



LICENCE APPLICATION FORM FOR AN OUTDOOR EVENT

Planning & Development Acts, 2000-2015

Planning & Development Regulations, 2001-2015

An Event Licence Application will not be accepted by Westmeath County Council, unless a pre-application consultation meeting has already taken place with the event promoter.

<u>Administrative Use Only</u>	<u>Date Received</u>	<u>Licence Reference No:</u>
_____	_____	_____
<u>Administrative Officer</u>	<u>Date</u>	
_____	_____	

Applications must be submitted to the relevant Municipal District Office

Mullingar Municipal District
Westmeath County Council,
Áras an Chontae,
Mount Street,
Mullingar,
N91 FH4N

Athlone Municipal District,
Westmeath County Council,
Civic Centre,
Church Street,
Athlone,
N37 P2TS

Please complete this form in full. Incomplete sections may lead to a delay in processing your application.

1.Name of Applicant: Momentum Productions Ltd

Contact Address: 7 Pembroke Place, Dublin 2

Contact Telephone No: 083 129 3662

Email: safentsconsulting@gmail.com

PTO →

2. Promoter: Momentum Production Ltd

Contact Address: 7 Pembroke Place. Dublin 2

Contact: Telephone No: 086 318 2632

Email: elaine@archetype.ie

3. Person nominated to deal with the Local Authority

Sophie Ridley, Safents Consulting Ltd

Address for Correspondence: Tig na Gile, Kilbeg, Glandore, Co Cork, P81 K257 – please email as much as possible

Contact: Telephone No:083 129 3662

Email: safentsconsulting@gmail.com

4. Brief Description of Proposed Event/s: 3 day music festival with camping & parking, May 26 – 29th 2023

5. Venue Location: Belvedere House & Gardens, Mullingar

6. Applicants Legal Interest in the Venue: Lease agreement

7. If Applicant is not the owner or occupier, state owners Name & Address: Westmeath County Council

PLEASE 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. Proposed Date/of Event/s: Festival Friday May 26 to Sunday May 28th with associated camping & parking Fri May 26th to Monday May 29th

9. Proposed Duration of Event/s: Friday May 26th 6pm to Sunday May 28th midnight with associated camping & parking Friday May 26th 10am to Monday May 29th 5pm

10. Proposed Time Event/s will commence & conclude: Friday May 26th 6pm to Sunday May 28th midnight with associated camping & parking Friday May 26th 10am to Monday May 29th 5pm

11. Anticipated crowd numbers: Maximum 10000 persons with 1000 artists and crew

Signature of the Applicant/s (or Promoter):

Date: February 22nd 2023

Notes: The Licence Application must be required to be accompanied by the following information:

1. Copy of complete page of both local & national newspaper in which the required notice has been published, showing the date of publication. Notice must be published within the period of 2 weeks prior to applying for a licence.
2. A Draft Management Plan of the event prepared in accordance with the appropriate code or codes of practice and including:
 - The name/s & responsibilities of the event controller/s, the Event Safety Officer and their deputies
 - A Draft Site Emergency Plan.
 - A Draft Traffic Management Plan.
 - A Draft Safety Strategy Statement.
 - A Draft Environment Monitoring Programme for before, during and after the proposed event
 - Details of the proposed plan for the licensed area in relation to the following:
 - (a) the removal of structures;
 - (b) the carrying out of any works for the reinstatement of the venue subsequent to the event;
 - (c) the full clean up of the surrounding area;
 - (d) any remedial works arising for any damage caused to public property, facilities or amenities associated with the event.
 - Insurance documentation
3. Copy of location map – scale 1:1000 in built up areas and 1:2500 in all other areas, clearly showing such related sites or features, and drawings to an appropriate scale of the venue, including a site layout plan and a viewing accommodation plan.
4. Be accompanied by a statement of Compliance from the applicant stating that no substantial or habitual breaches of a licence, or the condition of a licence, granted by any Local Authority under Section 231 of the Planning & Development Act 2000 as amended, occurred during the preceding 24 months.
5. Appropriate fee – the fee is €2,500 and charged only when the event/s being held is for profit or gain.
6. 10 x No. copies of the application and accompanying documents, maps and drawings.

Please Note: The Licence application must be lodged at least 13 weeks prior to the date of the event

Promoters are required to submit a Preliminary Risk Assessment form relating to the proposed event to the Local Authority prior to the holding of the pre-application consultation meeting.