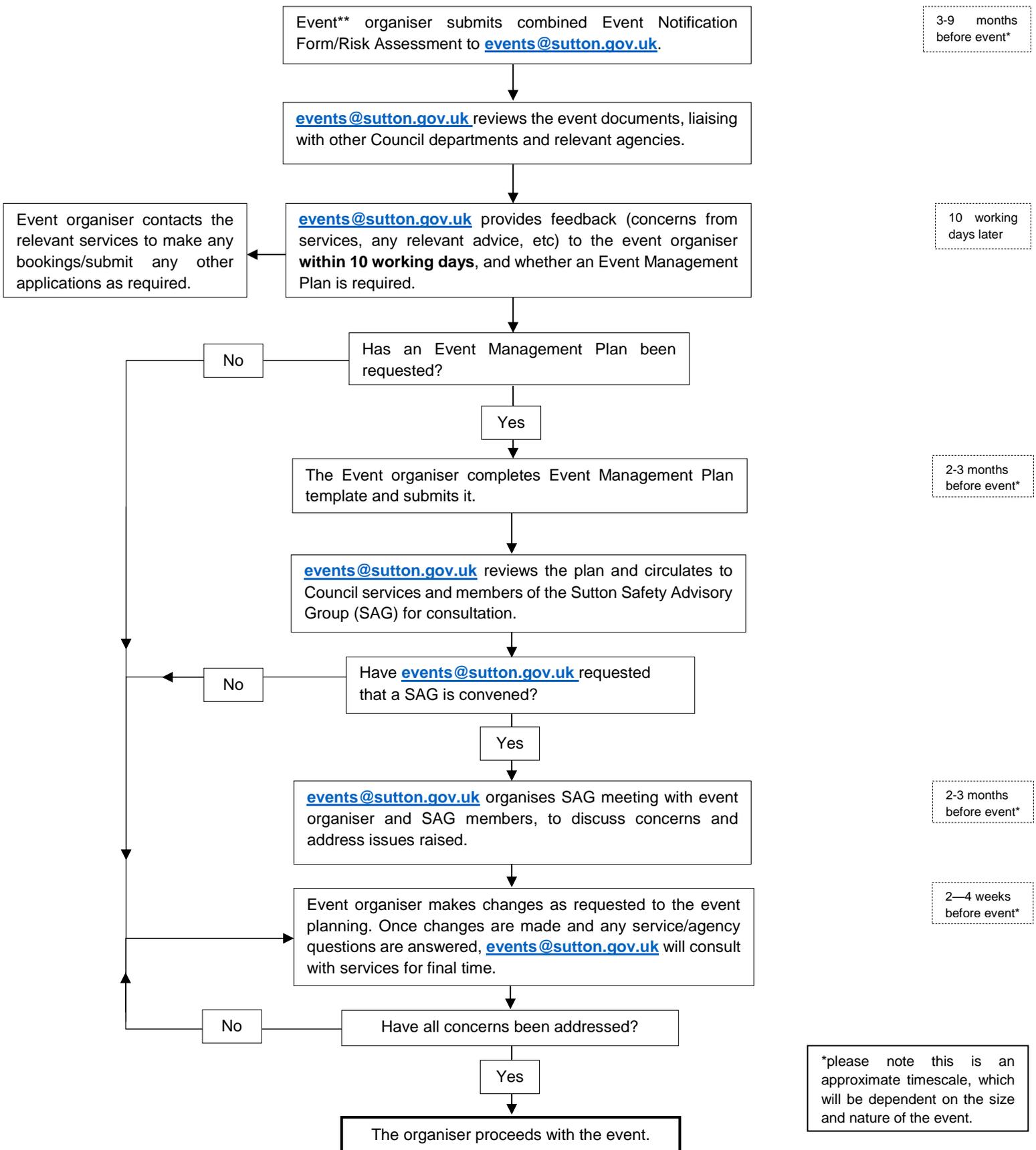


London Borough of Sutton Event Notification and Management Process



Key of Terms

****Event** - For the purposes of this process, an “event” is generally defined as a planned activity that takes place on Council owned land/public spaces, that is for the purpose of attracting revenue, support, awareness, and/or for entertainment purposes. Examples of events can be found in the [Event Manual](#).

events@sutton.gov.uk - The Events mailbox is monitored by the Council’s Emergency Planning team, who have responsibility for Events Management, and will initially triage the information within the form.

Sutton Safety Advisory Group (SAG) - The SAG is a multi-agency group that can advise on safety aspects for public events that are planned to be held in the Borough.