

# **Procedure for organising and holding public events in City of Tallinn**

Tallinn City Council Regulation No. 12 of 29 May 2014

The Regulation is established under clause 3 subsection 1 and subsection 3 of § 55 and subsection 1 of § 59 of the Law Enforcement Act.

## **Chapter 1**

### **GENERAL PROVISIONS**

#### **§ 1. Scope of application of Regulation**

- (1) The Regulation establishes requirements for organising and holding public events in the City of Tallinn.
- (2) The Regulation will be binding on all the natural and legal persons residing, operating and staying in the administrative territory of the City of Tallinn.
- (3) In the cases not regulated by the Regulation, individual issues will be decided by the Tallinn City Office (hereinafter *City Office*).

#### **§ 2. Definitions**

- (1) A public event means an event for the purposes of subsection 3 of § 58 of the Law Enforcement Act.
- (2) A public event of an increased security risk is an event:
  - 1) which is accompanied by reorganisation of traffic;
  - 2) upon holding of which offering or retail sale of alcoholic beverages takes place (except an event in interior space with a permanent point of sale);
  - 3) which is held in a construction works or place not meant for that or in the airspace above the administrative territory of the City of Tallinn;
  - 4) for the holding of which a temporary construction works (a stand, a stage, a large-scale tent or structure) or any other additional inventory posing hazard to human life and health (except sports events and events in performing arts institutions) is used;
  - 5) [repealed]
  - 6) the venue of which borders an area or where such activities take place or such additional inventory is used that may pose a hazard to a person's life, health and security or property;
  - 7) upon the holding of which pyrotechnic articles are used, hot works are carried out or an open flame is used.
- (3) A permit for a public event (hereinafter *permit for an event*) means the consent issued by the City Office for organising and holding a public event.
- (4) An organiser of a public event (hereinafter *organiser of an event*) means:
  - 1) an adult natural person with active legal capacity; or
  - 2) a legal person.

## **Chapter 2**

### **APPLYING FOR PERMIT FOR EVENT**

#### **§ 3. Applying for permit for event**

- (1) A public event may be organised and held in the administrative territory of the City of Tallinn only on the basis of a permit for an event and taking into account the terms and conditions set out therein. A request for a permit for an event may be applied for organising an event, the consecutive duration of which is up to seven weeks.

(1<sup>1</sup>) Application for a request for permit of an event is not required for an event taking place outdoors and within an enclosed territory, building or a part thereof designed for public gatherings, except in cases stipulated in subsection 2 (2) and clause 3 (4) 2) of this regulation.

(2) A request for a permit for an event (hereinafter Request for a Permit for an Event) along with all appropriate additional documents and consents shall be submitted via AKIS, the information system for public gatherings, or on paper using the form approved by the City Office, to the Service Bureau of the City Office (Vabaduse väljak 7, 15199 Tallinn). A Request for a Permit for an Event will be registered upon submission thereof.

(3) A request for a permit for an event will generally be submitted no earlier than nine months and no later than ten working days before the day of holding the public event.

(4) A request for a permit for an event will be submitted no later than 20 working days before the day of holding the public event if the public event:

- 1) is held on Vabaduse Square;
- 2) is held between 10 p.m. and 6 a.m.;
- 3) lasts for more than one day;
- 4) may generate great public interest.

(5) A request for a permit for an event will be submitted no later than 30 working days before the day of holding the public event if the public event brings about the need for reorganisation of traffic and/or the work of public transport vehicles.

(6) In the Old Town heritage conservation area of Tallinn street musicians or other performers may perform in open air only at the time and in the place determined by the Tallinn City Centre Administration. Street musicians or other performers will submit a request to the elder of the Tallinn City Centre. The City District elder or a public servant authorised by them will decide granting a permit for performing within five working days of the receipt of a request, by determining the place and time of performance of the street musician or other performer.

(7) An organiser of a funeral procession, which disturbs the usual traffic management, is not required to apply for a permit, but the organiser thereof will notify the City Office of holding the funeral procession generally two working days in advance. The City Office will notify the respective City District Government, the Tallinn Transport Department and the Northern Prefecture of the Police and Border Guard Board thereof immediately.

