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| **City of Edinburgh Council – New charging model for events 2024-25**  (V5: 05.02.25) |

**Event categories and level of cost recovery**

The invoicing for the services in scope of this model will be collated and issued via the Public Spaces team and income apportioned appropriately thereafter. Please contact [publicspaces@edinburgh.gov.uk](mailto:publicspaces@edinburgh.gov.uk) for more information.

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| **Charging Category** | **Event Type** | **Cost recovery** |
| March/Parade/Procession | Is your event a March/Parade/Procession only?  ie. no other licensable activities (Please apply via the [Marches & Parades](https://www.edinburgh.gov.uk/directory-record/1099567/parades-and-processions-notifications) process) | 0%\*\* |
| Community, Charity & Civic  (non-commercial) | Is your event run solely by volunteers on a not-for-profit basis and is a charity, local group, community council or registered Friends of Parks Group with all proceeds going back to the local community?  *To verify status please provide your organisation’s charity number and a copy of your constitution or aims and objectives.*  *Nb. Post-event you may be asked to provide a statement of accounts showing money raised and expenses incurred.* | 0% |
| Community & Charity  (commercial) | Is your event run by a charity and involves commercial activities? ie. paid staff, sale of goods/services, event charges  *Please provide details of your organisation’s charity number* | 50%\* |
| Council-supported | Does your event or organisation receive grant funding or funding via a contract from the City of Edinburgh Council?  *If yes, please provide evidence and value of grant/funding* | 50%\* |
| Commercial | Does your event/organisation operate commercially? ie. paid staff, sale of goods/services, event charges | 100% |

1. A **Reinstatement Bond** commensurate with the scale of the event or reflective of previous site-impact may be required to cover potential damage and any clean-up costs. This will be reimbursed in full if the public space is returned in the state it was found (or better) as per the Public Spaces Guidance.
2. If you’re running a chargeable event in one of our **Premier Parks**, please note a **Park Levy** charge may apply.  Please see **Page 10** at the end of this document for further information.

* \* Staffing costs are exempt from discount.
* \*\* In line with [Scottish Government guidance](https://www.gov.scot/publications/marches-parades-static-demonstrations-guidance/pages/1/) and a position statement issued by [COSLA](https://www.cosla.gov.uk/__data/assets/pdf_file/0009/43002/COSLA-and-Police-Scotland-Position-Statement-on-Marches,-Parades-and-Static-Demonstrations-Road-Traffic.pdf); where [Article 11 rights](https://www.echr.coe.int/documents/d/echr/convention_eng) are not being exercised or the parade is commercial in nature then the local authority reserves the right to recover costs in full, including staffing costs.

