



Guide to Planning Events on the Highway

Event Guidelines

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1. Introduction

This document provides guidance for an event organiser to ensure that events on the highway or in open spaces are delivered successfully and safely, with minimal impact on the road network, businesses, residents and visitors.

The event organiser has a legal responsibility to manage the event to make sure that the participants and the visiting public are not exposed to health and safety risks.

Whilst the responsibility for the event and associated activities are the organiser's the allocated Event Officer in the Events Team will work with the organiser to ensure the event is successful and in line with the City of London Corporation's expectations.

2. Pre application considerations

The City Corporation does not permit the following activities:

- Balloon releases
- Drones
- Events in car parks
- The use of the bridges in the City of London to promote individual events, campaigns and activities of third parties
- Commercial promotion or advertising which includes sampling/advertising or leafletting on the public highway

Art or sculpture

Siting art and/or sculpture on a temporary basis in the public realm is a separate application process via the City Arts Initiative. Go to [Public Arts Applications](#) for information.

Filming

Filming is a separate application process via the Film Team. Go [Filming](#) for information on permissions required, location and application fees and permits.

Charity street collection

An Event Licence is not required but go [Charity Collections](#) for information on applying for the necessary Street Licence.

Street trading

Selling goods on public highway is not generally permitted in the City. Contact the [Licensing Team](#) or call 0207 332 3227 for information.

Protests

An event making a statement or action expressing disapproval or an objection, is not a 'Special Event'. Contact the City of London Police via [how to tell us about an event or procession](#)

NOTE: The Corporation of London will not authorise any temporary structure on the highway in connection with protest activity.

Spaces off the highway suitable for events

Open spaces

The City of London has several spaces that are suitable for events providing spaces with minimal public and business disruption. There is a photograph, plan and conditions attached to the use in Appendix C.

Pocket parks

The City of London has many small green spaces, sometimes known as 'pocket parks', that provide the community with calm spots. A number of these are well-suited to small events. They are listed in Appendix D and [Hire a Garden](#) explains the procedure for hiring one.

What is a public highway?

Public highway: any pavement, walkway, road or pedestrian areas in the City of London.

City Walkway: a way, place, public circulation space not maintainable at public expense but the public have a right to pass and repass on foot.

Private Land: this includes permissive paths the landowner's permission is needed.

Permissive Path: this is private land where the landowner permits the public to pass and repass.

The interactive [City Maps](#) show where each of these categories are in the City.

3. Before applying

The organiser must consider:

Where

- Will the event have an impact on the highway, open space or private land? (appendix D)
- Is the location safe for the type of event and for the number of participants likely to attend?

When

- Is the date available? (Contact the Events Team to find availability).
- Will the timing have an impact on the road network and community?

Sufficient notice

The Event Officer together with partner agencies need notice to support an event and will do the utmost to help deliver the event but the more notice the organiser can provide the more likely the event can be supported.

Activity	Minimum Time frame
Annual Major Impact Event	Six months
Major Events (Requiring Road Closures)	12 weeks
Minor Event (No Road Closures)	12 weeks
Temporary Event Notice	Ten working days
Hoarding Licence	Five working days
Parking Suspensions and Dispensations	Five working days

4. Roles and responsibilities

It is important that the organiser understands the responsibilities of the different parties involved in the planning the event, particularly those of the organiser, City Corporation, the City of London Police.

The organiser

The organiser must have the funds to pay for third-party support, such as stewards, where this is required.

Health and safety (primary responsibility).

The organiser must assess the health and safety impacts of the proposed activities with

reference to relevant legislation (including Construction Design and Management Regulations 2015) and ensure that, as far as reasonably practicable, the people setting up, breaking down and attending the event are not exposed to health and safety risks.

All arrangements should be self-sufficient and not reliant on the emergency services or other agencies (unless otherwise agreed).

Crowd management

The organiser must take reasonable steps to ensure the safety, control and monitoring of everyone attending and taking part in the event including the provision of suitably trained, qualified and equipped stewards.

Traffic management

If the event involves road closures, the organiser must take reasonable steps to ensure that arrangements for the control of both stationary and moving traffic, including pedestrians, cyclists and all other types of vehicle are carried out safely. Legislation requires a Temporary Traffic Order to close a road for a Special Event and 'Approved' qualified traffic stewards to control traffic. The Community Safety accreditation scheme is approved by the City of London Police. The Event Officer will provide a list of companies that have this accreditation and can provide qualified traffic stewards.

Residents and businesses

The organiser must minimise the adverse effect of the event on the local community.

Event management team

The organiser must provide competent staff with appropriate means of internal and external communications.

Damage or injury

The organiser must have a minimum of Public Liability Insurance of £10million and indemnifying the City Corporation against any claim arising from any injury to persons or damage to property both within and around the event as a result of the event's activities taking place on the highway.

Contingency plans

The organiser must have a contingency plan to deal with a major incident and liaise with the City of London Police, the City Corporation and other relevant agencies as required. All parties must be informed if there are any changes to the agreed plan before or during the event.

Meetings

The organiser must attend any meeting called by the City Corporation or City of London Police.

Food Hygiene Rating Scheme

If food or drink is being provided at the event, the organiser must ensure that only traders who have at least a 3-star rating are engaged.

The City Corporation

Due diligence

The Events Team will review the adequacy of the event management plan and risk assessments, to prevent or control key risks and comply with Health and Safety legal requirements.

Staff Competence

The Events Team will ensure that the organiser has engaged the services of qualified personnel e.g. stewards to deliver the event safely.

Road closure, parking suspensions and dispensations

The Events Team will arrange road closures, parking bay suspensions and dispensations and subject to availability and ensure that the necessary approvals are obtained.

The City of London Police

The City of London Police will discharge their core functions to prevent and detect crime, prevent a Breach of the Peace, activate a contingency plan where there is an immediate threat to life and coordinate the response of the emergency services and other responding agencies.

The Police will **not** manage road closures, traffic or crowds. If this is required, the organiser is responsible for employing stewards, barriers and signage (third party providers).

NOTE the Police can impose conditions at any time, when they believe there is a serious public safety risk or where there is public disorder or criminal activity.

5. The application

Types of application

Major event

This application is for events with road closures and early consultation is essential (at least 12 weeks' notice). The Event Officer must have time to notify Transport for London (TfL), London Buses, and the City Corporation's neighbouring local authorities.

In some circumstances, it may be necessary to seek support from Chief Officers or elected Members in which case up to **three months** must be set aside for consideration by the appropriate Committee(s). If formal approval is needed, the Event Officer will provide guidance.

Minor event

This application is for events without road closures.