(8) The form of request for a permit for a public event is available on the website of Tallinn at [www.tallinn.ee](http://www.tallinn.ee), in the City Office and in the information system of public gatherings.

#### **§ 4. Request for permit for event**

(1) A request for a permit for an event will set out the following data:

- 1) the name of the public event;
- 2) the type of the public event (sports competition, open-air concert, performance, exhibition, fair, film recordings, etc.);
- 3) the anticipated number of participants in the public event;
- 4) the venue and route (if any) of the public event;
- 5) the date and time of the beginning and end of the public event and the time for preparation and cleaning of the public event. If a public event is to be held within the period of time specified in clause 2 of subsection 4 of § 3, a reason for the selection of time will be given;
- 6) the organiser's first name and surname, personal identification code or date of birth and contact details (contact address, mobile number and e-mail address) through which it is possible to get in touch with the organiser of the event during the whole period of organising and holding the event until proper performance of the obligations to organise the event;
- 7) if a public event is organised by a legal person, the organiser's name and registry code and the following data about the person who organises the event in the name or under the assignment of the legal person: name, personal identification code or date of birth and contact details (contact address, mobile number and e-mail address) through which it is possible to get in touch with the organiser of the event during the whole period of organising and holding the event until proper performance of the obligations to organise the event;

- 8) information about using the audio equipment and/or pyrotechnics and open fire (fire, cooking) to be used in the public event;
  - 9) name, registry code and address of the security firm ensuring safety, if a security firm is involved in holding a public event;
  - 10) name and contact details of the legal or natural person ensuring traffic management;
  - 11) [repealed]
  - 12) a note about organising offering or retail sale of alcoholic beverages and the ethanol content of the alcoholic beverage (up to 6% of the volume, up to 22% of the volume and/or beer in outdoor events and over 22% of the volume only in interior space);
  - 13) a note about display of advertising in the venue of the public event;
  - 14) a note about the need for mounting inventory (trading inventory, a stand, a stage, etc.) along with a list of the inventory;
  - 15) other data set out in the form of request for a permit for an event.
- (2) The following documents will be annexed to a request for a permit for an event:
- 1) a description of the content of the public event, which covers the idea and aim of the public event and points out the timetable and action plan;
  - 2) a map of location, which sets out the exact venue of the public event;
  - 3) a site plan of the inventory on a scale, a description of the inventory and drawings with measures, a photo, a photomontage or another illustrative image if any inventories need to be mounted in the venue of the public event;
  - 4) measures of the advertising or data medium, a drawing, a photo, a photomontage or another illustrative image if any advertising or information is displayed in the venue of the public event;
  - 5) in the case of a public event of an increased security risk, a security plan in the form approved by the City Office and a security site plan;
  - 6) to reorganise traffic and/or divert public transport vehicles, a traffic management and detour route chart of public transport vehicles, which have been approved by the Tallinn Transport Department, electronically on a scale of 1:1000 and a junction chart on a scale of 1:500. The charts will set out the traffic control devices (road signs, safety cones, etc.) to be mounted, parking possibilities, the person responsible for traffic management and their contact details and the locations of traffic controllers in compliance with the requirements of the Traffic Act;
  - 7) a parking chart if the public event is accompanied by a need for additional parking spaces;
  - 8) [repealed]
  - 9) a copy of the rules of internal procedure of the public event, if necessary.
- (3) A request for a permit for an event will be signed by the organiser of the event or their authorised representative.
- (4) The City Office may, in justified cases, request from the organiser of an event additional information and approvals concerning the public event.

### **Chapter 3**

#### **PROCESSING REQUEST FOR PERMIT FOR EVENT**

##### **§ 5. Approval of requests for permit for event**

- (1) A request for a permit for an event and any additional documents thereof will be reviewed by the City Office.
- (2) Processing of a request for a permit for an event and approval thereof with state authorities and organisations will be organised by the City Office, unless otherwise provided for in the Regulation.
- (3) If the data required in the request for a permit for an event or in its additional documents have not been submitted, there are other shortcomings in the request for a permit for an event and in its additional documents or any additional documents and/or approvals need to be submitted to decide on granting a permit for an event, the City Office will determine for the applicant for the permit a term for eliminating the shortcomings, by explaining that upon failure to eliminate the shortcomings by the due date the City Office may dismiss the request for a permit for an event. If

shortcomings are eliminated within the set term, the request for a permit for an event is deemed to have been submitted on time and is accepted for processing.

