

Low Risk Outdoor Events from 1,000 to 4,999 persons Event Management Plan Requirements

Please read [Dublin City Council Guidelines for Event Organisers](#) before completing the Event Management Plan

- Applications for use of the public domain for on-street events with infrastructure require a minimum of 8 weeks to process
- This event typically involves more than 1,000 people but less than 4,999 persons
- Example events include family friendly music events, arts and crafts fairs, cultural events and family fun days.
- The event is rated as low-to-medium risk.
- Not to be used for sporting and racing events.
- Late applications will not be accepted.

The following legislation and guides should be consulted before preparing a Draft Event Plan:

- [Planning Act 2000](#)
- [Health, Safety and Welfare at Work Act](#)
- [Health, Safety and Welfare at Work \(General Application\) Regs 2007](#)
- [Health, Safety and Welfare at Work \(Construction\) Regs 2013](#)
- [A Framework for Major Emergency Management](#)
- [Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events as issued by the Department of Education, 1996.](#)
- [Fire Safety in Places of Assembly \(Ease of Escape\) Regulations, 1985](#)
- [Code of Practice for Management of Fire Safety in Places of Assembly as issued by the Department of Environment k\) Fire Services Act, 1981](#)
- [Fire Services \(Amendment\) Act, 2003.](#)
- [HSE Requirements and Guidance for Outdoor Crowd Events](#)
- [Fire Services Act 1981](#)
- [Building Regulations 2006 Technical Guidance Document B Fire Safety](#)
- [Private Security Services Act 2004](#)

- [S.I. No. 302/2014 - Private Security \(Licensing and Standards\) \(Event Security\) Regulations 2014](#)
- Any other guides or applicable codes of practice relevant to the type of event you are proposing.

The Event Plan should only be prepared by a person/company deemed competent under [Section 2 of the Safety, Health and Welfare at Work Act 2005](#).

Event Planning Details

A detailed Event Management Plan must be submitted at least **two months in advance** of the proposed event and include the following information:

A detailed Event Management Plan must include:

- Name of applicant
- Address of applicant
- Overview and general event outline
- Event Summary
- Event Location and drawing
- Expected audience attendance
- Operational period
- Attendee profile
- Event capacity calculations
- Start date (including set-up)
- Finish date (including de-rig)
- Event management team and contact numbers
- Management/Command structure of event personnel
- Roles and Responsibilities for the management team
- Proposed road closures or any potential traffic impacts

Safety and Operational plans:

- Communications plan
- Crowd safety measures
- Emergency procedures
- Emergency plans, signage plans, including a fire safety plan
- Stewarding and security plan including briefing plan



- Medical plan
- Traffic/Pedestrian management plan
- Structures and Installations, confirmation of structural engineer
- Wind management plan
- Adverse weather plan
- Litter & Waste disposal plan
- Sanitary provisions, including accessible provisions
- Supplier certification
- Accessibility for attendees with disabilities
- Child protection plan (if applicable)
- Comprehensive risk assessment

Production plan

- Production schedule
- Maps and drawings of the site
- Environmental and noise considerations
- Residents/Business notification letter, communications plan
- Media/Branding plan
- Drinking water/Concessions food traders information
- Information relating to any proposed activations or filming from sponsors

Other documents

- Any other pertaining information relating to the safe running of the proposed event
- Appendices as appropriate to the event planning
- A list of all consulted documents and policies used to prepare the draft event plan

Documents to be included with the Draft Event Plan:

- Public liability insurance cover with a specific indemnity for Dublin City Council to the sum of €6.5m
- Copy of employers' liability of €13m
- Safety Statement



Event Organiser Journey

Contact us as soon as you start planning your event, this should be done 12 weeks out from the event date.

On submission of the draft event plan (8 weeks in advance), your plan will be circulated to city stakeholders and statutory bodies for review.

The Event Management Team and Safety Team will be required to attend a stakeholder meeting(s) to review the proposed plans in advance of the proposed date of the event.

Unless advised otherwise, you should then update your draft event plan with the amendments required by city stakeholders and resubmit the final Event Plan no later than 3 weeks before the event date.

The Final event plan will be recirculated to city stakeholders.

Please note that, if the Event Organisers make significant changes to the draft plan submitted, this will result in the event management process restarting again, i.e. the 8-week consultation process will start again and all documents will have to be resubmitted for review.

If your event requires additional licences for temporary structures, funfair equipment or sale and supply of food, then a pre-event inspection will generally be required on site.

Post Event, the event management team and safety team will be required to attend a debrief meeting within 2-5 weeks after your event.

Charges may incur for services rendered, including but not limited to: location fees, road closure fees and parking fees.

Dublin City Council branding and/or acknowledgement may be requested at the proposed event.

Price List

Fees for events	All prices are exclusive of 23% VAT
Location/ Space fee for small event/impact	€1500
Location/space fee for large event/impact	€5000
Position of additional infrastructure for promotional/marketing purposes	€150 hourly rate
Waste Permit Fee	€250.00
Roadworks control, positioning of equipment/ cranes/ towers/props	€100.00

Other charges may apply when the application is assessed.

Terms and Conditions of Events in Dublin City

Additional Terms and Conditions may be added to your Event once full details of the event request is received.

