

Merthyr Tydfil County Borough Council



Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

MERTHYR TYDFIL
County Borough Council

Events Policy

2026

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1.0 Introduction

Merthyr Tydfil County Borough Council (MTCBC) is committed to enabling events that contribute to our vibrant culture and economy by working with event organisers, partners and agencies to provide a variety of safe and enjoyable events.

Events play a vital part of the visitor experience that Merthyr Tydfil aspires to achieve, and they help draw visitors to Merthyr Tydfil as a destination. They are also an essential part of building and bringing together local communities.

The policy endeavours to clearly outline the role of the Council in Events within Merthyr Tydfil, the role of the Event Safety Advisory Group and to give a framework of the processes required of the event organiser. Our role is to provide appropriate support to event organisers through the processes to enable them to plan, organise and run their event. The Council aims to make the experience of putting on an event in Merthyr Tydfil a pleasurable and enjoyable one. MTCBC has a duty of care to ensure that events are managed safely and that all the relevant departments and agencies are working effectively in partnership to achieve this.

This Policy applies to all public events in the Merthyr Tydfil County Borough that involve:

- Using outdoor Council land on sites outlined in Appendix 3.
- Road closures, regardless of the event location.
- Events on private land requesting review by the Events Safety Advisory Group (ESAG).

The policy covers a broad range of public activities, from large commercial events to small community markets and fun runs.

The Policy does not apply to:

- School-managed events on school grounds.
- Regular indoor club/community activities under existing hire agreements.
- Private gatherings that do not require public access, road closures, or Council open space.

(These excluded activities must adhere to their own standard safety procedures.)

As a public organisation, the Council must promote the Welsh language (Welsh Language Measure 2011). Event organisers must ensure the Welsh language is treated no less favourably than the English language.

2.0 Background

Merthyr Tydfil has a rich heritage of events. These range from small informal community gatherings to large festivals spanning multiple days and attracting national and international visitors. The quantity of events across the county borough has been growing rapidly in recent years which can be seen as an indicator of regeneration and sense of place. Where appropriate, the Council allows the use of Council land for this purpose. MTCBC may assist events as a facilitator, promoter and regulator. In the role as a promoter, the Council will adhere to the Welsh Language Standards and operate in accordance with the basic principle set out in the Welsh Language (Wales) Measure 2011, that the Welsh language should be treated no less favourably than the English language. The related standards are outlined in the Service Delivery Standards.

We work alongside the Events Safety Advisory Group (ESAG) which is made up of multiple agencies who work together to review and advise event organisers on public health, safety and welfare at events.

3.0 Objectives

The objectives of this policy are to:

- Support the effective planning and management of events.
- Offer advice to event organisers of their responsibilities to ensure the health and safety of staff, participants and the public attending their event.
- Provide a framework for the Event Notification process.
- Provide information about council owned event spaces available and the suitability of each space for events.
- Minimise disruption to organisations, residents and businesses.
- Promote MTCBC's licensing objectives.
- Promote MTCBC's vision and objectives for the Welsh Language, outlined in the Welsh Language Strategy and statutory obligations under the Welsh Language Measure, 2011.
- Provide information on legal requirements regarding collection and disposal of waste and recycling at events ensuring compliance.

4.0 Defining Events

An event is defined in this policy as:

“An organised public or social event that occurs in an identified place during a particular interval of time. It is the purpose for which a venue or location has been booked.”

5.0 Categorising Events

Event Notifications will need to be submitted where events are of a specific scale. Events sizes can be categorised as follows:

Event Size	Number of Participants	How to Apply	When to Apply
Small	0-499	Event Application Form. No Event Management Plan required unless one or more of the below conditions are met.	Minimum of 12 weeks (3 months) before the event
Medium	500-999	Event Application Form, Risk Assessment and Event Management Plans must be submitted.	Minimum of 21 weeks (5 months) before the event

Large	1000+	Event Application Form, Risk Assessment and Event Management Plans must be submitted. Pre-application consultation with the ESAG group if required.	Minimum of 26 weeks (6 months) before the event
Major	5000+	Event Application Form, Risk Assessment and Event Management Plans must be submitted. Pre-application consultation with the ESAG group if required.	Minimum of 34 weeks (8 months) before the event

Table 1: Event Sizes

Notes:

The audience capacity is the maximum number of attendees expected at the event at any one time.

Event Applications will always need to be submitted to the council where the event will involve:

- An impact on the Highway.
- An impact on the Community.
- Alcohol.

All Event Application forms must be submitted with the timelines set in table 1 above. While late or 'last-minute' applications will be reviewed on a case-by-case basis, the ultimate priority must be the guarantee of public safety.

Event Types

The Council considers applications for all types of events. Applications are considered from all sections of the community. To allow us to give the best level of support and to help direct our resources better, MTCBC will use the following set of categories:

Enthusiast

This type of event covers specialist interest subjects such as motor vehicles and re-enactments. It could also cover specialist sports events. Likely to have small scale commercial activity.

Charity (Regional)

This category covers those operated by regional charities for the purpose of raising the profile and fundraising for the benefit of the charity.

Charity (National)

This category covers those operated by national charities for the purpose of fundraising for the benefit of the charity.

Commercial

These events provide a commercial benefit to a profit-making business or operation including product launches, corporate events, music festivals, concerts, and fun fairs as the principal component of the event, one-off boot fairs and trade shows.

Community

Any event organised by community or voluntary groups that directly benefit the residents and visitors to the district and do not provide significant advertising or other commercial benefit to a profit-making business or organisation. They are aimed at a social group, specific locality and have a common cultural or heritage link. There is no principal entry fee, activities are free or at reasonable costs and no pitch fees are charged. This includes village fetes, parades (Carnival and Remembrance Day), community sports (fun runs, taster days), fireworks, holiday celebrations and parades.

Active Recreation

These activities encourage those who regularly participate in active lifestyles to engage in activities such as active play, recreational walking, running or cycling. These are free events, community focused, non-competitive, led by volunteers and aim to be sustainable.

For events we are unable to support, please see section 14.

6.0 The Event Application Process

The event journey is a comprehensive application and approval process that ensures that events are only given permission once all steps in the process have been correctly carried out by the applicant. The Event Journey diagram can be found at Appendix 1.

