



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 No.: _____

E-mail: _____

Website: _____

Organisation Status (State Agency, Limited Company, Registered Charity, Community Group, Sports Club, Residents' Association etc.): _____

Category of Proposed Event/Activity

Family Fun Day	<input type="checkbox"/>	Mini World Cup	<input type="checkbox"/>	Sports Camps	<input type="checkbox"/>
Fun Run	<input type="checkbox"/>	Organised Walk	<input type="checkbox"/>	Sporting Event	<input type="checkbox"/>
Veteran Car Event	<input type="checkbox"/>	Art Exhibition	<input type="checkbox"/>	Charity Event*	<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 along with numbers of participants)*

Location Required for Event (Park/Open Space): _____

Area Required within Park/Open Space: _____

Access needed in Park area from: _____ **Date:** _____ **Time:** _____

Access needed in 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 Gardaí of the upcoming event? Yes No

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

Yes No

Food Business Operators holding concessions should be compliant 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.

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

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

If yes, a separate application form for temporary event signage must be submitted. The form can be found at www.dlrcoco.ie/en/travel-transport/application-forms

Does your event/activity require signage within or in the 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). Fines may be issued to any group who erect signs within or in the vicinity of the open space/park without written permission from the Council.

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

Please refer to the checklist below before submitting your application.

DLR Co. Co. 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 & Safety
- Crowd Management

- Location details and Course Map, if applicable**

- Proof of Insurance with DLR Co. Co Indemnity**
- Public Liability
- Employers Liability
- Products Liability
- Vehicular Insurance

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 (Print): _____ **Signature:** _____

Position: _____ **Date:** _____

Completed application forms and accompanying documentation should be submitted no later than 4 weeks prior to the event date.

E-mail: events@dlrcoco.ie

Post: Sports Development & Events, DLR Co. Co., County Hall, Marine Road, Dún Laoghaire, Co. Dublin, A96 K6C9.

Please ensure that you have fully completed this form before submitting your application; submissions received outside of the 4-week deadline will not be accepted.