(4) The City Office may dismiss a request for a permit for an event by notifying the applicant thereof if:

- 1) the shortcomings in the request for a permit for an event and in additional documents are not eliminated by the due date set by the City Office;
- 2) a request for a permit for an event and additional documents have not been submitted by the due date provided for in § 3 of the Regulation.

(5) In order to decide on granting a permit for an event, the City Office will submit a request for a permit for an event along with the additional documents requested in subsection 2 of § 4 for an electronic approval. A request for a permit for a public event along with all the required additional documents will be sent for approval to city and state authorities and, if necessary, to other organisations. A request for a permit for an event along with all the required additional documents will generally be sent for approval to the City District Government where the public event is to be held, to the Northern Rescue Centre of the Rescue Board and to the Northern Prefecture of the Police and Border Guard Board.

(6) The city authority will approve the request for a permit for an event and determine, if necessary, terms and conditions for holding the event within two working days, the state administrative agency and other organisations within four working days of the receipt of the request for a permit for an event and the requested additional documents. The dismissal of a request for a permit for an event must be justified.

(7) If, upon holding a public event, any inventory, advertising media, etc., must be mounted in the Old Town heritage conservation area of Tallinn, on an immovable monument or in its protection zone, the committee of reviewing data media and city design projects in the Tallinn Culture and Heritage Department will approve the request for a permit for an event and any additional documents within five working days of the receipt thereof.

(8) The City District Government will determine in its approval of the request for a permit for an event the name and contact data of the public servant and the term for transfer and receipt of the area of the public event after the end of the public event (generally, eight hours after the end of the public event).

## **§ 6. Deciding on granting or refusing to grant permit for event and term for notifying of the decision**

(1) The grant of or refusal to grant a permit for an event on the bases provided for in § 8 of the Regulation will be decided by the City Office.

(2) The City Office has the right to submit the materials of the request for a permit for an event to the Tallinn City Government (hereinafter *City Government*) for deciding on granting or refusing to grant the permit for an event.

(3) The City Office will decide on granting or refusing to grant a permit for an event within ten working days of the submission of a proper request for a permit for an event and any additional documents thereto to the City Office.

(4) In the cases specified in subsection 4 of § 3 of the Regulation the City Office will decide on granting or refusing to grant a permit for an event within 20 working days of the submission of a proper request for a permit for an event and any additional documents thereto to the City Office.

(5) In the cases specified in subsection 5 of § 3 of the Regulation the City Office will decide on granting or refusing to grant a permit for an event within 30 working days of the submission of a proper request for a permit for an event and any additional documents thereto to the City Office.

(6) Immediately after making a decision on granting a permit for an event, the City Office will notify the Northern Prefecture of the Police and Border Guard Board thereof and display information about the permit for an event on the website of Tallinn at [www.tallinn.ee](http://www.tallinn.ee).

(7) The City Office will notify an applicant for a permit for an event of granting or refusing to grant a permit immediately. The refusal to grant a permit for an event must be justified.

(8) If the grant of a permit for an event is decided by the City Government, the City Office will notify the applicant for the permit for an event of granting or refusing to grant the permit within two working days of making the decision.

(9) The City Office will notify of granting or refusing to grant a permit no later than on the day following the day of refusal as follows:

- 1) if necessary, other city authorities related to processing the permit;
- 2) the Northern Prefecture of the Police and Border Guard Board.

### **§ 7. Permit for event**

The permit for an event will set out the following:

- 1) the name and type of the public event;
- 2) data about the organiser of the event (natural person's name, place of residence, personal identification code or date of birth and contact details, legal person's name, seat in Estonia, registry code and contact details);
- 3) the venue and/or route of the public event;
- 4) the date and time of the beginning and end of the public event;
- 5) a note about offering and sales of alcoholic beverages;
- 6) terms and conditions for organising and holding a public event.

