



Limerick City Council  
 Planning & Economic Development Department

SPECIAL EVENT LICENCE APPLICATION FORM		
<u>ADMINISTRATIVE USE ONLY:</u>	<u>DATE RECEIVED:</u>	<u>LICENCE REFERENCE NO:</u>
_____	_____	
Administrative Officer	Date	
<p><b><u>ALL APPLICATIONS SHALL BE SENT TO:</u></b></p> <p style="text-align: center;">Planning &amp; Economic Development Department, Limerick City Council, 1<sup>st</sup> Floor City Hall,                      Merchants Quay, Limerick.</p> <p>Telephone: 061-415799                      Fax: 061-410401                      E-mail: <a href="mailto:plandev@limerickcity.ie">plandev@limerickcity.ie</a></p> <p style="text-align: center;">PLEASE COMPLETE THIS FORM IN FULL. INCOMPLETE SECTIONS MAY LEAD TO A DELAY                      IN PROCESSING YOUR APPLICATION.</p>		
<p>1. NAME OF APPLICANT: _____</p> <p>CONTACT ADDRESS: _____</p> <p>_____</p> <p>CONTACT:      TELEPHONE NO: _____      FAX NO: _____</p> <p style="padding-left: 100px;">E-MAIL: _____</p>		
PTO →		

2. PROMOTER: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

CONTACT: TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

3. PERSON NOMINATED TO DEAL WITH LOCAL AUTHORITY: \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_

CONTACT: TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

4. BRIEF DESCRIPTION OF EVENT/S PROPOSED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. VENUE LOCATION/S: \_\_\_\_\_

\_\_\_\_\_

6. STATE APPLICANTS LEGAL INTEREST IN THE VENUE: \_\_\_\_\_

\_\_\_\_\_

7. IF APPLICANT IS NOT THE OWNER OR OCCUPIER, STATE OWNERS NAME AND ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

***PLEASE NOTE: If the Applicant is not the Owner/Occupier, a Letter of Consent from the Owner to carry out the proposal in question must accompany this application.***

8. PROPOSED DATE/S OF THE EVENT/S: \_\_\_\_\_

\_\_\_\_\_

9. PROPOSED DURATION OF THE EVENT/S: \_\_\_\_\_

10. PROPOSED TIME EVENT/S WILL COMMENCE & CONCLUDE: \_\_\_\_\_

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11. ANTICIPATED CROWD NUMBERS: \_\_\_\_\_

SIGNATURE OF THE APPLICANT/S (OR PROMOTER): \_\_\_\_\_

DATE: \_\_\_\_\_

**IMPORTANT NOTES**

THE FOLLOWING EVENTS CAN BE APPLIED FOR UNDER F15 - SPECIAL EVENT LICENCE APPLICATION:

- **ALL** Events in general where the expected crowd will not exceed 5,000 in numbers
- Charity Fundraising
- Book Launches
- Street Performances
- Street Art
- Music Events/Performances/Promotions
- Sporting Events/Promotions

**NOTES: REQUIREMENTS FOR A VALID APPLICATION**

THE LICENCE APPLICATION MAY BE REQUIRED TO BE ACCOMPANIED BY THE FOLLOWING INFORMATION:

1. Copy of complete page of both local & national newspaper in which required notice has been published, showing the date of publication. Notice must be published within the period of 2 weeks prior to applying for a licence.
2. Draft Management Plan of the event prepared in accordance with the appropriate code or codes of practice and including:
  - The name/s & responsibilities of the event controller/s, the event safety officer and their deputies.
  - A draft site emergency plan.
  - A draft traffic management plan.
  - A draft safety strategy statement.
  - A draft environment monitoring programme for before, during and after the proposed event.
  - Details of the proposed plan for the licensed area in relation to the following:
    - (a) the removal of structures;
    - (b) the carrying out of any works for the reinstatement of the venue subsequent to the event;
    - (c) the full clean up of the surrounding area;
    - (d) any remedial works arising for any damage caused to public property, facilities or amenities associated with the event.
2. 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.
3. 6 x no. copies of the application and accompanying documents, maps and drawings.
4. An Event that requires a Road Closure MUST be submitted 6 weeks prior to the start date of the event.