

Protocol for the Erection of Temporary Posters/Notices on Dublin City Council Property to Advertise Public Meetings/Events

It is Dublin City Councils policy to uphold article 10 of the European Convention on Human Rights Act 2003.

1. A *Notice of Intent* to exhibit posters/notices on Dublin City Council property which is in or is visible from a public place must be submitted to the City Council not less than 4 working days before it is proposed to exhibit such material. The City Council will respond to fully completed *Notices of Intent* within 2 working days.
2. The *Notice of Intent* must include the following information:
 - a. All details set out in attached Appendix 1 – “Information to be included in *Notice of Intent*”
 - b. A statement that the requirements in attached Appendix 2 – “Health and Safety Requirements” - will be complied with and that all of the people involved in the erection or removal of posters have been briefed in relation to its contents and all other relevant Health and Safety issues.
3. *Notices of Intent* must be submitted in one of the following manners:
 - a. by e-mail to: engineering@dublincity.ie
 - b. by Fax to: (01) 2222697
 - c. by post to: Engineering Department, Block 1, Floor 4, Civic Offices, Wood Quay, Dublin 8.
4. (a) A sample poster/notice must be submitted with the *Notice of Intent* or alternatively details of the content of the poster/notice must be provided.
(b) The City Council reserves the right to refuse permission or to remove any poster that it deems to be vulgar or offensive. In the event of such an issue arising, the City Council shall consult the Chairperson and as many members as possible of the Environment & Engineering SPC before making a decision.
5. The maximum size of the posters/notices shall be 900mmx600mm.
6. All posters/notices must be made of cardboard composites or other durable recyclable materials. All posters must be installed/erected at a minimum height of 2.3 metres and a maximum height of 4.5metres above footpaths, cycle tracks or any area to which pedestrians have access.
7. Posters/notices must not be erected on lamp standards with overhead line electricity feed, traffic signal poles, bridge parapets, overpasses, pedestrian bridges, or roadside traffic barriers. Posters erected on lamp standards, public information signs or traffic poles carrying road signage (e.g. stop, yield, parking control, clearway, bus lane, cycle track, pedestrian and/or directional signage) must not obscure any statutory road signage or traffic/pedestrian signals in any way. **Posters that obscure statutory road signage or traffic/pedestrian signals will be removed.**

8. Public Liability Insurance shall be provided or a payment of €100 shall be made to Dublin City Council for a calendar year for the provision of insurance cover. Local organisations are exempt from the €100 payment if no more than 40 A3 or smaller paper posters are erected in an area agreed by the area office of Dublin City Council.
9. All posters/notices must be securely fixed to posts/poles with cable ties or similar material to facilitate removal without damage to posts/poles. Adhesive substances (e.g. glue) or other binding materials may not be used. Metal fixings are also prohibited.
10. Posters are not to be erected more than 7 days prior to a meeting/event.
11. Posters will not be authorised on the following streets:
O'Connell Street,
Grafton Street,
Henry Street,
12. The City Council reserves the right to remove without notice any poster/notice that is not fixed securely to a post/pole.
13. The City Council reserves the right to remove any fallen poster/notice and to issue proceedings under the Litter Pollution Acts.
14. All approved posters/notices and fixings/cable ties must be removed and recovered from all poles/posts within 7 days after the date of the event/meeting.
15. **Dublin City Council reserves the right to remove authorised posters/notices remaining on display following the expiry of the 7 days referred to in condition 14 above.**

The Litter Pollution Acts provide for prosecution in respect of posters/notices that are not removed within 7 days after the date of the meeting/event.

16. Posters/notices must carry the name and address of the person who is promoting or arranging the meeting or event. A case can be made for withholding this information in the City Council based on safety concerns.

**Posters promoting commercial events are prohibited.
This Protocol will be reviewed in the 1st Quarter of 2008.**

APPENDIX 1

INFORMATION TO BE INCLUDED IN THE *NOTICE OF INTENT* TO ERECT POSTERS/NOTICES ON DUBLIN CITY COUNCIL PROPERTY TO ADVERTISE PUBLIC MEETINGS/EVENTS

1. Name/Address of Person Promoting the Meeting/Event

Name:

Address:

Organisation/Group:

Title/Position

Function/Status of Organisation/Group:

2. Contact Details

Name

Address

Telephone Number:

Mobile Number:

Email address:

Fax Number:

3. Location where Posters/Notices are to be displayed

Please indicate the area of the city in which you intend to display/exhibit posters.

4. Number of posters/notices (approx.) to be displayed

5. Describe the content/nature of the posters/notices or submit a copy

6. Date of Meeting/Event

7. Date on which you wish to commence erecting the posters/notices (posters/notices may not be erected more than 7 days prior to the date of meeting/event) :

8. Public Liability Insurance Policy (for consideration)

If Public Liability Insurance Policy is in place please submit

Policy Number:

Expiry Date:

Name of Company Providing Cover:

Name of Insured:

Amount Insured:

If no Public Liability Insurance please see clause 8 of the Protocol.

9. Confirmation: The Notice of Intent submitted to the City Council should include confirmation that the promoter of the meeting/event will (a) adhere to the City Council Protocol and (b) that he/she has read the Health and Safety Requirements and briefed all of the people involved in the erection and removal of posters in relation to its contents and all other relevant Health and Safety issues.

APPENDIX 2

HEALTH AND SAFETY INFORMATION SHEET In relation to the erection and removal of posters/notices

The principal hazard associated with the erection of posters etc. is that of falling from a height. This commonly results in death or **serious** injury to the user of the elevated access work equipment and, in some cases, physical injury to those in the immediate vicinity. Most of these hazards arise from the following groups of hazards:

Incorrect specification, poor maintenance, electric shock, manual handling injuries, traffic hazards, slips, trips and falls, falling objects /material.

Any person involved in the erection or removal of posters etc. on Dublin City Council property must be suitably trained and be fully competent working at heights.

An employer / person who requires the use of elevated access equipment, e.g. ladder, shall be responsible for the following:

- the correct selection, use and maintenance of the elevated access equipment they use
- that work at height is properly planned, appropriately supervised and carried out in a manner that is, so far as is reasonably practicable, safe and without risk to health.
- that work at height is carried out only when weather conditions do not jeopardise the safety and health of employees or other persons.
- that work is not carried out at height unless it is reasonably practicable to do so safely and without risk to health.
- take suitable and sufficient measures to prevent an employee or other person falling a distance liable to cause personal injury.
- take suitable and sufficient measures to prevent equipment, tools, materials or other objects falling a distance liable to cause injury to persons or damage to property.
- provide appropriate training and instruction or take additional suitable and sufficient measures to prevent so far as is practicable any employee or an other person falling a distance liable to cause personal injury.

Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition to support safely the ladder, so that the ladders rungs or steps and any loading intended to be placed on it remain horizontal.

A ladder shall be so positioned as to ensure its stability during use.

