

Milano



Comune
di Milano



MUNICIPALITY OF MILAN

Temporary public performances



Introduction

The purpose of this document is to give sector operators a general, not an exhaustive, picture of administration procedures and compliance with standards; current laws in force may make it necessary to integrate the indicated documents for specific temporary public performances.

Entertainment

The terms entertainment and performance are held to mean enjoyment and amusement, both of which are intentionally offered to the public and which require intervention from the public administration to guarantee important community interests, in particular safety and public order.

The term **entertainment** in particular indicates activities that involve the active participation of the public, for example discotheques, fun parks and rides, while **performance** means activities in which the public takes part passively, such as dance shows.

In general, entertainment or performance activities **require authorisations, unless the performance is part of a non-entrepreneurial activity.**

No authorisation or license is required, for example, for amusement or hobby meetings both in private circles that are reserved for members only, and circles that are open to everyone, as long as the performance is not part of a real business activity.

From the directives and laws that have arisen on this matter¹, the distinctive element used to establish the public or private character of a performance is whether the initiative is entrepreneurial or not (N.B. it does not, however, state if the organiser is a company or not).

¹ "A license is not required for a performance held inside a private circle, if it results that the performance was not carried out as part of a real entrepreneurial activity (Cassation Section I, 19.05.1978, no. 5869);

"What is carried out in a place that is reserved for the members of a circle, even if entry is not rigid and the performances are frequent and object of publicity cannot be considered public performance (Cassation Section IV, 02.12.1966, no. 18);

The place where performances to which anyone can go upon purchase of a member card and an entry ticket from the box office, is not to be considered a private circle, but a place that is open to everyone and is therefore subject to the regulations regarding of public performances as indicated in articles 68 and 80 of T.u.l.p.s., given that, existing in this case the possibility of immediate and indiscriminate access by anyone, the release of the card used by the spectator to acquire the quality of member of the circle is a simple expedient for evading the obligation to have same license... .." (Cassation Section I, 02.10.1986);

Business activity

To qualify as being held for entrepreneurial activity, the activity itself must be generically aimed at profit – intended as profit in the economic sense of the word – in other words those who carry it out set their sights on obtaining a personal profit from it.²

Entrepreneurial activity is characterised therefore by the presence of one or more of these elements:

- payment of an entry ticket, even through the issue of a membership card;
- advertising of the performances in newspapers, on the radio, posters or other methods;
- the venue characteristics imply that a business activity is taking place;
- number of people entering the venue: as an example, performances held in private spaces to which entry is permitted with an invitation require a license if, because of the number of people invited or other circumstances, the number of attendees becomes significant.

To carry out a temporary public performance (music, sport, dance or displays such as exhibitions, concerts, events of different nature, which are carried out in a specific period, with a precise start and finish date) in public spaces or private areas when the performance is to be considered a business activity, you must obtain a

License for temporary public performances

The **license for temporary public performances** aims at verifying the following requirements:

Subjective requirements:

- possession of the moral requirements as described in the Royal Decree no. 773/1931;
- the absence of preconditions according to the anti-mafia law, Italian Legislative Decree no. 159 of 6th September 2011, in particular ex art. 67.

² Art. 2082 of the Civil Code defines a businessman as “a person who professionally carries out an economic activity that is organised to produce or exchange goods or services”.

Objective requirements:

For performances carried out in a closed area, for example a courtyard or warehouse, or in open spaces where structures are used, such as stands and seats, the **opinion of safe and suitable use of the space** pursuant to article 80 of Royal Decree no. 773/1931³ is required, **issued by the Municipal/Provincial Public Performance Security Committee**⁴.

Should the performance be repeated using the same structures and systems that were already authorised by the Security Committee within the last two years, the same performance can be authorised directly by the office without the Committee having to be addressed again.⁵

The following documentation is also necessary:

- a license for the temporary occupation of public land, in the case of open public spaces, or
- if the premises are private property, a declaration stating that they are available, or
- a license for the temporary use of spaces inside municipal buildings.

For performances that are held in open-air places, such as squares and urban areas **without** structures that are specifically designed for hosting the public during performances and events, or in the presence of stages or platforms and electrical equipment, including sound amplification systems, as long as **installed in areas that cannot be accessed by the public**, the Public Performance, License and Receptive Activities Service – Business section,

³ Art. 80 of Royal Decree 773/1931. The law enforcement agency cannot grant a license for opening a theatre or public performance area before a technical committee has verified the solidity and safety of the building and the existence of exits that are perfectly suitable for evacuate it quickly should fire break out. The expenses of the inspection and those for the fire-prevention services need to be paid by whoever requested the license.

⁴ The Security Committees, both Municipal and Provincial, are formed as indicated in articles 141-bis and 142 of Royal Decree 635/1940 and subsequent modifications and integrations. The Municipal Security Committee (MCV) oversees cinema halls or theatres and itinerant shows with a capacity equal to or less than 1300 people, other venues or premises with a capacity equal to or less than 5000 people, fun parks and mechanical or electromechanical fun equipment that causes physical strain to spectators or people who take part in games within maximum levels indicated in the Decree of the Ministry of the Interior together with the Ministry of Health.

