



Executive
19 September 2012

**Report from the Director of
Environment and
Neighbourhood Services**

Wards Affected:
ALL

Recovering costs for events in Brent's parks and open spaces

1.0 Summary

1.1 Over the last few years there has been a greater public appetite for outdoor community festivities which has seen a growth in self organised events in Brent's parks and open spaces. Brent Council wants residents to safely enjoy events and has a responsibility to ensure that events which are held in its parks and open spaces are providing appropriate standards of public safety and compliance with licensing legislation. This therefore means that there is an increased demand on the Council to ensure that organisations run safe and enjoyable events.

1.2 In the past use of Brent's parks and open spaces for events has been subsidised by the council and so free to event organisers. This report proposes that the Council adopts a nominal charging policy which will assist in recovering the costs associated with organisations, individuals, schools, community and faith groups hosting events in Brent's parks and open spaces.

2.0 Recommendations

The Executive agrees to:

2.1 The principle of partial cost recovery charging to organisers that wish to hold events in Brent's parks and open spaces.

2.2 Agree to the partial cost recovery rates proposed in paragraphs 3.17, 3.18 3.19 and that these charges be implemented from 1st December 2012.

2.3 Members note the establishment and role of the Borough Safety Advisory Group as outlined in paragraphs 3.4 – 3.6 of this report

3.0 Detail

3.1 Over the last few years there has been a greater public appetite for outdoor, community festivities. This has resulted in an increasing number of requests to hold events in Brent's parks and open spaces.

3.2 Requests have been received from a range of organisations including individuals, private companies, community groups, religious groups, sports groups and residents' associations. These events can range from an activity for a few hours for less than a hundred people to events over five days with attendance by thousands of people.

3.3 The growth in self organised events is welcomed, although it has presented a number of practical management issues for the Council particularly in connection with upholding reasonable standards of public safety at public events and ensuring compliance with licensing legislation. It has also increased the amount of work for the Council in relation to venue scheduling, police liaison and consideration of environmental impact of events in parks. Officers have therefore established a new process to ensure that the Council can efficiently deliver its 'landlord' and regulatory responsibilities within available and diminishing resources to help organisations run safe and enjoyable events.

3.4 To achieve these responsibilities a Borough Safety Advisory Group (BSAG) has been created whose role it is to:

- advise the Council in relation to its duty of care regarding its own public events
- provide advice and guidance to external event organisers on public safety related issues and licensing
- provide a forum within which Brent Council and other agencies may develop a co-ordinated approach to public safety for public events
- receive and approve in principle all proposals for public events and applications for public events within the Borough's parks and open spaces
- the BSAG can refuse any proposals for public events and applications for public events within the Borough if the safety or other concerns are such that the Group decides that it ought not to go ahead.
- highlight and monitor any matters raised by the BSAG to the event organiser and any other relevant parties.

3.5 The core members of the BSAG are senior officers from Brent Council's health and safety team in an advisory capacity, transportation, communications, sports and parks, cultural services, neighbourhood services, and the

Metropolitan Police Service. Representatives from other organisations are invited where and when appropriate.

- 3.6** As well as assessing all application requests, where approval is given 'in principle', representatives from the BSAG then support event organisers to ensure that their event management plan is appropriate and comprehensive. This includes advice about licensing requirements, site meetings, checking documentation. For some events such as those with over 1000 anticipated participants, events where alcohol will be present, where a traffic management order may be required, where there are likely to be facilities such as, staging, marquees, funfairs, or if the event's organisation in the past has a poor track record, officers are likely to visit those events when they are taking place to ensure the safety of the public.
- 3.7** Many other Boroughs implement a charging system for use of public parks and open spaces and some have done for many years. Appendix 1 provides details of charges made by other local authorities. There is currently no charge for holding events in Brent's parks and open spaces. To help recover some of the increasing costs of officer time in considering, supporting and facilitating applications, officers believe the Council should consider charging a fee for events in Brent's parks and open spaces.
- 3.8** In deciding whether to have full cost recovery or partial, officers have recommended partial cost recovery as this should not have a negative impact on the Council's aim of encouraging the community to hold their own events and our goal of encouraging cultural activity.
- 3.9** In 2012 to date we have had 46 requests for events in Brent's Parks of which 27 were agreed. Of these 27 events 18 were repeat events from 2011. The 27 events agreed in 2012 can be broken down into the following categories:
- 12 = community events
 - 11 = religious events
 - 1 = school events
 - 2 = charity events
 - 1 = commercial events
- 3.10** In terms of attendance the event organisers in 2012 indicated the following number of visits:

Attendance numbers	Number of events
0 to 99	2 events (1 was a repeat event)
100 to 199	5 events (3 were repeat events)
200 to 299	2 events (1 was a repeat event)
300 to 499	4 events (3 were repeat events)
500 to 999	4 events (2 were repeat events)
1000 to 2999	5 events (5 were repeat events)
3000 to 4999	2 events (1 was a repeat event)

5000 to 9999	1 event (1 was a repeat event)
10000 plus	2 events (1 was a repeat events)

Which came to an estimated total of 60,545 visits.

- 3.11** In previous years there were 41 agreed events in 2011, 37 agreed events in 2010 and 30 in 2009. Appendix 2 shows those events that were held in 2012 and 2011.
- 3.12** A number of principles are suggested in the proposed approach to recovering some of the costs associated with assisting in the delivery of safe outdoor public events in Brent's parks and open spaces. These are:
- To set the charges at a level that will not deter residents and community groups to organise their own events whilst also covering the charges legitimately incurred by the borough in deciding on their application.
 - The Council will not charge itself as this is just moving money around from one department to another.
 - We charge a differential rate for commercial events compared to community/religious events.
 - **Community Events** - any event organised by registered charities, faith groups, places of worship, schools, not-for-profit community or voluntary groups. However, any registered charity with less than £10,000 income p.a. would be exempt from the charge but would need to pay for any relevant licence or Traffic Management Order (TMO) costs.
 - **Commercial Events** - any activity that does not fall in the above classification such as concerts, product launches, corporate events, marketing and promotional activities for profit making organisations, private lets e.g. a wedding reception or private party.
 - A deposit will be required from all event organisers to cover any re-instatement works and litter picking etc
 - The application charges does not include charges for licences, public liability insurance, traffic management orders, road closures or drinks licences etc. since such charges are made separately.
 - All charges would be non-refundable once 'in principal' approval for the event has been given, as the council will have done much of the work already.
- 3.13** A number of charging options were identified for community events:
- A flat administrative fee regardless of the number of attendees
 - A charge based on the number of attendees
 - A daily charge for each event day
 - A charge based on the amount of officer work.
- 3.14** A charge based on the number of attendees may result in applicants under estimating the number of attendees in order to avoid paying a higher charge.

This could have significant implications for the event management plan, site safety and licensing legislation. A daily charge for each event day is only likely to affect the larger events.

3.15 It is therefore proposed that a charging policy is adopted recognising the level of input required from Council officers and that the degree of input be categorised. Within a category a flat fee will be charged so that event organisers know early on, what charges will be applied.

3.16 Non commercial events will be grouped into three categories:

Category 1: Those events which are agreed in principle by the BSAG on application

Category 2: Those events that that satisfy at least one of the following and are required to present their event management plan to the BSAG:

- a) 1000 people or more are anticipated to attend
- b) Alcohol to be sold or supplied
- c) A licence will be required (Temporary Event Notice, Premises, Occasional Sales or Street Trading licences)
- d) Possible hazardous activity (including, but not limited to: fireworks, lasers, staging, funfairs, special treatments)
- e) Significant police concern
- f) Traffic Management Order is needed
- g) There is a poor track record with the event's organisation in the past or the event organiser has very little experience

Category 3: The event is more complex than category 1 and 2 events and will require its own Event Safety Advisory Group to be established (this will be determined at the Borough Safety Advisory Group).