General Conditions

- I understand that the submission of my application does not mean I have permission to hold the event and that I may be required to provide more information before the application can be processed.
- I confirm that I am over 18 years of age and I have the full authority of my organisation/company to make this application. I certify that the information supplied is accurate. I will accept the undertakings requested by this application.
- I understand that false information supplied could result in being excluded for consideration to hold any event on Dublin City Council property, park or open space.
- I agree to pay all fees for processing the application, including all charges and cancellation fees if applicable.
- I understand that Dublin City Council recommends that the event organiser does not announce press release, marketing information or advertising for their event without the prior consent of Dublin City Council.

- 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 in parks/open spaces.
- 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.
- Event to take place at the stated locations dates and times only.
- Branding of alcohol products, tobacco-related productions and gambling services will not be permitted.
- Any additional requirements of the statutory agencies shall be resolved directly with them prior to holding of this event.
- Further site-specific terms and conditions may apply if approval is granted.

Building Control

- The requirements of the Building Control Section, Dublin City Council must be complied with in full.
- The certificate of the event Chartered Independent Structural engineer, in relation to the erection of temporary structures must be submitted to buildingcontrol@dublincity.ie prior to commencement of the event.

Roads and Traffic

It is recognised that Event production companies must act in a responsible and professional manner. However, all Event staff need to take their surroundings into consideration and must not:

- Obstruct others from carrying out their business.
- Cause a disturbance or safety hazard or impede the mobility of pedestrians, goods or services without adequate prior consultation.

- Dublin City Council has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance.
- The selection of Event locations that may have the potential to affect normal traffic flow and should only be done in consultation with An Garda Síochána and Dublin City Council's Roads and Traffic Department.
- If required, all road closures must be applied for and agreed in advance of Event.
- There must be no interference with vehicular or pedestrian traffic unless specifically applied for and a Traffic Management Plan is received and approved by An Garda Síochána Dublin City Council.
- Parking permits and suspension of parking if required must be applied for and permits granted prior to commencement of Event.
- Positioning of vehicle applications and equipment if required, must be made and granted prior to commencement of Event.

Community

- All consultation with business/residents and other premises to be complete prior to commencement of event.
- Adequate provision, where practicable should be made for spectators and participants with disabilities
- No obstruction of access or egress to retail or other premises
- Noise levels should not be considered a nuisance and have consideration for any noise sensitive premises in the area.
- No litter to be created because of this event.
- Event organisers must ensure they are in compliance with the Department of Children & Youth Affairs Child Protection Policy and Code of Behaviour for working with children/young people.
- It is the responsibility of the event organiser to ensure that any copyright music being played is appropriately licensed by IMRO.

Insurance

- Dublin City Council requires a copy of your public liability insurance cover with a specific indemnity for Dublin City Council to the sum of €6.5m.
- You should also have Employer's liability for the minimum amount of €13.0m.
- Please note if you are an Event production company travelling from abroad your policy must be extended to cover the jurisdiction of the "Republic of Ireland"
- For UK companies the indemnity amount is £5.0M
- The applicant is responsible for all and any claims that may arise directly from this event.

Medical

- It is the responsibility of the applicant to ensure that All Emergency Medical Technicians (EMTs), Paramedics (Ps) and Advanced Paramedics (APs) must be registered with the Pre-Hospital Emergency Care Council in order to legally practice in Ireland. The Pre-Hospital Emergency Care Council (PHECC) maintains a statutory register of all pre-hospital emergency care practitioners who meet the required standards.

Health and Safety

- The applicant must satisfy themselves that the person responsible for drawing up and implementing their Health & Safety Statement & Risk Assessment Plan for their event, is competent to do so. Sole responsibility lies with the applicant 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.
- Dublin City Council bears no responsibility for the management of safety for the duration of the Event
- The applicant must comply with all Health and Safety Legislation, the Safety, Health and Welfare at work Act 2005, Health and Welfare at work Act (Construction) 2013, Health and Welfare at work Act (General) 2007, Fire Services Act 1981 and 2003. All regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice, to ensure the safe running of this event.

- I agree that the organisation/company will conform to all legal requirements and abide by the terms of the approval

Waste Management

- No litter to be created because of this event.
- The applicant shall ensure that the retailers appointed to work on the event are compliant with the Separate Collection (Deposit Return Scheme) Regulations 2024. In particular, all retailers of in scope products (beverage containers with a capacity between 0.15L and 3L, manufactured in PET, aluminium or steel) must
- The applicant shall be registered with Re-Turn (the approved body under the Regulations),
- Must have and display a certificate of exemption issued by Re-Turn for the take back of empty in-scope containers,
- Ensure that only in-scope drink containers displaying the Re-Turn logo are made available for purchase during the event.
- A list of retailers must be provided to the Local Authority at least 4 weeks prior to the event.
- The applicant should engage with Re-Turn and local community groups ([Community Fundraising Initiatives - Re-Turn](#)) or charities ([Return for Children - Re-Turn](#)) to organise for the collection of empty in scope containers from the event.

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, for example, 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.



**Comhairle Cathrach
Bhaile Átha Cliath**
Dublin City Council

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