The Provincial Security Committee (CPV) oversees all the buildings belonging to the municipality, cinema halls or theatres and itinerant performances with a capacity of above 1300 people, other premises or venues with a capacity above 5000 people, fun parks and mechanical or electromechanical entertainment equipment that physically strains the spectators or the public taking part in games, and which is above the levels indicated in the Decree issued by the Italian Ministry of Interior and the Ministry of Health.

⁵ Art. 141 Decree 635 dated 6th May 1940 as modified by art. 4 of Presidential Decree 311/2001 – Excluding what is indicated in articles 141-bis and 142 regarding controls as per the first point, letter e), and excluding that the nature of the places in which the temporary structures are installed required a specific check of safety conditions, **a new check is not required if the temporary structures are used periodically and the provincial committee, as indicated in article 142, in the same province, or the municipal committee as indicated in article 141-bis, of the same municipality, has already issued a certificate of compliance within the last two years.**

SUAP and Production Activities of the Municipality of Milan will issue a license for temporary public performances to authorise the performance⁷. Authorisation is subject to a **static suitability declaration for the fitted structures and of a declaration, signed by a qualified technician, stating that the electrical systems have been installed properly, and that suitable fire-fighting means have been set up**⁶.

For events with a maximum of 200 participants and lasting for no more than 24 hours, the license for temporary public performances is **replaced by a SCIA** (*Segnalazione Certificata Inizio Attività* - Certified Commencement Notice), to be presented at the SUAP (*Sportello Unico Attività Produttive* - Sole Office for Production)⁷.

A license for temporary public performances is not required for **theatre or cinema presentations / conventions / conferences**, only the **Temporary certificate of compliance** issued by the Security Committee⁸ is needed.

⁶ Ministerial Decree no. 927200 of 19th August 1996 with subsequent amendments, title IX.

⁷ Art. 68 of TULPS as modified by art. 164 point 3 of Italian Legislative Decree no. 112 dated 31st March 1998 and by art. 7 point 8-bis, letter a) of Italian Legislative Decree no. 91 dated 8th August 2013 and converted with amendments by Italian Law no. 112 dated 7th October 2013.

⁸ Art. 68 of TULPS as modified by art. 164 point 3 of Italian Legislative Decree no. 112 dated 31st March 1998;

THE NECESSARY AUTHORISATIONS

To obtain a public performance/temporary event license, you need to fill in the relevant INTEGRATED FORM available from the “Expo in Città Booth” created by the Municipality of Milan and located in Via Larga 12 (3rd floor, room 348). You also need to attach the documents listed in the form and pay the relevant preliminary charges⁹ indicated in the Town Council Resolution no. 839 of 20.04.2012 and no. 623 of 05.04.2013. A tax stamp of € 16.00 needs to be applied to each sheet of 4 sides.

➤ See attachment 1) Integrated Form

N.B. to get a better idea of the main municipal authorisations required to organise a temporary public performance, refer to the attached summary sheet.

➤ See attachment 2) Summary sheet

In addition to sections outlining specific authorisations, the form also contains the following sections, which must always be completed:

- Personal information;
- General information;
- Self-certifications and other declarations.

The other sections refer to:

➤ **AUTHORISATION to OCCUPY A PUBLIC AREA**

In order to carry out performances/temporary public performances in a public area (squares, roads or pavements, pedestrian areas and/or parks and gardens), authorisation for the temporary occupation of land must be obtained by filling in **section 5** of the Integrated form.

The following documents, along with others, must be attached to the form:

- no. 3 layouts of the relevant area with occupied elements
- no. 3 photographs of the area with photomontage of the occupied elements
- copy of payment of the preliminary charges
- Declaration stating that the applicant is ready to take upon themselves all costs related to the cleaning service, which may vary depending on the nature of the event.

N.B. if the performance/temporary public performance is held inside buildings of municipal property, and which appear in the catalogue of locations on www.expoincitta.com, authorisation to occupy public land does not need to be requested, but a suitable request

⁹ See Summary of the main costs, page 21

must be made to the body that manages the location and a permit needs to be signed; the name of the person to contact is indicated in the catalogue on www.expoincittà.com.

➤ ROAD ACCESS AND LOCAL POLICE

Should the temporary public performance require one or any of the following:

- that the area where the event is to be held be closed to traffic;
- authorisation to transit and park vehicles for loading and unloading;
- the reservation of parking areas for vehicles;
- an escort by the Municipal Police;
- the interruption, enhancement and/or deviation of ATM public transport;
- the possible application of specific road measures (prohibiting parking, transit, etc.) by the Local Police

the request must be made as indicated in section 6 of the Form.

