application, we will e-mail you to acknowledge receipt and send you the application payment request. Only when we received your payment for the application fee will

be able to look at your application and start planning your event. One of our Event Officers will be assigned to your event and will contact you to let you know of the next steps.

9. How much notice do I need to give you?

It depends on what you want to do. We prefer you to give us as much notice as you can, by submitting an [Application Form](#). Please also check our notice periods on our [Guidelines](#).

10. You have said that I applied too late, what can I do now?

We recommend re-applying with a later event date, or reducing your activity based on our timescales and guidelines.

11. Do I need Public Liability Insurance?

Yes, in all cases. If you are a school, community centre or other public organisation, you probably already have Public Liability Insurance (PLI). If not, you will need to arrange PLI for your event, usually up to £5 million, although you may be asked to increase this to £10 million depending on the scale and activities involved in your event.

12. What is a consultation?

A consultation is an optional service we offer for a fee [\[LINK\]](#), which entitles you to dedicated time with one of our experienced Events and Filming Officers, including an opportunity to discuss any areas of the application process that concern you, a detailed write up of any outcomes and a chance to review your activity. To apply for a consultation please download and complete the form on our website's [How to Apply](#) page and send to eventsandfilming@westminster.gov.uk, along with any relevant documentation such as plans, maps and images.

13. What is 'feasible'?

'Feasible' means that we believe that your event should be able to go ahead according to our principle that it can be run successfully. This is a conditional agreement based on the information you have given us and can be withdrawn at any time if you change your event so that it does not meet given timescales, conditions or the Special Events Policy. If we say that your event is feasible and/or give you a letter of no objection, these do not constitute a contract with Westminster City Council.

14. What should I do if my event changes?

If your event or event plan changes, you need to tell us as soon as possible. If your event changes so that it is outside the scope of your original application (such as the date or location changing), so that it no longer meets minimum timescales, or no longer meets Special Events policy, you may need to re-apply.

Location Specific

15. Is my location in Westminster?

If you aren't sure whether your location or venue is in Westminster, but you have a postcode use the [Find your ward by postcode map](#) which identifies all the wards within Westminster. If you're not sure where your location is but have a street name or landmark, we would suggest using a search engine to look the area up.

16. Who can I speak to order to hold an event on Council Property?

You can speak to the Communications and Strategy Unit (e-mail communicationsmailboxfolder@westminster.gov.uk or call 020 7641 8088) for appropriate locations.

17. Can I hold an event in a Westminster Park?

Yes, just visit our [Parks](#) section for more information.

For events within the boundaries of the Royal Parks such as Hyde Park, Green Park, Grosvenor Square, Regent's Park, St James's Park and Victoria Tower Gardens (North) - including any roads within their boundary, you'll need to speak to the [Royal Parks Agency](#).

18. Can I hold an event in Trafalgar Square?

Trafalgar Square itself is owned by the [Greater London Authority](#).

The North Terrace (the raised area by the National Gallery) and the outer areas are public highway are managed by the Council. If you want to hold an event in Trafalgar Square, you will need to ask permission from both authorities to check for clashes. You can do this for Westminster by submitting an Application Form. There is more information on Trafalgar Square in our [Guidelines](#) within the Popular Locations section.

19. Can I hold an event in Covent Garden?

Covent Garden is mostly owned by the landlord Capital & Counties, apart from part of the Piazza, which is public highway and is managed by Westminster Council. If you want to hold an event in Covent Garden, you will need to ask permission from both authorities to check for clashes. There is more information on Covent Garden in our [Guidelines](#) within the Popular Locations section.

20. Can I hold an event in Chinatown?

The [London Chinatown Chinese Association](#) acts as a liaison with the community and businesses and runs Chinese New Year. If you want to hold an event in Chinatown, you will need to submit an application form to us and you will need to demonstrate that your event is appropriate to the culture of Chinatown and that it has a benefit to the local community. There is more information on Chinatown in our [Guidelines](#) within the Popular Locations section.

