



To: Directors of Planning in each local authority

CC: Chief Executives
Senior Planners
An Bord Pleanála
Office of the Planning Regulator
Directors of Regional Assemblies

Circular Letter PL 02/2021

2 March 2021

Re: Event licensing in 2021 in the context of the ongoing Covid-19 pandemic

I have been asked by Mr Peter Burke, T.D., Minister of State at the Department of Housing, Local Government and Heritage to refer to the matter of event licensing in 2021, particularly in the context of the ongoing Covid-19 pandemic, current restrictions on mass gatherings, expected reviews over the coming months of the Government's most recent plan for managing the emergency - **Covid-19 Resilience and Recovery 2021: the Path Ahead**, and the ongoing evolving situation with regard to the pandemic and the restrictions to be applied at specific stages.

Following engagement with the events sector and having regard to the ongoing situation with the pandemic including restrictions on mass gatherings and uncertainty regarding how long these will remain in place or be relaxed, the sector has indicated that it is not possible at this point in time to determine with any degree of certainty whether or not it will be possible or feasible for outdoor events regulated under Part XVI of the Planning and Development Act 2000, as amended, and Part 16 of the supplementary Planning and Development Regulations 2001, as amended, to be able to proceed in 2021.

As you will recall, no events requiring event licences which were scheduled to take place in 2020 proceeded as planned due to the pandemic. In light of the circumstances then prevailing and in order to provide certainty to event promoters, the Department issued advice to planning authorities that all licence applications on-hand in respect of events which it was proposed would take place in 2020 could remain live and be rolled over to 2021 without requiring promoters to submit new event licence applications, subject to compliance with the requirements outlined in the advice note issued. These administrative arrangements were considered to be the most reasonable and pragmatic approach in the extenuating circumstances faced.

In light of the ongoing impact of the Covid-19 pandemic and uncertainty with regard to whether or not it will be possible or feasible for events to be able proceed this year, the Department is further advising that licence applications originally submitted in 2020 may now be further rolled over to 2022 subject to compliance with the procedures and requirements



outlined in the attached Appendix (modelled on the previous advices issued in respect of roll-over to 2021).

Any queries in relation to this Circular letter should be emailed to planning@housing.gov.ie.

A handwritten signature in black ink that reads "Terry Sheridan". The signature is written in a cursive, slightly slanted style.

Terry Sheridan
Principal
Planning Policy and Legislation



Appendix

Administrative arrangements re event licensing in 2021 and 2022

1. In light of the ongoing situation with the Covid-19 pandemic and associated restrictions on mass gatherings, promoters seeking to postpone their proposed event from 2021 to 2022 shall make a written submission to the relevant local authority to this effect, further requesting that such re-scheduled event be considered on the basis of the pre-existing licence application previously submitted to the local authority.
2. Any pre-planning consultation meeting held in respect of the original proposed event under Article 184 of the Regulations shall still stand and any further consultation meeting in respect of a proposed re-scheduled event shall occur under Article 191 of the Regulations. Such latter meeting shall, as always, be without prejudice to any decision on the proposed re-scheduled event.
3. Further to the receipt of such submission/ notification from the event promoter, and unless the below further information has already been submitted as part of the submission/ notification under 1. above, the local authority shall request the following further information from the event promoter in accordance with Article 191 of the Regulations –
 - (a) confirmation of the specific date(s) in 2022 on which it is proposed to re-schedule the proposed event;
 - (b) confirmation of the scope of the event i.e. whether it is the same or reduced/ larger, venue, names of acts, proposed attendance capacity, risk profile, audience demographics etc;
 - (c) the provision of an updated consent letter from the venue owner/ management in respect of the proposed new date(s);
 - (d) any further information that may be relevant.

Such further information request should be made prior to the date that it was proposed to hold the event in 2021 (re-scheduled from 2020).

4. When making such further information request, the local authority shall also advise the event promoter that where s/he proposes to re-schedule the event in 2022, it shall be subject to the following conditions to which s/he should indicate agreement:
 - (i) a further consultation meeting shall take place between the local authority, the prescribed bodies and the event promoter not earlier than 12 months prior to the proposed re-scheduled date(s). Such consultation meeting shall take place in accordance with the public health advice prevailing at the time of the meeting;



- (ii) the event promoter shall submit an updated event management plan, with updated risk assessments, to the local authority at least 1 week in advance of the proposed consultation meeting;
- (iii) after such consultation meeting, the event promoter shall place newspaper notices informing the public of the proposed revised date(s) for the event, the venue and the acts involved, and any further information required by the local authority;
- (iv) further to such consultation meeting, the local authority shall undertake a public consultation on the proposed re-scheduled event consistent with that required under Article 188 of the Regulations;
- (v) the local authority shall notify all parties who made submissions under the original public consultation on the proposed event of the proposed (further) re-scheduling of the event offering them the opportunity to participate in the public consultation on the proposed re-scheduled event;
- (vi) the local authority shall take account of all submissions received under the original public consultation and the subsequent public consultation in its final assessment of the licence application.