

City Hall: Special Lighting Policy (2021)

INTRODUCTION

- 1) City Hall was originally built as the Royal Exchange and was completed in 1779. It was used by the merchants of Dublin as a financial centre until Dublin Corporation bought the building in 1851. Following a programme of alterations, it was re-opened as City Hall in 1852. The building underwent a two-year refurbishment programme in 1998 – 2000 and has now been restored to its former eighteenth century glory. It is one of the most iconic buildings in Dublin City and indeed is recognised internationally.
- 2) The building has an external lighting system that, in addition to its use for essential operational lighting (eg security, health and safety etc), allows the building to be lit in a single colour wash (including blackout). Such lighting can not only help highlight the building's architectural features, but can in turn help Dublin City Council to participate in celebrations and commemorations in the wider community, strengthen public engagement and promote Dublin City, all of which can have a positive reputational impact. However, conversely, inappropriate and over-use of the special lighting facility could adversely affect the reputation of the Dublin City Council.
- 3) This special lighting policy sets out the parameters and criteria that must be met for special lighting to be allowed and the process through which applications can be made, considered and, if approved, put into effect. Certain definitions are also contained herein and apply in relation to this policy.

DEFINITIONS

- 4) In this policy:
 - a) **Special lighting** means any form of lighting of City Hall other than essential operational lighting.
 - b) **Essential operational lighting** means the normal white lighting of the building for operational reasons.
 - c) **Occasion** may mean one single day or a period of unbroken days. On any day, the special lighting will normally be from sunset to midnight.
 - d) **Year** means a calendar year (1 January to 31 December). Where an occasion overlaps two calendar years, it will be counted as having been held in only the earliest of the two years.
 - e) **Protocol Committee** means the Dublin City Council's Protocol Committee.

SCOPE

- 5) This policy does **not** cover essential operational lighting of the building, but rather covers all special lighting of the building.
- 6) Where there is any conflict between the use of essential operational lighting and special lighting, the essential operational lighting of the building will take precedence.
- 7) This policy excludes requests of special lighting in regards to the Mansion House. The approval of such requests will be at the discretion of the incumbent Lord Mayor. However, such requests should be viewed in light of this policy.
- 8) This policy will apply equally to the Civic Offices on Wood Quay and other Civic and administrative buildings of Dublin City Council. However, in such circumstances the decision to approve a request will lie with the Executive.

SPECIAL LIGHTING CRITERIA

- 9) In order to ensure that special lighting is appropriate, in keeping with the purpose and dignity of the building, and not over-used, certain parameters and criteria have been agreed by the Protocol Committee.
- 10) The Protocol Committee may agree to light City Hall for occasions that are significant in the wider community.
- 11) The occasions on which the Protocol Committee will light City Hall will include:
 - a) International Women's Day – Purple
 - b) Saint Patrick's Day – Green
 - c) Holocaust Remembrance Day - Purple
 - d) Europe Day - Blue
 - e) International Day of Democracy - Yellow
 - f) Human Rights Day – Red
- 12) In addition, and upon referral by the Lord Mayor, the Protocol Committee may authorise special lighting of the building in exceptional circumstances.
- 13) The Protocol Committee may grant permission for special lighting in connection with other occasions, subject to receiving a request that fulfils the criteria in paragraphs 14 to 18 and the normal approval process in paragraphs 19 to 23.
- 14) Requests for special lighting of the building as referred to in paragraph 11 may be made only by:
 - a) A registered charity, or a public-sector or a community or other non-profit making organisation.
 - b) Members of the Dublin City Council, subject to the request having unanimous cross-party support.
- 15) Individuals and commercial organisations may **not** apply for special lighting.
- 16) Approval for special lighting will be given only when such lighting is in connection with one or more of the following:
 - a) An event of exceptional local, national or international significance and/or achievement.
 - b) An event of constitutional or democratic significance.
 - c) A significant anniversary of a significant local, national or international event.
 - d) An event that is considered as being of significant benefit to Dublin City from a promotional, reputational or engagement perspective.
 - e) An event being held in City Hall but only where this also meets one of the above criteria at a) to d) in this paragraph.
- 17) Requests for special lighting will **not** be approved where such lighting is:
 - a) Linked to business that is currently before the City Council; and/or
 - b) Linked to a party political issue, or a campaigning issue that is novel, contentious or politically sensitive; and/or
 - c) Obviously contentious and risks reputational damage to the City Council; and/or
 - d) Generates a commercial advantage; and/or
 - e) Is not in keeping with the purpose and dignity of the building.
- 18) Other than those days scheduled under paragraphs 10 to 12, special lighting will not be approved to mark an event/occasion that occurs repeatedly, for example an annual

Day or Week, unless it is a significant anniversary of that event/occasion. In addition, no event/occasion scheduled under paragraph 13 can be marked by special lighting more than once in any three-year period.

PROCESS

- 19) Requests for special lighting should be made on a special lighting application form, which is available from the Chief Executive's Office. The completed application form must be received by the Chief Executive **no later than six weeks before the date(s) on which special lighting is being sought.**
- 20) Each request will be evaluated by the Chief Executive, who will consider whether it meets the requirements of this policy and whether it should be approved.
- 21) Protocol Committee members will then be informed about each request and the view of officials as to whether it should be approved. In addition, officials will advise whether they consider the request to be of a novel, contentious or politically sensitive nature.
- 22) The Protocol Committee members will have the opportunity to confirm or object to the view of officials at the next available Protocol Committee meeting. Protocol Committee approvals for special lighting requests must be based on two-thirds majority of those members in attendance.
- 23) Once a decision has been made, the requestor will be advised as soon as possible thereafter. Where approval for special lighting has been given, the necessary arrangements will be put in place.

COSTS

- 24) Any costs incurred in providing special lighting over and above those costs that would normally be incurred through essential operational lighting will be charged to the requestor.

CANCELLATION

- 25) The Protocol Committee may, at its absolute discretion and with or without notice, cancel any approved requests for special lighting