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