

Event Application Process

Notification

You can start the application process at any time, but the more information you can provide at the beginning the better. It will make your task easier to manage.

When putting on an event in the District, Event Organisers are requested to inform the events team a minimum of three months prior to the event. The Events calendar will be referred to for site availability and this can be done up to 18 months prior to the event. However this does not confirm the booking of the site.

- Event organisers are required to fill in an Event Notification Form (ENF) that gives the team a little bit more information about their event ideas. (Link to online form)
- The ENF will be sent out to the Event Organiser within three days of the initial request with information about the Application Fee that covers administration costs of processing the event throughout its event journey.

Event Application Pack:

- Once the ENF has been received, the event organiser will then complete the Event Application Pack (website link) and an information sheet on Fees and Charges for Additional Resources (website link).
- As well as the Event Notification Form an application must also include:
 - A site map/plan
 - An Event Management Plan
 - A Risk Assessment
 - Evidence of public liability insurance
- Applications must be made a minimum of 3 months prior to the event. If applications are submitted after this time, these will be presented to Head of Safer Neighbourhoods to consider the subsequent course of action.
- Applications for Major Events, whether on Council or private land, require significant Event Safety Advisory Group and Council input and should be submitted at least 8 months in advance of the proposed event date.

Additional Documentation:

- In addition, the following documents may be required, dependent on the size and nature of the event and its location:
 - Traffic Management Plan
 - Signage Schedule
 - Crowd Management Plan
 - Medical Plan
 - Evacuation Plan
 - Lost Child Policy
 - Evidence of food registration and hygiene certification
 - Amusement Device Inspection Procedure Scheme (ADIPs) which ensures amusement devices are regularly inspected and certified as safe for use

by competent persons. For more information please visit <http://www.adips.co.uk/>

- Operators of inflatable play equipment will need to provide evidence that their equipment has a current PIPA certificate. For more information please visit <http://www.pipa.org.uk/>
- The Council may, at its discretion or at the request of the Events Safety Advisory Group (ESAG), request further information or documentation not covered by any of the above documents.

Processing and Advising

- All bookings for events on Council land will be held on a provisional basis until all documentation is submitted.
- Once the documentation in the Event Application Pack is received along with the Application Fee, then this reserves the land requested for the event. This can only be for a maximum of twelve months prior to the event and if it is an annual event, then documentation can only be received following the completion of your event and satisfactory evaluation and feedback has been received.
- Following the submission of all the documents the Council will process these documents within three to six months unless it is a very large event. A standard event will take 14 weeks to be processed dependent on the accuracy of the paperwork. The processing procedure and time scale is based upon:
 - Time to share information with partner agencies
 - Where relevant, Event Organisers attending ESAG
 - ESAG to give advice and feedback that may require amendments to documentation
 - Calculating quote
 - Applying for licences

Agreement

Memorandum of Agreement and Permission to Occupy:

- TDC will then send out the Memorandum of Agreement with a final quote for the event hire and additional fees and charges.
- There are Standard Charges for holding an event on TDC land. The Memorandum of Agreement will be sent out with a Fees and Charges quotation.
- The Event Organiser then returns the signed Memorandum of Agreement.
- Other departments will receive the quote.
- TDC will invoice for the Event Hire Fee and any additional charges. These invoices will be raised by each relevant department.

- When payment has been received TDC will send out the Permission to Occupy.
- After the event has occurred, the Event Organiser will be contacted to check that their event went ahead and for any feedback they might have. TDC and Agencies will give feedback and recommendations for future events.

Monitoring and Review of Events:

Evaluation

- A vital part of any event is to carry out an evaluation reviewing the planning, organisation, delivery and success of the event.
- The Events Team will monitor some events to ensure compliance with the policy and the event hire agreement.

Event Debriefs:

- The Events Team will send an e-mail to all event organisers after their event to thank them for their efforts in providing the event and to receive any feedback relating to the event and any points that may need to be considered for future events.

This may be done:

- verbally at a site visit;
- with a telephone conversation;
- through written feedback
- at a formal debrief meeting with officers from relevant Council departments and in some occasions relevant members of the ESAG to review how the event went, give feedback and raise any concerns, offering the opportunity to discuss improvements for any future events.
- These sessions are a great tool for celebrating the achievements and impacts that an event has had.