

## **Cambridge City Council: A Guide to the Application Process (Outdoor Events)**

An event can take up to four weeks to process depending on the complexity of the Event. The earlier you can provide us with your event request, the quicker it can be processed. If your event is taken through the process and then cancelled, a minimum application fee will be payable to cover administration time and costs.

Depending on the nature of the event, we aim to have a decision for a proposal within three weeks.

1. A Statement of Intent should be submitted containing preliminary information about your event and accompanied with a layout plan of how you propose to use the open space
  2. An initial review of your proposal is undertaken by Cambridge City Council Officers based on the availability of the proposed dates for the open space and the feasibility and suitability of the event
  3. If the event appears to be suitable and there is no other conflicting event on the same site, the Statement of Intent will be formalised by local elected Ward Member consultation.
  4. Following Councillor approval you will receive a response containing approval and an Application link; if the event is declined you will receive a response advising the reason(s) why your event has not been approved
  5. It is important to obtain the appropriate Public Liability Insurance which will cover claims up to £5 million and to upload this with your completed Application
  6. You will also be asked to provide an appropriate Risk Assessment to cover your entire Event, following the Health and Safety Executive Guidelines, (see Event Health and Safety: <http://www.hse.gov.uk/event-safety/index.htm>)
  7. You will need to apply direct to Licensing for a Temporary Events Notice if your Event involves regulated entertainment ie the sale of alcohol or performance of music which forms the main focus of the event using this link: <https://www.cambridge.gov.uk/temporary-eventnotices>
- For further information if a Temporary Events Notice is required, please contact our Licensing team: [licensing@cambridge.gov.uk](mailto:licensing@cambridge.gov.uk). Please note that a TEN is limited up to a maximum of 499 people. If your Event will exceed 499, you will need to apply to use the Designated Premises Licence via our Events Team. This is only available for: Jesus Green, Midsummer Common, Parkers Piece, Cherry Hinton Hall and Coldhams Common.
8. Once your Application Form, Risk Assessment and Public Liability have been returned, you will be sent a Hire Agreement for the open space.
  9. An invoice will be sent to you for the event direct from our Receivables department and is to be paid prior to the event taking place. Payment can be made via telephone: 01223 457700 or in person by visiting the Customer Service Desk at Mandela House, Cambridge, CB2 1BY
  10. During the week prior to the event/activity you will need to formalise access arrangements and arrange collection of a key to access the site.
  11. Event takes place
  12. At the end of the event, please ensure the site is returned to the highest standard, litter is cleared and any damage is reported. Any reinstatement needed to the open space as a result of your event will be charged accordingly.