Please note that:

- for events that require the modification of ATM public transport routes or times, it is essential that the form be presented at least 30 days before the event for the relevant authorisation to be issued and the cost estimate to be drawn up by ATM Servizi S.p.A. Please indicate the number of people expected to be present at the performance, because it is necessary for planning the service and evaluating the possible need for an increase in the quantity of public transport required.

➤ ADVERTISING

Authorisation can be requested for advertising (e.g. posters, etc.) by filling in **section 8** of the form indicated above, and attaching:

- no. 1 layout of the area involved with the exact location of the advertising;
- no. 2 colour photographs showing how the area will look with advertising in place;
- no. 1 dimensioned drawing (scale of no less than 1:50) that reproduces the shape, colour, size of the material, the place where it is to be placed and the text included.

➤ NOISE IMPACT

Musical performances must be organised in line with regulations on protection from noise pollution. As indicated in art. 47 of Italian Presidential Decree 455/2000, a declaration must be obtained that certifies that the methods used to organise the musical performance are compliant with regulations regarding the urban areas next to the place where the performance is to be held.

Should the maximum levels established by the Prime Ministerial Decree of 14th November 1997 "Definition of maximum levels for sound sources" be expected to be exceeded, the performances should respect the "Guidelines for the issue of authorisations for events in a place that is public or open to the public and for temporary or mobile performances", approved with City Council Resolution no. 1076 dated 23rd May 2014; the guidelines are attached here and also appear on the Web portal of the Municipality of Milan.

Section 14 of the Integrated Form for public performances and temporary events during Expo in Città is deals with noise impact.

➤ See attachment 3) "Guidelines for the issue of authorisations for events in a place that is public or open to the public and for temporary or mobile performances"

➤ SALE of FOOD and NON-FOOD PRODUCTS/DISTRIBUTION of FOOD AND DRINKS

Food and non-food products can be sold, and food and drinks distributed, during temporary public performances/events, **as long as this activity IS NOT predominant.**

The term distribution defines the sale to the public of food and drinks, including alcoholic drinks up to 21 degrees, to be consumed on-site, in bars or in open public areas equipped, for example, with tables and chairs in order to enable temporary stay and with the use of tableware (plates, cutlery, glasses, etc.) of any material complying with health regulations.

The various distribution activities are identified by State Law 287/1991 which was modified and expanded several times by the Regions. In the Lombardy Region, the Consolidation Act regarding Trade and Exhibitions, Regional Law no. 6/2010 (from articles 61-80), as modified by Regional Law no. 3/2011, is applied.

As a result, should food and non-food products be sold, or food and drinks be distributed during temporary public performances, fill in **sections 15 (if the event is held in a public area) and 16 (if the event is held in a private area)** of the Integrated Form, attaching also the Certified Commencement Notice (SCIA Expo 2015 - *Segnalazione Certificata di Inizio Attività*), which can be downloaded from: <http://fare.impresa.comune.milano.it> and

selecting: > Home > SCIA Expo 2015) together with the payment form to be paid at the post office, account no. 14083273 in the name of ASL Milano – Servizio Tesoreria, stating the reason for payment as “Registrazione attività”. The cost is 50.00 Euros.

➤ See Attachment 4) SCIA Expo 2015

➤ **TRADE EVENTS in a PUBLIC AREA**

Should the temporary performance include trading activities in a public area, such as “street markets”, with the sale of food and non-food products and/or the distribution of food and drinks, fill in **section 17** of the Integrated Form, attaching:

- a list of the operators, along with their identification documents;
- the SCIA Expo 2015 for hygiene-health purposes if selling and/or distributing, together with the deposit slip of the payment into post office account no. 14083273 in the name of ASL di Milano – Servizio Tesoreria – C.so Italia, 19 – 20122 Milano, reason for payment “Registrazione attività”. The cost is 50.00 Euros.

➤ **ITINERANT PERFORMANCES/EVENTS IN PUBLIC ROADS**

Should the itinerant performance not be in one of the categories for which authorisation for the occupation of public land is necessary, complete section 17 of the Integrated Form, attaching a copy of the contract stipulated with AMSA for cleaning and positioning of barriers in the roads occupied by the itinerary if needed. If necessary, contact AMSA Sales Office at the toll-free number 800.241142.

➤ **PUBLIC LIGHTING SYSTEMS**

In exceptional cases and if required for the performance/event, a request can be made to switch off one or more public lighting systems. Remember to indicate the areas where the lighting is to be switched off, the days and the precise times.

The applicant must also:

1. obtain safety authorisation for switching off the relevant systems from the Questura di Milano – Ufficio di Gabinetto (Milan Police Headquarters – Cabinet Office);
2. sign the A2A quotation for acceptance of the costs for switching off the systems.

