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**Application form to engage in temporary activity at Fishery Harbour Centre**

**Activity/Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Organisation in Full:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person completing Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Role in organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person (if different from above):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **General Safety;** *attach Safety Policy, safety statement, Insurance policy, Method Statements, Risk Assessments for all activities on land and over water, briefing meetings with Harbour Staff for updates on harbour activities and associated risks, etc*

Give an overview of your proposed activity and brief overview of your safety documentation

1. **Key Personnel**; *including roles, responsibilities and contact details e.g. Garda Siochana, Local Authority Personnel, Ambulance, Harbour staff, Coastguard, Event Managers and officers, etc,*

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| **Individual Personnel Name** | **Role in the event** | **Responsibilities** | **Contact Details** |
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1. **Stewarding and Security Plan;** Outline your licensed security personnel, location of marshals/stewards, number provided, liaison with Port Security Officer and Garda, water stewarding and security, Disabled access, etc
2. **Traffic Management Plan**; e.g. cordons, parking of lorries, marshalling of visiting water craft,  boat moorings, spectator parking, organisers parking, disabled parking, access and egress, additional parking restrictions and enforcements by Council/Garda, etc

Provide a detailed sketch and commentary below or attach you plan.

1. **Crowd Control**; Give details e.g. expected number of attendees, points of access and egress, internal movement of pedestrians, vehicular access, ticket checks (if any), security checks, crowd control barriers, cones, pier edge protection, Public Address Systems if provided,Location plan of barriers and storage of such, Interaction with working harbour, etc
2. **Emergency Plan**; Provide details below or attach your plan. e.g. Purpose, activation, controller, Muster areas, Emergency Access and Egress, Emergency Procedures, etc.
3. **Medical and First Aid Provision**; Outline your plans and locations. *e.g. provision and location of Doctors, paramedics, ambulances, first aiders etc.*
4. **Health and Welfare Issues**; Provide details of Sanitary Provision, Drinking Water, Noise pollution (e.g. Engines, PA systems) Catering, Lost Children and  property, Rescue Boats, etc.
5. **Fire Safety**; Provide details of *Fire Equipment, Catering units, refuelling, etc.*
6. **Environmental Impacts and Monitoring**; Consider how you will impact on the environment. *Impacts on Harbour  Marine Environment in particular on birds and marine mammals, Provision for Litter & waste clean-up on land and water, noise and nuisance to wider community etc*
7. **Communication Facilities**; Provide details of your *PA system, Telephones, Radio Communications on land and water, etc*
8. **Temporary Structures**; Provide details of your *Location, loadings, Power requirements, etc*

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1. **Lighting**; Provide your additional lighting requirements, ESB, certification, etc
2. **Breakdowns/Wet Weather/Storm Contingency Planning**; How will you deal with extreme events. *Lift in/out of boats, Access for cranes and low loaders -movement and storage, removing broken down vehicles, keeping public informed, actions in the event of cancellation.*
3. **Maps and drawings** *giving relevant details including; location of berths, dimensions of cordoned zones, location of access points, security, first aid, stewarding facilities, welfare facilities, disabled facilities, sanitary facilities, fire fighting equipment, fuel stores and refuelling points, parking areas, pedestrian and vehicle routes, temporary structures if any, etc,*

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

Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED:

PRINT:

Date:

**\*All personal data processed by the Department of Agriculture, Food and the Marine will take place in accordance with the law on Data Protection and will only be for the purposes connected to the functions of this Department.Our Data Protection notice can be found at www.agriculture.gov.ie/dataprotection**