

Activity at State Care Monuments

Application

Please ensure this application is submitted at least **20 working days before** the requested activity date.

All late applications are subject to the following administrative charges in addition to other relevant cost:

- Applications submitted 19 to 10 working days before the activity date will incur £25 administrative charge
- Applications submitted 9 working days or less before the activity date will incur £50 administrative charge

This may not apply to current affairs and news crews or filming which promotes the activities of the Department. All charges are levied at the Department's sole discretion.

APPLICANT DETAILS

Individual / Organisation / Company Name

Contact Person

Nature of organisation

Registered Company ☐ Registered Charity ☐

Community/Voluntary ☐ Other ☐

If other

Address

Postcode

Telephone/Mobile

Email

PLEASE TICK THE ACTIVITY YOU ARE APPLYING

Event	☐	Tour	☐	DfC organised activity	☐
				Please specify under Activity title	
Event including ground based filming	☐	Research	☐	Other activity	☐
				Please specify under Activity title	

MAIN DETAILS

Activity title

State Care Site Name

Buildings & Areas requested for use

(if applicable)

Have you visited the site?

Yes ☐ No ☐

Dates and times required

Activity date		Activity time	
		(from - to)	
Set up date		Set up time	
		(from - to)	
Clear up date		Clear up time	
		(from - to)	

Total Number of hours of hire

(includes set up and clear up)

Do you intend to charge for this activity?

e.g. ticketed event

Yes ☐ No ☐

If Yes, please provide details

Numbers expected

Adults Children
(under 16)

People with disability

Any other Specific Requirements
such as access, DDA?

Yes ☐ No ☐

If Yes, please provide details

Purpose and brief summary of activity

FURTHER DETAILS

Proposed means of promotion of activity
(if applicable)

Post clean up policy
(if applicable)

Will refreshments be served? Yes ☐ No ☐

Are you requesting alcohol is served? Yes ☐ No ☐

Will license for alcohol be required? Yes ☐ No ☐

Will music/entertainment be performed? Yes ☐ No ☐

Will Entertainment License be required? Yes ☐ No ☐

TEMPORARY FIXTURES AND CONTROL MEASURES

Temporary Services proposed

Staging/lighting, construction, fixings or SFX etc, how will these be fixed in place

(if applicable)

Please indicate the equipment you will be using

Lighting, stands, tripods, cameras, torches, replica weapons, implements, etc

(if applicable)

If equipment is being used, how do you propose to bring it on site from the access point?

Activity Management

No. of staff on site etc

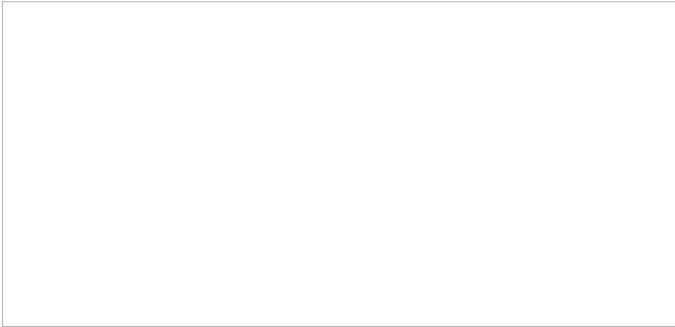
(if applicable)

