

Municipal Guide to Public Space Event Procedures

2026 Edition



**AJUNTAMENT
DE VALÈNCIA**



Municipal Guide to Public Space Event Procedures

Legal Notice: This guide is an informational document that summarizes the main requirements set out in the Ordinance on the Use of the Municipal Public Domain (BOP 28-07-2023), along with other referenced regulations. It does not replace the applicable legal texts nor does it create new rights or obligations. In case of doubt, the official regulations and the criteria of the competent municipal services shall always prevail.

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Introduction

1.1 Scope

This guide provides practical information, current regulations, and step-by-step instructions for organizing events in public spaces in the city of Valencia. It outlines the types of events that may be authorized, the spaces available, the administrative procedures to follow, the required documentation, and recommendations for best practices in sustainability, accessibility, and safety.

The primary regulatory reference is the **Ordinance on the Use of the Municipal Public Domain**, published in the BOP on July 28, 2023, and available in full through the Valencia City Council's Electronic Office. In addition, the relevant sections of this guide include further sector-specific provisions depending on the type of event (acoustic, environmental, safety, etc.).

The **Municipal Public Domain Occupation Service** is responsible for managing permits for the temporary occupation of public spaces in Valencia. It coordinates the work of the various municipal services involved (Mobility, Civil Protection, Parks and Gardens, etc.). The City Council's administrative organization and its areas of responsibility can be consulted at the following official link:

<https://www.valencia.es/cas/ayuntamiento/areas-y-delegaciones>



1.2 Applicants



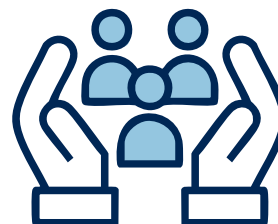
PRIVATE INDIVIDUALS OR ENTITIES

(companies, production
firms, advertising
agencies)



NON-PROFIT ORGANIZATIONS

(cultural and
neighborhood
associations, NGOs)



MUNICIPAL SERVICES

(involved in the
processing)



PROFESSIONALS IN DESIGN, PRODUCTION, AND LOGISTICS



1.3 Guiding principles

Sustainability

Coexistence

Universal accessibility

Security

Procedural transparency



Types of Authorized Events

Category	Common examples	Ordinance articles
Popular and traditional festivities	Cavalcades, festivals, parades, bonfires	77-116
Cultural, recreational and artistic activities	Concerts, temporary exhibitions	87-99 · 161-171
Filming	Films, commercials, documentaries	136-138
Informational, promotional, and solidarity activities	Information booths, donation tables, charity markets	161-171
Sporting events	Urban races, triathlons, cycling tours	174-190
Other uses of public space	Circuses, Christmas fairs, temporary commercial markets	204-211

Note: Any event that does not clearly fall within these categories must first be consulted.

Administrative Procedures: Preliminary Considerations and Phases

The temporary occupation of public spaces is processed through a **single administrative case file** that consolidates all the required sector-specific authorizations. The following sections describe the phases, requirements, and recommended best practices to help expedite the process.

3.1 General Process Flow

01

Receipt of the application for event authorization by the relevant service. The first step is to submit the official application to hold an event in a public space **at least 30 calendar days before the scheduled date**, providing the required information and documentation. The application must be addressed to the Public Domain Occupation Service, the body responsible for processing it.

02

Verification of space availability and compatibility. Once the application is received, the Municipal Public Domain Occupation Service checks whether the requested space is available on the proposed date and time and whether the type of event is compatible with that location, also considering any overlap with other authorized events.

03

Request for additional information if necessary. If the application does not contain all the required documentation or contains errors, the Service will contact the applicant to request the outstanding documents or to correct any deficiencies detected.

04

Internal processing and coordination with municipal services. The Public Domain Occupation Service requests the necessary reports and assessments from other municipal departments involved (Mobility, Civil Protection, Parks and Gardens, Local Police, etc.), ensuring proper coordination to evaluate all implications of the event.

05

Corrections required by municipal services. If, based on the reports issued by the relevant services, the proposal requires modifications or additional information, the applicant will be notified in order to amend or supplement the application.





06 Payment of fees and deposits, if required. Once the event's viability has been confirmed, the applicant will be asked to pay the corresponding administrative fees and, where applicable, a deposit as a guarantee for the proper use and cleaning of the public space.

