

EventApp – An applicant's guide



For use with Eventapp v4

Contents

Introduction	3
Getting Started	4
Home Page & Making an Enquiry	4
Before you start an application	5
Logging In	5
Making an Application	6
Your Details	6
Insurance	7
Invoice	8
Event Information	9
Venue information	10
Schedule information	11
Event Checklist	12
Supporting Documents	13
Managing your application	14
User Dashboard	14

Introduction

EventApp is a simple, intuitive and user-oriented online event application process. The system provides event organisers with a fast and efficient way to apply for permissions, allowing you to get on with organising the event.

You can apply for associated permits, find locations and make enquiries, and local authority officers can respond to applications and requests at the click of a mouse.

This document describes how to use the system to make an application for an event. We hope you find this process intuitive and simple. The following guidance will guide you through each step and explain anything which may be unclear. If you have any questions or feedback please let us know at support@apply4.com.

Eventapp Front Page

To see an example of a Front Page go to: <https://app.apply4.com/eventapp/uk/demouk>.

Most applicants start on the Eventapp front page. If you a permitting authority has directed you to Eventapp this is where you will arrive.

This page contains:

- any information from the permitting authority that you need to know before you start,
- **'Useful Documents'** in the bottom right hand corner - you can download them by clicking on them,
- the button to start an enquiry: **'Make Enquiry'**,
- the button to start your application: **'Apply for Permit'**.

'Useful documents' are documents that the permitting authority thinks are necessary for you to access. This may include:

- location specific guidelines
- information about fees and charges
- supplementary application forms that you may need.

Registering as a new user

The registration page can be reached via the following link: https://app.apply4.com/users/sign_up.

If you are at a **Eventapp front page** you can reach the registration page by clicking '**Apply for Permit**' and then '**Register**' in the top right of the page.

If you are at <https://app.apply4.com/> you can reach the registration page by clicking '**Register**' in the top right of the page.

Once you are on the registration page please:

- enter all your details
- read our terms and conditions and confirm that you have
- read our privacy policy
- confirm that you are not a robot

When you have done this **click 'Create'**.

Once submitted you will receive an email asking you to confirm account creation. To do this you need to click on the link in the email. This link is in the text: 'Confirm my account'. You need to do this before you can access the account. If you do not receive a confirmation email you can get it resent from the following page: <https://app.apply4.com/users/confirmation/new>.

When you click on the link it will direct you to the permitting authority you were applying to. There will be a green bar at the very top of the page that confirms you have been successful. You will also receive an email letting you know you have been successful.

Before you start an application

Logging In

The login page can be reached via the following link: https://app.apply4.com/users/sign_in.

From the front page you can reach the login page by **clicking 'Apply for Permit'**.

From <https://app.apply4.com/> you can reach the login page by clicking 'Login' in the top right hand corner of the page.

If you have forgotten your password you can click '[Forgot your password?](#)'. This will take you to a page where you reset your password by writing in the email you used to register. This will then send that email address an email. This email will contain a link to a page where you can change your password.

Making an Enquiry

Some permitting authorities allow you to submit enquiries before a full application. This allows you to quickly get information without having to submit a full application. If you need a permit you will still need to submit the full application after the enquiry.

If a permitting authority allows enquiries there is a '**Make Enquiry**' button on the front page.

In order to make an enquiry, once you are registered and logged in, you click on this button. You then **answer all the questions** marked with a * and **click submit**. The questions asked in an enquiry vary depending on the permitting authority.

Information about your enquiry will appear on your dashboard. For further information on dashboards click [here](#).

Making an Application

The Basics

Throughout the application fields marked: ‘*’, are mandatory.

Hovering over the blue question mark gives further instructions about the question or field.

You can navigate through the application by clicking on the different tabs on the left hand side of the page. When you have completed all the necessary information in a section the tag will have a green circle with a tick to its left. If more information is required then the circle will be grey.

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. Progress is saved as you move between sections.

You can save your application as a draft at any time by clicking ‘Save as draft’. Having done this you can log out and come back to the application at a later date. The application is also saved at regular intervals automatically as you progress through it.

The Submit Application button is shown as you progress through the application but you will not be able to submit until all required fields have been completed.

Your Details

Enter details of the organiser or company responsible for the event.

The screenshot shows the 'Your details' form with a sidebar on the left containing links for 'Your details', 'Insurance', 'Invoice', 'Event', 'Documents', and 'Summary'. The main form area is titled 'Your details' and contains a section for 'Person or company responsible for events' with a dropdown menu for 'Organiser type *' and a 'Next: Insurance' button.

If you are not authorised to enter into legal agreements, the contact details of that person needs to be provided.

This close-up shows the 'Person or company responsible for events' section with the following fields: 'Organiser type *' (set to 'Limited Company'), 'Event organiser' section with 'New / Existing +' (set to 'Select...') and a sub-note 'The company who is legally responsible for the running of the event.', and 'Company registered number'.

Specifying the organiser type ensures that the correct information is provided

Next you are asked for previous event management experience.

