



Site Permissions process

- 1. Organiser contacts Site Permissions team**
SP team may decline if not enough time to process
- 2. Organiser completes Expression of Interest Form on Event App**
Event reviewed in weekly team meeting
- 3. Organiser is sent event ratings from EOI**
Optional call with events team to go through ratings and guidance
- 4. Pitch meeting arranged with organiser if new**
May be declined if not possible due to clash of type, site or date
- 5. Discuss with Parks/ Harbour/ Highways team**
Checking that event plans would be feasible in that location
- 6. Organiser sent Event Confirmation Information (ECI) contract**
Opportunity to decline or amend contract during no go period
Site visit with Parks/ Harbour team and organiser
No-go date passes - Event in contract
- 7. EventApp status changed by Site Permissions once no-go date passes and in contract**
Full EventApp application then completed by organiser
Holding fees of 15% charged if new
- 8. Full EventApp application completed and paperwork uploaded before deadline**
This will be 8 weeks before Safety Advisory Group for Events (SAGE) meeting (if applicable),
or alternatively 6 weeks before event.
- 9. Application and paperwork sent out to SAGE members and other relevant stakeholders for feedback**
Feedback and queries passed onto organiser to resolve
Invoice issued
- 10. Organiser invited to attend SAGE meeting if required**
Ensure all paperwork is to SAGE/ stakeholder satisfaction
- 11. Organiser attends SAGE meeting**
Actions may come out of this meeting
- 12. Final paperwork by organiser submitted and sent out for consultation**

Final round of feedback from SAGE and stakeholders

13. Site Permissions Permit Issued

Extra conditions may be added to the permit if necessary

14. Event Onsite/ Live Event

Site Permissions team may perform site checks during both build and live days

Larger events may have a site walk pre-live with SAGE members

15. Debrief with SP Team and Organiser

Informal online meeting to discuss event/ any improvements for future

A formal SAGE debrief may be required for large events

16. SP team notifies organiser when the calendar is open for future years