

# Site Permissions process for event organisers 2026



<p align="center"><b>2026 ongoing application</b>  <b>MS Form Expression of Interest (EOI) <u>completed</u></b></p>	<p align="center"><b>2026 new application</b>  <b>Expression of Interest (EOI) form <u>required</u></b></p>
<ol style="list-style-type: none"> <li><b>1. Organiser sent Event Confirmation Information (ECI) contract</b> <ul style="list-style-type: none"> <li>- Opportunity to decline or amend contract during no-go period</li> <li>- Site visit with Parks/ Harbour team and organiser</li> <li>- No-go date passes - Event in contract</li> </ul> </li> <li><b>2. Organiser completes short 2026 EOI form on EventApp</b> <ul style="list-style-type: none"> <li>- Requires only contact information, event name and year</li> </ul> </li> <li><b>3. EventApp status changed by Site Permissions once no-go date passes and in contract</b> <ul style="list-style-type: none"> <li>- Full EventApp application then completed by organiser</li> <li>- Holding fees of 15% charged if new event</li> </ul> </li> <li><b>4. Full EventApp application completed and paperwork uploaded before deadline</b> <ul style="list-style-type: none"> <li>- Deadline 8 weeks before Safety Advisory Group for Events (SAGE) meeting (if applicable).</li> <li>- If no SAGE meeting, deadline is 6 weeks before event.</li> </ul> </li> <li><b>5. Application and paperwork sent out to SAGE members and other relevant stakeholders for feedback</b> <ul style="list-style-type: none"> <li>- Feedback and queries passed onto organiser to resolve</li> <li>- Invoice issued</li> </ul> </li> <li><b>6. Organiser invited to attend SAGE meeting if required</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Organiser contacts Site Permissions team</b> <ul style="list-style-type: none"> <li>- SP team may decline if not enough time to process</li> </ul> </li> <li><b>2. Organiser completes 2026 EOI Form on EventApp</b> <ul style="list-style-type: none"> <li>- This will direct you to the 2026 EOI form on Microsoft forms</li> <li>- Event reviewed in weekly team meeting</li> </ul> </li> <li><b>3. Organiser is sent event ratings from EOI</b> <ul style="list-style-type: none"> <li>- Optional call with events team to go through ratings and guidance</li> </ul> </li> <li><b>4. Pitch meeting arranged with organiser if new event</b> <ul style="list-style-type: none"> <li>- May be declined due to clash of type, site or date</li> </ul> </li> <li><b>5. Discuss with Parks/ Harbour/ Highways team</b> <ul style="list-style-type: none"> <li>- Checking that event plans would be feasible in that location</li> </ul> </li> <li><b>6. Organiser sent Event Confirmation Information (ECI) contract</b> <ul style="list-style-type: none"> <li>- Opportunity to decline or amend contract during no-go period</li> <li>- Site visit with Parks/ Harbour team and organiser</li> <li>- No-go date passes - Event in contract</li> </ul> </li> <li><b>7. Organiser completes short expression of interest form on EventApp</b> <ul style="list-style-type: none"> <li>- Requires only contact information, event name and year</li> </ul> </li> </ol>

<ul style="list-style-type: none"> <li>- Ensure all paperwork is to SAGE/ stakeholder satisfaction</li> </ul> <p><b>7. Organiser attends SAGE meeting</b></p> <ul style="list-style-type: none"> <li>- Actions may come out of this meeting</li> </ul> <p><b>8. Final paperwork by organiser submitted and sent out for consultation</b></p> <ul style="list-style-type: none"> <li>- Final round of feedback from SAGE and stakeholders</li> </ul> <p><b>9. Site Permissions Permit Issued</b></p> <ul style="list-style-type: none"> <li>- Extra conditions may be added to the permit if necessary.</li> </ul> <p><b>10. Event Onsite/ Live Event</b></p> <ul style="list-style-type: none"> <li>- Site Permissions team may perform site checks during both build and live days</li> <li>- Larger events may have a site walk pre-live with SAGE members</li> </ul> <p><b>11. Debrief with SP Team and Organiser</b></p> <ul style="list-style-type: none"> <li>- Informal online meeting to discuss event and any improvements for future</li> <li>- A formal SAGE debrief may be required for larger events</li> </ul> <p><b>12. SP team notifies organiser when the calendar is open for future years</b></p>	<p><b>8. EventApp status changed by Site Permissions once no-go date passes and in contract</b></p> <ul style="list-style-type: none"> <li>- EventApp application then completed by organiser</li> <li>- Holding fees of 15% charged if new event</li> </ul> <p><b>9. Full EventApp application completed and paperwork uploaded before deadline</b></p> <ul style="list-style-type: none"> <li>- Deadline 8 weeks before Safety Advisory Group for Events (SAGE) meeting (if applicable)</li> <li>- If no SAGE meeting, deadline is 6 weeks before event</li> </ul> <p><b>10. Application and paperwork sent out to SAGE members and other relevant stakeholders for feedback</b></p> <ul style="list-style-type: none"> <li>- Feedback and queries passed onto organiser to resolve</li> <li>- Invoice issued</li> </ul> <p><b>11. Organiser invited to attend SAGE meeting if required</b></p> <ul style="list-style-type: none"> <li>- Ensure all paperwork is to SAGE/ stakeholder satisfaction</li> </ul> <p><b>12. Organiser attends SAGE meeting</b></p> <ul style="list-style-type: none"> <li>- Actions may come out of this meeting</li> </ul> <p><b>13. Final paperwork by organiser submitted and sent out for consultation</b></p> <ul style="list-style-type: none"> <li>- Final round of feedback from SAGE and stakeholders</li> </ul> <p><b>14. Site Permissions Permit Issued</b></p> <ul style="list-style-type: none"> <li>- Extra conditions may be added to the permit if necessary</li> </ul> <p><b>15. Event Onsite/ Live Event</b></p> <ul style="list-style-type: none"> <li>- Site Permissions team may perform site checks during both build and live days</li> <li>- Larger events may have a site walk pre-live with SAGE members</li> </ul>
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**16. Debrief with SP Team and Organiser**

- Informal online meeting to discuss event and any improvements for future
- A formal SAGE debrief may be required for larger events

**17. SP team notifies organiser when the calendar is open for future years**