

Application Form

Sampling/Promotional Activity

APPLICATIONS MUST BE RECEIVED **A MINIMUM OF 20 WORKING DAYS** IN ADVANCE OF THE DATE PERMISSION IS REQUIRED FOR; **Late applications will not be considered**

Dublin City Council accepts applications for commercial sampling and promotional activations in the public domain. The application process for these types of activations is set out below: -

The Litter Management Office must approve any items being distributed/sampled before the Events Section can agree a location for sampling. You should contact the LMO by e-mail before contacting the Events Section: LMO@dublincity.ie or by Tel: (01) 222 5349/4243/4226

Locations for sampling/promotional activities:

Only one location permitted per day. Each applicant can only apply for one day on each application. Two days in succession is prohibited.

Northside:

- Smithfield Plaza – Brand to hand and activations involving infrastructure permitted

Southside:

- South King Street – Brand to hand only, location is opposite the junction with Clarendon Row

Fee Schedule for Commercial on-street activations

Category	Fee + VAT @ current rate applies
Commercial Promotional/Merchandising/Sampling Activity	€250.00 + VAT per day
Additional Infrastructure	€100 + VAT additional charge per hour €1,000 + VAT (maximum charge per day for additional infrastructure)
Waste Management Permit Charge per day (Vat exempt)	€250.00



APPLICANT DETAILS	
Company Name	
Application Manager	
E-mail address	
Company Phone Number	
Mobile Phone Number	
Company Address (including post/Eir code)	
Location Details	
Location required (please tick)	Smithfield <input type="checkbox"/> South King Street <input type="checkbox"/>
Date	
Time Required: To/From	
Number of staff on site	
Item description and number of items to be distributed	
How will items be stored and distributed on site	



INFRASTRUCTURE DETAILS <i>(Only Complete If Infrastructure On Site)</i>	
Type of infrastructure	
Dimensions (Please also attach visual of proposed infrastructure)	
Exact location infrastructure to be situated	
Details on how infrastructure to be moved on site	
Person responsible for structural integrity	
Mobile Phone Number	
Any other information	

Checklist	
Litter Management Office Approval	
Risk Assessment	
Public Liability Insurance specifically indemnifying Dublin City Council and proof of Employers Liability	
Company Health and Safety Statement	
Terms and conditions on whole document read and signed	

Applicants will have to adhere to the following general conditions:-

Terms and Conditions

- If a positioning of equipment form is required please contact roadworks.control@dublincity.ie
- Activity to take place at the stated location on the stated date/s and time/s only
- No car parking spaces to be used for activity/promotional purposes.
- No sampling to take place at traffic junctions or pedestrian crossing zones.
- No changes or additional infrastructure/equipment to be used without prior approval from the Events Unit.
- Any vehicles should be parked legally and in designated parking spots.
- Appropriate permit is obtained from the Litter Management Office to distribute the product and payment of the appropriate fees must be made prior to the activity taking place.
- No interference with vehicular or pedestrian traffic.
- Pedestrian access must be maintained at all times.
- Local businesses and residents are informed in advance of the activity/promotion
- No obstruction of access or egress to retail or other premises
- Comply with litter management plan submitted, no litter to be created because of the activity/promotion
- The applicant must satisfy themselves that the person responsible for drawing up and implementing their Health & Safety Statement & Risk Assessment Plan for their activity, is competent to do so. Sole responsibility lies with the Activity Organiser to ensure that all elements of plans are carried out as stated in the documentation submitted to Dublin City Council for the duration of the activity.
- Dublin City Council bears no responsibility for the management of this activity
- Dublin City Council bears no responsibility for the management of safety for the duration of this activity/promotion.
- Comply with all Health & Safety Legislation, the Safety, Health & Welfare at work Act 2005, all regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice, to ensure the safe running of this activity/promotion.
- The applicant has responsibility to ensure adherence with all public health legislation, regulations, guidelines and requirements including all Covid-19 restrictions and social distancing requirements in force for the duration of this activity/promotion.
- Payment of the appropriate charge of for the use of the public domain for promotional/commercial activity to be made prior to the activity/promotion taking place.
- This application is only in regard to roads and pavements under the control of Dublin City Council, private property and land owned by other statutory bodies are not included.
- An Garda Síochána reserves the right to suspend any or all of these activities being held in the Public Domain for reasons of Public Safety, Congestion or Nuisance.

Insurance

- Submission of Public Liability Insurance indemnifying Dublin City Council up to €6.4million will be required. Proof of Employers Liability of €13 million is also required.
- The applicant is responsible for all and any claims that may arise directly from their application.



Privacy Notice

All information requested is for the sole purpose of processing your application. We do not collect personal information for commercial marketing or distribution to private organisations. It may be necessary from time to time to pass your contact information on to trusted third parties in order to assist with the processing of your application, such as our statutory agency partners, e.g. An Garda Síochána, as long as those parties agree to keep this information confidential.

Access to any non-public personal information that you provide will be restricted to only those employees who need to know that information to process your application.

It is our policy to retain collected information for a five year period after which your information will be disposed of securely.

Contact our Data Protection Officer on dataprotection@dublincity.ie or 01 222 3775.

We confirm that our organisation has a Health & Safety Management Plan in place for this activity.

This Plan complies with the requirements of the Health & Safety Act 2005 and all subsequent acts and amendments. This Plan will remain in force for the duration of our activity and will not be amended or cancelled for the duration of the activity.

The Safety, Health and Welfare at Work Act 2005 places a duty on employers to ensure the safety, health and welfare at work of employees, so far as is reasonably practicable. In addition, the Act also requires that the employer does not endanger anyone else (e.g. contractors, members of public) by ensuring that they manage and conduct work in a safe manner.

If any details, relating to this application, are altered after the form has been submitted, please advise Dublin City Council immediately at the Events Section, Dublin City Council, Ground Floor, Block 4, Civic Offices, Wood Quay, Dublin 8.

I, the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this activity.

I have read the general conditions overleaf and agree to abide by same:

Signature of Applicant:

Date: _____

Please forward the completed Application Form to events@dublincity.ie.