

PUBLIC SPACES EVENT APPLICATION FORM

(V4: 24.01.25)

Application Ref: <input type="text"/>	Ward No(s): <input type="text"/>
Date Received: <input type="text"/>	FOR OFFICIAL USE ONLY

PART 1: YOUR CONTACT DETAILS

Please provide full details of individual(s) or organisation(s) responsible for management of the event/activity

Name:	<input type="text"/>	Organisation:	Royal Highland Centre
Phone number:	<input type="text"/>	Mobile number:	<input type="text"/>
Email address:	<input type="text"/> @royalhighlandcentre.co.uk	Charity number (if applicable):	<input type="text"/>
Postal Address (incl. postcode):	<input type="text"/>	Invoicing Address (incl. postcode) if different from postal address:	<input type="text"/>
	Royal Highland Centre		<input type="text"/>
	Ingliston		<input type="text"/>
	Edinburgh EH28 8NB		<input type="text"/>

PART 2: DETAILS OF THE EVENT OR ACTIVITY

A. The name of your event/activity	B. The name of the person or organisation applying for permission to hold the event/activity
Terminal V Festival (April 2025)	EE Live Ltd
C. The proposed date(s) of your event/activity	D. The location(s)/park you wish to use for your event/activity
18 – 19/04/26	Highland Hall, Lowland Hall, Central Hall, The Green
E. What time will your event/activity start?	F. What time will your event/activity finish?
12:00	23:00
G. What date & time will you need access to the site from?	H. What date & time will you vacate the site?
13/04/26 08:00	23/04/26 18:00

PART 2: CONTINUED

I. Please indicate the nature of your event/activity:

Dance music event

J. Please provide a site map/plan and a description of your event/activity, explaining all elements (including set up, start, finish and de-rig times and dates and if applicable any entertainment, shows or displays e.g. fireworks etc):

TERMINAL V FESTIVAL an electronic music festival running over 2 days.

Each event day will feature a fresh international lineup of electronic music artists.

Expect 2 days covering the sounds of underground electronic music, with a heavy focus on techno, hard techno, trance, house + more.



K. Please provide details of any infrastructure you plan to install for the event/activity (e.g. staging/toilets/fencing/bins/tents or marquees etc):

Staging, portable toilets, bins, fencing, marquees, steel shields, fairground rides, bar containers

L. If the event is for charity, please advise the percentage of the proceeds that will be donated:

N/A

M. Please note how many staff or volunteers will be required

100+

N. Please estimate the maximum number of people likely to be at your event at any one time:

20,000

O. Please indicate with an x if your event will include any of the following activities:

Retail *	<input checked="" type="checkbox"/>	Animals *	<input type="checkbox"/>	Fireworks/pyrotechnics *	<input checked="" type="checkbox"/>
Collections for charity/raffle *	<input type="checkbox"/>	Food or drink *	<input checked="" type="checkbox"/>	Alcohol *	<input checked="" type="checkbox"/>
Raised structures/stage ** / ***	<input checked="" type="checkbox"/>	Cinema *	<input type="checkbox"/>	Theatrical performance *	<input type="checkbox"/>
Other structure ** / ***	<input type="checkbox"/>	Market stalls *	<input type="checkbox"/>	Music (live or recorded) *	<input checked="" type="checkbox"/>
Commercial filming or photography ****	<input type="checkbox"/>	Fairground rides *	<input checked="" type="checkbox"/>	Inflatables (including bouncy castles) *	<input type="checkbox"/>

* May require a licence / permit. Contact the Licensing Team: licensing@edinburgh.gov.uk or (0131) 529 4208

** May require a S.89 permit. Contact the Public Safety Team: publicsafety@edinburgh.gov.uk

*** May require a roads permit. Contact the Permits Counter: roadpermits@edinburgh.gov.uk

**** Please contact Film Edinburgh: film@edinburgh.gov.uk

PART 3: PARKS & GREENSPACES

A list of charges for events held in parks is included the separate Public Spaces Fees & Charges document. All events are charged at a minimum of half day rental for up to 4 hours. Should your event require a License to Occupy, additional fees will apply for the preparation of this license and any Council staff support will incur further charges. Charges apply for all days on site, including build and de-rig days. When damage to the park is considered likely, a refundable bond must be paid in full and received by the Council prior to the event. Failure to provide a bond, when requested, will result in event permission being withdrawn (charges available upon request). Depending on the scale and layout, a tree protection plan may also be required.

Please also note that from 1 January 2025 if you're running a chargeable event in one of our Premier Parks, a Park Levy charge may apply to your event. Please see Page 10 of the Public Spaces Fees & Charges document for further information.

