

# **POLICY ON THE USE OF LUTON COUNCIL'S PUBLIC SPACE**

## Context

Luton is a large town, borough and unitary authority area of Bedfordshire, situated in the south east of England, but for administrative purposes in the East of England region. We have a population of 214,109 and are one of the most populous towns, currently without city status in the United Kingdom.

The town is situated on the River Lea, about 30 miles northwest of London. The town's foundation dates to the sixth century as a Saxon outpost on the River Lea, from which Luton derives its name. Luton is recorded in the Domesday Book as Loitone and Lintone and has one of the largest churches in Bedfordshire. St Mary's Church was built in the 12th century. There are local museums in Stockwood and Wardown Park which explore Luton's history.

It is also a vibrant, modern town where change is happening every day. Our vision is to support and build a stronger community across the town. It reaffirms our commitment to ensure everyone benefits from growth in the town and that everyone's voice is heard. The diversity of our population is one of our greatest strengths. 'Many Voices, One Town' – this is our message. It is this message that will drive our priorities, plans and campaigns, and how we work with all our community partners for a 'Luton in Harmony'.

This policy will cover **all** parks, public open spaces, roads and paved highway in the town's footprint, as outlined in the map below.



1. The town's commercial areas, parks, public open spaces (**Appendix A**) roads and paved highway areas provide physical spaces large enough to accommodate a substantial number of people. The same can be said for some of our community centres that have facilities that can accommodate a variety of meetings and events.
2. The use of our commercial areas, parks, public open spaces, roads and the paved highway areas, beyond the day-to-day activities i.e. access, shopping, leisure, rest areas that take place, requires careful consideration to ensure that it is consistent with the overall objective of providing spaces that can be enjoyed by all of Luton's communities
3. Use of our commercial areas, parks, public open spaces, roads and paved highway areas must be fair, equitable and be widely regarded as such by most reasonable people.
4. This policy intends to clarify the status of our parks, public open spaces, roads and paved highway areas and outlines the Council's approach in considering the use of this space.

### **Public space in this context divides into five areas:**

- All – Commercial areas
- All – parks in the town
- All – public open space in the town, including council owned car parks, St. George's Square and the curtilage of the war memorial up to the doors of the town hall. (**Appendix B**)
- All – roads in the town
- All other public highway e.g. paved highway

### **The 'highway' in this context includes:**

- The road, the pavement, grass verges and private property used as a public thoroughfare.

## **Policy**

5. The main purpose of this policy is to provide a clear, positive statement of activities that will be permitted in the town's public spaces. It is based on the fundamental and reasonable notion that a town's public spaces should be available for all communities to utilise and enjoy at all times.

The Council aims to support community usage of public and civic space within the limits and framework of democratic expression and responsibilities for and commitment to maintaining cohesion in the town.

6. The Council holds the public open spaces for the use and recreation of the people of Luton and will normally allow their use for funfairs, concerts, festivals and public information stands that **do not** disrupt local commerce, or negatively affect community cohesion, public safety and the enjoyment of the community.
7. If you are interested in [Planning or organising an event, street party or an event in the park](#) you can obtain further information on the latter link or by emailing the parks department at [parks@luton.gov.uk](mailto:parks@luton.gov.uk)

Planning an event or street party can be a great way to bring communities together and celebrate the rich culture and heritage of Luton.

If you are planning such an event, there are some important requirements, so please make sure you read the advice that is given in order to ensure that it is successful and runs smoothly.

8. The Council is dedicated to do everything it can to promote and maintain cohesion in Luton and strives to ensure that this is embedded within all aspects of local and community life, therefore the Council **will not support** any events which may cause or lead to a breach of the peace, disrupt local commerce, negatively affect community cohesion or have a detrimental impact on the reputation of Luton. The Council will not only take account of the impact of individual events but also the cumulative impact.
  - 8.1 The Council expects the organisers of such processions to provide their own marshals for their event on a ratio of 1 marshal to 10 people. The Council also wishes to ensure that such events run safely and smoothly and to this end are willing to offer guidance and assistance to organisers to address issues around health and safety.
  - 8.2 The Council has a duty to adhere to the Equality Act 2010 and in particular the 3 aims of the Public Sector Equality Duty which are as follows:
    - (i) Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
    - (ii) Advance equality of opportunity between people who share a protected characteristic and those who do not.
    - (iii) Foster good relations between people who share a protected characteristic and those who do not (community cohesion)

The second aim (advancing equality of opportunity) involves, in particular, having due regard to the need to:

- ▶ Remove or minimise disadvantages suffered by people due to their protected characteristics.

