

**COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL**

COUNTY COUNCIL MEETING

MONDAY 12TH OCTOBER 2026

ITEM NO. 12

**PROCEDURE, POLICIES AND CRITERIA APPLIED WHEN AN EVENT
TAKES PLACE ON COUNCIL-OWNED PROPERTY**

Question: Councillor J. Humphreys

“To ask the Chief Executive to set out the procedures, policies and criteria applied by the Executive when an event proposed or scheduled to take place on Council-owned property, including Council property operated or managed by a third party, is refused, cancelled or terminated; to identify the statutory, contractual or other authority under which such a decision may be made; to clarify who is authorised to make such a decision, including whether that authority may be delegated to a Council official, venue operator or third-party manager; and to outline what process, if any, exists for notifying the event organiser of the reasons for the decision and for seeking a review or appeal of that decision?”

Reply:

The Fingal County Council Operations Department manages the permission for events on Council controlled lands. The county is broken up into three operational areas where applicants can apply;

Balbriggan/Rush-Lusk/Swords (balswooparea@fingal.ie)

Howth/Malahide (howmaloparea@fingal.ie)

Blanchardstown/Mulhuddart/Castleknock/Ongar (casmuloparea@fingal.ie).

The Council considers an event to be any organised gathering of 10 or more people for any occasion. Should someone wish to hold an event on one of Fingal's Parks, Beaches, Open Spaces or any other Council controlled land, (including public roads and footpaths), they need to apply for an Event Permit.

An event can include, but is not limited to, Family Fun Days, Festivals, Charity Walks/Runs, Sports Days, Weddings, Exercise Classes, School Tours, etc.

All requests regarding the holding of an event must be received no later than 6 weeks prior to the start date of the event for small events (<250 people), and no later than 12 weeks prior to the start date of the event for larger events (250+ people).

In order to request permission to hold an event, an Event Application Form must be completed as well as an Event Management Plan, depending on the size of the event.

In addition, relevant insurances must be sought and provided. Organisers are required to provide a copy of their insurance schedule and proof of indemnity to Fingal County Council for €6.5m Public Liability Insurance/€13m Employers' Liability Insurance. €13m Public Liability Insurance is required if the event involves inflatables, pyrotechnics or drone activity.

All the conditions for holding an event on Fingal controlled land will be included on the permit document issued once Fingal County Council grants permission. Organisers must adhere to all conditions set out on the permit, otherwise this may result in a permit being revoked, and denial of permission for future events.

Any queries on the conditions of a permit should be directed to the area that issued the permit. It should be noted that the Council reserves the right to grant/refuse permission on case-by-case basis, determined by a range of factors including, but not limited to, parking issues, opening times, planned works in the area, waste management, Council operational constraints, and availability of location.

Source of Reply:
Sinéad Murphy, Director of Operations