3.17 It is proposed that a nominal fee of £30 should be charged for category 1 events. In 2012 there would have been 7 category one events.

3.18 It is proposed that a charge of £150 should be made to category 2 events. In 2012 there would have been 15 category two events.

3.19 It is proposed that a charge of £300 should be made or category 3 events. In 2012 there would have been 4 category three events.

3.20 For commercial events, of which there was one in 2012, the fees will be negotiated on a case by case basis.

3.21 Where an event requires a licence there will be additional costs associated with the application for such a licence. See appendix 3 for licence information . If the event includes facilities such as marquees, staging, bouncy castles or is a large event the event organiser will be required to hold public liability insurance. These charges are already levied. We will also continue to charge a deposit

which is returned unless there are any ground re-instatement works or additional litter picking required.

Consultation and Equalities Issues

- 3.22** There is no legal duty to consult on the proposals set out in this report. However, for the purposes of gaining further information as to the impact of the proposals it was considered useful, relevant and proportionate to obtain the views of those groups who are recent repeat users of the service. A questionnaire was sent to the fifteen event organisers who had held consecutive events in 2011 and 2012. Checks were made to ascertain whether any organisations held events in alternate years but there were no events that were held in 2010 and 2012 but not in 2011. The purpose of the questionnaire was to ascertain the impact on their organisation if a nominal charge was brought in and to give officers a better profile of attendees.
- 3.23** The questionnaire explained that the Council was considering introducing charges and indicated what the likely charge of their event would be based on the proposed categories of fees listed above. Only three questionnaires were returned. Two of the respondents would be charged £150 under the current proposals and they responded with one saying they thought it was a good idea and the other that they may struggle financially. The third respondent would be charged £30 and they said they would need to look into their budget costs.

4.0 Financial Implications

- 4.1** For each event requested, BSAG members have to read and consider each application. For those events that come under category 2 the organiser is required to present their event management plan to the BSAG and then answer questions from BSAG officers. A 30 minute timeslot is allocated for each category two presentation and question and answer session. In addition there will be site visits by officers with event organisers prior to the event and during all category two events. A category three event would require a specific ESAG to be established with dedicated officer time to support these larger events.
- 4.2** Based on the number and size of events held in 2012 and using the proposed charges listed above, the Council would have raised approximately £3,360 towards the cost of providing this service.

5.0 Legal Implications

- 5.1** The Local Government (Miscellaneous Provisions) Act 1976 enables councils to provide such recreational facilities as they think fit and allows the Council to charge as it sees fit. In addition S145 Local Government Act 1972 provides that the Council may permit any park or pleasure ground to be used for by others for entertainment on such terms as to payment as the Council sees fit. In so far as the use of the parks and open spaces falls outside of the powers to let and charge set out above the Localism Act 2011 general power of competence enables the council to enable such use and cost recover from those using the service..

