

# **CONDITIONS OF USE**

## **FOR BARNSELEY TOWN CENTRE**

Event Organisers booking an event space managed by Barnsley Town Centre Services must take into consideration the conditions detailed below under the following headings:

- Site Protocol
- Health & Safety
- Access & Egress
- Vehicles
- Insurance
- Fees
- Cancellation
- Leaflet Distribution
- Noise
- Filming
- Street Collections
- Public Assemblies
- Equal Opportunities

### **SITE PROTOCOL**

The letter of consent granted by Town Centre Management must be available for inspection by any officer of the council on the day/s in question.

Direct selling of goods and services will be at the discretion of Town Centre Management. Where goods are approved, trading will only take place under licence from the council

Any displays must be safe, tidy and attractive, to the satisfaction of Barnsley Council. Attaching or placing signs/banners or other items on to Street furniture, or the highway surface will not be permitted. Please submit copies of any promotional/display materials with the application form.

If a consent holder is asked to move his/her location by the Council, Police or Fire Services, he/she will immediately comply with that request.

The consent holder will be responsible for the reasonable cost of repair to the highway of street furniture if damage is caused by his/her event

The consent holder will be responsible for the satisfactory behaviour of any employees or other people involved in the event who shall also comply with these conditions.

Activities will be positioned within the perimeter of the designated space so as to cause minimum disruption of pedestrian movement and no obstruction to shop frontages or town centre businesses.

The consent holder of his or her activities shall not cause any nuisance or annoyance to any other users of these event spaces, which includes occupiers of any adjacent land or building or to Barnsley Council.

Litter generated as a result of any activity, including leaflets/samples/products promoted, must be minimised during the event and removed from the event space and a 50m surrounding area by the consent holder both during and at the end of the activity. Should the consent holder fail to adhere to the above, they may also be served with a fixed penalty or abatement notice. Should Barnsley Council incur additional cleansing costs as a result of the promotion/event, then an appropriate retrospective charge will be levied to the consent holder along with any appropriate administration fees.

The consent holder must remove all waste from site at the end of each day, which should be disposed of at a registered Trade Waste site. Litter must not be placed in refuse bins adjacent to the promotional space. Contact details of the Trade Waste Sites closest to Barnsley Town Centre can be found on Barnsley Council's website [www.barnsley.gov.uk](http://www.barnsley.gov.uk)

The use of 'A' boards are not permitted.

Use of generators must be submitted for approval by the Town Centre Management Team.

## **HEALTH AND SAFETY**

All activities must meet all current health and safety legislation, for example all cables on site must be adequately covered or preferably positioned well above head height

Necessary fire-fighting equipment must be provided and be readily available.

The promotion/sampling of alcoholic drinks are not permitted.

## **ACCESS AND EGRESS**

Vehicle movement to and from the Town Centre promotional spaces must only take place within the hours permitted by the relevant Traffic Regulation Orders. These hours are normally 16.30 to 09.30 within the pedestrian precinct (Monday to Sunday). Exceptions to this apply when specific Police consent has been given or the organiser has been instructed to move by the Police or Town Council.

Some spaces require bollards to be removed to gain access to set up and hold promotion/events and others may need Town Centre Services to erect and dismantle hired gazebos. Town Centre Management must be aware of your proposed arrival and departure times to enable the bollards to be removed in a timely manner.

## **VEHICLES**

Vehicle users must comply with South Yorkshire Police advice that states: "Whenever a vehicle is driven upon footway areas it should be guided by another person so as to inhibit excessive speed and prevent conflict with any pedestrians in the vicinity". Their advice is given without prejudice and would not absolve any person from criminal or civil liability.

All vehicles must use drip trays to avoid oil marks on the paving. The hirer will pay for the removal of oil marks or fuel spillages caused by vehicles used as part of the set up or delivery of an event.

Vehicles used for towing or transporting units or equipment to a site must be removed from the site before the event commences. All trailers must be disconnected from the towing unit. The only vehicles allowed on site during the activity are those for which the application has been made for and express consent given; these must be branded vehicles which form part of the event/promotion.

Any vehicular movement on site must be taken with property provision for public safety. No vehicle is to remain on the area outside the agreed time without permission. Staff associated with the activity, are not permitted to park privately owned vehicles on the spaces.

