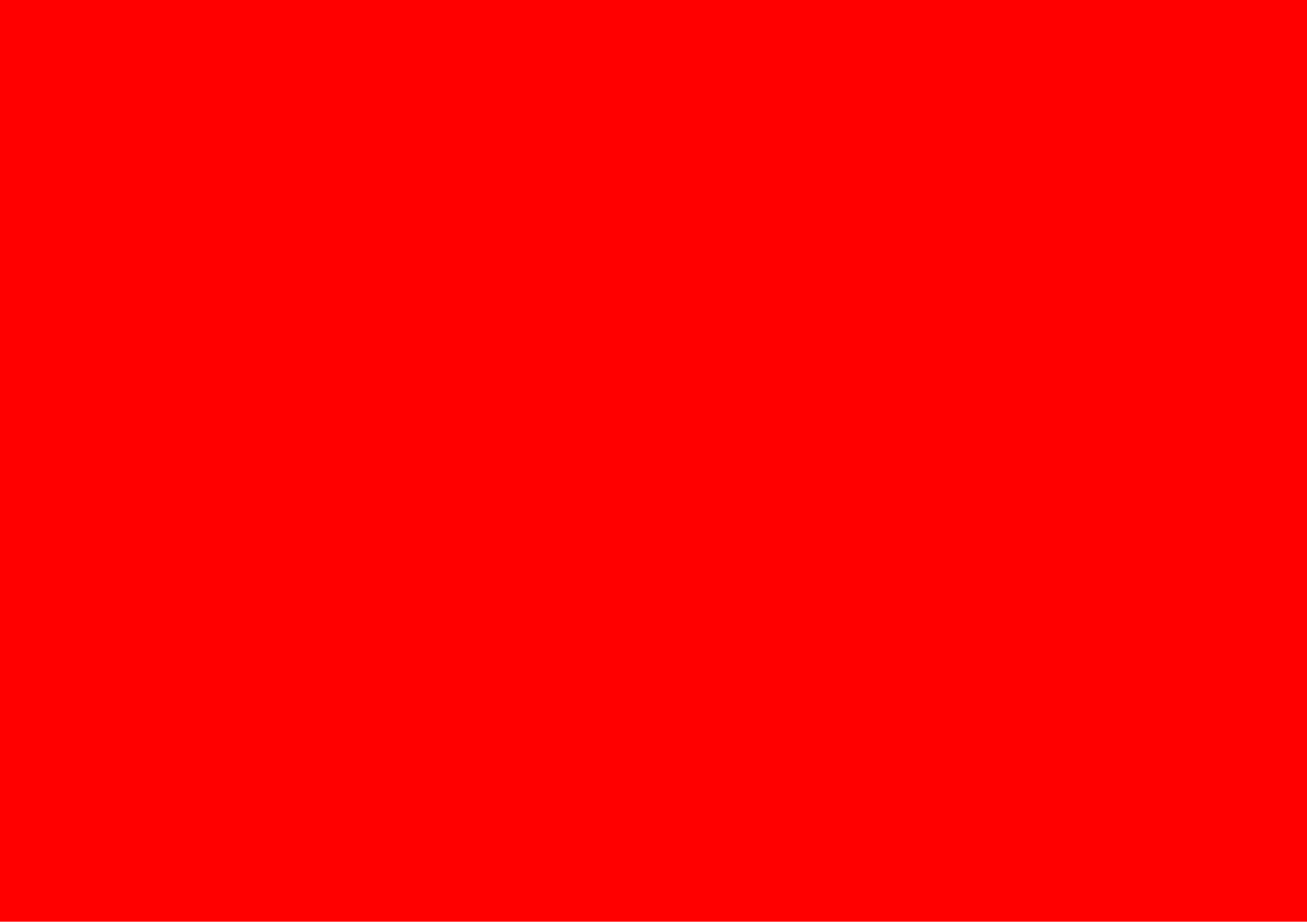


# street smart

a street arts toolkit for Cork City



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Tightrope Artist Chris Bullzini at Seafest 2019, Cork City. Photo by Darragh Kane.

## FOREWORD

Anyone that has walked Cork's city streets will know how they weave according to a logic that is entirely a response to the local environment. These passages and byways have been built over what was formerly marshland where the river branched around islands, flowed along tributaries and filled canals. The turn and ebb of the terrain is reflected in the eclectic, dynamic life on the streets as they appear today. There are delights around every corner and bend, not least of all thanks to the vibrant culture that sustains and entertains those who live, work and pass through here.

Street Artists bring joy, fun and inspiration to Cork City lending more surprises to this unique landscape carved out by nature. Like that nature, Street Arts are a force that shapes our relationship with our urban places and spaces. Being audience to, and sometimes participants in, marvellous, monumental or humorous experiences, produced with care and craft, helps make the city an exciting place to be.

Cork City Arts Office is delighted to make available this practical resource for Street Arts Practitioners, Producers, Collaborators and Commissioners who wish to produce Street Arts in Cork City. It is the outcome of a learning journey that began as a capacity building project supported by the Creative Ireland programme.

street smart has been authored by Cork City Council's Community Arts Coordinator, Siobhán Clancy and we are very grateful for the input of so many local practitioners, as well as our own colleagues, to make this toolkit as practical as possible. Not least of all, we owe a debt of thanks to Ardú and Cork Community Art Link, two unique organisations who have contributed immensely to the knowledge contained herein.

Street Smart does not claim to be a definitive guide on Street Arts but it does direct the reader to sources for expert advice for Cork City-based activities. It also provides essential information on the practical steps and logistical considerations involved in producing Street Arts projects. We look forward to updating this toolkit as we continue on our learning journey and receive feedback from those who use it. In the meantime, we offer it as a tool for those who seek to realise possibilities as yet unimagined.

Michelle Carew

## OVERVIEW

**street smart** is a toolkit that has been developed by Cork City Council Arts Office. This resource was developed during the recent experience of the Covid 19 pandemic. Street Arts emerged as one of the few viable options for engagement in cultural life in the city at a time of considerable restrictions. With the demand for Street Arts, grew an appreciation for the history and politics that inform it, not least the way in which it calls for greater cultural and social use of public spaces managed by local authorities.

This toolkit is for everyone interested in continuing that engagement and growing that appreciation by liaising with your local authority on the development and production of professional as well as amateur arts activities in outdoor urban settings. Whether you are very experienced, new to the field or wondering how to facilitate Street Arts in your community, the content should provide you with the logistical information you need to succeed. It does not claim to be a definitive guide on Street Arts but it does direct the reader to sources for expert advice.

