

## Application Timescales

Please note that these time scales are established to enable all of the relevant checks to be made. Applications received within the minimum specified period may have restrictions placed on their license, or may have their application refused.

### a) Small Events

These are events attracting **under 500 attendees**.

Initial applications for small events must be submitted a **minimum of six weeks** before commencement of the event.

### b) Medium Events

These are events attracting between **500 – 2000 attendees**, or those events likely to require a **Road Closure Order**.

Initial applications for medium events must be submitted a **minimum of three months** before commencement of the event.

### c) Large Events

These are events attracting **2000 or more attendees**, or those events which require a [Premises Licence](#).

Initial applications for large events must be submitted a **minimum of six months** before commencement of the event.

As guidance only, large events in any one space will be limited by a four-week gap between successive events and a maximum of eight large events per calendar year. However, all applications will be considered on their individual merit and their potential benefit. Please refer to the individual site guides for guidance notes on the number of events permitted per year on any one event site, and the gap between successive events.

The Events Site Licensing Team will consider each application individually so applications must be submitted according to the specified timescales.