



Our target for dealing with an application is four weeks; however, this will be dependent on us receiving all the necessary information at the correct stage.

Once you have submitted your application, there are three basic stages in the event application process:

1. Application Registration
2. Consultation
3. The Permit

Stage 1 – Application Registration

Once we receive your application a Business Support Officer will register the details on our system, obtain a Unique Reference Number for your application and check you have sent us everything we need to start the process.

We will send you a letter/email within 3 working days of receiving the application to confirm the Unique Reference Number.

We will also contact you if you have not sent all the information needed to start the process.

If there are a number of significant omissions within your application we will return the application to you and if no response is received within 5 working days your application will be cancelled completely.

Stage 2 - Consultation

Once we have everything we need to start the process we will then consult with any internal Council departments and any other external individuals, groups and organisations that may need to know about or be involved in the approval of your event. We allow 10 days for consultees to respond and we can only make a decision on your application when the consultation period is over.

Stage 3 – Decision / Permit

Once the consultation period is over a decision will be taken to either; approve, approve subject to conditions or refuse your application. We will then send to you either an approved Street Party Permit (showing any conditions applied) or a letter confirming refusal and the reason why we have been unable to permit the Street Party.

The Street Party Permit is an official document. It is only valid for the purpose specified and must be available to view upon request at any time during the event. It will confirm:

- The Street Party Unique Reference Number
- The Street Party Location
- The Organisers Name
- Permission has been granted
- Any conditions attached to the holding of the Street Party

If the event is found to be in breach of any of the terms and conditions attached to the permission, the Council reserves the right to cancel the Street Party immediately.