



An Garda Síochána

Policy Document

Provision of Garda Services for Certain Events and Associated Charges

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Policy Owner	Assistant Commissioner, Roads Policing & Community Engagement

Purpose

This policy outlines a comprehensive charging framework for calculating charges for the costs of Garda services for certain events. It is aimed at both benefitting An Garda Síochána and assisting event organisers and promoters who may bear costs associated with the services of An Garda Síochána. Balancing cost recovery and our fundamental objective of community safety, this policy sets out the charging level towards the policing costs of events, contextualised within risk assessments and responsibilities to be agreed upon between An Garda Síochána and event organisers/promoters.

Garda services are performed by members of An Garda Síochána upon request from event organiser/promoters of such events who seek to engage the services of members of An Garda Síochána to perform duties to which they would not normally be assigned. This policy sets out the charges to be applied for Garda services and also sets out a process for engagement with the organisers /promoters for events.

Scope

This policy and all associated documentation apply to members of An Garda Síochána and Garda staff.

Policy Statement

This policy aims to streamline the charging process for allocation of additional policing resources for certain events.

It aims to balance the necessity of maintaining public order, safety and the obligations of event organisers/promoters. In doing so, it upholds the principles of the Garda Decision Making Model and the Garda Code of Ethics, ensuring that all decisions are rooted in legality, proportionality, necessity, accountability and respect for human rights.

There are some functions that members of An Garda Síochána perform as part of their lawful duty, however there are other duties that are provided in addition to day to day policing duties.

This policy sets out the charges for costs to be applied for the provision of Garda services for certain events and also sets out a process for engagement with the organisers /promoters for events.

In accordance with Section 30 of the Garda Síochána Act 2005, there must be a request from those organising or conducting an event for members of An Garda Síochána to provide their services (See Appendix C - Garda Services Request Form). Meeting such requests can have a significant cost and resourcing impact. This policy aims to ensure charges are appropriately and consistently applied in providing Garda services. The provision of Garda services in such circumstances must be for the purpose of:

- Support for event organisers/promoters in securing the safety of persons at the event premises/assured area.
- Maintenance of public order.

Avoidance or minimisation of disruption to the area in which the event locus and event footprint is to take place, including traffic management. The event footprint must be agreed prior to commencing the determination on the provision of Garda services. An Garda Síochána currently charges for services across various areas. The constant and standardised application of this policy will foster consistency nationally.

Areas where charges for Garda services apply include:

- Sports fixtures.
- Concerts/ Music festivals.
- Agricultural shows.
- Festivals.

- Abnormal loads.
- Explosive escorts.
- Meetings and conferences.
- Film, video, television programmes and advertisements production.
- Events with late night exemptions attracting large crowds.

Engagement with event organisers/promoters will be led by the Chief Superintendent responsible for the Division in which the event is taking place. Where possible, in respect of one off events, discussions on the provision for Garda services and charging for same should conclude a minimum of three months in advance of the event. For recurring events, planning will commence following the debrief of the previous event and discussions on the provision for Garda services and charging for same should conclude no later than three months before the event.

However, it is acknowledged that this time period is not always possible given the nature and timeframe in certain cases e.g. sporting events. If the risk profile of the event changes significantly, a re-engagement with the organiser/promoter should occur.

Event organisers/promoters are key stakeholders in the application of this policy. They are responsible for requesting Garda services for events and agreeing to the terms set out by this policy. Therefore, event organisers/promoters are required to make an application under the Planning and Development (Licensing of Outdoor Events) Regulations, 2001 (as amended) to the relevant Local Authority. The application must include a draft Event Management Plan in accordance with the appropriate code or codes of practice and include the following associated documentation:

- the names and responsibilities of the event controller, the event safety officer and their deputies,
- a draft site emergency plan,
- a draft traffic management plan,
- a draft safety strategy statement,
- a draft environment monitoring programme for before, during and after the proposed event, and
- provision for the removal of structures and the carrying out of any works for the reinstatement of the land subsequent to the event, for the full clean-up of the area, and for any remedial works arising from any damage caused to public property, facilities or amenities associated with the event,
- a location map of sufficient size and containing details of related sites and features in the vicinity of the place where it is proposed to hold the event, to a scale of not less than 1:1000 in built up areas and 1:2500 in all other areas and marked clearly to show such related sites or features, and drawings to an appropriate scale of the place where it is proposed to hold the event, including a site layout plan and a viewing accommodation plan.