Suitable spaces that are able to accommodate vehicles will be determined by Town Centre Management, shown on a plan and shall be strictly adhered to.

Any cabling from an event vehicle must be sited in line with current health and safety legislation.

## INSURANCE

The consent holder will indemnify the Council against all actions, costs, claims and demands that may result from his/her use of the highway under the consent grant by the Council.

The consent holder will, if the Council requests, take out third party liability insurance in the sum of at least £5,000,000 **(we may request this be raised if your promotion/event is deemed to be of a higher risk)** with an insurance company who shall be approved by the Council and will produce details of such insurance to the Council.

## FEES

A fee will be charged for all promotions/events unless specified differently by the Town Centre Management Team.

## CANCELLATION

Should an event be cancelled after a letter of consent has been issued, an administration charge up to the full hire fee for the space will become payable.

Should you provisionally book an event space more than 3 months in advance of your activity, a completed application form must be submitted to the Town Centre Management not more than one month from the initial booking.

The Council reserves the right to cancel or withdraw any consent, at any time prior to the date in question.

Consent holders may be required to curtail or cancel an event on the day, in the circumstances of emergency or other authorised legitimate access requirements for which no satisfactory alternative access arrangements can be made.

Where the event organiser does not abide by the Town Centres 'Conditions of Use' or the activity is not contained within the agreed event space, Town Centre Management reserves the right to stop the event while it is in progress. Fees will not be returned should this occur.

## **LEAFLET DISTRIBUTION**

The consent holder and all other event staff shall wait to be approached by members of the public when leafleting within the event space.

Where the event includes the distribution of printed material, for example leaflets, flyers or any printed format, litter must be collected and removed within a 50m radius by the consent holder during and after the event. Any distribution of printed material must be restricted specifically within the booked event space. Failure to adhere to this may result in the consent holder being served with a fixed penalty or abatement notices. Should the Council incur any additional cleansing costs as a result of the promotion/event, then an appropriate retrospective charge will be levied along with any appropriate administration costs.

Leafleting shall only take place within the designated event spaces with the written consent of Town Centre Management.

[Clean Neighbourhoods and Environment Act 2005](#)

## **NOISE**

The consent holder will ensure that sound levels generated by his/her event are reasonable and do not cause any noise nuisance to other businesses, residents or members of the public in the vicinity. If complaints are received by the Council, immediate corrective action must be taken.

The use of loud hailers will not be permitted, unless specifically agreed with Town Centre Management in advance.

## **FILMING**

When Town Centre promotional spaces are booked for filming, all details of requirements for vehicles, cabling, lighting, tracking, props and other equipment must be agreed in advance with Town Centre Management, and strictly adhered to.

## **STREET COLLECTIONS**

Cash collections will only be allowed for charitable organisations and will be controlled by the Licensing Department of Barnsley Council. A provisional booking must be authorised from Town Centre Services before applying for a collectors permit. A Consent Letter will be provided once all permissions are granted.

Please note all bookings will be cancelled if a valid permit is required and not granted from our Licensing Department.

## **PUBLIC ASSEMBLIES**

Town Centre promotional spaces are not pre-bookable for public assemblies (this term includes demonstrations). It is best practice to liaise with South Yorkshire Police.

## **EQUAL OPPORTUNITIES**

The consent holder will comply with the Council's Equal Opportunities and Health and Safety policies.

## **POLITICAL AND RELIGIOUS EVENTS**

Town Centre promotional spaces are not bookable for political related events and religious instruction.

This does not impede the right to freedom of speech. Please contact Town Centre Management if you have a query.

## **Town Centre Services**

Barnsley Council  
Civic Hall  
Eldon Street  
Barnsley  
S70 2JL

01226 775728

[towncentreambassadors@barnsley.gov.uk](mailto:towncentreambassadors@barnsley.gov.uk)

## **Licensing Section**

Regulatory Services  
Barnsley Metropolitan Borough Council  
PO Box 634  
Barnsley  
S70 9GG

01226 773555

[licensing@barnsley.gov.uk](mailto:licensing@barnsley.gov.uk)

To apply online for a charitable street collection license [Applications](#)

## **Public Assemblies**

Please liaise with South Yorkshire Police on:  
Contact number 101