



## Application Form – Events on Public Roads

The local authority requests that this form be completed with the basic details of the event, if you are planning to hold an event on a Public Road.

Please send this completed form together with all supporting documentation to the Transportation Department at [transport@meathcoco.ie](mailto:transport@meathcoco.ie). Incomplete applications will be returned. **Evidence of Public Liability Insurance must be provided (see section 8 for details). Failure to submit same will invalidate your application.**

**Road numbers must be provided if you are also applying for a Road Closure.**

**List Road Number/s - \_\_\_\_\_**

1. EVENT ORGANISER	
Name / Company	
Contact Details	Address
	Phone
	Email
Name	
Signature	
Position	Date

## 2. EVENT MANAGEMENT

*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.*

Persons(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

### 3. 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 Meath County Council Planning Department, allowing appropriate time (approx. 13 weeks) for the application process.*

Name		
Location	Location Plan Attached;    Yes / No	
	Site Plan Attached;         Yes / No	
Dates and Times	Build Start	Event Finish
<i>Include dates and times to prepare and dismantle venue/ location</i>	Event Start	
Nature of Event		
<i>Brief description of proposed event</i>		
Target audience		
Is this a free event	Yes / No	
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		

#### 4. EVENT DOCUMENTATION / ADMINISTRATION

	Yes	No
Does the event organiser own the site/venue or have a tenancy agreement?		
If no, does the event organiser have a written agreement?		
Has the site/venue been used before for similar events?		
Have residents or local businesses been contacted in writing?		
Have there been any objections?		
Has a specific Event Safety Management Plan been produced for the proposed event?		
Is the author deemed competent in relation to experience, qualification and knowledge for this type of event?		
Is the author of the event plan the designated Event Safety Officer?		
Has indemnity insurance been provided for the event plan?		
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?		
Have all relevant statutory approvals, licenses, etc. been granted?		
Has there been consultation with statutory agencies?		
If yes which statutory agency was consulted?		
Have terms and conditions been established with suppliers and participants?		

#### 5. EVENT ACTIVITIES

*Please tick below the appropriate boxes to show the activities that are intended to be placed on the Public Road for the event.*

Stewarding / Security		Exhibitors	
Market stalls		Alcohol	
Food / drink concessions		Toilets	
Power Supply		Marquees	
Water (limited supply at some sites)		Lost children point	

Temporary Structure / 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)			

## 6. RISK ASSESSMENT

*Describe the key hazards identified, the level of risk (low, medium or high) and the control measures proposed.*

Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		
Hazard	Risk	High		Controls
		Medium		
		Low		

--	--	--	--	--

## 7. EVENT TRAFFIC MANAGEMENT

*If a formal road closure is required, the local authority must be contacted and allow an appropriate time period (no less than 8 weeks) for application process. A separate Road Closure Form must be completed which is available at [www.meath.ie](http://www.meath.ie). The Council 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.*

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

## 8. EVENT INSURANCE

***The Event Organiser must provide evidence of Public Liability Insurance with cover of a minimum €6.5m. The insurance policy must indemnify Meath County Council by name. No application will be approved unless this is provided.***

Has public liability insurance been arranged?	Yes	No
Insurance Company		
Value of cover		

**9. DECLARATION – To be completed for all Running/Walking/Cycling Events and Races**

	Yes	No
<p>I acknowledge that all runners/walkers/cyclists and lead cars (where applicable) must obey the rules of the road at all times</p> <p><i>NB - This only applies where no Road Closure is being sought</i></p>		
<p>I acknowledge that the function of the marshals is to indicate direction to runners/walkers/cyclists and that they have no authority to stop other traffic</p>		
<p>Signed _____ (Event Organiser)</p> <p>Date _____</p>		

## Checklist of attachments

1. Completed Application Form	
2. Event Plan	
3. Safety Statement	
4. Risk Assessment	
5. Insurance, Indemnifying Meath County Council (by name)	
6. Gardaí Letter/Email (where indicated that they are part of the Event Plan)	
7. Traffic Management Plan	
8. Map Route/Location If a walk/run/cycle route is a loop, the direction of travel must be indicated.	