

Site Permissions Application Process



1. Organiser contacts Site Permissions team
SP team may decline if not enough time to process
2. Organiser completes Expression of Interest Form
Event reviewed in SP team meeting to decide whether to progress
3. Pitch meeting arranged with organiser if new
Decline if not possible due to clash of type, site or date
4. Discuss with Parks / Harbour / Highways team.
Site Visit with Parks / Harbour team and organiser
5. Paperwork uploaded to event app before deadline
6. Event App application completed by organiser
7. Organiser is sent event ratings
8. Organiser sent Event Confirmation Information (ECI) contract
Opportunity to decline or amend contract
9. Paperwork sent out for consultation to stakeholders
Invoice issued
10. Organiser invited to attend SAGE meeting if appropriate
11. Final paperwork by organiser submitted and sent out for consultation
Provided all paperwork is to SAGE/ stakeholder satisfaction
12. Site Permissions Permit Issued
13. Site Check Forms completed by SP team during build and live visits
Event Champion visits
14. Debrief with SP Team and Organiser
SAGE debrief if required
15. SP team notifies organiser when the EOI is open for future years