The stages of the notification process are:

- Event Application form
- Pre-consultation (mandatory for large and major events only)
- Notification and payment of any fees
- Processing and validation
- Planning meetings and consultation with agencies
- Confirmation
- Evaluation and debrief

The application process is managed online and all documents are available to download on the Council's website: www.merthyr.gov.uk. All documents must be sent electronically to events@merthyr.gov.uk. All documents and applications are available in Welsh. The Council will accept applications in Welsh. The Welsh language will be treated no less favourably than the English language.

As well as the Event Application Form an application must also include:

- A scaled site map/plan with a marked-out boundary of the event footprint.

- **An Event Management Plan**
The key to a good event is a strong Event Management Plan. This should be a detailed, accurate and comprehensive document which sets out exactly what will happen at the event, the procedures in place to manage it safely, and what will be done to deal with expected or unexpected situations and emergencies. When applying for a location in Merthyr Tydfil, the supporting information required with your application will make up the major content of your Events Management Plan.
- **A Risk Assessment**
Any event, big or small, should be risk assessed thoroughly to identify potential problems in advance and develop actions to reduce or remove the potential problems. Organisers must undertake risk assessments for all activities, equipment and the event site overall.

The main purpose of a risk assessment is to:

- Identify hazards, the risk they pose and who is at risk from them.
- Assess the severity and likelihood of the risk.
- Control the risk by preventing the risk occurring, removing the original hazard or by putting measures in place to protect the people or things at risk.
- Evidence of public liability insurance.

Additional Documentation

In addition, the following documents may be required, dependent on the size and nature of the event and its location:

- Noise Management Plan.
- Road Closure Application and Traffic Management Plan.
- Signage Schedule.
- Crowd Management Plan.
- Waste Management Plan.
- Refuse and Recycling Policy.
- Medical Plan.
- Evacuation Plan.
- Lost Child Policy.
- Safeguarding Children and Vulnerable People Policy.
- Evidence that all food vendors have a minimum score of 3 (Broadly compliant) Food Hygiene Rating Scheme.
- Amusement Device Inspection Procedure Scheme (ADIPs) which ensures amusement devices are regularly inspected and certified as safe for use by competent persons. For more information, please visit <http://www.adips.co.uk/>
- Operators of inflatable play equipment will need to provide evidence that their equipment has a current PIPA certificate. For more information, please visit <http://www.pipa.org.uk/>
- Management of any specific risks of contact with animals (for petting, feeding/riding activities etc).

All forms will be checked and once verified as complete, applicants will be informed about whether the event will be subject to consultation.

Public Liability Insurance

- Public Liability Insurance provides cover for legal liability of the insured party in respect of a claim from a third party for property damage, death, injury and illness.
- The event organiser must provide the Council with evidence of public liability insurance of not less than £10 million covering the event.
- It is the responsibility of the event organiser to ensure that they obtain evidence of public liability insurance policies from any other site users, additional participants/parties to the same value prior to the event date.

7.0 Event Safety Advisory Group (ESAG)

The Merthyr Tydfil Event Safety Advisory Group is a multi-agency group which works together to provide advice on policy and advice to event organisers on events held in the County Borough. Members of the ESAG group will expect to review an Event Management Plan (EMP) before any events. An EMP is required for all Medium, Large and Major events and some elements may be requested for small events.

The ESAG comprises representatives from South Wales Police, South Wales Fire and Rescue Service, All Wales Ambulance, Cwm Taf UHB, as well as relevant local authority departments.

The ESAG Terms of Reference gives clear outlines on the membership, the roles and responsibilities of members and the policies and procedures that the group follows.

- The ESAG reviews event documentation and offers advice to the event organiser on the safety of the proposed event, whether or not it is held on Council land.
- Representatives for an organisation attending the ESAG are responsible for dealing with event organisers concerning matters within the remit of their organisation, especially where that organisation exercises statutory powers.
- Representatives of the ESAG are responsible for ensuring decisions are formally taken by their respective organisations, where necessary, as the ESAG is only an advisory body. Moreover, the representatives are responsible for disseminating information in their respective organisations.
- ESAG review all events (when notified), not just those that are on Council Land. MTCBC provides the administrative support to the ESAG.
- The ESAG will give their comments and advice providing the application has been submitted within a timely manner. Event organisers receive these comments and may then be required to attend a meeting with the ESAG representatives.

Permission to hold events on Council owned land can only be granted following assessment by ESAG. This will be applicable for all medium, large and major events. Small events will be permitted by a smaller panel. Please refer to table 1: Event Sizes

8.0 The Role of Event Organisers

An event organiser is a named individual who holds overall responsibility for the organisation of the event.

The organisation of a public event is a considerable responsibility. Organisers must properly manage, supervise and monitor the event to ensure the safety of people working, the public attending and any others who may be affected by the event. This responsibility extends to avoiding damage to property, fear or alarm to the public, or disruption to the local community.

The event organiser should, where applicable:

- Provide complete and accurate event documentation within the required timeframes and respond promptly to any queries raised by the Council or member of the Merthyr Tydfil ESAG.
- Familiarise themselves with relevant health and safety guidance on events and have access to a competent safety advisor where necessary.
- Ensure that any information given on behalf of the organisation they represent is accurate and that they have the legal authority to enter agreements on behalf of that organisation or have the delegated legal authority.
- Consult with the local community and businesses to inform them of the nature of their event and to encourage inclusive participation and engagement. To also show consideration to local residents where their event may have impacts and inform and consult them regarding the details of the event.
- Where there are concessionaires on or near the event site, communicate with them and try not to duplicate what they are already providing. Consider the type of concessionary stalls in conjunction with the event to provide enough capacity but not providing unnecessary competition to existing traders.
- Consider carefully the number of participants expected at the event and record this on the Event Application form. This should be the complete number of participants and volunteers/staff across the whole event period.
- Ensure the event is run according to the submitted plans.
- Consider the environmental impact of the event, ensuring that Council land, property and the surrounding environment is not adversely affected by the event, including the potential for noise, smoke and odour nuisance; the clearing of rubbish and the making good of any damage, to the Council's satisfaction.
- Comply with the Waste Separation Requirements (Wales) Regulations 2023. No recycling is to be presented in residual bins. Collecting recycling streams separately and keeping them separately for collection by licenced waste carriers retaining relevant waste transfer note documentation in compliance with the relevant waste legislation.
- When using Public Land, provide the Council with evidence of Public Liability Insurance of not less than £10 million covering the event. Event organisers must ensure that any additional participants also have appropriate insurance to the same extent. Provide PLI that complies with MTCBC Highways Department requirements, where a road closure is required.
- Check current safety certification, risk assessments and method statements for participants attending events, including mechanical and animal rides, inflatables and firework displays, the absence of which would invalidate any insurance policies. The council reserves the right to ask for evidence of these safety documents.
- Provide evidence of food registration with the relevant local authority and food hygiene ratings for all temporary catering outlets.

