

Guidelines for an Event / Activity in Dublin City Council Parks & Open Spaces

In accordance with Dublin City Council - Parks & Open Spaces Bye-laws 2002, written permission is required from the City Council to engage in any event/activity in any park or open space managed by the Council. In order to obtain permission, an application must be made by any individual/group wishing to use any park or open space for any event or activity including but not limited to filming, photography, photo calls, fashion shoots, product launches of any type and fitness activities.

(Please note there is separate application form for Fitness Activities)

A person or group who contravenes a provision of the Parks Bye-Laws is liable to a fine of €1,200.

Public Liability Insurance

Each applicant must submit Public Liability & Product Liability Insurance cover; the level of indemnity to be not less than **€6.5 million** in respect of any one incident. Employers Liability of **€13 million** is also required where individuals/companies are employing people.

Dublin City Council must be specifically indemnified and named on the policy.

Event proposers must provide confirm in writing that the event insurance does not include COVID-19 exclusion on liability covers

Timelines

Applications for small events of less than 100 persons including filming and photo shoots will be accepted **no less than 4 weeks** prior to the date of event/activity.

Applications for large events of more than 100 persons will be accepted **no less than 8 weeks** prior to date of the event/activity.

For large event of more than 5,000 persons, applications should be sent to planning@dublincity.ie **no less than 13 weeks** prior to the date of the event/activity.

In order for events to be considered on [Natura 2000 sites](#), an [Appropriate Assessment Screening Report](#) by a suitably qualified person, **MUST** be supplied at the time of application, no application without this report will be considered.

As there is increased requirement for scrutiny around this an increase timeline of 8 to 13 weeks will apply depending on complexity. This is in compliance with the [Habitats](#) and [Birds](#) Directives.