Temporary market

NOTE The organiser needs to contact both the [Events Team](#) and [Licensing Team](#) **before applying**, to discuss the suitability of the proposed location.

The application will need:

- A Special Event Application
- A Hoarding Licence Application
- A Temporary Trading Licence from the [Markets and Consumer Protection Team](#)

Event documentation

Essential documents:

- Event Application form
- Public Liability Insurance (minimum level of cover £10million)
- Risk Assessment

Supporting documents may be requested:

- Event Management Plan - an example event plan can be supplied on request
- Event Schedule (including build and break)
- Traffic Management Plan and Map
- Parking Suspensions/Dispensations
- Detailed Maps
- Stewarding/Security Plan
- Medical Plan
- Media Plan
- Contact List
- Resident Engagement Letter
- Food registration document.
- Current food hygiene rating

Initial application process

The application will be assigned an Event Officer who will email an acknowledgment within ten working days together with a link to the on-line payment facility.

The Significant External Events Group will consider the application.

The following matters will be taken into consideration:

- Type of event i.e. whether it is Major requiring a road closure or Minor where no road closure is required.
- Suitability of the event on the highway/public realm
- Proposed location/venue
- Impact on the residential and business community
- Impact on pedestrian and vehicular traffic

- Simultaneous activity, other events, road works or any other activity which will impact on the intended location and vice versa
- Frequency of events being held at the location
- Your experience and qualifications in delivering successful events
- New event or repeat event
- Current legislation
- Compatibility with City of London Corporation strategic objectives

Application 'Approved in Principle'

If there are no objections, the application will be 'Approved in Principle', which enables the organiser to continue with planning the event. NOTE this is only approval of the application, not of the event.

The Event Officer will carry out due diligence checks on the plan to ensure the event is safe and the impact to the road network and surrounding area will be minimal. The Event Officer may require more details and the application may need to undergo a technical assessment by the Safety Advisory Group.

For a Major Event, Transport for London (TfL) will need to give its permission if the event has an impact on the TfL network.

Application 'Approval Confirmed'

When the Event Officer is satisfied that the organiser has complied with the requirement the event will receive an 'Approval Confirmed' (No Objection), subject to payment of the relevant fees.

Application refused or support withdrawn

In some circumstances the City Corporation will not be able to support the event. This may be due to:

- Applications, other required documents, licences or fees were not received in time
- The scope of the event has changed significantly and differs from the original application
- There are major changes to the plan which means that the event is no longer compatible with City Corporation's policies and guidelines
- The event coincides with other activity such as filming, road or building works that would increase the impact on the surrounding area
- The venue changes to an inappropriate location
- A licence application is refused (where critical to the event)
- Statutory timelines are not met
- Failure to comply with conditions or actions agreed
- The event proposals and planning do not adequately address serious health and safety risks to participants and/or members of the public
- A partner such as the Police or TfL will not support the application
- Inadequate or lack of experience by the organiser to deliver a safe and successful event

There may be occasions (such as a national incident or for reasons of heightened security) when the City Corporation may need to change or cancel the event but it will do everything it can to make sure it happens.

6. Planning the Event

The Event Plan

A small-scale event may not need an Event Plan other than a Method Statement and Risk Assessment. A Method Statement describes how the event will be carried out safely.

The Event Plan is a 'live' document that records the progress of planning for the event. It may be expanded during planning meetings and as the process progresses. The Event Plan will include the site layout, production schedule, key contacts and the ongoing risk assessment. The Event Officer can provide advice and guidance on this.

Event planning process

This may involve consultation with landowners, regulatory agencies, local businesses, residents and other stakeholders, to ensure the plans are legal, safe, and satisfactory for those affected. Go to Appendix C for activities that are part of the event planning process.

Event safety

As set out in the Roles and Responsibilities section the event organiser must ensure that the event is safe and that the Event Management Plan covering all aspects of the event. The event must be covered by the necessary level of Public Liability Insurance and have a Risk Assessment, which must be submitted via the Event Officer to the City Corporation's Health and Safety (Environmental Health) team, at least ten working days before the event. [HSE Events Safety](#) and [The Purple Guide](#) are useful websites.

Safety advisory group (SAG)

The SAG advises on public safety matters that it considers need further consideration and may ask the organiser for more information. SAG has representatives from the City Corporation, the emergency services and other agencies. It is the organiser's responsibility to take the appropriate action before the event can proceed.

The SAG typically meets three times a year. The Event Officer will advise if the SAG needs more information.

Licences and permissions

The Event Officer will advise on the licences and permissions needed which may include Hoarding and Scaffolding, Temporary Structures, Street Trading Licences and Temporary Event Notices. (See section 6 to find out more about these and other licences and permissions (including fees and time scales). The organiser should complete the relevant forms but send them to the Event Officer who will submit them to the relevant department on the organiser's behalf so a central record can be kept.

Road closure(s)

The following need to be considered:

- A minimum of 12 weeks' notice
- The City Corporation does not usually support road closures on a weekday
- The event needs a Traffic Management Plan detailing the traffic will be managed including diversions and signage. A Traffic Management company can be employed to produce the Plan.
- A Temporary Traffic Order authorised by the Department for Transport (DfT) is a legal requirement to close a road. If the Traffic Management Plan is satisfactory the Event Officer can write the Order and submit it to the OfT for approval. This process has a fee.
- Traffic control must be carried out by qualified traffic management stewards from a police-approved company. The Event Officer has information on such companies

There is more information at Appendix D.

NOTE: the police do not provide officers for traffic control for private events.

Hoarding Licence

A Hoarding Licence is needed if infrastructure will be on the public highway (this can include carpet, toilets, art installations etc.). This licence indemnifies the City Corporation from any damage/personal injury and permits the structure at the location. The Event Officer can provide advice on how to apply for this licence. The Event Officer will need a copy of the organiser's Public Liability Insurance certificate and the licence fee. The licence application form should be sent to the Event Officer.

Temporary Structure Licence

This may be required for a temporary structure, such as a stage, large marquee, which can only be erected and dismantled manually. The Event Officer will send the application to the District Surveyor's team on behalf of the organiser. Go to [Special and Temporary Structures](#) for information. The licence application form should be sent to the Event Officer.

Temporary Event Notice (TEN)

A TEN is needed if the event will include 'licensable activity' on unlicensed premises. These include selling alcohol, providing entertainment, e.g. music. The Event Officer will send the application to the Licensing Team on the organiser's behalf. Go to [Temporary Event Notices](#) for information. (See appendix D)

Site Hours Variation Approval

This is needed if the event build and/or breakdown takes place

- Monday-Friday, before 8am or after 6pm
- Saturday before 9am and after 2pm
- Sunday, bank holidays or other national holidays

The Event Officer will send the application to the Environmental Health Pollution Team on the organiser's behalf. Go to [Construction, Demolition and Street Works](#) for information.

