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| **GUIDE TO USING HIGH DEMAND, CENTRAL PUBLIC SPACES** |
| **High Street****Pedestrianised area** | **Castle Street** **Paved precinct** | **George Street** | **Grassmarket****Public Events Space** | **Mound Precinct** | **St Andrew Square Garden** | **Festival Square** |
| **Profile of public space**  |
| Pedestrianised streetHistoric heart of the Old Town, and procession route between Castle, Cathedral and Palace | Pedestrianised precinct with limited seating. | Street space available for temporary cultural uses.Central axis of first New Town street grid. | Pedestrianised public space with trees and seating.Hard standing areas BID area | Open piazza style precinct Flexible hard standing space, close to cultural institutions | Formal garden with paths and cafe. Mostly soft landscaping with limited hard standing area. | Piazza-style area - limited views.Flexible hard standing space, close to cultural institutions. |
| 8 mins to train10 mins to tram4 mins to busCycle parking | 15 mins to train6 mins to tram 2 mins to busCycle parking | 15 mins to train6 mins to tram2 mins to busCycle parking | 20 mins to train20 mins to tram1 min to bus Cycle parking | 5 mins to train6 mins to tram 2 mins to bus Cycle parking | 5 mins to train1 mins to tram 2 mins to busCycle parking | 20 mins to train10 mins to tram2 mins to busCycle parking |
| DrainageWater | DrainageWaterElectricity | DrainageWater | DrainageWaterElectricity  | DrainageWater | DrainageWaterElectricity  | Water |
| **Residential area**Mixed business:Shopfronts, tourism, cultural, hospitality, offices, Civic and religious.  | Few residencesMixed business:High end retail and offices. | Few residences Mixed business:High end, independent retail, hospitality and offices | **Residential area**Mixed business:Independent retail, hospitality, offices. | No residences Cultural precinct | Few residencesMixed business:Executive offices, hospitality, accommodation. | Few residencesCultural precinctMixed Business: Executive offices and hotels |
| **High Street****Pedestrianised area** | **Castle Street** **Paved precinct** | **George Street** | **Grassmarket****Public Events Space** | **Mound Precinct** | **St Andrew Square Garden** | **Festival Square** |
| **Preferred Uses and Events** |
| **Preferred events**Two Council supported ‘seasonal’ festival events per year; summer and winter.Short duration Council supported events touring / race eventscivic processions, announcements, ceremonial events.Other short-term events that promote city’s cultural life and built heritage.Art installations or public art.**Acceptable day to day uses**A managed number of street trading stances, approved tables and chairs areas. | **Preferred events**Programme of short duration events, throughout the year.High quality markets must be low impact, or day duration, or occasional short stay markets.Art installations or public art.**Acceptable day to day uses**A managed number of street trading stances, hot food sellers and tables and chairs areas.Promotional activities. | **Preferred events**Short duration one-off sporting or cultural celebration events may be consideredTwo main Council supported seasonal / festival events in a year, in summer and winter can be considered where there are strong links to cultural festivals in the cityUp to four additional short term (seven day each maximum) events per year.**Acceptable day to day uses**Tables and chairs on pavement areas adjacent to premises | **Preferred** **events**Three low impact, occasional Council supported activities such as Science Festival activities.Low impact art installations or public art.Maximum of two very short duration Council supported events that may involve noise or impact on amenity can be considered per year, such as touring or race events.Low profile processions.Low impact seasonal / festive activities may be consented in summer or winter. Low impact, high quality licensed markets.**Acceptable day to day uses**A managed number of approved tables and chairs areas and a food seller stance. | **Preferred events**Two large scape feature festival events per year; summer and winter.High profile ‘exhibition’ events outside of key festival times. Art installations or public art.