



GUIDANCE NOTES FOR COMMERCIAL EVENTS ONLY

Information Required and Timescale

Large Scale Events	
Requirements	Timescale
Complete Application Form	36 Weeks Prior to Event
Permission from Landowner	34 Weeks Prior to Event
Draft Event Management Plan	32 Weeks Prior to Event
Submission of Public Entertainment Licence	32 Weeks Prior to Event
Land Reform (Scotland) 2003 Section 11 Exemption Order Application	30 Weeks Prior to Event
Final Stewarding – Security Plan	16 Weeks Prior to Event
Final Traffic Management Plan	16 Weeks Prior to Event
Final Emergency Plan	16 Weeks Prior to Event
Final Site Plan	16 Weeks Prior to Event
Final Waste Management Plan	16 Weeks Prior to Event
Final Event Management Plan	12 Weeks Prior to Event
Civic Government (Scotland) Act 1982. Application under Section 89 for consent to use a raised structure	12 Weeks Prior to Event
Submission of all Licences	10 Weeks Prior to Event
All Information Signed Off	6 Weeks Prior to Event

Please note that charges will be incurred and will include:

- Policing Costs
- Licensing Fees
- Medical Services
- Ground Rental Fee
- Reinstatement Costs
- Application for consent to use a raised structure
- Temporary Traffic Restriction Order
- Advertising costs for Section 11 Exemption Order



Application Process

Once completed application form has been received, the Events Team will meet within 4 weeks. The decision of the Events Team to proceed or not will be ratified by Corporate Management Team/ North Ayrshire Council.

Application Accepted

- Festival & Events Officer to meet with applicant and establish timescale.
- Festival & Events Officer to notify Building Standards, Strathclyde Fire & Rescue, Scottish Ambulance Service, Cleansing & Grounds Maintenance, Estates, Access Officer, Civil Contingencies Team and NHS Ayrshire & Arran.
- Convene meetings with promoters & consultees on following submission dates:
 - (i) Submission of draft Event Management Plan (to include health & safety plan, traffic management plan, stewarding & security plan, emergency plan and site plans).
 - (ii) Final submission of the Event Management Plan (agreed by consultees) 12 weeks prior to the event.

Festival and Events Officer to meet with promoter at regular intervals to monitor progress and report back accordingly.

Application Refused

- Applicant to be notified in writing of the decision made by North Ayrshire Council.