This screenshot shows the legal agreement authorization form. It starts with a question: 'Are you authorised to enter into legal agreements on behalf of the above named individual/company/organisation?' with radio buttons for 'Yes' and 'No'. Below this are several text input fields: 'Address *', 'Postcode *', 'Organiser's mobile phone number: *', 'Please enter your website address if you have one', and 'Previous event management experience'. Each of these fields has a blue question mark icon to its right. At the bottom, it states 'Word limit is approximately 250 words.'

Insurance

Insurance

Insurance details

Please note Public Liability insurance (also called Third Party Liability insurance) is NOT employee's insurance

Insurance docs to be uploaded now* Yes No

Person or company named on Public Liability Insurance Policy: * ?

Policy number

Limit of liability (£) ▼

Expiry date 📅

Please upload a copy of your Public Liability Insurance Policy ?
The file must be a PDF or JPG document no larger than 10 MB

[Previous: Your details](#) [Next: Invoice](#)

If you do not have public liability insurance to hand tick the No box. If you select 'No' you must upload these documents at a later date. You can do this through the 'Document summary' section of the saved application.

You can upload proof of public liability insurance now.

Invoice

Invoice

Financial Responsibility

Your event application may incur an application fee in which case we will need to issue an invoice.

Is the Event organiser entered in "Your Details" responsible for paying invoices? *

Yes No ?

[Previous: Insurance](#) [Next: Event](#)

If someone other than event organiser contact is responsible for dealing with invoices, please enter their details.

Financial Responsibility

Your event application may incur an application fee in which case we will need to issue an invoice.

Is the Event organiser entered in "Your Details" responsible for paying invoices? *

Yes No ?

Please enter the details of the person or organisation that has responsibility for paying invoices

Contact name: * ?

Contact email address: *

Organisation: *

Address: *

Postcode: *

Financial Responsibility

Your event application may incur an application fee in which case we will need to issue an invoice.

Is the Event organiser entered in "Your Details" responsible for paying invoices? *

Yes No ?

Accounts department/treasurer contact name: ?

If this is left blank, the company or individual named as the event organiser will appear on the invoice.

Accounts department/treasurer email address: ?

If this is left blank, the company or individual named as the event organiser will appear on the invoice.

Accounts department/treasurer telephone number: ?

If this is left blank, the company or individual named as the event organiser will appear on the invoice.

Address: *

Event Information

EVENT INFORMATION

In the first part of this section you are asked to name and describe the event.

If a website for the event exists, please enter the address.

Describe how you will promote the event.

Using the tick boxes select the event type or add your own using the 'Other' field.

In the second part of the event information section you are asked to enter more detailed information such.

Enter information about the target audience.

You must specify if the event is open to the public, if it is ticketed and if it is by invitation only.

Finally enter information about funding.

Event information

Event name*

Event description *

Please give an accurate description of your planned event

Please give an accurate description of your planned event

Website for event

What promotional activity are you intending to carry out for this event?

Type of event

- Launch/promotional
- Community
- March/parade
- Music festival
- Sporting
- Demonstration/protest
- National celebration
- Sponsored walk
- Religious
- Corporate
- Other

Expected audience numbers (at any one time) *

Audience Profile

- Families
- Young People
- Older People

Is the event open to the public? Yes No

Is the event ticketed? * Yes No

Is the event open to invited guests only? * Yes No

What benefit to the local community do you think the event will bring?

Financial

What is the budget for this event? *

How is the event funded?

If you don't know the budget, please insert an estimate

Venue information

Venue information

Does your event contain any type of parade or route to/from the venue? *

Yes No

venue *

Additional Information

Please provide any further information to help accurately identify the venue.

If you would like to check for scheduled roadworks which might clash with your event, please check the relevant local authority websites. Please be aware that emergency works can happen at any time

Next: Schedule information

PARADE OR ROUTE

This is the first part of the application where you enter venue details.

If the event contains a parade or route element click 'Yes' and you will be asked to provide route details.

If the event has no static element type the word "route" in the 'Venue' field.

If the event does contain a static element

venue *

Park

Did you mean.....

NOT IN LIST - FIND ON MAP



STATIC LOCATION

If the event does contain a static element enter the location name in the 'Venue' field.

If you type in the name of a location which already exists in our database you will be able to select it from the list which appears.

If it is not in our database select 'NOT ON LIST – FIND ON MAP'.

You will then need to select the type of location (e.g. Park) and enter information to accurately locate the venue.

Schedule information

Schedule information

Please enter your start time and finish time at the venue you have selected.

We understand that at this stage, you might not have confirmed times. Please be as accurate as you can. If you need to change your schedule in the future, you can log on and request a change to these times.

Do you require additional time before the event for set up or after the event for clear up? *

Yes No [?](#)

Event times [?](#)

Start date *

07/07/2016 [📅](#)

When will the event audience/participants start arriving?

Start time *

09:00:00 [🕒](#)

End date *

09/07/2016 [📅](#)

When will event audience/participants leave?

