

## Appendix 1 - Existing events policy (December 2014) and the proposed revised draft policy (January 2025)

Policy heading	Existing policy wording (December 2014)	Revised draft policy wording (January 2025)	Rationale for change
<b>Enabling more residents in more parts of the borough to access events</b>			
Grass Areas	Grass areas shall not be used for events over the winter months between 30th September and 1st April, with the exception of Barn Elms Sports Centre for events directly linked with winter sports or the annual Boat Race.	The use of grassed areas between 30 September and 1 April shall be assessed on a case-by-case basis, considering the playing seasons for different outdoor sports. Events at Barn Elms Sports Centre directly linked with winter sports or the annual boat race shall be permitted on grassed areas.	To enable events in other parks, commons, and open spaces during the specified period, subject to careful assessment of the impact on grassed areas.
Ecological Sites	Events shall not be located on any sites of specific ecological importance.	Events shall not take place on, or immediately adjacent to, any area of specific ecological importance.	To ensure that events can take place in larger parks away from areas of specific ecological importance.
Sports Pitches	Events shall not be permitted to compromise	Events shall minimise impact on the maintenance	Amended as the impact on maintenance can be managed so a case-by-case

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	the maintenance and operation of sports pitches.	and operation of sports pitches.	assessment is needed. The revised wording enables this.
Time Limits	A time limit of 10.00pm shall be imposed on all events. It should be noted that most events normally end by 8.00pm, but some sporting and public events may require an extension to the later time.	A time limit of 10pm shall be imposed on all events unless otherwise agreed through a premises licence or temporary event notice. The time limit is the event end time with egress and infrastructure removal permitted after the event end time. In exceptional circumstances, an extension to this time limit may be granted by officers under delegated authority in consultation with the relevant Cabinet member. Exceptional circumstances may include activities associated with London Borough of Culture delivery, New Year's Eve events, major international sporting events, or state occasions.	<p>To remove the explanatory text and retain the policy clause only.</p> <p>To clarify that the event itself must stop at 10pm with egress permitted after this (or as agreed through the licensing process).</p> <p>To provide the opportunity to go beyond this time in certain circumstances.</p>
<b>Improving the management and mitigation of event impacts</b>			

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The Council's Terms and Conditions for Events	The Council already has in place extensive Terms and Conditions (regulations) for the use of parks and open spaces for events.	The Council's and/or it is appointed agent's Terms and Condition for the use of parks, commons and open spaces for events shall apply. Regular review of the Terms and Conditions within the parameters of this policy is delegated to Council officers or the Council's agent.	To ensure the Terms and Condition meet changing legal requirements and enable continuous improvement of the management of events.
Premises Licenses	For events involving the sale of alcohol or certain forms of entertainment, a separate license would also be required via an application to the Council's Environmental Services Division.	Rename policy heading: Premises licences and temporary event notices (TENs)  In addition to being approved under this policy, any event that includes licensable events and/or activities must obtain the required licence or temporary event notice (TENs).	To clarify that this clause applies to events requiring licences or temporary event notices (TENs).  To remove reference to the names of specific council departments that may change from time to time.
Care of Grass, Trees, and Infrastructure	Care of grass, trees and the general infrastructure of parks, commons and open spaces shall be subject to	Care of grass, trees and the general infrastructure of parks, commons and open spaces shall be subject to	No change.

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	the rigorous enforcement of the Terms and Conditions.	the rigorous enforcement of the Terms and Conditions.	
Maximum Audience Size	Events shall not exceed a maximum audience size of 10,000 people and event organisers shall be required to produce control measures for the Council's approval, to ensure this.	Events shall not exceed the maximum attendance size approved under the application process and event organisers shall be required to produce control measures for approval, to ensure this.	To ensure that all events comply with the maximum attendance size approved at the application stage, regardless of the event size.
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 Category B (between 2500 and 5000 people) and Category C events (between 5,000 and 10,000 people):</p> <ul style="list-style-type: none"> <li>• Category C events will be regarded as extraordinary;</li> <li>• there will not be a Category C or B event at any site on the same</li> </ul>	<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 Category B (between 2,500 and 5,000 people maximum site capacity) and Category C event days (between 5,000 and 10,000 people maximum site capacity):</p> <ul style="list-style-type: none"> <li>• Category C event days will be regarded as extraordinary;</li> <li>• there will be no Category C or B event</li> </ul>	<p>To move from number of events to event days to better manage impact.</p> <p>To facilitate events on consecutive weekends as this can reduce the overall impact on the site, residents, reduce infrastructure costs and setup/down time.</p> <p>To clarify that attendance relates to maximum capacity of the site rather than entire day attendance. For example, a free to access event with a specific site capacity may be visited</p>