This toolkit is arranged in three separate and complimentary sections;

Section 1 introduces the reader to the process of producing a street arts activity. It includes a step-by-step guide.

Section 2 contains information and tips on how to fulfil each of the steps in the guide.

Section 3 provides operational information, checklists and links to forms online.

**street smart** is the outcome of a Street Arts capacity building project for Cork City supported by Creative Ireland. It is informed by the learning gained through this project which has included the following activities in 2020 and 2021 :

- ‘Ardú 2020’ street art initiative in partnership with Cork City Council
- ‘Streets Ahead’, a professional development programme in partnership with ISACS (the Irish Street Arts, Circus and Spectacle Network)
- A ‘social practice’ professional development programme by Cork City Council Arts Office in partnership with Leitrim Arts Office
- A street arts knowledge exchange with Dublin City Arts Office and Carlow Arts Office
- A place-making training workshop series with Wessel Badenhurst for Cork City Council staff





'Inferno' by PassePartout Circus/Alchemy Arts with Guillaume Cousson, Will Flanagan & Sue Hamilton, Cork Midsummer Festival, Cork City 2014. Photo by Condon Photo.



Section 1

# INTRODUCTION

## WHO IS THIS TOOLKIT FOR?

This toolkit is for anyone that aims to produce an arts activity outdoors in the city. For some whose work is aligned to the principles and practices that inform Street Arts, the outputs will be very clearly presented and enjoyed as such. Others might just wish to experiment with techniques of Street Arts production. Others again might simply need to know the basics about working in public spaces how to manage that, such as on a film with city-based outdoor location shots or on a Public Art project.

While Street Arts is distinct from Public Art, as a field that manifests in the public realm there is relationship between them. For that reason, in the Cork City local authority area, the Cork City Council Public Art Policy addresses matters pertaining to Street Arts and can be accessed by contacting Cork City Arts Office.

The distinction between Street Arts and other fields of practice is largely down to its cultural history that informs the aesthetics. Vida Cerkvenik Bren touches on this in the highly recommended, practical resource on outdoor theatre [Why Don't We Do It In The Road: A Personal Guide to Outdoor Interactive Theatre](#).

To conclude; you don't have to be a street artist to use this toolkit, but it is most useful to those who are. Even if you are not a street artist now, by the time you have used it, you may well be! Whatever the reason you have sought out the information in this toolkit, we encourage you to learn about and celebrate the rich and engaging practice that has informed it. For a full understanding of what is meant by Street Arts, as well as a range of other resources and opportunities, it is recommended that you consult with the leading authority in Ireland on the field [ISACS, the Irish Street Arts, Circus and Spectacle Network](#) and view examples in local contexts by Ardú, Cork Community Art Link and others.

## TYPES OF STREETS ARTS ACTIVITIES

Below is a non-exhaustive set of examples of Street Arts forms and platforms for outdoor urban settings, some of which are featured in the images in the following two pages with full acknowledgements on page 51. Many forms are not included here and more are developing all the time. Some practitioners who present their art in venues such as circus spaces, music stages and theatres also occasionally share versions of their work on the street as a way of engaging new audiences, promoting shows and developing skills. For others, the streets are central to their practice, either in part or wholly motivated by a desire to facilitate access to the arts for broad audiences.

Examples of Street Arts Forms		Examples of Street Arts Platforms
Street Theatre and Performance	Street Art	Outdoor Arts Events
Dance	Asphalt Art	Community Festival
Guerrilla Theatre	Mosaic	Street Party
Street Circus eg. Acrobatics, Juggling, Stilts	Mural Painting	Outdoor Concert
Music, Song,	Temporary Installation	Promenade Performance/ Art Trail
Procession	Stencilling and Reverse Graffiti	Carnival
Puppetry	Stickering	Spectacle
Walkabout Character Performance	Wheatpasting	Outdoor Workshops



Street Arts Forms clockwise from top left: Music Performance [1], Street Theatre [2], Puppetry and Procession [3] and Installation [4].





Street Arts Forms clockwise from top left: Paste Ups [5], Asphalt Art [6], Circus [7] and Street Art [8].

## STREET ARTS: STEP BY STEP

Following are the steps typically involved in an activity that takes place outdoors in urban settings. You will find tips on how to fulfil each of these steps in the next section of this toolkit.

STEP	ACTION	TIPS	PAGE
1	Decide what you want to do. This might start from a creative concept that you want to realise or from the identification of a place or community you want to work with or engage. Having a clear idea about what you want to achieve provides a solid foundation for your activity. It is recommended to have an artist involved at this stage whenever feasible to brainstorm creative possibilities. Cork City Council Arts Office has a database of practitioners to draw from.	<ul style="list-style-type: none"> <li>• Ideas</li> </ul>	<ul style="list-style-type: none"> <li>• 16</li> </ul>
2	Outline your proposed activity to your local authority Arts Office if you anticipate at this stage that you will need advice or support to realise your activity. Early contact is recommended to receive timely advice and meet any deadlines required for the processing of permits/licences, funding etc.	<ul style="list-style-type: none"> <li>• Advice</li> <li>• Commissions</li> </ul>	<ul style="list-style-type: none"> <li>• 17</li> <li>• 18</li> </ul>
3	Recruit your team. It is recommended that the role of project manager be assigned to a competent person to support its successful development and delivery. Depending on scale of budget and skillset required, the artist(s) might project manage. Pre-	<ul style="list-style-type: none"> <li>• Artists</li> </ul>	<ul style="list-style-type: none"> <li>• 19</li> </ul>



	pare briefs for each member of that team so they are clear on the nature and duration of their role and any requirement/agreement with regard to payment, delivery method, deadlines etc pending success in securing funding and other support required. Depending on the nature of the activity, some roles may be carried out by volunteers. It is still important to be clear on the nature, duration and limits of their role.		
4	Identify a location. If that is a public space, check with your local authority with regards to availability and requirements for access. If it is a private space you should reach out to the owner/developer/estate agent, and deal with them directly. Be aware that access, whether public or private, may be subject to legal requirements such as licencing, planning permission etc.	<ul style="list-style-type: none"> <li>• Locations</li> </ul>	<ul style="list-style-type: none"> <li>• 20</li> </ul>
5	Secure the supports needed to realise your activity. This might require some research into fundraising and partnership opportunities. To effectively communicate the impacts, an evaluation process should be implemented that will chart the progress made by the project. A final report is typically expected by funders, partners and other supporters.	<ul style="list-style-type: none"> <li>• Funding</li> <li>• Evaluation</li> <li>• Partnership</li> </ul>	<ul style="list-style-type: none"> <li>• 25</li> <li>• 31</li> <li>• 32</li> </ul>
6	Prepare documentation that will be required by the local authority and other stakeholders to support/approve the activity (such as method statements etc). Once everything is in order, it is at this stage that you are ready to undertake your activity. It is recommended that you document progress throughout, communicating the achievements as they emerge.	<ul style="list-style-type: none"> <li>• Logistics</li> <li>• Further Reading</li> </ul>	<ul style="list-style-type: none"> <li>• 33</li> <li>• 37</li> </ul>



Street Artist Garreth Joyce 2018, Cork City. Photo by Provision Photography.

