

# EVENTS APPLICATION PROCESS

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## Expression of Interest

Contact the events team to discuss your event, to get advice and guidance.  
Email: [events@bromsgroveandredditch.gov.uk](mailto:events@bromsgroveandredditch.gov.uk)

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## How to Book An Event

Further information on how to plan and book an event [here](#)

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## Event Application Timeline

### 3–6 Months Before the Event – Formal Application Stage

At this stage you must **complete and submit your Event Application Form by email** to the council events team.

Your application will normally need to include the following documents:

- **Event Application Form**
- **Event Management Plan** (to be completed if there are more than 200 visitors attending your event at any one time)
- **Risk Assessment** (template and guidance notes provided)
- **Public Liability Insurance** (to be provided by event organiser)
- **Event Site & Layout Plan** (to be provided by event organiser)
- **Traffic Management Plan**
- **Fire Safety Plan**
- **Crowd Management Plan**

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## Online Event Application Form

You can complete an online event application form [here](#)

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## Safety Advisory Group (SAG)

If your event expects **more than 1,000 attendees at any one time**, your **Event Application may be referred to the Safety Advisory Group (SAG)** for review.

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## What is SAG?

The **Safety Advisory Group** is a multi-agency panel that helps ensure large public events are **safe and properly planned**. The group typically includes representatives from:

- Local Council
- Police
- Fire & Rescue Service
- Ambulance Service
- Environmental Health
- Highways / Traffic Management

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**Events must not be publicised until approved and authorised by the Council.**

## Event Team Contact

Email: [events@bromsgroveandredditch.gov.uk](mailto:events@bromsgroveandredditch.gov.uk)