

COMHAIRLE CATHRACH CHORCAÍ  
CORK CITY COUNCIL

Roads and Transportation Directorate - Asset Management/Roads  
Maintenance Division, Room 321, City Hall, Cork. T12 T997  
Tel: 021-492 4435 or 492 4660



**FORM PS LICENCE APPLICATION TO USE A PUBLIC AREA FOR AN ACTIVITY/EVENT**

July 2015

**Applicant:** \_\_\_\_\_ **Applicant Ref:** \_\_\_\_\_

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

**Brief Description of Event:** \_\_\_\_\_

**Contact Telephone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Designated Contact Person:** \_\_\_\_\_ **Mobile Tel. No.** \_\_\_\_\_ **Tel No. Night** \_\_\_\_\_

**Application for:** Activity/Event on St. Patricks Street  Activity/ Event on other public area

**Please specify proposed location for activity/ event:** \_\_\_\_\_

*(Activities/ events will only be licenced for those areas on St Patricks Street identified on the attached map)*

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

Street Entertainment  Street Festivals  Artistic/ Cultural Events  Charity/ Community Events

Promotional Activities  Other (please specify) : \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ *Please note that if your estimated attendance is likely to exceed 5000 you must apply for an event licence from the Planning Directorate*

**Dates of Activity:** From \_\_\_\_\_ To \_\_\_\_\_

**Times of Activity** From \_\_\_\_\_ To \_\_\_\_\_

**Please detail the type of equipment you propose to use at the event:** \_\_\_\_\_

**Please estimate the weight of the above equipment:** \_\_\_\_\_

**How do you propose to acquire power for the above equipment:** \_\_\_\_\_

*Indicate if the following relate to this application:*

- Is a road closure required: Yes  No  If Yes, please complete Form R1  
Are Traffic Lanes Affected: Yes  No  If Yes, please submit Traffic Management Plan (See Note 1)  
Are Disc Parking Bays affected: Yes  No  If Yes, how many? \_\_\_\_\_  
Is Pedestrian Movement affected: Yes  No  If Yes, please submit Pedestrian Management Plan (See Note 2)  
Are Pre-construction Photographs attached: Yes  No  See Condition 7  
Will you notify all affected properties: Yes  No  See Condition 9

**THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:**

- (i) A Work Method Statement/Traffic Management Plan. ( See Note 1 )
- (ii) A Pedestrian Management Plan (See Note 2)
- (iii) Copy of Insurance Policy Endorsement. ( See Note 3 )
- (iv) Application Fee. ( See Note 4 )

**I hereby apply for a licence to undertake the activity/ event specified above on the public road at the location specified above. I agree to be bound by the general conditions and any specific conditions imposed by Cork City Council and to comply with the provisions of the agreed Traffic Management Plan / Pedestrian Management Plan.**

**I shall be solely liable for and shall indemnify Cork City Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of this application and/or the activities associated with or arising thereout and against all actions or proceedings that may at any time be brought against Cork City Council in consequence of such injury or damage and against all costs expenses and liability connected therewith.**

**Designated Contact Person/ Co-ordinator of Safety and Health on site:** \_\_\_\_\_

**Mobile Tel. No.** \_\_\_\_\_ **Tel No. Night** \_\_\_\_\_ **(BLOCK CAPITALS)**

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

**NAME: (BLOCK CAPITALS)** \_\_\_\_\_

*For official use only:*

<b>Application Reference No.</b>		<b>Deposit:</b>	€
<b>Application Fee:</b>	€	<b>Receipt Number:</b>	
<b>Receipt Number:</b>		<b>Date Licence Issued</b>	

