

How to plan a Community event



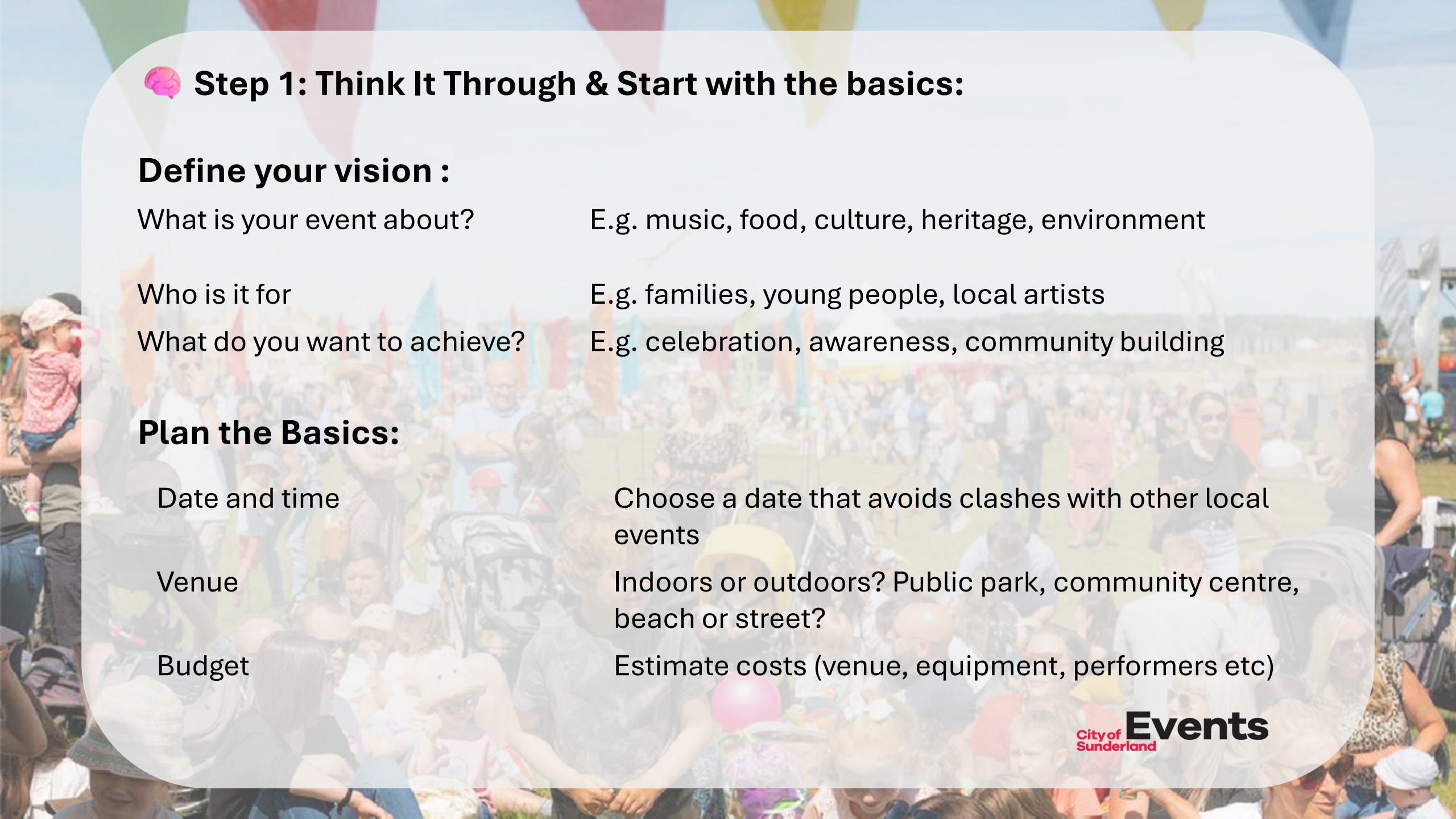
Planning your event?