6.0 Diversity Implications

- 6.1** The events held in 2012 classified themselves under the following headings:
- 2 – charity events
 - 12 = community events
 - 11 = religious events (3 x Christian, 3 x Hindu, 1 x Jewish, 4 x Muslim,)
 - 1 = school events
 - 1 = commercial events
- 6.2** Using the proposed new charging the following fees would have been paid:
- | | | | |
|--------------------------------|---------|----------|----------|
| ▪ Charity events - | £30 x 1 | £150 x 1 | |
| ▪ Community events – | £30 x 5 | £150 x 5 | £300 x 1 |
| ▪ Religious Christian events – | | £150 x 3 | |
| ▪ Religious Hindu events – | | £150 x 2 | £300 x 1 |
| ▪ Religious Jewish event – | £30 x 1 | | |
| ▪ Religious Muslim events – | | £150 x 3 | £300 x 1 |
| ▪ School events – | | £150 x 1 | |
| ▪ Commercial x1 | | | |
- 6.3** Specific equalities data is not collected from the event application form. The questionnaire that was distributed to the repeat event organisers asked for information about the characteristics of potential attendees but as only three questionnaires were returned this does not provide a detailed picture.
- 6.4** Officers have reviewed the application form for the event and made an assessment of the type of audience that would have attended the event. Five events appear to be predominantly targeted at adults, twenty-one events at adults and children and one event at children.
- 6.5** Under S149 Equalities Act 2010 the council is required, when exercising its functions (such as recovering part costs for the use of parks and open spaces for events) to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity between those who have a protected characteristic and those who do not, and to foster good relations between those who have a protected characteristic and those who do not.
- 6.6** The use of the parks and open spaces for events is varied in terms of the age, race, religious belief and other protected characteristics of those organising the events, attending the organised events and the target audiences. The low fees proposed, advance equality of opportunity in that it continues to enable all groups to hold events in the open spaces. Such events often foster good relations between different groups and this is assisted by the low cost which is proposed. There is no obvious indirect discrimination in that there is no group that is particularly disadvantaged by the proposed fees when compared with those who do not share that protected characteristic.
- 6.7** The amount proposed to be charged for the open spaces is nominal and has been calculated having regard to the scale of the event and the type of event. In relation to large scale events for which the higher rates are charged, there is often income and or sponsorship which makes paying the proposed fee manageable. Accordingly the fees suggested will have no or little impact on

any groups or organisations who do, or wish to use the Council's parks and open spaces for events.

6.8 This analysis and conclusion is in part informed and confirmed by the response to enquiries made of regular users: it is reasonable to infer that those who did not respond (12/15) have no concerns and the three that did reply gave a mixed response regarding impact.

6.9 So far as there is any impact upon any protected characteristic groups, it will be small and it is justified on the basis that the Council is under considerable financial constraints and the cost to the Council of processing and managing events is high.

7.0 Staffing/Accommodation Implications (if appropriate)

7.1 None

Background Papers

Equalities impact assessment

Contact Officers

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Appendix 1

Fees and charges of other local authorities

Hammersmith & Fulham

HIRE OF PARKS & OPEN SPACES FOR EVENTS - CHARGES PER DAY		Organised / booked by	Intended Audience	£ Ticketed or Free Entry	2012-13 price per day
Large event, 1000+		Any	Any		
Medium event	499 - 1000	Community Org.	Public	£ Ticket	£290.00
Medium event	499 - 1000	Community Org.	Public	Free	£130.00
Medium event	499 - 1000	Registered Charity	Public	£ Ticket / Free	£130.00
Small event	Up to 499	Registered Charity	Public	£ Ticket / Free	£130.00
Small event	Up to 499	Community Org.	Public	£ Ticket / Free	£130.00
OUTDOOR VENUE HIRE Add on supplements					
Large scale Infrastructure	e.g. staging, vehicles, toilets				£200.00
Small scale Infrastructure	e.g. vehicles, tents, generators				£200.00
Sale of alcohol					£200.00
Amplified music					£200.00

Camden

Camden charge an admin fee for organisations that wish to hold events - £250 basic neighbourhood admin fees up to £2000 for a corporate event.