- Make sure events comply with legislative requirements, including Health and Safety requirements and take into consideration the advice from agencies.
- Event organisers must consider carefully risks associated with the supply or use of illegal drugs or banned substances at events and activities and give due regard to discharging their responsibility to provide a safe environment for the public and need to ensure close liaison with agencies to achieve this.
- Event organisers should consider the Council's vision and objectives for the Welsh language, as set out in the Welsh Language Strategy and the statutory duties under the Welsh Language Measure 2011. If the event is organised by a Council department, you must comply with the relevant Welsh Language Standards, especially the Service Delivery Standards. Support is available from the Welsh Language Policy Officer to help ensure compliance
- Event organisers bear moral, social and legal responsibilities. Organisers will be liable for the consequences if things go wrong, particularly if there are defects in the planning or control of the event. It is not the responsibility of the police to ensure public safety at an event. The police are responsible for maintaining the peace, preventing breaches of the law and taking action against lawbreakers, but the event organisers must make suitable arrangements to deal with safety issues irrespective of any police presence.

9.0 Accountability

The Council will ensure that all relevant departments provide the necessary advice and guidance to make sure that events are safe.

Merthyr Tydfil County Borough Council Departments:

- The following departments have certain accountability throughout the event process:
 - The Local Resilience Unit
 - The Estates Department
 - Parking Section
 - Legal Services
 - Health and Safety
 - Environmental Health
 - Parks and Ground Maintenance
 - Regulatory Services
 - Financial Services
 - Street Cleansing
 - Waste Management
 - Building Control
 - Highways
 - Licensing

A wider summary of each department's role can be found in Appendix 2.

10.0 Legislation

All events must conform to relevant legislation and guidance, including but not limited to:

- Health and Safety at Work Act 1974
- Health and Safety (First Aid) Regulations 1981
- Data Protection Act 1994 and 1998
- Equality Act 2010 and Section 149 'the Public Sector Equality Duty'
- The Management of Health and Safety at Work Regulations 1999
- RIDDOR 1995 and 2013
- Licensing Act 2003
- Town and Country Planning Act 1990
- Safety of Sports Grounds Act 1975 (as amended)
- Fire and Safety and Places of Sport Act 1987 Part III
- The Regulatory Reform (fire Safety) Order 2005
- Children Act 1989
- The Social Services and Well-being (Wales) Act 2014 Provides the legal framework for social service provision and improving the well-being of people who need care and support
- The Safeguarding Vulnerable Groups Act 2006 Applicable in both England and Wales, which ensures suitability checks for employees or volunteers working with children or vulnerable adults
- Care Act 2014 Safeguarding adults at risk of abuse or neglect
- Environmental Protection Act 1990
- The Workplace Recycling Regulations 2023
- Code of Practice on Environmental Noise Control at Concerts
- Food Safety Act 1990
- Local Review of Decisions Regulations 2015
- The Purple Guide to Health, Safety and Welfare at Music and Other Events
- HSE Guidance for Fairgrounds
- Merthyr Tydfil County Borough Council's Byelaws
- Welsh Language (Wales) Measure 2011

11.0 How we make decisions on suitability?

The Council takes into account many factors during the decision-making process for events on Council Land:

- To ensure fair use of sites, the Council will look at the Event proposal and take into consideration the nature of the event, suitability of the site and the proposed date.
- In most circumstances, the Council will operate a first come, first serve policy when it comes to reserving and granting permission to occupy for events on Council land. However, where restrictions apply to Council land, or there are multiple requests for an event location on the same date, then council officers will determine a fair and balanced allocation of events between applicants in line with the aims and objectives of this policy.

- In the instance of multiple requests for an event location, the Council will consider a range of factors including:
 - Size
 - Strategic fit
 - Established event
 - Historical performance of event
 - Length of tenure of the site.
- New events need to consider existing events and the site usage when proposing a request.
- To ensure fair use of the sites the receipt of an Event Application Form does not reserve the land.
- Where there are long standing large events, there will be the opportunity to have a written agreement that will allow the booking for the site for three years. After that, this agreement will be reviewed. However, there is a caveat that MTCBC will be able to cancel this agreement if there are unforeseen works on the land, the ownership or lease of the land alters, or a natural event affects the usage of the land.

In deciding whether to grant or refuse, permission to occupy Council land for an event, the following criteria for approval will be considered. Please note that this is an indicative, but not exhaustive, list:

- Public safety and security issues.
- The suitability of the land for the event that is being planned.
- The availability of the land for booking and the timing of the event.
- The permission of the landowner for the event, where the land concerned is managed, but not owned, by the Council.
- The ability of the organisers to plan, manage and control the event effectively.
- The receipt of sufficient documentation, including insurance, from the organiser within the required timeframe.
- Feedback from the Events Safety Advisory Group regarding the safety of the event.
- The payment of any invoice for a deposit and/or fee for the use of the land has been promptly paid.
- The ability of the event organiser to manage the financial requirements of the event.
- Legal constraints including whether any covenants, planning restrictions or licensing limitations may be affected by a proposed event.
- Compliance with conditions specific to the event location.
- Whether the proposed event complies with equality and discrimination legislation.
- The creation of opportunities for local participation.
- Impact upon the environment and damage limitation.
- The ability of the event organiser to mitigate potential statutory nuisances e.g. noise, odour and smoke.
- Impact of the event on regular users of public spaces, stakeholders and local residents.
- Impact on transport or traffic infrastructure to support the event for example road closures, parking and use of public transport.
- Whether the event or the event organiser has attracted genuine complaints to the Council in the past, or the Council holds a reasonable belief that such complaints may occur in respect of a proposed event.
- The planned event is in the interest of the local authority and the public.
- Supporting new innovative events as well as familiar, traditional and long-standing events.

- Provision of diverse and interesting events and activities brought into the area which fits in with the regeneration efforts being made.
- The number of events that are similar in one category over the year and at a site.

