

Site Permissions process for event organisers 2027



- 1. Organiser contacts Site Permissions team**
 - SP team may decline if not enough time to process
- 2. Organiser completes 2027 EOI Form on EventApp**
 - 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 2027 expression of interest form on EventApp**
 - Requires only contact information, event name and year
- 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