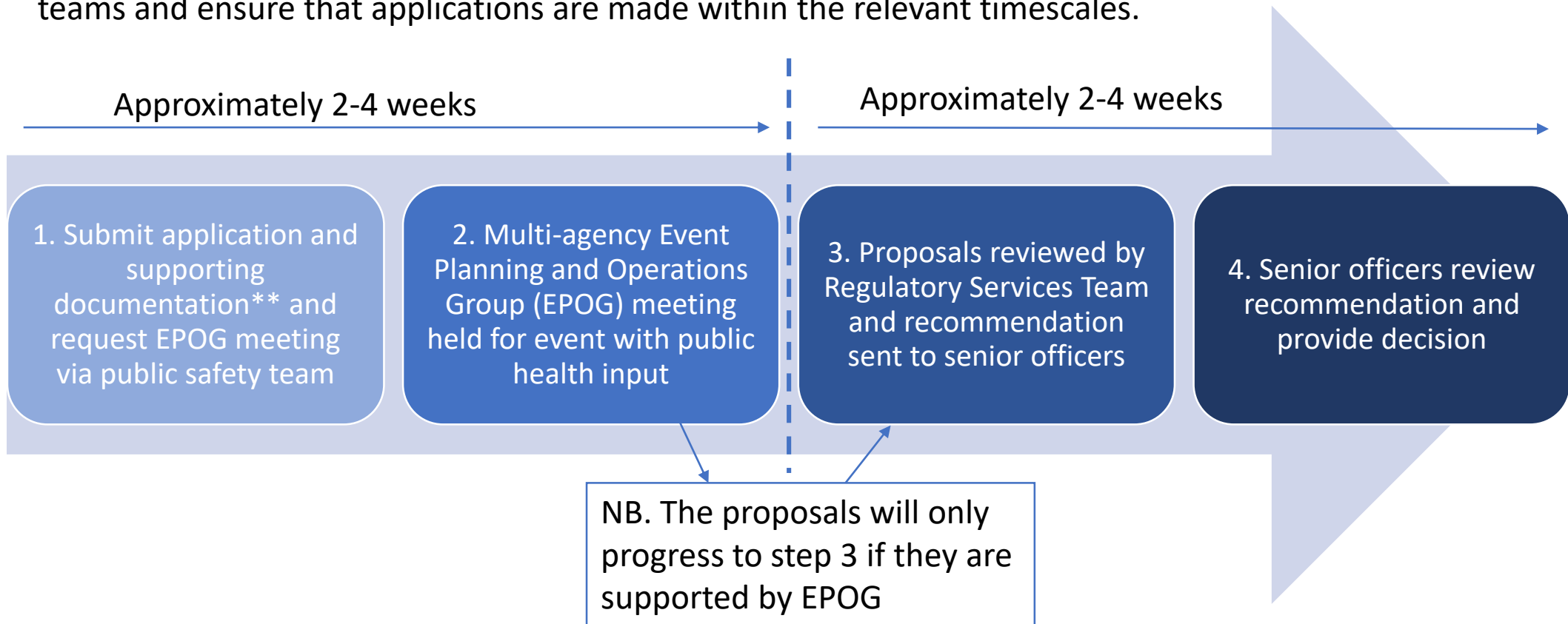


Event Organiser process for capacity dispensation*

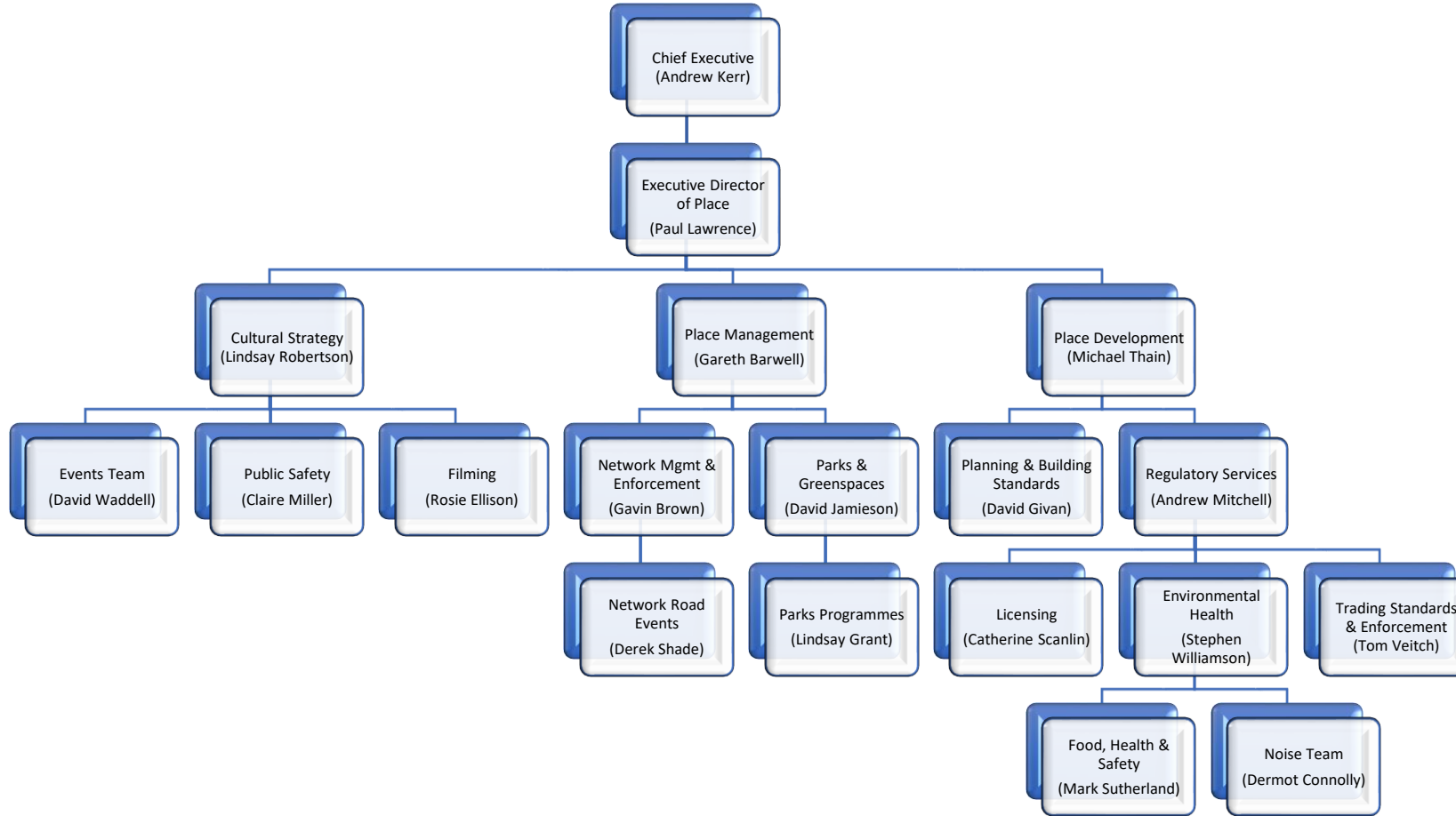
* Please note that this process does not negate any other normal Council process such as applying for licence(s), TTRO or any other permission or permit. Event organisers should still contact the relevant teams and ensure that applications are made within the relevant timescales.



