

## Permit to hold Fitness and Small-Group Activities in Parks and Open Spaces

### **Please note:**

- Fees and charges applicable to those wishing to use London Borough of Richmond Upon Thames (LBRuT) Parks and Open Spaces for fitness and other small-group activities, to include:
  - The provision of commercial services such as fitness training activities e.g. personal trainers, boot camps, group exercise or fitness classes.
  - The provision of educational activities e.g. educational workshops, forest schools.
  - Other small group activities, which do not otherwise constitute an event, where 'small' is defined as 50 or less persons.
- These fees and charges do *not* apply to those wishing to hold an event or those wishing to hire a sports pitch in LBRuT's Parks or Open Spaces.
- Please also refer to our associated 'Application Form' and 'Terms and Conditions' documents.

### Permit fees for fitness and small-group activities

Maximum Potential Annual Attendance (MPAA)	2024.25 Annual Permit Fee (per year)
Up to 320	£348
Up to 800	£625
Up to 1400	£765
Up to 1600	£905
Up to 3000	£1,042
Up to 4000	£1,183
Up to 5000	£1,321
Up to 8000	£1,462
Over 8000	£1,599
Minimum charge or Single session	£66.40

### How fees and charges are calculated

Permit fees are set against maximum potential annual attendance (MPAA), where MPAA = number of sessions\* per year multiplied by the maximum number of participants per session e.g. if a provider ran two sessions per week year-round (52 weeks), with a maximum of ten participants per session, the MPAA would be 2 x 52 x 10 = 1040.

**\*Please Note:** a single 'session' describes activity sessions of under four hours' duration. Where extended sessions are offered, we will charge for multiple sessions calculated as follows:

- 0 - 4hours = 1 session
- >4hrs – 6hrs = 2 sessions
- >6hrs – 8hrs = 3 sessions (the number of sessions will increase by 1, for every 2 hours thereafter)

The fees detailed in the table above are set with regular users in mind, as this reflects the majority of our providers. Those wishing to apply for shorter periods of time or for irregular or ad-hoc activities, should calculate their MPAA on a pro rata basis – see section 3 of the explanatory notes below. Single session rates are covered by a set minimum fee.

Once we have received your application we will confirm fees back to you in writing before finalising your before registration.

## **Fees and charges explanatory notes**

1. Charges are **not subject to VAT**
2. **Permits are issued to the Registrant (individuals/ companies)** and as such are not specific to a Park or Open Space. If a single provider uses more than one site in LBRuT, the total number of sessions can be combined for the purpose of establishing the MPAA. However, the specific site(s) an operator uses must be specified in detail on the application form(s) and a separate application form will be required for each site the registrant is applying to use.
3. **Pro rata fees**
  - a. Pro rata fees can be agreed at the discretion of the Parks Service Manager. The minimum pro rata period will be one month i.e. the annual rate divided by 12.
  - b. The only exception to 3a. is for regular term time only activities, where the number of sessions per year can be reduced accordingly i.e. pro rata for 36 weeks per year.
  - c. Where activities are proposed for periods of less than 12 months, the MPAA should first be calculated on an annual basis. Then pro rata the annual fee for the required number of months.
  - d. The MPAA will be based on the maximum potential attendance at the time of application (not actual attendance), and the planned number of sessions per year. Concessions will not be made for ad hoc holidays or short periods where sessions are not run.
  - e. Where the anticipated attendance of any single day/session is greater than 50 people, the activity will be classed as an event and will be processed accordingly.
  - f. A minimum charge of **£57.00** will apply to all applications.
4. **For a single session or one-off activity involving 50 persons or less**, an application charge of **£57.00** will apply. Should an applicant wish to hold repeat sessions, their activities may be priced by calculating a pro rata MPAA for their activities, at the discretion of the Parks Service Manager.
5. **Fees can be invoiced annually, bi-annually** (1<sup>st</sup> April and 1<sup>st</sup> Oct), **or quarterly** (1<sup>st</sup> April, 1<sup>st</sup> July, 1<sup>st</sup> Oct, 1<sup>st</sup> Jan). Bi-annual invoices will be for half the annual permit fee. Quarterly invoices will be for quarter of the annual permit fee. All other fees (e.g. for single session agreements) will be invoiced at time of arrangement.
6. **Capacities** for such activities are defined on a park by park basis by the Parks and Open Spaces team and are dependent on all activities taking place at the given location (including events, sports bookings and general usage factors).
7. **Terms and Conditions** specific to fitness training and small-group activities will apply see 'Permit to hold fitness training and small-group activities in Parks and Open Spaces – Terms and Conditions'.

**If you would like clarification of fees, please email:**  
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