

Appendix 1: Existing events policy (2012) and the proposed revised draft policy (April 2025)

Policy heading	Existing policy wording (2012) if applicable	Revised draft policy wording (April 2025)	Rationale for policy wording
Event size	<ol style="list-style-type: none"> 1. Small Scale Events Small events are classified as those with a capacity of no more than 499 people at any one time. Organisers will need to limit capacity to the agreed level accordingly. 2. Medium Scale Events Medium scale events are defined as those with a potential capacity of no less than 499 and no more than 4,999. Organisers will need to limit capacity to the agreed level accordingly. 3. Large Scale Events Large scale events are classified as those with a potential capacity in excess of 5,000 people, at any one time. Organisers will need to limit capacity to the agreed level accordingly. <p>The Scale of an event will determine the required notice period to be given to the Council to enable sufficient planning, and the associated fees and charges. See LBRuT's website for more information on event timeframes and fees and charges www.richmond.gov.uk.</p>	<p>Events size is defined by the anticipated maximum overall daily attendance or the maximum anticipated peak capacity for events in parks, commons, or open spaces. Overall daily attendance is the anticipated total attendance throughout the day. Maximum peak capacity is the maximum number expected at any one time.</p> <p>Event size is defined by the maximum number of participants for towpath events. This recognises that towpath events are linear in nature rather than occupying a specific event area in a park. Their impact is better assessed by considering participant numbers.</p> <ul style="list-style-type: none"> • Small event - up to 499 • Medium event - 500 to 4,999 • Large event - 5,000 to 9,999 • Major event - more than 10,000 <p>The final decision on the category of an event will rest with the council.</p> <p>At discretion of the council some events may be treated (i.e. in terms of the application process and approvals etc) as a falling into a higher category, i.e. if the event is deemed to have a more significant impact for its capacity.</p> <p>If the size of an event is anticipated to be very close to the limit of the category, the council reserves the right to choose which category the event lies in.</p> <p>Where the organiser is seeking a premises license for an event the final capacity will be set as part of the premises licensing process.</p>	<p>To ensure that there are clear thresholds for different event sizes that set the parameters for the operational application process and for consultation and engagement (see further details below).</p> <p>To ensure comparability and benchmarking across London, allowing for best practice to be built into processes.</p>
Event frequency	The adopted policy does not set any limits on event frequency.	<p>Recognising that there needs to be a balance between the hosting of events and other uses of parks, commons and open spaces, the following restrictions on event frequencies shall apply for large and major events:</p> <ul style="list-style-type: none"> • There will not be any large or major event days at any site on the same park, common or open space on consecutive weekends unless this can demonstrably reduce the overall impact; • There will not be more than 4 major event days on the same park, common or open space in any six-month period; and • There will not be more than 6 large event days on the same park, common or open space in any 6-month period. 	<p>To ensure clear guidance is in place that guides the frequency of use of spaces.</p> <p>To clarify that sport or physical activity events are not included in the event frequency limits.</p>

