

## Guidelines for use of the Green Spaces in the Park Estate

**Conditions for using circuses and other communal areas of land in the Estate owned and/or managed by NPEL. These conditions are guidelines and may be adapted or amended by agreement.**

It is important to recognise that the areas concerned are owned and managed by NPEL on behalf of all residents, and that residents live in close proximity to these areas. For residents living in flats for example, the open spaces might be their only access to green space close to their homes.

These guidelines are designed to help NPEL staff and Board consider requests for use, and to help those wishing to use the space for events to understand clearly the standards that will be expected. They are also designed to ensure that the interests of those living close to the areas concerned are taken into consideration, as well as the interests of other residents.

### **General Matters**

Requests will generally be considered from established partner organisations (such as the Nottingham Park Residents Association, Nottingham Park Conservation Trust, Police etc. for events sponsored, organised or associated with residents, which should be broadly for the benefit of the Park Estate and have wide appeal for residents.

Permission will not generally be granted for 'commercial uses' or 'private uses'.

Requests for permission to use a site must be submitted to NPEL in writing using the Event Application Form at least 4 weeks before an event (unless it involves a Road Closure in which case see below).

NPEL reserves the right to make a charge for the use of the site. The charge will be agreed with the organiser before the event. Payment will usually be expected in advance. If the electricity supply is to be used for an event (Newcastle Circus) then organisers should alert NPEL to the need for access as soon as possible, and make necessary arrangements with NPEL staff for access to the equipment and supply. NPEL will charge for the energy used.

### **Licences and insurance**

If an event is to require any form of public licence or other permission from any external body, the agreement from NPEL to an event does not override those obligations. NPEL will expect to see that such permissions have been granted by the bodies concerned before the event. Event organisers will require appropriate event

insurance, and will be required to demonstrate this is in place to the satisfaction of NPEL before each event.

### **Damage and litter**

As a precaution against repairing the costs of any damage to the area NPEL may request a deposit prior to the event. If organisers are inviting other bodies to the event (e.g. stall holders, contractors etc.) who might damage the area they should secure deposits from them to protect their own deposit. Deposits must be paid to NPEL at least 14 days before the event.

Damage must be repaired at the organisers' expense, and to standards that are to the satisfaction of the NPEL. It will usually be expected that NPEL approved contractors are engaged to carry out any repairs. This would include damage to grassed areas, planted areas, trees, paths, fences, furniture, or any other feature.

Where stalls are part of an event, they should be positioned immediately abutting the paths, to minimise damage to grass by the concentration of footfall in front of the stalls.

Dogs will not be allowed on the site, in line with the general prohibition of dogs in the green spaces (unless agreed in advance for a relevant part of the event, e.g. a demonstration by police dog handlers). It is advised that event organisers arrange for extra, larger, signage on event days.

Publicity for an event must be posted only in authorised locations in the estate and should be removed promptly after the event. It will not be acceptable to 'fly post' or otherwise attach publicity to street furniture etc. The need to remove such material may result in the loss of all or part of an organiser's deposit.

Vehicle access will not usually be permitted onto the site and never onto the grassed areas. This is to prevent damage and will be particularly important following periods of wet weather or in certain seasons. If events need materials unloading from vehicles, organisers should advise those concerned to bring appropriate trolleys and lifting equipment. Requests for vehicles to be allowed on to the paved areas should be made on the booking form.

All litter, rubbish and waste must be removed from the site by the organisers at the end of the event. It is not acceptable to leave waste on the site, or piled up by the litter bins on sites in the expectation that NPEL will organise waste removal. Where there are take-away food and drink stalls, the stall-holders should have large bins prominently placed near their stalls to prevent overload of the Park bins.

A designated person from the organising body must be on site before set-up to ensure that rules and restrictions are followed and must remain on site to ensure that the site is fully cleared at the end of the event.

### **Consideration of neighbours**

There should be no restriction on public access to the site, even if there is a charge for the event. Where an exception to this is to be requested it must be made in writing to NPEL at least 8 weeks before the event, stating the reason why residents and the public should be excluded. Should NPEL accede to such a request it must be given in writing by an authorised representative of NPEL.

Events (including access for setting up stalls or equipment) should not commence before 9am and should not continue beyond 6pm unless express written permission has been granted. Event organisers wishing to continue after 6pm should demonstrate that they have consulted and secured the agreement of a majority of householders adjoining the area.

Event organisers need to demonstrate that they have made adequate arrangements for parking, and parking control, and any traffic management matters, that might arise from the event. Event organisers need to consider if they should provide toilet facilities for the event and make the necessary arrangements. Amplified music will not be permitted.

The organising body must notify the households immediately adjacent to the site of the details of the event when they apply for permission to hold the event. This notification must be in writing and include details and timings of the event and a contact name and telephone number for a designated person. This contact name and number must also be supplied to the NPEL.

In order to protect the character of the open spaces and their amenity value, as well as to ensure they are available for other residents for use, there will be no more than 12 events held on any one site during a calendar year, and no more than 2 in any rolling month. Organisations that wish to use the areas on a regular basis may wish to consider this when planning events over the year.

### **Road Closures**

Permission for the closure of Estate roads in association with an event will only be given in exceptional circumstances.

If an event is to involve the closure of an Estate road, the request should be made to NPEL at least 8 weeks before the event.

When considering road closure requests NPEL will expect organisers to have carried out some consultation with residents in affected properties.

Any property adjacent to the closed area of road shall be notified at least 2 weeks before the event. NPEL or the event organiser must notify residents in adjacent properties, in writing. If it falls to NPEL to carry out the notification a charge may be levied on the organisers for the costs associated with notification.

Where roads are closed, organisers MUST ensure that access for emergency vehicles is possible.

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NPEL contact details for organisations wishing to enquire about the use of an area or road for an event:

*The Estate Manager  
Nottingham Park Estate Ltd  
7A Lenton Road  
The Park  
Nottingham, NG7 1DP  
0115 9474273  
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