

**Dún Laoghaire-Rathdown County Council**  
**Application Form for the use of public open space**  
**for Events/Activities**

**Applicant Details**

**Organisation Name:** \_\_\_\_\_

**Key Contact Person:** \_\_\_\_\_

**Full Postal Address:** \_\_\_\_\_

**Telephone / Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Organisation Status** *(state agency, limited company, registered charity, community, Sports, resident's association etc.):*

\_\_\_\_\_

**Overview of the Proposed Event / Activity**

- |                   |                          |                 |                          |                |                          |
|-------------------|--------------------------|-----------------|--------------------------|----------------|--------------------------|
| Family Fun Day    | <input type="checkbox"/> | Mini World Cup  | <input type="checkbox"/> | Organised Walk | <input type="checkbox"/> |
| Fun run           | <input type="checkbox"/> | Charity event** | <input type="checkbox"/> | Sporting event | <input type="checkbox"/> |
| Veteran car event | <input type="checkbox"/> | Art Exhibition  | <input type="checkbox"/> | Sports Camps   | <input type="checkbox"/> |

Other: \_\_\_\_\_

**\*\**(under the Council's policy, an event can only be classed as a charity event when 75%+ of the money raised goes to a recognised charity. A letter from the chosen charity must be submitted with the application and numbers of participants)***

**Location required for Event (Park/Open Space):** \_\_\_\_\_

**Area Required within Park / Open Space:** \_\_\_\_\_

\_\_\_\_\_

**Need access to Park area from:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Need access to Park area until:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Event/ Activity Start Date:** \_\_\_\_\_ **Event/ Activity Finish Date:** \_\_\_\_\_

**Event/ Activity Start Time:** \_\_\_\_\_ **Event/ Activity Finish Time:** \_\_\_\_\_

**Expected participation numbers:** \_\_\_\_\_ **Expected Audience numbers:** \_\_\_\_\_

**Is there a charge for this event?** Yes  No  If yes, how much: \_\_\_\_\_ pp

**Summary of the event/activity:**

**Does your event/activity require services?**

Electrical Supply  Water

If yes, give reason:

**Will your event/activity require vehicular access within any public open space?**

Yes  No

If yes, give reason:

**Has your committee informed local Gardai of the upcoming event?**

Yes  No

**Does your event/activity have catering stalls within the open space/park?**

Yes  No

*Food Business Operators operating concessions should be in compliance with Article 6 of EU Directive 852 of 2004 and shall be asked to produce all registrations including food stall licenses, occasional food permits (where appropriate) and where required a casual trading permit from [parks@dlrcoco.ie](mailto:parks@dlrcoco.ie).*

**Does your event/activity require any road closures?** Yes  No

*If yes, before any application for a Temporary Road Closure is made, the applicant **MUST** first contact the Traffic Section of the Transportation Department: phone (01) 205 4700 or email [traffic@dlrcoco.ie](mailto:traffic@dlrcoco.ie) to arrange a meeting with the relevant Traffic Area Engineer.*

**Does your event/activity require suspension of parking?** Yes  No

*If yes, before any application for a Temporary Road Closure is made, the applicant **MUST** first contact the Traffic Section of the Transportation Department: phone (01) 205 4700 or email [traffic@dlrcoco.ie](mailto:traffic@dlrcoco.ie) to arrange a meeting with the relevant Traffic Area Engineer.*

**Does your event/activity require signage within or vicinity of the park/open space?**

Yes  No

*The placing of advertising banners/signage/flags in a public place and/or on a public building. The distribution in a public place of advertising literature, (The Litter Pollution Act, 1997 (Section 17)) there will be fines given to any group who erect signs within or in the vicinity of the open space/park without the permission in writing of the Council.*

If yes, please detail proposed locations and specifications of flags / banners:

**Does your event/activity require event signage on public roads?** Yes  No

*If yes, a separate application form for temporary event signage must be filled in. THE form can be found at <https://www.dlrcoco.ie/en/travel-transport/application-forms>*

**Please refer to the below checklist before submitting your application**

DLRCC will need the following documentation provided with the application form in order to make an informed decision:

- Event Management Plan**
- Risk Assessment
- Litter Management
- Traffic / Parking Management
- Health and Safety
- Crowd Management
- Location details and Course Map if applicable**
- Proof of Insurance with Indemnity to DLRCC**
- Public Liability
- Employers Liability
- Products Liability
- Vehicular Insurance
- Fee if applicable**

**APPLICANT STATEMENT**

I have completed all relevant sections of this application form and enclose the relevant insurance confirmations incorporating the required indemnity provisions as set out in the Permissions Document. Furthermore, I confirm that all information provided is truthful and accurate.

Name (Printed): \_\_\_\_\_ Signature: \_\_\_\_\_

Position \_\_\_\_\_ Date: \_\_\_\_\_

**Completed Applications, with relevant accompanying documentation must be submitted no later than 4 weeks prior to event to:**

Sports Development and Events, DLRCC, County Hall, Marine Road, Dún Laoghaire, Co. Dublin, A96 K6C9.

Or via Email to [events@dlrcoco.ie](mailto:events@dlrcoco.ie)

**Please ensure that you have read the Guidelines and completed the form in full before submitting your application.**

**PLEASE NOTE, SUBMISSIONS RECEIVED OUTSIDE OF THE TIMELINE PRIOR TO THE EVENT WILL NOT BE ACCEPTED.**