21. Can I hold an event in Parliament Square?

Parliament Square is mostly owned by the [Greater London Authority](#), apart from the south and east sections of pavement around the Square nearest to the Houses of Parliament; which is public highway and is managed by the Council. If you want to hold an event in Parliament Square, you will need to ask permission from both authorities to check for clashes. There is more information on Parliament Square in our [Guidelines](#) within the Popular Locations section. Please note that Prime Minister's Question Time is on Wednesday mornings and the police operation around this time can affect filming and events.

22. Can I hold an event on Oxford Street?

Yes, provided that your event does not negatively affect traffic flow and you consult with the businesses and residents in the area. However, Oxford Street is a very busy area, and we have to carefully consider the impact that your event will have. If you wish to consult with businesses on Oxford Street and Regent Street, you can contact the [New West End Company](#), who may be able to advise you.

We recommend submitting an [application](#) as soon as possible so that we can advise you on your event proposal. Alternatively you can arrange to have a consultation with one of our experienced Special Events and Filming Managers to discuss your proposal.

23. What is a 'sensitive location'?

A sensitive location is an area of the City which has extra conditions attached to its use. For example any event held in Chinatown needs to demonstrate that it benefits the local community,

whereas events in Covent Garden or Oxford Street/Regent Street/Bond Street need to reflect the brand of these areas.

Event Activities

24. Can I have alcohol at my event?

Yes you can, provided that it does not endanger public safety and is appropriate to the size and audience profile of your event. If you decide to sell alcohol, you will need to mention this in your application and apply for a [Premises Licence](#) (if your event is for over 500 people) or a [Temporary Event Notice](#) (if your event is for 499 people or less). Westminster Council holds the Premises Licences for several iconic areas, and we may consider allowing you to use our licence, provided that your event meets the Licence conditions. We operate a 'no glass' policy and will not allow sampling of alcoholic drinks in the City of Westminster.

25. Can I sell food at my event?

Yes, as long as you have the appropriate food safety measures in place. When you apply to hold your event, make sure that you mention that you want to sell food and we can advise you further depending on what kind of food you want to sell. If you want to sell food between 23.00 and 05:00, you will need to apply for a [Late Refreshment Licence](#) from the Council's Licensing department.

26. Can I play music?

Yes provided that you obtain a [Premises Licence](#) (for an event with more than 500 people) or a [Temporary Event Notice](#) (for up to 499 people) you can indicate this on your Application Form. If you are using a live band or music that is copyright protected, you may need to obtain a licence from the Performing Rights Society.

27. Can I have banners at my event?

Yes, provided that you show them to your City Promotions, Events and Filming Team officer first so that we can seek approval under the Council's advertising policy. If you want to use lampposts or any other street furniture to hang your banners, you will need to ask for special permission. When you apply to hold your event, make sure that you mention that you want to put up banners.

28. Can I hand out goodie bags or freebies as part of my event?

Yes, provided that your free gifts will not cause littering as this is a fineable offence. We do not allow free alcohol sampling and would prefer you not to hand out free samples that could damage wildlife, such as balloons. We also expect you to clean up any waste that is caused as a result of your free gifts. If one of your partners or sponsors intends to hand out leaflets or samples, they will need to have written consent from you as the organiser.

Please see further information on Leafleting and sampling in the Guidelines document within Appendix I under 'Other activities'

29. Can I have face painting at my event?

Yes you can, provided that your face painter is properly trained, has public liability insurance and can have access to clean water. We will send an Environmental Health officer to check that everything is alright on the day, and we will not allow face painting to be done on any children under the age of two. The same conditions apply to temporary tattoos and henna art, but please note that any henna containing paraphenylenediamine (PPD) will not be permitted. Any face paints used should be water soluble and hypoallergenic.

30. Can I have balloons at my event?

We would strongly prefer not, as balloons kill wildlife and cause eyesores when they get trapped in trees or on buildings. 10% of released balloons eventually return to earth deflated but intact. Animals can become entangled in ribbons and strings and if the balloons are swallowed can block the gut causing birds and animals to starve to death. We will ask you to seriously consider alternative methods of promotion if at all possible.