Currently Camden do not charge an additional fee to community or religious groups to use the parks

Westminster

Westminster charge a rental fee for the use of their parks, based on where you want to use, when and what you want to do. They have four tiers

Tier 1: Iconic locations that are internationally recognised and in high demand					
Tier 2: Classic West End locations that are in high demand					
Tier 3: unusual locations across Westminster					
Tier 4: community spaces ideal for charity and community events or filming					
	Jan	Feb-May	June-August	Sept-Nov	December
Charges for tier 4 (community, charity and not for profit) are:	£400	£200	£400	£200	£200

In addition they charge an administration fee:	
Administration time charged for simple applications that are complete and don't require any other Westminster City Council services	£50
Administration of an application that requires up to 2 hours of time from the Special Events Group, (such as meetings, liaising with other Westminster City Council departments or partners (i.e. Police)).	£150
Initial charge for any work expected to take approximately ½ day (4-5 hours) of a Special Events Group officer/manager's administration and co-ordination time.	£375
Per hour cost for any event or activity that will take more than 5 hours of planning. This will not be incurred without your knowledge and agreement.	£100 per hour

Barnet

Size of event	Type	Charge
Size 1-100	Commercial	£262.50
101-1000	Commercial	£588.00
1001 – 2500	Commercial	£787.50
2501 – 5000	Commercial	£1,050.00
Size 1-100	Community	£26.25
101-1000	Community	£58.80
1001 – 2500	Community	£78.75
2501 – 5000	Community	£105.00
Event size 5000+ by negotiation	Commercial & Community	by negotiation

Appendix 2

2012 Events held in Brent's parks and open spaces

<u>ORGANISER</u>	<u>EVENT NAME</u>	<u>REPEAT EVENT</u>	<u>ANTICIPATED ATTENDANCE</u>	<u>Predicted Target audience</u>	<u>EVENT TYPE</u>	<u>VENUE</u>	<u>CATEGORY</u>
London Orienteering Club	Local Orienteering		70	Adults	Community Event	Gladstone Park	1
Assoc of Jewish Ex Servicemen	Memorial	yes	50	Adults	Religious Memorial	Gladstone Park	1
Triathlon England	Triathlon		100	Adults	Community Event	King Edward (Willesden)	1
Innisfree Housing Assoc	Fun Day		100	Adults & Children	Community Event	Grove Park Open Space.	1
Queens Park School	School Fun Run	yes	100	Adults & Children	Community Event	Tiverton Green	1
Melody Tabernacle Church	Family Fun Day	yes	100	Adults & Children	Religious Christian	Vale Farm	2
Sudbury Court Running Club	Road Race	yes	150	Adults & Children	Community Event	Vale Farm	1
Kingdom Ministries Church	Family Fun Day	yes	200	Adults & Children	Religious Christian	Roundwood Park Annexe	2
KandyCares	Fund Raising Event		250	Adults & Children	Community Event	Barham Park	2
AFC Wembley	Football Fun Day		300	Adults & Children	Community Event	Pellat Road Sports Ground	2
Cerner Ltd	Private Sports Day	yes	350	Adults	Private Event	King Edward (Willesden)	Commercial
Lexi Cinema	Open Air Cinema	Yes	375	Adults & Children	Commercial/Charity	Roundwood Park.	2
Topnotch Community Assoc	Family Fun Day Memorial	Yes	400	Adults & Children	Community Event	Stonebridge Rec	2
Helping Hands Org	Jubilee Lunch		500	Adults & Children	Community Event	Alperton Sports Ground	2
Helping Hands Org	Olympic Fun Day		500	Adults & Children	Religious Christian	Alperton Sports Ground	2
Mountain Movers Ministry	Gospel Music Event	Yes	700	Adults & Children	Community Event	Barham Park	2
Shree Baba Mandir	Guru Poornima	Yes	800	Adults & Children	Religious Hindu	Barham Park	2
BAPS Swam Mandir	Sponsored Walk	Yes	1,000	Adults & Children	Charity	King Edwards VII Park	1
Hindu Council (Brent)	Holi Festival	Yes	1,000	Adults & Children	Religious Hindu	Roe Green Park	2
Harlesden Ummah	Eid	Yes	1,000	Adults & Children	Religious Muslim	Roundwood Park Annexe	2
One Step Beyond Pro	Childrens Triathlon	Yes	1,000	children	School	King Edward (Willesden)	2
Harlesden Islamic Centre	Eid	Yes	2,500	Adults & Children	Religious Muslim	Barham Park	2

