

Events in West Princes Street Gardens – Conditions and Working Parameters

Key principles:

West Princes Street Gardens and the Ross Bandstand are historic and iconic sites within Edinburgh's City Centre and World Heritage Site with the gardens forming part of Edinburgh's designated Garden and Designed Landscape of the New Town Gardens. The Gardens contain a series of listed monuments and structures such as the Ross Fountain and is of archaeological significance overlying the remains of the Nor' Loch and bounded by the A-listed St Cuthbert's Church and Graveyard. The southern part of the park is formed by Edinburgh Castlehill containing the Castle's Well House (a Scheduled Ancient Monument) and which is also a Site of Special Scientific Interest (SSSI). It is primarily used as a park for the public to enjoy and this should be taken into consideration when preparing event proposals. Access to the park for the public should be maximised and the potential for damage to the gardens should be mitigated.

As stated in the 2014 Edinburgh Parks Events Manifesto, the Council (CEC) also recognises that the city's festivals and events offering is key to its image at home and abroad, to its capital city status, to the development of the City Region Brand. Edinburgh's Events Strategy states that "Edinburgh will continue to grow as one of the world's finest events cities". It aims to deliver a balanced portfolio of events over the next ten years to include established successful events, newly created or commissioned events and national or international events won for the city through bidding processes.

The manifesto can be found here: [Edinburgh Parks Event Manifesto](#). Our aim is to enable events to be delivered in a way that respects public access, heritage sites and the natural environment.

General conditions of use

- Organisers are required to apply to use the Gardens (Parks and Greenspace Event Permission Form). This is a precursor to entering a contract of let with CEC. You will be required to provide details of the proposed event, produce a risk assessment and provide proof of public liability insurance all of which will be included in the contract of let.
- A Vehicle Access Plan, Tree and Root Protection Plan and Heritage/Monument Protection Plan will be required as part of your application for approval of Council officers. See details below*

- A rental fee will be set by CEC determined by the scale and impact of the event. A list of charges is available for organisers wishing to make sole use of the Ross Bandstand.
- A reinstatement bond (determined by CEC) will be payable four weeks before the commencement of an on-site build. Access onto the site will not be granted until the bond payment is received.
- Depending on the scale and/or complexity of the event, it may be determined that an on-site presence is required by CEC to ensure compliance with the conditions of use. This will be confirmed by a Council officer once your application has been reviewed and any associated costs will be the responsibility of the applicant/operator.
- A multi-agency Event Planning and Operations Group (EPOG) meeting may be required to ensure the safe delivery of your event. If so, you will be expected to produce an Event Safety Management Plan (ESMP) and present your proposals to the group for their comment and approval. We would recommend that you review best practice guidance, e.g. [The Purple Guide](#), on what to include within your ESMP.
- As part of the process you will be asked to liaise with other departments of CEC as required, such as Licensing, Environmental Health, Roads Events (for temporary traffic regulation orders), Bereavement Services, Archaeology, Planning and Public Safety. All departments of the council must confirm that they are content with the plans for the event before it can take place and event organisers are liable for the risks associated with the failure to do so.

Working parameters

Does the event require emergency services on site?

YES

NO

During the event, can you safely designate St Cuthbert's churchyard to only be used as an emergency vehicle and accessible access/egress point?

NO

YES

Access via the road between Kings Stables Road and the railway bridge is not accessible.
Can you manage the build and break using St Cuthbert's route as the access point?
*see below conditions

NO

YES

Can the attendees be managed in/out of the gardens, incl. emergency egress just using the gates leading onto Princes Street?
**see below gate widths

YES

Please make an application to use the park
[Parks, Greenspace and Cemeteries | Culture Edinburgh](#)

We would recommend that you look at other venues in the City that better fit the requirements of your event. Please contact events@edinburgh.gov.uk for more information. Other venues can be found on the culture Edinburgh website [Plan my event | Culture Edinburgh](#)

Page 24

NO

***Access through St Cuthbert's Church and graveyard – conditions of use:**

- Access for public must be maintained during normal Garden opening times subject to agreed short-term periods of load-in and load-out of specific equipment.
- Access for St Cuthbert's Church parishioner's and CEC Bereavement Services must be maintained – coordination with the church and Bereavement Services is essential to clarify timings of services or other requirements. There should be no parking in the graveyard under any circumstances.
- Vehicle size will be limited to 7.5t vehicles for access through St Cuthbert's churchyard. A vehicle access plan must be submitted as part of the event plan and vehicle size may be limited based on environmental impacts to the areas.
- A 'Banksman' must always be used while vehicles move through the churchyard.
- A method statement is required for the protection of tombs, gravestones, monuments and heritage items along the completed length of the pathway through St Cuthbert's Church and graveyard.
- The repair of any damage caused to the graveyard, it's monuments or landscape as a result of the event with costs must be met in full by the applicant/event organiser
- Limitation on heights will be required for the protection of tree canopies along the route of the path. This should be detailed in the required Vehicle Access Plan and Tree and Root Protection Plans.

****Gate widths for West Princes Street Gardens**

- A. West End – 3760mm
- B. Castle Street – 2200mm
- C. Frederick/Castle Street – 2280mm
- D. Frederick Street – 2250mm
- E. Floral Clock – 3280mm
- F. St Cuthbert's Churchyard – 3340mm

Please refer to Section 4 of open air event guidance to determine a safe capacity for your event taking into account the risks particular to your event; [Layout 1 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk). If you have any questions, please contact publicsafety@edinburgh.gov.uk

See below map for details of access route and gates noted above.



Access route via St Cuthbert's Church & graveyard

*****Tree and root protection plan guidance**

- All root protection measure must meet British Standards 5837.
- A Root Protection (RP) zone map (see below) – the RP areas identified in these maps must be treated as exclusion zones with no infrastructure placed in these areas.
- A detailed Tree Protection Plan must be provided clearly indicating the precise location of protective barriers to be erected to form an exclusion zone around all park trees that are to be affected by the built infrastructure of the proposed event, this plan being superimposed onto an up-to-date tree location plan. This plan needs to include the type of ground protection to be used to form the necessary exclusion zones. CEC would stipulate the use of “heras” fencing that is bolted together and installed using concrete footing blocks so no ground excavation is required. The full specification for any barriers must be included within the Tree Protection Plan. All tree protection measures must be in place before any other build commences.
- Penalty for any tree damage occurring as a result of the Event set-up, derig or occupation or due to failure to comply with the agreed tree protection plan, will be based on a percentage of the overall CAVAT figure for said tree, based on the severity of damage. The decision on any penalty payment will be at the sole discretion of the CEC Tree and Woodland Service.
- There should be no vehicle movement across any grass / soft landscaped areas which are going to be used as an event area or for temporary access required for any build, without the use of protective matting. The specification for this protection needs to also be included in the Tree Protection Plan and Vehicle Access Plan.
- Ground excavation to facilitate construction of any infrastructure for the event will not be permitted within any Park and Greenspace area.



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 THE CITY OF EDINBURGH COUNCIL
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**West Princes Street
 Gardens
 Restrictions**

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Project: South East	Plan No: EPSG2019/T01