**Acceptable day to day uses**A managed number of street trading stances, hot food sellers | **Preferred events**One winter event (alcohol restricted) *may* be consented per year.A programme of low impact and/or short duration, occasional events may be consented in spring, summer and autumn. Examples may include lighting installations, performances, film, art installations, small scale exhibitions, or photography.**Acceptable day to day uses**Café and casual outdoor seating.Privately owned, formal garden. Leased by Council for public access to green space. | **Preferred events**Higher profile single events or mixed uses, that compliment or form part of other festivals, in particular during the winter festival period.Diverse elements can be accommodated, including film, lighting, temporary cultural venues and feature structures.Events that bring temporary greening or dressing to the Square.Time limited markets. Promotional events.Art installations or public art.**Acceptable day to day uses**Marketing activities |
| **High Street****Pedestrianised area** | **Castle Street** **Paved precinct** | **George Street** | **Grassmarket****Public Events Space** | **Mound Precinct** | **St Andrew Square Garden** | **Festival Square** |
| **Site Specific criteria and conditions of use (in addition to the Standard Terms and Conditions of Use for a public space or precinct, please observe the following requirements)** |
| No event related noise between 21:00 and 08:00A period of time between Council supported events will be provided.Event structures must not interfere with historic place markers or memorials. Proposals must evidence engagement with surrounding residents and businesses.Comply with Licensing Policy for High Street | No event related noise between 21:00 and 07:00A Licensing Policy is in place for Castle Street and must be adhered to.Currently, proposals must adhere to the Licensing Policy in place that limits the number, size and type of market stalls and other licensed events.Wind management plan required for structures on Castle St.Emergency vehicle route must be left available.Comply with Licensing Policy for Castle Street | No event related noise between 23:00 and 07:00Cycle route NCR1 must be maintained during events with input from Council cycling team, and a 4m road width must be maintained for loading. Only time-limited alcohol licence applications will be considered on areas of carriageway.A cultural offering or experience must be the predominant activity. If multiple blocks are used an overall site manager must be named.A contribution towards lost parking revenue is required, with level set by the Council.Proposals must evidence engagement with surrounding businesses, and enhance the visual amenity of the street. | No event related noise between 21:00 and 08:00Sound testing, management and monitoring is required to minimise disturbance to upper floors. Sound should be directed to street level only.Use on-site power or a super silent generator.Notify residents three weeks before an event of any disruption to access or living amenity, and provide the out of hours contact details for a site / event manager.Event structures must not interfere with historic place markers or memorials.2m wide pedestrian access to be maintained during events.Proposals must evidence engagement with surrounding residents and businesses. | No event related noise between 24:00 and 07:00Council will agree in partnership with the National Galleries of Scotland.Observe weight limitations on roof of Galleries.Provide additional crowd management measures if required by Council.Comply with Mound Agreement. | No event related noise between 22:00 and 07:00Apply to Essential Edinburgh to seek permission to lease space in the Garden. Comply with Terms of Lease Agreement, and limited use of garden as far as possible to hard standing areas within the Garden, avoiding areas under tree branches. | No event related noise between 22:00 and 07:00Event organisers Rental charges and administrative fees will apply. Risk assessment, and equalities questionnaire to be completed. Apply for Licence to Occupy, and sign missive agreement with Council |

