



Guidelines for Use of Portobello Green for Community Events and Activities

At Westway Trust, we are committed to ensuring the public realm on our estate is accessible and actively utilised for the benefit of our communities in North Kensington.

Portobello Green is available for community events and activities free of charge. However, we also must be respectful of our neighbours and ensure that all events remain appropriate in scale, particularly given the Green's location in a residential area.

The following document outlines the mandatory requirements that all event hosts must follow if they wish to use Portobello Green for a community event or activity.

These guidelines have been established by Westway Trust based on a formal Noise Impact Assessment for community events at Portobello Green.

To ensure the space operates in a way that benefits the community without impacting adversely on local residents, all event organisers must strictly adhere to the following noise management rules.

1. Eligibility

- Portobello Green is available free of charge for community events and activities which provide tangible social benefit to our communities in North Kensington. Users of the space will be asked to demonstrate the social impact of their proposed activity.
- Event hosts should be one of the following types of organisations:
 - Registered Charity
 - Community interest Company (CIC)
 - Charitable Incorporated Organisation
 - Social Enterprise
 - Public Sector/government entities
 - Faith-based organisations
 - Community based organisations (eg Neighbourhood Associations, Youth Centres, Mutual Aid Networks etc)

3. Event Types

- Being located in a residential area, it has been determined that Portobello Green is not an appropriate space to host live performances or DJ events.

Westway Trust is therefore unable to issue licenses for the use of Portobello Green for this purpose.

- Portobello Green is suitable for smaller-scale community events - typically characterised by small loudspeaker setups, less noisy music, and a small to medium sized crowd (up to 300 people).
 - Please note that any events that are likely to attract more than 200 people fall must comply with regulation under [Martyn's Law](#),
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2. Event Timing

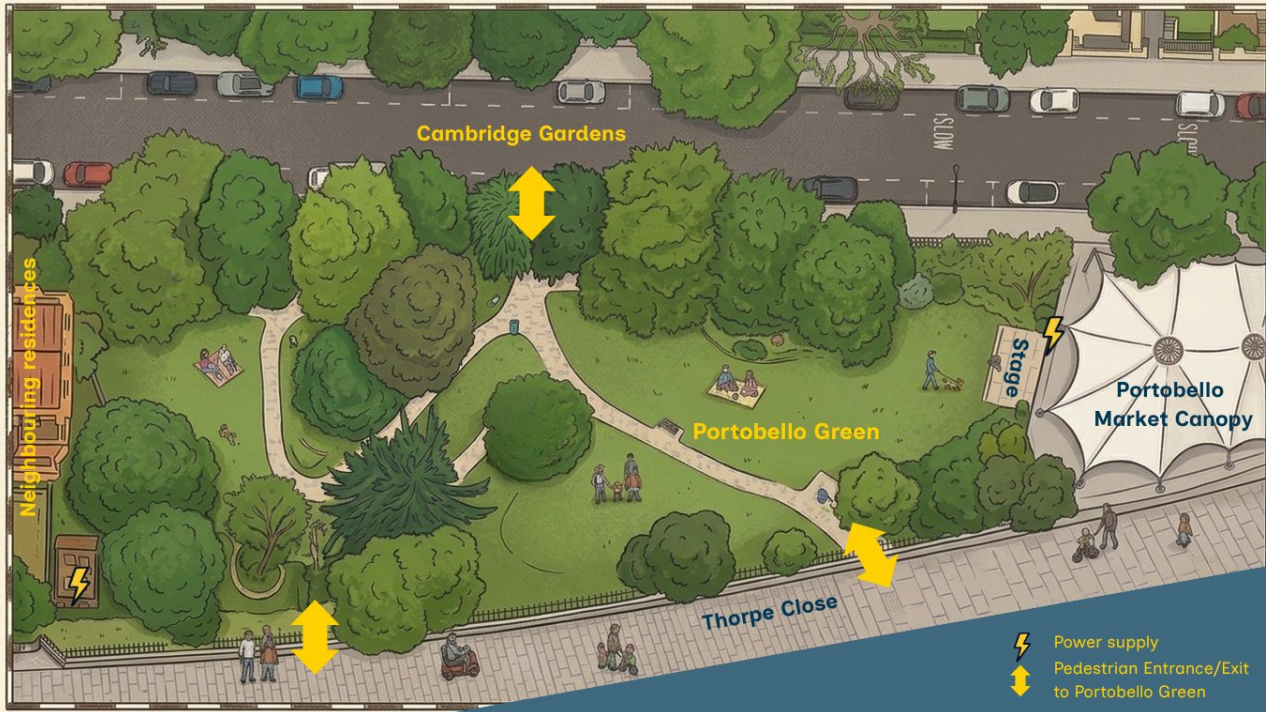
- Proposed events on Portobello Green can take place Monday through Sunday.
 - Events must operate during the daytime period and must finish no later than **20:00 on Fridays and Saturdays, or 19:00 on Sundays-Thursdays.**
 - Portobello Market operates Fridays, Saturdays and Sundays in the adjacent Portobello Market Canopy and on Thorpe Close. Any events or activities taking place on Portobello Green on these days must complement the activities of the Market; not impede, hinder, or cause nuisance to market traders.
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4. Loudspeaker Setup and Sound limitations

