

Explanation for applying for an event permit

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Useful information when applying for an event permit:
Nota evenementenvergunningen Eindhoven Gastvrij en Veilig
This document contains general rules and information about event categories, the application procedure, how the permit request is assessed, conditions and regulations for issuing a permit, as well as supervision and enforcement
Handboek evenement organiseren
This handbook provides information on the processes and regulations involved in organizing events in Eindhoven.
Locatieprofielen Eindhoven
Here you can find out whether the selected location is suitable for hosting an event. Many locations have a designated profile. These profiles outline the possibilities of each site and the specific requirements that apply to each location.
Nederlands Handboek Evenementen Veiligheid (NHEV)
A compilation of knowledge, legislation, standards, and practical experience in the field of event safety.

- Make sure the information you provide in the event permit application matches the actual situation at the event location.
The more detailed and informative your application, the better and faster the Municipality of Eindhoven and the emergency services can assess your request.
- This explanation will help you understand which information you should have ready when applying for an event permit.
- At the end of the application process, you will be asked to upload several attachments. It is advisable to have these documents ready, as the online form cannot be saved midway.
- For a Category A event permit (low risk), you must at least submit a site map of the event location and a script/safety plan.
The nature and size of your event will determine which additional plans are required.

Attachments
<ul style="list-style-type: none">- Allowed file types: jpg, odf, pdf, doc, docx, ppt, pptx, xls, xlsx, zip- Maximum file size per attachment: 4 MB- Maximum total size of all files: 12 MB
Attachment 1 Site map of the event area (page 4) Attachment 2 Drawing of temporary structure (if applicable; page 5) Attachment 3 Traffic diagram (plan) (if applicable; page 5) Attachment 4 Artist list and program (if applicable; page 6) Attachment 5 Safety plan (pages 7/8) Attachment 6 Promotion plan (not mandatory; page 8) Attachment 7 Additional information and comments, if applicable Additional attachments: You may upload up to 2 extra attachments (e.g., a care plan, mobility plan, emergency plan, and/or a written declaration with consent from the property owner of the location).

Contact information

You can submit the application as a natural person (individual) or as a legal entity.

If you apply as a legal entity, provide the legal form, company details including Chamber of Commerce (KvK) number, and the contact details of the person who will be present during the event.

- KvK number: You can find this number in the Dutch Chamber of Commerce Trade Register.
- Company details: Please double-check this information. The invoice for the permit fees will be sent to this address.
- Contact person: If there are different people responsible during the setup, the event itself, and dismantling, include a clear task division. These roles and responsibilities can be outlined in the script/safety plan (see pages 7/8).

Event

Here you fill in:

- The name of the event
- Description of the event: Specify the type of event you are organizing (e.g., a festival, parade, or street market) along with a brief description. You may also include the event's website here.
If it is a music event, indicate the style of music and the type of performing artists (e.g., A-list artists).
- Whether you have organized this event in Eindhoven before, and if so, on what date.
- The location of the event
- The number of days the event will last
- The date and times of the event
- The expected number of visitors, per day and at peak times (simultaneously present)
- The expected number of participants, per day and at peak times (simultaneously present)
- The start date and time of the setup
- The date and time the location will be cleared and cleaned up

Target audience

Provide a description of the target audience for the event (e.g., teenagers or families with young children).

Then, select the main age category.

Next, indicate in percentages where the visitors are expected to come from (must total 100%):

- Local
- Regional
- National
- International

Admission

Indicate whether visitors are required to pay an entrance fee

Location
Besluit Brandveilig Gebruik en Basishulpverlening Overige Plaaten (BGBOP)
There are national regulations in place to promote fire safety at, among other things, event sites with temporary structures. These mandatory fire safety requirements will be included in the event permit.
You must indicate which safety provisions will be available on-site, such as: Emergency exits, First aid station, Fire extinguishers, Generators, Illuminated emergency escape routes, Other (please specify: ...)
Podium
Indicate whether one or more stages will be installed and specify their dimensions. In the explanation section, describe the type of stage (for example, a stage truck or a stage built from Layher scaffolding). Note: In many cases, both a structural drawing and a structural calculation are required. A proper structural calculation helps prevent issues with the construction and ensures the safety of both users and visitors of the event. A reliable supplier can assist you with this.
Stalls
Indicate whether stalls will be placed, how many, and their dimensions. In the explanation section, specify the type of stalls (e.g., market stalls).
Tents
Indicate whether tents will be placed, how many, and their dimensions. In the explanation section, specify the type of tent (e.g., pavilion tent or aluminum frame tent). A distinction is made between tents smaller than 25 m ² and tents larger than 25 m ² . Zie Standaardvoorschriften kleine tenten en Standaardvoorschriften grote tenten . Note: A tent manual is often required. This manual includes all information about the tent's structure. You are also often required to provide details on how the tent will be anchored. A reliable supplier can assist you with this.
Food trucks or stalls for baking/frying
Indicate whether there will be food stalls or food trucks used for baking and/or frying. If so, specify how many and their dimensions. In the explanation section, describe what food will be baked and/or fried. <ul style="list-style-type: none"> - If gas is used, the food truck or stall must be placed at a minimum distance of 5 meters from other tents, food trucks, food stalls, or buildings. - If electricity is used, the minimum required distance is 2 meters. Zie ook Standaardvoorschriften
Beverage sales points
Indicate whether there will be beverage points, and if so, how many and their dimensions. In the explanation section, describe the type of beverage point (e.g., a beer truck or a tap counter). See page 6 for more information on serving low-alcohol beverages.
Fireworks / open flames
Indicate whether fireworks or open flames will be used. If so, be aware that additional conditions and regulations apply.
Terrace
Indicate whether a terrace will be present, and if so, how many and the dimensions. In the explanation section, specify the type of terrace (e.g., tables and chairs or picnic tables).