Reserving MTCBC Land:

- All bookings for events on Council land will be held on a provisional basis until all documentation is submitted.
- Once the documentation in the Event Application Pack is received, the land requested for the event is reserved. This can only be for a maximum of twelve months prior to the event and if it is an annual event, then documentation can only be received following the completion of the event and satisfactory evaluation and feedback has been received.
- Following the submission of all the documents the Council will process these documents within three to six months unless it is a very large event. A standard event will take 14 weeks to be processed dependent on the accuracy of the paperwork. The processing procedure and time scale is based upon:
 - Time to share information with partner agencies.
 - Where relevant, event organisers attending ESAG.
 - ESAG to give advice and feedback that may require amendments to documentation.

Complaints:

- Events or the event organisers may attract genuine complaints to the Council and such complaints may occur in respect of a proposed event. The Council takes these issues that are raised into consideration when considering an event:
 - Flyposting carried out by the event organiser, or on their behalf.
 - Litter left after an event, or other negative impacts on the environment resulting from an event, including damage to Council land or property.
 - Noise complaints.
 - Failure to comply with restrictions applied to a previous event.
 - Safety concerns raised by the public, Council Officer, or a member of the Event Safety Advisory Group.
 - Anti-social behaviour or concerns in respect of community safety.
- Private events will be considered on a case-by-case basis. This category may include private parties. Private events may not be permitted on Council land if they disrupt the enjoyment of the open space by the general public. Weddings are not permitted on Council Land.

12.0 Venue suitability for Events

Merthyr Tydfil County Borough Council has a range of parks, open spaces, of which many host a wide range of commercial and community events throughout the year. Each of the sites in the area offer different facilities and experiences for audiences and these are shown on a map of the area. For potential available sites, please refer to Appendix 3.

There are also information sheets on each site including site area, type of site (e.g. park; Playing Fields; Town centre event space), site maps and photographs, facilities and site-specific details including considerations when using the area.

When planning an event, event organisers need to consider the venue very carefully in relation to:

- Size
- Facilities
- Location
- Audience footfall
- Environmental effect/impact/noise (regard should be made to “The Code of Practice on Environmental Noise Control at Concerts)
- Availability of potable water and relevant guidance followed
- Waste Management.

The Council’s event sites are categorised into Premium and Standard.

- **Premium** – a site that is in a desirable location, used regularly and has enhanced facilities such as on-site toilets, electricity, water, car parking and public transport (excludes sites that have these facilities but are not in the council’s control).
- **Standard** – general open spaces suitable for bringing on temporary event infrastructure.

To ensure the suitability of the venue the following needs to be considered:

- At all times the hirer must take good care of the venue and will be responsible for any damage to the venue or any part of it, or any equipment or other property of the Council within the venue, or in the area surrounding the venue, whether by the Hirer, Event participants or other associated persons or contractors.
- On certain high usage sites, events will be spaced out with two or three weeks in between enabling the surface to recover.
- On certain sites, if it is a wet season, an event organiser may be given two weeks’ notice from MTCBC that they will not be able to use the site. This condition is included in the Conditions of Hire within the Event License Agreement. Therefore, event organisers need to have a contingency plan for relocating their event in the circumstance of adverse weather conditions.
- Ensure sustainable Waste Management during the event, that all non-recyclable waste is removed, and all litter removed, the area is cleaned and the site is returned to its original condition.

When planning certain activities on Council Land, there are considerations and guidance that can be found in the Events Toolkit:

- Cycling and Running Events along the Taff Trail.
- Active Recreation:
 - These activities encourage those who regularly participate in active lifestyles to engage in activities such as active play, recreational walking, running or cycling. Where there are organised group activities on MTCBC land or Highways these need to go through the Rights of Way and Highways Dept.
- Drone Filming:
 - Anyone considering drone filming within your event needs to go through the event organiser and contact corporate.communications@merthyr.gov.uk

- Temporary Structures:
 - A temporary demountable structure is designed to be erected rapidly and dismantled many times. They are usually in place for a short time. Types of structures can include (but are not limited to) tents, marquees, viewing facilities (temporary seating and viewing platforms), stages, video-screen supports, and sound, lighting and camera structures.
 - Event organisers need to manage the safe erection, use and deconstruction of temporary demountable structures (TDS).
- Electricity:
 - Electricity supply is vital to many activities at events but is also inherently dangerous. It is important to make sure that electrical installations are put in place by qualified and competent individuals.
 - There are a few guidelines you will be expected to follow, whatever the size of your event:
 - If generators are being used:
 - Only diesel generators are allowed - strictly no petrol generators.
 - All generators and electrical installations must have a fire extinguisher available nearby.
 - Generators must be made separate from the public by barriers or other suitable dividers.
 - Location of generators should be considered so not to cause a statutory noise nuisance to residents or businesses in the vicinity.
 - If mains power is requested by the organiser MTCBC may supply this utility provided:
 - availability of power supply at the event site.
 - availability of a MTCBC or an externally appointed competent electrician.
 - the capacity is available/suitable and is approved by a competent electrician.
 - the organiser has suitable/sufficient/tested electrical connections.
 - the electrical supply is the correct rating for the proposed equipment load.
- Welsh language:
 - Support is available from the Welsh Language Policy Officer to ensure compliance with the Welsh Language Standards.

13.0 Granting Permission for the Use of Council Land

‘Council land’ means land either owned by or leased to the Council. If the Council lease the land, then MTCBC will approach the landowner for permission for the event. If the land is owned by MTCBC and leased out, then the Council are not able to agree to an event taking place.

All events require permission from the council in the capacity as the landlord to the area where the event is being located.

- Permission will only be granted upon receipt of the Event Application Form, Event License Agreement (Conditions of Hire), full payment, Risk Assessment, Event Management Plan, Site Map, Public Liability Insurance and all other supporting documents as required.

- Reservation of the site can only be done 12 months in advance and once the Events Team receives the Application Pack documentation. Therefore, security of the land cannot be given before this period.
- Upon satisfactory receipt of all documentation, full payment, and with support of the ESAG, permission to occupy will be granted.

