EventApp – A User's Guide

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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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).
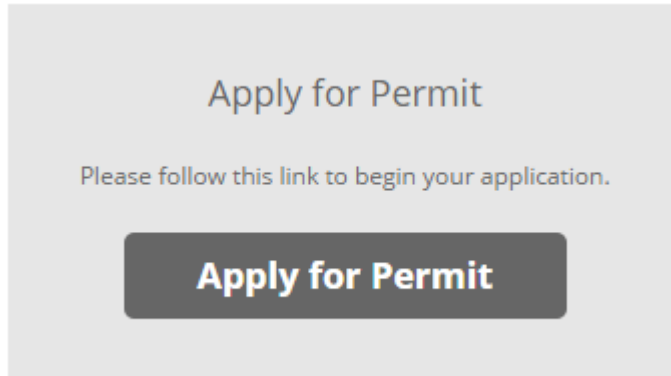
MAKING AN ENQUIRY

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.

Apply for Permit

Please follow this link to begin your application.

Apply for Permit

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'.

LOGIN

Username or Email

demo@apply4.com

Password *

••••••••

I am not registered, **open a new account**
Forgot your password?

Login

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'

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

Your details
Add your details

Insurance
Add insurance details

Invoice
Add invoice details

Event
Add event details

Documents
Add documents

Summary

Your details

Person or company responsible for events

Organiser type ∗   Select...

Next: Insurance

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

Person or company responsible for events

Organiser type ∗   Limited Company

Event organiser

New / Existing ∗   Select...

The company who is legally responsible for the running of the event.

Company registered number

Are you authorised to enter into legal agreements on behalf of the above named individual/company/organisation? ∗   ○ Yes   ○ No

Address ∗

Postcode ∗

Organiser's mobile phone number: ∗

Please enter your website address if you have one

Previous event management experience

Word limit is approximately 250 words.

Specifying the organiser type ensures that the correct information is provided

Next you are asked for previous event management experience.

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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.

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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   ○ Yes   ○ No   ❓
for paying invoices? ∗

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   ○ Yes   ● No   ❓
for paying invoices? ∗

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   ● Yes   ○ No   ❓
for paying invoices? ∗

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

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

If a website for the event exits, 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

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

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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

venue ⋆

Park

Did you mean.....

NOT IN LIST - FIND ON MAP

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.

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.

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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

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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.

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   + Drag and drop document, or Browse computer   event information blank.png

Shoot   None

Upload

Uploaded Documentation

Document	Uploaded by	Upload date	Shoot
test	test_user2	20/05/2016	

Previous: Your details   Next: Document summary

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.

Last Saved on 19/05/2016   Save as draft   Submit Application

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.

USER DASHBOARD
This view displays previously submitted applications.

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