

Dublin City Council Events Unit

PLEASE NOTE THIS IS NOT AN APPLICATION FORM

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 to include the following information:

- Name of applicant
- Address of applicant
- Key Contact Person
- Contact Number
- Start date (incl set up)
- Finish date (incl de rig)
- Location
- Start time
- Finish Time
- Summary overview of content of the event
- Expected audience attendance
- Public liability insurance cover **with a specific indemnity for Dublin City Council** to the **sum of €6.4m** and employers liability of €13m (if applicable)
- A detailed Event Management Plan to include a site specific risk assessment & Health & Safety Statement (see link to Guidelines for Event Organisers (to be used as a guide) [Event Advisory Handbook](#))
- For information and guidelines on risk assessment & Health & Safety Statement click on the attached link [Event Advisory Handbook](#)
- A Litter Management Plan
- Details of road closures if required [Road Closure Process](#)
- Details of suspension of parking requests. [Suspension of Paid Parking](#)
- Details of [Positioning of vehicles](#)
- Temporary signage:-
- Details of any temporary structures/props being used as part of the event:-

TEMPORARY STRUCTURES

- A temporary structure may include platforms, raised seating, stages, proscenium arches, tents, marquees, stage sets, lighting rigs, sound towers, camera platforms, film sets, elevated screens, floodlights, barriers, fencing, bridges, containments, suspensions and inflatable etc. A temporary structure may also include the temporary use of an existing structure not normally so used or not known to be suitable for the temporary use.
- A schedule of temporary structures to include sizes, locations and types of structures should be included as part of the Event Plan. The name and contact details for the structural engineer who will oversee the design and erection of temporary structures should be listed in the Event Plan with the other personnel for the event. The event timetable to be included in the Event Plan should include the erection and dismantling of temporary structures.

Temporary Structure	Receiving Dept.	Due Date
Structural detail to include <ul style="list-style-type: none"> • Drawings • Specifications • Calculations 	Planning Department Building Control Division Block 4, Floor 2 Civic Offices Wood Quay Dublin 8	28 days prior to event
Safety certificates for funfair equipment	Planning Department Building Control Division Block 4, Floor 2 Civic Offices Wood Quay Dublin 8	2 days (min) prior to the event
Temporary Structure	Receiving Dept.	Due Date
The certificate of the event structural engineer in relation to the erection of temporary structures	Planning Department Building Control Division Block 4, Floor 2 Civic Offices	24 hours prior to the admission of the public.

	Wood Quay Dublin 8	
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- For information with regard to casual trading licences if you wish to have trading stalls at your [Casual Trading Licence](#)
- Event Organiser must notify the business/residents 4 weeks in advance of the proposed event.
- When the Event Management Plan has been submitted it is circulated to the relevant Departments and statutory agencies for comments.
- When comments have been received the applicant is notified of the comments received.
- An amended plan may then have to be submitted.
- A statutory agency meeting is held and the Event Organiser goes through the plan at that meeting, if any issues are highlighted that have not been adequately dealt with in the Plan, the plan must be revised and resubmitted.
- When the Final Plan is submitted a decision notice is granted either to allow or disallow the event. Approval Notices are granted subject to certain conditions being complied with.

Note: Charges for the use of public space will apply as outlined on page 4 and 5.

The charges outlined below are subject to VAT at 23% (when applicable).

Commercial/Promotional/Corporate Activity/Events

Category	€ Fee + Vat @ current rate applies
<p>Film Drama Productions on Public Domain (excluding filming in Dublin City Parks see commercial/TV charges below) :-</p> <p>Large - Feature Film or TV Single Production spend in ROI greater than €4m TV series or Serial: Production Spend in ROI per hour greater than €1.5m</p> <p>Medium - Feature Film or TV Single Production spend in ROI €1.5m and less than €4m TV Series or Serial: Production spend in ROI per hour greater than €500,000 and less than €1.5m.</p> <p>Small - Feature Film or TV Single: Production Spend in ROI greater than €1m and less than €1.5m TV Series or Serial: Production Spend in ROI per hour greater than €300,000 and less than €500,000</p> <p>Micro - Feature Film or TV Single: Production spend in Republic of Ireland less than €1m TV Series or Serial: Production Spend in ROI per hour less than €300,000</p> <p>Factual/ Documentary/Reality T.V./News and Current Affairs - fee applies to production crew > 5 people</p> <p>Student Film/Charity</p>	<p>Fee Per Production</p> <p>500</p> <p>300</p> <p>200</p> <p>75</p> <p>50</p> <p>no charge</p>