- ▶ Take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people.
- ▶ Encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

8.3 Promoting and enabling equality, cohesion and inclusion in the Borough of Luton is one of the key priorities for Luton Council and we will strive to ensure that this approach is embedded within all aspects of local community life. The council's commitment to this is currently enshrined in the [Stronger Community Strategy 2019-2023](#) and the "Luton in Harmony" campaign message of 'Many voices, one town' which positively values the diversity of people living in Luton.

Providing hireable community facilities is an important resource for our community and Luton Council is proud of the range of organisations that utilise these and the diverse members of the community that benefit from these services. To safeguard all users of council facilities and to uphold the council's commitments to promote equality, cohesion and inclusion and challenge prejudice, discrimination and extremism, individuals or Bodies or organisations that in the view of the council (and where the council deems it appropriate in consultation with its partners) are seen to express discriminatory views, incite hatred, promote extreme religious, ideological or political views, or seek to exploit grievances or community tensions in ways that could undermine the council's commitment to promote and maintain equality, cohesion and inclusion in the borough, will not be permitted as hirers and users of council facilities .

8.4 Community Centre's are the ideal locations for either large or small events and provide good value for money. The town is well served by these facilities which offer spaces of varying dimensions, many with ample car parking and the option of in-house catering. Some centres are operational 7 days a week from 8am to 10pm and can provide additional services such as internet access, library facilities and cafeteria for cold and hot lunches, sandwiches, snacks, tea, coffee and refreshments. Alcohol Premises Licence available on request.

Equally Active Luton and The Culture Trust Luton, have a number of facilities that could potentially host meetings and events at different venues across the town.

8.5 For further information on such community provision go to:  
[www.luton.gov.uk/communitycentres](http://www.luton.gov.uk/communitycentres)  
[Active Luton](#)  
[The Culture Trust Luton](#)

- 8.6 The town hall also has rooms for hire for the purposes of meetings, events and marriages. Further information about these facilities can be obtained by emailing [DL-LBCBusinessandMemberSupport@luton.gov.uk](mailto:DL-LBCBusinessandMemberSupport@luton.gov.uk)
9. Where proper notice of a public procession or event has been served on the Police [pursuant to section 11 of the Public Order Act 1986] the Council will do everything in its power, as far as it is reasonably practicable to minimise the impact and disruption to community life and local businesses. This may include rerouting or relocating the procession or event away from key public spaces and busy commercial areas.
10. Where Luton Council believes there might be community safety issues or a disproportionate effect on the local community and commerce, the Council after considering each case on its merits may make written representations and provide evidence to Bedfordshire Police seeking them to impose conditions on Public Processions or Public Assemblies, pursuant to sections 12(1) or 14(1) Public Order Act 1986 respectively. These representations will include evidence concerning the risks of the event relating to:
- Serious public disorder
  - Serious damage to property
  - Serious disruption to the life of the community, local businesses or
  - The purpose of those organising the event is the intimidation of others.
11. Should an event require a road closure this will be considered under the 'Policy/procedure for [temporary road closures](#) on Luton Council's road network for special events on or near the highway'. Any necessary permission's should have been received prior to applying for a road closure. If traffic needs to be directed by a Steward on the adopted highway e.g. for a rolling road closures, they must be qualified CSAS Accredited Traffic Officers.
12. Luton Council recognises the rights of freedom of expression and freedom of peaceful assembly as set out in article 10 & 11 of the Convention of the Human Rights Act 1998.
- 12.1 **Article 10** of the European Convention on Human Rights provides the right to freedom of expression and information, subject to certain restrictions that are "in accordance with law" and "necessary in a democratic society". This right includes the freedom to hold opinions and to receive and impart information and ideas.
- 12.2 **Article 11** protects your right to protest by holding meetings and demonstrations with other people. You also have the right to form and be part of a trade union, a political party or any another association or voluntary group.