Fees

Activity	Major Event £	Minor Event £
Application Fee non refundable	400	100
Temporary Traffic Order	1,500	Not applicable
Dispensation	36 per day per vehicle	36 per day per vehicle
Hoarding Licence	65	45
Vehicle Removal and Enforcement	At cost +15% administration fee	At cost +15% administration fee
Cleansing	At cost +15% administration fee	At cost +15% administration fee
Officer Time (where appropriate)	150 per hour per officer	150 per hour per officer

The above table shows the typical fees associated with most events applications. The Event Officer will advise if other fees will be incurred.

A request to waive a fee will only be considered in **exceptional circumstances**, which may be subject to approval and a separate report to City Elected Members.

Parking Bay Suspensions fees

Band A	Admin fee 1 st bay in each street required	Admin fee each additional bay£	Daily service fee £
Disabled bay	400	30	30
Motorcycle bay	400	30	10 per space
Coach bay	400	30	30

Band A	Admin fee 1 st bay in each street required	Admin fee each additional bay£	Daily service fee £
Doctor's bay	400	30	30
Police bay	400	30	30
Ambulance bay	400	30	0
Diplomatic bay*	400	30	0

*Please avoid requesting a suspension if possible

Band B	Admin fee 1 st bay in each street required	Admin fee each additional bay£	Daily service fee £
Pay & Display	250	25	30
Resident bay	250	25	30
Taxi rest bay	250	25	30
Loading bay	250	25	30

- **NOTE:** The 1st bay administration fee will be applied to the 1st bay of each type and each bay thereafter will be charged in accordance with the above fees. If a vehicle is to stand on a suspended bay, it will be necessary to obtain a Dispensation as detailed above.
- The City Corporation needs five working days to process the application and arrange for the bay suspension.

Applications to suspend taxi ranks must be made to the [City of London Police](#)

7. Appendices

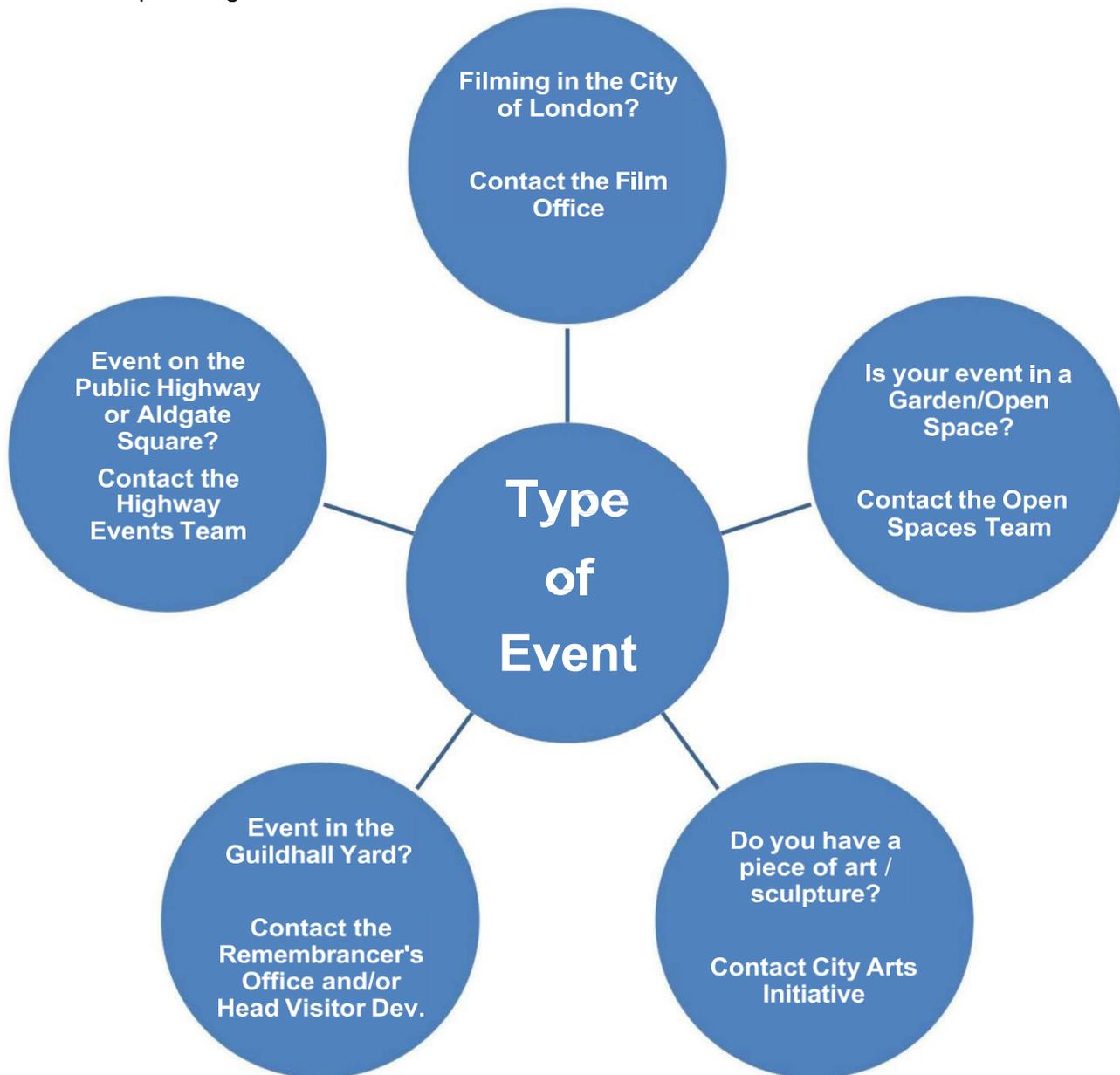
Appendix	Contents
Appendix A	Event Procedure Outline
Appendix B	Where does your event fit in?
Appendix C	Event Locations City of London boundary Aldgate Square Royal Exchange Peter's Hill Carter Lane Gardens Paternoster Square Private Land within the City
Appendix D	Event Planning Business and Resident Engagement Cleansing Event promotion Health and Safety Health and Safety food provision Generators Noise Road Closures Parking Suspension and Dispensation Signage Tables and Chairs Toilets
Appendix E	Key Contacts

