



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Application for Licensing of Outdoor Events

Part XVI of the Planning and Development Act, 2000 (as amended)

Completed form to be returned to: - Planning Department, Corporate Headquarters, Co House, Lifford, Co. Donegal

Telephone: 074 9153900 Fax: 074 9142120 Email: planning@donegalcoco.ie

Please read directions & documentation requirements at back of form before completion.

All questions relevant to the proposal being applied for must be answered.

Non-relevant questions: Please mark N/A

Please ensure all necessary documentation is attached to your application form.

DATA PROTECTION

The publication of applications by planning authorities may lead to applicants being targeted by persons engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are given an opportunity to indicate a preference with regard to the receipt of direct marketing arising from the lodging of this application.

If you are satisfied to receive direct marketing please tick this box.

It is the responsibility of those wishing to use the personal data on applications for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 & 2003 taking account of the preference outlined above.



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1	Applicant Name	
	<i>Address To be supplied at end of this application form - Question 9</i>	
2	Promoter	
	<i>Address To be supplied at end of this application form - Question 10</i>	
3	Person Nominated to deal with Local Authority	
	<i>Address To be supplied at end of this application form - Question 11</i>	
4	Description of proposed event and audience profile	
5	Location of Proposed Event	
6	Applicants legal interest in the site	
7	If applicant is not the owner or occupier, state owners name	
	<i>Address To be supplied at end of this application form - Question 12</i>	

	If applicant is not the owner/occupier a letter of consent from the legal owner to carry out the proposal in question must accompany this application	
8(a)	Proposed date of event	
8(b)	Proposed duration of event	
8(c)	Proposed Start and Finish times	<i>Start:</i>
		<i>Finish:</i>
9	Anticipated attendance number	
10	Signed	
		(Applicant or Promoter as appropriate)
11	Dated	

ADDITIONAL CONTACT INFORMATION
IMPORTANT
THIS PAGE MUST BE SUBMITTED ON A COMPLETELY SEPARATE
PAGE AS IT WILL NOT FORM PART OF THE PUBLIC FILE

Please note:

- The applicant's address **must** be submitted on this page.
- If the applicant/agent wishes to submit additional contact information, this may be included here.
- This page will not be published as part of the file.

9. APPLICANT (not agent acting on behalf of applicant)

<i>Address (Required)</i>	
<i>Telephone No.</i>	
<i>Fax No</i>	
<i>Email Address</i>	

10. PROMOTER

<i>Address (Required)</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	

Should all correspondence be sent to the above address? (Please tick appropriate box)

(Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address stated in Question 9.)

Yes [] No []

11. PERSON NOMINATED TO DEAL WITH LOCAL AUTHORITY

<i>Address (Required)</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	

12. ADDRESS OF LANDOWNER

<i>Address (Required)</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	

An application for a Licence shall:

- (a) be accompanied by a copy of the relevant page of each newspaper containing the notice required to be published under article 185, (See requirements for notice below)
- (b) where the applicant is not the owner or occupier of the venue, be accompanied by confirmation in writing from such owner or occupier of his or her consent to the holding of the event,
- (c) be accompanied by a draft plan for the management of the event prepared in accordance with the appropriate code or codes of practice and including—
 - 1. *the names and responsibilities of the event controller, the event safety officer and their deputies,*
 - 2. *a draft site emergency plan,*
 - 3. *a draft traffic management plan,*
 - 4. *a draft safety strategy statement,*
 - 5. *a draft environment monitoring programme for, before, during and after the proposed event, and*
 - 6. *provision for the removal of structures and the carrying out of any works for the reinstatement of the venue subsequent to the event, for the full clean-up of the surrounding area, and for any remedial works arising from any damage caused to public property, facilities or amenities associated with the event,*
- (d) be accompanied by a location map of sufficient size and containing details of related sites and features in the vicinity of the venue, to a scale of not less than 1:1000 in built up areas and 1:2500 in all other areas and marked clearly to show such related sites or features, and drawings to an appropriate scale of the venue, including a site layout plan and a viewing accommodation plan. (Any map referred to which is based on an Ordnance Survey map shall indicate thereon the relevant Ordnance Survey sheet number).
- (e) 6 copies of the application and accompanying documents, maps and drawings shall be submitted to the local authority.
- (f) Where an event is proposed to be held on a public road, or any other land under the control of the Local Authority information required as per (b) above shall not apply.
- (g) The fee the fee for making an application in respect of an event being held mainly for profit or gain shall be €2,500.

A Local Authority may, by notice in writing, require an applicant to submit additional copies of the application and accompanying documents, maps or drawings

PLEASE NOTE: THE LICENCE APPLICATION MUST BE LODGED AT LEAST 10 WEEKS PRIOR TO THE DATE OF THE EVENT.

Public Notice

Within the period of **2 weeks** before applying for a Licence, the applicant shall publish a notice of his or her intention to submit an application in one local and one national newspaper.

A notice under sub-article (1) shall state—

- (a) the name of the applicant,
- (b) that the applicant is applying for a licence to hold an event in accordance with Part XVI of the Planning and Development Act, 2000(as amended),
- (c) the location of the venue at which the proposed event is to be held,
- (d) the type of event proposed to be held,
- (e) the date proposed for the holding of the event,
- (f) the name of the local authority to which the application is being made,
- (g) the anticipated number of the audience at the proposed event,
- (h) that the application for a licence may be inspected during office hours at the offices of the local authority for a period of 5 weeks from the date of receipt of the application by that authority, and
- (i) that a submission or observation may be made to the local authority within 5 weeks of the date of receipt of the application by the local authority.

The local authority may require that an additional newspaper notice be published where it considers that the notice, because of its content or for any other reason, is misleading or inadequate for the information of the public.

See attached list of approved newspapers.