As these articles are qualified rights, Luton Council is aware that any restrictions placed on the exercise of these articles must have a proper legal basis, are necessary and proportionate in a democratic society and pursues one of the following recognised legitimate aims:-

1. In the interests of national security.
  2. In the interests of public safety.
  3. To prevent disorder or crime.
  4. To prevent detriment to the business community.
  5. In the protection of health or morals.
  6. In the protection of the rights and freedoms of others.
13. The Council **will not support** static gatherings/assembly of groups, marches, protestors in commercial areas of the town which have a major impact on the local economy, community and or 'wilfully' obstructs the free passage along the highway without lawful authority or excuse. Examples of commercial areas are listed in **(Appendix C)**.
14. The Council recognises that the Town Hall serves as a key focal point for expressions of community solidarity and will make the Town Hall frontage and steps available for events which support people in the town to come together for that purpose. Political events or activities that negatively affect community cohesion **will not be supported**.
15. The decision on permitting the use of the Town Hall frontage and steps i.e. the area between the curtilage of the war memorial and the front doors of the Town Hall will be made by the Chief Executive based on advice from council officers. The same will also apply in relation to the provision of relevant IT support and PA equipment. The front doors to the Town Hall will be opened only in exceptional circumstances, for example, where access to and egress from the building is necessary to the efficient conduct of the event taking place on the frontage and steps, or for health and safety considerations. Care should always be taken by the organisers of the event to ensure that at no time do any persons attending the event stand within the curtilage of or climb upon the war memorial.
16. In order to maintain the integrity of the town centre open spaces, Luton Council may consider the application of powers under the Anti-Social Behaviour, Crime and Policing Act 2014 making use of Public Spaces Protection Orders or the application of other relevant pieces of legislation.

### **Application**

17. The principles and approach set out in this policy will be applied in conjunction with the Town Centre Usage Procedure (**Appendix D**) with information provided by the Council led Safety Advisory Group, alongside advice provided by the Service Director (Policy, Communities & Engagement) and the Service Director (Public Protection)

### **Review**

18. Co-ordination of the implementation of this policy will be led by the Service Director (Policy, Communities & Engagement) and the Service Director (Public Protection).
19. This policy will be reviewed every 12-24 months in light of experience and community feedback.

Luton Council  
July 2020

**Luton**

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**Parks and Open Spaces in Luton**

Abbots Wood Road Open Space	Abingdon Road Open Space
Addington Way Open Space	Alder Crescent Open Space
Alesia Road Open Space	Alsworth Road/Swasedale Road small open spaces
Ashcroft Road Recreation Ground	Barton Hills Open Space
Bell's Close Recreation Ground	Benson Close Open Space
Birdsfoot Lane Open Space	Blundell Road Recreation Ground
Bracklesham Gardens Open Space	Bradgers Hill Open Space
Bradley Road Open Space	Bramingham Wood Open Space
Brantwood Park	Browning Road Open Space
Buckingham Drive Open Space	Bushmead Estate Open Space
Buckingham's Tip Open Space	Byron Road Open Space
Bushmead Road Open Space	Carsdale Close Open Space
Carnegie Gardens Open Space	Chaul End Lane Open Space
Castle Croft Road Open Space	Colwell Rise Open Space
Cockernhoe Lane	Coverdale Open Space
Copthorne Open Space	Coyney Green Open Space
Cowslip Meadow	Crawley Green Recreation Ground
Cradock Road Open Space	Dallow Road Recreation Ground
Dallow Downs (includes Bluebell Wood)	Dovedale Open Space
Dewsbury Road open spaces	Eastern Boundary - Green Lane
Drays Ditches (right hand side of Barton Road)	Falstone Green Open Space