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	<p>park, common or open space on consecutive weekends;</p> <ul style="list-style-type: none"> <li>• there will not be more than four Category C events on the same park, common or open space in any six-month period; and</li> <li>• there will not be more than six Category B events on the same park, common or open space in any 6-month period.</li> </ul>	<p>days at any site on the same park, common or open space on consecutive weekends unless this can demonstrably reduce the overall impact;</p> <ul style="list-style-type: none"> <li>• there will not be more than four Category C event days on the same park, common or open space in any six-month period; and</li> <li>• there will not be more than six Category B event days on the same park, common or open space in any 6-month period.</li> <li>• Event days are defined as the day of the actual live event and do not include event site build and removal days.</li> <li>• Sport or physical activity events shall not be considered event days within the limits set above, recognising that while they may</li> </ul>	<p>by more people throughout the day.</p> <p>To clarify that sport or physical activity events are not included in the event frequency limits.</p>

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		<p>have high number of participants, their impact is significantly lower than other events.</p>	
Noise Limits	<p>Noise shall be regulated by the specific limitations contained within the Terms and Conditions, including but not limited to, noise shall not exceed 75 db. (A), when 10 metres from an Event site.</p>	<p>Events that involve significant noise generating sources 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 imposed are in line with code of practice rather than a set value. Note that noise is typically measured near sensitive receptors (e.g. residential properties) rather than at a set distance from the site perimeter.</p> <p>To ensure smaller events are subject to noise control measures.</p>

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Weekend events	Weekend events shall be limited to those that are open to the general public including ticketed events (e.g. music events), or events to which there is an open application for participation (e.g. charity fun runs). Weekend events 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.	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.
Variations to Event Restrictions	Variations to the Events Policy shall only be possible if they have been consulted upon and approved by the Council's Executive.	Rename policy heading: Changes to this policy  Material changes to this policy shall only be possible if they are approved by the Council's Cabinet, following public consultation. Non-material changes to this policy are delegated to officers in consultation with	To provide a more responsive approach to amending the policy if required.

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		the relevant Cabinet member.	
General parameters for community events that would not attract a charge	<p>General parameters for community events that would not attract a charge are: No alcohol sales.</p> <ul style="list-style-type: none"> <li>• No food sales.</li> <li>• No live or recorded music.</li> <li>• No barbeques.</li> <li>• No glass.</li> <li>• No temporary structures, gazebos etc.</li> <li>• No temporary power supplies (i.e. extension cables or generators).</li> <li>• No temporary water supplies.</li> <li>• No events in playgrounds unless approved separately by Play Services.</li> <li>• All litter cleared afterwards including bunting etc.</li> <li>• All damage reported.</li> </ul>	<i>Remove this wording and integrate it into the fees and charge structure for events in parks, commons, and open spaces.</i>	To ensure that fees and charges are set annually through the Council's fees and charges process.

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	<ul style="list-style-type: none"> <li>• All relevant byelaws, dog control orders and park regulations apply.</li> <li>• Proof of Public Liability Insurance to be provided.</li> <li>• Events should not be of a scale to compromise general use by the public</li> </ul>		
Scope of the policy	<i>Not included</i>	<p>Any organisation or individual looking to make an event booking 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"> <li>• Small group or organised sport</li> </ul>	To clarify when this policy, applies.