Toilets

Indicate whether toilets will be available, and if so, how many, the types (male/female), and their dimensions.

In the explanation section, specify the type of toilets (e.g., portable toilets or a toilet unit).

Drinking water supply for visitors

Indicate whether a drinking water supply will be available for visitors, and if so, which company is responsible for installing it.

Barbecue

Indicate whether a barbecue will be present, and if so, how many and their dimensions.

In the explanation section, specify the type of barbecue (e.g., gas or electric).

Also refer to *Baking/Frying* on page 3.

Seating plan

Indicate whether a seating plan is in place. This refers to the arrangement of seats in a space used for gatherings.

If applicable, specify the number of seats and the total dimensions of the seating area.

Regulations for seating plans are outlined in the [Besluit Brandveilig Gebruik en Basishulpverlening Overige Plaaten \(BGBOP\)](#) (Art. 5.17).

Other objects

Indicate whether you plan to place any other types of objects, and if so, how many.

Describe each object, provide dimensions, and add an explanation if needed.

Please note: a structural drawing, and possibly a structural calculation, may be required for these objects.

Appendix 1: Layout event site map

Provide a **scaled layout drawing** of the event site, including a **north arrow** and a **legend**.

The drawing must show the following:

- The exact location and dimensions of all objects larger than 25 m² (e.g., stages, bars, stalls, food trucks, first aid stations, toilets, generators, terraces, grandstands, tents)
- Escape routes
- Emergency access routes, taking into account a clearance of 4.5 meters wide and 4.2 meters high
- Location, type, and contents of fire extinguishing equipment
- Any fencing and emergency exits (with at least 1 linear meter of emergency exit per 135 visitors)
- Any road closures

Appendix 2: Drawing of Temporary Structure (if applicable)

In the case of a temporary structure (e.g., a tent or grandstand) designed to accommodate more than 150 people simultaneously and/or larger than 25 m², you must provide a drawing in A3 or A4 format, scale 1:100, including a north arrow and a legend.

The drawing must show:

- Occupancy rate (maximum number of persons)
- Net usable floor area (space available for persons)
- Intended use
- Layout of furnishings and elements (e.g., stands, stalls, stages) with dimensions
- Entrances and exits, including door swing direction and width
- Emergency exits, including width (in linear meters)
- Emergency lighting (if more than 75 persons)
- Distances to surrounding buildings
- Fire extinguishing equipment (location, type, and contents)
- Fire- and smoke-resistant partition structures (if applicable)
- Escape routes
- Fire department entrance

Traffic measures

Indicate whether road closures are necessary for one or more locations.

If so, specify how many and which streets are involved, as well as the start and end dates of the closures.

Next, indicate:

- Whether certified traffic controllers will be used
- Whether detour routes are needed for pedestrians, cyclists, and/or cars
- Whether the square or street needs to be vehicle-free for cars and/or bicycles
- Who will be responsible for implementing the traffic measures

Note: All costs related to traffic measures are at your own expense.

Appendix 3: Traffic Drawing (Plan) (if applicable)

Provide a traffic drawing (plan) indicating all traffic measures, such as: Closures, Detour routes, Traffic signs, Pedestrian crossings, etc.

The traffic plan may also be part of the mobility plan (see page 6).

Transport and Parking

Indicate how visitors will travel to the event (on foot, by car, by bicycle, by public transport, and/or by taxi/Kiss & Ride).

Then specify the percentage for each mode of transport (total must equal 100%).

Car Parking

List the locations used for car parking and the number of parking spaces at each location.

You may also indicate if you require extra opening hours for a municipal parking garage.

Bicycle Parking

List the **locations** used for bicycle parking and the **number of bicycle spaces** available.

Public Transport

Indicate whether arrangements need to be made with public transport providers regarding detours or additional service.

Mobility Plan

Depending on the nature and scale of the event, a mobility plan may be required—for example, if roads need to be closed, traffic controllers are deployed, and/or if more than 1,000 visitors are expected.

A mobility plan helps ensure the safety of visitors and the surrounding area, and helps manage traffic flow and pressure.

In the mobility plan, you describe the expected transport modes to, from, and around the event site—not only for visitors, but also for the event organization, suppliers, emergency services, etc. Consider parking arrangements—for cars, but also for (shared) bicycles, shuttle buses, group transport, disabled access, etc.