## Appendix

Fallowfield	Farley Farm Recreation Ground
Farley Centre Play Area	Field Fare Green Open Space
Fermor Crescent Open Space	Foxdell Recreation Ground
Former Electrolux site	Gayland Avenue Recreation Ground
Freeman's Green Open Space	Grampian Way Open Space
Gooseberry Hill Open Space	Great Bramingham Park (includes Dray's Ditches)
Grasmere Road Open Space	Halyard Close Open Space
Great Bramingham Wood	Hartsfield Road/Falconers Road Open Space
Handcross Road Open Space	Hibbert Street Open Space
Hedley Rise Open Space	Holford Way Open Space
Highwood Close Open Space	Hollybush Road Open Space
Ickley Close Open Space	Icknield Way Recreation Ground
Kestrel Way Open Space	Kidney Wood
Kingsway Recreation Ground	Knapps Farm Open Space
Knoll Rise Open Space	Lancaster Avenue Recreation Ground
Legrave 'Common' (includes Waulud's Bank)	Legrave Park
Lea Manor Open Space	Lennox Green / Perrymede Open Space
Lewsey Park (includes Ravenhill Way)	Liddel Close / Trent Road Open Space
Limbury Road Open Space	Little Bramingham Park
Little Church Road Open Space	Littlefield Road Open Space
Lothair Road Recreation Ground	Luton Regional Rec Ground
Luxembourg Close Open Space	Malthouse Green Open Space

## Appendix

Mangrove Road Open Space (incl Keepers Close)	Manor Road Recreation Ground (includes river area)
Mayne Avenue Open Space	Memorial Park
Mobley Green Open Space	Chaworth Green
New Bedford Road Open Space (inc. Bide-a-while)	Newbold Road Open Space
North Drift Way Open Space	Parys Road Open Space
Pegsdon Close Open Space	People's Park
Poets Green Open Space	Polzeath Close Open Space
Pope's Meadow Common	Powdrills Field Open Space
Raynham Way Recreation Ground	Regis Road Recreation Ground
Ringwood Road Open Space	Riverside Walk-Limbury Meads Open Space
Riverside Walk - Runfold Open Space	Rochford Drive Open Space
Roebuck Close Open Space	Runley Road Recreation Ground
St Peter's Road Open Space	Selsey Drive Open Space
Shaftesbury Road Recreation Ground	Simpson Close Open Space
Snowford Close Open Space	Solway Road Open Space
South Road Open Space	Stockingstone Road Open Space
Stockwood Park	Swasedale Road Open Space
The Chase Open Space	The Moor Common (includes river area)
The Spinney	Timworth Close Open Space
Tomlinson Avenue Open Space	Turners Knoll Open Space
Turnpike Drive Open Space	Ventnor Gardens Open Space
Verulam Gardens Open Space	Waller Avenue Open Space

## Appendix

Wandon Close Recreation Ground	Wardown Park
Waterslade Green Open Space	Wetherne Link Open Space
Whitefields Open Space	Whitley Green Open Space
Wigmore Valley Park	Windsor Street Open Space
Winsdon Hill	

# Luton

Luton Council Car Parks				
Car park	Parkmark	Pay by phone	Post code	Pay & Display
Beech Hill	Yes	Yes	LU4 8BW	Yes
Birch Link	Yes	Yes	LU4 8HT	Yes
Brunswick Street	Yes	Yes	LU2 0HF	Yes
Burr Street	Yes	Yes	LU2 0DD	Yes
Bute Street	Yes	Yes	LU1 2EY	Yes
Chapel Viaduct	Yes	Yes	LU1 2SE	Yes
Crawley Road	Yes	Yes	LU1 1HT	Yes
Hitchin Road	Yes	Yes	LU2 OEN	No
Mostyn Road	No	Yes	LU3 2RF	Yes
Round Green	Yes	Yes	LU2 0TQ	Yes
Silver Street	Yes	Yes	LU1 1EF	Yes
South Road	Yes	Yes	LU1 3UD	Yes
St. George's Square – Blue badge holders only	No	Yes	LU1 2NG	Yes
Vicarage Street	Yes	Yes	LU1 3HZ	Yes
Wenlock Street	Yes	Yes	LU2 ONN	Yes