SUMMARY OF THE PROCEDURES REQUIRING AND NOT REQUIRING THE OPINION OF THE SECURITY COMMITTEE

1) License to organise a public performance not requiring the opinion of the Security Committee with application of TITLE IX Italian Ministerial Decree of 19th August¹⁰

When it is needed

- If the event is held in an **OPEN SPACE**
N.B.: courtyards, yards, spaces marked off by fencing or similar, are examples of CLOSED SPACES and as such fall into the next category (Procedure requiring the Opinion of the Security Committee)
- and **all** the following conditions are fulfilled:
 - I. there are NO structures for the public, such as stands and seats;
 - II. stages, platforms, structures and electrical equipment, including equipment for sound amplification, are positioned in areas that cannot be accessed by the public (e.g. surrounded by barriers).

N.B. Organisers of large-scale events requiring large spaces (squares, for instance) and utilising a stage and powerful sound amplification systems, irrespective of the presence of structures for hosting the public (seats, stands, etc.), need to submit a request with accompanying documents to the Security Committee.

What to do

Fill in **section 9** of the Integrated Form.

2) License to organise a public performance requiring the opinion of the Security Committee

When it is needed


- If the event is held in a **CLOSED SPACE**
N.B. even a courtyard, yard or open area surrounded by fencing or other

¹⁰ Approval of the technical fire prevention regulation for the design, construction and use of entertainment and public performance areas published in Official Gazzette no. 214 of 12th September 1996

- or if **even only one** of the following conditions is fulfilled:
 - I. there are structures for the public, such as stands and seats, and barriers
 - II. stages, platforms, structures and electrical equipment, including equipment for sound amplification, are positioned in areas that can be accessed by the public

What to do

Fill in **section 10** of the Integrated Form, attaching three copies of the following obligatory documents, and also the necessary documents indicated in the booklet “Rules and Technical documents accompanying the requests to start conformity to standards procedures”:

 See Attachment 5) “Rules and Technical documents accompanying the requests to start conformity to standards procedures”

- Descriptive technical report, signed by a qualified technician, highlighting:
 - the type of performance and the methods used to carry it out,
 - the fire-resistance requirements of the structural elements,
 - the characteristics of reaction to fire;
- Graphic printouts, scale 1:100 of the area/space, signed by a qualified technician and highlighting:
 - Movement of people,
 - Seating layout,
 - the entrances and emergency exits with evacuation routes,
 - the layout of fittings and structures,
 - the location of toilets;
- General description of each type of installed structure, signed by a qualified technician and indicating:
 - the materials and methods used,
 - the loads and overloads,
 - the anchoring methods,

Two copies of the following documents are also needed: the declaration of structure suitability for the forecasted loads and the Electrical system project.

Should art. 4 letter b) of Italian Presidential Decree 311/2001 be applied, please attach a sworn report signed by a qualified technician certifying that the configuration, structures and systems approved by the Municipal/Provincial Security Committee have not changed from the previous performance. The Security Committee minutes approving the previous

performance need not be dated earlier than two years before the performance takes place, and a copy of those minutes needs to be attached.

The necessary documentation for evaluation by the Committee must be produced at least 12 days before the event.

The Security committee evaluates the documents and:

- a. gives a positive or negative opinion**
- b. determines possible limitations**
- c. carries out an inspection¹¹, the result of which may require the documentation below:**
 1. Static stability test certificate, signed by a qualified technician, for all the installed structures.
 2. Declaration of correct installation and assembling for each installed structure, signed by a qualified technician.
 3. Declaration of electrical system compliance from the power supply source as per Italian Ministerial Decree 37/08. The declaration needs to be signed by the installation firm. Alternatively, a test report signed by a qualified technician needs to be attached.

This declaration of compliance must include the obligatory attachments and the an up-to-date system plan signed by a qualified technician, along with a technical report indicating the type of materials used and any technical data sheets and certificates regarding the materials themselves. When electrical systems derive from an existing fixed system, a qualified technician must issue a declaration stating that the whole system, starting from the power supply source of the fixed system, complies with laws in force. The fixed system declaration of compliance and the documents confirming that maintenance and periodic checks have been carried out correctly must always be available.
 4. Written approvals of the fire reaction class of the covering materials and the fittings used, together with the declaration of compliance and a declaration indicating that the usage conditions and laying of the materials comply with those indicated in the relevant written approvals. Moreover, written approvals, declarations of conformity and correct installation are also needed for doors and, when installed, fire-resistant curtains.

¹¹ Art. 141 of Royal Decree 635 dated 6th May 1940 as modified by art. 1 of Italian Presidential Decree no. 293 of 6th November 2002, "For premises and venues with a total capacity equal to or less than 200 people, the checks and inspections as indicated in point 1 are replaced (whereas current hygiene regulations remain unchanged) by a technical report written by a professional who is registered in the register of engineers, architects or industrial consultants which confirms that the premises or venue comply with the technical regulations established by the Decree of the Ministry of the Interior."

5. Declaration of compliance for the gas system in line with UNI-CIG standards. Where required, the document certifying that the gas system plan was delivered to the Fire Brigade Headquarters will also need to be presented.