Section 2

# STREET ARTS GUIDE

## STREET ARTS CHECKLIST

Below is a checklist of considerations for your street arts activity. It is recommended that you be able to answer 'yes' to all the questions below prior to commencement. Read through the questions carefully. You can refer back to this checklist as you develop your activity plan. You can check your list as you make progress, assisted by the 'Tips' section of the toolkit in the following pages.

	✓		✓
Have you found an activity idea you love that meets your objectives?		Will you be able to cover the costs incurred?	
Have you identified an appropriate location for your activity?		Will it be safe for you and your audience?	
Will the activity benefit the place it will be sited in and the people that encounter it, whether temporarily or for the long term?		Have all requirements been met for your activity to take place in a public space? Has approval been obtained in writing?	
Have locals had an appropriate say in what will take place in their area?		Do you have a contingency plan?	
Will it compliment other activities in the city?		Will your activity be adequately documented and promoted?	
Do you/your team have the skills to realise your ambitions and will everyone involved be appropriately credited and equitably remunerated?		Will the achievements be communicated appropriately?	
Will it demonstrate best practice in inclusivity and originality? For example, will the activity be engaging and of high artistic quality?		Will the outcomes be well maintained?	
Are all issues that could be caused by weather mitigated against?		Will there be a legacy and can you communicate its value appropriately?	

## STREET ARTS TIPS

	Page
<b>ideas</b>	<b>20</b>
<b>advice</b>	<b>21</b>
<b>commissions</b>	<b>22</b>
<b>artists</b>	<b>23</b>
<b>location</b>	<b>24</b>
<b>funding</b> (including match funding)	<b>29</b>
<b>evaluation</b>	<b>31</b>
<b>partnership</b>	<b>32</b>
<b>logistics</b> (including planning permission)	<b>33</b>
<b>further reading</b>	<b>37</b>

## Tips on **ideas**

Good quality street arts resonate with the environment within which they are presented. They aim to connect with the audience, the context, the physical space and/or the period of time in which the art is situated as well as the place in which it is presented. Simply by looking around us, as well as within ourselves, ample subject matter can be found to inform a street arts work or event. Street Arts can communicate the core themes of your practice/organisational goals. They can also provide a vehicle for self or collective expression, amplification of the voices of participants/subjects, sharing of experience, commemoration of key dates in the annual calendar and celebration of culture.

The ideas for some street-based arts activities might be directly related to a desire to enhance the context itself. Tactical Urbanism is an approach to planning that incorporates creativity through short term actions which might lead to positive, long term changes. The Street Plans Collaborative in Brooklyn, USA have an incredible free online library of resources [here](#) that might inspire ideas for your area.



## Tips on **advice**

When seeking advice and other forms of support, it is important to communicate your needs clearly. We recommend that you read through this toolkit fully as it holds answers to many of the most frequent questions related to street-based arts activities in Cork City. It will also direct you to the most likely person(s) who to deal with your specific query or queries.

The questions supplied in the Street-based Arts Activities Checklist on page 12 will guide you in ensuring that you have all you need in place for your proposed activity.

It is also advisable to provide the following information so that your query can be dealt with efficiently:

- Your aim and objectives
- Your desired outcome
- Your contact details

## Tips on **commissions**

Cork City Arts Office manages a database of street arts practitioners for access by anyone interested in commissioning Street Arts.

Get in touch if you are an arts practitioner or represent an organisation that would like to be added to the Cork City Arts Office Street Arts Practitioner database. If you are eligible for inclusion based on the criteria in the next section '**an artist**', simply send the items listed below to [arts@corkcity.ie](mailto:arts@corkcity.ie):

1. Contact Name
2. Contact Email Address
3. Contact Phone Number
4. A list of street arts forms you practice (See page 9 for guidance)
5. Biography (150 words max)
6. Relevant weblinks (3 max)

Please note that Cork City Arts Office advocates fair and equitable remuneration of artistic personnel working on street arts initiatives as per the Arts Council 'Paying the Artist' policy. To access this policy, follow [this link](#).

If you are interesting in commissioning or collaborating with an artist, it is recommended that you prepare a brief outlining the purpose and desired outcomes of the activity, key dates, location, methodology for delivery, subject matter and profile of collaborator(s) if applicable.

## Tips on **artists**

Cork City Arts Office manages a database of local Street Arts practitioners including producers. Get in touch if you are looking for direction on an individual or organisation to assist in producing your Street Arts activity.

Inclusion in this database, is subject to the following four criteria to ensure quality of referrals:

- Evidence of professional artistic practice
- At least one example of involvement in a Street Arts activity
- Evidence of experience/qualifications/training/professional development in Street Arts
- Practice within Cork City local authority area

Whether you are a practitioner or a commissioner, you can get guidance on typical rates of remuneration for street artists, [contact the Irish Street Arts, Circus and Spectacle Network](#)

Professional street artists and organisations are encouraged to write a list of all requirements to ensure fulfil their brief/contract. This might include a detailed description of the activity area, proximity to parking, levels of quiet needed etc.

## Tips on **locations**

This toolkit contains the contact details for sections of Cork City Council who deal with various aspects related to street-based arts activities, including information about Council-managed areas or properties. Various permits and licences are required for use of certain types of public spaces for street-based arts activities. More details about these and associated costs are outlined in the 'logistics' section of this resource and in the appendices.

We recommend that you first take a walk around the city to scope out potential areas for your Street Arts Activity. You can investigate the locality further by talking with locals and using Google Street View. Locations for street arts can include plazas, parks, vacant lots, gable ends of buildings, meter boxes, bridge underpasses, alleyways and so many more. Cork City Council can facilitate introductions to community groups that may share an interest in your activity based in locations around the city that may be relevant to your activity. Many communities will be keen to know how your activity can enhance their place so it may be worthwhile to consider a 'placemaking' approach (see page 24). Liaising with the owners or managers of non-city council owned properties is outside of the scope of Cork City Council, primarily because we do not operate a database of same. In matters related to the latter, we suggest that you connect directly with the owners/developers/estate agents.

