

1. INITIAL ENQUIRY

The Events Service will learn about most event proposals through an initial enquiry email. They will gather overview information about the event and will offer advice and guidance about the application process and the viability of the proposal.

2. APPLICATION STAGE

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

- **Application Accepted**
- **Application 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. Any consent given by the Greenspaces and Leisure Service, is independent of the consent of others.

- **Engagement**
- **Application Declined**

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 which may form a 'Working Group':

- 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. The responsibility to carry this out falls with the event organiser.

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

A requirement to carry out further engagement will usually be set as a condition of the agreement. A community consultation plan may be required e.g., which may include consultation with residents.

4. ENGAGEMENT

The Events Service will conduct a standard/enhanced engagement, with the following:

- **Council officers:** e.g., highways management, environmental health, licencing, planning, emergency planning, waste management, trading standards or food safety - **STANDARD**
- **Ward Councillors:** **ENHANCED**
- **Stakeholders:** e.g., local friends or user groups, local businesses – **ENHANCED**
- **Executive Director:** **ENHANCED and for final decision**

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.

- **Application Approved**
- **Application Declined**

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 a '**Permit**' for the event to proceed.