### **§ 8. Refusal to grant permit for event**

(1) The City Office may refuse to grant consent for organising and holding an event with its reasoned decision, above all if:

- 1) the persons who approve a request for a permit for an event fail to approve the request for a permit for an event with a reason;
- 2) a permit has been granted earlier for holding another public gathering at the same time and in the same place or on the same route;
- 3) the public event at the time and in the place specified in the request for a permit is not suitable as regards its content;
- 4) holding the public event specified in the request for a permit for an event is not allowed in accordance with legislation of the state or the City of Tallinn;
- 5) the organiser of the event does not observe the terms and conditions set for granting a permit for the event by the persons who approved the request;
- 6) the permit for an event granted to the applicant for the permit for the event has been revoked within the previous year;
- 7) a public event organised earlier by the applicant for the request for an event has been suspended or terminated under the provisions of § 10 of the Regulation;
- 8) the terms and conditions as well as the precepts issued by the persons who approved a request have not been observed at a public event organised by an applicant for a permit for an event within the previous year;
- 9) when organising previous public events, the applicant for a permit for an event has failed to pay the city the financial obligations of an organiser of an event as arising from legislation;
- 10) a public event is to be organised in a building with no permit for use of construction works or which, according to its application, is not a commercial, service, entertainment or any other public building;
- 11) there is no assurance that the welfare of animals used in the event and their appropriate treating is ensured there and the requirements stipulated in the legislation for the keeping and protection of animals are followed;
- 12) the planned consecutive duration of the public event is more than seven weeks.

(2) The City Office may limit the duration of the public event specified in the request for a permit for an event with its reasoned decision, above all if:

- 1) the event has been planned for a long period in one and the same place;
- 2) it is necessary to ensure a possibility to use the area of the event specified in the request for a permit for an event by other persons or for other purposes;
- 3) this is due to other weighty circumstances.

## **Chapter 4**

### **REVOCACTION OF PERMIT FOR EVENT AND SUSPENSION AND TERMINATION OF PUBLIC EVENT**

#### **§ 9. Revocation of permit for event**

(1) A permit for an event may be revoked with a reasoned decision of the issuer of the permit for an event, above all if:

- 1) the organiser of an event has submitted false data about organising and holding a public event in the request for a permit for organising and holding the public event;
- 2) the organiser of an event does not observe the requirements provided for in legislation of the state and the city when organising and holding the public event;
- 3) the organiser of an event breaches the terms and conditions specified in the permit for the event;
- 4) when organising and holding a public event, the organiser of the event does not observe the precepts requested by the issuer of the permit for the event or by other authorities in order to ensure the holding of the event under the terms and conditions specified in the permit for the event and in legislation;
- 5) the revocation of the permit for an event is due to circumstances that could not be foreseen upon granting the permit for the event.

(2) The issuer of a permit for an event will immediately notify the organiser of the event and the authorities who approved the request for the permit for the event of revocation of the permit for the event.

#### **§ 10. Suspension and termination of public events**

(1) The organiser of an event must suspend a public event:

- 1) in order to avoid danger if it is not possible to avoid the danger by implementing other measures;
- 2) in the case of danger of damage or upon causing damage if it is not possible to combat the damage or causing the damage with a less infringing measure;
- 3) in order to ensure security of participants in the public event if it is not possible to ensure security with a measure that infringes the organiser less;
- 4) if they do not adhere to the terms and conditions specified in the permit for the event and this poses hazard to the security of the participants in the public event.

(2) If, upon existence of the circumstances set out in subsection 1 of this section, the organiser of the event does not suspend the public event, the suspension of the public event will be decided by the authority carrying out supervision, by immediately notifying the organiser of the event, the Northern Prefecture of the Police and Border Guard Board and other respective authorities.

(3) If the circumstance that caused the suspension of a public event has been eliminated or has lapsed, the holding of the public event may be continued.

(4) If it is not possible to eliminate the circumstance that entailed the suspension of the public event, the organiser of the event will be obliged to terminate the public event. If the organiser of an event does not terminate the public event, the termination of the public event will be decided by the City Office as the administrative body who issued a permit for the event, by revoking the permit for the event.