When identifying a suitable location for a street-based arts activity, it is recommended that the decision be sensitive to the local context. For example, the subject matter could be made relevant to those in geographic proximity or, where appropriate, the medium could connect with their culture, tradition or local practices. Ideally, those based there would also have an input whether that is as audience or as active participants in the creative process. At the very least, the activity should not negatively impact on the location or those based there but rather add something of value. It is advised that you get in touch with the local residents and traders associations to scope out whether your activity will be supported. Letter drops whereby you can inform local residents of your proposed activity are advisable in cases. Generally, it is found that this simple courtesy engenders local support for street art activities. Don't forget to include contact details in your letters.

There are some practical considerations to take into account when selecting a suitable location for Street Art Activities. Following are questions that indicate the kind of factors which have an impact on planning, permit application and health and safety considerations.

### **1. For all Street Art Activities:**

- 1.1 Is there an agreement in place for pre-approved scheduled activities with any other Street Artist that may clash with your activity? If so, you may need to reconsider the timing or location of your event.
- 1.2 Are barriers or traffic cones required to cordon off the work area around the surface safely for the benefit of the Street Artist(s) and artwork? Will the budget facilitate hire as well as transportation of these items to and from the location? Will these be safely stored between use and where? Will ample drying time be allowable for surfaces before daily (and final) removal of barriers? Prior consultation and informed scheduling and budgeting as part of pre-planning should address any issues related to the items mentioned.
- 1.3 Is there enough space for pedestrians, cyclists and motorists (as applicable) to pass by the work/performance area around the surface in a way that maintains the safety of the street artists? If not, a temporary road closure may be required which will require advance planning in terms of time and costs incurred. Please note that a Pedestrian Management Plan is recommended. Please be aware that pedestrianised streets are sometimes access routes for emergency vehicles also. Ensure safe vehicular access at all times in these cases.
- 1.4 Have sanitary, first aid and other necessary facilities been identified close to the activity location for the comfort and wellbeing of the Street Artist(s)?
- 1.5 Is parking required by the Street Artist(s)? If so, a reconnaissance is advisable to locate the best options to meet requirements.
- 1.6 Have the Gardaí been notified with regard to traffic considerations? If not, simply drop a letter into good time into the Superintendent in the Anglesea Garda Station with your contact details so they will be aware of works underway.

## 2. For Street Art involving the painting of surfaces:

- 2.1 Is the surface flat, non-absorbent, damp free and in good repair? If not, you may need to invest time in preparation such as drying, insulating, sealing and repairing.
- 2.2 Is the surface free of exposed cables and away from overhead power lines? If not, you may face risks when painting at ground level and/or at a height using ladder/machinery.
- 2.3 Are the materials appropriate for the activity? Will they prevent damage to any surfaces they come into contact with? Are materials for ground surfaces slip-free? Will the materials resist potential damage due to weather and climate conditions, impact by foot and motor traffic, street cleaning etc? If not, further research may be required.
- 2.4 Is the surface attached to a property that is preserved? In this case, a preservation plan will be required stating the types of materials to be used or application and removal and their impact on the surface. It is recommended that you liaise with the Cork City Council Conservation Office.
- 2.5 Is a Mobile Crane or Hoist required? Is there ample room to safe park and move this machinery? Will it be safely guarded overnight? Will the budget cover the refundable bond to Cork City Council for safeguarding of pavements and enhanced surfaces against damage? Liaising with Cork City Council Roads and Environment Section is recommended on matters related to use of MCH.
- 2.6 Will the street artist(s) be supported by a spotter(s) who can a) keep vigilance over health and safety of site and street artist(s) and advise passersby of same, b) Assist street artist(s) during comfort breaks, supervising machinery and materials during times away from the work site and c) relay information to the street artist(s) as needed.
- 2.7 Will safety workwear wear (such as gloves and masks) be provided to safeguard the health of the street artist(s)?
- 2.8 Is there sufficient lighting and reasonable weather conditions for your activity to go ahead safely at the scheduled times?



### **3. For Street Arts requiring performance/event space:**

- 3.1 Is power required and do your cables meet the required ampage for available sockets? Where it is not possible to access power, the budget may need to extend to the hire of a generator. It is recommended that environmental impact be taken into consideration at all times when using power.
- 3.2 Is the surface suitable for the Street Arts activity and not likely to cause injury to performers/users and audiences? If not, you may need to provide appropriate floor covering.
- 3.3 Is the ambient light conducive to your activity? If not, you may need to address the visual aspects of your activity or reconsider the timing and/or location. Be aware that alteration of lighting in Cork City Centre can be a lengthy process due to the level of consultation required the providers.
- 3.4 Is the ambient sound in the location conducive to your activity? Will sound amplification be of an appropriate level that will not incur noise pollution complaints? If not, you may need to address the audio aspects of your activity or reconsider the timing and/or location.
- 3.5 Does your activity require street furniture for use by the audience? If so, permits might be required to facilitate this.
- 3.6 Is your activity likely to draw an audience? If so, some support from additional team members will be required for crowd management purposes.
- 3.7 Have all eventualities been explored and mitigated against to ensure the safety of the Street Artist(s) and their equipment?

## An extra note on **placemaking**

Placemaking is a process that seeks to add value to places through in an inclusive, ground up way. It is a strategy for the development and enhancement of locations as more liveable spaces. It is worth considering as an approach to engage with your audience in a particular area. A typical placemaking process starts with an audit of a location to identify the assets and the issues. The results may provide a rationale for a streets arts initiative deserving of strategic partnership with your local authority.

Placemaking embraces trial, experiment and prototyping. It is underpinned by this set of guiding principles that evoke best practice in people-centred design and it champions creativity and artistic endeavour as the quote below attests;

*Street art inspires people to collectively reimagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, street art refers to a collaborative process by which we can shape our public realm in order to maximize shared value. More than just promoting better urban design, street art facilitates creative patterns of use, paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution.*

- Project for Public Spaces ([www.pps.org](http://www.pps.org))

Cork City Council Arts Office is situated in the Community, Culture and Placemaking Directorate. As such, we are encourage street-based arts activities that can activate places in the city in a manner that aligns with Placemaking principles. For more information about Placemaking, read below and follow [this link](#).

