

**PUBLIC SPACES / EVENT APPLICATION FORM**

Application Ref: Ward No(s):

Date Received: **FOR OFFICIAL USE ONLY**

**PART 1: YOUR CONTACT DETAILS**

**Please provide full details of individual(s) or organisation(s) responsible for management of the event/activity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | **Organisation:** |  | |
| **Phone number:** |  | **Postal Address**  **(incl. postcode):** |  | |
|  | |
| **Mobile number:** |  |  | |
|  | |
| **Email address:** |  |  | |
|  | |
|  |  | **Charity number (if Applicable):** | |  |

**PART 2: DETAILS OF THE EVENT OR ACTIVITY**

|  |  |  |
| --- | --- | --- |
| A. The name of your event/activity |  | B. The name of the person or organisation applying for permission to hold the event/activity |
|  |  |  |
| C. The proposed date(s) of your event/activity |  | **D. The location(s) you wish to use for your event/activity** |
|  |  |  |
| E. What time will your event/activity start? |  | **F. What time will your event/activity finish?** |
|  |  |  |
| G. What date & time will you need access from? |  | **H. What date & time will you vacate the site?** |
|  |  |  |

**PART 2: CONTINUED**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Please indicate the nature of your event/activity:** |  | | | | | | |
| **J. Please provide a description of your event/activity, explaining all elements (including ticket/entry charges, any entertainment, shows or displays e.g. fireworks etc):** | | | | | | | |
|  | | | | | | | |
| **K. Please estimate the maximum number of people likely to be at your event at any one time:** | | | | | | | |
|  | | | | | | | |
| **L. Please indicate if your event will include any of the following activities:** | | | | | | | |
| **Retail** | |  | **Animals** |  | **Fireworks/pyrotechnics** |  |  |
| **Collections for charity/raffle** | |  | **Food or drink** |  | **Alcohol** |  |  |
| **Carnival** | |  | **Cinema** |  | **Theatrical performance** |  |  |
| **Procession** | |  | **Market stalls** |  | **Music (live or recorded)** |  |  |
| **Constructed stage** | |  | **Fairground rides** |  | **Inflatables (including bouncy castles)** |  |  |
| **You may be required to obtain a licence or permit if your event includes any of the above. It is your responsibility to contact The City of Edinburgh Council’s Licensing Team on 0131 529 4208.** | | | | | | | |

**PART 3: TEMPORARY ROAD CLOSURES / PARKING RESTRICTIONS ETC**

**Please complete with a minimum of at least six months (large events) or twelve weeks (small events) prior to the event for an event that requires a Temporary Traffic Regulation Order (TTRO) and/or traffic management which affects the public roads. Ensure all supporting documents are attached (Event plan, risk assessments, copy of public liability insurance, route plans, traffic management plans etc). The information provided below will be used to determine if the Council will look to recover costs for the works associated with facilitating the event (charging policy available on request).**

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| --- | --- | --- |
| **A. List road names to be subject to a road closure AND provide a plan:** | | |
| **B. Road closure start time(s):** | **C. Road closure end time(s):** | |
| **D. List road names to be subject to parking restrictions AND provide plan:** | | |
| **E. Parking Restriction start time(s):** | **F. Parking restriction end time(s):** | |
| **G. Do you require the City of Edinburgh Council to supply equipment to close any roads or restrict parking to facilitate the event?** | | **Yes / No** |
| **H. If the answer to the above is NO, what arrangements are you making for the required work?** | | |
| **I. Do you charge for entry into any part of your event and/or charge people for participation in your event? This includes any charges for participation in the event (including members of the public, stall holders, members, sub-contractors etc)?** | | **Yes / No** |
| **J. Are goods sold during your event?** | | **Yes / No** |
| **K. Is the event a charitable fundraising venture?** | | **Yes / No** |
| **L. Does the event involve filming of a commercial nature?** | | **Yes / No** |

**PART 4: CHECKLIST AND DECLARATION**

|  |  |
| --- | --- |
| Please note that: | |
| A. You have read and agree to abide by the Terms and Conditions of Use |  |
|  |  |
| B. You agree to inform us of any changes to the information specified in this notification form |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |  |

Please return this form as soon as possible to [events@edinburgh.gov.uk](mailto:events@edinburgh.gov.uk)

*Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent event.  Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland.  Where this occurs, the processing is done in order to fulfil our obligations to ensure the safety of the public and compliance with relevant legislation. More details about the Council’s data protection arrangements and your rights as data subject can be found on our website:* <http://www.edinburgh.gov.uk/privacy>