<b>Commercial Areas of Luton</b>	
<b>Town Centre</b>	
Luton Town Centre	Within the curtilage of Stuart Street, Cumberland Street, Vicarage Street, St. Mary's Road, Guildford Street, Telford Way and Dunstable Road.
<b>District Centres</b>	
Bury Park	From the junctions of Shaftsbury Road/Dunstable Road and Althorp Road/Leagrave Road, through to Dunstable Road to the junction with Telford Way. To include the whole of Bury Park Road and Francis Street.
Marsh Road	From Bramingham Road to Blundell Road
Marsh Farm	The Moakes
Wigmore	Wigmore Lane (from Eaton Green Road to Twyford Drive)
Stopsley	<ul style="list-style-type: none"> <li>◆ From Hitchin Road/junction with St. Thomas' Road to junction with Putteridge Road/Ashcroft Road.</li> <li>◆ Car Park to the front of Jansel House.</li> </ul>
Sundon Park	Hill Rise. Sundon Park Road from Ashwell Avenue to Forth Avenue.
<b>Neighbourhood Centres</b>	
Abbotswood Parade	Outside the Abbotswood Parade of shops
Ashcroft Road	From Marshall Road to Sibley Close
Birdsfoot Lane South	<ul style="list-style-type: none"> <li>◆ From Dewsbury Road to Grosvenor Road</li> <li>◆ From Catherall Road to Laburnum Road</li> </ul>
Biscot Road	From Montrose Avenue to Cromwell Road
Bramingham	Quantock Rise from Whitwell Close to Quantock Close
Bushmead	Within the curtilage of Hancock Drive
Calverton Road	From Watermead Road to the frontage of the shops including the car park.
Dallow Road	From Easingwold Gardens to Warren Road
Farley	Market Square
High Town	High Town Road (from Oxen Road to Midland Road)
Hockwell Ring	The Green (from Ackworth Crescent to Hockwell Ring)
Lewsey	St. Dominic Square including the car park area.
Lyneham Road	From Lalleford Road to Rowelfield
Napier Park	Pending
Rockley Road	From Priestleys to Brockton Close
Round Green	Hitchin Road (from Ramridge Road to Kenneth Road)
The Crossway	From Whipperley Way to Bretts Meads
Wigmore Lane	From Croft Road to Green Lane
Yeovil Road	From Williton Road to Ashcroft Road
<b>Potential for a new Neighbourhood Centre</b>	
Chaul End Lane	Pending
Dallow Road	Pending

Appendix

Appendix D

# TOWN CENTRE USAGE PROCEDURES

**Luton**

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**1. The Policy**

1.1 Luton Council’s Policy on the use of Town Centre Public Spaces sets out the activities that will be permitted in the Town Centre public spaces.

1.2 The procedures set out in this document are to be read in conjunction with the Town Centre policy as detailed in the Luton Council’s Policy on the use of Town Centre Public Space. In particular:

- All applications are considered equally and fairly
- All events must not adversely affect the reputation of Luton
- All accepted events are appropriate for their locations and in accordance with the Luton Council policy and best practice

1.3 The procedure covers the following spaces in the Town Centre footprint – St George’s Square, Manchester Street, Town Hall Square, George Street, Market Hill, Park Square, Bute Street and LBC Car Parks within the footprint.



1.4 In relation to any concerns relating to an event using any Town Centre Space, or disputes relating to the policy, and/or this procedure, the matter should be referred to the Service Director (Public Protection) who will either make a policy decision or consult with colleagues and partners to arrive at a determination.

## **2. The purpose of the procedures**

2.1 This document explains the procedures and systems in place for the hiring of spaces and approving events and other activities in the Town Centre.

2.2 The document is intended to ensure the delivery of a consistent approach setting out the:

- Processes for booking of Town Centre spaces
- Obtaining associated permissions and licences
- Roles and responsibilities within LBC
- Key contact points within LBC

## **3. Scope of Town Centre activities**

3.1 The Town Centre offers considerable opportunity for occasional small and large scale events reaching a variety of audiences.

3.2 The areas are open to a range of activities including:

- Performance and Entertainment
- Information exchange
- Promotional
- Cultural / Community
- Charitable
- Political
- Protest / demonstration
- Marches & assemblies
- Commercial trading

## **4. General principles to all Town Centre activities**

Proposed use should meet the following principles:

- Should not bring Luton Council into disrepute
- Should not be detrimental to existing Luton businesses
- Must adhere to all legal requirements and the advice given by Luton's Safety Advisory Group.