The Routledge Handbook on Placemaking is an excellent resource published in 2021. The key concepts it contains are presented in a set of highly recommended webinars available online [here](#).

## Tips on funding

Initiatives of high quality can require substantial funding and certain costs are often overlooked. This includes costs such as health and safety planning, maintenance etc. Appendix E contains a list of typical budget headings for a wide variety of street-based arts activities. We recommend that you refer to that resource when drafting an estimate for your activity, editing it according to the needs of your activity and adjusting your plan according to the scale of your budget.

Below are some examples of three different types of support available for street arts:

1. **Professional Practice Supports:** The Arts Council have a dedicated division that deals with queries and offers advice in [Street Arts and Spectacle](#). Annual funding schemes by the Arts Council support projects, events and practice development in this art form. Other supports such as the Arts Council Travel and Training Award can offer enormous benefit to the development of practice.
2. **Community Practice Supports:** Create (The National Development Agency for Collaborative Arts) manages [The Arts Council 'Artist in the Community Scheme'](#) which enables artists and communities of interest or place to work together on developing arts projects.
3. **Professional Development Supports:** Some organisations offer information about funding and other supports in the form of internships, training, mentorship etc. It is worthwhile to do some research into upcoming opportunities in Ireland and abroad. For example, Circus Factory in Cork host artists in residence while Spraoi in Waterford have a policy of supporting 'New Emerging Street Talent' nationally via their annual [N.E.S.T. programme](#). ISACS can provide direction to opportunities like this and others ([www.isacs.ie](http://www.isacs.ie))

## An extra note on **match funding**

Some funding opportunities require match funding to be secured by the applicant. This can represent fiscal support or 'benefit-in-kind' (see previous section for examples).

Match Funding might be raised through sponsorship, local fundraising and other means. Before accepting sponsorship or other supports, it is advisable that expectations on all sides are clarified, preferably in writing. It is also recommended that the values of the sponsors resonate with the values of the commissioning body and they community they will support.

Local authorities manage several funding streams. Depending on the nature of your proposed street-based arts activity, you may find one or more that may be suitable to part fund (i.e. match fund) an element such as the animation of a specific location of significant heritage; provision of creative fitness activities; the generation of tourism etc. See Appendix F for information about example funding available from Cork City Council.

Please note that the artistic merits of the proposed activity will always be of key importance. Therefore, a conversation with Cork City Council Arts Office is highly recommended early in your process.

## Tips on **evaluation**

Street Arts have the potential to generate many positive impacts. Audience and participant experience can be evaluated in a number of ways to represent these impacts and grow a case for this practice in urban settings.

Below is a non-exhaustive list of qualitative and quantitative methods. It is up to you to decide which method best suits your context and activity. Be aware that funders, policy makers and partners often require this type of information.

Qualitative Evaluation Methods	Quantitative Evaluation Methods
Case Studies	Attendance or Engagement Figures
Documentation of engagement (eg photos, videos etc)	Sales Figures
Focus groups with stakeholders	Surveys
Interviews with audience members/creative contributors	Document Review
Participant observation	Polls
Testimony	Questionnaires

A good report on a Street Arts activity will typically contain a mix of information using a variety of methods such as those listed above. Don't forget to include audio, image and video documentation to give the reader a real taste of the activity and its merits.

## Tips on **partnership**

Arguably, of more or at least, of equal value than funding are the forms of support that come through strategic partnership like ‘benefit-in-kind’. This typically involves a sharing of the workload and a pooling of resources such as: a) Administrative supports including Communications, PR and Outreach/Engagement, b) Asset Sharing including equipment hire, rehearsal/work space and storage and c) Logistics Management including provision of Transport, Accommodation etc. Through the sharing of responsibility and working to strengths, a good strategic partnership can be the difference between a creative aspiration becoming achievable or not.

Before entering into a partnership, be aware however that different partners may have different expectations. It is advisable to discuss a proposed partnership in detail and to get all agreements in writing in the form of a Memorandum of Understanding/MoU and/or contract before work commences. You will find advice about MoUs and contracts on [www.socialpracticetoolkit.ie](http://www.socialpracticetoolkit.ie)

Support from Cork City Council, subject to feasibility, requires evidence of merit and the capacity to fulfil all requirements set out in this document. With regard to the former, a Street Arts activity would need to address strategic priorities such as the non-exhaustive examples below. Please note that even if all the items below were fulfilled, partnership with Cork City Council cannot be guaranteed.

- Delivers an artistic experience of the highest quality furthering practice in a key area and provides benefits to the cultural sector as well as to the practitioners involved.
- Responds to priority issues for participants or audiences, compliments or supports other programmes of work, engages key stakeholders, makes the arts more accessible to all etc
- Benefits the location environmentally, socially etc



## Tips on **logistics**

Street-based arts activities in public places with an anticipated audience of less than 5000 audience members require a **'Use of Public Space' Licence** (See Appendix B.1). This licence is applicable in any instance in which traffic and pedestrian flow through public space is affected such as by the installation of barriers, use of hoists, storing of materials etc. This licence is not required for activities in privately-owned spaces but the permission of the owner and the activity is still subject to bye-laws governing noise pollution etc.

The organisers of largescale activities are required to participate in a stakeholder meeting to discuss and agree how the activities are to be managed in terms of health and safety etc. All elements must meet the requirements of the Health and Safety at Work Acts of 2005 and 2007. These meetings are likely to include representatives from An Garda Síochána Events Office and Cork City Council. For activities such as events with anticipated audiences of over 5000, approval will need to be sought from Cork City Council Planning Development Management.

Other licences and permits relevant to the operational aspects of street arts activities of scale are explained in detail in Appendices A and B. These include:

- Appendix B.2: **Road Closure Permit** – when activities will interfere with safe passage of traffic for full or partial days
- Appendix B.3: **Filming Permit**
- Appendix B.4: **Mobile Crane and Hoist (MCH) Licencing** – when an MCH is required for completing proposed initiative

To access templates for documentation required as part of permit/licencing application processes such as Risk Assessments etc, go to [www.socialpractice.ie](http://www.socialpractice.ie) This website also contains further advice for Street Arts produced in community arts, collaborative settings or through socially engaged contexts.

Subject to availability, Cork City Council may be in a position to assist with the sourcing of practical resources needed for Street Arts activities. Some of these will incur costs and all are subject a) to availability and b) to office open hours.

In addition, there are facilities available at Cork City Council City Hall, such as the Atrium, the Concert Hall and the Millenium Hall for which some activities may be eligible to book for exhibition, rehearsal and performance.