CITY OF EDINBURGH COUNCIL
GRASSMARKET EVENT MANAGEMENT RULES

 **Notification and communication with residents and businesses**

For events that may cause disruption to residents or businesses (through changes to access, bus services, or increased noise) neighbours must be ‘notified’ in writing three weeks in advance, by door to door delivery, retaining a note of all undeliverable addresses, and following up notification to those properties via royal mail post. (events@edinburgh.gov.uk can advise on appropriate area). This should happen ideally between 3 and 2 weeks before your event.

Notification must include **g**eneral event information, and a named out of hours contact and phone number provided, for urgent issues.

**Noise management during events, and hours of operation**

Careful sound management is required for this site given the physical properties of the street. Event organisers should aim to entertain crowds at street level only, using speakers that provide a focussed sound stage over the audience area only.

For music performances, PA and sound system set up and positioning should aim to minimise disturbance to local residents and offices above ground floor level, and be set to a minimum acceptable level for a music performance event during sound check. Noise levels should be periodically monitored by sound engineers, and adjustments made where appropriate, to minimise disturbance to residents. Be prepared to reduce the noise level if required by Police Scotland or Council officers.

The latest time noise can be made at this site is 9.00pm. The site should then remain silent until 7.00am the following day. This means no PA, machinery, heavy plant, crowds, waste removal, build up or dismantling of site infrastructure or other noisy activity.

Use available power supply, or use a ‘Super Silent’ generator.

If an event may not be able to meet these sound requirements organisers must tell events@edinburgh.gov.uk and the proposal may then be considered through further internal processes. In exceptional circumstances, it may still be that the proposal can proceed with agreed modifications.

**Site management**

Regular removal of litter, and appropriate removal from site of all recycling and waste caused by event without use of domestic waste bins or litter bins.

Portaloo numbers and placement should be planned according to needs.

A site plan should allow for safe and neat storage of equipment.

Stewards must be on site to ensure emergency access, or access to Sheltered Housing or for elderly or infirm residents.

Events that may need some of the Tables and Chairs space will require permission from the Council before event is agreed.

No event structures may be placed in a way that interferes with any historic place markers or memorials, such as the Covenanter’s memorial.

**Traffic management, access, and placement of structures**

Footways should be maintained during events to ensure continuous pedestrian movement through the Grassmarket. This includes allowing sufficient space for people entering and exiting communal stair properties. 1.5m minimum is normally advised, however in areas of heavy footfall 2m will be required.

An emergency vehicle access lane must be maintained at all times and not impeded by any event structures that can’t be moved quickly in the case of an emergency. A 4m lane is a minimum requirement of Scottish Fire & Rescue Service (SFRS). Site layout plans should be agreed with SFRS in advance.

Any temporary changes that further restrict access to the time limited service road must be communicated to local businesses by the event organiser.

CITY OF EDINBURGH COUNCIL
GEORGE STREET EVENT AND MANAGEMENT REQUIREMENTS

The Council will consider granting temporary road closures for events in George Street, that help deliver cultural and economic benefits of festivals to the New Town area, without detriment to the quality of the street.

**Cultural offering must be the predominant activity**

Event organisers must demonstrate in advance that the greatest part of any proposal is cultural offering, that helps encourage enjoyment of George Street as one of the city’s iconic streets.

The proposed event should have a clear link to one of the festivals taking place in the city. Any involvement from adjacent businesses in the event area must contribute to the overall event feel, and avoid feeling disjointed.

**Site management and licensing requirements**

A named overall site coordinator must manage all activity in the event area. An out of hours contact and phone number must be provided to all surrounding businesses, for urgent issues. Stewards must be on site to ensure emergency access, facilitate servicing and loading, frequently check signage and barriers are correct and in place.

Licensing arrangements on this site are key. An overall Public Entertainment Licence (PEL), should be planned to be in effect over full boundary area(s). Any adjacent Liquor license holders must ensure they are able to operate within the overall area by seeking explicit permission from the PEL holder. Alcohol licenses and permits must, through satisfactory mechanism, ensure that they are time limited, and restricted to the event operation dates. The Council may seek evidence of a service level agreement, or other, between PEL holder/site manager, and individual liquor license holders, showing that the management of licenced areas will operate within the coordination of the TTRO / PEL area’s overall management.

Regular removal of litter, and appropriate removal from site of all recycling and waste caused by event without use of existing litter bins.

Portaloo provision and placement should be planned according to an event’s expected numbers and needs.

Site plans must show how pedestrians and crowds will operate within in the area (and space for queuing and circulating as well as through the event area..

**Traffic management access for cycling, deliveries, and emergency services**

Event organisers are required to maintain George Street’s National Cycling Route 1 in both directions, throughout any event, build and de-rig, ensuring there is adequate signage for pedestrians and cyclists.

Adequate access must be provided for servicing and loading of the event and surrounding businesses during set, limited hours of the day, finishing before or at 10.00am each day. A minimum of 4m width is required for loading. Some space, outside the event arena at each end of the block, must be provided for any late deliveries.

provide approved access and working spaces for emergency services along the route and within events.

**Support for the New Town**

Proposals must demonstrate how the offering will support local business, and show evidence of consultation with local businesses and possibly offices in each block, on the overall proposal, and the specific elements of each block’s proposed activities.

Proposals must set out how they will positively enhance the surrounding area and its visual amenity and appeal to shoppers.