



Small Scale Outdoor Events Application Form

Event Management Plan Requirements

Please read [Dublin City Council Guidelines for Event Organisers](#) before completing this form.

- Applications for use of the public domain for on-street events with infrastructure require a minimum of 4 weeks (20 working days) to process
- This event typically involves more than 200 people but less than 1,000 persons
- Example events include choral recitals, cyclethons, arts and crafts fairs, cultural events and family fun days.
- The event is rated as low-risk.
- Not to be used for sporting and racing events.
- Late applications will not be accepted.

Event Planning Details

Event outline	
Name of Event	
Proposed Event Location	
Please give a detailed outline of your event proposal	
Event / Dates / Times Please use one form per event date	
Applicants Details	
Name of applicant (Company name)	
Contact name	
Applicant address (including Eircode)	



Mobile Phone Number	
Email address	
E-mail address for invoices and financial statements	
Event Management Team	
Name of Event Controller (on site)	
Mobile No.	
Contact –email address	
Deputy Event Controller	
Mobile No.	
Email address	
Safety Officer	
Mobile No.	
Email address	
Other Key personnel	
Event type/classification of event nature:	
Charity Event (please provide charity registration number)	



Not for Profit	
Festival	
Music/entertainment	
Marketing/promotional	
Other	
Event Plan - Fill in specific details applicable for your proposed event below:	
Approximate number of people expected to attend?	
Is there a stewarding/security plan in place? Include the number of stewards and professional security if applicable and the name and contact details of the main security contact on-site on the day of the event.	
Medical Plan/First Aid Cover Please supply specific details of medical/ first aid cover to be provided.	
Has the event taken place before?	
Is this event ticketed?	
Is the event free?	
Residents / Business Notification Letter circulated? Please attach copy of this letter to this application	
Is Waste Management Company removing site waste? (please name)	
Stage/Riser (please supply dimensions of same).	



Marquee/Gazebo on site? (please confirm size of structure)	
Sale/Distribution of food – Are food/drink concessions on site?	
Power supply/diesel generators on-site?	
Suspension of Parking Bays (number of meters and location).	
Intermittent Traffic Control (Please attach TMP)	
Positioning of equipment/ cranes/ towers/props. (A permit will be required when the positioning of a mobile crane, hoist or other equipment is on a public road or footpath and results, in obstruction to a lane of traffic, or interferes with pedestrian traffic flow.)	
Street Dressing/Branding (describe/list)	
Audio equipment/PA speakers in use?	
Compresses Gas/Helium/LPG in use?	
Toilet/Welfare/Hygiene facilities on site?	
Live Entertainment proposed?	
Fairground/Funfair Equipment	
Pyrotechnics / Fire Eaters / Lasers	
Lost and Found Children's Point / Information location?	
Please list any other elements of your event which are not covered by the checklist	



Road closure(s) or Traffic diversion(s) Please note an application for a formal road closure must be submitted 6 weeks prior to the event date. A full Traffic Management Plan must accompany the application.	
Public Enquiries	Please supply details of how people can get in touch with you if they want to find out more about your event. This information may be used by the City Council on any supporting publicity.
Event public telephone enquiries number	
Email address for general public enquiries	
Website / Social Media	
Charity Event	
Name and registration number of Charity:	
If you intend to collect money for the chosen charity then <i>you will be required to contact An Garda Síochána in the area in which you would like to hold the collection.</i>	Click here for information on charity collection permits.
Please ensure the below is attached to your application:	
<ul style="list-style-type: none">• €6.5Million Euro Public liability Insurance (with indemnity to Dublin City Council)• Employers Liability Insurance for €13Million Euro	
Safety Statement	

Risk Assessment	
Additional services such as parking applications	
Residents / Business Notification Letter	
Production Schedule (if required)	
Traffic Management Plans (if required)	

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.

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.

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 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

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

We/I confirm that the applicant 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 (for example, contractors, members of the public) by ensuring that they manage and conduct work in a safe manner.

If any details, relating to this permit application, are altered after the form has been submitted, please advise Dublin City Council immediately by contacting the Events Section, Dublin City Council, Floor 2, 3 Palace Street, Dublin 2 events@dublincity.ie

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

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

Signature of Applicant:

X

Date:

Price List

Fees for marketing/promotional/ corporate events in the city	All prices are exclusive of 23% VAT
Sampling and Merchandising decision notice	€350
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.

Cancellation policy: Event application and infrastructure fees are non-refundable once you have received the reference number and invoice.