

Timescales for planning an event – checklist

	Timescales	Date and sign on completion
Check venue availability and submit event application form	52 weeks before event	
Obtain permission to use the highway, land or building	52 weeks before event	
Consult residents, ward councillors and local businesses about the event	26 weeks before event	
Contact SAGE (via Events Office)	26 weeks before event	
Apply for a charity street collection permit (if applicable)	26 weeks before event	
Check whether the venue has the licence you need. Apply for a premises licence (if applicable)	26 weeks before event	
Refer to The Purple Guide for guidance on health and safety regulations	26 weeks before event	
Apply for Street Trading consent (if applicable)	22 weeks before event	
Submit DRAFT Event Management Plan (EMP) and Traffic Management Plan (TMP)	18 weeks before event	
Inform Building Control of any temporary structures (if applicable)	18 weeks before event	
Book Waste, Recycling and Cleansing Services	12 weeks before event	
Deadline for applying for premises licence (if applicable)	12 weeks before event	
Apply for Variation of DPS on the Council's Premises Licence (if applicable)	10 weeks before event	
Deadline for submitting road closure applications (if applicable)	10 weeks before event	
Submit parking suspension request (if applicable)	10 weeks before event	
Submit FINAL Event Management Plan for SAGE	8 weeks before event	
Complete SAGE actions within 7 days following the SAGE consultation	7 weeks before event	
Submit your Temporary Event Notice Application (if applicable)	4 weeks before event	
Deadline for submitting your LATE Temporary Events Notice Application (if applicable)	AT LEAST 10 working days	
EVENT DAY		
Gather information from participants and staff on the success of your event. Debrief.	1 week after event	

Updated: 15 November 2017