<u>ORGANISER</u>	<u>EVENT NAME</u>	<u>REPEAT EVENT</u>	<u>ANTICIPATED ATTENDANCE</u>	<u>Predicted Target audience</u>	<u>EVENT TYPE</u>	<u>VENUE</u>	<u>CATEGORY</u>
Sudbury Court Residents Assoc	Jubilee Event & Parade		3,000	Adults & Children	Community Event	Barham Park	3
Harlesden Islamic Centre	Eid	yes	3,000	Adults & Children	Religious Muslim	Barham Park	2
BAPS Swam Mandir	Diwali	yes	8,000	Adults & Children	Religious Hindu	Gibbons Rec	3
At Home Event Services Ltd	Brazilian Day		10,000	Adults	Community Event	Roundwood Park Annexe	3
1 Eid	Eid	yes	25,000	Adults & Children	Religious Muslim	Fryent Country Park	3

2011 Events held in Brent's parks and open spaces

<u>ORGANISER</u>	<u>EVENT NAME</u>	<u>REPEAT EVENT</u>	<u>ATTENDANCE</u>	<u>Target audience</u>	<u>EVENT TYPE</u>	<u>VENUE</u>	<u>CATEGORY</u>
Wembley Plaza Hotel	Family Day		70	Adults & Children	Charity	King Edward V11 Park	1
Cool Runnings Club	Road Race		100	Adults	Community	Roundwood Park	1
Streatley Gardens Residents	Royal Wedding Fete		100	Adults & Children	Community	Streatley gardens	1
Melody Tabernacle Church	Church Sports Day		100	Adults & Children	Community	Vale Farm	1
Hanoar Hazioni	Fun Day/picnic		100	Children & Adults	Community	Woodcock Park	1
Friday Club	Cake Sale		100	Children & Parents	Community	Tiverton Green	1
Queens Park School	Fun Run		120	Children & Teachers	Charity	Tiverton Green	1
Sudbury Court Running Club	Road Race	YES	150	Adults & Children	Community	Vale Farm	1
Kingsway Christian Centre	Church Sports Day	YES	150	Adults & Children	Community	Vale Farm	1
Harvestime Ministry	Community Day		150	Adults & Children	Community	Stonebridge Rec	1
Black Queen Promotions	Music Day		200	Adults & Children	Community	Stonebridge Rec	1
Brent Parent/Toddler Network	Family Picnic		200	Children & Parents	Community	Roundwood Park	1
Restoration Fellowship	Gospel Outreach	YES	200	Adults & Children	Religious/Christian	Barham Park	1
Kingdom Builders Ministries	Christ in the Community	YES	200	Adults & Children	Religious/Christian	Roundwood Park Annexe	1

