

## County Hall – External Lighting Protocol (2024)

---

---

### Background

1. Dún Laoghaire Rathdown (DLR) County Council's County Hall and Old Town Hall has an external lighting system that, in addition to its use for essential operational lighting, allows the building to be lit in a single or multiple colour wash. This protocol aims to clarify the procedure for lighting County Hall in support of an organisation, event, festival or celebratory period. The protocol will be reviewed and updated as required.
2. The primary guiding principle when assessing a request to light County Hall is to ensure the opportunity aligns with DLR County Council's values of equality and respect for all; and whether such a request enhances the image and identity of the Council.
3. The following events are granted approval on an on-going basis (the specific dates of the events may change annually):
  - a. Saint Patrick's Day, 17<sup>th</sup> March – Green
  - b. Easter Weekend, 29<sup>th</sup> March-1<sup>st</sup> April – Yellow
  - c. Gay Pride Week, last week of June – Rainbow Colours
  - d. Christmas, month of December – Red and Green
4. To maximise the impact of lighting County Hall in this way, the number of approved external lighting requests will be limited to 12 in a calendar year. DLR County Council may, however, vary this at its discretion.

### Requests to Light County Hall

5. Permission for County Hall to be lit in connection with other occasions will be considered where the request originates from:
  - a. A registered charity, or a public-sector, community or other non-profit making organisation; or
  - b. Elected Members of Dún Laoghaire Rathdown County Council.
6. Requests must include the following information:
  - a. Name of Organisation
  - b. Name of Event
  - c. Date of Event
  - d. Colour of Lighting

7. Requests should be submitted to the Corporate Affairs Department (email: [facilitiesmanagement@dlrcoco.ie](mailto:facilitiesmanagement@dlrcoco.ie)) with no less than 2 weeks' notice.
8. Each request will be assessed against the requirements of this protocol. Where a request is approved by the Senior Executive Officer, Corporate Affairs, it is for said year only and should not be assumed to be in perpetuum. Similarly, approval for a request in one year does not mean the same request will be approved the following year.
9. DLR County Council reserves the right, with or without notice, to cancel an approved request to light County Hall.