N.B. In areas with a total capacity that is equal or less than 200 people, the Municipal Security Committee tests and inspections (but not the Opinion) are replaced by a technical report drawn up by a qualified professional.¹²

Please note that if the documents concerning the structure/s to be installed are written in a language that is not Italian, a declaration signed by a qualified technician certifying the compliance of those structure/s to Italian laws need also be presented.

N.B. In the case of **theatre, cinema events and conventions/conferences** (for which the Security Committee issues a **Temporary certificate of compliance**¹³, as well as for **temporary performances/events with a maximum of 200 participants and which end before midnight on the same day as when they began** (in which case the public performance license is replaced by the SCIA), please fill in **section 12** of the Integrated Form.

¹² See note 11.

¹³ Art. 68 of TULPS as modified by art. 164 point 3 of Italian Legislative Decree no. 112 of 31st March 1998;

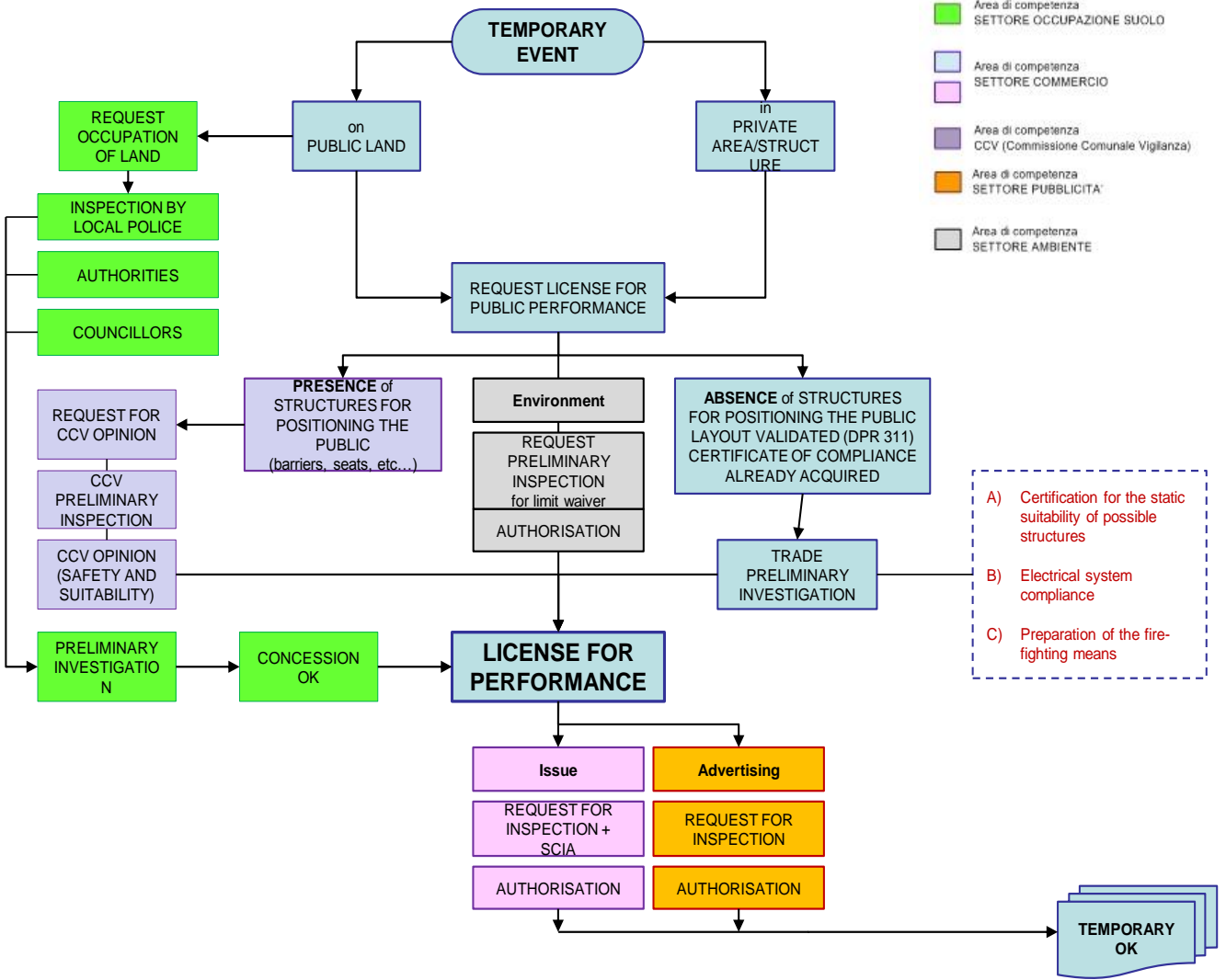
PROCEDURE FOR OBTAINING A TEMPORARY LICENSE



Issue of a Temporary License: procedure



- Area di competenza SETTORE OCCUPAZIONE SUOLO
- Area di competenza SETTORE COMMERCIO
- Area di competenza CCV (Commissione Comunale Vigilanza)
- Area di competenza SETTORE PUBBLICITA'
- Area di competenza SETTORE AMBIENTE



- A) Certification for the static suitability of possible structures
- B) Electrical system compliance
- C) Preparation of the fire-fighting means

SUAP Trade Sector and Producing Activities

EVENTS CONNECTED WITH THE “EXPO IN CITTÀ” PROJECT

To be included in the Expo in Città project, which is part of Milan’s World Fair 2015, events need to receive the Expo in Città logo. To be able to use the logo, event organisers have to apply here www.expoincitta.com and gain approval by the Organising Committee.

