



Open Air Event Application Guide

Disclaimer

This memo may be used as a working framework when preparing an open-air event application in the City of Brussels (1000 Brussels).

It is not exhaustive and does not replace the formal authorization procedure required for organizing an event in public spaces.

All public events require prior authorization from the Mayor of the City of Brussels.

Certain regulatory matters — particularly noise, environmental standards and regional park usage — fall under the competence of the Brussels-Capital Region.

Security staffing levels are governed by federal legislation (SPV07 – Private Guarding at Events and Festivals).

Fire safety requirements are assessed by SIAMU.

Noise and environmental compliance are overseen by Bruxelles Environnement / Leefmilieu Brussel.

Public cleanliness obligations may involve Bruxelles-Propreté / Net Brussel.

The final binding conditions are defined by an official authorization decree issued by the Mayor.

1. Municipal Application – City of Brussels

All event requests within 1000 Brussels must be submitted to the:

City of Brussels
Events Department (Cellule Événements)
Email: events@brucity.be

Official information page: <https://www.brussels.be/organising-event>

You must download and complete the official event request form available on that page (Word or PDF version).

Recommended submission deadlines:

- Small event (<300 persons): minimum 6–8 weeks
- Medium event (300–1,000 persons): 2–3 months
- Larger event: 3–6 months

The application file must include all required plans and annexes described below.

2. Site Layout Plan (Implantation Plan)

The site layout plan is a scaled technical document allowing authorities (police, fire brigade, mobility services, prevention services) to assess the physical setup of the event.

It must clearly indicate:

- Stage or DJ booth location
- Sound system orientation
- Lighting structures and technical towers
- Bar and catering zones
- Toilets (including accessible facilities if required)
- Entrances and exits
- Emergency exits
- Fencing and perimeter control
- Security checkpoints
- First aid / medical post
- Dancefloor area
- Chill-out areas
- Fire access lanes
- Generator placement
- Urban furniture impact

This document is mandatory and attached to the municipal application form.

3. Security Plan

The security plan must detail:

- Crowd flow strategy
- Entry and exit control
- Emergency evacuation procedures
- Incident response chain of command
- Communication systems
- Security personnel deployment
- Steward placement

Security staffing must comply with federal regulation:

SPV07 – Private Guarding at Events and Festivals.

This regulation defines:

- Minimum number of licensed security agents
- Distinction between stewards and private guards
- Qualification requirements
- Legal framework for access control

For nightlife and sector-specific references, consult professional industry resources.

4. Fire Safety – SIAMU File

Fire safety review is conducted in coordination with:

SIAMU

Official page:

<https://be.brussels/en/security-prevention/fire-prevention-and-safety-advice>

You may need to submit:

- Organizer identification details
- Expected capacity (jauge)
- Structural installations (stage, tents, towers)
- Electrical installation details
- Generator specifications
- Fire extinguisher placement
- Emergency access routes
- Stability certificates (if applicable)

In many cases, if the municipality accepts the preliminary file, the organizer must present the documentation during a coordination meeting with:

- Fire brigade
- Police
- Municipal services

This meeting anticipates:

- Road closures
- Urban furniture displacement
- Emergency vehicle routes
- Risk mitigation measures

5. Noise Regulations – Regional Competence

Noise limits are regulated by the Brussels-Capital Region, not exclusively by the municipality.

Competent authority:

Bruxelles Environnement

Noise regulation page:

<https://be.brussels/en/entrepreneurship-innovation/your-business-and-environment/noise-pollution>

Depending on the event:

- A temporary derogation may be required
- Sound level monitoring may be imposed
- Night thresholds are stricter
- Residential proximity influences conditions

If the event takes place in a regional park, additional authorization may be required via:

<https://environnement.brussels/citoyen/reglementation-et-inspection/obligations-et-autorisations/organiser-un-evenement-dans-un-espace-vert>

Organizers must verify current decibel thresholds before submitting the final file.

6. Waste & Cleanliness

Public space cleanliness obligations may require coordination with:

Bruxelles-Propreté

Contact page:

<https://proprete.brussels/fr/contactez-bruxelles-proprete>

Services may include:

- Waste collection planning
- Container provision
- Street cleaning after event
- Additional sanitation measures

A waste management plan may be requested as part of your application file.

7. Mobility & Public Space Impact

If your event affects:

- Public roads
- Traffic circulation
- Parking
- Public transport routes

You must coordinate with:

- City mobility services
- Police zone
- Regional mobility services if required

Mobility coordination generally occurs through the City Events Department during multidisciplinary review.

8. Additional Documentation to Anticipate

Depending on event size and risk level, authorities may request:

- Civil Liability Insurance certificate
- Structural engineer certificate
- Electrical conformity certificate
- Generator compliance documentation
- Alcohol service authorization
- AFSCA declaration for food handling
- SABAM declaration (music rights)
- PlayRight and SIMIM declarations (if recorded music used)
- Environmental impact mitigation plan
- Sustainability measures

9. Practical Strategy

To improve approval likelihood:

- Prepare structured, professional visual plans

- Cross-check noise thresholds with regional authorities before submission
- Clarify fire safety constraints early
- Anticipate additional documentation requests
- Budget realistically for safety, security and technical compliance

The City of Brussels applies a risk-based approach:

The larger and more complex the event, the more extensive the documentation and coordination required.