**Documentation to be submitted

- As per the Scottish Government's Stadia and Live events guidance (available here: [Coronavirus \(COVID-19\) stadia and live events guidance - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/coronavirus-covid-19-guidance-for-venues-and-event-organisers/pages/12-introduction-to-guidance-for-venues-and-event-organisers.aspx)), the City of Edinburgh Council's events team should be provided with:
 - Completed application form for capacity dispensation
 - Operating Plan and Risk Assessment of Event – this should include, but not be limited to:
 - consideration of shared facilities;
 - management of entry and exit from the building;
 - anticipated demographics;
 - COVID action plan re ventilation and any other COVID specific mitigations that will be in place;
 - Equalities Impact Assessment;
 - site layout plan;
 - capacity calculations;
 - information on the organiser's previous experience in delivering outdoor events (or similar credibility check).
 - for an outdoor event additional details may be required (depending on type of event), such as:
 - copy of Public Liability Insurance;
 - Risk Assessment;
 - Fire Risk Assessment;
 - Medical Plan;
 - Stewarding Plan;
 - a Noise Management Plan;
 - Wind Management Plan;
 - Alcohol Management Plan;
 - and details of traders (if relevant to the event).
 - Event Safety Plan per existing local authority guidelines.
 - whether an application is for rolling exception or one off event.

Abbreviated structure of relevant council teams and personnel***



*** Please note that this structure has been abbreviated for ease of reference. It does not include all council departments, teams or management lines.

Useful contacts

- Cultural Strategy – Lindsay.Robertson@Edinburgh.gov.uk
- Events Team – david.Waddell@Edinburgh.gov.uk; events@Edinburgh.gov.uk
- Public Safety team – Claire.miller@Edinburgh.gov.uk; publicsafety@Edinburgh.gov.uk
- Film Commissioner – rosie.Ellison@Edinburgh.gov.uk
- Network Mgmt & Roads Events Team – gavin.brown@Edinburgh.gov.uk; derek.shade@Edinburgh.gov.uk
- Parks & Greenspaces – Lindsay.grant@Edinburgh.gov.uk; Sarah.murphy@Edinburgh.gov.uk; parks@Edinburgh.gov.uk
- Regulatory Services Manager – andrew.Mitchell@Edinburgh.gov.uk
- Licensing – Catherine.scanlin@Edinburgh.gov.uk ; licensing@Edinburgh.gov.uk
- Regulatory Operations – Stephen.williamson@Edinburgh.gov.uk; mark.Sutherland@Edinburgh.gov.uk
- Licensing Enforcement – tom.veitch@Edinburgh.gov.uk
- Noise team – dermot.Connolly@Edinburgh.gov.uk

Timescales



- Capacity dispensation – Approximately 4-8 weeks
- Roads and Public Transport management
 - Temporary Traffic Regulation Order – minimum 8 weeks notice from start of first restriction coming into force (depending on size of event)
 - Road Occupation Permit (road occupation, containers, scaffolding, cranes, skips, AA signs etc) – minimum 6 weeks notice
 - Street Furniture Removal – minimum 6 weeks notice
 - Parking Enforcement Resource – minimum 2 weeks notice
 - Traffic Signal Switch Off's – minimum 1 weeks notice
 - Parking Bay Suspension – minimum 72 hours notice
 - Single Yellow Line Dispensation – minimum 24 hours notice
- Licensing
 - Public Entertainment Licence – minimum of 6 weeks notice
 - Market Operator/Street Trader Licence – minimum of 6 weeks notice
 - Occasional Licquor Licence – minimum of 6 weeks notice
 - Marches and Parade Notification – 28 days notice
- Public Space use
 - Public Spaces application form – minimum of 6 weeks notice
- Parks & Greenspaces
 - Application requiring a lease – minimum of 6 weeks notice
- Public Safety
 - Section 89 (Raised Structures) – minimum of 2 weeks notice
 - Drone use application – minimum of 2 weeks notice
 - EPOG request turnaround – minimum of 1 weeks notice (NB. EPOG meetings should be organised well in advance of event start date – recommend at least 3 months)
- Planning process and Building Standards
 - Local development Planning Permission – 8 weeks application period.
 - Major Development Planning Permission – 12 weeks Proposal of Application Notice (including developer's responsibility to undertake pre-application consultation with the community).
Followed by 16 weeks application period