Summary of Event Application Stages Flowchart

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 specific 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.
Possible outcomes:
➢ **Application Accepted**
➢ Application Declined

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

These 'other consents' are often conditional.

3. CONSULTATION (STANDARD)

The Events Service will carry out a standard consultation if required*, with the following:

- Ward councillors and local friends' groups (All)
- Other interested parties e.g. community/amenity groups, council officers (As applicable)
- Chair of Environment Committee and the Head of Culture (All and final decision)

New, large/major events, or other events at the discretion of the Parks Service Manager

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. Possible outcomes:

➢ **Permission in Principle**
➢ Application Declined

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.

4. DETAILED CHECKS

The Event Service will carry out more detailed checks of the application and supporting documents. Additional information will be requested as required. Parks and Open Spaces consent is independent of the consent of others (e.g. further consultation / other consents)
➢ Application Declined OR

5. APPROVAL

Once all aspects of the application have been checked and are deemed to meet the Council's required standards AND the associated invoices have been paid, the Council will grant **'Approval'** for the event to proceed.