After having received the approval of the Organizing Committee, the applicant need to fill in the relevant sections of the Integrated Form and submit it within the deadline to the Expo in Città Events Booth (Sportello Manifestazioni Expo in Città), which is located in via Larga 12.

WORKERS' SAFETY

(drawn up by the Milan Health Care Centre (A.S.L.) – Medical Prevention Department)

Section 19 of the Integrated Form deals with obligations related to safety at the workplace.

When the setting up of an event requires the use of any type of subordinate workers, including volunteers, the regulations on health, safety and prevention at work must be applied correctly. In particular, Italian Legislative Decree 81/2008 covers the event itself and also the assembling and dismantling of structures and systems used temporarily during the event.

To protect the right to health and safety at work, the above-mentioned decree sets some obligations regarding those who can take part in setting up a performance.

Among those people are the following, who are all subject to obligations according to the Law:

- Applicant, being the person for whom the works are being carried out, who is also the subject to whom the contract is granted;
- Location, work area and system designers;
- Installers and technicians in charge of systems and equipment;
- Contractors and sub-contractors;
- Self-employed workers who are in charge of part of the work;

According to the degree of involvement in managing the contract, all the above-mentioned people must ensure that the regulations and legal provisions regarding the health and safety of the workers or people in general are fully respected.

The Applicant must adhere to the obligations indicated in article 26 of Italian Legislative Decree 81/2008 (DUVRI - Unified text on assessment of risks generated by interference between activities conducted simultaneously in the same work space) and, if the activities are within those indicated in Annex X of the same Decree, they must also adhere to the obligations indicated in articles 90, 99, and 101 (safety on temporary and mobile work sites).

Designers of the locations, work areas and systems are obliged to design works and systems for the event, respecting the principles of health and safety in the workplace, while also evaluating the risks tied to the assembling of complex structures and systems.

Installers and technicians must install or assemble systems, and equipment ~~or~~ in line with the regulations and instructions of manufacturers and designers in a way that does not compromise the safety of the workers who use the same equipment and the public that will attend the event.

Contractors and sub-contractors must also comply with the obligations indicated in article 26 of Italian Legislative Decree 81/2008 (DUVRI - Unified text on assessment of risks generated by interference between activities conducted simultaneously in the same

workplace) and, if the activities are within those indicated in Annex X of the same Decree, they must also adhere to the obligations indicated in title IV relating to temporary and mobile work sites.

Self-employed workers who carry out part of the work must respect the safety regulations for the specific work site.

Below is some advice about how to carry out correct and safe assembling and disassembling. Please note that the checklist is not exhaustive but is rather a series of suggestions.

What to do:

While planning the event the Applicant should:

- gather the following minimum information in order to choose the right location and assemble structures properly:
- The size of the place where the temporary structures are to be installed, keeping in mind the safe movement of the prefabricated elements and other work equipment;
- The bearing capacity of the structures, which must be able to support the maximum permitted loads and possible stress caused by the temporary work, the work equipment and motorized vehicles;
- The bearing capacity of possible existing structures or anchoring points to be used for lifting the prefabricated elements or other equipment and systems;
- The safety characteristics of the on-site electrical systems and earthing systems;
- when planning the activity, consider the work times and work shifts to ensure that the workers have enough time to rest. Do so by correctly programming the activities and working days;
- get the Safety Coordinator involved (if there is one) in design evaluation in order to ensure correct and suitable safety measures are put into place, thus raising the artistic designers' awareness about the issue of safety;
- request that contractors designate at least one person in charge on site. The person should be properly trained and have acceptable professional experience. Please refer to article 2, paragraph 1, letter a) of the Legislative Decree dated 9th April 2008 n. 81, and to guidelines 16 of the Legislative Decree dated 9th April 2008 n. 81.
- Include in contracts stipulated with contractors a clause regarding the preliminary authorisation of any sub-contract by the Applicant. Sometimes assembling and disassembling of temporary structures and systems may fall into the category regulated by paragraph 1, IV title of the Legislative Decree 81/2008, later modified by the Interministerial Decree dated 22nd July 2014:
 - a) Structures and systems included in Annex X of the Legislative Decree 81/2008
 - b) Other structures and systems included in the Interministerial Decree dated 22nd July 2014

What to do (non-exhaustive list of obligations as per art. 90 and following of the Legislative Decree 81/2008):

