

## 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](#))
- For information and guidelines on risk assessment & Health & Safety Statement click on the attached link [Guidelines for Event Organisers](#)
- 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:-