Please see following link for information on this issue

<http://www.mcsuk.org/mcsaction/pollution/balloons>

31. Can I have gambling at my event?

Possibly. We do not generally support commercial applications for events that promote gambling, but will judge applications on a case by case basis. We strongly recommend that you request a consultation as we can advise you whether to proceed with a full application. If you are using gambling or alcohol-related sponsors, we may need to specify additional conditions around this.

32. Can I have stunts and special effects?

Yes you can, provided that they do not endanger public safety and are appropriate to the size, location and audience profile of your event. If you have stunts and special effects we may need to apply other conditions to your events, such as asking for additional risk assessments to make sure that it is safe for the public. You can find more information on stunts and special effects in our [Guidelines](#).

33. How do I organise a street party?

First, check your location is in Westminster. As you want to hold an event on a public highway, you will need to tell us about it by [applying online](#) (and also tell Transport for London if your street is on a 'red route' or bus route). We can let you know if the location you want is available and that it will be possible to hold your party. As you will need to close your road to vehicles to hold the party safely, you will need to fill in an Application Form to ask for a road closure.

If you expect a large number of people to attend, you may also want to consider security or limiting attendance by using invitations or wristbands, and you will also need to think about how you will check with everyone living on the street that they are happy to let the party go ahead. If you want to sell food or alcohol to the public at your party, you may also need to apply for additional licences, which you can do on the Application Form. You can find out more about common activities and licenses here [\[LINK\]](#)

Please make sure you read our [Event Guidelines](#) and take our notice periods into consideration before you apply.

Additional Licenses/Forms/Requests

34. Will you send me a licence?

No, unless you apply for a licence for a specific part of your event. We do not license you to hold your event, but we do send you a letter of no objection as part of our legal responsibility to you and to residents, businesses and visitors. The letter is not a contract between you and the Council, it simply means that we have no issues with your event to go ahead as it has been described to us and provided that you comply with any conditions that we have given. The letter

of no objection does not cover Council partners such as the Police or London Fire Brigade, and these partners may ask for additional conditions before they agree to your activity.

35. What is a Premises Licence?

A [Premises Licence](#) is an agreement from the Local Licensing Authority (in this case, Westminster Council) under the Licensing Act 2003 that the Licence holder can hold an event for over 500 people incorporating any of the following activities: sale of alcohol and /or regulated entertainment.

We hold a number of [Premises Licences](#) for various iconic locations, which you can apply to use instead of setting up a new Premises Licence.

36. What is a Temporary Event Notice?

A [Temporary Event Notice](#) (TEN) is an agreement from the Local Licensing Authority (in this case, Westminster Council) under the Licensing Act 2003 that the TEN holder can hold an event for up to 499 people incorporating any of the following activities: sale of alcohol and /or regulated entertainment.

A Temporary Event Notice takes up to 10 working days to apply for and there is a fee [\[LINK\]](#) to pay. You are limited to 50 per individual or 5 per venue per year. To find out more please [click here](#).

37. What is an Event Plan?

An Event Plan is a document you create throughout your planning process and then take with you on the day of the event. It's a 'how-to' of how your event will proceed safely and holds information such as licences, your letter of no objection, contact information for key people, parking, crowd and traffic management plans and risk assessment.

38. Do I need to book parking?

If you have vehicles that are required for your event, yes. Examples would be parking for event organisers, generators, food sale vans, or guests. You can apply for parking suspensions on your Application Form; this means that you pay for a bay in advance ensuring it will be available for you on the day. Please note there is a minimum notice period for applying.

39. Do I need a Temporary Traffic Order?

You will need a Temporary Traffic Order if your event requires a road to be closed for more than a few minutes. A TTO costs £860 per application (regardless the amount of streets) and takes up to 12 weeks to be processed. You can apply for one on your Application Form. If you are organising a street party and wish to block off a cul-de-sac or non-through road with the full consent of all residents, please include this information on your Application Form, as you may not require the TTO.

40. Do I need a Traffic Management Plan?

If you are suspending parking, disrupting or diverting traffic or impacting on the public highway at all, you will need a traffic management plan, which you can submit with an Event Plan if your application is successful.