## **5. Permissions & Licensing Requirements**

### **5.1 Licensing of events**

Luton Council holds premises licences for St Georges Square, George Street, Manchester St, Park St and Market Hill sites. No additional fee will be levied for events falling within the remit of these licences.

Specific events may need their own licences dependant on the nature of the activity and the size of the event.

All appropriate events will be advised to obtain their own Phonographic Performance Limited Licence and/or Performing Rights Society licences for the purposes of their event.

### 5.2 **Street Trading Consent**

All Street Trading enquiries should be directed to the Licensing Service. Street Trading can only take place in designated consent streets which are included in **Appendix 1**, which also contains application procedures and a scale of charges.

- Where events may impact on the Street Traders, the Licensing Service will liaise with the affected traders directly.

### 5.3 **Peddling**

Peddling activities are only permitted in accordance with the Legislation and all Pedlars should not only have a valid permit but must act as a pedlar.

### 5.4 **Charity Collection**

Charity collectors in the Town Centre should apply to the Licensing Service by submitting an application and must give 1 month notice.

Collecting is only permitted as per the terms & conditions set out on the reverse of the permit. Further details can be obtained from the Licensing Service.

### 5.5 **Charity Data Collection**

Direct Debit Charity Collectors are managed through arrangements with the Institute of Fundraising (IoF), who notify the Licensing Service of bookings by register. Contact should be made with IoF in the first instance.

### 5.6 **Charity Cash Collection**

Street Collecting (cash) is restricted to no more than two organisations per day. The Licensing Service manages the bookings and requires a minimum of 1 month notice.

It is possible to waive the minimum of 28 Days notice for Charity collections where they are for emergency appeals. This is at the discretion of the Licensing Service.

## 5.7 **Busking and Street Performance**

Luton's 'Busking Permit' scheme sets down a code of practice that applies to all performers. All buskers are required to register under the scheme before performing.

## 5.8 **Food Promotions** – e.g. confectionary, drink or snack sampling

Consideration will be given to the impact on Street Traders of events offering similar products to those already on offer.

Events involving the sale of commercial food and the necessity of issuing temporary trading licences will be considered on a case-by-case basis.

Events involving food will be referred to the LBC Food and Safety Team in relation to food law requirements.

## 5.9 **Premises Licences**

St George's Square and Market Hill sites with surrounding roads are covered by Premises Licences held by Luton Council for regulated entertainment (music, performance etc.). The licence hours are 10.00 till 21.30 Monday – Thursday or 22.00 Friday – Sunday.

Each event applied for will be reviewed in relation to the entertainment being proposed and a decision made as to whether the event can take place under the provisions of the current Council Premises Licence. If it is felt necessary that the event organiser should obtain their own licence and or permits they will be advised accordingly by the Town Centre Events Coordinator.

## 6. **Bye-Laws**

### 6.1 **St George's Square Bye-Laws**

There are a series of Bye-Laws which are attached to St George's Square.

### 6.2 **Bye-Laws Market Hill** - There are no Bye-Laws for Market Hill.

### 6.3 **Bye-Laws - Consumption of Alcohol** - relating to the consumption of alcohol, consumption in the Town Centre, where no licensable activity is taking place, is controlled by the Public Spaces Protection Order (PSPO) legislation. This order states that there is no drinking allowed in any of the Town Centre's open spaces if nuisance is being caused and once approached by an authorised officer. The DPPO covers the whole of the Town Centre, footprint.

## **7. Leafleting**

Leafleting is allowed in the Town Centre provided companies do not cause litter, or market in an aggressive manner and provided the content of the leaflet is legal and contains the address of the printer.

There is no legal requirement to obtain a licence or certificate for handing out leaflets or carrying out a petition on the highway provided that the person distributing the leaflets does not cause an obstruction.

Leaflets that are misleading, threatening, abusive or that are intended to incite hatred of others, may commit an offence.

It is requested because of the practical issues involved, that Luton Council is informed of address, contact details and wording.

If littering is caused, the leaflet distributor may be liable for the costs of cleansing.

Persons leafleting must not do so from a stand, stall or table.

If your organisation requires use of promotional stands or tables, requests should go through the events booking procedure.

## **8. Demonstrations, Marches and Assemblies**

Demonstrations, Marches and Assemblies including Political Rallying and Parades on the Highway should be notified to the police as required under the Public Order Act.

