

## Worcester City Centre, Activity / Event Booking FAQs

### 1. Why do I need to book a space for an activity / event in the city centre?

The nature of a city centre means there is a lot going on. By booking a space we can advise if there are any other activities taking place that impact your activity / event. We can also signpost you to other organisations if you require specific permissions, licences etc. Hopefully this will help reassure you that you have everything in place and help your event run smoothly.

### 2. What information do I need to supply?

This depends on what it is you want to do. For example, to erect a stall for raising awareness of a particular cause we require:

- a copy of your Public Liability Insurance (PLI), covering you against the cost of any claims made by the general public for incidents that may occur in connection with your activity. We recommend insurance for a minimum value of £5 million (as the activity is on a public highway) however, you should take independent advice on this
- a Risk Assessment. We can supply you with a basic risk assessment template
- a photo of your stall / trailer / or activity (if possible)

If you want to organise a large event we will need more information, see Q17.

### 3. How do I book a space?

The first step is to complete the [Event Enquiry form](#) on our Event Portal with basic key information relating to your activity / event. We will then check if the date / time / location is available and advise you what further information is required.

### 4. Do I need to pay to book a space?

Commercial activities or events attract a hire fee of £165 per part day or £250 per full day.

If your activity is raising awareness for a charity / cause and involves an engagement activity with the public, the Council, at its discretion, may choose to waive or reduce the fee. Worcester City Council is keen to ensure that the city centre is a well-used, busy and vibrant space.

### 5. I represent a commercial organisation or a charity and want to sign up potential customers on the High St, what do I need to do?

The space needs to be booked (see Q3) and we require a copy of your PLI and a risk assessment (see Q2). Payment is also required (see Q4).

If the activity involves [face-to-face fundraising \(direct debit sign ups\)](#) as well as booking your space (see Q3), your organisation will need to be registered with the Institute of Fundraising (formerly the Public Fundraising Regulatory Assoc) and you will need to book space with them. Fundraising on the High Street can only take place on Monday / Wednesday / Friday.

## **6. If I want to sell items from a single stall, what do I need?**

You will need a [Street Trading Licence](#), which covers the selling of goods and/or food. It is possible to apply for a one-day Street Trading Licence and there is a fee of around £70 for this.

Alternatively, a Street Trading Licence may not be required if you book a stall at one of the Council's regular markets (places are subject to availability). We run monthly food, art and craft markets on the High Street and a weekly market in Angel Place. Market stalls should be booked with Cotswold Markets Ltd at [trade@cotswoldmarkets.com](mailto:trade@cotswoldmarkets.com).

Please note that all street trading applications are subject to a consultation process, therefore it is critical to apply in good time.

## **7. I want to sell alcohol and/or give away alcohol samples from a single stall, what do I need?**

If you wish to sell alcohol you will need to apply for a [Temporary Event Notice \(TEN\)](#). This attracts a fee of £21 and needs to be applied for at least 10 days before the planned event.

Please note that no more than 499 people can be present at any one time. A TEN licence may not be needed if you are intending to give away alcohol samples and not sell directly, subject to approval from the Council's City Centre Team.

## **8. I want to sell food as part of the event, what do I need?**

You will need a Street Trading Licence (see Q6). In addition to the items listed in Q2 you will need to supply the following:

- confirmation of registration as a food business with a local authority
- Food Hygiene Rating Scheme (FHRS) rating on display
- relevant health and safety certificates
- Food-related risk assessment, to include; allergen information; suitable hand cleaning facilities; access to hot water (essential for all high-risk traders); cleaning materials; sneeze screens to protect cakes and breads; appropriate temperature controls; adequate storage facilities; appropriately trained staff.

Please be aware that food safety officers may make unannounced visits/inspections to stall holders.

## **9. Can I drive a vehicle into the city centre to unload / load?**

Yes, but you will need to abide by a Traffic Regulation Order. This means there can be no vehicle movements between 10:00 and 18:00 to ensure the safety of pedestrians. If you want to pack down before 18:00, this is possible, but all equipment must be carried out of the city centre to your vehicle.

## **10. Is there a power supply I can access?**

There are power supplies at Cathedral Square, Cornmarket, Angel Place and key locations on the High St. You will need to arrange access in advance via the City Centre Team and ensure that you have blue external connectors to connect directly to the mains supply. There may be a charge for use - this will be confirmed by the City Centre Team.

