

Site Permissions process for event organisers 2026



2026 ongoing application MS Form Expression of Interest (EOI) <u>completed</u>	2026 new application Expression of Interest (EOI) form <u>required</u>
1. 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 2. Organiser completes short 2026 EOI form on EventApp - Requires only contact information, event name and year 3. 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 event 4. Full EventApp application completed and paperwork uploaded before deadline - Deadline 8 weeks before Safety Advisory Group for Events (SAGE) meeting (if applicable). - If no SAGE meeting, deadline is 6 weeks before event. 5. Application and paperwork sent out to SAGE members and other relevant stakeholders for feedback - Feedback and queries passed onto organiser to resolve - Invoice issued 6. Organiser invited to attend SAGE meeting if required	1. Organiser contacts Site Permissions team - SP team may decline if not enough time to process 2. Organiser completes 2026 EOI Form on EventApp - This will direct you to the 2026 EOI form on Microsoft forms - 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 event - May be declined 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. Organiser completes short expression of interest form on EventApp - Requires only contact information, event name and year

- Ensure all paperwork is to SAGE/ stakeholder satisfaction 7. Organiser attends SAGE meeting - Actions may come out of this meeting 8. Final paperwork by organiser submitted and sent out for consultation - Final round of feedback from SAGE and stakeholders 9. Site Permissions Permit Issued - Extra conditions may be added to the permit if necessary. 10. 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 11. Debrief with SP Team and Organiser - Informal online meeting to discuss event and any improvements for future - A formal SAGE debrief may be required for larger events 12. SP team notifies organiser when the calendar is open for future years	8. EventApp status changed by Site Permissions once no-go date passes and in contract - EventApp application then completed by organiser - Holding fees of 15% charged if new event 9. Full EventApp application completed and paperwork uploaded before deadline - Deadline 8 weeks before Safety Advisory Group for Events (SAGE) meeting (if applicable) - If no SAGE meeting, deadline is 6 weeks before event 10. Application and paperwork sent out to SAGE members and other relevant stakeholders for feedback - Feedback and queries passed onto organiser to resolve - Invoice issued 11. Organiser invited to attend SAGE meeting if required - Ensure all paperwork is to SAGE/ stakeholder satisfaction 12. Organiser attends SAGE meeting - Actions may come out of this meeting 13. Final paperwork by organiser submitted and sent out for consultation - Final round of feedback from SAGE and stakeholders 14. Site Permissions Permit Issued - Extra conditions may be added to the permit if necessary 15. 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
--	---

	16. Debrief with SP Team and Organiser - Informal online meeting to discuss event and any improvements for future - A formal SAGE debrief may be required for larger events 17. SP team notifies organiser when the calendar is open for future years
--	---