



Limerick City & County Council  
 Planning & Economic Development Department

LICENCE APPLICATION FORM FOR AN EVENT/FUNFAIR  
 Planning & Development Acts, 2000-2015  
 Planning & Development Regulations, 2001-2015

ADMINISTRATIVE USE ONLY:

DATE RECEIVED:

LICENCE REFERENCE NO:

\_\_\_\_\_   
 Administrative Officer

\_\_\_\_\_   
 Date

All APPLICATIONS SHALL BE SENT TO:

Economic Development & Planning Department, Limerick City & County Council, 7/8 Patrick Street, Limerick.

Telephone: 061-407210

Fax: 061-410401

E-mail: [planning@limerick.ie](mailto:planning@limerick.ie)

PLEASE COMPLETE THIS FORM IN FULL. INCOMPLETE SECTIONS MAY LEAD TO A DELAY IN PROCESSING YOUR APPLICATION.

1. NAME OF APPLICANT: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CONTACT: TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PTO →

2. PROMOTER: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

CONTACT: TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

3. PERSON NOMINATED TO DEAL WITH LOCAL AUTHORITY: \_\_\_\_\_

ADDRESS FOR CORRESPONDENCE: \_\_\_\_\_

CONTACT: TELEPHONE NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

4. BRIEF DESCRIPTION OF EVENT/S PROPOSED: \_\_\_\_\_

5. VENUE LOCATION: \_\_\_\_\_

6. STATE APPLICANTS LEGAL INTEREST IN THE VENUE: \_\_\_\_\_

7. IF APPLICANT IS NOT THE OWNER OR OCCUPIER, STATE OWNERS NAME AND ADDRESS:

*PLEASE NOTE: If the Applicant is not the Owner/Occupier, a Letter of Consent from the Owner to carry out the proposal in question must accompany this application.*

8. PROPOSED DATE/S OF THE EVENT/S: \_\_\_\_\_

9. PROPOSED DURATION OF THE EVENT/S: \_\_\_\_\_

10. PROPOSED TIME EVENT/S WILL COMMENCE & CONCLUDE: \_\_\_\_\_

11. ANTICIPATED CROWD NUMBERS: \_\_\_\_\_

SIGNATURE OF THE APPLICANT/S (OR PROMOTER): \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTES: THE LICENCE APPLICATION MAY BE REQUIRED TO BE ACCOMPANIED BY THE FOLLOWING INFORMATION:**

1. Copy of complete page of both local & national newspaper in which required notice has been published, showing the date of publication. Notice must be published within the period of 2 weeks prior to applying for a licence.
2. Draft Management Plan of the event prepared in accordance with the appropriate code or codes of practice and including:
  - The name/s & responsibilities of the event controller/s, the event safety officer and their deputies.
  - A Draft Site Emergency Plan.
  - A Draft Traffic Management 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 in relation to the following:
    - (a) the removal of structures;
    - (b) the carrying out of any works for the reinstatement of the venue subsequent to the event;
    - (c) the full clean up of the surrounding area;
    - (d) any remedial works arising for any damage caused to public property, facilities or amenities associated with the event.
3. Copy of location map - scale 1:1000 in built up areas and 1:2500 in all other areas clearly showing such related sites or features, and drawings to an appropriate scale of the venue, including a site layout plan and a viewing accommodation plan.
4. Appropriate fee - the fee is €2,500 and charged only when the event/s being held is for profit or gain.
5. 10 x No. copies of the application and accompanying documents, maps and drawings.

**PLEASE NOTE: THE LICENCE APPLICATION MUST BE LODGED AT LEAST 10 WEEKS PRIOR TO THE DATE OF THE EVENT.**