

Activity Requiring Permit/Licence	Timescales Required	Who to Contact
South Park Events (over 500 people)	Tender each October	<a href="mailto:events@oxford.gov.uk">events@oxford.gov.uk</a>
Marketing / Advertising your Event	Event permit has been issued	<a href="mailto:events@oxford.gov.uk">events@oxford.gov.uk</a>
Road Closure for Special Event Order or Temporary Traffic Regulation Order	12 weeks	<a href="mailto:eventscoordination@oxfordshire.gov.uk">eventscoordination@oxfordshire.gov.uk</a>
Road closure for filming	12 weeks	<a href="mailto:eventscoordination@oxfordshire.gov.uk">eventscoordination@oxfordshire.gov.uk</a>
Broad Street Events requiring Road Closure	6 weeks	<a href="mailto:licensing@oxford.gov.uk">licensing@oxford.gov.uk</a>
Street Trading	4 weeks	<a href="mailto:licensingmisc@oxford.gov.uk">licensingmisc@oxford.gov.uk</a>
Charitable Street Collection	4 weeks	<a href="mailto:licensingmisc@oxford.gov.uk">licensingmisc@oxford.gov.uk</a>
Small Lottery/Raffle	4 weeks	<a href="mailto:licensingmisc@oxford.gov.uk">licensingmisc@oxford.gov.uk</a>
Performing Animals	4 weeks	<a href="mailto:licensingmisc@oxford.gov.uk">licensingmisc@oxford.gov.uk</a>
Alcohol	4 weeks	<a href="mailto:licensing@oxford.gov.uk">licensing@oxford.gov.uk</a>
Entertainment; live music, recorded music, dance groups etc.	4 weeks	<a href="mailto:licensing@oxford.gov.uk">licensing@oxford.gov.uk</a>
Temporary Event Notice	10 clear working days	<a href="mailto:licensing@oxford.gov.uk">licensing@oxford.gov.uk</a>
Food Catering	10 clear working days	<a href="mailto:foodsafety@oxford.gov.uk">foodsafety@oxford.gov.uk</a>
Distribution of Free Printed Matter/Leafleting	10 clear working days	<a href="mailto:saferoxford@oxford.gov.uk">saferoxford@oxford.gov.uk</a>