Appendix A: Event Procedure Outlined

Event enquiry (Highway)	Email The Events Team Read Event Guidance Document and complete application form. Pay Application Fee.
Initial approval process	Application assessed and presented to Significant External Events Group for 'Approval in Principle: then subject to formal consideration by Committee Members of the City of London Corporation (if necessary). Wait until receipt of the 'Approval in Principle' in before planning the event.
Event planning process	Apply for required licences (which can include Road Closures, Suspensions, TEN, Hoarding etc.). Set up meetings with departments/agencies (as required). Provide relevant documentation to agencies.
Finalise event	Confirm that all licences and approvals have been agreed. Confirm final sign-off for event. Ensure all fees/charges have been paid.
Event day	The Event Officer may be required on the event day. Organiser contact details passed to assigned Event Officer.
Post event	Submit initial debrief comments within 48 hours of event. Provide full debrief report and post-event meeting date
3 Year review	Whilst your event may have received approval in recent years, this does not constitute approval for subsequent years. If your event is held annually in the City, a review will take place every three years, at which point a decision will be taken as to whether your event can be supported for a further three years.

Appendix B: Where does your event fit in?

The City Corporation can appear complicated when planning an event. The diagram should help the organiser decide which team to contact.

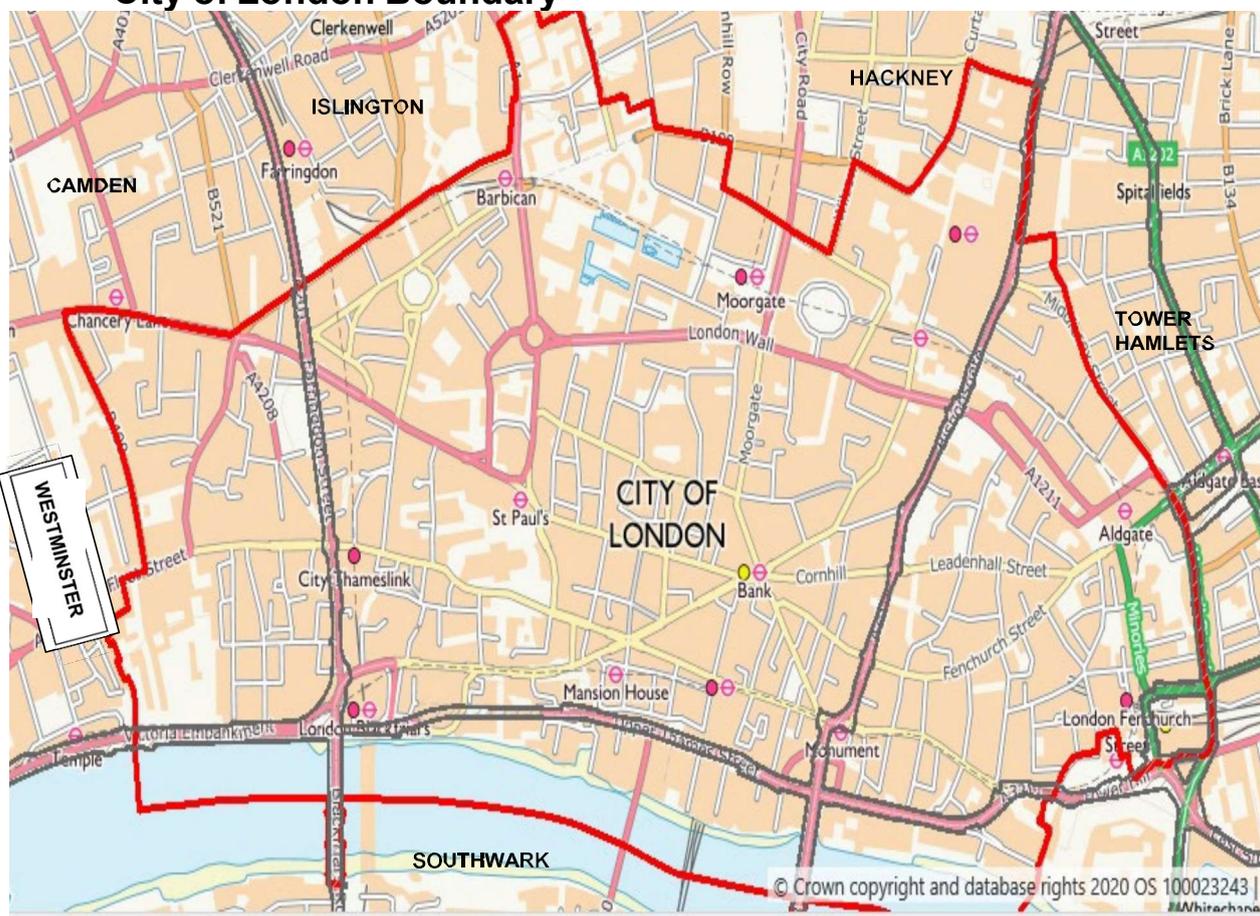


See appendix E for contacts

Appendix C- Event Locations

There are locations in the City suitable for events providing spaces with minimal public and business disruption. You are advised to undertake a site visit to determine the suitability of the location for your event and seek advice from the Highways Events Team. All locations have conditions attached as well as specific contacts.

