

6 – 9 months prior to event



Initial enquiry and land booking

Please get in touch with the Events Team as soon as you start planning your event on cityevents@dundee.gov.uk. For larger events it is recommended to start discussions a minimum of 9 months prior to your event. If using DCC parks or public spaces, please fill in an Event Booking Form found on our website www.dundee.gov.uk/service-area/city-development/planning-event

Multi-agency planning

Depending on the scale and impact of your event you may be asked to attend one or more planning meetings with local agencies; Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service, NHS Tayside and Dundee City Council departments.



2 months prior to event

Safety Advisory Group (SAG) meeting

Depending on the scale or the activity at your event you may be asked to attend a Safety Advisory Group (SAG) meeting. The members of the SAG work to support Event Organisers with their public safety plans.

3 months prior to event

Submit event documentation

Documentation will include, but is not limited to; Public Entertainment Licence (PEL), Risk Assessment, Site layout, Event Management Plan, copy of insurance, Section 89 (raised platforms) and all catering and ride documentation.



1 month prior to event

Licensing Committee

Your PEL application and supporting documentation will go to the Licensing Committee for approval. The Committee meet once a month apart from July and August. Please note if your event falls in July or August your lead in time will be longer for providing documentation.

Smart Survey

The Events Team have survey software you can use at your event to support your evaluation plans. These standard questions are used by events across the city and can be tailored to your requirements. Please ask the Events Team about this.



At your event

Section 89

If you have any raised structures, these will be inspected prior to use. Please note you cannot use your structures until this inspection has completed.

Licensing inspection

Arranged inspections may take place the day before or on the day of your event with Licensing and Environmental Health Departments. This will depend on your arrangements for entertainment and catering

3 weeks prior to event

Outstanding paperwork submitted

Any outstanding paperwork must be submitted 3 weeks prior to your event.



After your event

Debrief meeting

After your event you may be asked to a multi-agency debrief meeting to discuss how your event went.

Survey results

If you chose to use DCC event survey software, we will give you your survey results. These are yours to keep and action, if necessary.