## **Chapter 5**

### **OBLIGATIONS AND RESPONSIBILITY OF ORGANISERS OF EVENTS AND SUPERVISION OVER PUBLIC EVENTS**

#### **§ 11. Obligations of organisers of events**

(1) An organiser of an event will:

- 1) adhere to the requirements of this Regulation and the terms and conditions specified in the permit for an event;

- 2) ensure the safety and security of participants in the public event;
  - 3) be available in the manners specified in clauses 6 and 7 of subsection 1 of § 4 of the Regulation from the submission of a request for a permit for an event until the performance of the terms and conditions specified in the permit for an event and the requirements for public events and the obligations specified in this subsection;
  - 4) ensure that the items and inventory (grandstands, stage, tent, attraction, structure, etc.) used in organising and holding the public event pose no danger to the people, property and the environment;
  - 5) involve, at the request of the Tallinn Transport Department or the Tallinn Municipal Police Department, traffic controllers to ensure traffic safety and/or smooth traffic. Traffic controllers must be in compliance with the requirements provided for in the Traffic Act;
  - 6) adhere to the health protection requirements;
  - 7) ensure the compliance with the general requirements for behaviour in a public place, the property maintenance rules and the waste management rules;
  - 8) terminate a public event before the due time if that happening at the event breaches the general requirements for behaviour in a public place and/or may pose hazard to the life and health of the participants;
  - 9) ensure that a public event aimed at people under 16 years of age would end at least one hour before the restriction of movement established on minors begins;
  - 10) ensure, after the end of the public event, cleaning waste arisen in its holding place due to the public event, recondition the place of holding the public event and the green areas damaged in the course of the public event;
  - 11) when advertising the public event, communicate information on the possibility of disabled people to take part in the public event (accessibility with an assistant or independently, showing the event in a manner that is understandable for disabled people);
  - 12) when holding the event, adhere to the terms and conditions and precepts issued by authorities;
  - 13) [repealed]
  - 14) adhere to the protection rules of the protected park, arboretum, stand, landscape protection area and other protected area, if the event is organised in an area subject to protection;
  - 15) ensure adherence to traffic management requirements, including, organise parking of vehicles in designated areas. It is prohibited to park vehicles in a green area;
  - 16) follow the legal requirements upon public presentation of a copyright protected work and, if necessary, contact the author or an organisation representing them, in order to use the work;
  - 17) ensure that the consent of the owner or manager of the property is obtained for using the property or a part thereof when conducting the event.
- (2) If an organiser of an event establishes rules of internal procedure of a public event, it will notify participants in the public event thereof.
- (3) When using fire during a public event, the fire safety requirements, including the user manuals for equipment and products (such as candles, torches) shall be followed.

## **§ 12. Responsibility of organisers of events**

- (1) The person responsible for organising and holding a public event pursuant to the requirements provided for in this Regulation is the organiser of the event in accordance with the procedure specified in law.
- (2) The organiser of an event will be obliged to compensate the City of Tallinn for any proprietary damage caused to it by holding the public event.

## **§ 13. Supervision over public events**

- (1) Supervision over organising and holding a public event is exercised by:
  - 1) Tallinn Municipal Police Department;
  - 2) Tallinn City Office;
  - 3) agencies in terms of the conditions established by the same.
- (2) A record will be drawn up about the supervision within two working days and a transcript thereof will be sent electronically to the organiser of an event.

(3) The organiser of an event may provide their explanations or objection concerning the shortcomings specified in the record within two working days of receiving the record specified in subsection 3 of this section.

## **Chapter 6**

### **ORGANISATION OF PUBLIC EVENTS ON TOWN HALL SQUARE AND VABADUSE SQUARE**

#### **§ 14. Organisation of public events on Town Hall Square and Vabaduse Square**

(1) A permit for holding a public event on Town Hall Square and Vabaduse Square will be granted provided that the public event is important from the point of view of the city life and that it will create a good reputation for the city.

