



FINGAL COUNTY COUNCIL SAFETY ADVISORY GROUP

Public Event

Form SAG002 – Event Application Form

The Fingal County Council Safety Advisory Group (SAG), request that this form be completed with the basic details of the event, in type or writing in block capitals in BLACK INK. This allows the Council and Emergency Services (fire, ambulance and Gardaí) to provide advice on safety, street closures and any/ all applicable licences required. Please return the completed form as soon as possible – Do not wait until the details for your event are finalised.

Please send this completed form, along with any supporting documentation to the relevant Operations Departments at Fingal County Council. The email addresses are: (1) Balbriggan/Swords: BalSwoOpArea@fingal.ie (2) Castleknock/Mulhuddart: CasMulOpArea@fingal.ie (3) Malahide/Howth: HowMalOpArea@fingal.ie

Please note that copies of this application will be forwarded to members of the Fingal County Council SAG. This includes all relevant Local Authority Services and the Emergency Services.



EVENT ORGANISER

Name / Company	Full business name	
	Trading name	
	Company / Charity Number	
Contact Details	Address	
	Phone	
	Email	
Name		
Signature		
Position		Date

EVENT MANAGEMENT

NB: Please note that these roles have specific functions and responsibilities, and as such the persons must be competent for the role. Please provide details describing previous experience and qualifications of roles below including events and dates. This can be provided on separate sheets and attached to this form if necessary.

Person(s) in overall control (named individual)	Name
	Phone
	Email
	Experience / Qualifications
Event Controller	Name
	Phone
	Email
	Experience / Qualifications
Event Safety Officer	Name
	Phone
	Email
	Experience / Qualifications
Event Chief Steward / Marshall	Name
	Phone
	Email
	Experience / Qualifications

EVENT DETAILS

Please note that if the proposed event is a non-sporting event with an expected attendance of 5000+ a formal Planning application must be made to Fingal County Council, allowing appropriate time (approx. 16 weeks) for the application process. FCC must be satisfied with the event management arrangements before a license is issued.

Name		
Location		
	Location Plan Attached; Yes ☐ No ☐ Site Plan Attached; Yes ☐ No ☐	
Dates and Times (Include dates and times to prepare and dismantle venue / location)	Build Start	Event Finish
	Event Start	Break Finish
Nature of Event (Brief description of proposed event)		
Target Audience		
Is this a free event?	Yes ☐ No ☐	Admission Price
Is this a ticketed event?	Yes ☐ No ☐	
Is the event open to the public or invited guests only?		
Estimated Number of Persons Attending	At any one time	Over the whole event
	General Public	
	Personnel	
	Participants	
Estimated Holding Capacity		

EVENT DOCUMENTATION / ADMINISTRATION

Does the event organiser own the site/venue or have a tenancy agreement?	Yes ☐ No ☐
If no does the event organiser have a written agreement?	Yes ☐ No ☐
Has the site/venue been used before for similar events?	Yes ☐ No ☐
Have residents or local businesses been contacted in writing?	Yes ☐ No ☐
Have there been any objections?	Yes ☐ No ☐
Has a specific Event Safety Management Plan been produced for the proposed event?	Yes ☐ No ☐
If yes who is the author(s) of the event plan?	
Is the author deemed competent in relation to experience, qualification and knowledge for this type of event?	Yes ☐ No ☐
Is the author of the event plan the designated Event Safety Officer?	Yes ☐ No ☐
Has indemnity insurance been provided for the event plan?	Yes ☐ No ☐
Who is the designated person to supervise the build and break of the event?	
Is the person deemed competent in relation to experience, qualification and knowledge for this type of role?	Yes ☐ No ☐
Have all relevant statutory approvals, licenses, etc. been granted?	Yes ☐ No ☐
Has there been consultation with statutory agencies?	Yes ☐ No ☐
If yes which statutory agency was consulted?	
Have terms and conditions been established with suppliers and participants?	Yes ☐ No ☐
Do you intend serving / selling alcohol?	Yes ☐ No ☐
Have you applied for a licence under the Intoxicating Liquor Act?	Yes ☐ No ☐
If you are serving / selling alcohol, who is your partnered bar?	

EVENT ACTIVITIES

Please tick below the appropriate boxes to show the activities that are intended for the event. Please note that some of these activities are not permitted at and/or in all venues.

Stewarding / Security	☐	Exhibitors	☐
Market Stalls	☐	Alcohol	☐
Food/Drink Concessions	☐	Toilets	☐
Power Supply	☐	Marquees	☐
Water (Limited Supply At Some Sites)	☐	Lost Children Point	☐
Temporary Structures / Staging	☐	On Site Communications (Radios, loudhailers etc.)	☐
Barrier / Fencing	☐	Live Entertainment	☐
P.A. System	☐	Carnival / Fairground equipment	☐
Motor Vehicles	☐	Inflatables (e.g. Bouncy Castle)	☐
Volunteers	☐	Other	☐
Other (Please Specify)			

RISK ASSESSMENT

Describe the key hazards identified, the level of risk (Low, Med or High) and the control measures proposed.

Hazard		Risk	High ☐ Medium ☐ Low ☐	Control
Hazard		Risk	High ☐ Medium ☐ Low ☐	Control
Hazard		Risk	High ☐ Medium ☐ Low ☐	Control
Hazard		Risk	High ☐ Medium ☐ Low ☐	Control
Hazard		Risk	High ☐ Medium ☐ Low ☐	Control

EVENT TRAFFIC MANAGEMENT

If a formal road closure is required, Fingal County Council SAG must be contacted and allow an appropriate time period (approx. 5 weeks) for application process. The SAG must be satisfied with the traffic and pedestrian management arrangements before a closure will be granted. If YES is answered to any of question below then a detailed plan is required.

Are any roads and/or footpaths, that are normally open to the public affected or used as part of the event?	Yes ☐ No ☐
Do you need any road closures and traffic diversions	Yes ☐ No ☐
What is the expected duration of the road closure?	
What signage will be in place to advice vehicles of the road closure?	Yes ☐ No ☐
Is any parking provided for staff and/or participants?	Yes ☐ No ☐

Please Note: Requirement for Professionally Designed Traffic Management Plans

Traffic Management is required for events taking place on Fingal County Council's public roads and footways. A Temporary Traffic Management Plan (TTMP) and Layout Drawings must be submitted at least eight weeks prior to the event date for review and approval. The TTM layout drawings will outline the necessary signage to guide motorists and vulnerable users through or around the event in a safe manner.

The Traffic Management design must be in accordance with Chapter 8 of the Traffic Signs Manual (2019) with associated Temporary Traffic Management Operations and Design Guidance. The TTM design and layout drawing must be carried out by a qualified TTM designer. **There are no exceptions to this requirement**

EVENT INSURANCE

Has Public Liability Insurance been arranged?		Yes ☐ No ☐
Insurance Company		
Value of Cover (Not less than €5 million)		