End time *

17:00:00 [🕒](#)

Are you planning any activity (including vehicles arriving or departing) between the hours of 2200 and 0800? *

Yes No [?](#)

[Previous: Venue information](#) [Next: Event information](#)

Last Saved on 18/05/2016 [Save as draft](#) [Submit Application](#)

SCHEDULE INFORMATION

Start and end dates and times are specified in this section.

Clicking in the date fields will display a calendar. The same is the case for the time fields.

If preparation time is needed further fields will be displayed to capture this information.

If there is filming out of hours a free text field will appear to capture details about this.

Event Checklist

EVENT INFORMATION

This section collects detailed information about event activities and safety aspects of event planning.

The first question tackles event activities. Tick the relevant boxes or use the free text box to enter anything not covered by the multiple choice answers.

Do the same for the waste management and facilities questions.

After this you are asked to provide event safety information by answering a number of questions by indicating 'Yes' or 'No'.

Do the same for required consent and permissions.

Event checklist

Please tick any of the following activities if they form part of your event :

Fireworks

Bonfires

Lasers

Dance

Ear / Nose Piercing

Tattoos

Marquees

Live Entertainment

Fairground rides

Remote Control aircraft

Films/Movies/Video screening

Beauty Treatments

Recorded Music

BBQ - (Cooking food)

Balloon release

Inflatables (Bouncy Castles etc)

Other Regulated activities

Sporting activities

Henna Tattoos

Live music

Chinese Lantern release

Other

If you have ticked any of the items above, please provide details in your event plan.

Waste management

Temporary Toilets

Litter bins

Skips

Recycling bins

Litter Pickers

Other

If you have ticked any of the items above, please provide details in your event plan.

Event safety information

on

Yes
 No

?

fe

Yes
 No

ent

Yes
 No

?

ent?

Yes
 No

use
ur

Yes
 No

?

If you have ticked any of the items above, please provide details in your event plan.

Supporting Documents

If you have additional documents to submit (e.g. site map, additional planning documents) you should upload them here.

My Applications Archive Felix Tomlinson ▾

New application

Last Saved on 04/01/2018 [Save as draft](#) [Submit Application](#)

- ✓ Your details
Add your details
- ✓ Insurance
Add insurance details
- ✓ Invoice
Add invoice details
- ✓ Event
Add event details
- Documents**
Add documents
- Summary

Documents

Description *

File Upload *
+ Drag and drop document, or [Browse computer](#)

Document type *
Select document type ▾

Please upload risk assessments, parking permits or any other relevant documents.
Note: you can come back and add documents at a later date.

[Upload](#)

Uploaded Documentation

Document	Uploaded by	Upload date
Test	felix+applicant@filmfixer.co.uk	04/01/2018

[Previous: Event](#) [Next: Summary](#)

Last Saved on 04/01/2018 [Save as draft](#) [Submit Application](#)

Enter the document name and click on 'Browse computer' to choose the appropriate file.

Click 'Upload' to attach the document to your application.

Uploaded documents will be listed here. Use the drop down menu to delete unwanted files.

Managing your application

User Dashboard

This page displays drafts and previously submitted applications. It allows you to see the documents you have submitted as well as the dates of your applications.

The screenshot shows the 'EVENTAPP - APPLICATIONS' dashboard. At the top left is the 'Event app' logo. The main header includes 'EVENTAPP - APPLICATIONS' and a user profile 'EventApp' with a dropdown arrow. Below the header, there are navigation links for 'My Applications' and 'Archive'. A '+ New application' button is visible next to the user profile. A filter dropdown shows 'test_user2'. The main content area displays '8 Applications' with '6 Drafts' and a 'filter by: Ref.No' option. A table lists applications with columns for Title, Organiser, Start date, End date, Ref no, and Status. The table contains three rows: 'Art show' (approved), 'Car show' (new), and a draft application (draft). Callouts provide instructions: 'To view and edit user settings click on the drop down arrow' points to the user profile; 'Click here to create a new application' points to the '+ New application' button; 'The status quick view shows the status of each form: new – awaiting review by administrator, draft – not yet submitted' points to the 'draft' status; and 'Users can also view archived applications' points to the 'Archive' link.

Title	Organiser	Start date	End date	Ref no	Status
Art show			2016/05/24	BATEVE000001	approved
Car show			2016/07/09	BATEVE000002	new
				TMP3844	draft

Application status

Each application will have a status assigned to it:

draft – an application has not been submitted

new – a completed application has been created and is awaiting review by administrator

current – the application has been received and is being processed

approved - a licence for the event has been issued

completed – the licence was issued and the event date has passed

info req – the licencing authority has requested some additional information, an email would have been sent to you with details

resubmitted – an application you resubmitted having provided additional information or documents

Uploading additional documents (info req)

When the permitting authority has requested additional information, it will frequently require you to upload additional documents.

To do this follow the link in the notification email or log in and click on the application in the 'My applications' view.

Once opened, use the navigation bar on the left and select 'Documents'.

Enter the document name, browse for the document on your computer, select to which event it relates to and click 'Upload'.

After any changes you will need to RESUBMIT the application by **Submit Application** button