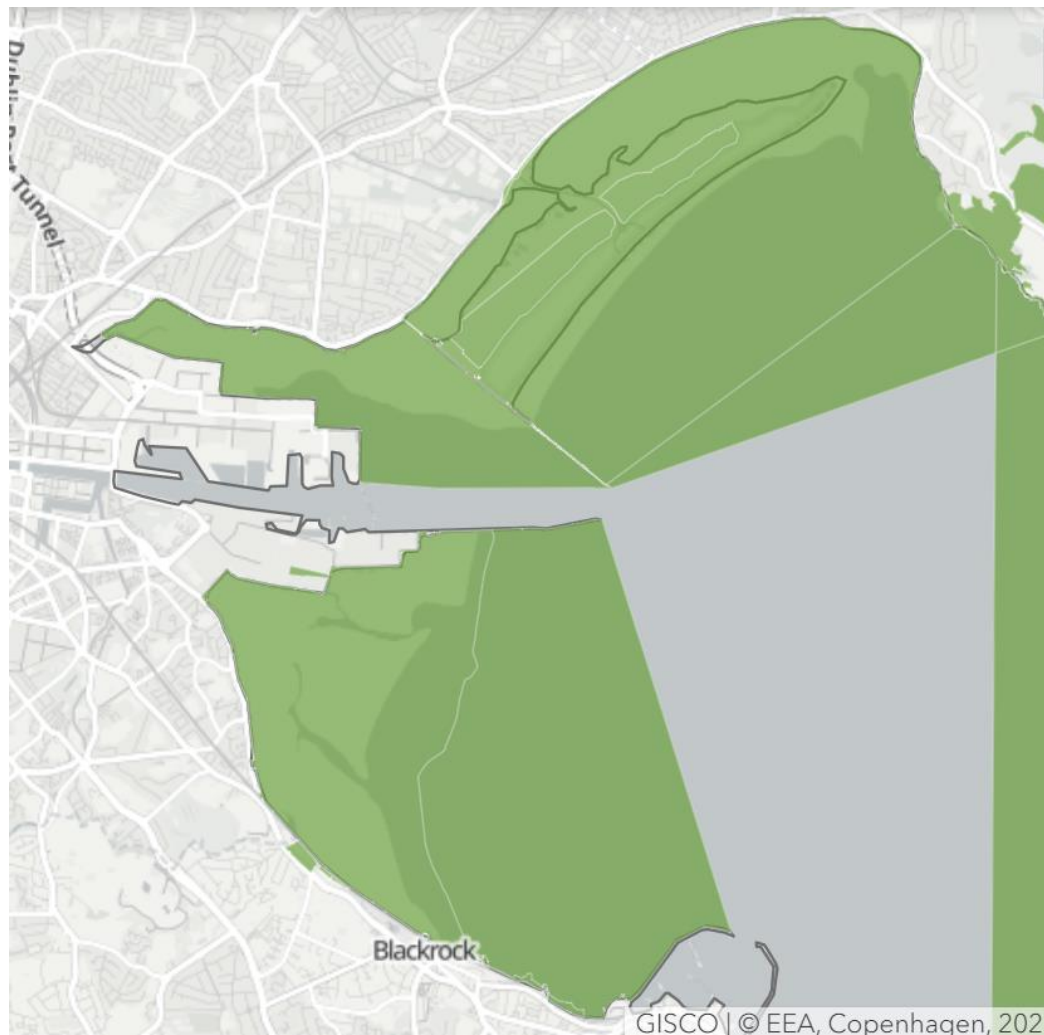


Fig.1 – Dublin Bay Natura 2000 sites. - [Natura 2000 Viewer](#)

For events in Parks outside Natura 2000 Sites with large attendance and/or music, lighting or other infrastructure, the event organiser is advised to provide a current ecology survey report with the event application form to ensure compliance with the [Wildlife Act, 1976](#). Where no current report is available, the event organiser will need to commission a suitably qualified person (ie an ecologist), to provide the report.

If the information is incomplete or the applicant wishes to make changes after the form has been submitted, more time will be required to process the application.

Please see below link to the Dublin City Council Event organisers guide, please utilise this to assist completing the below form [Guidance for Event Organisers | Dublin City Council](#)

No drone flights will be considered in the area outlined above.

Event / activity fees

Type of Event	Fee + Vat @ current rate applies
Commercial activity including but not limited to; Events / Commercial events / Promotional Activity / Merchandising / Brand Sampling / Photo Shoots / Filming	Minimum booking 2 hours €300 + VAT
	€150 + VAT per hour or part thereof or
	€1,250 + Vat daily rate (8am to 6pm)
	€250.00 + Vat per hour (after 6 pm)

Fees for activities and events in parks are subject to change and can be reviewed at the discretion of Dublin City Council, Parks, Biodiversity and Landscape Services.

Note 1: Some events may require the provision of a refundable Bond.

Note 2: Set-up and De-rig periods will be charged at the rates as specified in the table above.

Note 3: Politically sensitive events of any kind are not permitted in Dublin City Council Parks.

Note 4: Local residents & businesses must be notified well in advance of any event / activity that may impact on them.

Note 5: Helium Balloon launches are not permitted in Dublin City Council Parks - Balloons which are used in balloon displays must be biodegradable.

Note 6: Any request for brand sampling must be submitted to the Litter Management Officer, a waste management distribution licence must be obtained – please contact LMO@dublincity.ie

Charity events

While it is possible for charity events to place in parks, these events must be supported by a registered charity. Event organisers must either have a registered charity number (CHY number) or a confirmation letter from a charitable partner. **Please note that monetary collections are not permitted in parks.**

Note: Charity events / activities which promote a brand or product will be considered commercial and charged at the appropriate rate.

Cancellation Policy

The applicant must give 48 hours' notice in writing to the Parks Administration should they wish to cancel the activity. The full fee applies if 48 hours' notice is not received in writing by Parks Administration to cancel the activity.

If bad weather is forecast for the date of the proposed event / activity and the full fee has been paid by the applicant, consideration can be given to an alternative date, subject to location availability.

Invoicing

An invoice will be issued for an approved event / activity and must be paid in full, prior to the Decision notice being issued and the event / activity taking place.

Payment Options

The invoice number must be quoted when using any of the following payment options: Please note payment of the appropriate charge for the use of the park/open space must be made prior to the event / activity taking place.

On-line by credit card by clicking [HERE](#) and clicking the invoice option.

Credit Card by calling 01 222 2222

EFT Dublin City Council Bank Account Details are as follows: -

Address: AIB Dame Street, Dublin 2
BIC Code: AIBKIE2D
IBAN: IBAN IE41 AIBK 9320 8680 1345 97
Sort Code: 932086
A/C No: 80134597

Please ensure that you quote the invoice number and event name and location.

When payment has been made please email notification to parkevents@dublincity.ie

Once the application has been processed, approved and payment made in full, a decision notice will issue with conditions attached relating to the event / activity.

Decisions

The decision notice must be signed and a scanned copy returned by email to parkevents@dublincity.ie

A copy of the decision notice must be kept on-site at all times for the duration of the event / activity.

