Summary of Application Stages

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. **Consultation (standard)** - The events service will carry out a standard consultation/notification if required* with the following:
   a. Ward councillors (All/S1)
   b. Other interested parties e.g., friends or community groups, council officers (As applicable/S2)
   c. Assistant Director of Leisure (Final Decision)

   *New, significantly changed, large or special events

   If there are no major objections or if the objections can be overcome through effective management, the event will be given permission in principle to proceed. This may be conditional.

   - ➢ Detailed Checks
   - ➢ Application Declined

4. **Detailed checks** - The events service will carry out more detailed checks of the application and supporting documents. Additional information will be requested as required.
   - ➢ Approval
   - ➢ Application Declined

5. **Approval** - Once all aspects of the application have been checked and meet the Council's standards and invoices have been paid, the Council will grant Approval for the event to proceed.

Other consents

Dependent on the nature of the event, other consents (outside of the parks and open spaces department) may 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' are often conditional.

Further consultation

Dependent on the nature of the event, further consultation may be required. The responsibility to carry this out falls with the event organiser. In general, further consultation is required where an event has a greater potential to cause disturbance. A requirement to carry out further consultation will usually be set as a condition of the agreement. A community and consultation plan may be required.