Whether it's a neighbourhood fun day, a charity fundraiser, parade, a market, or a music event — this guide is for you.

Organising an event can seem overwhelming, but don't worry — we're here to help you **every** step of the way.

This toolkit covers:

- 🧠 What you need to think about
- 📋 How to apply
- 🎤 What licences and permissions you might need
- ✅ Next steps
- 👤 Key links and contact details



Step 1: Think It Through & Start with the basics:

Define your vision :

What is your event about?

E.g. music, food, culture, heritage, environment

Who is it for

E.g. families, young people, local artists

What do you want to achieve?

E.g. celebration, awareness, community building

Plan the Basics:

Date and time

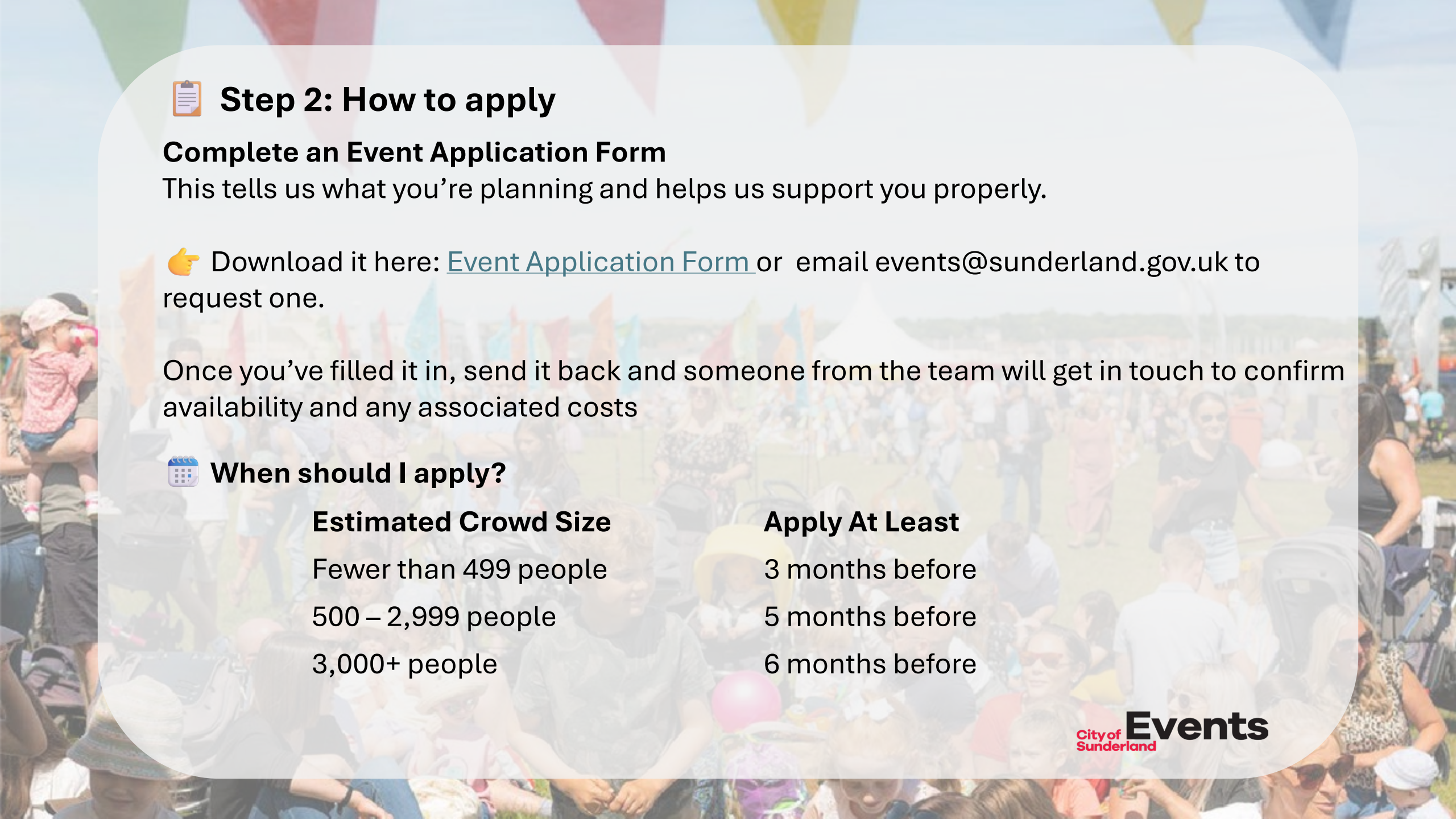
Choose a date that avoids clashes with other local events