Luton Council will not support any events which may cause or lead to a breach of the peace, disrupt local commerce, affect community cohesion or have a detrimental impact on the reputation of Luton.

Requests for the use of town centre spaces for Demonstrations, Marches and Assemblies should be made initially with the Town Centre Events Coordinator with a completed booking form. [Further information is available here.](#)

Enquiries will be referred to the Safety Advisory Group.

## **9. Documents Required**

### **9.1 Booking form**

A fully completed booking form should be submitted to the Town Centre Events Coordinator.

## 9.2 Insurance

The organiser should have Public Liability Insurance cover for up to £5 million minimum - if the industry standard for the activity is higher, then we request that standard insurance cover e.g. the '9 over 1' £10 million cover standard used by fairground operators.

## 9.3 Health & Safety Risk assessment

A fully completed risk assessment document should be completed, stating the details of who compiled it. This will be submitted to the LBC Food & Safety Team.

## 9.4 Site plan

A fully completed site plan should indicate clearly where the item(s) / equipment / trailer etc. will be located. The exact location of each item will have to be approved with the Town Centre Events Coordinator.

## 9.5 Event plan

A fully completed site plan outlining the purpose event, who is the responsible person for the event, its duration, its expected attendance, times, additional considerations such as, security, stewards / marshals, first aid provision, lost child provision etc., should be submitted for each event.

## 10. Other items that should be considered

### 10.1 Maximising site potential

Luton Council will reserve the right to place more than one event on a specific area of the Town Centre space, e.g. St George's Square. This will be done in consultation and agreement with those wishing to hire the space at the same time, taking into account the type and size of each event.

### 10.2 Conflict with other events

The Town Centre Events Coordinator will plan and arrange the events to ensure that there is no conflict in timings, types of activity etc. which could potentially result in health and safety issues, hazards and or crowd control issues.

## 11. Hire Charges

### 11.1 Electrical Supply

There is an electrical supply at a number of locations in the Town Centre.

The hirer will be required to supply their own extension leads and converters from the electrical supply socket to the location of the equipment and these should be made safe to minimise health and safety i.e. trip hazards and or faulty electrics.

### 11.2 Luton Council Events - Keys

Where an Event is run by **Luton Council, Active Luton** or **Luton Cultural Services Trust**, the organising department can nominate someone to be responsible for the keys, on the understanding that the organisers pay for replacement keys in the event of them being damaged or lost.

Arrangements to collect and return keys should be made with the Town Centre Events Coordinator.

### 11.3 Community Events - Keys

If access to electricity/bollard entry is required, the Town Centre Events Coordinator will make the appropriate arrangements to provide access to the electricity boxes and bollards, then to secure them at the end of the hire period.

Alternative arrangements may be made at the discretion of the Town Centre Events Coordinator and a deposit left, in the form of an uncashed cheque or cash to be kept in a sealed envelope in the safe, to be returned on receipt of the keys. Deposits will vary according to the type of key.

### 11.4 Fountain

The fountain can be switched off. The decision to switch the fountain off will be at the discretion of the Town Centre Events Coordinator who, when making the decision, will consider a number of factors:

1. Health and Safety
2. Location of the hirer's equipment
3. Enjoyment of the general public
4. Potential damage
5. Access

Under no circumstances must anything be put in the fountain area. If the hirer damages the fountain, Luton Council will charge them the full cost of the repair.

### 11.5 **Large equipment - Marquees & other equipment**

The hirer can arrange for erection of large marquees at agreed locations with the Town Centre Events Coordinator. The hirer will be responsible for the safe erection, secure fixings and the dismantling and removal from site.

### 11.6 **Mechanical equipment**

The hirer will be responsible for any damaged caused by their equipment to any fixed items onsite and to ground surfaces. Costs for the repair or cleaning resulting from all mechanical, oil or chemical damage to the ground surfaces will be charged to the hirer.

### 11.7 **Complex technical events**

It is advised to arrange a site visit and where relevant a consultation to determine the feasibility of any large or complex technical event.

### 11.8 **Confirmation of Bookings**

A booking will be deemed confirmed on receipt of a fully completed booking form and receipt of relevant fees.