Event License Agreement and Permission to Occupy:

- Event organisers will be sent an Event License Agreement with a final quote for the land hire and additional fees and charges. The event license agreement will be bilingual.
- Once the Event License Agreement has been signed, the event organiser will receive an invoice for the land hire and additional fees and charges.
- Formal permission for the use of Council land will be given to the event organiser through the permission to occupy confirmation. Once payment of charges has been received the Event License Agreement will be assigned and sent to the event organiser for signing. It is only at this point that the event is sanctioned to go ahead.
- The Council can give permission as early as 12 months prior to the event or if an annual event, following the completion and evaluation of the event. However, there is a caveat that MTCBC will be able to cancel this permission if there is unforeseen works on the land or a natural event that affects the usage of the land.
- The event organiser must ensure that the person or persons signing on behalf of the organisation have the legal entitlement to do so. In the majority of cases, the following guidelines will apply:

Organisation Type	
Registered Charity	Signatories dependant on the charity's constitutional documentation.
Registered Company	Signature is required by Company Director.
Sole proprietor	Signature of the sole proprietor.
Town and Parish Councils	Signatories dependant on the individual Council's constitutional documentation.
Community Groups	Signatories dependant on the group's constitutional documentation.
Individual/Group of Individuals without constitutional documentation	To be agreed on a case by case basis.

Table 2: Organisation Type

14.0 Refusing Permission for the Use of Council Land

Where the Council is unable to give permission to occupy Council land, an alternative date or location may be offered, where appropriate, to enable the event to take place. Where the Council is unable to give permission to occupy Council land, and there are no suitable alternatives, the event organiser will be informed. In these circumstances, the Council is not responsible for any costs that the event organiser may already have incurred in preparing for the event.

The following activities are not permitted on Council land, and will not be supported by the Council on private land in the district:

- Lantern releases.
- Balloon releases, except where the materials used are fully biodegradable.
- The use of live animals as prizes as part of an event.
- Circuses or events which include live animal acts, except where sufficient evidence can be provided that animals are respected and cared for to an acceptable standard at all times.
- Firework displays, unless prior permission is sought and granted.
- Bonfires, unless prior permission is sought and granted.
- Use of Drones, unless prior permission is sought and granted.

15.0 Events on Private Land

The Council's primary concern with events held on private land is public safety. Event organisers are encouraged to adopt good practice and to submit documentation and the Council will circulate the information to the ESAG in order to get it out to the agencies for feedback. The application would comprise, as a minimum of the Event Application Form and then where necessary an Event Management Plan, Risk Assessment, Site Plan and evidence of Public Liability Insurance.

We would recommend that event organisers complete an Event Application of their event on private land if the event meets any one or more of the following criteria:

- Event is categorised as a major event and is new to the County Borough.
- The event is of an unusual nature or comprises elements or locations which could be deemed high risk to participants or the public.
- The event is to take place over several days.
- Event requires a Temporary Events Notice and the event is in a public setting.
- Event includes the provision of catering outlets and/or trade stands and is in a public setting.
- The event organiser would like advice from the Event Safety Advisory Group.

There is no compulsory requirement for event organisers to make an application to the Council for events held on private land. However, if an application is made the following need to be considered:

- If an Events Organiser has chosen to make an application, then ideally an application should be made in line with the requirements outlined in section 5.
- An application would enable the Council to inform them of any circumstances or other events that may have an impact.
- The Council will disseminate the information provided and following consultation with the ESAG will coordinate feedback to advise on any risks to public safety.
- Where the ESAG is not satisfied that the appropriate safety measures are in place, the Council will advise the organiser of this, and if appropriate, their insurer and the public. Individual agencies within the Event Safety Advisory Group may act under their relevant legislative enforcement powers in these circumstances.
- Failure of notifying the ESAG could lead to external factors affecting the event.

It is the responsibility of the event organiser to ensure they have the permission of the landowner for all events on private land. The Council and ESAG support for an event does not override the requirement to obtain the landowner's consent.

16.0 Fees and Charges

Merthyr Tydfil County Borough Council is very supportive of Events within the County Borough and recognises the economic impact they can bring boosting the local economy. However, there are costs and additional services that may be required to the Council for processing events and the use of MTCBC land.

The fees and charges are based upon everything that MTCBC will need to charge to cover its costs for providing additional services and resources ensuring that they are not detracting from other services being provided.

Where a site is not identified within the policy, consideration may be given to waiving the fee depending on the circumstances of the event. This may apply, for instance, for an event run by a community organisation or charity

Fees for use of Council Land for Events

- Charges for the use of Council land shall be payable in accordance with the Council's fees and charges for hire which are in force at the time.
- It is Council policy to charge for hire of MTCBC land for the purpose of an event, based on the nature of the event being held.

The Event Hire Fee must be requested when the event organiser has completed the paperwork and signed the Event License Agreement and they must be asked for payment being made in full, in advance of the event.

- Reinstatement Deposit
 - A Reinstatement Deposit is chargeable on the 'premium' sites only listed in Appendix 3, in relation to potential risk of damage to Council land and assets.
 - The deposit will be used to fund any repairs or damage caused by the event. However, if the damage results in the repairs costing more than the deposit then the organiser will be invoiced for the difference.
 - The deposit will be required at the same time as the Event Hire Fee.
 - The deposit is returnable once the event has been completed, the site has been cleared and feedback from the Event Organiser and the Events Team has been completed.
 - The return of the deposit will be withheld if the event site is not returned to how, it was prior to the event.
 - There will be an inspection of assets immediately prior to and immediately after events to identify any damage caused.
- Events using multiple spaces may be charged different fees as the events may use the sites for different purposes.
- Event organisers will be charged a reduced fee for non-operational days at a percentage of the daily operational rate.
- Engineering and the authorities Civil Enforcement department may issue a charge for road closures in certain instances.

For use of Council land that does not require a reinstatement deposit, a reinstatement clause will form part of the licence agreement. This will stipulate that any damage to Council land will be rectified by the event organiser at their own expense.

The Council incurs costs when events take place on its land and the following are charges that may be applicable. When your Event Documentation is received, the Events Team will determine a quote based on the requirements of your event.

Fees and Charges for Additional Resources

- Licensing Fees
- Road Closure Application
- Waste Management
 - Street Cleansing and Waste Management will provide advice on additional cleaning and waste collection requirements according to the footfall of the event.
 - Toilets are not a statutory service however MTCBC provide public toilets in many sites close to or within event footprints.
- Parks & Ground Maintenance
- Health & Safety Check
- Electricity
 - There will be a charge for the consumption of electricity from a supply on an event site.
- Water
 - There will be a charge for the consumption of water from a supply on an event site.