St Gabriels Church	Church Picnic		200	Adults & Children	Religious/Christian	Gladstone Park	1
St Mary Magdalene Church	Religious Service		200	Adults	Religious/Roman Catholic	Roundwood Park	1
Al-Sadiq Cultural Centre	Eid Ul Fitr		260	Adults & Children	Religious/Muslim	Gladstone Park	1
Topnotch Community Ass	Community Day		300	Adults & Children	Community	Stonebridge Rec	1
Capital Event Services	Fun in the Sun		300	Adults & Children	Community £500 deposit kept	Maybank Open Space	1
Shirdi Saibaba Temple	Procession		300	Adults & Children	Religious/Hindu and Muslim	Barham Park	1
Dar Al Iman	Eid Ul Fitr	YES	300	Adults & Children	Religious/Muslim	Barham Park	1
Queens Park Harriers	Cross Country Run	YES	335	Adults	Community	Fryent Country Park	1
Hyde Hillside	Community Day		350	Adults & Children	Community	Stonebridge Rec	1
Sudbury Churches	Sudbury Churches Together		400	Adults	Religious/Christian	Butlers Green	1
Kilburn Park School	Sports Day		450	Children & Teachers	School	South Kilburn Open Space	1
Sudbury Court Residents Assoc	Fun Day		700	Adults & Children	Community	Northwick Park	2
BAPS	Sponsored walk	YES	1000	Adults & Children	Charity	King Edward V11 Park	2
Gladstone Park Committee	Gladstonbury Festival	YES	1000	Adults & Children	Community	Gladstone Park	2
Mountain Movers Ministry	Gospel Explosion	YES	1000	Adults & Children	Religious/Christian	Barham Park	2
Hindu Council(Brent)	Holi Festival	YES	1000	Adults & Children	Religious/Hindu	Roe Green Park	2
Harlesden Ummah	Eid Ul Fitr	YES	1,000	Adults & Children	Religious/Muslim	Roundwood Annexe	2
Help Somalia Foundation	Eid Ul Fitr		1,000	Adults & Children	Religious/Muslim	Gladstone Park	2
One Step Beyond Promotions	Childrens Triathlon		1000	Children & Teachers	School	King Edward Park	2
BAPS	Holi Festival	YES	1200	Adults & Children	Religious/Hindu	Brentfield Park	2
Friends Of Eton Grove	Queensbury Eco Festival	YES	1250	Adults & Children	Community	Eton Grove	2
Harlesden Islamic Cultural Centre	Eid Ul Fitr		5,000	Adults & Children	Religious/Muslim	Barham Park	2
1Eid	Eid Ul Fitr	YES	10,000	Adults & Children	Religious/Muslim	Fryent Country Park	2

Swaminaryan Temple	Diwali Fireworks	YES	12,000	Adults & Children	Religious/Hindu	Gibbons Rec	3
Brent Council	Firework Night	YES	15,000	Adults & Children	Community	Barham Park	3
		TOTAL	57,485				

Appendix 3 – Additional licences that may be required

Type of Licence	Consultation Period	Consultees	Fee	Comments
Traffic Management Order	Consultation period is currently 8 weeks	Emergency Services, TfL-Buses, TfL and neighbouring boroughs if required	£1275 + traffic management costs	If the event is within a roadway then a Traffic Management Order (TMO) is required which will allow roads to be closed or restrict traffic movements. This is a legal document which requires the council to follow a statutory procedure.
Premises Licence	28 days or if a hearing is required add 20 working days	Police, Fire, Children and Families, Environmental Health, Trading Standards Planning and Public Safety, Licensing Authority and the Health Boards	Based on rateable value and the capacity	A premises licence is required if the event is to include licensable activities and the event is for more than 499 people. A licensable activity includes the sale or supply of alcohol, provision of regulated entertainment (performance of a play, exhibition of a film, performance of live music, playing of recorded music, performance of dance or similar entertainment), provision of late night refreshment. A premises licence can be for the duration of the event.
Temporary Event Notice (TEN)	3 Working Days	Police and Environmental Health	£21	A TEN allows for the holding of a small scale one-off licensable activity without having a Premises License or Club Registration Certificate and would apply to fetes, open days, and similar events or on special occasions such as international sporting events. A TEN is needed if there is to be any entertainment and/or alcohol and only applies if there are no more than 499 people.
Occasional Sales	42 days	None	£59 plus £1 per pitch	An occasional sale is defined as a group of five or more Traders operating from a site that is neither part of a highway nor within any building other than a car park. Mainly used for car boot sales or temporary markets
Street Trading	28 days	Safer Streets and local traders	£72 plus daily charge	Only persons licensed by Brent Council may trade from the street. A street includes any road, footway or other area that is within 7 metres of a road or footway and is not enclosed and to which the public have access without payment. Street trading means the selling, exposing for sale or offering for sale of any article (including a living thing) or the supplying or offering to supply any service in a street for gain or reward.