EVENT SUBMISSION – FLOWCHART

Event submission form received by Business Support at Cheltenham Borough Council

A copy of the event submission form is circulated to the core members of the Event Consultative Group (ECG) and relevant ward councillors by the Business Support & Licensing Team Leader and the Community Protection Team Leader and the scale of the proposed event will be agreed (Category A or B)

Event assessed as **Category A**	Event assessed as **Category B**
Event submission requires further action	Event submission requires input from ECG
Event organiser is referred to the relevant department to make the relevant applications (Licensing, Planning, Parks & Gardens, etc)	An ECG is convened consisting of representatives as are considered appropriate for the event being proposed (statutory agencies, ward councillors, community groups, etc)
See guidance notes for more detail	Event organisers will be invited to attend ECG meetings. They may be asked about their experience and competence in managing events and will be required to present their plans
	The ECG will provide a forum to both the organiser of an event and other agencies/individuals to assist with the management of an event (Licensing, Planning, Parks & Gardens, etc)
	See guidance notes for more detail