Timescales for Event Applications

Updated January 2022

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|  | Time Scale | Date & Sign on Completion |
| Check venue availability and submit event  application form | Large & New Events – 52 Weeks before event  Community & Recurring Events – 26 Weeks before event |  |
| Consult with Public Safety Advisory Group (via events team) if applicable | 26 Weeks before event |  |
| Obtain permission to use the highway, land or  building | 26 Weeks before event |  |
| Submit road closure application and parking suspension application forms | 26 Weeks before event  **Deadline – 3 Months Prior** |  |
| Check whether the venue has the licence you  need. Apply for a premises licence (if applicable) | 26 Weeks before event |  |
| Submit DRAFT Event Management Plan (EMP) and Traffic Management Plan (TMP) | 26 Weeks before event |  |
| Apply for Street Trading consent (if applicable) | 26 Weeks before event |  |
| Apply for Street Collectors License (if applicable) | 26 Weeks before event |  |
| Consult residents, ward councillors and local  businesses about the event | 22 Weeks before event |  |
| Submit Food Business forms (if applicable) | 12 Weeks before event |  |
| Book Waste, Recycling and Cleansing Services | 12 Weeks before event |  |
| Submit FINAL Event Management Plan for Public Safety Advisory Group | 8 Weeks before event |  |
| Complete all actions from Public Safety Advisory Group final review | 7 days after meeting and final review of EMP. |  |
| Apply for temporary events notice license (if applicable) | **Deadline: 4 weeks before** |  |
| Apply for a LATE temporary events notice | **Deadline: 10 WORKING days before** |  |

This information is to be used as a guide. Deadlines are subject to change; please liaise with the events team to confirm any applicable deadlines your event may incur.