City of London Boundary

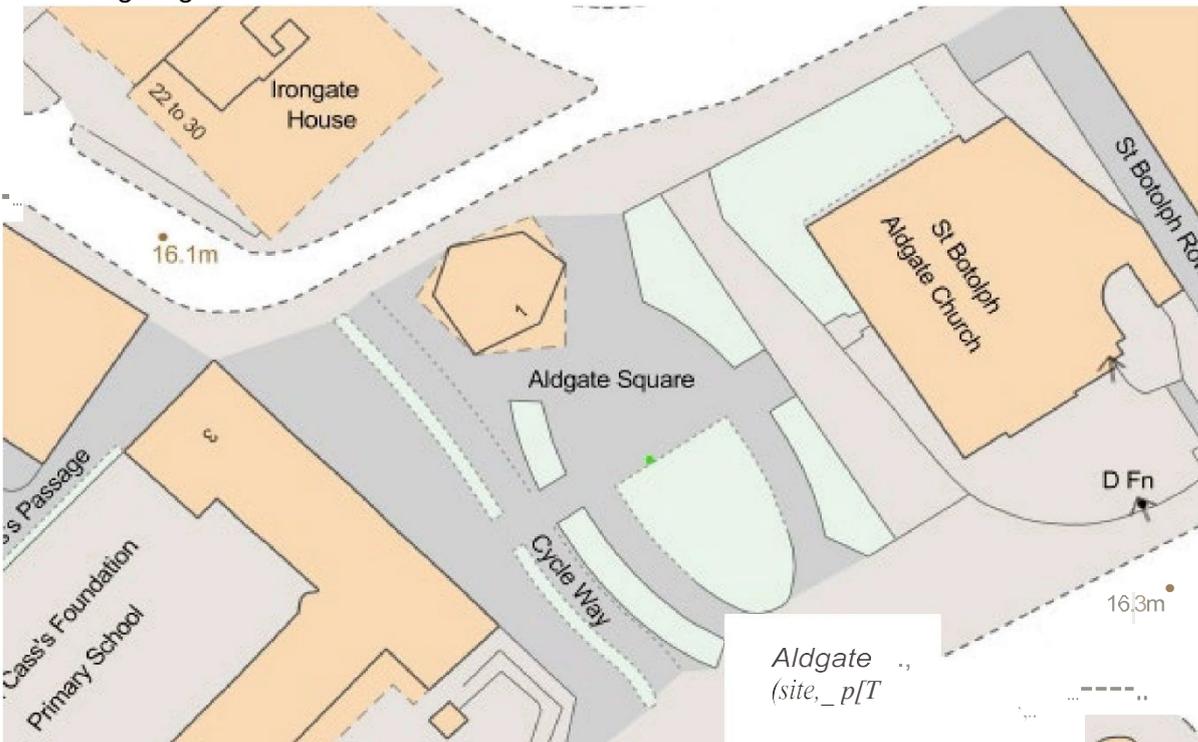


If your event crosses outside the City boundary (in red) you will need to apply to that respective local authority as well. There are a number of roads within the City of London that are the responsibility of TfL, including Blackfriars and London Bridges -shown pink on the map.

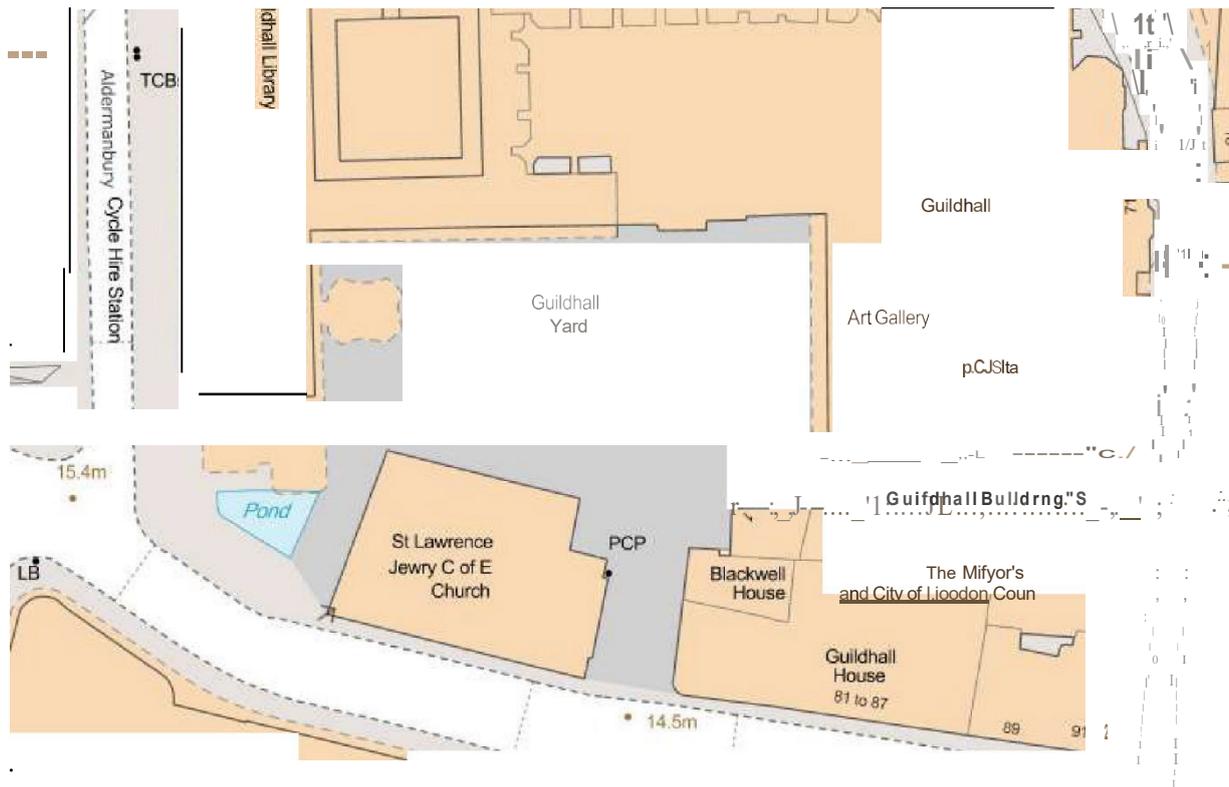
Aldgate Square



If you wish to use any or all of the Aldgate Square spaces, note that it has some unique constraints and some of the issues that need to be assessed differ from those in other parts of the City. You will need to follow the same process of completing an Event Application Form, giving an overview of the intended event.