### 11.9 **Fee Structure**

The fee structure and charges for the use of Town Centre spaces, is set out at **Appendix 2**

### 11.10 **Electricity**

A standard fee will be charged as at Appendix 2.

## 12. **Maintenance Procedures**

### **Regulations applying to all activities:**

#### 12.1 **Electrical supply**

Electricity requirements prior to an event:

- (i) It is important to carry out a site visit prior to the event, to inspect the facilities and ensure that they meet the requirements of the event. Luton Council will not be held responsible for consequences that arise from the technical specifications of the venue not meeting the hirer's expectations.

- (ii) Emergency contact details will be supplied to the hirer by the Town centre Event Coordinator.
- (iii) All electricity boxes are secured & locked to ensure there is no unauthorised access.
- (iv) All use of electricity must be fully risk assessed and as a matter of course, all cables laid across open space where it is unavoidable should be covered with appropriate matting or similar hazard warning equipment (such as cones).
- (v) It is acceptable to run cables along walls behind the benches or under steps where possible.
- (vi) The sockets are inspected annually.

### 12.2 Electrical Tests

Electrical tests should be carried out as early as possible prior to the event to ensure that the power supply is working and the emergency procedure followed.

### 12.3 Fabric Maintenance

This responsibility falls under the Highways team. Should work need to be undertaken, the Town Centre Event Coordinator will contact the Principal Engineer and request for the work to be done.

Any work for an event outside the normal remit of the Maintenance team (e.g. any structural calculations to assess the ground loadings) will be quoted for by the Highways team and if required, paid for by the hirer of the location.

### 12.4 Grassed areas within the Town Centre

The grass area is maintained by the Parks Department.

The grass area is fitted with automated sprinklers which are prone to easy damage therefore it is important that for all events, the following restrictions must be observed:

- No vehicles on the grass
- No items such as generators/other heavy equipment on the grass
- Benches/picnic tables/marquees are permissible for events of short duration subject to approval of their design and use. The repair costs for any damage will be charged to the hirer.

## 12.5 Litter

### Pre Event

The square is a public space. Whilst it is cleaned on a regular basis, hirers who wish to have the area cleaned prior to an event will need to arrange this with the Town Centre Events Coordinator. Charges would only be levied if a cleansing process requires additional staff time or a special cleansing procedure(s) beyond the normal.

### Post Event

Should the hirer wish to collect their own litter then sacks can be supplied. The hirer would be required to liaise with the Town Centre Events Coordinator to arrange the supply of sacks. Collection of the sacks will be carried out by the Cleansing teams at no cost to the hirer. The appropriate contact would be the Street Cleansing Supervisor.

## 12.6 Road Closures

For events that may require road closures to be in force, hirers should discuss their requirements with the Luton Council Highways Team. Usually there is a fee and legal notification period attached to such an order, which is dependent on the nature of the event.

## 13. Parking

George Street is a pedestrianised zone between 10am and 6pm. Vehicle access and parking is prohibited in this area during these times. Parking for the rest of the Town Centre is subject to traffic orders, special orders and waiting restrictions.

### 13.1 Vehicles: Special Arrangement

Special Arrangement is only permissible for vehicles which are an essential part of a promotion or display. Delivery vehicles etc. must be parked off site. Arrangement should be made with the Parking Shop, with a full description of the vehicle including the vehicle index number.

## 14. Safety Advisory Group (SAG)

The Town Centre Events Coordinator is a member of the SAG. They will inform the group of events wishing to take place, using Town Centre spaces. The SAG where appropriate will review the events and give advice to ensure a safe event is held within the Town Centre. There may be a requirement for an event organiser to attend a meeting of the SAG in order to discuss safety related issues.

New events and those with specific risk factors may be brought to the SAG by the Town Centre Events Coordinator. The Safety Advisory Group meets on the 1<sup>st</sup> Tuesday of each month.

**15. Furniture Quality Standards**

Temporary Street Furniture should be contained within the event footprint, otherwise additional charges may be incurred and a 28 notice period may be relevant.

**16. Appendices**

Appendix 1	- <a href="#">Guidance notes for Street Trading Consent</a>
Appendix 2	- <a href="#">Fee structure and charges for Town Centre Spaces</a>