The applicant must satisfy themselves that the person responsible for drawing up and implementing their Health & Safety Statement and Risk Assessment Plan for their event / activity is competent to do so. Sole responsibility lies with the Event 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 event / activity.

Dublin City Council bears no responsibility for the management or safety management of the event / activity.

Dublin City Council or An Garda Síochána reserves the right to suspend / terminate any and/or all proposed activities being held in the park/open space for reasons of public safety, congestion or nuisance or any other reason. Any such termination would be without any claim or liability on the statutory bodies. Dublin City Council reserves the right to cancel or withdraw consent at any time.

Dublin City Council may require the applicant to curtail, relocate or cancel an event on or before the booking date, in circumstances of emergency or other legitimate access requirements for which there is no satisfactory alternative arrangement that can be made.

Locations not under DCC management

Please note the following locations are managed by the Office of Public Works (Ph. 01

4757816): -

- St. Stephen's Green
- Phoenix Park
- Iveagh Gardens
- Garden of Remembrance

Events/ Activity on Bull Island (Dollymount Beach)

A site map must be provided showing the exact location of your proposed event / activity. Bull Island has been designated since 1981 by [UNESCO](#) as [biosphere reserve](#) that is part of the [Dublin Bay Biosphere Reserve](#). It is the only Biosphere Reserve entirely in a capital city in the world. In 1988, it was designated a National [Nature Reserve](#). It is of European Union importance, and part of the [Natura 2000](#) Network as both a [Special Protection Area](#) under the EU [Birds Directive](#) and a [Special Area of Conservation](#) under the EU [Habitats Directive](#). As such it may not always be possible to facilitate event / activity applications for this area.

No drone flights will be considered over Bull Island and its environs.

Events/ Activity on Sandymount Seafont

A site map must be provided showing the exact location of your proposed event / activity. Sandymount seafont is part of South Bull - a major component of the south side of [Dublin Bay](#), and part of the [Dublin Bay Biosphere Reserve](#). South Bull is a mirror to the North Bull sandbank, which grew into [North Bull Island](#). Sandymount beach is a Special Area of Conservation (SAC). It is also a Special Protection Area (SPA) which protects birds in this area. As such it may not always be possible to facilitate event / activity applications for this area, this is in compliance with the [Habitats](#) (Council Directive 92/43/EEC) and [Birds](#) (Directive 2009/147/EC) Directives.

No drone flights will be considered over Sandymount Seafont and its environs.

Events/ Activity on Ringsend Beach

To gain access to the beach, permission is required from Electric Ireland. Contact 087 8061063

Temporary Structures

Temporary structures associated with an event / activity are required to be certified fit for purpose and safe to use under the conditions they are likely to be exposed to on site during the course of an event / activity. The promoter of an event is required to engage a Chartered Engineer to assess and advise on the adequacy of both the design and the construction of the temporary structures to be used*

The relevant information must be lodged with Building Control at least 28 days before the event takes place.

E. buildingcontrol@dublincity.ie for further information.

*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, inflatables, stairs, elevated walkways, gantries etc. A temporary structure may also include a temporary use of an existing structure not normally so used or not known to be suitable for a temporary use.

Traffic Management

If an event / activity requires any of the following an application **MUST** be made to the Environment & Transportation Department, Roads and Traffic section.

- Suspension of Parking Bays
- Road closure(s)

- Traffic diversion(s)
- Positioning of Equipment/Crane/vehicle etc

(Please note a separate application is required for each of the above. In addition to this, an application for a formal road closure must be submitted 5 weeks prior to the event /activity date. A full Traffic Management Plan must accompany any such application.)

Refundable Bond

As part of the terms and conditions of a permit an applicant may be required to submit a refundable bond, where Parks, Biodiversity and Landscape Services decide that the proposed event is of a scale that is likely to cause damage to the park surface from construction, vehicular or crowd movement, or any other activity associated with an event.

A pre-event on-site meeting must be arranged at least 14 days in advance of the event with the District Parks Officer for the particular park to discuss any potential impact to the site.

A post-event meeting should be arranged by the applicant within 7 days of event to determine if there was any damage to the park. It will then be decided if the bond is to be retained or refunded in full or in part.

Any infringement of the Terms and Conditions of the permit may affect future applications for an event / activity in Dublin City Council Parks & Open Spaces.

Completed Application Forms must be submitted by e-mail to
parkevents@dublincity.ie

For information please phone: 01 222 5278

Rev: Nov 2025