Facility	Cork City Council Section
Exhibition	Corporate Affairs
Rehearsal space	Corporate Affairs
Performance space	Corporate Affairs

## An extra note on **planning permission**

Much street art and graffiti exists that has been produced without seeking permission. Well known UK artist Banksy, for example, has never received permission for his street art. The pros of securing permission include the following:

1. Planning permission protects street art from being removed
2. The artist(s) can be publicly acknowledged without fear of prosecution

Planning permission is required for any physical works that are legally considered to constitute “development” and which are not specifically exempted from the need to seek planning permission in planning legislation. The legislation currently establishes that murals on hoarding or other temporary structures surrounding building sites are “exempted development” but that other murals (i.e. on walls, roads etc) are not. It specifically establishes an exemption which states the following:<sup>1</sup>

### CLASS 12

The painting of any external part of any building or other structure. Such painting may not, except in the case of a hoarding or other temporary structure bounding land on which development consisting of works is being or will be carried out in pursuance of a permission granted under Part III of the Act or as exempted development, be for the purposes of creating a mural.

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<sup>1</sup> Planning and Development Regulations 2001 (as amended), Schedule 2 Part 1, Class 12. For context, please note that planning legislation in Ireland is established at the national level. The Planning and Development Act 2000 sets out the broad provisions, with more details being provide in the Planning and Development Regulations, 2001. Both are typically updated and revised on an annual basis. A full explanation of the legislation is available at <https://www.gov.ie/en/publication/c0ac2-planning-legislation-primary-legislation/>

Artists must consider the following for murals and other street art that requires planning permission:

- To secure planning permission for a temporary or permanent artistic outcome, an application is required to the Local Authority. This process can take time. Depending on the scale, it can be costly and sponsorship or other funding may be required to cover these costs. See <https://www.corkcity.ie/en/council-services/services/planning/> for more details about applying for planning permission.
- It is acknowledged that much street art exists that has been produced without seeking permission. Murals created without a grant of planning permission constitute unauthorised development that can be subject to planning enforcement. Planning legislation gives a Local Authority the power to remove unauthorised development and to take the person who created such development to court, where the creator can be fined and criminally convicted. Planning legislation also allows the creator to apply for planning permission to retain the development (though this is a separate process that does not automatically stop planning enforcement proceedings). More details are available in <https://www.gov.ie/en/publication/10d10-a-guide-to-planning-enforcement-in-ireland/>
- If Cork City Council receives complaints about unauthorised development from members of the public, it is obliged to investigate under the planning legislation. In addition, Cork City Council will also take strategic enforcement action against any street art works that contain hate speech, constitute advertising (there are many provisions in the planning legislation in relation to advertising), causes damage to/has material impact on the fabric of the built heritage, or is so poorly executed that it significantly impacts on the public realm. Such actions would be taken in the interest of the entire community.

Please note that painting or poster on temporary structures such as hoarding are not subject to planning permission. They are however subject to laws that regulate littering and advertising that may result in the removal of street art works that infringe either.

## Tips on **further reading**

[A Guide to Risk Assessments and Safety Statements](#)

Health and Safety Authority

[Covid 19 Toolkit](#)

Without Walls

[Event Guidance Booklet](#)

Dublin City Council

[Irish Street Arts, Circus and Spectacle Network Website and Member Forum](#)

ISACS

[Toolbox Tactics](#)

Beautiful Trouble





Dragon of Shandon by Cork Community Art Link, Cork City. Photo by Open Lens Photography.

Section 3

# APPENDICES

## **APPENDIX A**      **Cork City Council Staff Directory for Street Arts Related Queries**

### **General Street Arts Queries:**

Cork City Council Arts Office:                      Siobhán Clancy                      Community Arts Coordinator [siobhan\\_clancy@corkcity.ie](mailto:siobhan_clancy@corkcity.ie)

### **Specific Street Arts Operational Queries:**

Cork City Council City Centre Affairs:                      John Hayes                      City Centre Manager                      [john\\_hayes@corkcity.ie](mailto:john_hayes@corkcity.ie)

Cork City Council Parks Section:                      Stephanie Connolly                      Clerical Officer                      [stephanie\\_connolly@corkcity.ie](mailto:stephanie_connolly@corkcity.ie)

Cork City Council Roads Operations:                      Rebecca Landry                      Clerical Officer                      [rebecca\\_landry@corkcity.ie](mailto:rebecca_landry@corkcity.ie)

Cork City Council Roads Operations:                      Mary McCaughley                      Staff Officer                      [mary\\_mccaughley@corkcity.ie](mailto:mary_mccaughley@corkcity.ie)

Cork City Council Roads Operations:                      Emma Flynn                      Staff Officer                      [emma\\_flynn@corkcity.ie](mailto:emma_flynn@corkcity.ie)

Cork City Council Traffic Management:                      Deirdre McCarthy                      Road Closure Payments                      [deirdre\\_mccarthy@corkcity.ie](mailto:deirdre_mccarthy@corkcity.ie)>

Cork City Council Traffic Management:                      Anthony McCarthy                      Engineer                      [anthony\\_mccarthy2@corkcity.ie](mailto:anthony_mccarthy2@corkcity.ie)

Cork City Council Corporate Affairs:                      Úna Murray                      Assistant Staff Officer                      [una\\_murray@corkcity.ie](mailto:una_murray@corkcity.ie)



## APPENDIX B Operational Requirements

Requirement	Details	CONTACT	FEES	✓
<b>B.1 Use of Public Space Licence</b> (see page 14)	<p>Use of Public Space Licence</p> <p><i>Please note the following:</i></p> <ul style="list-style-type: none"> <li><i>This licence must be applied for at least one month in advance of the date of proposed activity related to performance or stalls (not murals)</i></li> <li><i>The associated licence fee is sometimes waived for charitable activities including non-commercial arts activities.</i></li> </ul>	For payments and queries: Rebecca Landry, Roads Operations, Cork City Council	€110	
<b>B.2 Road Closure</b> (see page 14)	<p>Online application for temporary road closure and payment of non-refundable fees per instance.</p> <p><i>Please note the following:</i></p> <ol style="list-style-type: none"> <li>The person registering on the online forms platform and applying for temporary road closure will sign the declaration (digitally) and must be an employee/holder of the accompanying insurance policy.</li> <li>An application for temporary road closure must be submitted a minimum of 4 weeks prior to the proposed commencement of works. Late submission will incur automatic rejection.</li> <li>Road closure will incur a non-refundable fee as relevant i.e.</li> </ol>	<p>For payments: Deirdre McCarthy, Traffic Management, Cork City Council</p> <p>For queries: Anthony McCarthy, Traffic Management, Cork City Council</p>	<p>€650 (short term) + €250 per extra day</p> <p>€2200 (long term)</p> <p>Parking Bay Fees, if applicable</p>	