**An Activity/ Event Licence will be issued subject to the following General Conditions.**

1. An activity/ event shall not be organised / carried out on a public road until an Activity/ Event Licence has been issued by Cork City Council.
2. This Licence will only apply to areas within the jurisdiction of Cork City Council.
3. The licence is personal to the licensee and the licensee shall not assign or sub-let the licenced activity/ event.
4. The licensee shall comply with the General and Specific conditions attaching to the Activity/ Event Licence as well as all appropriate national and local legislation including Health & Safety legislation.
5. The Licensee must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.
6. In the execution of the work to which this licence relates, the licensee shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic.
7. Prior to commencement of works, a set of colour photographs (Minimum 5 x 7) will be required of the location where the activity/ event is to take place and submitted as part of the application. Such set of photographs shall be taken utilising a 35mm camera and prints shall be provided in albums that are catalogued and cross referenced. Failure to provide such prior photographic evidence will confirm to Cork City Council that all areas in its charge, affected by or adjacent to the activity/ event, are in pristine condition.
8. Cork City Council reserves the right to require an applicant to enter into a Deposit agreement prior to the commencement of works. See note 4 below for the deposit amount.
9. All businesses and residential properties likely to be affected by the works shall receive a written notice of the intended activity/ event and their duration from the applicant at least two days in advance of the commencement of the activity/ event. The notice shall contain the applicant's contact telephone number and the contact number of the designated contact person who can be contacted if residents have any queries in relation to the activity/ event or if problems arise, as outlined in Appendix XV of the Direction for the Control and Management of Roadworks in Cork City.
8. On completion of the works, the public road shall be cleaned and restored, and any damage made good to the satisfaction of Cork City Council. On default Cork City Council may execute any necessary works and recover the cost from the Applicant/Deposit.
9. All costs incurred by Cork City Council or a Service Provider, including repairs to the public road and services necessary arising as a result of this licence, shall be at the expense of the licensee.
10. No claim for compensation shall be entertained in respect of damages or losses suffered as a direct or indirect consequence of the maintenance requirements of Cork City Council or any service provider.
11. On the direction of An Garda Síochána or an authorised employee of Cork City Council, the activity/ event must cease and safe provision made for pedestrians and vehicular traffic flow. The reasons for ordering a cessation will be confirmed subsequently in writing.
12. This licence shall be retained on site for inspection by an authorised employees of Cork City Council or a member of An Garda Síochána.
13. The licensee, unless expressly permitted by this licence, is not to cause, permit or suffer any bills, notices, papers or other advertisements to be posted on any structures associated with the activity/ event.
14. The erection of banners is strictly prohibited.
15. There will be a maximum weight of 8 tonnes allowable on public areas. The total weight of all equipment proposed to be used in association with the proposed activity/ event must not exceed the maximum weight specified.
16. The use of generators will not be permitted where an alternative power supply is available.
17. Any equipment associated with the activity/ event shall be fenced in a manner and of materials to ensure it does not present a hazard to the public under all likely working and environmental conditions.
18. All gates or doors in the proposed fenced area to open inwards. All exposed corners must be splayed.
19. The affected area must be suitable lit during the hours of darkness, be safe and secured with all precautions taken to prevent unauthorised access.
20. Any equipment intended for use in the effected area that may give rise to spillages must be protected and placed in an appropriate spillage collection structure so as to prevent spillages onto the road surface.
21. Access for maintenance purposes for public lighting equipment and the associated underground or overhead services shall be available at all times.
22. The use of public lighting equipment for unauthorised supports or attachments is not permitted.
23. Obstruction of Bus Lanes, Bus Stops, Clearways, Loading Bays etc. during hours of operation will not be permitted.
24. Obstruction of Disabled Parking Bays, Taxi Ranks etc will not be permitted.
25. Cork City Council reserves the right to cancel, withdraw, suspend or vary the terms of the Licence at any time. No claim for damages or loss of income under any heading shall be taken against Cork City council for suspending, cancelling, withdrawing or varying the terms of the licence.
26. Noise from the designated licenced area shall not exceed the background levels by more than 5 db (A) during the operating times indicated on the Licence, when measured at any external position at a noise sensitive premises. The noise levels shall be measured as Leq, 15 minutes.

## Introduction:

Cork City Council may permit the use of defined areas if it considers that the activities/ events proposed enhance the social, culture, artistic, business or general ambience of the City and that they do not adversely effect the physical fabric of the street, the pedestrian/traffic using the street or the companies carrying out their permitted businesses in the vicinity of the proposed activity/ event.

Cork City Council has a licensing system in place for use of Public Spaces and will licence each user under the Roads Act 1993.

Any person wishing to use public spaces for any activity/ event must first get permission from Cork City Council.

## Application Procedure:

- 28 days notice of the proposed activity/ event must be given.
- Fully completed application forms to be returned to City Hall Reception Desk or the address at the top of page 1 together with an application fee of €110.
- Application will be evaluated to ensure that the activity/ event outlined is a permitted activity/ event.
- Approval may be sought from the Weekly Traffic Meeting - (held every Tuesday from 2pm)
- Applicant may be required to attend the Traffic Meeting.
- If application is granted, a licence will be issued which will outline the dates, times and any conditions which apply to the said activity.
- Cork City Council reserves the right to impose a deposit which will be fully refundable following satisfactory inspection of the public area.

## Use of St Patricks Street for Activities/ Events

Any activity/ event on St Patrick's Street will only be considered if it is proposed to organise/ carry out the activity/ event on the distinct areas highlighted on the attached map.

The types of activities/ events that might be permitted on St Patrick's Street include:

Street Entertainment  
Promotions/ activities organised to enhance festivals  
Street Festivals  
Artistic/ Cultural Events  
Charity/ Community Events

The types of activities/ events that **will not** be permitted on St Patrick's Street include:

Casual Trading  
Use of trucks as information dissemination points/ health screening clinics (these can be accommodated in other locations in the city)  
Fun Fairs

### **Note 1: Work Method Statement / Traffic Management Plan**

Where it is proposed to organise/ conduct an activity/ event on a public road a Work Method Statement / Traffic Management Plan, which includes the following, must be submitted:

- Proposed arrangements to ensure minimum impact on traffic flow.
- Provision for storage of equipment etc.

### **Note 2: Pedestrian Management Plan**

Where it is proposed to organise/ conduct an activity/ event on a public road that will interfere with pedestrian movement a Pedestrian Management Plan, which includes the following, must be submitted:

- Arrangements for Pedestrian Diversions including proposals for temporary footpaths, ramps, signage, fencing etc.

### **Note 3: Insurance Requirements**

The Licensee must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify Cork City Council. Cork City Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.

### **Note 4: Fees**

#### **Refundable Deposit**

Enhanced Surface €425 per square meter occupied by activity/ event

**APPLICATION FOR A LICENCE MUST BE SUBMITTED A MINIMUM OF 28 DAYS PRIOR TO THE PROPOSED COMMENCEMENT OF WORKS.**

## DIMENSIONED PLAN SKETCH