(2) To hold a public event of commercial content and aim (e.g. a fair or a market) on Town Hall Square, the permit for an event will be issued to an applicant to whom the Tallinn City Centre Administration has granted consent for using Town Hall Square for trading activities in accordance with the Procedure for Granting Use for Trading Activities of a Structure or a Part Thereof Belonging to the City of Tallinn approved by Regulation No. 21 of the Tallinn City Council of 8 April 2010.

(3) Organising election events will be prohibited on Town Hall Square, Raekoja Street, Vabaduse Square and Vanaturu kael.

(4) The maximum duration of an event of entertaining, cultural and/or informative content (except a fair, a market, etc.) held on Town Hall Square is five days.

(5) The duration of a public event of commercial content and aim (e.g. a fair or a market) is one day, except in the case of public events that are organised in public interests by city authorities or persons authorised by these on the basis of a permit issued by the City Government.

(6) The maximum duration of a public event held on Vabaduse Square is five days. The City Government has the right to issue a permit for an event for a longer period of time than that.

#### **§ 15. Organisation of commerce in public events held on Town Hall Square**

(1) In public events of entertaining content (except a fair, a market, etc.) it is allowed to trade during the public event. The trading area must be enclosed.

(2) Public events of commercial content and aim (e.g. a fair or a market) will be organised on Wednesdays from 1 May to 30 September. Trading inventory may be mounted and dismantled and trading will be permitted from 8 a.m. to 8 p.m.

(3) (3) The provisions of subsection 2 of this section will not be applied in the case of public events of commercial content, which are organised in public interests by city authorities or persons authorised by these on the basis of a permit issued by the City Government.

## **Chapter 7**

### **COMPENSATION FOR COSTS AND PAYMENT OF TAXES RELATED TO PUBLIC EVENTS**

#### **§ 16. Costs compensated by organisers of events**

(1) Costs related to reorganisation of structures and traffic (public transport, parking, traffic lights programmes, etc.) related to the public event, incl. loss of parking revenue, will be compensated for to the city by the organiser of the event.

(2) The City Government has the right to release, by its order, the organiser of an event, on the basis of a request submitted by the latter, from covering the costs specified in subsection 1 of this section if the event is of significant importance for the city. Partial or full release from covering the costs related to an event will be decided by an order of the City Government.



**§ 17. Fees and taxes payable by organisers of events**

(1) If a public event is accompanied by trading activities or a public event is organised in a city facility, Regulation No. 21 of the Tallinn City Council of 8 April 2010 Procedure for Granting Use for Trading Activities of a Structure or a Part Thereof Belonging to the City of Tallinn will be applied to granting use of a city facility.

(2) If a public event is accompanied by closure of a road or a street, Regulation No. 31 of the Tallinn City Council of 20 December 2012 Road and Street Closure Tax will be applied to closing a road or a street in the course of the public event.

(3) If a public event is accompanied by mounting of an outdoor advertising medium, Regulation No. 33 of the Tallinn City Council of 17 June 2010 Procedure for Granting Use for Display of Advertising or Information of Area of Construction Works and Regulation No. 44 of the Tallinn City Council of 17 December 2009 Advertisement Tax in Tallinn will be applied to displaying advertising.

**Chapter 8****IMPLEMENTING PROVISIONS****§ 18. Approval of forms**

The City Office will approve the form of a request for a permit for a public event (annex 1 to the explanatory memorandum) and the form of a security plan (annex 2 to the explanatory memorandum).

**§ 19. Delegation of functions provided for in clause 3 subsection 1 and subsection 3 of § 55 of the Law Enforcement Act to the Tallinn City Government**

To delegate the functions specified in clause 3 subsection 1 and subsection 3 of § 55 of the Law Enforcement Act to the Tallinn City Government.

**§ 20. Amendment of regulations of the City Council****§ 21. Transitional provision**

A request for a permit for an event submitted prior to the entry into force of this Regulation will be processed in accordance with a regulation in force at the time of submitting the request and a regulation in force at the time of submitting a request for a permit for an event will apply to the permit for an event issued prior to the entry into force of this Regulation.

**§ 22. Entry into force of Regulation**

The Regulation will enter into force on 1 July 2014.