Application process for permission to use the public domain for outdoor events. With an anticipated audience attendance of less than five thousand people.

A detailed Event Management Plan must be submitted at least two months in advance of the proposed event and include the following information:

* Public liability insurance cover with a specific indemnity for Dublin City Council to the sum of €6.5m and employers liability of €13m (if applicable)
* A detailed Event Management Plan to include a site specific risk assessment and Health & Safety Statement (see link to Guidelines for Event Organisers (to be used as a guide) [Guidelines for Event Organisers](https://www.dublincity.ie/residential/arts-and-events/events-dublin-city/guidance-event-organisers))

Event Management plan must include;

* + Name of Applicant
  + Address of Applicant
  + Key Contact Person
  + Contact Number
  + Start Date (including set-up)
  + Finish Date (including de-rig)
  + Location
  + Start Time
  + Finish Time
  + Summary overview of content of the event
  + Expected audience attendance
  + Event Summary
  + Operational Period
  + Management Structure And Command Structure Of Event Personnel
  + Attendee Profile
  + Event Capacity
  + Info for attendees with disabilities
  + Community Gain
  + Staffing
  + Production Schedule
  + Event Impact
  + Litter & Waste Disposal
  + Drawings
  + Safety Management
  + Safety & Event Management Personnel
  + Duties Of Event Controller/ Safety Officer
  + Head Of Security
  + Briefing
  + Safety Planning And Management
  + Safety Policy Statement
  + Traffic Management
  + First Aid
  + Fire Fighting
  + Codes Of Practice
  + Event Risk Assessment
  + Methodology
  + Risk Evaluation
  + Control Measures
  + Review
* For information and guidelines on risk assessment and Health & Safety Statement click on the attached link – [Guidelines for Event Organisers](https://www.dublincity.ie/residential/arts-and-events/events-dublin-city/guidance-event-organisers)
* Detailed of road closures if required [Road Closure Process](https://www.dublincity.ie/residential/transportation/apply-licence-or-permit/temporary-road-closure-permit)
* Details of suspension of parking requests [Suspension of Paid Parking](https://www.dublincity.ie/residential/parking-dublin-city-centre/suspension-paid-parking)
* Details of [Positioning of Vehicles](https://www.dublincity.ie/residential/transportation/apply-licence-or-permit/cranes-hoists-and-vehicles-permits)
* Details of any Temporary Signage
* Details of any temporary structures/props being used as part of the event