

# Manchester City Council

## Guidelines for Applying to hold activity in Manchester City Centre

### Use of public streets, squares and other public open spaces in the city centre

To ensure the effective and efficient management of the city centre streets and public spaces Manchester City Council strictly limits the number and nature of activities in the city centre and preserves these areas as open, accessible public realm spaces. In order to exercise its responsibilities as highways authority under the Highways Act the City Council must approve all applications for the use of all squares, highways and public open spaces in the city centre. The only events that will be authorised are normally those organised by, sponsored by, or otherwise linked to events explicitly supported and/or initiated by, the City Council. These events will be characterised by their infrequency, specific themes, and ability to appeal to and entertain a wide audience. Consideration will be given to events and celebrations by local groups.

**Any application should normally be made at least 28 days in advance of the proposed date**, although you should be aware that the Events Programme may include elements planned even years in advance.

Any unauthorised activity will be subject to enforcement by police and council officials. Applications will be assessed specifically with regard to:

- Quality of the event
- Evidence of competency of event organiser responsible for activity
- Event is in line with the terms of the Premises License
- Breadth of appeal
- Timing & location
- Avoidance of associated nuisance
- Absence of conflict with other areas of council policy
- Acceptability of level of any associated disruption (to traffic, pedestrians, churches, business, etc.) relative to the likely benefit of the event.

**Application for any such usage is subject to your acceptance of the following conditions:**

- The organiser/applicant shall indemnify the City Council against any claims, accidents, or damage which may occur due to the event taking place. A copy of public liability insurance should be included with the application (minimum liability of £5 million pounds).
- The applicant is responsible for keeping the location clean and litter-free and that street furniture is not damaged in any way. All damage to the area caused by your activities shall be repaired at your expense; costs incurred by the City Council over and above normal maintenance, as a result of excess litter or damage will be rechargeable to the applicant.
- In the event of any complaint of noise or other undue nuisance the event is to cease on the request of officers of the Council or Greater Manchester Police.
- You will ensure that no guy ropes or pins are used in supporting any item of equipment and that no fixing to lighting columns, street furniture, statues, grating or grids will occur.
- Only those vehicles necessary for the set up of the event be allowed on to event areas for which specific permit must be sought . For further information and advice email [pdsusdisp@manchester.gov.uk](mailto:pdsusdisp@manchester.gov.uk)
- You must not fly post in connection with the event.
- You shall not contravene the Council's stated policies in terms of the content and presentation of the event, especially with regard to inclusivity and equality of opportunity.
- Separate legal consent must be sought from the Chief Executive's Licensing Unit (with regard to any intention to trade or collect money on the street, such permission will **not** normally be given (due to the pressure placed on the city centre by existing licence holders). For information regarding street collection licensing please email [premises.licensing@manchester.gov.uk](mailto:premises.licensing@manchester.gov.uk) with your enquiry.

- Manchester Markets on behalf of Manchester City Council, manage the Market Rights for the City of Manchester. If you wish to host or operate a Market or Fair in Manchester you must apply for a Markets Rights license. Applications must be submitted at least 21 days in advance of the event'.

Markets and fairs will only be licensed once an application for a Market Rights License has been successful. Applications for a Market Rights License are available from **Manchester Markets** via post – **New Smithfield Market, Whitworth Street East, Openshaw, Manchester M11 2JW**, on the website:- [www.manchestermarkets.com](http://www.manchestermarkets.com) or on request by email:- [manchestermarkets@manchester.gov.uk](mailto:manchestermarkets@manchester.gov.uk). Telephone 0161 234 7357