For a full list of event charges, please refer to Appendix 4

Any unpaid fees or charges will mean future events will not be permitted by that organisation until the debt has been settled. Fees and charges are reviewed annually.

17.0 Cancellations and Refunds

The Council reserves the right, at its sole discretion, to cancel any event booked on Council land due to poor weather, unsuitable ground conditions, non-receipt of the required paperwork, non-payment of event fees or exceptional unforeseen circumstances. In these circumstances, the Council is not responsible for any costs that the organiser may already have incurred in preparing for the event.

Where an event is cancelled by the Event Organiser, the Council requires 14 days' notice and the event organiser must have a strategy in place to communicate this through a variety of channels.

If we are notified prior to the event with reasonable notice, where an event is cancelled due to circumstances beyond the Event Organiser's control, for example adverse weather conditions and natural disasters the Council may offer a refund of the Hire Fees, Additional Service Costs and any deposit at its sole discretion but this will only be paid if the costs the council has incurred are covered. The Non-Operational days would be taken into consideration in these circumstances. The Council will be covering their full costs that they may have to incur to date or things they have had to put in place to assist cancelling the event.

18.0 Licensing

Event Organisers need to ensure that all required licences are acquired in the relevant time scales.

Temporary Event Notice (TEN)

If the event involves alcohol, entertainment and/or late-night refreshment (hot food and drink served between 11pm and 5am) and the event will be under 499 people (including staff/performers), you will need to apply for a Temporary Event Notice.

Standard TENs must be served no later than 10 clear working days before the day of the proposed event. The 10 working days excludes the day on which the notice is served and the start date of the proposed event.

If there is an objection to a standard TEN, the local authority will hold a hearing before the licensing sub-committee where all parties can discuss the proposed event and the reasons for an objection. A decision will then be made by members of the sub-committee whether to allow the event to go ahead, allow with amendments or to refuse the TEN.

Premises Licence

If the event involves alcohol, entertainment and/or late-night refreshment (hot food and drink served between 11pm and 5am) and the event will be 500 people or more, you will need to apply for a Premises Licence.

There is a statutory 28-day consultation period for a premises licence application. If relevant representations are received during the consultation period which cannot be resolved through mediation, then the local authority will hold a hearing before the licensing sub-committee where all parties can discuss the proposed event and the reasons for the representations. A decision will then be made by members of the sub-committee whether to grant the premises licence as applied for, to grant the premises licence subject to amendments and/or conditions or to refuse to grant the premises licence. This process can take a further 4 weeks following the end of the consultation period.

Street Collection Permits

To collect money or sell articles for the benefit of charitable or other purposes in Merthyr Tydfil, the Event Organiser will require a street collection permit.

Further information can be provided by the Licensing Department – licensing@merthyr.gov.uk – 01685 725000.

19.0 Road Closures

The Traffic Management Act 2004 places a duty on local highway authorities to ensure that their highway networks operate efficiently without unnecessary delay to those travelling on them.

Temporary Traffic Regulation Orders (TTRO's) - Use of legislation:

Merthyr Tydfil County Borough Council uses the Road Traffic Regulation Act 1984 Section 16a to make orders for regulating traffic on a temporary basis to facilitate the holding of pre-planned events on the highway. Under certain circumstances the Council may use Section 21 of the Town

Police Clauses Act 1847 (TCPA) if a request for a road closure and the reason for the closure fits with one of the criteria listed below.

1. Procession
2. Illumination
3. Rejoicing
4. Road thronged (crowded) or liable to be obstructed

Merthyr Tydfil County Borough Council's Highways Department will require a minimum of 12 weeks standard notification prior to an event to enable co-ordination with utility companies who may wish to carry out work at this location.

Road Closure Application

It is the responsibility of the Event Organiser to ensure the Council has sufficient time to consider all documentation and proposals. An event organiser may apply several months in advance of the event however the following documentation is required a minimum of 8 weeks in advance for consideration:

- Completed Road Closure Application form
- Traffic Management Event Plan
- Risk Assessment
- Traffic Management drawing indicating the proposed road closure, diversion routes, temporary road traffic signage and emergency access routes if applicable. (It is recommended organisers commission a Traffic Management Company to carry out this work to prevent delay).

It is the responsibility of the organiser to consult with the emergency services on emergency routes within the closure should access be required and this must be agreed with the emergency services. All agreements with the emergency services must be communicated to the Engineering and Traffic Department.

Charges

Road closure notices may be administered by the Engineering and Traffic Department. Payment is made in advance of a TTRO coming into force.

A minimum of 4 weeks before, the organiser is required to complete and return a checklist to the Engineering and Traffic Department confirming that all the above requirements are in place. (The checklist will be provided to the organiser upon initial contact).

Summary of Organiser's Responsibilities

The event organiser:

- is responsible for the safety and welfare of all participants and spectators of an event held on the public highway;
- is responsible for all advertising and publicity, beyond the statutory notices, associated with the need for a Temporary Traffic Regulation Order (TTRO);
- ensures that residents and businesses likely to be affected by a TTRO are notified in writing no less than one week before it comes into force;

- holds a minimum of £10 million public liability insurance for the event;
- indemnify the Council from and against all actions, claims, losses and expenses in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to a road closure or activity;
- is responsible for the design, procurement, placing, maintenance, operation and removal of all traffic management relating to the event;
- ensures that a Traffic Management company places information traffic signs at road closure points indicating the dates/times of the closure a minimum of one week in advance of a TTRO coming into force;
- ensures that all personnel working on the highway are able to demonstrate that they are trained and competent to do so, i.e. hold a Traffic Management qualification; and
- ensures that essential vehicular and/or pedestrian access to individual properties adjacent to the site are maintained.

It is the responsibility of the event organiser to ensure they have the permission from the Highways and Engineering and Traffic Departments for any events on the highway that require a road closure.

On the day of the event all road closure points must be attended at all times when the closures are in place. The organiser must ensure that a traffic management company manages the road closure to ensure suitably qualified personnel are working on the highway.

Closing a public highway without a lawful closure notice is unlawful.

20.0 Enforcement

The Council reserves the right to check that an Event Organiser is managing an event in accordance with the event plans submitted and the terms and conditions of land use granted under the Event License Agreement, where the event is held on Council land.

Any breach of these agreements based on a Council inspection or a substantiated complaint from a third party will provide grounds for the Council to be able to refuse permission for an event organiser to hold the same event in subsequent years or other events on Council land.