07 Authorization resolution with conditions. The City Council will issue a formal resolution either authorizing the event (or, if applicable, denying it with a statement of reasons). The authorization will specify all conditions and requirements to be fulfilled before, during, and after the event.

08 Submission of required certifications during installation. During the installation of facilities, applicants must provide the necessary certificates and technical documents (e.g., electrical installation certificates, self-protection plans, etc.) demonstrating that the event complies with safety and quality regulations.



09 Event celebration. Once all authorizations and certifications are in place, the event may be held under the conditions set out in the municipal resolution, respecting the approved capacity, schedule, and any applicable restrictions.

10 Dismantling and cleaning. After the event, all equipment must be removed and the public space restored to a clean and proper condition. This step is essential for the return of the deposit and for the correct closure of the administrative case file.

11 Request for deposit refund, if applicable. When a deposit is required for the use of parks or gardens, it is requested in advance by the corresponding municipal service. After the event, the organizer must apply for its refund by providing bank account details and confirming that the space has not been damaged.





3.2 Application and Documentation

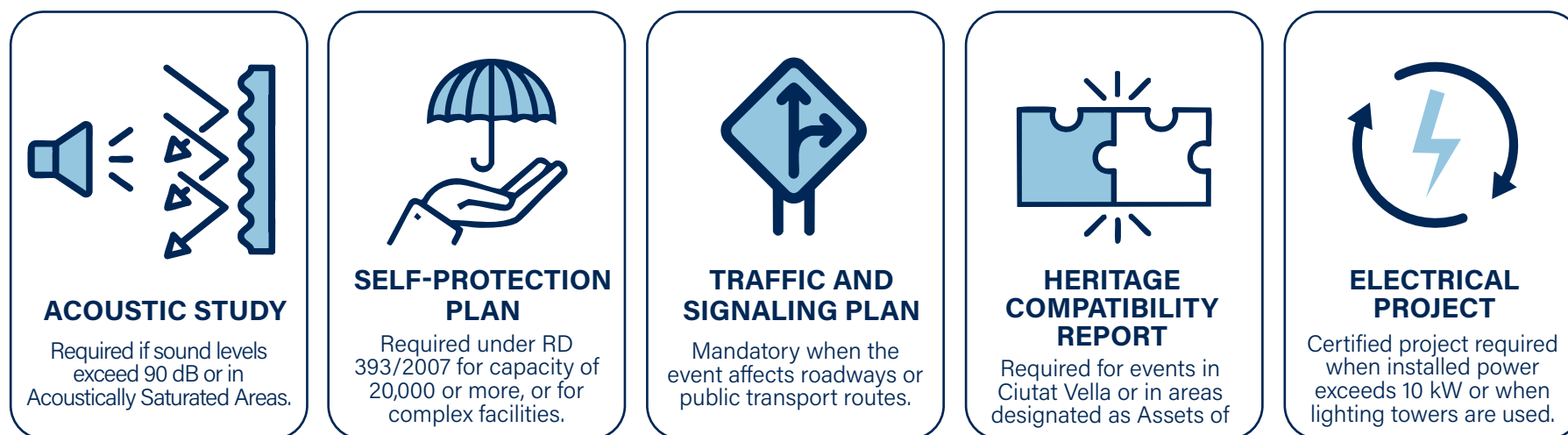
3.2.1 Online platform

The entire process is completed online via the **Municipal e-Office** (<https://sede.valencia.es>) using a digital certificate, a permanent Cl@ve, or an authorized representative. The online form **allows drafts to be saved** and files of up to 100 MB to be attached (supported formats: PDF, JPG, DWG/DXF compressed in ZIP, XLSX, and DOCX). Each document is assigned a verification code to facilitate later tracking.

3.2.2 Basic documentation (mandatory in all cases)

Document	Content	Observations
Standardized application	Applicant details, event type, location, and dates	Automatically generated in PDF after completing the form
1:500 scale plan	Occupancy boundaries, accessible routes (PMR), emergency access	Mark fixed references (e.g., lampposts, tree pits) to assist inspection
Descriptive report	Objective, capacity, detailed timetable, program of activities	1–3 pages maximum; serves as a reference for internal reports

3.2.3 Supplementary documentation (according to type or scale)



3.2.4 Preliminary validation

The platform will block submissions if any required documents are missing, preventing incomplete applications from being filed. Once an application has been registered, any additional files must be submitted through the “Submission of Additional Documentation” procedure linked to the same case file.

