

**Event Application Journey**

1. **Initial Enquiry** 
   * Contact us on [city.events@gloucester.gov.uk](mailto:city.events@gloucester.gov.uk) as soon as you start planning your event and we will confirm whether the space required is available. At this point we will hold the venue and send you the event application form.
   * As a general rule, you should notify us at least **three months** before the event. Larger events of 499 people or more shouldbe notified at least **six months** in advance. Please note we may not be able to process late applications, especially during peak times.
2. **Submission of Event Application Form**
   * The application form should be submitted as soon as possible to [city.events@gloucester.gov.uk](mailto:city.events@gloucester.gov.uk)
3. **Provisional Approval**
   * The City Events group at Gloucester City Council will review your application form and provide provisional approval in writing. This will detail documentation requirements, and the charge for the hire of the land.
   * Event promotional activity can begin at this point with approval from the team.
4. **Documentation Deadline (8 weeks prior)**
   * You must submit your event documentation to Gloucester City Council a minimum of **8 weeks** prior to your event. The documentation required will reflect the scale, format and risk of your event.
   * Essential documentation requirements:
     + Risk Assessment
     + Public Liability Insurance
     + Confirmation of Licenses
   * Common requirements:
     + Event Management Plan
     + Fire Risk Assessment
     + Site Plan
     + Food Safety Documents
     + Confirmation of traders, caterers and stallholders
     + ADIPS/PIPA
5. **Consultation and Safety Advisory Group (SAG) Review**
   * Event documentation reviewed by City Events group
   * If deemed necessary by Chair of Safety Advisory Group (SAG), the SAG will be consulted, and event organisers may be invited to a SAG meeting. The SAG looks to provide advice to event organisers to assist them in delivering successful events which are safe and legal and will involve partners from the emergency services (see SAG terms of reference for more detail).
   * **Informing local stakeholders**
     + The event organiser is responsible for engaging with local ward councillors, residents, businesses and any other affected by the event, to ensure any negative impacts are minimised.
6. **Final Documentation Deadline (2 weeks prior)**
   * Unless advised otherwise final event documents will be required, a minimum of **2 weeks** prior to the event.
7. **Confirmation of Approval**
   * Once Gloucester City Council are satisfied that the event documentation, plans and procedures are suitable and sufficient, a letter or land use agreement will be issued giving approval for the event to take place, subject to conditions.
   * At this stage, an invoice will be issued to the organiser.
8. **Site Handover**
   * A site handover meeting may be required, to record the condition of the land and reaffirm conditions on the use of the land prior to occupation.
9. **Event Day**
   * A pre-event or event site inspection may be required.
10. **Debrief**
    * Following your event, a survey will be sent for organisers to complete and if required a multi-agency debrief will be held.