



## Event Notification Form

### Event Details

Event Title:		
Event Date:	Start Time:	Duration:
Event Organiser:		
Event Organiser Address:		
Telephone:	Email:	
Type of Event:		
Location of Event (Townland / Street Address)		

### Officers

Name of Health & Safety Co-Ordinator	
Number Anticipated to Attend	
Name of Chief Steward	
Name of Event Controller	

### General Details

Number Anticipated to Attend	Per Day	Per Week	Per Month
Is there an Admission Charge			
Owner of Property			
Name of Insurer			
Has a Traffic Management Plan been prepared	Yes	No	
Is the Event requested to Close Public Roads	Yes	No	
Have you familiarised yourself and complied with the requirements stated in the Louth County Council, Event Management Guide. (Please tick box)	Yes	No	
Have you notified your Local Tidy Towns Committee of your Event	Yes	No	

This application form must be submitted to the Operations Section, Louth County Council and must be accompanied by a copy of the Event Management Plan and copies of necessary Insurances. The Local Authority will formally advise An Garda Síochána of notice of receipt of application.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

## Checklist

<p><b>Newspaper Notices if applicable</b>  A notice of intention to submit an application must be published in one local and one national newspaper at least five weeks prior to applying for a license. The notice must include</p> <ul style="list-style-type: none"> <li>• Applicants name</li> <li>• That the applicant is applying for a licence to hold an event in accordance with Part XVI of The Planning and Development Act, 2000</li> <li>• Location of Event(s)</li> <li>• Type of Event(s)</li> <li>• Date of Event(s)</li> <li>• Name of local authority to which application will be submitted</li> <li>• Estimated number who will attend the event(s)</li> <li>• That the application may be inspected and a submission or observation made at/to the local authority within five weeks of the application being received by the local authority</li> </ul>	
<p><b>Applicant Details</b>  Name, contact postal address, email address and telephone numbers</p>	
<p><b>Estimated number</b> who will attend the event</p>	
<p><b>Proposed</b> date(s), time(s) and duration of the event(s)</p>	
<p><b>Copies of the notices of intention i.e.</b> the relevant pages of the newspaper containing the notice</p>	
<p><b>Written confirmation from the owner of the site</b> that consent has been given for the holding of the event (this does not apply if the event is under the control of the local authority)</p>	
<p><b>A draft plan for the management of the event</b> prepared in accordance with the relevant codes of practice. This plan should include:</p> <ul style="list-style-type: none"> <li>• Event details</li> <li>• Event management structure &amp; responsibility i.e. the names, contact details and responsibilities of the event controller, safety officer etc.</li> <li>• Risk assessments</li> <li>• Draft environmental programme for before, during and after the proposed event</li> <li>• Temporary structures/installations – provision for the removal of structures, reinstatement requirements, etc.</li> <li>• Draft persons with disability arrangements</li> <li>• Draft emergency arrangements inclusive of medical cover</li> <li>• Location map with sufficient detail and sufficient size of scale not less than 1:1000 in built up area and 1:2500 in all other areas</li> </ul>	
<p><b>Fee:</b> The local authority should state the amount to be paid and the means by which it should be paid</p>	
<p><b>Litter Management:</b> You must provide your Local Tidy Towns Committee with a copy of your Litter Management Plan.</p>	

**Please complete form and return to:**

Events  
Operations Section  
Louth County Council  
County Hall  
St Alphonsus Road  
Dundalk  
Co Louth  
Email: [events@louthcoco.ie](mailto:events@louthcoco.ie)  
Tel: 1890 202 303