TEMPORARY FIXTURES AND CONTROL MEASURES

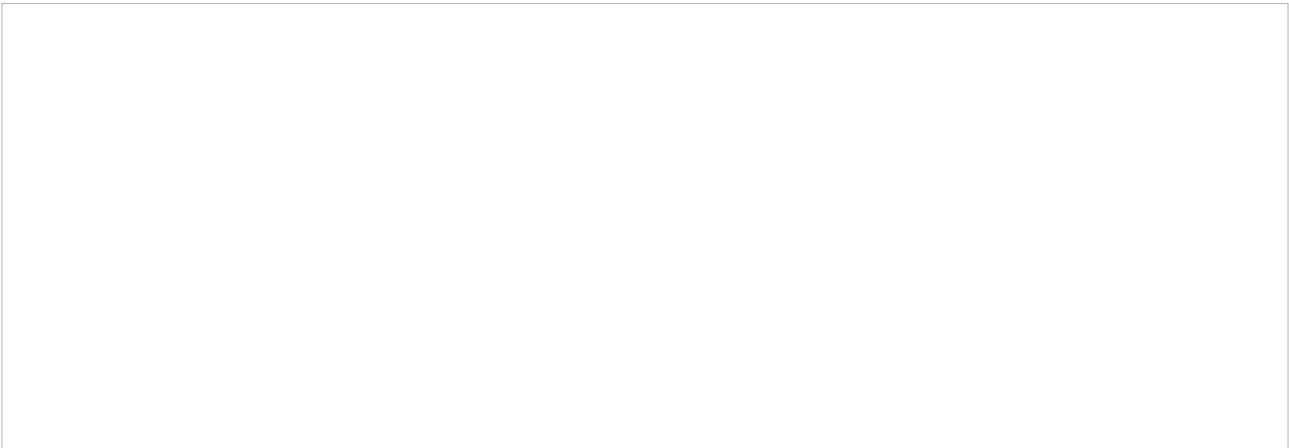
Traffic Management Proposals
(if applicable)



Crowd Control Measures
(if applicable)



OTHER ADDITIONAL INFORMATION OR SPECIFIC REQUIREMENTS



DEPENDING ON THE TYPE OF YOUR ACTIVITY WE WILL CONTACT YOU SHORTLY TO CONFIRM IF YOU WILL BE REQUIRED TO PROVIDE THE FOLLOWING

- A comprehensive Risk Assessment for the activity, including children and vulnerable adults' safeguarding measures where applicable
- Public Liability Insurance of value no less than £5 million (or higher where required)
- Relevant charges (if applicable)
- Event plan (if applicable)
- Site plan annotated with relevant details (if applicable)
- Screenplay/stage play script (if applicable)

Risk Assessments help ensure the safety of your employees/participants/visitors, our staff/volunteers and the general public visiting our sites, as well as complying with the law.

You are not required to eliminate all risk, but should take steps that are 'reasonably practicable'. The risk assessment must be satisfactory for the activity to go ahead.

More advice, and standard templates are available from the health and Safety Executive:

www.hse.gov.uk/simple-health-safety/risk/index.htm

Please note, DfC reserves the right to refuse an application

PLEASE SPECIFY THE NAME AND ADDRESS OF INDIVIDUAL/COMPANY/
ORGANISATION TO BE INVOICED

Name

Address

Postcode

Email

BEFORE YOUR ACTIVITY CAN BE APPROVED, PLEASE CONFIRM THAT YOU
UNDERSTAND AND AGREE WITH THE FOLLOWING

- I will seek and obtain all the required permissions from other relevant Regulatory Bodies **prior** to the activity
- I will be required to bring a signed hard copy of DfC's Activity Licence with me for the duration of the activity
- All permissions granted by DfC cover the **Site or Monument within State Care Area only** and it is applicant's responsibility to seek any additional landowner's permissions for the activities outside this zone
- The information you supply to us will be held ONLY for administrative purposes of processing your application, we may hold this information for up to 5 years. We will not supply it to any third parties.

SIGNED BY APPLICANT

Name

Position in organisation

(if applying on behalf of organisation)

Application date



To help communities to enjoy and realise the value of the historic environment.

Completed application forms should be submitted to:

Historic Environment Division

Causeway Exchange
1-7 Bedford Street
Belfast
County Antrim
BT2 7EG

Tel: 028 9082 3207

Email: scmenquiries@communities-ni.gov.uk

Web: www.communities-ni.gov.uk/topics/historic-environment