



**Limerick City Council  
Planning & Economic Development Department**

**LICENCE APPLICATION FORM FOR AN EVENT/FUNFAIR**  
Part XVI Planning & Development Act, 2000-2010 (As Amended)  
Part 16 Planning & Development Regulations, 2001 (As Amended)

ADMINISTRATIVE USE ONLY:

LICENCE REFERENCE NO:

DATE RECEIVED:

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

\_\_\_\_\_ **Date**

**All APPLICATIONS SHALL BE SENT TO:**

**Planning & Economic Development Department, Limerick City Council, 1<sup>st</sup> Floor City Hall,  
Merchants Quay, Limerick.**

Telephone: 061-415799

Fax: 061-410401

E-mail: [plandev@limerickcity.ie](mailto:plandev@limerickcity.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:** \_\_\_\_\_

**2. PROMOTER:**

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

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

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

PTO→

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: \_\_\_\_\_

PTO→

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

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

**NOTES:** The Licence Application Must 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. 6 x No. copies of the application and accompanying documents, maps and drawings.

**PLEASE NOTE: THE LICENCE APPLICATION MUST BE LODGED AT LEAST 16 WEEKS PRIOR TO THE DATE OF THE EVENT.**