1. **If there is more than one contractor, designate a Safety Coordinator accordingly during the planning phase;**
2. **If there is more than one contractor, designate a Safety Coordinator before the beginning of works in the execution phase;**
3. **Verify the technical and professional suitability of contractors, sub-contractors and self-employed workers as per Annex XVII of the Legislative Decree 81/2008;**
4. **Send, before the beginning of the works, a notice (according to art. 99 of the Legislative Decree 81/2008) to the Local Health Care Centre (ASL) and the Local Directorate for Employment (DTL).**

The following documents need to be present on site:

- Designation of a Safety Coordinator (CSP) during the Design phase a Safety Coordinator during the Execution phase, in compliance with art. 90 points 3 and 4 of Italian Legislative Decree 81/08;
- Safety and Coordination Plan drafted by the CSP in compliance with art. 100 of Italian Legislative Decree 81/08 containing information on the coordination with the managers of the area that will host the event;
- A plan showing the work site layout (entrances, deposit areas, transit, escape routes, etc.);
- Names of the companies (Italian and foreign) that assemble and dismantle the temporary works and the additional elements, portorage, and installation of the systems, equipped with the contractor/sub-contractor contracts, if already stipulated;
- The original copy of the safety plans of the contractors that will be present on the work site, both Italian and foreign, drafted in compliance with art. 96 point 1 letter g) of Italian Legislative Decree 81/08, signed, dated and written in Italian;
- Documents indicating that the technical-professional suitability of the companies working on the work site, both Italian and foreign, has been checked, as indicated in art. 90 point 9 letter a) of Italian Legislative Decree 81/08;
- Preliminary notification pursuant to article 99 of Italian Legislative Decree 81/2008;
- Identification data of the applicant/works manager as defined in art. 89 point 1 letter b), c) of Italian Legislative Decree 81/08;
- Certificates of training completion for all the workers present on the work site, drawn up by the employers and specific for each position, in compliance with the new State-Region agreements regarding the general training of Workers, People in charge, Managers (art. 37 Italian Legislative Decree 81/2008) and the specific training for those who use special work equipment (art. 73 point 4 Italian Legislative Decree 81/2008);
- Certificates of training completion, drawn up by the employers of the staff that handles emergencies, fire-fighting and first aid, together with relevant names and specific updated training certificates as indicated by Ministerial Decree 388/03 and the circular of the Ministry for Internal Affairs - Fire Brigade Department - DCFORM no. 0005987 of 23/02/11;
- List of the people in charge of each company operating in the work site, together with relevant nomination as indicated in art. 16 of Italian Legislative Decree 81/08 and training certificates with specific reference to the methods and contents indicated by the recent State Region Agreement;

- Regarding the lifting equipment:
 - Copy of the user and maintenance instructions for the lifting devices that are to be used on the work site,
 - Copy of the test results from the last 3 years for each piece of lifting equipment, according to article 71 point 9 of Italian Legislative Decree 81/2008;
 - Copy of the test register as indicated in art. 71 point 4 of Italian Legislative Decree 81/2008;
 - CE declaration of conformity for each lifting means, giving the production/serial numbers of the work equipment;
 - Statement of first installation to INAIL (National Institute for Insurance against Labour Accidents) (excluding lifting means identified as “special machinery made up of electric hoists with more than one cables” and which are not part of the definition given in the UNI ISO 4306-1 Regulation, according to what is established by Labour and Social Policies Ministry circular and no. 23 of 13/08/2012);
 - Identification data of the owner of same equipment and the company/companies that install or use it;
 - Technical documents regarding the control systems of the lifting means (motor controller).
- Organisation chart of the work site showing in detail the names and health and safety duties of each person in charge of the contracting companies, including foreign companies and professionals in charge of managing the activities (attached to the PSC);
- Declaration of conformity of the temporary electric systems used on the work site.

Should the assembling and dismantling operations not be covered by title IV of Italian Legislative Decree 81/2008 and Legislative Decree dated 22nd July 2014, prescriptions included in art. 26 of Italian Legislative Decree 81/2008 must be applied anyway.

In this case, at least one copy of the following documents must be present in the work site (the list is not exhaustive):

- Unified text on assessment of risks generated by interference between activities conducted simultaneously in the same workplace, drawn up by the employer and shared by the employees and self-employed professionals that work in the worksite;
- Documentation for each company that works in the workplace, as indicated in article 26 point 1 letter a) of Italian Legislative Decree 81/2008;
- Declaration of conformity of the electrical systems if used during the assembling or dismantling phases;
- With reference to the lifting equipment:
 - Copy of the user and maintenance instructions for the lifting devices that are to be used on the work site,
 - Copy of the test results from the last 3 years for each piece of lifting equipment, according to article 71 point 9 of Italian Legislative Decree 81/2008;

