

Cemetery Tour Guide Operator Registration Scheme

Introduction

Graveyards and cemeteries in Edinburgh are popular destinations for tour operators. Using powers under The Civic Government (Scotland) Act, the City of Edinburgh Council can implement management rules to regulate these areas to help improve the quality of the visitor experience and reduce any harmful impact on the location or on other visitors, users and local businesses or residents.

The Management Rules for Cemeteries, Churchyards and Burial Grounds state “The following acts are prohibited unless the Council’s written permission has been obtained first”:

2.1 Engaging in any commercial activity including but not limited to, filming, photography, and drone recording.

2.2 Giving displays or performances including begging or busking.

2.3 Tours whether paid or not in a Cemetery which is subject to the tour guide registration scheme if the operator has not registered with the Burial Authority.

2.4 Any organised event whether paid for or not within the cemetery including but not limited to art classes, teaching, ghost hunting, and parties.

The Tour Guide Operator Registration Scheme requires all tour guide operators who wish to carry out any tour which starts/finishes or visits Canongate, Greyfriars, New Calton, Old Calton or St Cuthbert’s graveyards abide by the **Code of Conduct at Appendix A** and request their customers make a donation described in **Appendix B**.

Fees

Cemetery Tour Guide Operator Registration Scheme Fee – – please tick ✓:

Registration Fee payable annually in advance	£165	<input type="checkbox"/>
Registration Fee payable annually in advance for each employee	£132	<input type="checkbox"/>
Registration Fee for August only	£68	<input type="checkbox"/>

Please note - all new annual permits will expire one year from the date of issue. Permits renewed before the expiry date of the current registration will be valid for one year from the current expiry date. Those wishing to renew their permit must submit a renewal application at least one month before the expiry of their current permit, to ensure an updated permit can be issued for 1 July. If you do not submit a photo with your renewal, we will use last year's photo to produce your badge.

This application form must be fully completed and submitted electronically, together with the appropriate fee, and a digital photograph using our [online submission form](#) Further information is also available on our website at www.edinburgh.gov.uk

APPLICATION TYPE – please tick ✓:

New registration	<input type="checkbox"/>	Temporary registration for festival period	<input type="checkbox"/>
Renewal of an existing permit	<input type="checkbox"/>	Permit number:	

APPLICANT DETAILS – please tick ✓:

Company Registration	<input type="checkbox"/>	Company Name	
		Company Number	
Individual Registration	<input type="checkbox"/>	Forename/s	
		Surname	
Home/Registered Company Address* (*all correspondence will be sent to this address)			
Postcode			
Contact telephone number			
Contact email address			
Number of employees		<i>Note separate registration forms must be completed and submitted for each employee</i>	

Declaration - please sign and date

In making this application you should be aware that the City of Edinburgh Council will hold the information supplied by you ('data') for its purposes as local licensing authority. If you wish to check or amend the data held, or request deletion of data, you should contact the Licensing Manager on the details above. By submitting this application, you are giving your consent for your information to be held and processed for the stated purposes

I/We hereby make application for the Tour Guide Registration Scheme and confirm that:

- (a) The particulars given by me/us on this form are true to the best of my/our knowledge and belief
- (b) I/We agree to pay the registration fee indicated
- (c) I/We agree to abide by the Cemetery Tour Guide Code of Conduct at Appendix A and C
- (d) I/We agree to abide by the Cemetery Tour Guide Donation Scheme at Appendix B
- (e) I/We have read and understand the Tour Guide Code of Conduct and Cemetery Tour Guide Donation Scheme and acknowledge that these will be attached to any Registration Permit granted to me/us

I confirm the above declaration is true

Signature of applicant		Date	
Please print signature			