During the Application process

When can I advertise my event?

You should start advertising once we have approved your event application. The Officer assigned to your application will be able to confirm this.

41. What is a cost estimate?

A cost estimate is an estimate of what your event will cost in terms of how much time our officers (including Events Officers and Parks Managers time) will have to spend supporting your application. Please see our information on our [fees page](#).

42. How do I do a risk assessment?

You can ask your Special Events Officer for a copy of our Risk Assessment template, but essentially you identify all potential risks (such as boxes piled by a fire exit), identify who is at risk (people trying to exit during a fire) and explain how you will mitigate or prevent them (move the boxes somewhere else).

43. Do I need to do a site programme?

If you are holding an event with a lot of elements at different times (such as performances or activities), you should produce a site programme for your attendees to tell them when and where these things will be happening. We will need to see a copy of the site programme before your event.

44. Do I need to write a production schedule?

If you have an event that will be setting up, maintaining and then breaking down a designated event area, then you will need to write a production schedule. This is a plan telling every involved in the event when each element is expected to happen (such as 'trucks arrive 8.00, unload 8.10-8.20, stage build 8.20-9.20'), which helps the event to run smoothly.

45. How do I consult with businesses and residents?

Your Special Events Officer can advise you on this depending on the size of your event, but as a general rule, you should do a letter drop to all affected addresses at least a week before your event. The letters should include your name and contact details and explain what, when and where the event is, the times that it will be running and any steps you have taken to reduce the impact on affected parties.

46. How do I get railings removed for my event?

You need to tell your Special Events Officer as soon as possible if you want to remove any pieces of street furniture or park furniture. This must be done by the Highways department and you may incur additional costs.

47. Do I need to make adjustments for disabled people?

Yes you do. Your event cannot discriminate against anyone with a disability in terms of access, either as an attendee or as a member of the public. Adjustments can include ensuring that there are sufficient disabled access toilets, or that dropped kerbs are not blocked and that trained stewards are on site to provide advice.

48. What is LOSPG?

LOSPG stands for Licensing Operations Safety Planning Group, which meets with you as the event organiser to discuss the impact of your event on Westminster and the rest of London, and to set additional conditions as required. LOSPG usually include external agencies as well such as the Police, Fire Brigade, Ambulance, TfL etc.

On the event day

49. What should I bring with me on the day of my event?

You will need to bring: your letter of no objection, your Event Plan, any licences, permissions or suspensions and any other items as advised by your Special Events Officer.

50. Who can I call if I have a problem with my parking out of hours?

If you have paid for or reserved parking and you find vehicles illegally parked on your paid for bays then you can call Parktel on 0207 823 4567 Option 2, which is a 24/7 number.

51. Do I need to have an Event Liaison Team (ELT)?

This depends on the size of your event, and your Special Events Officer can advise you. An ELT is a team that comes together at regular intervals during the event to monitor and troubleshoot problems and can include some or all of the following: • the organiser • a security company • the production company • First Aid providers • premises/land owners • Westminster City Promotions, Events and Filming Team • Environmental Health Team • The Fire Service • the Police Service • The Parks Service if the event is in a park The ELT may need two-way radios or another to stay in touch on the day.

52. What happens if the Council or one of its partners withdraws support?

If we or one of our partners (such as the Police) withdraw our support, then your event cannot go ahead in its current form. We will never withdraw support without a valid reason and we will do our utmost to alert you to any risk of this outcome and to support you to take measures to correct the problem so that we can maintain our support of your event.

Other Enquires

53. Can I complain?

Yes, if you wish to make a complaint about the service you receive from the City Promotions, Events and Filming Team or any Council units during your event; please address your complaint to the Head of the City Promotions, Events and Filming Team. If the Head of the City Promotions, Events and Filming Team is the subject of the complaint, or you do not feel that your complaint was resolved, please address your complaint to the Commissioner for Special Events.

54. What is the difference between an appeal and a complaint?

An appeal is when you disagree with a decision we make (for example on policy, waivers, changes or charges). A complaint is when you are unhappy with the service we have given you (for example quality, promptness or value for money). We have different processes for each issue.