The mobility plan can be submitted as a separate appendix.

It is also possible to include the traffic plan within the mobility plan (see page 5).

Alternatively, the mobility plan can be integrated into the safety plan (see pages 7/8).

Sound

Indicate whether sound will be played, and if so, specify what kind of sound (e.g., music, announcements, other).

Then state whether the sound will be indoors and/or outdoors, whether it will be amplified and/or unamplified, and whether it will be live and/or mechanical.

- *Live sound* refers to live music performances
- *Mechanical sound* refers to pre-recorded sound, such as that played by a DJ

Appendix 4: Artist List and Program (if applicable)

If artists are performing, include a list of artists and the event program.

Indicate whether the dates, times, and location where sound will be played match those of the event's schedule.

Serving Low-Alcoholic Beverages

If you wish to serve low-alcoholic beverages, you must apply for an exemption under Article 35 of the Alcohol Act.

This must be done no later than 4 weeks in advance via the procedure: [Ontheffing schenken zwak-alcoholhoudende dranken](#).

Health

Indicate whether event medical service providers will be present, whether there will be a first aid station, and whether an ambulance will be on-site.

A first aid station is a fixed, temporary, or mobile facility where event medical care is provided.

Based on the advice of the **Regional Medical Emergency Organization (GHOR)**, the municipality of Eindhoven adheres to the [Veldnorm Evenementenzorg \(VNEZ\)](#). This standard defines what constitutes quality event healthcare and sets the requirements for the competence and authority of healthcare providers at events.

Also indicate whether activities such as piercing or tattooing will take place.

State whether overnight stays will occur on a temporary campsite.

If so, provide details of the facilities and measures arranged for this.

Care Plan

Depending on the nature and size of the event, a care plan may be required—for example, if more than 10 care providers and a deployment coordinator are involved.

A care plan must include at minimum:

- The contracted Event Medical Care Organization (EMCO)
- Contact details of the EMCO coordinator
- Location of the first aid station (ensure easy ambulance access)
- The number of care providers, specified by care level (in accordance with the classifications from the *Field Standard for Event Medical Care – VNEZ*)
- Deployment schedule (times of care coverage)
- A description of the type of event and the expected care needs and risks on which the deployment is based (e.g., bruises, minor injuries, alcohol/drug use)

The care plan can be added as a separate appendix or included as part of the safety plan (see pages 7/8).

Public Order & Safety

Indicate which safety measures you are implementing.

You may refer to the safety plan here if you are submitting one as an attachment.

Specify whether you will be using certified security personnel. If so, provide the ND number* along with the name and address of the security company.

The ND number is the license number issued by the Dutch Ministry of Justice and Security authorizing the company to perform security services.

Also indicate whether, in your opinion, police deployment at the event is necessary, and explain why or why not.

Appendix 6: Safety Plan

The safety plan includes, among other things:

- General information: event name, date, location, times, description, expected number of visitors, target audience, ticket sales or free entry
- Organization: leadership and coordination, roles and responsibilities
- Communication plan: internal communication, communication with the public and local residents, communication tools, crisis communication procedures
- Planning and timeline: setup and dismantling schedule, handover of the event site
- Programming
- Traffic and transport

The plan also outlines the measures you will take regarding public order, health, and safety, such as:

- Health (care): details of the event medical care organization, number and care levels of staff, availability of a care/first aid station, contact details of regional hospitals
- Care Plan: Depending on the nature and size of the event, this information may be included in the event script/safety plan or presented as a separate care plan.
- Security Plan: roles and responsibilities of security personnel, use of certified security officers and/or service staff, details of the security company including ND number, on-site contact person during the event, protocols, procedures, and agreements made with the security provider (e.g., for drug incidents, fights, bomb threats, evacuations)
- Mobility Plan (see page 6)
- Crowd Management Plan: This refers to the management, guidance, and direction of visitor flows during the event. Relevant aspects include the expected number of visitors, crowd distribution, origin, and visitor profile; during entry, circulation, and exit phases of the event.

- Risk Analysis: which (unwanted) incidents or scenarios may occur, their possible consequences, likelihood, impact, existing measures, additional actions required, responsible parties, and steps to be taken.
 - Emergency Plan: These scenarios can be included in the event script/safety plan or developed in a separate emergency plan. Also consider an evacuation plan.

Promotional activities

You must indicate whether you will be advertising the event and – if so – in what form.

Appendix 7: Promotion Plan (optional)

If possible, you may include a promotion plan. This should describe which channels you will use to reach your target audiences and promote your event (website, social media, TV, radio, print advertising, etc.).

Environment

Cleaning

You must indicate whether you will clean the site yourself.

If you select 'no,' the Municipality of Eindhoven will handle the cleaning for a fee.

The site must be returned in a clean condition after the event.

You should specify which measures you will take to minimize littering of the area (for example, placing waste containers).

More information about single-use plastics can be found here: [minder wegwerpplastic evenementenbranche](#).

Appendices

See page 1 of this explanation. If you are unable to attach a file, for example because the file is too large, please send it by email to evenementen@eindhoven.nl and refer to your application.