

Permission	Description of Purpose	Deadline	Cost
Promotional Activity / Events on the Public Highway	Promotional distribution with minimal infrastructure and low impact - includes up to two distributors per site	***At least 10 working days	Min £652
	Each additional distributor (per site, per three days)		£30
	Promotional distribution lasting longer than three days (must contact the special events team prior to submission)		POA
	Temporary street trading licence (per trader/stall) for commercial events and temporary markets		£25
Temporary Highways Consent	All temporary structures placed on the public highway (including footway) for events require a Temporary Highway Consent.	***At least 10 working days	£240
Planning and Building Control	Planning or advertising permissions may be required, dependant on the activity. Building Control may advise that a Section 30 licence is required for any structures built for an event. For more information, please click on this link. https://www.rbkc.gov.uk/planning-and-building-control/planning-and-building-control	Dependant on proposed activity	POA
Temporary Events Notice (TEN's)	This is given by an individual (a premises user) and authorises the premises user to conduct one or more licensable activities (Licensing Act 2003) at the premises for no more than 96 hours. TEN's can be used to authorise relatively small – scale ad hoc events held at the premises involving less than 499 people at one time. For more information, please click on this link. http://www.rbkc.gov.uk/environmentandtransport/licensing/applicantsandbusinesses/temporaryeventnotices.aspx	***10 working days	£21
Premises License	A Premises License - required for one or more licensable activity (Licensing Act 2003). For more information, please contact the Licensing Team, licensing@rbkc.gov.uk 020 7341 5152. http://www.rbkc.gov.uk/environmentandtransport/licensing/applicantsandbusinesses/premiseslicences.aspx	Recommend three months	Dependent on the premises rate-able value

Commercial events in parks	Events under 3000 attendees* Events over 3000 attendees*	***At least 6 weeks for small events, 3 months for large events	£1560 POA
Community Events in Parks	Events 1- 499 attendees Events 500 – 999 attendees Events 1000 – 1999 attendees Events 2000+ attendees	***At least 6 weeks for small events, 3 months for large events	£100 £250 £500 £1000
*50% concession for: -Registered charity -Not for profit organisations -Voluntary organisations meeting criteria			
Road Closure	Closures of a road for an event. For more information, click on this link. https://www.rbkc.gov.uk/parking-transport-and-streets/managing-traffic-and-transport/traffic-management-orders/temporary NB: You may also need to employ the services of a traffic management company, to implement the placement of traffic signs and cones and barriers to close off your area of works and to show the diversion routes etc.	6 weeks (small streets only) 12 weeks (if affected road is used as a TfL route).	£1626

<p>Parking bay suspension</p>	<p>15 working days, in writing, to suspend a resident, diplomatic, numbered disabled bay, car club or doctor's parking bay 5 working days, in writing, to suspend a pay-and-display or blue badge disabled bay. Where chargeable days are not booked as cumulative, seven consecutive days are required between the end of an application and the start of a new one for the same location and by same applicant.</p> <p>Please contact the Special Events department for a suspension application form.</p>	<p>***Resident Bay 15 working days. P&D bays 5 working Days</p>	<p>£56 per bay, per day</p>
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Additional Fees:

Late Application – If a deadline is missed, we will endeavour to process your request if possible. There is a late fee of **£85**.

Administration Fee- There is an administration fee of **£104** and a cancellation fee of **£85** per application. This fee may increase depending on the complexity of your event. Please note, for all minimum charges outlined in the table above, administration time has been included in these fees and will only increase in instances where more than four hours is spent on an application.

Site visit - If a site visit is required there is an additional fee of **£104 per hour**.