

Laois County Council

Checklist to Use A Public Area for An Event/Activity

Name of Organisation that is taking responsibility for all events and activities	
Address of Applicant:	
Applicant Contact Details:	
Name and contact details of designated Event Co-ordinator	
Name and contact details of designated Health and Safety Officer for the Event	
Proposed date(s) of Event (application for the use of a public space must be made to Laois County Council a minimum of 12 weeks prior to the event.	
Main day to day activities or purpose of the organisation making the application?	
What is the status of the organisation? (<i>e.g. State Agency, Limited Company, Voluntary Committee etc</i>) – Please enclose copy of constitution, Memorandum & Articles of Association, Committee etc	
Location of proposed event/activity Please enclose location map indicating public area(s) where events or activities are proposed).	
Brief summary of proposed activities for the event – e.g. Street Entertainment, Street Festival, Artistic/Cultural Event, Charity/Community Event, Promotional Activity (<i>please attach draft Event Programme</i>)	
Estimated numbers attending event – Please note that attendances of over 5,000 must apply for an Event Licence to Laois Co. Council Planning Department	
Name and address of Organiser’s Insurance Company/Broker	
Insurance Policy No. <i>(please enclose copy of policy)</i>	
Does the event organiser have public liability cover in any one incident (<i>minimum level acceptable €6.5m</i>). <i>If not this is required to be submitted 8 weeks prior to the event. Insufficient cover may result in Laois County Council refusing the application.</i>	

Confirmation that there is one specific Insurance Policy extended to cover all activities and equipment for the duration of the event	
Indemnity to Laois County Council stated on the Policy.	
Insurance Policy has been approved by IPB	
Date of expiry of insurance policy	
Has a risk assessment of the venue been carried out by a competent person? <i>If 'yes' please submit copy and name, address and qualifications of Assessor</i>	Yes/No
<p>Draft Event Management & Safety Plan for the event submitted –</p> <ul style="list-style-type: none"> • <i>Includes procedures for crowd control</i> • <i>Traffic, Parking, Pedestrian, Disability Access Management – Confirm proximity of event/stands/equipment to live traffic – confirm if barriers are required.</i> • <i>Risk Assessment of events</i> • Please give details of type and size of equipment to be used at event and enclose specifications and certifications if relevant (<i>please mark proposed locations on a map</i>) • <i>Litter Management and Clean Up reinstatement Plan</i> • <i>Public Toilets Requirements</i> • <i>First Aid Plan and Medical Points</i> • <i>Details of stewarding</i> • <i>Fire Safety and Equipment</i> • <i>Access/Egress routes, including those for adjacent properties</i> • <i>Emergency and lighting arrangements</i> • <i>Emergency Services have been notified of appropriate contacts</i> • Confirm power and heat sources and locations – Note Petrol powered systems not allowed. Electrical connections must be certified. <ul style="list-style-type: none"> • <i>Confirm re-fuelling procedures</i> • Details of any proposed Road • Closures will be required locations and durations <u>Map required</u> • Child Protection Policy and Procedures in place 	

Colour Photos are required of the proposed location/s in its current state with application.	
Has consultation taken place with the Gardai <i>(if 'yes' please confirm name of Member of the Gardai)</i>	Yes/No Name of Contact
Has consultation taken place with the Fire Services? <i>(if 'yes' please confirm name of Fire Officer)</i>	Yes/No Name of Contact
Has the Gardai or Fire Services requested any specific measures that have to be complied with by the event organisers? <i>(if 'yes' please list these)</i>	
Is there a requirement to have a interagency meeting prior to the event.	
Have affected residents/business owners been consulted about the event.	Yes/No Name of Contact
Has it been deemed necessary to seek assistance from the Civil Defence or other such voluntary agencies for the duration of the event ? <i>If 'yes' please give details of assistance to be provided (e.g. first aiders, ambulance etc)</i>	
Please outline details of the Organiser's Child Protection Policy and procedures for vetting of artists, performers, volunteers etc that may come into direct contact with children during the event.	
Please confirm if activities will impact on any pay parking zones in the towns and if so please name the specific streets (please mark on a map)	
Is there private security services engaged? If so are they registered with the Private security Authority? Evidence submitted?	
Signage – Has the organiser made a Planning Application for signage on public roads/spaces?	
Are there activities that give rise to higher than normal noise levels	