

Runnymede Borough Council

Timescales for Applying to Hold an Event

Date September 2024

Timescale for Applying to Hold an Event

Once your application is received, the Council will be in contact to discuss further arrangements relating to your booking. You will be required to submit further information before final approval for your event is granted, and details of what to supply when to provide it by are below. Please note that the timescales listed are the absolute minimum, and the earlier you can submit the documents, the better.

When contacting the Council regarding an event, please ONLY use the email addresses listed in the table below. Please do not email any documents to an individual person's email address, even if you have dealt with that person before, as there may be a delay in reading your email.

What to do	How to do it	By when
Apply for permission to hold an event on Runnymede Borough Council land.	Complete online or contact events@runnymede.gov.uk	At least 14 weeks before the event
Apply for road closures, if required.	Apply on Runnymede Borough Council's website See also Application for temporary road closures and restrictions - surreycc.gov.uk	As soon as possible, but 16 weeks before the event as the absolute minimum .
Traffic management plan	Email to events@runnymede.gov.uk	As soon as possible but at least 14 weeks before the event. If you have requested road closures, you should provide your traffic management plan as soon as possible, even if it is a reasonable quality draft that has not quite been finalised.

What to do	How to do it	By when
Provide the following documents: <ul style="list-style-type: none"> • Confirmation of Public Liability insurance • A site plan showing the layout of stalls, activities and any other infrastructure, as well as access / egress and emergency access route(s). • Risk assessments for the event, as well as individual activities, contractors or organisations where appropriate. • Fire risk assessment • Event management plan • First aid plan (if not included in the event management plan) • Procedure for lost and found children and vulnerable persons (if not included in the event management plan) 	Email to events@runnymede.gov.uk	At least 12 weeks before the event.
You may be required to attend one or more meetings of the Safety Advisory Group (SAG). The documents above must be received by the SAG no less than two weeks before the date of the SAG meeting where your event is to be discussed.	You will be contacted by the SAG. Their email address is sag@runnymede.gov.uk	
Apply for parking suspension, if required	Apply at Parking suspensions and waivers - surreycc.gov.uk	At least 12 weeks before the event.
Apply to Surrey County Council for a for a Special Event Closure Order the event will cause any public footpaths or rights of way to be blocked/closed	Email to rightsofway@surreycc.gov.uk	At least 6 weeks before the event.
If your public liability insurance expired in the period between applying for the event and the event itself, please provide confirmation of the renewed insurance policy.	Email to events@runnymede.gov.uk	At least 2 weeks before the event.

What to do	How to do it	By when
Any other relevant documents	Email to events@runnymede.gov.uk	At least 10 weeks before the event.

Please use ONLY the email addresses above and do not email any documents to an individual person's email address, even if you have dealt with that person before, as there may be a delay in reading your email.

For all information contained within this document contact:

Runnymede Borough Council
The Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Tel 01932 838383

email: events@runnymede.gov.uk

www.runnymede.gov.uk

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