



## **APPLICATION FOR PERMISSION TO USE MARKET SQUARE, DUNDALK**

**Applicant Name:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Contact details: Tel:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Designated contact person/ health & safety co-ordinator on site:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Brief description of event:** \_\_\_\_\_

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

- |                               |                          |                      |                          |                          |                          |
|-------------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|
| Street Entertainment          | <input type="checkbox"/> | Street Festivals     | <input type="checkbox"/> | Artistic/Cultural Events | <input type="checkbox"/> |
| Charity/Community Event       | <input type="checkbox"/> | Promotional Activity | <input type="checkbox"/> | Public meeting           | <input type="checkbox"/> |
| Casual Trading                | <input type="checkbox"/> | Food Fair            | <input type="checkbox"/> | Other (specify)          | <input type="checkbox"/> |
| Filming (separate fees apply) | <input type="checkbox"/> |                      |                          |                          |                          |

**Estimated Attendance:** \_\_\_\_\_

**DATE(S) REQUIRED:** From \_\_\_\_\_ To: \_\_\_\_\_

**TIME(S) REQUIRED:** From \_\_\_\_\_ To: \_\_\_\_\_

**Specify exact location for activity/event on Market Square  
(Indicate amount of public space to be used)**

\_\_\_\_\_

**Please detail the type of equipment you propose to use at the event and indicate weight of equipment:**

\_\_\_\_\_

**Is a power supply required; if so provide details** \_\_\_\_\_

**Have you an event manager/production manager for the event?** \_\_\_\_\_

**If yes, provide full details** \_\_\_\_\_

**Insurance Cover:** \_\_\_\_\_

*(Evidence of PL Insurance Cover must be produced which includes the indemnity of Louth County Council to the amount of €6.5 million)*

**Please tick the following if it applies to your event:**

Is a road closure required?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are traffic lanes affected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is pedestrian movement affected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are pay parking bays affected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are casual trading bays affected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Will you contact retail/business affected by the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you security/stewarding in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you notified the Gardai?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

**The Local Authority requires notice of at least 8 (eight) weeks to arrange public notices in relation to road closures. (associated fees apply)**

**Subject to the scale of the event you will be required to submit the following:**

- Traffic management plan
- Pedestrian management plan
- Litter, waste & sanitary management plan
- Risk assessments
- Fire Safety Certificate
- Casual Trading details (hot food provision equipment/food safety requirements)
- Details of signage/posters – (separate application form required for permission)

**Legislation to consult for further information:**

- Environmental protection Agency Act 1992
- Planning & Development Act 2001 (part XVI (licensing of outdoor events regulations))
- Fire services Act 1981 and 2003
- Safety, Health & Welfare at Work Act 2005
- Litter Pollution Act 1997

**NOTE: BOOKING FEES MAY APPLY FOR USE OF MARKET SQUARE.**

**Please include €10.00 application fee and return completed application form to:**

Operations Section  
Louth County Council  
St Alphonsus Road  
Dundalk  
Co. Louth

**Tel:** 042 9324351  
**Email:** [events@louthcoco.ie](mailto:events@louthcoco.ie)  
**Website:** [www.louthcoco.ie](http://www.louthcoco.ie)