55. What's on this weekend?

Please have a look at our [News](#) page and find out!

56. How can I attend a premiere?

Check the distributor's website before travelling. The earlier you arrive, the more likely you are to get a good view. We try to make sure that all premieres are suitable for younger fans but we cannot accept any responsibility for content. Please note that you will not be eligible to view the film premiere without a valid ticket.

57. None of your FAQs answer my question, what do I do now?

Please give our Call Centre a call on 0207 641 2390 or email us at eventsandfilming@westminster.gov.uk.

APPENDIX VI Complaints, appeals & support for events

Appeal (see Appendix 4 for Complaints)

There are three possible appeals:

- appeal against the policy (if your proposal is not supported)
- appeal against a decision
- appeal against charges or refusal to provide financial assistance

Appeals process

Unless the decision was made by the City Promotions, Events and Filming Account Director, the first appeal should be directed to them.

If the decision was originally made by the City Promotions, Events and Filming Account Director, or if it was made after consultation with the Lead Planner and the City Promotions, Events and Filming Account Director supports the decision, you can appeal to the Head of City Promotions, Events and Filming (charging and waivers) or the Commissioner for Events and Filming (decisions and policy).

If you are still unsatisfied, the final appeal stage will rest with the Chief Executive.

You can download an Appeal form from our website [here](#).

Support Withdrawal by City Council

Please note: your event could be jeopardised if any of the following elements become an issue, and you may be refused permission to continue with your planned activities;

- applications are not received in time;
- the scope of your event changes significantly and it differs considerably from the original application;
- there are major changes to the plan which means the event is no longer compatible with our policies and guidelines;
- the date changes to one that coincides with other events, road or building works that would increase the impact on the surrounding area;
- the venue changes to an inappropriate location

- Licence application is refused (where critical to the event);
- any of the timelines agreed are not met;
- a major contractor withdraws critical support;
- you fail to comply with any conditions or actions agreed.

We are not provided with sufficient assurances to support the event (this could relate to resources, competence or some other issue)

Where such action is anticipated you will be advised verbally as well as in writing by the City Promotions, Events and Filming Team of the need to correct any matter as soon as it appears likely to become an issue. We will do everything we can to make sure that your event can go ahead.

Please note: There may be occasions (such as national incidents or State funerals) when we may need to change or cancel your event, but we will do everything we can to ensure that you can proceed.

If at any time during this process we decide to refuse permission for the planning to proceed, or for the event to go ahead you will be informed as soon as that decision is made and then provided with the reason in writing. Where there has been a refusal to offer an approval decision and a compromise cannot be reached, if you are still unsatisfied with the explanation then you may choose to appeal that decision.

Approval and Support Withdrawal by City Council

In certain circumstance we may have to withdraw our support for your event after your application has been approved. Your event could be jeopardised if any of the following elements become an issue, and you may be refused permission to continue;

- applications are not received in time;
- the scope of your event changes significantly and it differs considerably from the original application;
- there are major changes to the plan which means that the event is no longer compatible with our policies and guidelines;

- the date changes to one that coincides with other events or filming, road or building works that would increase the impact on the surrounding area;
- the venue changes to an inappropriate location (See Appendix 3);
- a licence application is refused (where critical to the event);
- any of the timelines agreed are not met;
- a major contractor withdraws critical support;
- you fail to comply with any conditions or actions agreed
- a partner such as the Police will not support the application

We are not provided with sufficient assurances to support the event (this could relate to resources, competence or some other issue)

Where such action is anticipated you will be advised verbally as well as in writing by the City Promotions, Events and Filming Team of the need to correct any matter as soon as it appears likely to become an issue. We will do everything we can to make sure that your event can go ahead.

Please note: There may be occasions (such as national incidents or State funerals) when we may need to change or cancel your event, but we will do everything we can to ensure that you can proceed.

If at any time during this process we decide to refuse permission for planning to proceed, or for the event to go ahead, you will be informed as soon as that decision is made and then provided with the reason in writing. We will also notify you of any refunds, if applicable.