



**Comhairle Cathrach Chorcaí**  
**Cork City Council**

**Application form for Licence to hold Outdoor Event**  
**Under**  
**Part XVI (Section 231) of the Planning & Development Act, 2000**  
**&**  
**Planning & Development Regulations, 2001 -- 2007**

1. Name of Applicant: \_\_\_\_\_

2. Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Promoter: \_\_\_\_\_

4. Contact Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. Address for Correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Brief description of Type of Event proposed to be held: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Location Venue: \_\_\_\_\_

8. (a) State applicants legal interest in site of venue: \_\_\_\_\_

(b) If applicant is not the owner or occupier, state owners name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*N.B. if applicant is not owner/occupier, enclose from owner, consent form to making of application.*

9. (a) Proposed date of Event: \_\_\_\_\_ (b) Proposed duration of Event: \_\_\_\_\_  
(c) Proposed time event is due to commence and conclude: \_\_\_\_\_
10. Attendance – Anticipated number of audience \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This application must be accompanied by:-**

- a) 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]
- b) Draft plan for the management of the event prepared in accordance with the appropriate code or codes of practice and including:
- ◆ The names & responsibilities of the event controller, 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 provision for:
    - The removal of structures
    - The carrying out of any works for the reinstatement of the venue subsequent to 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
- c) 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.
- d) The appropriate fee – the fee is €2,500 and chargeable only when the event being held is mainly for profit or gain.
- e) 6 copies of the application and accompanying documents, maps and drawings.

**ALL TO BE LODGED WITH THE Planning & Development Directorate , Cork City Council , City Hall , Anglesea Street, Cork.**

**Note: The licence application must be submitted at least 16 weeks prior to the date of the event**

*Full details may be found in the Planning & Development Act, 2000, Planning & Development (Amendment) Act, 2002, Planning & Development Regulations 2001, 2002, 2003 & 2007, obtainable from Government Publication Sales Office, Sun Alliance House, Molesworth Street, Dublin 2*