

Event permit checklist

The permit is not a form but a dossier. This checklist lines up all the documents and requirements so you submit a complete file and meet the deadline. Note: requirements and deadlines differ per municipality, always check the APV (local by-laws) of your own municipality.

BEFORE YOU START

- ☐ Checked your municipality's APV (local by-laws)
- ☐ Estimated the risk classification (regular, attention or high risk)
- ☐ Preliminary consultation with the municipality and emergency services
- ☐ Submit well over 8 weeks ahead (often longer for B or C events)
- ☐ Looked up your municipality's fees

THE APPLICATION & ATTACHMENTS

- ☐ Completed application form
- ☐ Safety plan (from 150 people present at the same time)
- ☐ Mobility plan or traffic plan
- ☐ Communication plan
- ☐ Site map (routes 3.5 m wide, 4.2 m high, emergency exits, first aid post)
- ☐ Risk assessment and audience profile
- ☐ Programme or run sheet in outline

SAFETY & CARE

- ☐ First aid provision according to the Veldnorm Evenementenzorg (Dutch event medical care standard)
- ☐ Security through a WPBR-licensed firm (Dutch private security law, ND number in the plan)
- ☐ Sound plan and dB limits
- ☐ Waste plan
- ☐ Liability insurance

AFTER SUBMITTING

- ☐ Questions and additions from the municipality handled
- ☐ Final conditions worked into your run sheet
- ☐ Permit and site map available on the day itself

Rules, attachments and deadlines differ per municipality. This checklist is a starting point, not legal advice. Always check the current APV (local by-laws) and the requirements of your own municipality and safety region.