3.3 Resolution and Conditions of Validity

Maximum resolution period:

3 months from the date of full registration. Lack of response signifies dismissal of the request.

Content of the resolution:

- *Identification of the applicant and description of the event.*
- *Limits on surface area, capacity, hours and noise level.*
- *Special conditions (tree protection, fencing, control personnel, etc.)*
- **Occupancy rates (Rate 1.2):** *amount, area and invoiced period.*
- *Deposit amount and reason for its collection.*

The authorization will take effect once the organizer provides:

1

CIVIL LIABILITY INSURANCE

valid and with sufficient coverage

2

SECURITY DEPOSIT

bank guarantee or Treasury deposit

3

FINAL CERTIFICATIONS

for electrical installations and structures, if applicable

4

PAYMENT OF THE OCCUPANCY FEE

before the start of the event (not to be confused with the processing fee)

Failure to comply with any of these conditions **will automatically render the authorization invalid.**



3.3.1 Modifications and extensions

- **Minor modification** (schedule change < 2 h, surface variation < 10%): managed with a simple written request including the adjusted documents.
- **Substantial modification** (new location, increased capacity, additional days): requires a new application within the deadline established in Article 9 of the Ordinance Regulating the Occupation of the Municipal Public Domain (30 calendar days).

3.4 Implementation, Dismantling, and Subsequent Responsibilities

1 ASSEMBLY

Notify the Local Police 24 hours before starting operations. Keep a 3 m clearance for emergencies. Protect pavement and trees with sheeting or geotextile.

2 EVENT CELEBRATION

The organizer must keep a printed copy of the authorization on site at all times. Any serious incident (medical emergency, power outage, overcrowding) must be reported immediately to 092.

3 DISMANTLING AND CLEANING

Facilities must be removed within 24 hours. Waste must be delivered to an authorized disposal facility, with a landfill receipt or separate collection note submitted.

4 FINAL INSPECTION

The Inspection Service prepares a photographic report. If damage is detected, the case is forwarded to the Treasury for compensation against the deposit. If no damage is found, the Treasury orders the refund.

Remember that liability for damages during occupancy **remains in effect** until the security deposit has been refunded.

3.5 Applicable Reference Regulations

- **Ordinance Regulating the Occupation of the Municipal Public Domain** (BOP 28-07-2023).
- **Municipal Noise and Vibration Ordinance** (Plenary Agreement 25-06-2024).
- **Municipal Ordinance on Cleaning and Waste Management** (València Neta, 2022).
- **Municipal Ordinance on Parks and Gardens.**
- **Municipal Ordinance on Protection Against Noise Pollution.**
- **Law 14/2010 on Public Entertainment.**
- **Ley 1/1998 de la Generalitat Valenciana, de Accesibilidad y Decreto 65/2019** que la desarrolla.
- **RD 393/2007** (Norma Básica de Autoprotección).
- **Ley 17/2015** del Sistema Nacional de Protección Civil.

Any other sector-specific provisions (Health, Heritage, Public Entertainment, etc.).

Direct access to all texts is available in the digital version of this guide.





Technical Recommendations and Best Practices



4.1 Sustainability

Use reusable, eco-friendly cups with refundable deposits.

Provide green charging stations (80% renewable mix).

Submit a Waste Plan with selective containers and a collection schedule.

Prioritize local suppliers and recyclable materials.



4.2 Universal Accessibility

Maintain clear routes ≥ 1.50 m wide with slopes $< 6\%$.

Reserve spaces for persons with disabilities ($\geq 1\%$ of capacity) with guaranteed visibility.

Provide signage with color contrast and standardized pictograms (UNE 170002).

Ensure redundant audio and visual information (hearing loops, on-screen subtitles).



4.3 Safety and Self-Protection

Designate a **Road Safety Officer** for events that affect roadways.

Establish and clearly mark meeting points where the public can gather in case of evacuation.