- For events with amplified sound, loudspeakers must be orientated 45 degrees normal to the front of the stage.
- This specific orientation ensures speakers face towards the Westway and towards the non-windowed facades of residential dwellings and non-residential receivers.
- Signage or markings on the stage should be implemented to communicate this measure to licensees.
- Measured noise levels shall not exceed LAFeq 83 dB(A) and LCFeq 98 dB(C) at the VP1 position. A decibel reader will be provided by Westway Trust for the purpose of monitoring sound levels.
- A noise limiter and an appropriate high pass filter will be supplied by Westway Trust and must be installed to mitigate both broadband and low frequency noise emissions from amplified music.
- On days where Portobello Market is operating (Fridays, Saturdays and Sundays), sound blankets must be fitted to effectively screen noise emissions from loudspeakers. The sound blankets will be provided by Westway Trust.
- The width of the fitted noise blankets should extend at least five times the longest dimension of the loudspeaker on each side and extend above the height of the loudspeaker.
- Noise blankets should have a minimum mass barrier of 15 kg/m².

- The barrier should not have any penetrations or gaps through the fabric of the barrier and must be sealed airtight.

The following diagram illustrates the optimal setup for events and activities with amplified sound.



Speaker Setup



Sample use of Sound Curtains



5. Required Documentation

When applying for a license to use Portobello Green for your event or activity, you will be asked to provide the following documentation:

- Event Proposal
- Event Schedule
- Risk Assessment (must include terrorism risk and public protection measures in compliance with [Martyn's Law](#))
- An Emergency Plan, detailing clear procedures for evacuation, invacuation/lockdown, and communication with emergency services. (specifically for events and activities that will likely attract 200 or more people – in compliance with Martyn's Law)
- Public Liability Insurance
- Temporary Event Notice, issued by the local authority*
- Method Statement
- Food Hygiene Certificate for any food being sold at the event*
- Waste Plan
- Security Plan

The team at Westway Trust can provide assistance to prepare this documentation. Following your initial online application for the space, we will be in touch to discuss these requirements and provide support where required.

**Some may not apply, depending on the nature of the event.*

6. Power Supply

When applying for use of Portobello Green, you will be asked to provide details of your power requirements. If you plan to use the following items at your event, please check their power requirements first:

- Bouncy castles
- Speakers and mics
- Food preparation equipment
- Ice machines

3-phase power is available on Portobello Green for event hosts, as outlined below:

63 AMPS

Stage Right / Thorpe Close Entrance nearest Portobello Road

- 2x 16 amp
- 2x 32 amp

By the stage

- 4x 32 amp
- 4x 16 amp

Stage Right

- 2 x 16 amp
- 1 x 32 amp

Please note that we are unable to provide commando plugs or adaptors.

It is very important that the event organiser tests all electrical equipment on site during business hours (9am-5pm, Monday-Friday), when a qualified electrician will be on site to troubleshoot. Any callouts for electrical support outside standard business hours will incur a call-out fee for event organisers.

7. Communication with Neighbours and Managing Complaints

- All event hosts will be required to distribute a letter to neighbouring residences and businesses at least one full week prior to the event/activity.
- The letter must include details of the planned event/activity, along with the name and contact details of the event manager, for neighbours to contact during the event if needed.

- The letter must also include details of Westway Trust’s complaint procedure. If Westway Trust receives a complaint from a neighbour, we will undertake the necessary investigations. If it is found that the event organiser was in breach of any conditions of their licence, and this has resulted in a complaint from a neighbour which is upheld by Westway Trust, we will be unable to consider any future space requests from your organisation.
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8. On-site Assistance and Support

- For all approved events and activities on Portobello Green, at least one Westway Trust staff member will be present and/or contactable for the duration of the event.
- The event organiser must brief the designated Westway Trust staff member on their specific emergency communication and evacuation protocols prior to the event commencing.
- The primary purpose of this on-site role is to ensure compliance with the license conditions and applicable legislation (including Martyn’s Law), and to provide support for any unforeseen or urgent situations.
- The on-site staff member will not have the expertise to help with electrical issues. For this reason, it is very important that the event organiser tests all electrical equipment on site during business hours (9am-5pm, Monday-Friday), when a qualified electrician will be on site to troubleshoot. Any callouts for electrical support outside standard business hours will incur a call-out fee for event organisers.