



MONAGHAN CIVIL DEFENCE

CIVIL DEFENCE SERVICE

APPLICATION FOR ASSISTANCE

Name of Event:

Name of Event Controller: _____

Date of Event: _____ Event Description: _____

Location: _____

Applicant/Organisation Name: _____

Home/Work Number: _____ Mobile Number: _____

Email Address: _____

Number of Spectators Expected: _____ Number of Competitors Expected: _____

Number of Ambulance/Other Vehicles Required: _____

Number of Personnel Required: _____ Special Equipment Required: _____

Start Time: _____ End Time: _____

NB. For events on the public road the **Gardaí must be informed**. The Gardaí are solely responsible for any event in public areas, direction of traffic and crowd control etc. If you have been in contact with the Gardaí please indicate the name of the Garda Member- in-charge and the Station informed. Please also be aware that Monaghan Fire & Civil Protection should be contacted to assist with Fire Safety and Crowd Management, and where the likely attendance of the event may exceed 5,000 people the organisers of the event are obliged to obtain a licence from Monaghan County Council.

Name of Garda Member –in-charge : _____

Name and Number of Garda Station: _____

For events requiring the use of Ambulance please state what Doctor if any will be on duty at the event and the Doctor’s emergency phone number;

Name of Doctor: _____ Emergency Phone Number: _____

(*) In the event of Civil Defence having to transport a patient for further medical aid, it is the sole responsibility of the organisers to decide if the event can continue without ambulance/first aid cover. The decision to transport will be taken by Civil Defence personnel on site taking into account best patient care.

Please give details of what Catering arrangements are in place for Civil Defence Personnel:

NB: Duties of 3 hours or more must include a main meal for personnel funded by the organisers of the event.

Group/Person to report to on site: _____

On behalf of the above organisation I wish to make a formal application for Civil Defence Assistance as per the details outlined above. I agree to indemnify Monaghan County Council and Civil Defence against any claims for loss or damage resulting from involvement in this event and I understand that in the event of Civil Defence being required for an Emergency Situation elsewhere service may be withdrawn without notice. Please note in the event of medications been administered, all costs may be recouped from the event organisation.

Is there a designated area for Civil Defence Personnel/Vehicles: Yes No

If yes, please give details: _____

Insurance Policy in place: Yes No

Have you completed an Event Safety Management Plan and Risk Assessment? Yes No

Insurance Policy & Safety Plan **MUST** be current and appropriate to the event taking place.

Copies of Insurance Policy, Event Safety Plan and Risk Assessment together with this Application Form must be received in this office no later than 30 days prior to the event.

If any of the above are marked 'No' Civil Defence will not attend. If Monaghan Civil Defence considers that the event is not being run in accordance with the supplied Safety Plan or other occurrences and/or environmental considerations adversely affect the safe running of the event then Monaghan Civil Defence may withdraw their services immediately.

On behalf of the above applicant/organisation I wish to make a formal application for Civil Defence assistance as per the details outlined above.

Signed:

Date:

If this application is not acknowledged within 5 days of submission please contact: Brendan Buckley, Civil Defence Officer, Fire Station, Annahagh Roundabout, Monaghan, Co Monaghan. Telephone: 047 30521 or Email: bbuckley@monaghancoco.ie

(*) While it is not the policy to make a formal charge for service provided, organisations/clubs etc are asked to make a financial contribution to offset any cost incurred in providing assistance.