Where there is a breach of the terms and conditions contained within the Event License Agreement, the Council may choose to take legal action to enforce these contractual rights.

The Council has statutory powers that can enable it to immediately stop any events on its land where there is an imminent or substantial risk to public safety.

21.0 Marketing and Promotion

Promoting an event is an extremely important part of the event process and there is advice and guidance in our 'Promoting Your Event' Guidance Sheet in the Events Toolkit.

Where the event is in receipt of in-kind support by Merthyr Tydfil County Borough Council, any promotional material should display the Merthyr Tydfil County Borough Council Logo and/or mention the support in line with the Council's branding guidelines. Please contact corporate.communications@merthyr.gov.uk. Event organisers are to encourage the use of social media and #tags. Promotion of an event should be in line with the Welsh Language Standards. The Welsh Language Policy Officer can support this.

Event Organisers are not able to advertise their event by fly posting, however, if an event is likely to attract tourists then the event may be promoted on www.visitmerthyr.co.uk by submitting the details to the Tourism Team – visit@merthyr.gov.uk. There are Tourist Information Points in and around the county borough, where A4 or A5 posters can be displayed. The Merthyr Tydfil Visitor Information Centre would require the posters between 4-6 weeks before the event.

Identified areas owned by MTCBC can be used to display advertisements for local events. This will be free of charge for local events and charitable events. Time limits for each event to display their advertisements will be restricted to them being displayed no more than 7 days prior to the event and removal within 48 hours after the event.

22.0 Evaluation

A vital part of any event is to carry out an evaluation reviewing the planning, organisation, delivery and success of the event. The Events Team will monitor some events to ensure compliance with the policy and the event hire agreement.

Event Debriefs:

An event debrief is a great tool for celebrating the achievements and impacts that an event has had. It will also be a valuable should the event take place again. This may be carried out in a variety of ways:

- Verbally at a site visit.
- Through written feedback.
- At a formal debrief meeting with officers from relevant Council departments and in some instances relevant members of the ESAG to review how the event went, give feedback and raise any concerns, offering the opportunity to discuss improvements for any future events.

23.0 Monitoring and Review

This policy will be reviewed annually. Minor alterations to the policy can be approved by the Head of Regeneration, Investment and Housing in consultation with the Cabinet Member responsible for Community Services. Any substantive alterations to the content of the policy will be approved by Cabinet.

An Integrated Impact Assessment will be completed if the subject of a revision to this policy has relevance to the Equality Act 2010 and the Duty.

Document Control

- Title/Version
- Owner
- Date Approved
- Review date
- Reviewer

Revision History

Date	Reviewer	Version	Description of Revision

Appendix 1 – The Event Journey for events on Council Land

Key

EO: Event Organiser

EC: Event Co-ordinator

ESAG: Event Safety Advisory Group

1	EO	Request to hold an event sent to the EC – events@merthyr.gov.uk
2	EC	Send out the application form to the EO, including a request for an Event Management Plan and other supporting documents (if applicable)
3	EO	Submit the completed application form to the EC
4	EC	Review the application and share it with ESAG
5	ESAG & EC	ESAG meeting held with the EO in attendance to present the event and answer any ESAG queries
6	ESAG	Provide comments/recommendations to the EO to action
7	EC	Coordinate with Estates the fee schedule and send the EO quotation (to include statutory and EO optional fees)
8	EO	Pay fees
9	EO & EC	Continued liaison to ensure event runs smoothly
10	Estates	License Agreement signed and return
11	EC & EO	Event debrief

Appendix 2 – Merthyr Tydfil County Borough Council Accountability Roles

Elected Members:

- Once an event proposal is deemed viable, the Events Coordinator will email relevant Cabinet Members and Ward Members
- Cabinet Members and Ward Members will be consulted on any unusual or contentious applications. Members may also be involved in the discussions regarding the refusal of permission for an event on Council land.

Chief Executive:

- The Chief Executive is the Corporate Management Team Member responsible for Events and delegates the day-to-day events process to the Events Team within Regeneration, Investment and Housing.
- The Chief Executive delegates the majority of authorisation of most events requested on Council Land to Estates and Regeneration. The Head of Regeneration, Investment and Housing would be responsible for enabling consultation with the Leader of the Council, Chief Executive of the Council and Merthyr Tydfil ESAG for major events requested on Council land.
- The Chief Executive is authorised to refuse permission to use Council land for an event, in consultation with the Cabinet.

The Events Team:

- The Events team will oversee the administration of the events process.
- The Events team will administer the events process on behalf of the Council and liaise with the Event Safety Advisory Group and event organisers, as appropriate.
- The Events team will seek authorisation from relevant Council officers in respect of insurance, health and safety and land ownership and management before authorising an event on Council land.
- The Events Team is responsible for providing feedback on event applications in respect of the extent, availability and suitability of Council land for a proposed event.

Estates Team:

- The Estates Team is responsible for advising the Events Team and providing feedback on event applications in respect of the availability and suitability of Council land for a proposed event.
- Authorisation from the designated officer(s) within the Estates Team is required for all events on Council land.
- The Estates Team will prepare and issue the Event License Agreement, to formalise permission for the use of Council land for events. The Events and Community Projects will ensure that the Event License Agreement has been agreed before the use of council land is permitted for an event.

Corporate Admin Office:

- The Parking Manager within the Corporate Admin Office is responsible for providing feedback on event applications concerning Council owned or managed car parks and parking bays, and for granting the required permissions for the use of these areas, subject to their own policies and procedures. This will be supported by the Traffic Technician.

- The Traffic Technician is responsible for providing feedback on some event applications concerning use of highways or requests for road closures, and for issuing Clauses/Act notices, in conjunction with Highways Dept, and Legal Services.

Legal Services:

- The Civil Enforcement Manager within Operational Services is responsible for authorising notices produced. The Legal Clerk will arrange for the sealing of the Order.

