|  |  |
| --- | --- |
| **POLICY:** | **EVENTS SQUARE POLICY** |
| **Policy number:** | LTC / ESP / 23 / v.4 |
| **Available to:** | All Staff, Councillors & Public (upon request) |
| **Supersedes Version:** | Use of Permits for Events Square – Adopted 1st August 2022 |
| **Approved by:** | Full Council |
| **Approval date:** | 31st July 2023 |
| **Review due:** | July 2026 |

**1. Description**

Policy for the granting of Events Square permits.

**2. Purpose of this policy**

To clarify the rules by which permission to use Events Square is granted.

**3. Scope**

This policy covers all activities undertaken on Events Square by third parties, not including Street Trading or Markets.

**4. Procedure**

4.1 Applicants need to apply in writing using the correct application form (Appendix 1).

4.2 Only events that are non-commercial or beneficial to the community, of a cultural or educational nature will be permitted.

4.3 No person is to be allowed space on Events Square (see Events Square Plan – Appendix 2) without prior approval from the Town Clerk (single day events) or Full Council (multiple day events) and a signed permit.

4.4 If the proposed permit holder intends to be selling any goods/products then they should apply for a Street Trading permit.

4.5 All permit details are to be written in the office diary and online diary on the day in question with contact details of the applicant.

4.6 All permits must be signed by the Town Clerk or Deputising staff in the Town Clerk’s absence.

4.7 All permits should be emailed (or posted if necessary) to the applicants.

4.8 The applicant should carry the permit on the day and be prepared to show it to Ludlow Town Council and Shropshire Council Officers upon request.

4.9 Permits are not to be issued for Party Political (to be determined by the electoral commission) activities.

4.10 Only vehicles necessary for the activities of the events may remain on Events Square for the duration of the event, vehicles used for transportation/towing must be removed from the square at the earliest possible occasion.

**5. Legal**

[Reference relevant legalisation with which the policy complies]

**6. Other relevant policies**

|  |
| --- |
| Street Trading Policy |
| Market Regulations |
| Specialist Market Regulations |
| Town Centre Strategy |