**EVENT PLANNING PROCESS**

The chart below highlights key phases along the organiser’s journey to planning and holding a safe and successful event in Fife. For further information, please visit [www.fife.gov.uk/planninganevent](https://www.fife.gov.uk/kb/docs/articles/community-life2/planning-an-event)

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| PHASE 1 READ | phASE 2DEVELOP | phASE 3APPLY/aCquire | phASE 4SUBMIT | phASE 5aPproval |
| Planning a safe and successful event - guide | **Event management plan, including roles and responsibilities of your event team** | Event permission  | **All completed documents, including application forms and supporting documentation**  | **Use checklist to ensure all in place. Send paperwork to** **fifeevents@fife.gov.uk** |
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| Purple Guide to Health, Safety and Welfare at Music and Other Events[www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk) | **Event safety plan, including contingency arrangements such as medical/first aid, drug and alcohol policy, missing persons policy, security plans. This template can be used.** | Relevant licences [www.fife.gov.uk/licences](https://www.fife.gov.uk/kb/docs/articles/business2/licences-and-permits-for-business/other-business-licences)  | **Event Management Plan and Event Safety Plan.** | **Attend multi-agency meetings – where requested** |
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| Health and Safety Executive (HSE)[www.hse.gov.uk/event-safety](http://www.hse.gov.uk/event-safety) | **Risk assessments** **This template can be used**  | Roads and pavements’ permission – if closure is required[www.fife.gov.uk/roads](https://www.fife.gov.uk/kb/docs/articles/business2/licences-and-permits-for-business/road-and-pavement-permits)  | **Public liability insurance certificate – up to £5m** | **Provide any other information requested** |
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|  | **Traffic management plan and car parking provision** | Environmental Health information such as Food Safety certificates and inflatables/rides documents can be found [here.](https://www.fife.gov.uk/kb/docs/articles/environment2/environmental-health) |  | **Ensure all appropriate permissions are in place** |
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|  |  | Building Standards approval where temporary raised structures are to be erected (Section 89). Contact ***public.safety@fife.gov.uk***for further information. |  |  |