

COMHAIRLE CATHRACH CHORCAÍ
CORK CITY COUNCIL

Roads and Transportation Directorate – Transportation Division
Tel: 021-4924330 , Fax: 021- 4924024



FORM PS LICENCE APPLICATION TO USE A PUBLIC AREA FOR AN ACTIVITY/EVENT

August 2011

Applicant: _____ **Applicant Ref:** _____

Address of Applicant: _____

Brief Description of Event: _____

Contact Telephone No: _____ **Fax No:** _____ **E-mail:** _____

Designated Contact Person: _____ **Mobile Tel. No.** _____ **Tel No. Night** _____

Application for: Activity/Event on St. Patrick's Street Activity/ Event on other public area

Please specify proposed location for activity/ event: _____
(Activities/ events will only be licensed for those areas on St Patrick's Street identified on the attached map)

Indicate which of the following best describes your activity/event:

Street Entertainment Street Festivals Artistic/ Cultural Events Charity/ Community Events

Promotional Activities Other (please specify) : _____

Estimated Attendance: _____ *Please note that if your estimated attendance is likely to exceed 5000 you must apply for an event licence from the Planning Directorate*

Dates of Activity: From _____ To _____

Times of Activity From _____ To _____

Please detail the type of equipment you propose to use at the event: _____

Please estimate the weight of the above equipment: _____

How do you propose to acquire power for the above equipment: _____

Indicate if the following relate to this application:

- Is a road closure required: Yes No If Yes, please complete Form R1
- Are Traffic Lanes Affected: Yes No If Yes, please submit Traffic Management Plan (See Note 1)
- Are Disc Parking Bays affected: Yes No If Yes, how many? _____
- Is Pedestrian Movement affected: Yes No If Yes, please submit Pedestrian Management Plan (See Note 2)
- Are Pre-construction Photographs attached: Yes No See Condition 7
- Will you notify all affected properties: Yes No See Condition 9

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- (i) A Work Method Statement/Traffic Management Plan. (See Note 1)
- (ii) A Pedestrian Management Plan (See Note 2)
- (iii) Copy of Insurance Policy Endorsement. (See Note 3)
- (iv) Application Fee. (See Note 4)

I hereby apply for a licence to undertake the activity/ event specified above on the public road at the location specified above. I agree to be bound by the general conditions and any specific conditions imposed by Cork City Council and to comply with the provisions of the agreed Traffic Management Plan / Pedestrian Management Plan.

I shall be solely liable for and shall indemnify Cork City Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of this application and/or the activities associated with or arising thereout and against all actions or proceedings that may at any time be brought against Cork City Council in consequence of such injury or damage and against all costs expenses and liability connected therewith.

Designated Contact Person/ Co-ordinator of Safety and Health on site: _____

Mobile Tel. No. _____ **Tel No. Night** _____ **(BLOCK CAPITALS)**

Date : _____ **Signed:** _____

NAME: (BLOCK CAPITALS) _____

For official use only:

Application Reference No.		Deposit:	€
Application Fee:	€	Receipt Number:	
Receipt Number:		Date Licence Issued	

An Activity/ Event Licence will be issued subject to the following General Conditions.

1. An activity/ event shall not be organised / carried out on a public road until an Activity/ Event Licence has been issued by Cork City Council.
2. This Licence will only apply to areas within the jurisdiction of Cork City Council.
3. The licence is personal to the licensee and the licensee shall not assign or sub-let the licensed activity/ event.
4. The licensee shall comply with the General and Specific conditions attaching to the Activity/ Event Licence as well as all appropriate national and local legislation including Health & Safety legislation.
5. The Licensee must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.
6. In the execution of the work to which this licence relates, the licensee shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic.
7. Prior to commencement of works, a set of colour photographs (Minimum 5 x 7) will be required of the location where the activity/ event is to take place and submitted as part of the application. Such set of photographs shall be taken utilising a 35mm camera and prints shall be provided in albums that are catalogued and cross referenced. Failure to provide such prior photographic evidence will confirm to Cork City Council that all areas in its charge, affected by or adjacent to the activity/ event, are in pristine condition.
8. Cork City Council reserves the right to require an applicant to enter into a Deposit agreement prior to the commencement of works. See note 4 below for the deposit amount.
9. All businesses and residential properties likely to be affected by the works shall receive a written notice of the intended activity/ event and their duration from the applicant at least two days in advance of the commencement of the activity/ event. The notice shall contain the applicant's contact telephone number and the contact number of the designated contact person who can be contacted if residents have any queries in relation to the activity/ event or if problems arise, as outlined in Appendix XV of the Direction for the Control and Management of Roadwork's in Cork City.
8. On completion of the works, the public road shall be cleaned and restored, and any damage made good to the satisfaction of Cork City Council. On default Cork City Council may execute any necessary works and recover the cost from the Applicant/Deposit.
9. All costs incurred by Cork City Council or a Service Provider, including repairs to the public road and services necessary arising as a result of this licence, shall be at the expense of the licensee.
10. No claim for compensation shall be entertained in respect of damages or losses suffered as a direct or indirect consequence of the maintenance requirements of Cork City Council or any service provider.
11. On the direction of An Garda Síochána or an authorised employee of Cork City Council, the activity/ event must cease and safe provision made for pedestrians and vehicular traffic flow. The reasons for ordering a cessation will be confirmed subsequently in writing.
12. This licence shall be retained on site for inspection by authorised employees of Cork City Council or a member of An Garda Síochána.
13. The licensee, unless expressly permitted by this licence, is not to cause, permit or suffer any bills, notices, papers or other advertisements to be posted on any structures associated with the activity/ event.
14. The erection of banners is strictly prohibited.
15. There will be a maximum weight of 8 tonnes allowable on public areas. The total weight of all equipment proposed to be used in association with the proposed activity/ event must not exceed the maximum weight specified.
16. The use of generators will not be permitted where an alternative power supply is available.
17. Any equipment associated with the activity/ event shall be fenced in a manner and of materials to ensure it does not present a hazard to the public under all likely working and environmental conditions.
18. All gates or doors in the proposed fenced area to open inwards. All exposed corners must be splayed.
19. The affected area must be suitable lit during the hours of darkness, be safe and secured with all precautions taken to prevent unauthorised access.
20. Any equipment intended for use in the effected area that may give rise to spillages must be protected and placed in an appropriate spillage collection structure so as to prevent spillages onto the road surface.
21. Access for maintenance purposes for public lighting equipment and the associated underground or overhead services shall be available at all times.
22. The use of public lighting equipment for unauthorised supports or attachments is not permitted.
23. Obstruction of Bus Lanes, Bus Stops, Clearways, and Loading Bays etc. during hours of operation will not be permitted.
24. Obstruction of Disabled Parking Bays, Taxi Ranks etc will not be permitted.
25. Cork City Council reserves the right to cancel, withdraw, suspend or vary the terms of the Licence at any time. No claim for damages or loss of income under any heading shall be taken against Cork City council for suspending, cancelling, withdrawing or varying the terms of the licence.
26. Noise from the designated licensed area shall not exceed the background levels by more than 5 db (A) during the operating times indicated on the Licence, when measured at any external position at noise sensitive premises. The noise levels shall be measured as Leq, 15 minutes.

DIMENSIONED PLAN SKETCH