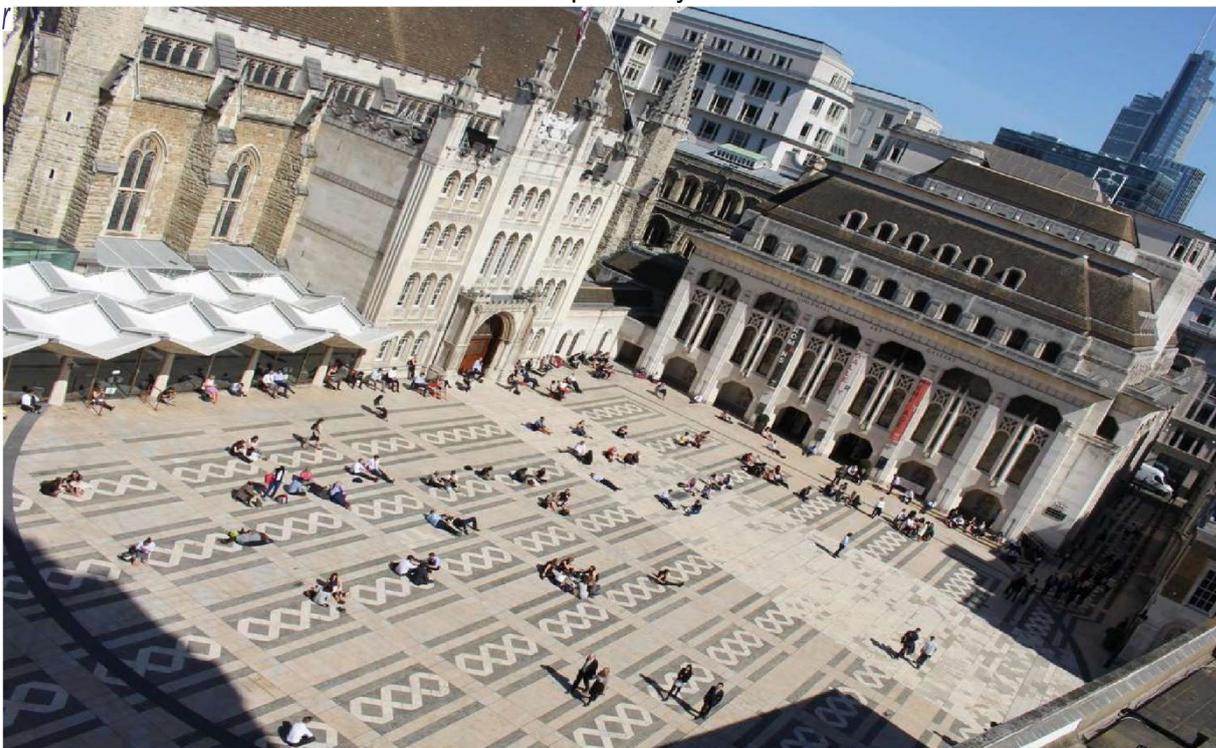


Guildhall Yard

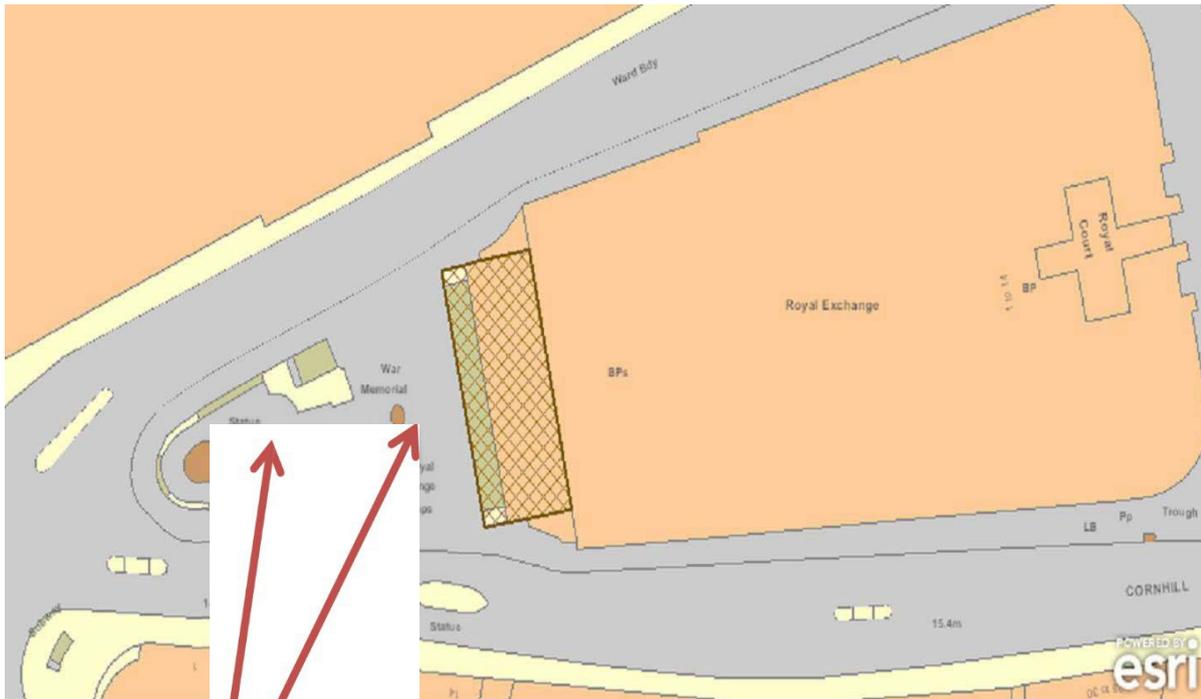


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The Guildhall Yard is available to host both private and public events. You will need to contact the City's Remembrancer and the Head of Cultural and Visitor Development for further information. The Events Team will provide you with their contact details.



Royal Exchange



Area for events and sculptures

Conditions

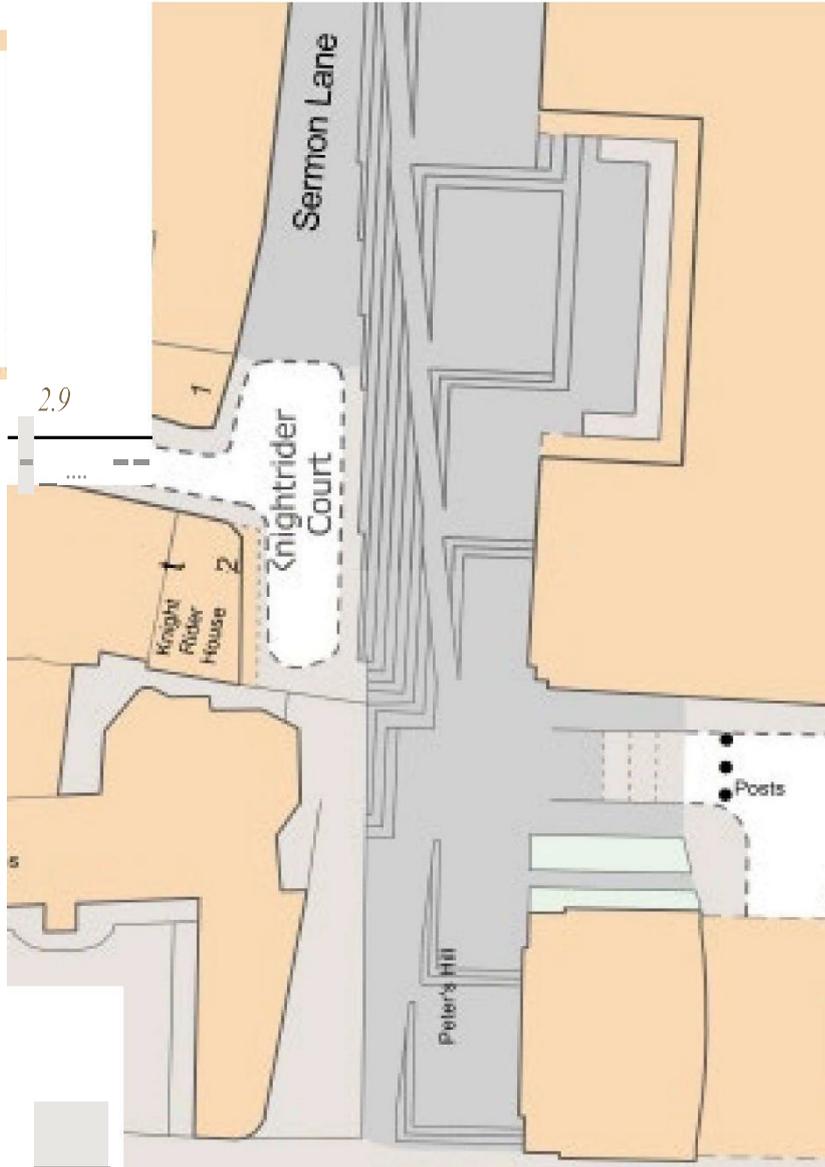
Area in front of the Royal Exchange as shown above.