Venue

Indoors or outdoors? Public park, community centre, beach or street?

Budget

Estimate costs (venue, equipment, performers etc)



Step 2: How to apply

Complete an Event Application Form

This tells us what you're planning and helps us support you properly.

👉 Download it here: [Event Application Form](#) or email events@sunderland.gov.uk to request one.

Once you've filled it in, send it back and someone from the team will get in touch to confirm availability and any associated costs

When should I apply?

Estimated Crowd Size

Fewer than 499 people

500 – 2,999 people

3,000+ people

Apply At Least

3 months before

5 months before

6 months before

Step 3: What licences and permissions you might need

There are a few legal boxes to tick to keep everyone safe, happy, and covered.
Don't worry! We've broken it all down for you, so you know exactly what's needed and where to go.

Temporary Event Notice (TEN)

- ✓ Alcohol sales
- ✓ Live or recorded music
- ✓ Dancing or performances
- ✓ Running past 11pm

Public Liability Insurance

This covers you in case something goes wrong, like:

- ✓ An injury to a guest
- ✓ Damage to equipment or the venue
- ✓ Risk assessment

Temporary Road Closure You'll need this if:

- ✓ You plan to close a road or footpath (e.g. for a street party, parade, or fun run)

What is a Temporary Event Notice (TEN)?

If you're planning a small community event and want to sell alcohol, have live music, or keep things going a little later than usual — you might need something called a Temporary Event Notice (or TEN for short).

Who Can Apply?

Anyone aged 18 or over can apply. That includes:

- ✓ Individuals
- ✓ Community groups
- ✓ Charities
- ✓ Small businesses
- ✓ Local organisations

How to do it:

- ✓ Apply at least 12 weeks before your event.
- ✓ Tick the relevant box on the event application form

 Learn more & apply here:
[Temporary event notice - Sunderland City Council](#)



Need a Road Closure?

If you're planning a community event that takes place on a street or affects traffic, you may need to apply for a temporary road closure.



How to do it:

- ✓ Apply at least 12 weeks before your event
- ✓ Tick the road closure box on the event application form
- ✓ Provide a traffic management plan showing the extents of the closure from a reputable traffic management company.
- ✓ Send the traffic management plan to Networkoperation@Sunderland.gov.uk
- ✓ Provide the dates and times for road closure
- ✓ Tell us why it's needed (e.g. safety, layout, etc.)

Think Green – Let's Keep Sunderland Sustainable!

Creating a great community event isn't just about fun and entertainment — it's also about **looking after the place we all call home.**

Sunderland is proud to be working towards a **greener, low-carbon future**, and we'd love for your event to be part of that journey.

