

**COMHAIRLE BAILE BRÉ  
BRAY TOWN COUNCIL**

Tel: 01 2744900 , Fax: 01- 2860930

Apr 2010

**FORM PS LICENCE APPLICATION TO USE A PUBLIC AREA FOR AN ACTIVITY/EVENT**

**Applicant:** \_\_\_\_\_ **Applicant Ref:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Contact Telephone No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Designated Contact Person:** \_\_\_\_\_ **Mobile Tel. No.** \_\_\_\_\_ **Tel No. Night** \_\_\_\_\_

**Application for:** \_\_\_\_\_  
(Please specify proposed location for activity/ event – Attach location map):

*Indicate which of the following best describes your activity/event:*

**Street Entertainment** \_\_\_\_\_ **Street Festival** \_\_\_\_\_ **Artistic/ Cultural Event** \_\_\_\_\_ **Charity/Community Event** \_\_\_\_\_

**Promotional Activity** \_\_\_\_\_ **Other (please specify) :** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ *Please note that if your estimated attendance is likely to exceed 5000 you must apply for an event licence from the Planning Department*

**Dates of Activity:** **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Times of Activity:** **From** \_\_\_\_\_ **To** \_\_\_\_\_

**Please detail type & size of equipment proposed to use:** \_\_\_\_\_

**How do you propose to acquire power for the above equipment:** \_\_\_\_\_

*Indicate if the following relate to this application:*

Is a road closure required: Yes/No \_\_\_\_\_ If Yes, please complete Form R1

Are Traffic Lanes Affected: Yes/No \_\_\_\_\_ If Yes, please submit Traffic Management Plan ( Note 1)

Are Disc Parking Bays affected: Yes/No \_\_\_\_\_ If Yes, how many? \_\_\_\_\_

Is Pedestrian Movement affected: Yes/No \_\_\_\_\_ If Yes, please submit Pedestrian Management Plan ( Note 2)

Are Pre-activity Photographs attached: Yes/No \_\_\_\_\_ See Condition 7

Will you notify all affected properties: Yes/No \_\_\_\_\_ See Condition 9

**THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:**

(i) Copy of Insurance Policy Endorsement. (Note 3 )      (ii) Application Fee & Charges. (Note 4 )

**I hereby apply for a licence to undertake the activity/ event specified above at the location specified above. I agree to be bound by the conditions imposed by Bray Town Council and to comply with the provisions of the agreed Traffic Management Plan / Pedestrian Management Plan. I hereby undertake to maintain public liability cover with a minimum indemnity for a single incident of €6.5million, indemnifying Bray Town Council against all actions, suits, claims, proceedings, losses or expenses of whatever nature in respect of all works/activities to which this licence applies.**

**Date :** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**NAME: (BLOCK CAPITALS)** \_\_\_\_\_

*For official use only:*

<b>Application Reference No.</b>		<b>Deposit:</b>	€
<b>Application Fee &amp; Charges:</b>	€	<b>Receipt Number:</b>	
<b>Receipt Number:</b>		<b>Date Licence Issued</b>	

### Note 1: Work Method Statement / Traffic Management Plan

Where it is proposed to organise/ conduct an activity/ event on a public road a Work Method Statement / Traffic Management Plan, which includes the following, must be submitted:

- Proposed arrangements to ensure minimum impact on traffic flow.
- Provision for storage of equipment etc.

### Note 2: Pedestrian Management Plan

Where it is proposed to organise/ conduct an activity/ event on a public road that will interfere with pedestrian movement a Pedestrian Management Plan, which includes the following, must be submitted:

- Arrangements for Pedestrian Diversions including proposals for temporary footpaths, ramps, signage, fencing etc.

### Note 3: Insurance Requirements

The Licensee shall indemnify Bray Town Council against all responsibility in respect to injury of persons or property arising in conjunction with this licence. **The minimum indemnity for a single accident shall be € 6,500,000.**

An Endorsement must accompany each application, confirming that the Applicant's Public Liability Policy is extended to provide indemnity to Bray Town Council in respect of any legal liability which may attach to them arising out of the negligence of the Applicant or their Agents.

### Note 4: Fees

<b>Application Fee</b>	€130
<b>Additional Charges</b>	Charges to be determined will apply for potential lost revenue from occupation of parking spaces and any costs incurred by Bray Town Council as a consequence of the event.
<b>Refundable Deposit</b>	
Enhanced Surface	€200/m <sup>2</sup> occupied by vehicles/equipment
Other pavements	€50/m <sup>2</sup> occupied by vehicles/equipment
Grass areas	€10/m <sup>2</sup> occupied by vehicles/equipment
Street furniture	Amount determined by case

Where amount determined by above rates exceed €10,000, a lesser deposit may be decided but not less than €10,000.

### **An Activity/ Event Licence issued will be subject to the following General Conditions.**

1. An activity/ event shall not be organised / carried out on a public road until an Activity/ Event Licence has been issued by Bray Town Council.
2. This Licence will only apply to areas within the jurisdiction of Bray Town Council.
3. The licence is personal to the licensee and the licensee shall not assign or sub-let the licenced activity/ event.
4. The licensee shall comply with the General and Specific conditions attaching to the Activity/ Event Licence as well as all appropriate national and local legislation including Health & Safety legislation.
5. The Licensee shall be required to have Public Liability cover with a minimum indemnity cover for a single incident of €6.5 million, indemnifying Bray Town Council against all actions, suits, claims, proceedings, loses or expenses of whatever nature in respect of all works to which this licence applies. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.
6. In the execution of the activity/event to which this licence relates, the licensee shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic.
7. Prior to commencement of activity/event, a set of colour photographs (Minimum 5 x 7 prints) will be required of the location where the activity/ event is to take place and submitted as part of the application. The photographs shall be taken utilising a 35mm camera and prints shall be provided in albums that are catalogued and cross-referenced. Failure to provide such prior photographic evidence will confirm to Bray Town Council that all areas in its charge, affected by or adjacent to the activity/ event, are in pristine condition. Alternatively equivalent quality digital images may be submitted.
8. Bray Town Council reserves the right to require an applicant to enter into a Deposit agreement prior to the commencement of activity/event. See note 4 below for the deposit amount.