	<p>€650 for one day (temporary)</p> <p>€250 per additional day (temporary)</p> <p>€2200 flat fee for 7+ days (long term closure requiring statutory process)</p> <ol style="list-style-type: none"> <li>4. If a Parking Bay or area is being removed or is not available due to the Closure of the Roadway then the Applicant is required to pay for the loss of revenue associated with the Parking Bay. The current cost is €20.00 per bay per day or part thereof for a 1 hour zone or €10.00 per bay per day or part thereof for a 2 hour zone. Loading Bay costs are €30 per space per day at standard van size. This must be paid in advance of the closure.</li> <li>5. Gather your support material to submit with your application specifically: <ol style="list-style-type: none"> <li>a. Traffic Management Plan (in accordance with <a href="#">Chapter 8 of the Traffic Signs Manual</a>)</li> <li>b. Insurance Policy</li> </ol> </li> <li>6. To submit your application, go to <a href="https://corkcity.submit.com/show/52">https://corkcity.submit.com/show/52</a></li> <li>7. The Cork City Council Traffic Meeting is held each Tuesday in the Council Chambers, City Hall, Cork, between 13.30-15.30 hrs. Attendance is mandatory and discussion of various applications is on a first come, first served basis. Upon discussion of each application, the most appropriate procedure under Section 75 of the Roads Act 1993, will be decided upon and the application will proceed on that basis.</li> <li>8. A consultation may be required for works of significant impact.</li> <li>9. To submit your application for temporary road closure, go to <a href="https://cork-city.submit.com/show/49">https://cork-city.submit.com/show/49</a></li> </ol>			
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	For more details on requirements, go to <a href="https://www.corkcity.ie/en/council-services/services/roads-and-traffic-management/licences-and-forms/road-closure-guidance-notes.pdf">https://www.corkcity.ie/en/council-services/services/roads-and-traffic-management/licences-and-forms/road-closure-guidance-notes.pdf</a>			
<b>B.3 Filming Permits</b>  <b>See more info at <a href="http://film-incork.com/agencies-permits/">http://film-incork.com/agencies-permits/</a></b>	<p>Application for filming in public places.</p> <p>This is applicable where filming on roads or pavements is not applicable.</p>	<p>For queries for street-based activities: Rebecca Landry, Roads Operations, Cork City Council</p> <p>For queries for parks-based activities: Stephanie Connolly, Parks Section, Cork City Council</p>	N/A	
	<p>Roads Dept. Application Form PS1</p> <p>This is applicable where filming on roads or pavements but Road Closure is not required.</p> <p>Where Road Closure is required, see Road Closure section above in this table.</p>	<p>For queries for street-based activities: Rebecca Landry, Roads Operations, Cork City Council</p> <p>For queries for parks-based activities: Stephanie Connolly, Parks Section, Cork City Council</p>	N/A	
<b>B.4 MCH Licence ie. licence for Mobile Crane and Hoist including</b>	Online application for a MCH Licence and payment of non-refundable fee(s) per unit	For queries: Mary McCaughley, Roads Operations, Cork City Council	€110	

<p><b>cherry pickers and scissors lifts (see page 14)</b></p>	<p>Please note the following:</p> <ol style="list-style-type: none"> <li>1. The person registering on the online forms platform and applying for the licence will sign the declaration (digitally) and must be an employee/holder of the accompanying insurance policy.</li> <li>2. An application for this licence must be submitted a minimum of 14 days prior to the proposed commencement of works.</li> <li>3. All applications for MCH licences incur an application charge including withdrawn and refused applications. This charge is non-refundable.</li> <li>4. Gather your support material to submit with your application. See Appendix C for details of support material required.</li> <li>5. To submit your application, go to <a href="https://corkcity.submit.com/show/52">https://corkcity.submit.com/show/52</a></li> </ol> <p>A consultation may be required for works of significant impact.</p>	<p>For queries: Emma Flynn, Roads Operations, Cork City Council</p>		
	<p>MCH Refundable Deposit (refundable) also known as a 'bond', if applicable (see Appendix C)</p>		<p>€2000+, if applicable See Appendix C</p>	
	<p>Parking charges for MCH in CCC managed parking bay on road</p>		<p>€10/€20 per day</p>	

## **APPENDIX C MCH Licencing Requirements**

To submit an MCH Licence application on-line you will be required to attach the following supporting documentation. Once the application is processed internally \*further fees will then be notified

### **Dimensioned Plan Sketch**

A detailed plan showing the exact location of the proposed MCH and if applicable the extent and layout of the temporary pedestrian footpath, including ramps, signage, guardrails and pointsmen.

### **Work Method Statement / Traffic Management Plan**

Where it is proposed to locate a MCH 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.
- Arrangements for site deliveries, including time of day restrictions, vehicle queuing arrangements etc.
- Provision for storage of materials etc.

### **Pedestrian Management Plan**

Where it is proposed to place a MCH on a public road which 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.
- 

### **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.

\*Further Fees

**MCH Charges :**

Refundable Deposit

Crane	€2,000 (Road) or €3,000 (Enhanced Road Area)
Hoist	€1,000 (Footpath) or €2,000 (Road) or €3,000 (Enhanced Road Area)

Parking Charges

Suspension of 1 No. Disc Parking Space	€ 20.00/day or part thereof (1 Hour Parking Zone)
	€ 10.00/day or part thereof (2 Hour Parking Zone)

Please note that, while documentation of the following is not required by Cork City Council, Health and Safety standards recommend that any person(s) operating a Mobile Crane or Hoist acquire the following:

1. An MCH Operating Ticket – this is awarded on the completion of a training course by any MCH hire company
2. Harness Certification

MCH Operators are discouraged from working alone. ‘Spotters’ on the ground are a key support, especially in the event of an emergency.

