



CARLOW COUNTY COUNCIL PUBLIC EVENT APPLICATION FORM



COMHAIRLE CONTAE
CHEATHARLACH
CARLOW COUNTY COUNCIL

Carlow County Council requests that this form be completed with the basic details of the event. This allows the council and emergency services (fire, ambulance and Gardaí) to provide advice on safety, street closures and any applicable licences required.

Please send this completed form together with all supporting documentation to eventmanagement@carlowcoco.ie or by post to **Julie Brophy, Event Manager, Carlow County Council, Athy Road, Carlow.**

EVENT ORGANISER	
Name / Company	
Contact Details	Address
	Phone
	Email
Name	
Signature	
Position	Date

EVENT MANAGEMENT	
<i>Please note that these roles have specific functions and responsibilities, and as such the persons must be competent for the role. Please provide details describing previous experience and qualifications of roles below including events and dates. This can be provided on separate sheets and attached to this form if necessary.</i>	
Persons(s) in overall control (named individual)	Name
	Phone
	Email
	Experience / Qualifications
Event Controller	Name
	Phone
	Email
Event Safety Officer	Name
	Phone
	Email
Event Chief Steward / Marshall	Name
	Phone
	Email

EVENT DETAILS		
<i>Please note that if the proposed event is a non-sporting event with an expected attendance of 5000+ a formal Planning application must be made to Carlow County Council, allowing appropriate time (approx. 16 weeks) for the application process.</i>		
Name		
Location	Location Plan Attached; Yes / No Site Plan Attached; Yes / No	
Dates and Times	Build Start	Event Finish
<i>Include dates and times to prepare and dismantle venue/ location</i>	Event Start	
Nature of Event <i>Brief description of proposed event</i>		
Target audience		
Is this a free event	Yes / No	
Is this a ticketed event	Yes / No	
Is the event open to the public or invited guests only?		
Estimated number of persons attending	At any one time	
	Over the whole event	
	General Public	
	Personnel	
	Participants	
Estimated holding capacity		

EVENT DOCUMENTATION / ADMINISTRATION		
	Yes	No
Does the event organiser own the site/venue or have a tenancy agreement?		
If no, does the event organiser have a written agreement?		
Has the site/venue been used before for similar events?		
Have residents or local businesses been contacted in writing?		
Have there been any objections?		
Has a specific Event Safety Management Plan been produced for the proposed event?		
Is the author deemed competent in relation to experience, qualification and knowledge for this type of event?		
Is the author of the event plan the designated Event Safety Officer?		
Has indemnity insurance been provided for the event plan?		
Who is the designated person to supervise the build and break of the event?		
Is the person deemed competent in relation to experience, qualification and knowledge for this type of role?		
Have all relevant statutory approvals, licenses, etc. been granted?		
Has there been consultation with statutory agencies?		
If yes which statutory agency was consulted?		
Have terms and conditions been established with suppliers and participants?		

EVENT ACTIVITIES			
<i>Please tick below the appropriate boxes to show the activities that are intended for the event.</i>			
Stewarding / Security		Exhibitors	
Market stalls		Alcohol	
Food / drink concessions		Toilets	
Power Supply		Marquees	
Water (limited supply at some sites)		Lost children point	
Temporary Structure / Staging		On Site Communications (radios, loudhailers etc)	
Barrier/fencing		Live entertainment	
P.A. System		Carnival / fairground equipment	
Motor vehicles		Inflatables (e.g. bouncy castle)	
Volunteers		Other	
Other (please specify)			

RSK ASSESSMENT

Describe the key hazards identified, the level of risk (low, medium or high) and the control measures proposed.

Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		

EVENT TRAFFIC MANAGEMENT

If a formal road closure is required, the local authority must be contacted and allow an appropriate time period (approx. 5 weeks) for the application process. The Council must be satisfied with the traffic and pedestrian management arrangements before a closure will be granted. If YES is answered to any of the questions below, then a detailed plan is required.

	Yes	No
Are any roads and/or footpaths that are normally open to the public affected or used as part of the event?		
Do you need any road closures and traffic diversions?		
What is the expected duration of the road closure?		
What signage will be in place to advise vehicles of road closure?		
Is any parking provided for staff and / or participants?		

EVENT INSURANCE

	Yes	No
Has public liability insurance been arranged?		
Insurance Company		
Value of Cover (Not less than €6.5 million)		



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