

## 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 submission requires further  
action

Event organiser is referred to the  
relevant department to make the  
relevant applications (Licensing,  
Planning, Parks & Gardens, etc)

See guidance notes for more detail

Event assessed as  
**Category B**

Event submission requires input from  
ECG

An ECG is convened consisting of  
representatives as are considered  
appropriate for the event being  
proposed (council officers, ward  
councillors, community groups, etc)

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 the  
council officers to assist with the  
management of an event (Licensing,  
Planning, Parks & Gardens, etc)

A SAG may be convened for significant  
events consisting of representatives  
from across the council and other  
agencies and including ward councillors  
as observers.

Event organisers will be invited to  
attend SAG meetings. They may be  
asked about their experience and  
competence in managing events and  
will be required to present their plans  
and risk assessments.