

EventApp – A User's Guide



apply4.com

For use with EventApp v4

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 to film. We hope you find this process intuitive and simple, and the following guidance will guide you through each step and explain anything which may be unclear. If you have any questions, don't hesitate to contact apply4 at support@apply4.com.

For copies of this documentation in alternative accessible formats contact the licencing authority.

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Home Page & Making an Enquiry



Welcome to EventApp demo

This front page is content managed. Here you can put any introduction text you like, and you can edit the text in the office tab in the admin section. Take a look at www.eventapp.org/bristol as an example.

The grey buttons on the right side allow the applicant to download useful forms or information sheets. You can manage these as an administrator.

Make enquiry
Please follow this link to make your enquiry

Make enquiry

Apply for Permit
Please follow this link to begin your application.

Apply for Permit

Useful Documents

Demo document

Make enquiry

Please follow this link to make your enquiry

Make enquiry

EVENTAPP HOME PAGE

The EventApp homepage can be reached at www.eventapp.org.

To make an application, click on the blue 'Apply for Permit' button and select the city to which you would like to make an application.

Each local authority also has its own URL that will skip this stage (e.g. www.eventapp.org/bath).

MAKING AN ENQUIRY

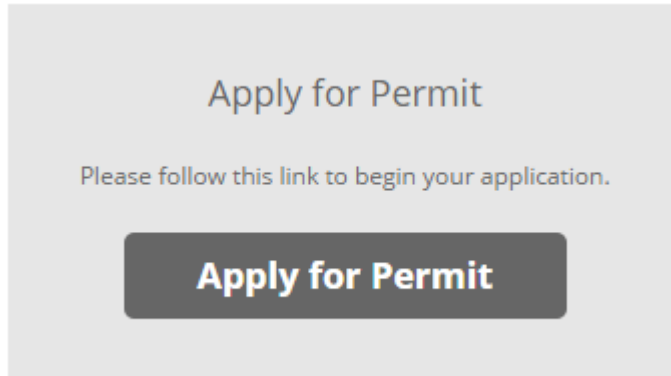
Different questions are asked for each type of enquiry.

Location Enquiry: location advice from the local film office.

Application Enquiry: for advice on making an application or enquiries about a submitted application.

General Enquiry: for any other questions.

Making an Application – Logging In



APPLY FOR PERMIT

If you are not logged in to the system, the demo landing page can be accessed at <http://preview.apps.apply4.com/eventapp/uk/demouk>

Click on the button, 'Apply for Permit'.

A screenshot of a login form titled 'LOGIN' in a dark gray header. Below the header, there are two input fields: 'Username or Email' containing 'demo@apply4.com' and 'Password*' containing '.....'. At the bottom left, there are two links: 'I am not registered, open a new account' and 'Forgot your password?'. At the bottom right, there is a teal 'Login' button.

LOGIN PAGE

The next page allows you to register or log in (if you have used EventApp before).

For the demo site you can use the following credentials:

Email address = demo@apply4.com

Password = 'password'

Making an Application – Your Details

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

The screenshot shows the 'Your details' section of an application form. On the left is a sidebar with navigation links: 'Your details' (selected), 'Insurance', 'Invoice', 'Event', 'Documents', and 'Summary'. The main content area is titled 'Your details' and contains a section for 'Person or company responsible for events'. It features a dropdown menu for 'Organiser type*' with 'Select...' as the current selection. A 'Next: Insurance' button is located at the bottom right of this section.

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

This is a close-up of the 'Person or company responsible for events' section. It shows the 'Organiser type*' dropdown menu with 'Limited Company' selected. Below it is the 'Event organiser' section, which includes a 'New / Existing*' dropdown menu with 'Select...' as the selection. A note below this dropdown states: 'The company who is legally responsible for the running of the event.' At the bottom of this section is a text input field for '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 and contact information section. It starts with the 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 is a large text input field for 'Address*'. Further down are input fields for 'Postcode*', 'Organiser's mobile phone number: *', and 'Please enter your website address if you have one'. At the bottom is a large text area for 'Previous event management experience'. A note at the very bottom states: 'Word limit is approximately 250 words.' Blue question mark icons are present next to the address, mobile phone number, and experience text area fields.