An Garda Síochána is a prescribed body under the legislation, and the Local Authority will provide the aforementioned documentation as part of the licencing process.

Where event organisers/promoters make a written request to a Local Authority of their intention to make an application for an Event Licence, the Local Authority will hold a **pre-application consultation** meeting with the event organisers/promoters concerned in order to discuss the proposed event(s), and shall invite the prescribed bodies to attend the meeting. In accordance with Statutory Instrument No. 264/2015 - Planning and Development (Amendment) Regulations 2015, the Event Organiser/Promoter is required to provide a **preliminary risk assessment** of the proposed event to the Local Authority in advance of the pre-application consultation meeting. Upon receipt of a preliminary risk assessment for a proposed event, the Local Authority will provide a copy of the assessment to the prescribed bodies.

Once event organisers/promoters proceed from the pre-application consultation stage to make an application to the Local Authority for an Event Licence and have submitted a draft Event Management Plan and associated documentation, it is the responsibility of the event organisers/promoters to conduct a thorough risk assessment to support their application for an Event Licence. The Chief Superintendent in charge of policing the event will collaborate with event organisers/promoters on the completion of the risk assessment while observing the Garda Community Impact Assessment in respect of the event and agreeing on the extent of Garda services required for the event. Guidance on risk assessment considerations are outlined at **Appendix A**.

A Community Impact Assessment (CIA) will be utilised to provide an understanding of the unique and distinct community issues arising as a result of the holding of certain events in any given area (**See Appendix B**)

Definition of Event

Table 1 gives a brief definition for each classification of event. This should be used as a guide to aid the decision-making on the classification of an event. The decision on the classification of an event rests with the Chief Superintendent in charge of policing of the event.

Table 1: Definition of Event

Commercial Events	Events organised with the objective of making a financial gain without specific community or charitable benefit, usually but not exclusively through members of the public having to pay an entrance fee to gain access to the event.
Sporting Events	Events including professional and amateur sports which are commercial or non-commercial ventures, usually but not exclusively through members of the public having to pay an entrance fee to gain access to the sporting event.
Community Events	Events organised with the objective of providing a service to the community and/or making a financial gain with the surplus raised distributed to local community organisations.
Cultural /Heritage Events	Events or enterprises that have a significant contribution to the social, cultural and heritage of Ireland that assist socially and economically to promote a positive image of Ireland.
Charitable Events	Events organised with the objective of providing a charitable service to the community and/or making a financial gain with the surplus raised being for charitable distribution.
Unlicensed Events	Events with less than 5,000 attendees and where no licence, under the Planning and Development Act 2000, is required.
Policing and Security Events for the State	Events where there is a national or defined public interest, i.e. Presidential/Heads of State visits, or events sponsored by Government Departments.

Event Abatement Scoring Matrix

When reaching an agreement in relation to the setting of charges for the provision of Garda services, cognisance must be taken of the level of abatement that may be applicable.

Where abatement is applicable, the matrices outlined in **Table 3** of this policy document will guide the abatement to the event organiser/promoter. The decision to apply abatements is the responsibility of the Chief Superintendent responsible for the Division in which the event is taking place. In the case of a disagreement on the level of abatement, the final decision lies with the Regional Assistant Commissioner for where the event takes place. **Table 2** sets out the Event Abatement Scoring Matrix to assist in the determination of the level of abatement to be applied when setting the charge for Garda services.

