

SUPPORTING INFORMATION REQUIRED AND SUBMISSIONS TIMELINE

Event Type	Small	Medium	Large	Extra Large
Event Size	0-99	100-499	500-4999	5000+
License	Temporary Event Notice (TEN)	Temporary Event Notice (TEN)	Premises / Event Licence	Premises / Event Licence
Notice Required	6 weeks	3 months	3 – 6 months	9 + months
Info to SAG?	No	As required	Yes	Yes
Organisers to SAG?	No	As required	As required	Yes
Supporting Information required:				
Event Application	Yes	Yes	Yes	Yes
Copy of Public Liability Insurance (min £5m)	Yes	Yes	Yes	Yes
Site Plan	Yes	Yes	Yes	Yes
Risk Assessment	Yes	Yes	Yes	Yes
Fire Risk Assessment	TBA by OF&R	TBA by OF&R	TBA by OF&R	TBA by OF&R
Noise Risk Assessment	TBA by Env Health Noise	TBA by Env Health Noise	TBA by Env Health Noise	TBA by Env Health Noise
Catering Form	Yes if selling or serving any food	Yes if selling or serving any food	Yes if selling or serving any food	Yes if selling or serving any food
Event Plan	No	Yes	Yes	Yes
Traffic Management Plan	No	TBA by County Highways	TBA by County Highways	TBA by County Highways

TBA* = the following Stakeholders will contact you separately to request if the above information marked TBA* is required:

- Fire Risk Assessment - Oxfordshire Fire & Rescue
- Noise Risk Assessment - Oxford City Council's Environmental Health Noise Team
- Catering Form - Oxford City Council's Environmental Health Food Hygiene/Safety Team

The above documentation must be provided at least 28 days before your event date.