- Contact is made with the Royal Exchange to advise of event activity:
- The tube station entrances/exits are not blocked
- No infrastructure can touch the war memorial
- Electrical point is available, but permission must be sought - contact the Event officer

Peter's Hill (junction Distaff Lane)

Conditions

- Vents and mains must be kept clear at all times
- Site visit arranged with the [Events Team](#) to discuss areas of use
- A pathway must be maintained at all times to facilitate public footfall
- Suitable for sculptures/art work - in these cases, the [City Arts Initiative](#) must be contacted.



Carter Lane Gardens

Conditions

- Liaise with Open Spaces to discuss an event in the Garden area (Fig. 1)
- Pedestrian access must be maintained at all times
- A pathway must be maintained at all times to facilitate public footfall
- Suitable for sculptures/art work, (Fig. 2) the [City Arts Initiative](#) must be contacted

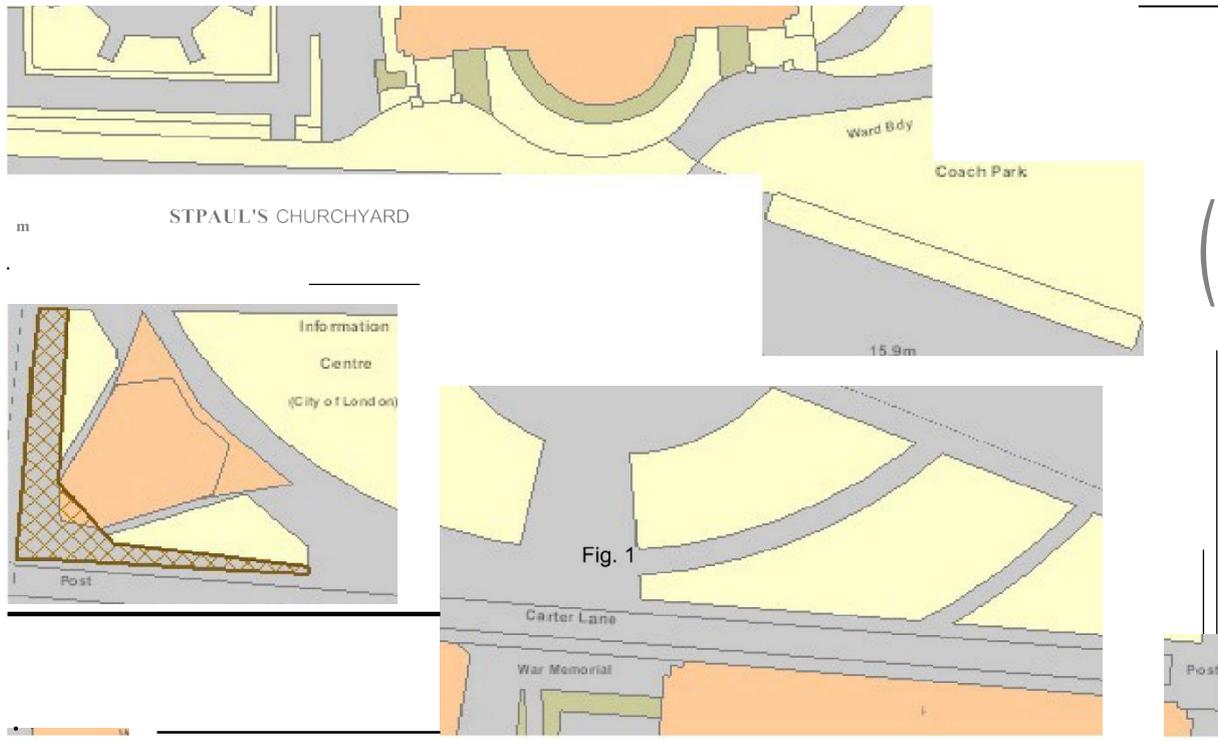


Fig. 2

Paternoster Square (City Walkway)

Contact the Events Team for more information



Appendix D: Event Planning

Business and resident engagement

Engagement with local businesses and residents is an essential part of the event planning process. The Event Officer will advise you on the level of engagement needed which may include a letter drop and door-to-door visits, depending on the impact of the event. The event organiser is responsible for the costs of the communication.

Cleansing

Some sites will need to be cleaned after the event. The Event Officer will give you a contact in the Cleansing Department, should this be necessary. There is a charge for using the Cleansing Team.

Event promotion

If the event benefits City residents, workers and/or visitors, and/or the event aligns with the Corporation's objectives for culture, tourism or place making, the City Corporation's Cultural and Visitor Development Team (CVDT) may be able to promote it.

The CVDT reserves the right to assess each event on its own merits and determine which of its promotional channels it uses (if any).

The Event Officer will put you in touch with the relevant officer when the application has been submitted.

Health and Safety

Many events will be low risk but will still require the organiser to consider all the risks associated with it.

Larger or complex events e.g. a performance involving staging and temporary electrical supplies, significant numbers of participants or spectators and staging will require specialist consideration.

The organiser must assess health and safety impacts from the proposed activities and ensure that, as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety.

The event needs a Safety Management Plan, incorporating health and safety risk assessments and method statements. The Plan will need a named person to take responsibility for delivering safety at the event.

The Safety Management Plan must be submitted at an early stage of the planning stage, ideally the first draft should be submitted eight weeks in advance of the event and the final version at least ten days before Safety Advisory Group meeting, if appropriate. A safety plan and risk assessment submitted only a few weeks before the event may not be assessed or may be rejected

Information on how plan, manage and run events safely, including how to carry out a risk assessment is available on the [HSE Events Safety](#) website.

