

To the Lord Mayor, chairperson and members of
the North Central Area Committee

Meeting: 21/2/2022

Brief Outline as to how Large Scale Outdoor Events are licenced.

- Since 2002 and the enactment of the Planning and Development Act 2000 (Part XVI) and associated regulations any outdoor entertainment type event that primarily comprises of singing dancing ,or like entertainment , other than sporting events with an audience of 5,000 or more, generally requires an Outdoor Event Licence.
- Prior to 2002 the process was informal and gave rise to problems such as;
 - A lack of a co-ordinated approach to the planning of events.
 - A lack of local awareness of proposed events.
 - A lack of clarity as to responsibility for safety issues surrounding the events.
- Under the current legislation the responsibility for dealing with and making decisions on licence applications rests with the Planning and Property Development Department of Dublin City Council.
- The initial consents that allow for an Event owner/Promoter to apply for an Event Licence rests with the relevant Department in Dublin City Council who has responsibility for the management or control of the land concerned be it Parks or Roads for example
- The main requirements contained in the Regulations associated with Outdoor Event Licence applications are as follows.

A statutory pre application consultation is requested by a Promoter/Event Organiser to Dublin City Council Events Licencing Section in respect of their proposal to hold an event. Dublin City Council are required to convene a meeting of the bodies prescribed under the regulations, namely An Garda Síochána, The HSE, The Promoter and the Venue Owner/Management. The proposal is discussed at the meeting and advice can be given at that meeting to the Promoter by any party in attendance at the meeting.

No tickets can be sold for an event until this formal pre application consultation takes place.

Details of the pre application remain confidential for reasons of commercial sensitivity until a decision is made on the application concerned if it is subsequently lodged.

Following the completion of the prescribed pre application consultation meeting the Promoter can lodge the Outdoor Event Licence Application for adjudication by Dublin City Council. The application must be lodged a minimum of 13 weeks prior to the event.

- The Event must be advertised in one national and one local newspapers within a two week period prior to lodgement.
- An application fee of €2500 must be paid to Dublin City Council.
- The application includes amongst other things a detailed Draft Event Management Plan outlining issues such as anticipated audience numbers, dates and timing of events, consent of owner of the land for the holding of the event, the names and responsibilities of the event controller, the event safety officer and their deputies, site emergency and safety plans, environmental monitoring programme to deal with noise control and clean-up of surrounding areas works schedule associated with the proposed event and draft traffic/transportation plans.
- The Draft Event Management Plan is put on public display at the Planning Counter of Dublin City Council following its receipt for a period of 5 weeks. Submissions/observations on the application can be made by any party within 3 weeks of receipt of the application.
- Dublin City Council puts a summary of the proposal on DCC website outlining the scope of the event and how and for what period submissions/observations can be made on the licence application. There is no fee associated with making of an observation on an Outdoor Event Licence application, however you must provide your name and address when making one.
- The Area Councillors in all future applications will be informed by e-mail of any applications for Outdoor Event Licences relating to proposed Concerts in their Area. Applications will also be put on the weekly planning lists.
- Statutory meetings are convened by the Outdoor Event Licencing Officer from Dublin City Council (John Downey) to discuss issues relating to the application. These meetings take place after the three week submissions period has expired in order that any issues raised by third parties by way of written submission in respect of the proposed event can be discussed at the meetings where applicable to do so.

The agencies in attendance at these meetings include the Promoter, Venue Management, Gardaí, Fire Brigade, HSE (Ambulance and Paramedic), Transport Agencies, Dublin City Council Environmental Health Officers and Building Control Officers and Dublin City Council Outdoor Event Licencing Officer.

- Dublin City Council must make a decision on the application a minimum of 5 weeks prior to the event. The decision is either a grant of licence, a grant of licence with conditions, or a refusal of licence.

If a licence is granted it will be the subject of very prescriptive conditions that are required to be complied with by the Promoter. These conditions are to ensure safety at the event and within the areas the event takes place and also to mitigate and minimise disturbance to the local area, insofar as can be achieved given the large numbers of people coming to and from the event. The Outdoor Event Licencing Officer from DCC continues to liaise with all agencies associated with the event to ensure compliance with the conditions associated with the granted licence. Inspections are carried out by the Local Authority staff before, during and after the event to ensure compliance with the conditions of a granted licence.

A statutory debrief meeting takes place following the completion of the event to review the event and discuss and resolve (for any proposed future events) any problems which may have arisen during the course of the event concerned.

John Downey
A/Planning Enforcement Manager