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| <b>THE ROADS (MISCELLANEOUS PROVISIONS) ACT (NORTHERN IRELAND) 2010 PROHIBITION OR RESTRICTION OF USE OF PUBLIC ROADS: SPECIAL EVENTS: DETERMINATION OF FEES</b> | <b>3<sup>rd</sup> October 2017</b> |
| <b>TO: ENVIRONMENTAL SERVICES COMMITTEE</b>  |                                    |
| <b>FOR DECISION</b>  |                                    |

| <b>Linkage to Council Strategy (2015-19)</b> |  |
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| <b>Strategic Theme</b>                       | Resilient, Healthy and Engaged Communities |
| <b>Outcome</b>                               | Implementation of Statutory legislation    |
| <b>Lead Officer</b>                          | Head of Health and Built Environment       |
| <b>Cost: (If applicable)</b>                 | Application fee to be agreed               |

## **Background**

Further to the Council meeting on 26<sup>th</sup> September 2017, members agreed to bring this item in relation to the determination of fees back to ES Committee for further consideration.

## **Determination of fees**

At the ES Committee held on 5<sup>th</sup> September 2017, consideration was given to defining small and large events and the setting of fees accordingly as proposed at Appendix 1. A refundable deposit of £200 was also suggested to ensure street cleansing costs are covered.

Members indicated their preference for Community Run Events to be considered separately at a reduced fee or no fee.

The table below shows the estimated number of events and proposed fees for each.

| Type of Event                | No. of Events/ annum | Admin Cost | Advertising Cost | Refundable Deposit | Total Proposed Cost – (if deposit returned) |
|------------------------------|----------------------|------------|------------------|--------------------|---|
| Community – (Not for Profit) | 1                    | 0          | 0                | 200                | 0   |
| Council                      | 10                   | 165        | 250              | 200                | 415 – Internal Charge                       |
| Commercial/ Business         | 12                   | 165        | 250              | 200                | 415   |

Community groups running events must provide evidence of their constituted status.

## **Recommendation**

It is recommended that the fees for processing an application under the Roads (Miscellaneous Provisions) Act (Northern Ireland) 2010 as outlined in the table above be adopted and that a review be undertaken within 12 months to determine adequacy.

## **Fees etc for Special events to be held on roads**

### **Small local events**

Is your event a small, local, neighbourhood event where people attending are not from outside your street (eg street party) or immediate neighbourhood?

In order to be considered a 'small event', the event should be as follows: (please note this list is not exhaustive)

1. Be held on minor residential roads (eg cul-de-sacs or side streets)
2. The proposed road to be closed must not have a bus route along it
3. Not have a car park located on it which is accessed via the road to be closed (other than a car park for residents of the road)
4. Not be publicised for the general public and therefore will not draw in people from the wider area
5. Be an event which would apply to residents of one or two streets only and not to larger areas of the district/borough/city. It is up to the District Council to consider factors such as the proposed attendance figures etc when making its decision on whether to grant an Order.
6. Finish by 11pm
7. Not have a stage built from which entertainment would be provided
8. Not have amplified entertainment which may cause nuisance to the wider area
9. Not have fireworks, pyrotechnics or bonfires on the street
10. Not have alcohol or food **sold** at the event.

### **Larger events**

If your event does not meet the above criteria, then your event will be considered to be a larger event.

**Setting of Fees: approx. costings** (averaging small and larger events)

- a) Estimated timespend for processing application
  - 5.5 hours professional officer (@ £25 per hour) (£138)
  - 1.5 hours admin officer (@£18 per hour) (£27)

Total 7.0 hours processing time

Cost £165

- b) advertising fees; dependent on council advertising policy

Estimated £150- £250 (to be determined at time of application)

**Proposed Application Fees**

- Small local event:

Waive administration fee

Cost advertising fee only (to be determined at time of application)

- Larger event:

Cost of application: £165 plus cost of advertising fees (estimated £150-£250 to be determined at time of application)

**Refund of Fees**

In the event that your application refused prior to public advertisement, Council will refund the cost of advertisement fees only. No refund will be due where the advertisement has been placed.

A minimum refundable deposit of £200 will be required to cover clean-up costs of any debris deposited/left on the street/road as a result of the event.

**Public liability Insurance**

A minimum of £10m public liability insurance cover may be required for this event