Making an Application - 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 (£) Select...

Expiry date

Please upload a copy of your Public Liability Insurance Policy [+ Drag and drop document, or Browse computer](#)
The file must be a PDF or JPG document no larger than 10 MB

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

You can upload proof of public liability insurance now.
If you do not have this to hand tick both boxes. At a later date you can upload documents later using the 'Document summary' section of the saved application.

You can upload proof of public liability insurance now.

Making an application – 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](#)

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

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: *

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: *

Making an Application – 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.

The screenshot shows a web form titled "Event information". It is divided into two main sections. The first section contains fields for "Event name *", "Event description *", "Website for event", and "What promotional activity are you intending to carry out for this event?". The second section is titled "Type of event" and lists various categories with checkboxes: Launch/promotional, Community, March/parade, Music festival, Sporting, Demonstration/protest, National celebration, Sponsored walk, Religious, and Corporate. Below these is an "Other" field. The third section, "Audience Profile", includes "Expected audience numbers (at any one time) *", "Families", "Young People", and "Older People". It also has radio button questions: "Is the event open to the public? *", "Is the event ticketed? *", and "Is the event open to invited guests only? *". The final section, "Financial", includes "What is the budget for this event? *" and "How is the event funded?". A note at the bottom says "If you don't know the budget, please insert an estimate". Green boxes highlight the "Event name *", "Event description *", "Type of event" list, "Expected audience numbers", "Audience Profile" section, and "Financial" section.

Making an Application – 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

Click 'Next' to progress to the next section or 'Previous' to go back. Progress is saved as you move between sections.

venue *

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.

** Throughout the application fields marked with an asterisks are mandatory.*

Making an Application – 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.



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

The application is saved at regular intervals automatically as you progress through it. You can ensure your progress has been saved by clicking 'Save as draft'. Having done this you can log out and come back to the application at a later date.

Making an Application – 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 releases

Inflatables (Bouncy Castles etc)

Other Regulated activities

Sporting activities

Henna Tattoos

Live music

Chinese Lanterns

Other

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

Waste management

Temporary Toilets
 Litter bins

Recycling bins
 Litter Pickers

Other

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

Other facilities

Barriers or fencing
 Seating or tables

Vehicles on site for set up
 Stages

Generators
 Lighting

Vehicles on site during event
 Marquees

Volunteers
 First Aid /Medics

Other temporary structures

Other

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

Event safety information

Will you have a communication method between staff and crew during the event that is consistent and reliable?

Yes No ?

Will you have means of preventing and fighting fires during the event?

Yes No ?

Will you have a means of ensuring that temporary structures are structurally safe and legally compliant?

Yes No ?

Will you have a clear safe method of evacuating the event in an emergency?

Yes No ?

Will you have a green and sustainable policy for your event?

Yes No ?

Will you have a method of looking after lost children or searching for missing children?

Yes No ?

Will you have facilities for those with disabilities attending your event?

Yes No ?

Any other Event Safety Information

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

Making an Application – Supporting Documents

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

Supporting documents

Name

File Upload Browse computer event information blank.png"/>

Shoot

Uploaded Documentation

Document	Uploaded by	Upload date	Shoot
test	test_user2	20/05/2016	<input type="text" value="v"/>

Last Saved on 19/05/2016 [Save as draft](#)

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.

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.

Making an Application – User Dashboard

USER DASHBOARD

This view displays previously submitted applications.

Event app

EVENTAPP - APPLICATIONS

EventApp ▾

My Applications Archive

+ New application | test_user2 ▾

8 Applications 6 Drafts

filter by: Ref No

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

To view and edit user settings click on the drop down arrow

Click here to create a **new application**

The status quick view shows the status of each form:
new – awaiting review by administrator
draft – not yet submitted

Users can also view archived applications