

# Commercial Event Hire

Revised processes and responsibilities flowchart  
05-Mar-18

## LBS Culture & Events Team

**Contact:** is usually made via email or phone and initial discussions about the event are had. If there is scope for the event to happen, a meeting will be arranged.

**Site/Event feasibility assessment:** More detailed discussions about the event take place. This could be at a site meeting if more beneficial and appropriate.

**Application/Formal request:** if the site and event is fit for purpose, the Hirer is required to make a formal application, or request to use the site. The application is shared with internal partners.

**In principle agreement:** Details of the event are presented to senior officers in order to be signed off in principle. A stakeholder engagement list is established and agreed and the catchment area for a resident information letter is agreed.

**Conditional Approval:** is awarded to the event hirer, but the event may still be subject to Licensing and/or Planning requirements. The event may also be subject to a range of other appropriate conditions imposed by the LBS that would have been agreed and established in advance. An action plan is agreed at this stage to schedule in key actions and key dates.

**Ward Cllr Briefing:** all ward cllrs are briefed on event detail and hire processes and questions are answered. Opportunity for Cllrs to suggest additions to Stakeholder Engagement list as they see fit.

**Friends of briefing:** Friends of group is briefed ahead of wider public stakeholder engagement commencement.

**Stakeholder Engagement:** the Hirer will initiate and facilitate a series of Stakeholder engagement meetings and all relevant information will be added to the dedicated Stakeholder engagement web pages on the LBS web site; FAQs, minutes of meetings etc. The Hirer will lead on all forms of stakeholder contact; individual, group, digital etc.

## LBS Licencing Team

**Premises Licence Application:** is submitted which details items such as name of event, organising body, dates, times, types of regulated entertainment and whether alcohol sales included.

**Statutory Blue notices:** are put up around the perimeter of the event site at least every 50m and at any further appropriate places in the near vicinity.

**Newspaper advert:** is taken out within 10 days of application being submitted. It must feature in a well known and heavily circulated publication.

**Public consultation:** the submission of a premises licence application triggers a mandatory 28 day public consultation period. This consultation affords the opportunity to make representations either for or against the licence application.

**Representations:** during the public consultation phase, representations either for or against the licence application can be made to Licensing. If no representations are made a licence will be issued. If representations are made, the application will be reviewed at a licence hearing

Positive **Licence Hearing**  
Negative

**Licence Appeal** Negative  
Positive

END

**Safety Advisory Group (SAG) consultation:** LBS will initiate and facilitate a SAG meeting to coincide with the commencement of Stakeholder engagement. The function of the SAG is to scrutinise the safety plans for the event and the event HAS to be signed off by the SAG before it can go ahead.

Individual engagement with H&S agencies, internal partners and team is ongoing

All conditions are met and event is subject to contract