 Cut Down on Single-Use Plastics

 Plan for Recycling & Waste

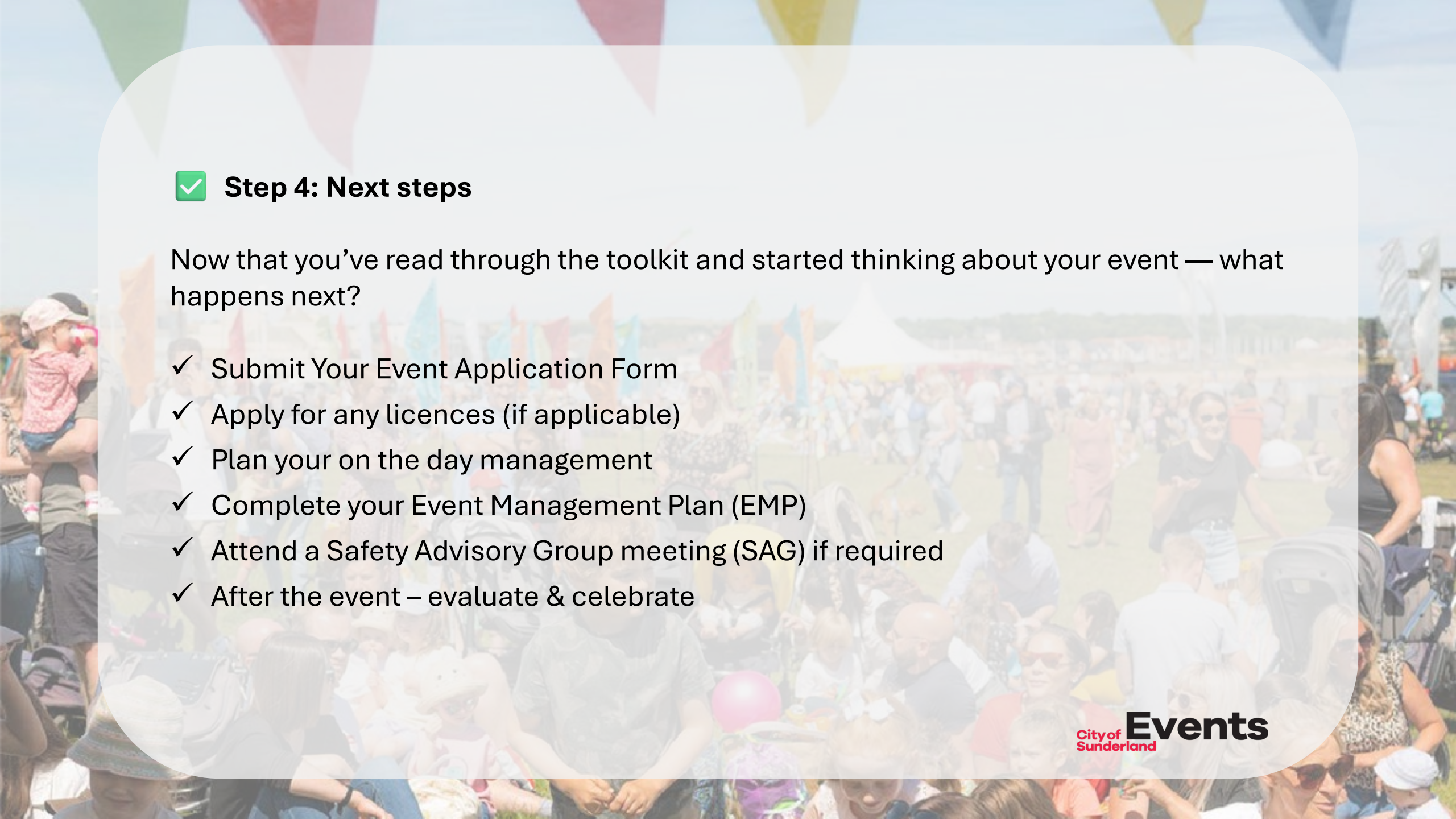
 Encourage Greener Travel

 Choose Local & Low-Carbon

 Save Energy Where You Can

 Show Your Green Credentials

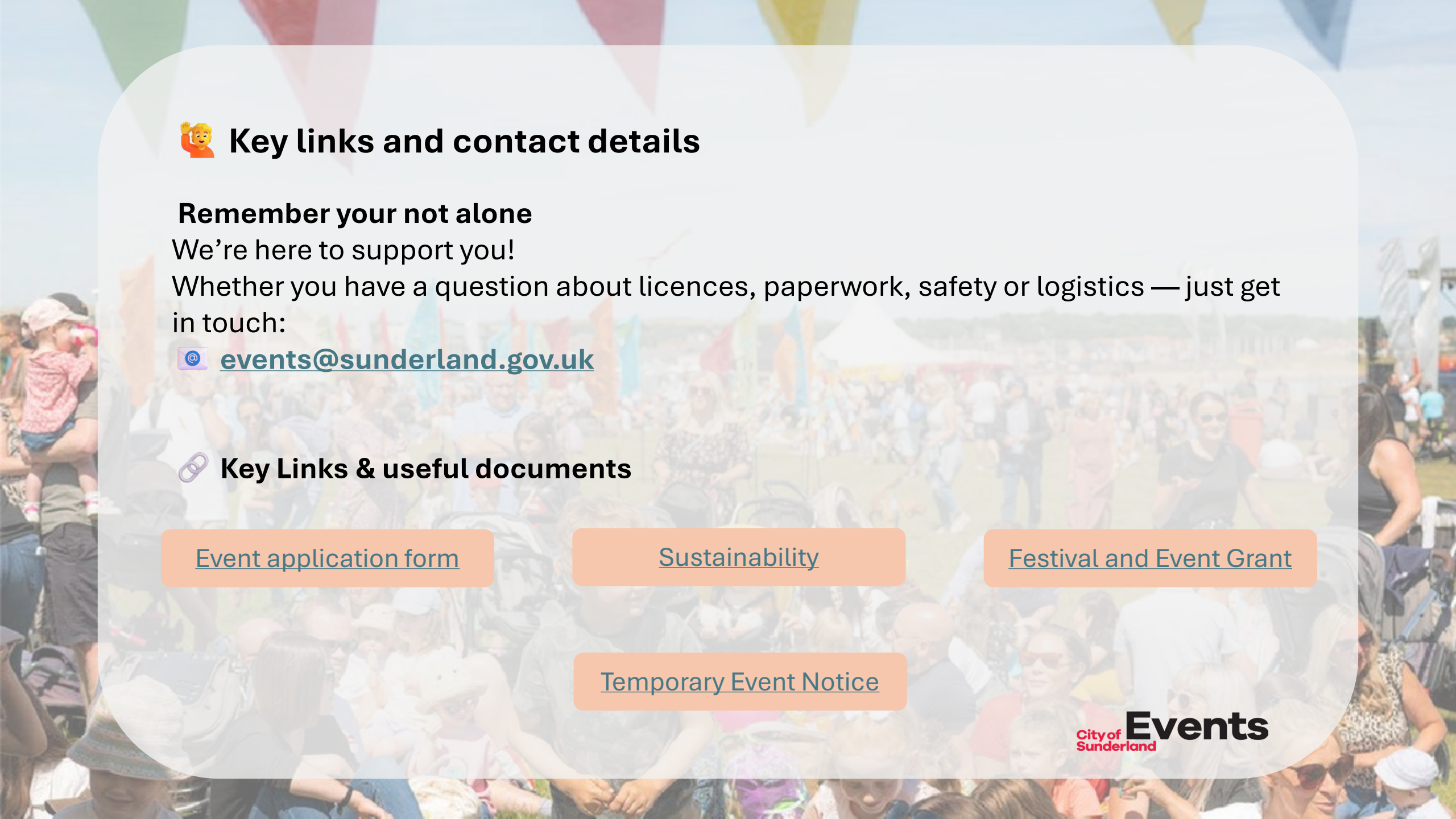
 Learn more: [Low Carbon - Sunderland City Council](#)



✓ **Step 4: Next steps**

Now that you've read through the toolkit and started thinking about your event — what happens next?

- ✓ Submit Your Event Application Form
- ✓ Apply for any licences (if applicable)
- ✓ Plan your on the day management
- ✓ Complete your Event Management Plan (EMP)
- ✓ Attend a Safety Advisory Group meeting (SAG) if required
- ✓ After the event – evaluate & celebrate



Key links and contact details

Remember your not alone

We're here to support you!

Whether you have a question about licences, paperwork, safety or logistics — just get in touch:

 events@sunderland.gov.uk

Key Links & useful documents

[Event application form](#)

[Sustainability](#)

[Festival and Event Grant](#)

[Temporary Event Notice](#)