For some events evidence of safety tests or examinations will be required for equipment e.g. marquees, fairground rides, staging etc. Sub-contractors engaged by the organisers have responsibilities and must provide relevant documentation.

Food provision

Where food is provided or sold as part of the event, the organiser must ensure that the food provider is registered as a food business operator (FBO) with the City Corporation and has been subject to a food hygiene standards inspection. The organiser must take into account the food hygiene rating the food provider achieved at the last food hygiene rating inspection.

It is the City Corporation's policy to only support events which use traders who have at least a 3-star rating. All ratings are published on the Food Standard Agency (FSA) at [food hygiene ratings scheme](#). Information on food safety and hygiene at [Food Safety](#).

A business can provide evidence (documentation) that it is part of the [National Catering Association Primary Authority Scheme](#) which an organiser can use to check a trader's compliance and ratings in a 'one-stop shop':

The organiser must send the relevant paperwork to the assigned Environmental Health Officer at least two weeks before the event.

Generators

The event will need a Hoarding Licence if using a generator.

Power supply should be by an existing fixed supply where possible. Where generators are necessary, consider the use of Electric generators (preferred) or LPG and Diesel.

Petrol generators are NOT permitted. NOTE from 2021, only electric generators will be permitted.

Generators must be silent, barriered and be positioned in an appropriate place:

- in a well-ventilated, outdoor location
- out of public areas and traffic routes
- not adjacent to tents, marquees etc.
- with the exhaust discharging in a safe direction
- must be cordoned off from unauthorised access, in good repair and serviced.
- No refueling on site.

Noise

Noise must be kept to a minimum. The event organiser must set out, in the event management plan, how the impact of noise on residents and local businesses will be mitigated and the engagement with local residents and businesses likely to be affected.

Contact the Environmental Health [Pollution Team](#) for advice on managing noise impacts.

All correspondence sent to residents and businesses needs to include an event-day contact for resolution of noise complaints in the first instance, to prevent an escalation to the Pollution Team. If an Event Officer or an Enforcement Officer has to attend as a result of a noise complaint, the event organiser/supervisor must comply with the directions and guidance given.

The event organiser must consult the Pollution Team to discuss the construction and breakdown of the event.

Open Spaces/Gardens

The City of London has a small green spaces, sometimes known as 'pocket parks', that provide the community with calm spots. A number of these are well-suited to small events and are available for hire.

Go to [Hire a Garden](#) for information on hiring one of these spaces.

- Bunhill Fields Burial Ground
- Christchurch Greyfriars, Newgate Street
- Christchurch Greyfriars Rose Garden
- St Dunstan in the East, St Dunstons Hill
- St Mary Aldermanbury, Love Lane
- Coleman Street Garden, Coleman Street
- Cleary Garden, Queen Victoria Street

- Festival Garden, St Paul's
- Finsbury Circus Garden
- Portsoken Street Garden
- Postman's Park
- West Smithfield Rotunda Garden
- Whittington Garden

Road closures

If the event needs a road closure the City Corporation requires a road closure order and a minimum of 12 weeks' notice in order to process an application. The organiser should discuss road closures with the Event Officer before submitting an application. Road closure approval will be based on the following:

- Ongoing/future Works in the area
- Feedback from business and residential engagement
- Engagement with neighbouring authorities and agencies
- Whether the event satisfies the City Corporation's Core Principles

The City Walkways are closed using S11A of the City of London (Various Powers Act) 1967 and a minimum of 12 weeks' notice is needed to process an application.

Parking suspension and dispensation

A parking bay suspension is needed to suspend a parking pay. A parking dispensation is also needed if a vehicle will be parked on yellow lines or within a suspended bay. The City Corporation needs five working days to process a suspension and three working days to process a dispensation. Go to [Parking suspension and dispensation](#) for information on how to apply and the fees applicable.

Signage

Some events will need a signage plan, which indicates the wording, location and type of signage the event will use. The Event Officer **will** advise **if** the event needs this.

Signage specifications

- Must not be attached to traffic lights or other traffic signage posts.
- Must not be attached to trees or other street furniture that could be damaged.
- Must not obscure any part of another sign fixed to the same post
- Fixings must attach the sign securely to its support and must not damage the protective coating of any posts.
- Be a suitable size to avoid acting as a 'wind sail'
- Placed above head height
- Overall appearance must be tidy and professional in appearance.
- Made from a suitable material - such as Correx
- Must be removed after the event

Tables and chairs

A Tables and Chairs Licence is needed if tables and chairs will be on the public highway, which includes pavements. Go to [Apply for a Tables and Chairs Licence](#) where there is guidance on applying and an online application process. *The Event Officer will submit*

Temporary Event Notice (TEN)

The organiser will need to apply for a TEN if you want to carry out a 'licensable activity' on unlicensed premises in England or Wales.

Licensable activity includes:

- selling alcohol

- serving alcohol to members of a private club
- providing entertainment, eg music, dancing or indoor sporting events*
- serving hot food or drink between 11pm and 5am

The process of applying is formally known as 'serving' a Temporary Event Notice (TEN). You will also need a TEN if a particular licensable activity is not included in the terms of your existing licence, e.g. holding a wedding reception at a community centre.

Your event must:

- have fewer than 500 people at all times - including staff running the event
- last no more than 168 hours (seven days)

The definition of Regulated Entertainment includes:

- Performance of a play
- Exhibition of a film
- Indoor sporting event
- Boxing, wrestling or martial arts entertainment
- Performance of live music
- Any playing of recorded music (unless it is background music)
- Performance of dance
- Entertainment in the presence of an audience

Toilets

Some events will require temporary public toilets. The Event Officer will indicate whether this is required and suitable locations. A Hoarding Licence will be required to place temporary toilets on the highway.

Appendix E - Key Contacts

City Corporation Contacts

Teams	Webpage
Highways Events Team	Hold an event on the highway in the City of London - City of London
Traffic Management Office	Activities on the highway
Licensing Team	Licensing
Environmental Health Pollution Control, Food Safety, Health and Safety)	Environmental health
Open Spaces	City Gardens
Guildhall Yard Events	Hire the Guildhall Yard
City Arts Initiative	Public Art Applications
Film Office	Filming
City of London Police	Tell us about an event or procession
Government Coronavirus	Coronavirus (COVID-19)

Other local authority contacts

Other Local Authorities	Web page
Westminster Filming and Events	City promotions, events and filming
Southwark Events	Planning an event
Lambeth Events	Event Lambeth
Camden Events	Putting on an event in Camden
Islington Events	Organising an event
Tower Hamlets Events	Arts and Events
Transport for London	Surface Events Team