Site Permissions Application Process

Please click here for an accessible version of this flowchart

Organiser contacts Site Permissions team
- SP team may decline if not enough time to process

Organiser completes Expression of Interest Form
- Event reviewed in SP team meeting to decide whether to progress

Pitch meeting arranged with organiser if new
- Decline if not possible due to clash of type, site or date

Discuss with Parks / Harbour / Highways team.
- Site Visit with Parks / Harbour team and organiser

Paperwork uploaded to event app before deadline

Event App application completed by organiser

Organiser is sent event ratings

Organiser sent Event Confirmation Information (ECI) contract
- Opportunity to decline or amend contract

Paperwork sent out for consultation to stakeholders
- Invoice issued

Organiser invited to attend SAGE meeting if appropriate

Final paperwork by organiser submitted and sent out for consultation
- Provided all paperwork is to SAGE/ stakeholder satisfaction

Site Permissions Permit Issued

SP team notifies organiser when the EOI is open for future years

Debrief with SP Team and Organiser
- SAGE debrief if required

Site Check Forms completed by SP team during build and live visits
- Event Champion visits