SDCC Comhairle Contae Átha Cliath Theas South Dublin County Council
Planning & Transport
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Part 16 (Events and Funfairs) of the

Planning and Development Act, 2024 (as amended)

S.I. No. 468 of 2026 Planning and Development (Licensing of Outdoor Events) Regulations 2026

OUTDOOR EVENT LICENCE APPLICATION FORM

1) Applicant Name:	
Address to be supplied at end of this application form – **Question 10**	

2) Promoter:	
Address to be supplied at end of this application form – **Question 11**	

3) Person nominated to deal with Local Authority:	
Address to be supplied at end of this application form – **Question 12**	

4) Description of Proposed Event and Audience Profile:

5) Location of Proposed Event:	

6) Applicant's Legal Interest in Site:	

7) If Applicant is not the Owner or Occupier, state Owners Name:	
Address to be supplied at end of this application form – **Question 13** **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) (a) Proposed date of event:	
8) (b) Proposed duration of event:	
8) (c) Proposed start and finish time:	

9) Anticipated Attendance Number:	

Signed (Applicant or Promoter as appropriate):	
Date:	

NOT TO BE PUBLISHED - THIS PAGE MUST BE SUBMITTED AS A COMPLETELY SEPARATE DOCUMENT AS IT WILL NOT FORM PART OF THE PUBLIC FILE
OFFICE USE ONLY – REG REF:

Please note:

- The Applicant's contact address and Eircode (including email address, where appropriate) and telephone number **must** be submitted on this page.
- If the Applicant/Promoter wishes to submit additional contact information, this may be included here.
- This page will not be published as part of the file.

10) Applicant (not agent acting on behalf of applicant):	
Address and Eircode (required):	
Email Address:	
Telephone Number:	

11) Promoter:	
Address and Eircode (required):	
Email Address:	
Telephone Number:	
Should all correspondence be sent to the above address? Please tick appropriate box. Please note that if the answer is 'No', all correspondence will be sent to the applicant address. Yes ☐ / No ☐	

12) Person nominated to deal with Local Authority:	
Address (required):	
Email Address:	
Telephone Number:	

13) Landowner:	
Address (required):	
Email Address:	
Telephone Number:	

NOTES

In addition to the application form and the details required therein, an application for an Outdoor Event Licence shall be accompanied by the following documentation:

a) a copy of the relevant page of each newspaper containing the notice required to be published in accordance with Regulation 5 of S.I. No. 468 of 2026;
b) where the applicant is not the owner or occupier of the venue, confirmation in writing from such owner or occupier of his/her consent to the holding of the event;
c) a draft plan for the management of the event prepared in accordance with the appropriate code or codes of practice and including:
    i. the names and responsibilities of the event controller, the event safety officer and their deputies;
    ii. a draft site emergency plan;
    iii. a draft traffic management plan;
    iv. a draft safety strategy statement;
    v. a draft environment monitoring programme for before, during and after the proposed event; and
    vi. a draft of the provisions for:
        I. the removal of structures and the carrying out of any works for the reinstatement of the venue subsequent to the event;
        II. the full clean-up of, and measures to support waste management of, the surrounding area, arising from the event; and
        III. any remedial works arising from any damage caused to public property, facilities or amenities associated with the event;
d) a location map of sufficient size and containing details of related sites and features in the vicinity of the venue, to a scale of not less than 1:1000 in built up areas and 1:2500 in all other areas and marked clearly to show such related sites or features, and drawings to an appropriate scale of the venue, including a site layout plan and a viewing accommodation plan (any map referred to which is based on an Ordnance Survey map shall indicate thereon the relevant Ordnance Survey sheet number);
e) a statement of compliance from the applicant stating that no substantial or habitual breaches of a licence, or the conditions of a licence, granted by any local authority under section 479 of the Planning and Development Act, 2024, or section 231 of the Act of 2000, occurred during the 24 months prior to the date of the application;
f) the prescribed fee of €2,500 shall accompany an application for an outdoor event licence in respect of an event being held mainly for profit or gain.

Where the local authority consents in advance in writing, an application for an event licence may be made in electronic form.
An application made in electronic form shall be in a searchable format and be possible to reproduce in a legible paper copy.
A local authority may, by notice in writing, require an applicant to provide a paper copy, or copies of any document, plan, drawing, map, photograph or other particular which accompanies the application.
Where an event is proposed to be held on a public road or on any other land under the control of the local authority, (b) above shall not apply.

PLEASE NOTE: THE OUTDOOR EVENT LICENCE APPLICATION MUST BE LODGED AT LEAST 20 WEEKS PRIOR TO THE DATE OF THE EVENT.

Within the period of 2 weeks before the date of applying for a Licence, the applicant shall publish a notice of his/her intention to submit an application in one local newspaper circulating where the event is proposed to take place and one national newspaper (see approved list of newspapers for South Dublin County Council at the end of this form).

A notice under Regulation 5(2) of S.I. No. 468 of 2026 shall state:

a) **the name of the applicant;**
b) **that the applicant is applying for a licence to hold an event in accordance with Part 16 of the Planning and Development Act, 2024;**
c) **the location of the venue at which the proposed event is to be held;**
d) **the type of event proposed to be held;**
e) **the date proposed for the holding of the event;**
f) **the name of the local authority to which the application is being made;**
g) **the anticipated number of the audience at the proposed event;**
h) **that the application for a licence may be inspected during the office hours of the local authority for a period of 5 weeks from the date of receipt of the application by that authority; and**
i) **that a submission or observation may be made to the local authority not later than 3 weeks of the date of receipt of the application by the local authority.**

The local authority may require that an additional newspaper notice be published where it considers that the notice, because of its content or for any other reason, is misleading or inadequate for the information of the public.

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The following newspapers are approved by South Dublin County Council's Planning Department, in compliance with Regulation 4(1)(b) of the Planning and Development (Prescribed Newspapers) Regulations 2025 (S.I. No. 264/2025).

National Daily Newspapers
• The Herald
• The Irish Daily Mail
• The Irish Daily Mirror
• The Irish Daily Star
• The Irish Examiner
• The Irish Independent
• The Irish Sun
• The Irish Times

National Sunday Newspapers
• The Irish Mail on Sunday
• The Sunday Business Post
• The Sunday Independent
• The Sunday Times
• The Sunday World

Local and Regional Newspapers
• Dublin Gazette – West Edition
• The Echo
• The Leinster Leader (for addresses in the Saggart, Rathcoole and Newcastle areas)
• The Liffey Champion (for addresses in that part of South Dublin situated North of the R148, N4 and M4)
• The Southside People