

Office Use Only:

CRM: _____

Date _____

Dún Laoghaire-Rathdown County Council

Application Form for the use of public open space for Events

1: APPLICANTS DETAILS

Organisation Name: _____

Key Contact Person: _____

Full Postal Address: _____

Telephone / Mobile: _____

Email: _____

Website: _____

2: ORGANISATION STATUS *(state agency, limited company, registered charity, community, sports etc)*

3. OVERVIEW OF THE PROPOSED EVENT

Family fun day	<input type="checkbox"/>	Mini World Cup	<input type="checkbox"/>		<input type="checkbox"/>
Fun run	<input type="checkbox"/>	charity events**	<input type="checkbox"/>	sporting events	<input type="checkbox"/>
Veteran car event	<input type="checkbox"/>	art exhibitions	<input type="checkbox"/>	Sports Camps	<input type="checkbox"/>
Other:	_____				

**** (under the councils policy a 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)**

Start Date: ___/___/___ **Finish Date:** ___/___/___ **Start Time:** _____ **Finish Time:** _____

Expected participation numbers: _____ **Expected Audience:** _____

Is there a charge for this event? Yes No If yes, how much: _____pp

Location required for Event:

Park/Open Space: _____

Area required within park/open space:

Summary of the event:

Does your event require services?

Electrical Supply Water

If yes, give reason:

Will your event require vehicles to operate 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 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 licences, occasional food permits (where appropriate) and where required a casual trading permit from markets@dlrcoco.ie.

Does your event 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 to arrange a meeting with the relevant Traffic Area Engineer.*

Does your event 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 to arrange a meeting with the relevant Traffic Area Engineer.*

Does your event require event 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.

Supply specifications of flags or banner: _____

Does your event require event signage on public roads? Yes No

If yes, a separate application form for temporary event signage has to be filled in. THE form can be found at <http://www.dlrcoco.ie/aboutus/councildepartments/transportation/applyforit/>

Please refer to the checklist before submitting your application

- Insurance**

 - Public Liability**
 - Employers Liability**
 - Products Liability**
 - Vehicular insurance**

- Draft Event Management Plan**
- Health & safety statement**
- Litter management plan**
- 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:

**Event Application
Parks & Landscape Section
Level 3, County Hall, Dún Laoghaire
Co. Dublin.**

Or via Email to parcs@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 CAN NOT BE ACCEPTED.

Incomplete forms will be returned