## APPENDIX D Other Requirements

REQUIREMENTS	DETAILS	CONTACT	FEEs	✓
<b>D.1 Health and Safety</b>	<p>Risk Assessment ie. hazards identified and mitigating actions outlined.</p> <p>Please note the following:</p> <p>It is recommended that you engage a Health and Safety expert/consultant to ensure your risk assessment is fully up to specifications as responsibility for mitigation of all risks lies with you.</p>	For queries: Siobhán Clancy, Arts Office, Cork City Council	Consultancy Fees, if applicable	
<b>D.2 Insurance</b>  <i>All applicable policies should include Indemnification of Cork City Council</i>	Employers Liability Insurance @13 million	To be submitted via online application as per instruction in previous sections.	Variable	
	Public Liability Insurance @ €6.5 million		Variable	
	Structural Damage Insurance for enhanced surfaces	For queries: Mary McCaughley, Roads Operations, Cork City Council	Variable	
	Product Insurance		Variable	
<b>D.3. Access to Power</b>	<p>In some locations, access to power points can be facilitated by Cork City Council.</p> <p>All leads connected to these points for the purpose of powering sound, light, heat, amplification etc must be PAT tested and 16 ampage.</p>		Variable	

**APPENDIX E**      Typical Budget Headings for Street Arts Expenditure

Budget Headings for street-based arts activity Expenditure	€
Artist(s) Fee(s)	
Accommodation, Travel and Subsistence	
Producer/Project Manager Fee	
Production Manager Fee	
Fundraiser Fee	
Programme Director	
Lead Artist	
PR Manager Fee	
Health and Safety Consultation	
Community Engagement Liaison/Facilitator including letter drops	
Casting Coordinator	
Steward/Volunteer Coordinator	



Stipend/Expenses for Stewards	
Artist Liaison	
Administration Costs including printing/publishing, phone calls etc	
Graphic Design Fees	
Photographer Fees	
Videographer Fees	
Web Development Fee, Website Charges	
Basecoat Painter Fees plus expenses	
Stage Hire Fees plus expenses	
First Aid Kit, Health and Safety Supplies	
Paint, Tools, Ground Covering,	
Costume/Workwear	
Tool/Equipment/Machinery Hire	
Barrier Hire, Signage Hire	
Storage/Rehearsal Space/Workspace Rental	

Cork City Council Operational Charges and Fees	
Sound and Light Costs	
Insurance	
Maintenance and Repair Fees	
Security Costs	
Transport Costs	
Evaluation Costs	
Documentation and Report Writing Costs	
Contingency Fund (@10% of activity budget)	
<b>TOTAL</b>	

## APPENDIX F Examples of Funding Streams at Cork City Council

Fund Title	CCC Section	Deadline	Link to more information
Summer in the Park	Parks Section	Spring	<a href="https://www.corkcity.ie/corkcityco/en/things-to-do/parks-outdoors/">https://www.corkcity.ie/corkcityco/en/things-to-do/parks-outdoors/</a>
Placemaking Fund	City Centre Manager	Spring	<a href="https://www.corkcity.ie/en/doing-business-in-cork/business-supports/cork-city-centre-placemaking-fund-2019/">https://www.corkcity.ie/en/doing-business-in-cork/business-supports/cork-city-centre-placemaking-fund-2019/</a>
Community Development Grants	Community Section	Spring	<a href="https://www.corkcity.ie/en/council-services/services/community/community-funding/community-development-grants-2021.html">https://www.corkcity.ie/en/council-services/services/community/community-funding/community-development-grants-2021.html</a>
Community Heritage Grants	Heritage Section	Spring	<a href="https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/heritage/heritage-grants.html">https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/heritage/heritage-grants.html</a>
Parklet Initiative	City Centre Manager	Spring	<a href="https://www.corkcity.ie/en/council-services/services/planning/city-centre-revitalisation/incentives-and-grants.html">https://www.corkcity.ie/en/council-services/services/planning/city-centre-revitalisation/incentives-and-grants.html</a>
The Painting Grant Scheme	City Centre Manager	Spring	<a href="https://www.corkcity.ie/en/council-services/services/planning/city-centre-revitalisation/incentives-and-grants.html">https://www.corkcity.ie/en/council-services/services/planning/city-centre-revitalisation/incentives-and-grants.html</a>
Sports Capital Grant Scheme	Sports Section	Spring	<a href="https://www.corkcity.ie/en/council-services/services/sports-recreation-parks/sports-grants/">https://www.corkcity.ie/en/council-services/services/sports-recreation-parks/sports-grants/</a>
Project Scheme	Arts Office	Autumn	<a href="https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/funding-opportunities1.html">https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/funding-opportunities1.html</a>
Arts in Context Award	Arts Office	Autumn	<a href="https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/funding-opportunities1.html">https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/funding-opportunities1.html</a>
Artist Bursary	Arts Office	Autumn	<a href="https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/funding-opportunities1.html">https://www.corkcity.ie/en/council-services/services/arts-culture-heritage/arts-office/funding-opportunities1.html</a>
Financial Supports for Cork City Businesses	Local Enterprise Office, Cork City	Various	<a href="https://www.localenterprise.ie/CorkCity/Financial-Supports/">https://www.localenterprise.ie/CorkCity/Financial-Supports/</a>
Commemorations Fund	Corporate Affairs	Various	<a href="https://www.corkcity.ie/en/council-services/councillors-and-democracy/lord-mayor-of-cork/cork-2021-commemoration-fund/">https://www.corkcity.ie/en/council-services/councillors-and-democracy/lord-mayor-of-cork/cork-2021-commemoration-fund/</a>

## APPENDIX G Full Acknowledgements for Images on Pages 12 and 13

#	Street Arts Form	Image Details	Photo Credits	Date
1	Street Performance	Aindraís de Staic performing at Douglas Street Festival, Cork City	Clare Keogh	2018
2	Street Theatre	Éadaoin O'Donoghue performing in 'Contact' by Corcadorca, Blackrock, Cork City	Darragh Kane	2020
3	Procession	Dragon of Shandon by Cork Community Art Link	Open Lens Photography	2015
4	Installation	What If' by Cork Community Art Link, Shandon.	Nicollino Photography	2013
5	Paste Ups	Activate Theatre Members from Graffiti Theatre Company in collaboration with Notes to Cork for Cruinniú na nÓg	Clare Keogh	2021
6	Asphalt Art	Open Road by The Glucksman in collaboration with Fatti Burke for Cork Midsummer Festival	Clare Keogh	2021
7	Circus	Kate Mitchell, Circus Factory with children learning circus skills during 'Pitch'd Festival' as part of Douglas Street Autumn Fest	Clare Keogh	2018
8	Street Art	Raffaele Muraca, Cork Community Art Link with child participant painting for Rebel Streets in collaboration with Cork Traveller Visibility Group	Cork Community Art Link	2021