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		Sport and physical activity events shall not be considered event days within the limits set above, recognising that while they may have high number of participants, their impact is significantly lower than other events such as concerts or festivals.	
Weekend events	The current policy does not set parameters for the nature and type of weekend events.	Weekend events shall be limited to those that are open to the general public through ticketing or open applications for participation. Weekend events, including private events which are not open to the general public, within standalone facilities (e.g. Bowling Greens), or areas with existing fenced or gated access shall also be permitted, subject to there being minimal disruption of the primary purpose of the site.	To clarify that areas not normally open to the general public may be used for private hire events.
Noise control	<p>Noise from an event must be kept at a reasonable level and must not cause an unreasonable nuisance to local residents within close proximity of the site. Events that have obtained a Premises Licence must adhere to any sound level limit or conditions attached to the Licence; noise level monitoring may be required in order to ensure such compliance. At all times organisers must comply with Council Environmental health representatives.</p> <p>It may be required to meet in advance with environmental health officers so that specific volume levels and locations of monitoring points can be agreed. Event organisers failing to keep to reasonable noise limits risk the complete or partial loss of deposit and will not be permitted to host their event within the borough again. Repeat offenders who fail to reduce volumes to agreed levels may face action from the LBRuT Environmental protection team.</p> <p>In addition to the protection of the public from noise pollution organisers must also consider the Control of Noise at Work Regulations 2005 for those working prior to, during and post event.</p>	<p>Events that involve significant noise generating sources (such as concerts) must provide sufficient and suitable noise management plans that address the licensing objectives of the Licensing Act 2003 and follow best practice for event noise management, including, but not limited to, the Noise Council Code of Practice 1995. Noise limits for events including licensable activities will be set through the licensing process, including the relevant stakeholder consultation.</p> <p>Other events must not be audible outside the boundary of the park and should minimise any noise impact on other users within the park.</p>	<p>To ensure that any noise limits and mitigations are in line with best practice and relevant legislation.</p> <p>To ensure smaller events are subject to noise control measures.</p> <p>To set an overarching policy approach which allows for operational requirements and specific mitigation measures to be contained in the terms and conditions or event planning guidance, which are updated more frequently than the policy.</p>
Event finish times	The existing policy does not set a curfew for event finish times.	A curfew of 10pm shall be imposed on all events that are not subject to licensing permissions. The curfew is the event end time with egress and infrastructure removal permitted after the event end time. In exceptional circumstances later finish times may be agreed (such as New Year's Eve or all-night running events). The event start and finish time for all events requiring licensing permissions shall be determined through the licensing process.	To ensure that there is a clear policy for unlicensed events while ensuring that the statutory and democratic licensing process determines the timings of events which include licensable activities.
Licensing permissions	The recent licensing act of 2003 requires events / activities providing licensable activities to have either a 'Premises Licence', or a 'Temporary Events Notice' for small scale events under 499 attendees to include staff, to permit licensable activities to take place.	A Premises Licence or Temporary Event Notice (TEN) will be required for events that include licensable activities such as regulated entertainment or the sale of alcohol. While small events may be covered by a TEN, larger events must apply for a Premises Licence. The issue of a TEN or premises license does not itself constitute permission to use the land.	To update the policy wording. More detailed guidance will be included in guidance for event organisers.

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	<p>A comprehensive list of licensable activities and further information relating to those activities can be sought via the Council's website, www.richmond.gov.uk or the Department for Media Culture and Sports website, www.dcms.gov.uk, under licensing. Alternatively, contact should be made with the Council's licensing team.</p> <p>It is important to note that any decision for an event site hire featuring licensable activities will be wholly dependent on the results of a licensing application. Any application for site hire does not automatically include the period required for licensing applications and it is the applicant's responsibility to plan effectively to ensure enough time is allowed for this process to be completed.</p>		
Ecology and biodiversity	The protected of the Council's owned and managed land is a priority for all event organisers. This also includes the protection of wildlife, flora & fauna and trees. Maintaining biodiversity and protecting the natural habitats of Richmond's wildlife is a priority. If it is believed that an event will be detrimental to the local eco-system then this will be considered as grounds to deny an application.	<p>Biodiversity is very important. By giving due prominence to this important part of our environment, it is intended to safeguard the ecological future of wildlife within the borough. Event organisers must make every effort to minimise the impact of events on the biodiversity within the borough's parks and open spaces.</p> <p>The protection of the Council's owned and managed land is a priority for all event organisers. This also includes the protection of wildlife, flora & fauna and trees, maintaining biodiversity and protecting the natural habitats of the park's wildlife. If it is believed that an event will be detrimental to the local eco-system, then this will be considered as grounds to deny an application.</p> <p>Events shall not take place in, or immediately adjacent to, any area of specific ecological importance within a park, open space or common.</p>	To protect areas of biodiversity while ensuring events can take place in larger parks, open spaces or commons that include areas of ecological importance.
Grass Areas	Event organisers must make provisions to protect grass and footpaths from damage. Vehicles are not allowed on site without the consent of the Events Representative. If inclement weather is forecast vehicles may be prohibited from driving on grassed areas; alternatively provisions such as track way, or similar ground covering, may be required in agreed areas.	<p>Events on grassed areas are generally permitted, subject to the requirements set out below. The use of grassed areas between 30 September and 1 April shall be carefully assessed on a case-by-case basis, considering the playing season for different outdoor sports.</p> <p>Event organisers must make provisions to protect grass and footpaths from damage. Vehicles are not allowed on site without the consent of the Events Representative. If inclement weather is forecast vehicles may be prohibited from driving on grassed areas, alternatively provisions such as track way, or similar ground covering, may be required in agreed areas.</p>	To ensure that grassed areas are protected during the wetter season while permitting suitably managed events to take place at any time of year.
Trees	Careful planning must be undertaken to avoid damage to trees and their roots through the compaction of soil or direct damage to roots themselves. In some cases, a member of the council's arboricultural team will be consulted to establish measures that are needed to ensure the healthy retention of trees and their roots. Once a procedure has been agreed with the council officers, any deviations from this that cause	Careful planning must be undertaken to avoid damage to trees and their roots through the compaction of soil or direct damage to roots themselves. In some cases, a member of the council's arboricultural team will be consulted to establish measures that are needed to ensure the healthy retention of trees and their roots. Once a procedure has been agreed with the council officers, any deviations from this that cause damage will be rectified at the expense of the event organiser, from the damage deposit.	To ensure that the potential impact on trees is assessed and appropriately mitigated. This must be done case by case to ensure the specific circumstances are considered.