9. All businesses and residential properties likely to be affected by the activity/event shall receive a written notice of the intended activity/ event and their duration from the applicant at least two days in advance of the commencement of the activity/ event. The notice shall contain the applicant's contact telephone number and the contact number of the designated contact person who can be contacted if residents have any queries in relation to the activity/ event or if problems arise.
8. On completion of the activity/event, the public road shall be cleaned and restored, and any damage made good to the satisfaction of Bray Town Council. On default Bray Town Council may execute any necessary works and recover the cost from the Applicant/Deposit.
9. All costs incurred by Bray Town Council or a Service Provider, including repairs to the public road and services necessary arising as a result of this licence, shall be at the expense of the licensee.
10. No claim for compensation shall be entertained in respect of damages or losses suffered as a direct or indirect consequence of the maintenance requirements of Bray Town Council or any service provider.
11. On the direction of An Garda Síochána or an authorised employee of Bray Town Council, the activity/event must cease and safe provision made for pedestrians and vehicular traffic flow. The reasons for ordering a cessation will be confirmed subsequently in writing.
12. The licence along with these general conditions shall be retained on site for inspection by an authorised employee of Bray Town Council or a member of An Garda Síochána.
13. The licensee, unless expressly permitted by this licence, is not to cause, permit or suffer any bills, notices, papers or other advertisements to be posted on any structures associated with the activity/ event.
14. The erection of banners is strictly prohibited.
15. There will be a maximum weight of 8 tonnes allowable on public areas. The total weight of all equipment proposed to be used in association with the proposed activity/ event must not exceed the maximum weight specified.
16. The use of generators will not be permitted where an alternative power supply is available.
17. Any equipment associated with the activity/ event shall be fenced in a manner and of materials to ensure it does not present a hazard to the public under all likely working and environmental conditions.
18. All gates or doors in the proposed fenced area to open inwards. All exposed corners must be splayed.
19. The affected area must be suitable lit during the hours of darkness, be safe and secured with all precautions taken to prevent unauthorized access.
20. Any equipment intended for use in the effected area that might give rise to spillages must be protected and placed in an appropriate spillage collection structure so as to prevent spillages onto the road surface.
21. Access for maintenance purposes for public lighting equipment and the associated underground or overhead services shall be available at all times.
22. The use of public lighting equipment for unauthorised supports or attachments is not permitted.
23. Obstruction of Bus Lanes, Bus Stops, Clearways, Loading Bays etc. during hours of operation will not be permitted.
24. Obstruction of Disabled Parking Bays, Taxi Ranks etc will not be permitted.
25. Bray Town Council reserves the right to cancel, withdraw, suspend or vary the terms of the Licence at any time. No claim for damages or loss of income under any heading shall be taken against Bray Town council for suspending, cancelling, withdrawing or varying the terms of the licence.
26. Noise from the designated licensed area shall not exceed the background levels by more than 5 db (A) during the operating times indicated on the Licence, when measured at any external position at a noise sensitive premises. The noise levels shall be measured as Leq, 15 minutes.

# USE OF PUBLIC SPACES FOR ACTIVITIES/EVENTS

## **Introduction:**

Bray Town Council may permit the use of public spaces in its ownership and public roads if it considers that the activities/ events proposed enhance the social, culture, artistic, business or general ambience of the town and that they do not adversely effect the physical fabric of the street or public space, the pedestrian/traffic using the street or the companies carrying out their permitted businesses in the vicinity of the proposed activity/event.

Bray Town Council has a licensing system in place for use of Public Spaces and will licence each user under the Roads Act 1993. Any person wishing to use a street or public spaces for any activity/event must first get permission from Bray Town Council.

## **Application Procedure:**

- 28 days notice of the proposed activity/ event must be given.
- Fully completed application forms to be returned to Bray Town Council Reception Desk or the Town Clerk together with an application fee of €130. (Note: This application fee will only be payable when the activity/ event being held is mainly for profit or gain). Charges for lost revenue from occupation of parking spaces and for costs incurred by Bray Town Council will apply in all cases.
- Application will be evaluated to ensure that the activity/ event outlined is a permitted activity/ event.
- Conflicts with other events/activities and impacts on business and community will be evaluated by the Town Overseer
- Impacts on traffic and pedestrian safety will be evaluated by the Engineering Department
- If application is granted, a licence will be issued which will outline the dates, times and any conditions that apply to the said activity.
- Bray Town Council reserves the right to impose a deposit, which will be fully refundable following satisfactory inspection of the public area.

Activities/ events for which a licence application should be made to Bray Town Council include the following:

- Street Entertainment
- Promotions/ activities organised to enhance festivals
- Street Festivals
- Artistic/ Cultural Events
- Charity/ Community Events
- Casual Trading
- Use of trucks as information points/ health screening clinics
- Art & Craft Fairs
- Fun Fairs
- Filming
- Construction work, not regulated by an alternative licence