

Event application timelines and stages

Timeline

All applications must be received within the times stipulated below to allow sufficient time for the application process to be completed.

Attendees	Leadtime of application
Under 500	minimum of 6-8 weeks before the event
Up to 1500	minimum of 3 months before the event
Up to 5000	minimum of 6-9 months before the event
More than 5000	minimum of 8-12 months before the event

Beckenham Place Park – stages of the event application process

1) Pre application

- Visit BPP website hire page for map and other key information beckenhamplacepark.com/hire
- Enquire about availability
- Check feaseability of the event for the chosen venue

2) Application via EventApp

- Read documents on the landing page
- •Submit application with as much information as possible
- Application fee payable. This covers the cost of assessing the aplication and is non refundable.

3) Application assessment

- Application reviewed by an officer and wider Lewisham Council teams as required.
 Considerations include dates, impact, licensing and noise
- Some events may require consultation and going to the Lewisham ESAG (Event Safety Advisory Group)
- Length of this process can vary, please refer to application timelines above

4) Decision

- Decision made on whether event approved
- Event organiser informed of provisional approval, any conditions and fees for the event
- If terms agreed, sign contract and pay 25% deposit to secure the booking

5) Post approval

- Approval letter sent to event organisers
- •Event can proceed

6) Prior to event

 BPP officer shares key information for smooth running of the event