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| **Team** | **Service provided** | **100% charge** | | **50% charge** |
| Building Standards | Provision of building warrants and their fees are set separately and are therefore not part of this model.  Applicable to events over 28 days in duration. | See building standards  web page:  [Building Standards – The City of Edinburgh Council](https://www.edinburgh.gov.uk/buildingstandards) | | |
| Licensing and other regulatory services, including  Environmental Health, Licensing Enforcement and Trading Standards | Provision of licences and/or written orders via the licensing process, including inspections. Fees are set separately and are therefore not part of this model. | See licensing web page:  [APPLICATION TYPES, CATEGORIES & FEES (edinburgh.gov.uk)](https://www.edinburgh.gov.uk/downloads/file/23569/civic-licence-fees) | | |
| Parking Enforcement | Removal truck (including one on board PA) per hour  Monday to Saturday 0700 to 2359 hrs. | £50 | | £25 |
| Removal truck (including one on board PA) per hour  Monday to Saturday 0000 to 0700hrs. | £70 | | £35 |
| Removal truck (including one on board PA) per hour  Sunday 0700 to 2359hrs (min. 6-hour shift).*#* | £70 | | £35 |
| Removal truck (including one on board PA) per hour  Sunday 0000 to 0700hrs (min. 6-hour shift).*#* | £85 | | £42.50 |
| Removal truck (including one on board PA) per hour  Public Holidays (min. 6-hour shift).*#* | £95 | | £47.50 |
| Parking Attendants (PAs) per hour  Monday to Saturday 0700 to 2359 hrs. | £21\* | | |
| Parking Attendants (PAs) per hour  Monday to Saturday 0000 to 0700hrs. | £30\* | | |
| Parking Attendants (PAs) per hour  Sunday 0700 to 2359hrs (min. 6-hour shift).*#* | £30\* | | |
| Parking Attendants (PAs) per hour  Sunday 0000 to 0700hrs (min. 6-hour shift).*#* | £35\* | | |
| Parking Attendants (PAs) per hour  Public Holidays (min. 6-hour shift).*#* | £40\* | | |
| Parking Attendant Supervisor (Needed when 2+ PAs) per hour  Monday to Saturday 0700 to 2359 hrs. | £22\* | | |
| Parking Attendant Supervisor (Needed when 2+ PAs) per hour  Monday to Saturday 0000 to 0700hrs. | £32\* | | |
| Parking Attendant Supervisor (Needed when 2+ PAs) per hour  Sunday 0700 to 2359hrs (min. 6-hour shift).*#* | £32\* | | |
| Parking Attendant Supervisor (Needed when 2+ PAs) per hour  Sunday 0000 to 0700hrs (min. 6-hour shift).*#* | £37\* | | |
| Parking Attendant Supervisor (Needed when 2+ PAs) per hour  Public Holidays (min. 6-hour shift).*#* | £43\* | | |
|  | Radio Operator (needed for out of hours use) per hour  Monday – Saturday 0000 to 0700hrs. | £20\* | | |
| Radio Operator (needed for out of hours use) per hour  Sunday 0000 to 0700hrs (min. 6-hour shift).*#* | £25\* | | |
| Radio Operator (needed for out of hours use) per hour  Public Holidays (min. 6-hour shift).*#* | £30\* | | |
| *# Please note that the Council will require at least one weeks’ notice in order to arrange special event deployment involving removal trucks on Sundays or on Public Holidays as arrangements have to be made to open the Council's Car Pound site when it would normally be closed*. | | | | |
| **Team** | **Service provided** | **100% charge** | | **50% charge** |
| Parking  *Parking Bay suspension – cost recovery based on hourly Pay & Display rates for all operating hours during the period of suspension.* | Parking dispensation – per vehicle, per day. | £14 | | £7 |
| Parking Bay suspension – per bay, per hour  George Street, St Andrew Square, Charlotte Square, Queen Street, Market Street and Cockburn Street. | £8.20 | | £4.10 |
| Parking Bay suspension – per bay, per hour  Stafford St and Melville St area, Morrison St to Shandwick Place, Old Town (including East Market Street). | £7.20 | | £3.60 |
| Parking Bay suspension – per bay, per hour  West End (Palmerston Place area), Moray Place, South Side/ Nicholson St, Tollcross/Fountainbridge, Heriot Row. | £6 | | £3 |
| Parking Bay suspension – per bay, per hour  New town – Northumberland St to St Stephen St and Royal Crescent. | £5.40 | | £2.70 |
| Parking Bay suspension – per bay, per hour  Bruntsfield, Sciennes, St Leonard’s, Dumbiedykes, Stockbridge, Dean. | £4.10 | | £2.05 |
| Parking Bay suspension – per bay, per hour  Quality Bus Corridor. | £4.10 | | £2.05 |
| Parking Bay suspension – per bay, per hour  South Queensferry. | £1.30 | | £0.65 |
| Parking Bay suspension – per bay, per hour  Extended Controlled Zone. | £3.80 | | £1.90 |
| **Team** | **Service provided** | **Charges** | | |