- Copy of the test register as indicated in art. 71 point 4 of Italian Legislative Decree 81/2008;
- CE declaration of conformity for each lifting means, giving the production/serial numbers of the work equipment;
- Statement of first installation to INAIL (National Institute for Insurance against Labour Accidents) (excluding lifting means identified as “special machinery made up of electric hoists with more than one cable~~s~~” and which are not part of the definition given in the UNI ISO 4306-1 Regulation, according to what is established by Labour and Social Policies Ministry circular and no. 23 of 13/08/2012);
- Identification data of the owner of same equipment and the company/companies that install or use it;
- Technical documents regarding the control systems of the lifting means (motor controller);
- Certificates of training completion for all the workers present on the work site, drawn up by the employers and specific for each position, in compliance with the new State-Region agreements regarding the general training of Workers, People in charge, Managers (art. 37 Italian Legislative Decree 81/2008) and the specific training for those who use special work equipment (art. 73 point 4 Italian Legislative Decree 81/2008);
- Certificates of training completion, drawn up by the employers of the staff that handles emergencies, fire-fighting and first aid, together with relevant names and specific updated training certificates as indicated by Ministerial Decree 388/03 and the circular of the Ministry for Internal Affairs - Fire Brigade Department - DCFORM no. 0005987 of 23/02/11.

Do not forget that:

All contractors and sub-contractors will need to comply with Legislative Decree 81/2008 regarding specific risks linked to their work.

These recommendations are applicable by law even if authorisations are not required for organising the event.

Section 20 of the Integrated form “Worker’s protection” needs to be filled out with a list of sub-contractors.

SUMMARY OF THE MAIN COSTS TO BE PAID BY THE OPERATOR

To obtain the necessary authorisations to organise temporary public performances/events, the costs are the following:

Tax stamp on each application form or, in the case of various events together, on the Integrated Form	€ 16.00 for online applications; € 16.00 on each sheet of 4 sides for hardcopy applications
Fee for the occupation of public land (COSAP)	See Costs on www.comune.milano.it selecting: Home > Come fare per (How to) > Pagare tasse e tributi (Pay taxes and duties) > COSAP > Cosap: come pagare (Cosap: how to pay)
Integrated Form - preliminary costs	The following sums need to be paid to postal account n. 59897280 in the name of Servizio Occupazione Suolo e Sottosuolo Pubblico, reason for payment: "Spese istruttorie": - € 60,00 (for temporary occupation of public land with billposting and/or trade activity and/or public performances) - € 50,00 (for temporary occupation of public land for large-scale events- e.g. concert, fashion shows) - € 25,00 (for temporary occupation of public land without other services and for all requests by no-profit organisations, even if they include trade activity)
Amount for hiring municipal premises	Contact the person indicated in the venue's section of the venues catalogue, which can be found on www.expoincitta.com
Guarantee/security deposit covering damage to the hired municipal premises in case of non-return within the established terms, damages caused to the public asset or to the flooring or the public green area	It may vary according to the prestige of the premises, the flooring or if the event takes place in a green area. This specification will be included in the concession provision.
Possible cleaning costs (Amsa contract for open spaces)	Contact the AMSA Sales Office at the toll-free number 800.241142
Costs for the preparation of technical documents (technical reports, graphic printouts, sworn documents...)	To be calculated by the applicant/operators.
Pay the Local Health Care Center (ASL) via a post office payment slip for the Certified Commencement Notice (SCIA)	€ 50.00 to be paid into post office account no. 14083273 in the name of ASL di Milano - Servizio Tesoreria - C.so Italia, 19 - 20122 Milano, reason for

	payment "Registrazione attività".
Payment of SIAE (Italian Authors and Publishers' Society) duty if applicable	See www.siae.it
Tax stamp for final authorisation	€ 16.00 for online applications; € 16.00 on each sheet of 4 sides for hardcopy applications
Commission	€ 1.04
Local Police services to assist private entities in the organisation of events/performances	€26.00/hour (Local Police agents - road access and public order service) €29.00/hour (Local Police officials - coordination) €20.00/hour (Local Police vehicles -traffic control service)
Costs for placing barriers and additional road signs	€10.00/hour (Local Police motorbikes - escort service)
Costs for possible deviation of public transport or increasing/extending the running times.	See AMSA cost tables and/or contact the Sales Office at the toll-free number 800.241142. Quantified by the manager of the A.T.M. Servizi S.p.A. public transport service and for which explicit approval of the cost estimate is required
Costs for switching off the public lighting temporarily	Quantified by the manager of the A2A S.p.A. service and for which explicit acceptance of the cost estimate is required

N.B. additional costs may be applied in different sectors according to the particular nature of the event/performance.

Attachments:

1. Integrated Form
2. Summary sheet - Temporary Public Performances: Main Municipal Authorisation to be obtained
3. Attachment A to Decision of the City Council no. 1076 of 23.05.2014 "Guidelines for the issue of authorisations for events in a place that is public or open to the public and for temporary or mobile performances"
4. SCIA Expo 2015 for the sale of food and non-food products / distribution of food and drinks
5. Operation regulations of the Municipal Security Committee for Public Performance areas and Technical documents supplied with the request for starting the compliance procedures