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		<p>or physical activities involving less than 30 participants at any one time, for which there are separate booking or licensing processes in place</p> <ul style="list-style-type: none"> <li>• Sports pitch bookings or sports days for which there are separate booking arrangements or licensing processes in place</li> <li>• Street parties for which there are separate booking arrangements or licensing processes in place.</li> </ul> <p>The policy applies to all council parks, commons, and open spaces in Wandsworth (excluding</p>	

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		Battersea Park and Clapham Common).	
Definition of an event	<i>Not included</i>	<p>An event is:</p> <ul style="list-style-type: none"> <li>• an organised activity where there are 30 or more people, and/or</li> <li>• where infrastructure is taken on site (including but is not limited to gazebos, tables, and bouncy castles), and/or</li> <li>• where licensable activities are planned (sale of alcohol or provision of entertainment).</li> </ul> <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
Sustainability	<i>Not included</i>	All event organisers will be required to make their events as sustainable as	To ensure that events are sustainable and minimise, mitigate, and manage the

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		possible, including waste reduction and recycling, promoting sustainable practices with suppliers, reducing air pollution, promoting the active travel and the use of public transport.	impact on the environment and wildlife.
Limit on sole occupancy	<i>Not included</i>	No event other than events delivered by the council or its appointed agent(s) may occupy the entirety of a park, common or open space, leaving part accessible for amenity and recreation uses.	To ensure that other parks, commons, and open spaces users may continue to have reasonable access parts of site while events are taking place.
<b>Being a listening council</b>			
Proposed process for consultation on events	In order to ensure the right balance between the use of parks for events and normal use by members of the public, it is proposed that the following processes for routine consultation on events, are adopted:	Rename policy heading: Engagement and consultation  The following processes for routine engagement and consultation will be followed:	To ensure meaningful engagement and consultation takes place with residents and key stakeholders.

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Category A – events up to 2,500 people maximum site capacity	<ul style="list-style-type: none"> <li>• Events Team manage applications as per existing arrangements</li> <li>• Parks Service is notified of event enquiries to ensure no clashes with planned works and updated Events Diaries distributed to Parks Management</li> <li>• Updated Events Diaries distributed to MACs / Friends groups</li> </ul>	<ul style="list-style-type: none"> <li>• Community stakeholders are encouraged to participate in formal licensing consultations (if a licence is required)</li> <li>• Updated Events Diaries distributed to Management Advisory Committees (MACs) / Friends groups</li> <li>• Notices are placed in the park and online to ensure park users are aware of upcoming events, expected impacts, and how these are mitigated</li> </ul>	To ensure meaningful engagement and consultation takes place with residents and key stakeholders.
Category B – events from 2,500 up to 5,000 people maximum site capacity	<ul style="list-style-type: none"> <li>• Events Team consider application</li> <li>• Event application discussed with Parks Service</li> <li>• Relevant MACs / Friends groups consulted on event proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Community stakeholders are encouraged to participate in formal licensing consultations (if a licence is required).</li> <li>• Relevant MACs / Friends groups are consulted on the</li> </ul>	To ensure meaningful engagement and consultation takes place with residents and key stakeholders.

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		<p>event impact mitigation measures in place</p> <ul style="list-style-type: none"> <li>• Notices are placed in the park and online to ensure park users are aware of upcoming events, expected impacts, and how these are mitigated</li> <li>• 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.</li> </ul>	
<p>Category C – events from 5,000 up to 10,000 people maximum site capacity</p>	<ul style="list-style-type: none"> <li>• Events Team consider application</li> <li>• Event application discussed with Parks Service</li> <li>• Relevant MACs / Friends groups consulted on event proposals</li> </ul>	<ul style="list-style-type: none"> <li>• Community stakeholders are encouraged to participate in formal licensing consultations (if a licence is required)</li> <li>• Relevant MACs / Friends Groups are consulted on the</li> </ul>	<p>To ensure meaningful engagement and consultation takes place with residents and key stakeholders</p>

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		<p>event impact minimisation measures in place</p> <ul style="list-style-type: none"> <li>• Notices are placed in the park and online to ensure park users are of upcoming events, expected impacts, and how these are mitigated</li> <li>• 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.</li> <li>• Event organisers provide channels for on the day questions and comments.</li> </ul>	
<b>Securing additional social benefits from events</b>			
Social value	<i>Not included</i>	Commercial event organisers are required to deliver social value in line with the Wandsworth Borough Council Social	To ensure that commercial event organisers deliver clearly agreed social value benefits.

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		Value Toolkit (or any successor social value policy applicable at the time).	
Inclusive ticket offer	<i>Not included</i>	Organisers of ticketed events are required to provide an inclusive ticket offer for Wandsworth residents who are eligible for the council's Access for All programme (or any successor programme that provides reduced or free access to activities for eligible groups).	To ensure all residents have an equal chance to access local opportunities, including leisure and culture.