A. Will any area of the park be closed to the public? If so, please detail the size of the area and timescales:
Please note a Section 11 Order may be required. Further information is available by contacting publicspaces@edinburgh.gov.uk

B. Will vehicle access be required?

C. Will a power source be required?

ROSS BANDSTAND, WEST PRINCES STREET GARDENS

B. Are you applying to use the Ross Bandstand (West Princes Street Gardens)?

Please note, major events utilising both the Bandstand and the gardens are restricted to four per year. For more information about these opportunities please contact publicspaces@edinburgh.gov.uk

Due to rockfall concerns, pedestrian and vehicle access into the gardens from Kings Stables Road is closed. Access is available via St. Cuthbert's Churchyard and has [specific conditions](#)

Please confirm that the event will be contained within the footprint of the bandstand and that the gardens will be required for access only and that you are able to conform to the conditions of entry.

Please note, further technical requirements and programme details will be required.

PART 4: TEMPORARY ROAD CLOSURES / PARKING RESTRICTIONS ETC

Please complete with a minimum of at least six months (large events) or twelve weeks (small events) prior to the event for an event that requires a Temporary Traffic Regulation Order (TTRO). Ensure all supporting documents are attached (Event plan, risk assessments, route plans, traffic management plans etc).

A. List road names to be subject to a <u>road closure</u> & provide a plan (include any build and de-rig dates/timings):	
B. Road closure start time(s):	C. Road closure end time(s):
D. List road names to be subject to <u>parking restrictions</u> & provide plan (include any build and de-rig dates/timings):	
E. Parking Restriction start time(s):	F. Parking restriction end time(s):

Notes:

- (1) Where costs are deemed to be recoverable, the individual or organisation responsible for management of the event will be required to arrange any traffic management measures required. For more information or advice please contact roads.events@edinburgh.gov.uk.
- (2) Should any of your closures and/or parking restrictions affect the availability of any on-street parking places, the Council will look to recover the suspension cost associated with your event.
- (3) Please note that in order for the City of Edinburgh Council to enforce your parking restrictions you may need dedicated resources for which there may be a charge. It is your responsibility to arrange resources directly via Parking Operations, please contact parking.contract@edinburgh.gov.uk for more information.

PART 5 – CHARGING CRITERIA

Event categories and level of cost recovery

Charging Category	Event Type	Cost recovery
March/Parade/Procession	<p>Is your event a March/Parade/Procession only?</p> <p>ie. no other licensable activities (Please apply via the Marches & Parades process).</p>	0%**
Community, Charity & Civic (non-commercial)	<p>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?</p> <p><i>To verify status please provide your organisation's charity number and a copy of your constitution or aims and objectives.</i></p> <p><i>Nb. Post-event you may be asked to provide a statement of accounts showing money raised and expenses incurred.</i></p>	0%
Community & Charity (commercial)	<p>Is your event run by a charity and involves commercial activities? ie. paid staff, sale of goods/services, event charges.</p> <p><i>Please provide details of your organisation's charity number.</i></p>	50%*
Council-supported	<p>Does your event or organisation receive grant funding or funding via a contract from the City of Edinburgh Council?</p> <p><i>If yes, please provide evidence and value of grant/funding.</i></p>	50%*
Commercial	<p>Does your event/organisation operate commercially? ie. paid staff, sale of goods/services, event charges.</p>	100%

Please note - * Staffing costs are exempt from any discount and ** in line with [Scottish Government guidance](#) and a position statement issued by [COSLA](#), where [Article 11 rights](#) are not being exercised or the parade is commercial in nature then the local authority reserves the right to recover costs in full.

Please see the Public Spaces Charges 2024-25 document for a full list of charges.

EVENT CATEGORY

	Charging Category	Cost Recovery
Please state what Category your event falls into		

Please note – should any information you have provided be found to be deliberately false then you will be liable to pay full 100% recovery costs.

PART 6: CHECKLIST AND DECLARATION

NOTE: Your application may be delayed without the full information listed above. You may be contacted to arrange a meeting to discuss your notification in more detail.

Please note that:

A. You have read and agree to abide by the Terms and Conditions of Use

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B. You confirm that any charge, reinstatement bond or additional costs incurred can be invoiced directly to the address supplied above

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C. You agree to inform us of any changes to the information specified in this notification form

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Name: Signature: Date: 06.01.26

Please return this form as soon as possible to: publicspaces@edinburgh.gov.uk

Please note that the personal details you provide in this form are for the purposes of processing your application and will only be used for administrative reasons relating to your application, and the subsequent event. Depending on the type and size of the event, it may be necessary to share this information with partner agencies, such as Police Scotland. Where this occurs, the processing is done in order to fulfil our obligations to ensure the safety of the public and compliance with relevant legislation. More details about the Council's data protection arrangements and your rights as data subject can be found on our website: <http://www.edinburgh.gov.uk/privacy>