Events Safety Advisory Group:

- **Health and Safety:**
 - The Health and Safety Advisors are responsible for providing feedback on event applications in respect of health and safety for a proposed event, in line with the Council's statutory duties, as part of the ESAG process.
 - Authorisation from a Health and Safety Advisor within this team is required for all events on Council land.
- **Environmental Health:**
 - The designated officer(s) within the Environmental Health team are responsible for providing feedback on event applications.
 - The designated Environmental Health officer(s) may complete site visits prior or during an event where necessary, to carry out an inspection in respect of the relevant environmental health areas.
- **Public Health:**
 - The Environmental Health Team carry out basic identity investigations of food outlets to avoid food poisoning outbreaks.
 - Event organisers must submit evidence that all food vendors have a minimum score of 3 (broadly compliant) under the Food Hygiene Rating Scheme prior to the event.
- **Environmental Protection:**
 - The Environmental Protection team is principally concerned with potential noise and odour nuisance and will give advice in regard to mitigation. They will work with Event Organisers to assist them in avoiding potential statutory nuisances.
 - It is the event organiser to arrange for mitigation, prevention of noise nuisance and monitoring of noise during the event.
 - Event organisers must ensure there is a source of potable water. Satisfactory water quality samples results may be required if a temporary supply is provided. A temporary supply includes a public water supply that is then distributed.
- **Building Control:**
 - The designated officer is responsible for providing feedback on event applications in relation to all technical/legal aspects of legislation within the remit of the service as they relate to proposed events.
 - The designated officer(s) will complete site visits prior or during the event to carry out an inspection in respect of the relevant building control areas for example the erection of Temporary Structures.

- **Parks and Grounds Maintenance:**
 - The Events Team liaise with the Grounds Foreman to ascertain suitability and condition of the land and agree terms for use. For example identifying timescales that a site can be used to allow for seeding and to allow rest periods.
 - The designated officer(s) may inspect Council land prior to and following an event, to determine whether any remedial works are required, for which a charge may be levied.
 - The designated officer(s) will liaise with either the MTCBC Events team or the event organiser to ensure access is given to Council land for an event, where necessary.
- **Licensing:**
 - The Licensing Team will advise on process and respond to applications for Premises Licences.
 - The Licensing Team will advise on and process Temporary Event Notices and Street Collection Permit applications.
- **Street Cleansing and Waste Management:**
 - The Designated officer(s) within the Street Cleansing and Waste Management team shall advise on the services that would be in place and advise on additional cleaning and waste collection requirements according to footfall.
 - Events Team will liaise with the service manager or designated officer.
 - The designated officer(s) will ensure that event organisers comply with statutory regulations in respect of waste management for their event.
- **Waste Management**
 - Natural Resources Wales are responsible for enforcing compliance to the Workplace Recycling Regulations.
 - Recycling bins/containers can be supplied for any events.
 - Refuse bins **will not** be supplied as this will be detrimental to the authority.
 - Prior notice will be given to Waste Management team for advice on best practice.
 - The waste hierarchy will be implemented at all stages of the planning.
 - Alternatively, an external Waste Management company can be used to manage the waste responsibly in compliance with the Workplace Recycling Regulations and EPA 1990.
- **Communications:**
 - The Events Team is responsible for the monitoring and encouraging Media involvement and should work with the Council's Designated officer(s) in the Corporate Communications Team regarding this.
 - The Events Team to monitor any social media activity and communicate through social media (Facebook and Twitter) and the website any event related information.
 - The Designated officer to liaise with the Corporate Communications Team with request for filming and drones.
- **Finance:**
 - Events Team will liaise with the designated officer(s) with the processes involved with grant agreements, invoices and payment vouchers.
- **Procurement:**
 - Events Team will liaise with the designated officer(s) with the process of payment of grants to be progressed via the Council's Purchase Order Processing system which will

require supplier adoption to be used for this process. For the purpose of this we will utilise the supplier adoption process in the interest of suitability.

- The designated officer(s) need to notify the responsible officer in procurement of start and end meter readings to ascertain accurate recharging to third parties of any utilities or telephony.

Appendix 3 – List of Event Sites within Merthyr Tydfil County Borough Council

Event Sites			
Site	Area (sqm)	Ward	Premium/Standard
CYFARTHFA PARK - PANDY FIELD	49,611	PARK	PREMIUM
CYFARTHFA PARK - TOP FIELD	808	PARK	STANDARD
PENDERYN SQUARE	1330	TOWN	PREMIUM
LLYS JANICE ROWLANDS	2096	TOWN	PREMIUM
RIVERSIDE PLAZA	4,364	TOWN	STANDARD
PARC TAFF BARGOED *Not all usable as includes woodlands, ponds etc..	26,317	TREHARRIS	STANDARD

Table 3: Event Sites

Premium – a site that is in a desirable location, used regularly and has enhanced facilities such as on-site toilets, electricity, water, car parking and public transport (excludes sites that have these facilities but are not in the council's control).

Standard – general open spaces suitable for bringing on temporary event infrastructure.

Sites not included are due to constraints. This will be reviewed as and when required. Enquiries for community lead events on council land not identified above will be reviewed upon request.

Note: For hire of other outdoor Council land, such as playing fields, event organisers should contact the Estates Department.

Appendix 4 – Fees and Charges

Fee Type	Event Classification	Amount	
TEN	All Events	£21	Event Specific
Premises License Fee is dependent on the National Non-Domestic Rate (Business Rates)	Band A Band B Band C Band D Band E	£100 £190 £315 £450 £635	
MTCBC Road Closure Application Fee	Commercial	£2500	
	Non-Profit	No Charge	
Waste Management (Event Recycling Bins)	All Events	£82.58	Optional
Waste Management (Staff)	All Events	£14.36 (per hour)	
Street Cleansing	All Events	£51	
Parks & Ground Maintenance (Vehicles)	All Events	£51	
Parks & Ground Maintenance (Staff)	All Events	£51	

		Commercial	Non-Profit
*Hire Fee Event Days	Small	£200 - £2000	£50 - £300
	Medium	£300 - £3000	£100 - £300
	Large	£300 - £3000	£100 - £300
	Major	£300 - £3000	£100 - £300
**Reinstatement Deposit	All Events	£500	£500

Table 4: Fees and Charges

*Based on 2025 figures. Fees and charges are reviewed and set annually. The Estates team will determine the hire fee applicable within each of the price ranges using a bench marking exercise with neighbouring authorities and is determined on a case-by-case basis.

**The Local Authorities Estates Team reserves the right to review, and where appropriate waive or reduce the reinstatement deposit for recognised, low-risk community groups on a case-by-case basis

NOTE:

- For hire of other outdoor Council land, such as playing fields, event organisers should contact the Estates Department. Fees may be applicable.
- Traffic Management charges are applicable when utilising the private sector.