### **11. All I want to do is hand out some leaflets. What do I need to do?**

We recommend you hold valid PLI and risk assessments for your own reference. Please also note:

- It is advisable but not essential to book (see Q3)
- Leafleting must be a roving/mobile activity and not take place in one static area
- No static tables, displays, or storage areas for leaflet boxes can be installed
- We recommend that you use a backpack to carry additional leaflet supplies and that you pay attention to where / how this is stored whilst not in use, to avoid any unnecessary concern
- The organisation leafleting in the city centre is responsible for the cleansing/picking up of any leaflets that have been dropped on the street - whether accidentally dropped by the people leafleting or by the general public. The requirements stated in the [Clean Neighbourhoods and Environment Act 2005](#)
- It is a criminal offence to distribute material motivated by hostility and prejudice towards a person's identity or perceived identity protected characteristics include race; religion; sexual orientation; disability and transgender identity.

### **12. I want to collect money for charity, what do I need?**

The space needs to be booked (see Q3). If you are undertaking an additional activity, eg playing music (see Q13), we also require a copy of your PLI and a risk assessment. In addition, if you are asking for cash donations from the general public for a charitable purpose you need a [Street Collection Licence](#). The licence provides exclusivity to the charity collecting and there is no administration charge. It is advisable to apply early as there are only a set number of licences issued each year.

If you are granted a licence, but are unable to undertake the activity on the agreed date, the licence can be transferred to a different date, providing a time slot is available. After the collection you are required to inform Worcestershire Regulatory Services how much you have collected.

### **13. I want to perform a dance and/or sing, what do I need?**

The space needs to be booked (see Q3), and we require a copy of your PLI and a risk assessment (see Q2). If the dance / performance is accompanied by live unamplified music between 08:00 – 23:00 and the audience is less than 499 people you do not require a Temporary Event Notice.

### **14. I want to organise a vigil, do I need to tell you?**

We don't necessarily need to know that this activity is taking place. However, it may be useful if we do know so that we can advise if there are any other activities taking place and where the best place is to leave flowers / memorial items (see Q3).

### **15. If I want to close a road for an event, can I?**

It is possible to close a road for an event, however if this is required your activity will be classed as a large event (see Q17). In addition you will need to liaise with the City Centre Team and complete the [Temporary Street Closure Order](#). There is no administration charge but please note that for most road closures it is expected that you would need to create a traffic management plan with sufficient road signing/personnel, which would need to be installed by Chapter 8 qualified personnel (Chapter 8 regulations are designed to ensure that both workers and the public are not put at risk). It is also a requirement that you liaise with all businesses / residents who are directly affected. Please note if the road you wish to close is located within the Traffic Regulation Order pedestrianised zone a [Temporary Street Closure Order](#) is still required.

## 16. Who do I contact about using an empty shop in the city centre?

Worcester City Council does not hold a database of the property owners of any empty shops in the city centre. We would advise contacting the estate agents managing the property (whose details will normally be on a To Let or For Sale sign). If the property is within Crowngate Shopping Centre please contact Filippa Mudd, FMX, Associate Partner [filippamudd@fmx.co.uk](mailto:filippamudd@fmx.co.uk); within Cathedral Square please contact Sam Pisani, Cathedral Square Centre Manager, [sam@cathedral-square.co.uk](mailto:sam@cathedral-square.co.uk).

If you do make contact, the property owner will want to see your PLI and relevant risk assessments as a minimum.

## 17. I want to put on a large event in the city centre, what do I need to do?

Check the space is available by completing the event enquiry form (see Q3). Many of the other questions will still apply depending on the type of event you wish to do. In addition, we will need to see your Event Management Plan; Traffic Management Plan; Medical Plan and other documentation. Depending on the type of event, all documentation may need to be submitted to a Safety Advisory Group.

Please note that as a minimum documentation needs to be submitted and approved at least 8 weeks before the event date, therefore it is critical to apply in good time.

## Useful Contacts

- Worcester City Council [citycentre@worcester.gov.uk](mailto:citycentre@worcester.gov.uk) – for general city centre enquiries
- [Worcestershire County Council](#) – for general travel and highways
- [Onenetwork](#) - to check planned roadworks / streetworks
- [Fencing licence](#) – to erect fencing around an installation as part of an activity/ event, fee payable
- [Mobile Elevated Working Platform Licence](#) – to use a MEWP i.e Cherry Picker on the highway
- [Worcester City Council Licensing](#) - the enforcement of the Licensing, Environmental Health & Trading Standards functions is done on behalf of Worcester City Council by 'Worcestershire Regulatory Services - [Current Fees and Charges](#)
- [Worcester City Council managed car parks](#)
- [Cathedral Square Shopping Centre NCP car park](#)
- [Crowngate Shopping Centre car park](#)
- [Purple Guide](#) – annual subscription to an external organisation that advises on event management best practice