



# Events application stage process

## 1. Initial enquiry

The Events Service will learn about most event proposals through an initial enquiry. They will gather overview information about the event and will offer advice about the application process and the viability of the proposal. This may require escalation via the decision-making hierarchy for final decision.

## 2. Application stage

The Event Organiser must submit a completed application form to the Events Service for review. A fees breakdown is sent to the organiser at this stage, which they must accept to proceed with the application.

**If the application is accepted, the process will proceed to stage 3, otherwise the application will be declined.**

## 3. Detailed checks

The Event Service will carry out more detailed checks of the application and supporting documents. Additional information will be requested as required.

**Once the detailed checks are complete, the application will proceed to the 'other consents' and 'further engagement' stages. The application may still be declined at this stage if these checks come back incorrect.**

### Other consents

Dependent on the nature of the event, the advice or consent of others may additionally be required.

For example:

- Safety Advisory Group (SAG)
- Blue Light Services
- Private Landowner

Or other council departments:

- Emergency Planning
- Licensing
- Highways
- Planning
- Environmental Health

- Public Health

These 'other consents' may be conditional.

## Further engagement

Dependent on the nature of the event, further engagement may be required.

In general, this is required where an event has a greater potential to cause disturbance.

A requirement to carry out further engagement may be set as a condition of the agreement and must be carried out by the event organiser.

e.g. A community consultation plan may be requested which may include a requirement to consult with residents or stakeholders.

## 4. Engagement

The Events Service will conduct a standard OR enhanced engagement at the discretion of the Leisure, Parks and Open Spaces Service. An enhanced process will usually apply to large event, or where issues or high-risk elements have been identified.

- **Standard: Limited list to include Council officers e.g.**, highways management, environmental health, licencing, planning, emergency planning, waste management, trading standards or food safety.
- **Enhanced: Safety Advisory Group (SAG Group)** which will include the limited list (as above) plus external partners.

If there are no major objections or if the objections can be overcome through effective management, the event can be approved. This may be conditional and may require escalation via the decision-making hierarchy.

**If the application is approved, it will proceed to stage 5.**

**The application may still be declined at this stage if the organiser is unable to meet the requirements of the Council.**

## 5. Approval

Once the application has been checked in line with Council's required standards AND the associated invoices have been paid, the Council will issue authorisation for the event to proceed.