

## Event capacity & time scales for applications

The size classification for an event will be based around the expected capacity. This is the maximum number of people expected at any one time (including event staff and participants). For clarity, the capacity, requirements and deadlines for submitting an application via Event App, are outlined in the following table.

**For new or unusual event activity - the deadlines below may need to be extended.**

Size	Audience capacity	Requirements	Minimum deadline for submitting initial application
Promo event	50 - 499	Simple - basic structures, food, licenses. Promo space only.	1 month before the event
Promo event	50 - 1500	Complex - structures, food or licensing requirements. Multiple/other sites.	1 month minimum before the event
Micro Community	50 - 250	An event without a Premises License or a Road Closure Order	2 months before the event
Small Community	251 - 499	An event without a Premises License and/or a Road Closure Order.	3 months before the event
Small Commercial	50 - 499	An event without a Premises License and/or a Road Closure Order.	3 months before the event
Medium 1	500 - 1,500	An event without a Premises License and/or a Road Closure Order.	3 months before the event
Medium 1	500 - 1,500	An event likely to require a Premises License and/or a Road Closure Order.	6 months before the event
Medium 2	1,501 - 4,999	An event likely to require a Premises License and/or a Road Closure Order.	6 months before the event
Large 1	5,000 - 9,999	An event that requires a Premises License and/or a Road Closure Order not on major roads.	6 months before the event
Large 2	10,000 - 14,999	An event that requires a Premises License and/or a Road Closure Order on major roads.	8 months before the event
Major	Over 15,000	An event that requires a Premises License and/or a Road Closure Order on major roads.	12 months before the event