

**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) [Guidelines for Event Organisers](http://www.dublincity.ie/main-menu-services-recreation-culture-events-dublin/guidance-event-organisers)
* For information and guidelines on risk assessment & Health & Safety Statement click on the attached link [Guidelines for Event Organisers](http://www.dublincity.ie/main-menu-services-recreation-culture-events-dublin/guidance-event-organisers)
* A Litter Management Plan
* Details of road closures if required [Road Closure Process](http://dublincity.ie/main-menu-services-roads-and-traffic-permits-and-licences/how-apply-temporary-road-closure)
* Details of suspension of parking requests. [Suspension of Paid Parking](http://www.dublincity.ie/main-menu-services-roads-and-traffic-parking-dublin/suspension-paid-parking)
* Details of [Positioning of vehicles](http://www.dublincity.ie/sites/default/files/content/Documents/HoistCherrypickerVehicleApplicationForm-EnglishVersion.pdf)
* Temporary signage:-
* Details of any temporary structures/props being used as part of the event:-