| Parks & Greenspaces | Park Ranger attendance per officer/hour  (Overtime cost outwith park opening hours) | £75\* | | |
|  | **100% charge** | | **50% charge** |
| Vehicle access fee – per day | £135 | | £70 |
| Hire of Princes Street Gardens – Small/Medium Event – Full-Day | £1225 | | £610 |
| Hire of Princes Street Gardens – Small/Medium Event – Half-Day | £610 | | £305 |
| Hire of Princes Street Gardens – Large/Major Event – Full-Day | £3455 | | £1725 |
| Hire of Princes Street Gardens – Large/Major Event – Half-Day | £1725 | | £865 |
| Hire of Premier Park site – Small/Medium Event – Full-Day  (including The Meadows & Bruntsfield Links, Calton Hill, Inverleith Park, Leith Links, Saughton Park and Lauriston Castle) | £525 | | £265 |
| Hire of Premier Park site – Small/Medium Event – Half-Day | £265 | | £135 |
| Hire of Premier Park site – Large/Major Event – Full-Day | £840 | | £420 |
| Hire of Premier Park site – Large/Major Event – Half-Day | £420 | | £210 |
| Hire of City Park site – Small/Medium Event – Full-Day  (including Sighthill Park, Gyle Park, Roseburn Park, Victoria Park and Pilrig Park) | £315 | | £160 |
| Hire of City Park site – Small/Medium Event – Half-Day | £160 | | £80 |
| Hire of City Park site – Large/Major Event – Full-Day | £525 | | £265 |
| Hire of City Park site – Large/Major Event – Half-Day | £265 | | £135 |
| **Team** | **Service Provided** |  | |  |
| Estates | Hire of Festival Square – Full-Day | £900 | | £450 |
| **Team** | **Service provided** |  | | |
| Planning | Provision of planning approval and the associated fees are set separately and are therefore not part of this model. Applicable to events over 28 days in duration. | See planning web page:  [Planning – The City of Edinburgh Council](https://www.edinburgh.gov.uk/planning) | | |
| **Team** | **Service provided** | **100% charge** | | **50% charge** |
| Public Safety | Section 89 permit for raised structure – complex or up to 3 simple structures | £660 | | £330 |
| Section 89 permit for raised structure – simple structure | £330 | | £165 |
| General Safety Certificate – Designated Stadia | £720 | | £360 |
| Special Safety Certificate – Capacity 30,000 or below | £1000 | | £500 |
| Special Safety Certificate – Capacity of 30,001 or higher | £2500 | | £1250 |
| **Team** | **Service provided** | **Charges** | | |
| Public Spaces | Administration fee | £70 fee for all chargeable events | | |
| Reinstatement Bond | From £500 - agreed per event | | |
| Penalty Charge (not adhering to site rental terms & conditions agreement) | £1000 | | |
|  | **100% charge** | | **50% charge** |
| Site rental terms & conditions agreement for use of Princes Street Gardens | £300 | | £150 |
| Site rental terms & conditions agreement for use of all other parks | £250 | | £125 |
| Site rental terms & conditions agreement for all parks where no rental fee has been applied | £100 | | |
| Fee for occupation agreement and site management – Festival Square | £750 | £375 | |
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| City Dressing installation – 2-person crew per hour | £100 | | £50 |
| City Dressing installation – 4-person crew per hour | £200 | | £100 |
| City Dressing installation – 6-person crew per hour | £299 | | £150 |
| City Dressing installation – 8-person crew per hour | £399 | | £200 |
| Hire of banners and fixings (heraldic or city) per unit/week | £45 | | £22.50 |
| Hire of 2-yard flag per unit/week | £5.30 | | £2.65 |
| Hire of 3-yard flag per unit/week | £10.50 | | £5.25 |
| Hire of 10-yard flag per unit/week | £61 | | £30.50 |
| Hire of Bunting (per 200 metres) per unit/week | £16 | | £8 |
| Hire of Square/Hex concrete block and pole per unit/week | £155 | | £77.50 |
| Hire of flagpole in pavement socket per unit/week | £155 | | £77.50 |
| Access to electrical distribution boxes | £75 | | £37.50 |
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| **Team** | **Service provided** | **100% charge** | | **50% charge** |
| Transport | Traffic signals on/off – Mon to Fri during working hours | £165 | | £85 |
| Traffic signals on/off – Mon to Fri outwith normal working hours, weekends and public holidays | £330 | | £165 |
| Traffic signals on/off – Short notice/anti-social hours | £495 | | £250 |
| **Team** | **Service provided** | **100% charge** | | **50% charge** |
