


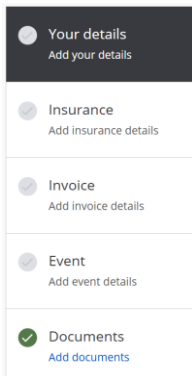


Applying for a permit using the Apply4 platform

1. Sign up for an account: https://app.apply4.com/users/sign_up
2. Log In: https://app.apply4.com/users/sign_in
3. Select the right app. Select the right permitting authority (Bristol).
4. Complete your Expression of Interest using the help text to answer any questions.
5. Submit your Expression of Interest, agree to the terms and conditions and receive a summary document of your answers.
6. Use your dashboard to follow your application's progress and make any changes. To do this go to <https://app.apply4.com/> to see all your applications.

Application basics

- Throughout the application fields marked with **an asterisk *** are mandatory.
- Hovering over the blue question mark gives further instructions or detail. 
- You can navigate through the application by clicking on the different tabs on the left. When a section is complete, the grey circle on the tab will change to green with a tick - see below.



- Click '**Next**' to progress to the next section or '**Previous**' to go back. You can also navigate between sections by clicking on the different tabs (above).
- Your progress is saved as you move between sections. You can also save your application as a draft at any time by clicking '**Save as draft**'. You can then log out and come back to the application later.
- When you have finished everything, ensure you click the **Submit** button in the bottom right – this will be greyed out until all sections are complete.
- Contact support@apply4.com or 0203 904 4547 for support using EventApp / Apply4