Conduct preliminary internal drills with the organizing staff before the start of the event to ensure familiarity with protocols and roles.



4.4 Cleaning and Dismantling

Apply continuous sweeping during street food events.

Implement a progressive cleaning plan: organize teams to clean in stages throughout the event to prevent waste buildup and speed up dismantling.

Carry out a joint review with the Inspection Service before closing the case file.



Frequently Asked Questions

The following answers summarize the most common inquiries received by municipal services. For further clarification, please contact the **Municipal Public Domain Occupation Service** before beginning the process.



1. How far in advance should I request authorization?

The Ordinance requires that applications be submitted at least **30 calendar days before the event** start date. This period allows municipal services to gather the necessary reports and, if needed, request corrections. For highly complex events (capacity $\geq 20,000$ people, multiple traffic closures, or installations lasting more than 7 days), it is advisable to begin the process **two to three months in advance** to allow time for external reports.

2. What happens if I submit the documentation late?

Applications submitted less than 30 days in advance are **automatically rejected**, and the case file is closed without technical evaluation. If you cannot meet the deadline, you will need to reschedule the event or consider a private venue that does not require the occupation of public space.

3. Do I need liability insurance if the event is non-profit?

Yes. Third-party liability insurance is mandatory for **all** occupations, whether for profit or not. The City Council may exempt charitable or community events from paying the occupancy fee, but insurance coverage is always required. The policy must cover at least **€600,000** per claim (Article 82) and must be submitted before the license is issued.



4. Can I sell alcoholic beverages on public spaces?

Yes, but only if, in addition to the occupancy permit, you obtain a **municipal permit for the sale and consumption of alcohol in public spaces** and comply with the hours and limits set by regional regulations on Public Performances. Failure to comply may result in immediate revocation of the permit and fines of up to €60,000.

5. Is the consumption of food and beverages permitted during the event?

Yes, it is permitted, provided basic cleaning standards are followed and designated waste containers are used. If food is sold or distributed, stalls must comply with current health regulations and have the appropriate permits.

6. How do I get permission to close a street during the event?

You must include the proposed closure in your application and provide technical justification (alternative detours, signage, and road safety personnel). The Mobility Department will review the proposal, and if approved, the municipal resolution will establish the schedule and required fencing. The Local Police will carry out the closure on the day of the event.

7. Can I extend my hours once the license has been granted?

Yes, but only if you submit the request **at least 7 calendar days in advance** and, where applicable, provide an updated noise report. The extension will only be authorized if it complies with noise regulations and does not interfere with morning traffic or other previously authorized events.



8. Is the use of fireworks permitted?

The use of fireworks in public spaces requires a **favorable report from both the Civil Protection Service and the Local Police**, as well as authorization from the Government Delegation if the explosive weight exceeds 10 kg. In practice, fireworks are restricted to the official Fallas festival dates and other expressly recognized traditional events.

9. Can the authorization be resold or transferred to another entity?

No. The authorization is **personal and non-transferable**. Any change of ownership must be processed as a **new application**, with full documentation submitted within the required deadlines.

10. What happens if the event is cancelled due to rain or force majeure?

You may request a **postponement or change of date** within the same fiscal year. A new proposed date must be submitted along with updated noise, traffic, and safety reports, if applicable. Fees already accrued are not refunded, but will be applied to the rescheduled date.

11. Where can I find official forms and templates?

All forms (application, declaration of responsibility, summary self-protection plan, guarantee, etc.) are available on the **Electronic Office** under Public Space Occupation Procedures. The digital version of this guide also provides direct links to each document in the Appendices section.



Contact Information and Inquiry Channels

Servicio de Ocupación de Dominio Público Municipal

C/ Amadeo de Saboya 11, Patio A, 2.^a planta
46010 València

Telephone: 96 208 30 57

Email: ocupaciondominiopublico@valencia.es



Appendices (downloadable in the digital version)

1. **Official forms:** application, declaration of responsibility, guarantee/endorsement, liability insurance policy.
2. **Documentation checklist** by event type.
3. **Fee tables** (Rate 1.1 "Processing," Rate 1.2 "Occupancy per m² per day")
4. **Sustainability Plan Template.**
5. **Summary Self-Protection Plan template.**
6. **Process flow infographic** (A3 format).