| Roads Events  *Permit includes:*   * *TTRO* * *Advert* * *Event Permits* * *SRWR Registration*   *\*Event Classification will be confirmed upon request.*  *\*\* Late notice carries a surcharge of 25% / possibility of refusal.* | **SMALL** EVENT \*  Event Temporary Traffic Regulation Order (TTRO) Permit  *Minimum 12 weeks’ notice required \*\** | Up to  £2,500.00 | | Up to  £1,250.00 |
| **MEDIUM** EVENT \*  Event Temporary Traffic Regulation Order (TTRO) Permit  *Minimum 12 weeks’ notice required \*\** | £3,000.00 | | £1,500.00 |
| **LARGE** EVENT \*  Event Temporary Traffic Regulation Order (TTRO) Permit  *Minimum 26 weeks’ notice required \*\** | £4,000.00 | | £2,000.00 |
| **COMPLEX** EVENT \*  Event Temporary Traffic Regulation Order (TTRO) Permit  *Minimum 26 weeks’ notice required \*\** | £6,000.00 | | £3,000.00 |
|  | **Service provided** | **Charges** | | |
| Road Occupation Permits (S.58 & S.85\*\*) | Scaffolding Permit | * £210.00 for the first 28 days. * £120.00 for each additional full or part 28-day period. * £210.00 will be charged if a site or office meeting is needed. | | |
|  | Access Tower – up to 6 months duration | * £127.00 for the first day. * £35.00 for each additional day applied for. | | |
|  | Cabin or Container – per unit | * £288.00 for up to 1 month – per unit. * £115.00 per added month applied for – per unit. | | |
|  | Site Hut – per unit | * £288.00 for up to 1 month – per unit. * £127.00 per added month applied for – per unit. | | |
|  | Bus Shelter | * £247.00 for the first 28 days. * £104.00 for each additional full or part 28-day period. | | |
|  | Crane | * £127.00 for the first day. * £69.00 per additional day. | | |
|  | Crane (to erect a Tower Crane) | * £190.00 for the first day. * £69.00 per additional day. | | |
|  | Hoarding | * £431.00 for the first 28 days. * £230.00 for each additional full or part 28-day period. | | |
|  | Hoist | * £115.00 for the first day. * £29.00 per additional day. | | |
|  | Materials Storage | * £247.00 for the first 28 days. * £115.00 for each additional full or part 28-day period. | | |
|  | Skip | * £46.00 for the first week. * £40.00 per added part or full week. | | |
| **Team** | **Service provided** | **Charges** | | |
| Street Lighting | Electrician in attendance – First hour | £90.28\* | | |
| Electrician in attendance – Thereafter (0600-2100hrs) | £45.15\* | | |
| Electrician in attendance - Thereafter (2100-0000hrs) | £48.57\* | | |
| Electrician in attendance – Thereafter (0000-0600hrs) | £49.93\* | | |
| Electrician in attendance – Overtime rate | £67.71\* | | |
| **Team** | **Service provided** | **Charges** | | |
| Waste & Cleansing, including Public Conveniences. | Staff costs per officer/hour – Grade 3 to Grade 10 | £22.92 to £46.94\* | | |
|  | **100%** | | **50%** |
| Vehicle costs per hour - MSC | £41.50 | | £20.75 |
| Vehicle costs per hour – Scarab Minor | £32.50 | | £16.25 |
| Vehicle costs per hour – Schmidt | £36 | | £18 |
| Vehicle costs per hour – Small Mechanical Sweeper | £23 | | £11.50 |
| Vehicle costs per hour – 3.5 tonne vehicle | £13.50 | | £6.75 |
| Vehicle costs per hour – Graffiti vehicle | £14.50 | | £7.25 |
| Vehicle costs per hour – Bulk vehicle | £18.50 | | £9.25 |
| Vehicle costs per hour – Litter Press | £38.50 | | £19.25 |
| Vehicle costs per hour – Litter Bin vehicle | £12.50 | | £6.25 |
| Vehicle costs per hour – Cage vehicle | £5.50 | | £2.75 |
| Vehicle costs per hour – Car/Van | £8.50 | | £4.25 |
| Vehicle costs per hour – Water Butt | £30.50 | | £15.25 |
| Vehicle costs per hour – Beach cleaner | £27.50 | | £13.75 |
| Tipping costs per tonne | £130 | | £65 |
|  | Fuel/oil spillages | £130 | | |

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| **Premier Park Ticket Levy** |

In addition to the charges and fees noted above, the below levy charges are applicable to Premier Park sites.

Princes Street Gardens (E&W), including use of the Ross Bandstand; The Meadows and Brunstfield Links; Calton Hill; Inverleith Park; Leith Links; Saughton Park; and Lauriston Castle Grounds.

The charges collected will be held within a protected budget with the Public Spaces team and used to fund improvements such as eco-friendly power points, lighting and other facilities.

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| **Event Capacity** | **Ticket Price** | **Charge** |
| > 20,000 | £50 or over | £3 per ticket |
| £10 to £49 | £2 per ticket |
| > 5,000 | £50 or over | £2 per ticket |
| £10 to £49 | £1 per ticket |
| 500 to 4,999 | £50 or over | £1 per ticket |
| £10 to £49 | £0.50 per ticket |
| Less than 500 or ticket price £9 or less | | No charge |
| Community/Charity (no commerciality) | | No charge |