

Outdoor Event Licensing Checklist

Where an outdoor public event comprises of an audience of 5,000 or more people, the applicant is required to obtain an Outdoor Events Licence from the Local Authority. This is in accordance with the Planning & Development Act 2000 (as amended) and Part 16 of the Planning and Development Regulations 2001 (as amended).

Checklist

Item	Date	LA Validated
Written Request for pre-consultation meeting		
Submit preliminary Risk Assessment on Form 9		
Pre-consultation meeting		
Event advert – 2 weeks before application in both 1 local and 1 national paper		
Application – 6 copies to contain:		
Name, contact address, email and phone no of applicant		
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Number of attendees		
Date and time of the event(s)		
Copy of Adverts		
Written consent from the Owner of venue		
Draft Management Plan		
Names of Event Controller, Safety Officer and their deputies		
Draft Site Emergency Plan		
Draft Traffic Management Plan		
Draft Safety Strategy Statement		
Draft Environment Monitoring Programme		
Detailed provision for the removal of structures/reinstatement of venue		
Location Map minimum 1:1,000 scale		
Statement of compliance for preceding 24 months		
Payment of Licence Fee		

Cork City Council Requirements

Digital Copy of all documents associated with the application		