



# Comhairle Cathrach Chorcaí Cork City Council

Strategic Planning and Economic Development  
Directorate  
City Hall, Anglesea Street, Cork

## Application Form for Licence to Hold an Outdoor Event Under Part XVI (Section 231) of the Planning and Development Act 2000 & Planning and Development Regulations 2001-2012

Name of Applicant:		
Contact Address:		
E-Mail:		
Phone No.		Fax No.

Promoter:		
Contact Address:		
E-Mail:		
Phone No.		Fax No.

Brief description of the type of event proposed:	
Location/ Venue:	
State applicants legal interest in site/venue:	

<b>If applicant is not the owner or occupier; state the owner's name and contact address:</b>	
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Note: If the applicant is not the owner or occupier, enclose a letter of consent to making the application from the owner.

<b>Proposed date of event:</b>	
<b>Proposed duration of the event:</b>	
<b>Proposed time event is due to commence and conclude:</b>	
<b>Attendance – anticipated number of audience:</b>	

<b>Applicant's Signature:</b>	<b>Date:</b>
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## **DATA PROTECTION**

The use of the personal details of planning applicants, including for marketing purposes, may be unlawful under the Data Protection Act 1988-2003 and may result in action by the Data Protection Commissioner against the sender, including prosecution.

## Notes to Assist with an Event Licence Application:

**The licence application must be submitted at least 13 weeks prior to the date of the event**

The application must be accompanied by:

1. Copy of complete page of both local and national newspaper in which the required notice has been published, showing the date of publication. The notice must be published within the two weeks prior to lodging the application.

The newspaper notice shall state: the name of the applicant; that the applicant is applying for a licence to hold an event in accordance with Part XVI of the Planning and Development Act 2000; the location of the venue at which the proposed event is to be held; the type of event; the date proposed; the name of the local authority to which the application is being made; the anticipated number of the audience; that the application may be inspected during office hours at the offices of the local authority for a period of 3 weeks from the date of receipt of the application by that authority; that a submission or observation may be made to the local authority within **3 weeks** of the date of receipt of the application.

2. A draft plan for the management of the event prepared in accordance with the appropriate code(s) of practice and should include:
  - The names and responsibilities of the event controller, the safety officer and their deputies
  - A draft site emergency plan
  - A draft Traffic management plan
  - A draft safety strategy statement
  - A draft environmental monitoring programme for before, during and after the proposed event
  - Details of the proposed plan for the licensed area in relation to the provision for:
    - The removal of structures
    - The carrying out of any works for the reinstatement of the venue after the event
    - The full clean up of the surrounding area
    - Any remedial works arising for any damage caused to public property, facilities or amenities associated with the event.
  - Insurance documentation
3. Copy of location map – scale 1:1000 in built up areas and 1:2500 in all other areas – clearly showing such related sites or features, and drawings to an appropriate scale of the venue, including a site layout plan and a viewing accommodation plan.
4. The appropriate fee. The fee is €2,500.00 and chargeable only when the event being held is mainly for profit or gain.
5. 6 copies of the application and accompanying documents, maps and drawings.
6. **It is now mandatory for event promoters to have a pre-application consultation meeting with the relevant local authority prior to submitting an event licence application.**

All to be lodged with the Strategic Planning and Economic Development Directorate, Cork City Council, City Hall, Anglesea Street, Cork.