



## **What is included in a Licence Application**

1. A copy of the complete page of both the local and national newspaper in which the required public notice has been published.
2. A Draft Event Management Plan which should include: The name(s) and responsibilities of the Event Controllers, the Event Safety Officer and their deputies. A Draft Site Emergency 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.
3. Copy of the location map (Scale 1:1000 in built up areas and 1:25000 in all other areas)
4. Site Layout Plan.
5. Statutory fee of €2,500 which is chargeable only when the event being held is for profit or gain.
6. Six copies of the application and accompanying documents, maps and drawings.
7. If the Applicant is not the owner/occupier of the site, a letter of consent from the owner to carry out the proposal in question needs to accompany the application.

If you are thinking of holding an outdoor event and are unsure if you will need an Outdoor Event Licence, please contact Finn Brophy on 0761 10 2513.