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	damage will be rectified at the expense of the event organiser, from the damage deposit.		
Sustainability	The existing policy contains separate sections on traffic management and parking, protection of sites, ground protection, and waste management. However, it does not include other aspects such as carbon reduction and air equality.	All event organisers will be required to make their events as sustainable as possible, including waste reduction and recycling, promoting sustainable practices with suppliers, reducing air pollution, reducing carbon emissions, promoting active travel and the use of public transport.	<p>To ensure that events are sustainable and minimise, mitigate, and manage the impact on the environment and wildlife.</p> <p>To provide an overarching policy position that can be developed and detailed within the terms and conditions of hire. This allows for a more responsive approach to changes in best practice and wider emerging council policies that will need to be reflected in how events are managed sustainably.</p>
Changes to this policy	Not covered in template	Material changes to this policy shall only be possible if they are approved by the appropriate committee following public consultation. Non-material changes to this policy are delegated to officers in consultation with the relevant committee chair.	To provide a responsive approach to amending the policy if required in light of learning or changes in legal requirements while maintaining democratic oversight.
Stakeholder consultation, engagement and communication	<p><u>Pre-event consultation</u></p> <p>Each event will be subject to the completion of a standard application form outlining the 'type of event' organisers are proposing. The completed application and any further supporting documentation or references will be used to gain permission from the Council to use Council owned or managed land for the staging of the event.</p> <p>Permission will be sought through approval from elected members and the Event Representative in consultation with responsible authorities and interested parties. The nature, location and scale of the event will determine the level of consultation required which is outlined below. It should be noted however that permission to use Council owned and managed land for an event does not guarantee the event will take place. Further consultation and approval maybe sought from relevant responsible authorities (such as the Blue light services) and other interested parties, see www.dcms.gov.uk for a full list of responsible authorities, and in may circumstances a licence or temporary event notice will be required:</p>	See below	See below

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	<p><i>1. Ward Councillor Approval</i> This first stage requires approval from ward Councillors, should ward Councillors feel the event will have little or no impact permission may be granted immediately to use Council land. However, if ward Councillors feel further consultation is required due to the potential impact of the event, the application will be sent to the next level of consultation for approval.</p> <p><i>2. Local Community Groups, Interested Parties and responsible authorities (to include Augmented Safety Advisory Group, ASAG)</i> This second level of consultation will be sought for events ward Councillors feel may have a significant impact on the local environment, community or local businesses. It may also be sought should ward Councillors feel that the ‘type of event’ may not be suitable for the proposed location. Following this second level of consultation should approval be supported by those consulted then approval will again be sought from ward Councillors. If agreement is reached at this stage permission to use Council land may be granted. If however agreement is not met the application will need to be passed to the final consultation phase to seek approval from the Strategic Cabinet Member for Environment and Planning and then ultimately the Head of Parks and Open Spaces. Large scale events and those likely to have a significant impact should also expect automatically to seek Strategic Cabinet Member and Head of Parks and Open Spaces approval.</p> <p><i>3. Strategic Cabinet Member and Head of Parks and Open Spaces Approval</i> The Final stage of the decision process for the application rests with the Strategic Cabinet Member for Environment and Planning and then ultimately the Head of Parks and Open Spaces. Event organisers will be given guidance with this procedure by the Council’s nominated Events representative.</p> <p><u>Post event consultation</u> Although it is optional for the event applicant, it is highly recommended that post event consultation take place to gain feedback on the event itself to identify any event related problems. Through this process many problems can be rectified and improved for future events. This is also a stage where the decision may be made to permit or refuse any future events taking place due to the impact the event had, be it positive or negative.</p>		

