

Event Application Process

Contact Events Team for Advice/Guidance

Expression of Interest Application Form completed

- Application for Expression of Interest may be shared with SAG (Safety Advisory Group if over 2000 attendees expected) for review/acknowledgement. Paperwork must include information on the following:
 - Name of your business, charity, organisation
 - Brief summary of event including activities, infrastructure etc.
 - Your proposed event location
 - Site plan /drawing showing layout / spacing anticipated for control of numbers and movement
 - Type of event, where, when, anticipated numbers and how this will be managed ie: booking system/ticketing/in and out system/fencing/marshals/security
 - Sale of food/alcohol/licence requirements
 - Event times and duration including set up and dismantle

Applicant does not conform to Terms and Conditions or provides insufficient information.

Reject Application or seek advice from Events team (if successful go to full applications)

Applicant meets full event proposals and dates/timelines and proceed to full application for detailed Event Management Plan including full risk assessment and operational measures. (Minimum total application timeline 8 weeks).

NB. If large scale event applicant to work with SAG and Senior Health and Safety Advisor throughout application process. Minimum 8 weeks notice required or 12 weeks for complex applications

Safety Advisory Group (SAG) responses and questions/advice (up to 4 weeks)

Events Team to Advise /inform Senior Management Team/Members/Comms subject to size and scale of event and work with applicant throughout process.

Written Approval for the Event

(Note : you must have written approval from the Events Team before you advertise for your event)