

Timescales for planning an event – checklist

	Major event	Small event	Date and sign on completion
Check venue availability and submit event application form	12 months before event	3-6 months before event	
Obtain permission to use the highway, land or building	12 months before event	3-6 months before event (longer if significant implications)	
Consult residents, ward councillors and local businesses about the event	6 months before event	3-6 months before event	
Contact SAGE (via Events Office)	6 months before event	3-6 months before event	
Apply for a charity street collection permit (if applicable)	6 months before event	6 months before event (as far in advance as possible)	
Check whether the venue has the licence you need. Apply for a premises licence (if applicable)	5-6 months before event	5-6 months before event	
Refer to The Purple Guide for guidance on health and safety regulations	5-6 months before event	3-6 months before event	
Apply for Street Trading consent (if applicable)	5 months before event	5 months before event	
Submit DRAFT Event Management Plan (EMP) and Traffic Management Plan (TMP)	18 weeks before event	18 weeks before event	
Inform Building Control of any temporary structures (if applicable)	18 weeks before event	18 weeks before event	
Book Waste, Recycling and Cleansing Services	12 weeks before event	12 weeks before event	
Deadline for applying for premises licence (if applicable)	12 weeks before event	12 weeks before event	
Deadline for submitting road closure applications (if applicable)	10 weeks before event	10 weeks before event	
Submit parking suspension request (if applicable)	10 weeks before event	10 weeks before event	
Submit FINAL Event Management Plan	8 weeks before event	4 weeks before event	
Submit your Temporary Event Notice Application (if applicable)	4 weeks before event	4 weeks before event	
Deadline for submitting your Temporary Events Notice Application (if applicable)	AT LEAST 10 working days	AT LEAST 10 working days	
EVENT DAY			
Gather information from participants and staff on the success of your event. Debrief.	1 week after event	1 week after event	

Check SAGE checklist in ref to above.