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Stakeholder consultation, engagement and communication – small and medium events	As above	<ul style="list-style-type: none"> Community stakeholders are encouraged to participate in formal licensing consultations (if a licence is required) Updated Events Diaries distributed to Management Advisory Committees (MACs) / Friends groups, ward councillors, committee chair and spokesperson Notices are placed in the park and online to ensure park users are aware of upcoming events, expected impacts, and how these are mitigated 	<p>To ensure the policy reflects the current governance arrangements of the council.</p> <p>To ensure consultation and engagement is aligned to different event sizes.</p> <p>To ensure consultation and engagement extends to residents, businesses and organisations beyond organised stakeholder groups.</p> <p>To clarify the scope and purpose of consultation and engagement.</p> <p>To ensure that post-event consultation is a requirement for larger events.</p> <p>To ensure greater certainty for event organisers earlier in the process in order to secure events of interest for Richmond.</p>
Stakeholder consultation, engagement and communication – large events	As above	<ul style="list-style-type: none"> Community stakeholders are encouraged to participate in formal licensing consultations (if a licence is required). Relevant ward councillors, committee chair and spokesperson, MACs / Friends groups are consulted on the event impact mitigation measures in place Notices are placed in the park and online to ensure park users are aware of upcoming events, expected impacts, and how these are mitigated Relevant ward councillors, committee chair and spokesperson, MACs / Friends groups alongside residents and businesses in the vicinity of the site are invited to provide post-event feedback to inform future event management. 	<p>To ensure the policy reflects the current governance arrangements of the council.</p> <p>To ensure consultation and engagement is aligned to different event sizes.</p> <p>To ensure consultation and engagement extends to residents, businesses and organisations beyond organised stakeholder groups.</p> <p>To clarify the scope and purpose of consultation and engagement.</p>

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			<p>To ensure that post-event consultation is a requirement for larger events.</p> <p>To ensure greater certainty for event organisers earlier in the process in order to secure events of interest for Richmond.</p>
Stakeholder consultation, engagement and communication – major events	As above	<ul style="list-style-type: none"> Community stakeholders are encouraged to participate in formal licensing consultations (if a licence is required) Relevant MACs / Friends Groups are consulted on the event impact minimisation measures in place Notices are placed in the park and online to ensure park users are of upcoming events, expected impacts, and how these are mitigated Relevant MACs / Friends groups alongside residents and businesses in the vicinity of the site are invited to provide post-event feedback to inform future event management. Event organisers provide channels for on the day questions and comments. 	<p>To ensure the policy reflects the current governance arrangements of the council.</p> <p>To ensure consultation and engagement is aligned to different event sizes.</p> <p>To ensure consultation and engagement extends to residents, businesses and organisations beyond organised stakeholder groups.</p> <p>To clarify the scope and purpose of consultation and engagement.</p> <p>To ensure that post-event consultation is a requirement for larger events.</p> <p>To ensure greater certainty for event organisers earlier in the process in order to secure events of interest for Richmond.</p>
Social value	<i>Not included</i>	Commercial event organisers are required to deliver social value in line with the Richmond Social Value Toolkit (or any successor social value policy applicable at the time).	To ensure that commercial event organisers deliver clearly agreed social value benefits, considering event viability.
Inclusive ticket offer	<i>Not included</i>	Organisers of ticketed events are required to provide an inclusive ticket offer for Richmond residents, in line with clear eligibility criteria.	To ensure all residents have an equal chance to access local opportunities, including leisure and culture.
Scope of the policy	<i>Not included</i>	Any organisation or individual looking to make an event booking	To clarify when this policy, applies.

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		<p>be it for commercial, charitable or community use, must adhere to the requirements of this policy. The policy covers the obligations, responsibilities, and limitations which all event organisers have.</p> <p>This policy does not apply to activities such as:</p> <ul style="list-style-type: none">• Small group or organised sport or physical activities involving less than 30 participants at any one time, for which there are separate booking or licensing processes in place• Sports pitch bookings or sports days for which there are separate booking arrangements or licensing processes in place• Street parties and other events on the public highway for which there are separate booking arrangements or licensing processes in place. <p>The policy applies to all council parks, commons, and open spaces and towpaths managed by or on behalf of Richmond Council.</p>	
Definition of an event	<i>Not included</i>	<p>An event is:</p> <ul style="list-style-type: none">• an organised activity where there are 30 or more people, and/or• where infrastructure is taken on site (including but is not limited to gazebos, tables, and bouncy castles), and/or• where licensable activities are planned (sale of alcohol or provision of entertainment). <p>If the event has fewer than 30 people attending and no infrastructure is taken on site, no formal application is required. For avoidance of doubt, garden gazebos for the purpose of shade are considered infrastructure.</p>	To clarify when this policy applies