

Application Timescales

Please note that these timescales are established to enable all of the relevant checks to be made. Applications received within the minimum specified period may have restrictions placed on their license, or may have their application refused.

a) Small Events These are events attracting **under 500 attendees**. Initial applications for small events must be submitted a **minimum of six weeks** before commencement of the event.

b) Medium Events These are events attracting between **500 – 2000 attendees**, or those events likely to require a **Road Closure Order**. Initial applications for medium events must be submitted a **minimum of twelve weeks** before commencement of the event.

c) Large Events These are events attracting **2000 or more attendees**.

Initial applications for large events must be submitted a **minimum of six months** before commencement of the event.

The Events Safety Group will consider each application individually so applications must be submitted according to the specified timescales