Table 2: Event Abatement Scoring Matrix

Criteria	Question	Answer	Score
Nature of Event (Unlicensed Event will be captured under one of these relevant headings)	Commercial Event Charity Community Cultural/Heritage Event Private Event Sporting Event, where admission fee is payable.	Yes Yes Yes Yes Yes Yes	
Host / Organiser /Promoter	Existence of a promoter clearly identifies a commercial event. Can also be a significant non-commercial event or a sporting event.	Yes	
Premises Licence/Safety Certificate Required	Is a licence required? Certain events require a licence or a safety certificate to operate. The event capacity and that licences are required indicate a major event.	Yes	
Payment for entry at the Event	Will the public attending the event be required to pay to enter? The event can be either a commercial, charitable, unlicensed or community event.	Yes	
Security	Will the event use licensed PSA approved security? (This can assist in reducing the policing numbers). Agreement is required with Garda Management as to the number of Licensed Security and Stewards. If there are no PSA licenced personnel, then the score is zero.	Yes	
Performers Paid	Will the performers at the event be paid? This can be a commercial, charitable, unlicensed or community event.	Yes	
Traders Concessions	Will traders be required to pay at the event? This can indicate a major event.	Yes	
Proceeds to Charity / Community Organisations	Will 100% of the surplus income be for charitable distribution or will it be distributed through the community or the organisation?	Yes	
Proceeds to Sporting Organisations	Does the organisation distribute its surplus from the event to the promotion of the relevant sport?	Yes	
Impact on Community	Will a community be affected by holding the event, such as increased traffic, disruption and public disorder?	Yes	
Additional Policing	Is more policing than the norm required because of the event? Considering location, crowd profile and risk.	Yes	

A sample scoring matrix for different types of events are outlined in **Appendix C** of this document.

Level of Abatement

Table 3 sets out the proposed level of abatement to be applied when setting the final charge for the event in question. This level of abatement is based on the outcome from the Event Abatement Scoring Matrix at Table 2.

Table 3 – Level of Abatement

Score	Level of Abatement to be applied
Less than 5 points	No charge
5 – 30 points	Apply a reduction of 50% of the total recovery costs.
31 + points	Apply full cost recovery with no reduction.

Post-Event Debrief

Following the conclusion of an event, it is important to conduct a thorough debrief to evaluate the overall effectiveness of the deployment of An Garda Síochána and the appropriateness of the applied charges for Garda services. The debrief process is essential for transparency, continuous improvement and ensuring the best use of resources in the provision of Garda services at events.

The debrief session will be presided over by the Chief Superintendent responsible for the Division where the event occurred. All parties involved in the planning, execution, and evaluation of Garda services, including the event organisers /promoters should participate in the process.

The debrief will also critically assess the interactions and collaboration with the event organisers/promoters and other stakeholders. This involves analysing the financial arrangements regarding the provision of Garda services and the appropriateness of the charges levied, ensuring that such charges were commensurate with the policing requirements of the event.

Compliance

Compliance with this policy and accompanying associated document(s) is mandatory for all members of An Garda Síochána and Garda staff.

Legal & Human Rights Screening

This Policy has been legal and human rights screened in terms of the respective obligations placed on An Garda Síochána for the subject area concerned.

Ethical Standards & Commitments

Every person working in An Garda Síochána must observe and adhere to the standards and commitments set out in the [Code of Ethics](#) for An Garda Síochána and uphold and promote this Code throughout the organisation.

Policy & Procedure Review

This policy and associated documents will be reviewed 12 months from its date of effect and every three years thereafter.

Disclaimer

This document is not intended to, nor does it represent legal advice to be relied upon in respect of the subject matter contained herein. This document should not be used as a substitute for professional legal advice.

Appendix A – Risk Assessment Considerations

The level of policing required in support of events/enterprises is a matter for the relevant Chief Superintendent to determine. This will be undertaken by operational planning/events management teams at a local level and should encompass the risk assessment of the event and address the following matters:

- Security/ Stewarding arrangements. – (A review of the Security/Steward deployment plan should form key element of the risk assessment as part of the consultation process with the event promoter).
- Is there another event occurring on the same date?
- The event/performer.
- The expected attendance.
- Times and duration of the event.
- The layout and size of the venue/site to be utilised.
- The expected behaviour of patrons, including the likelihood of specific criminal behaviour at or in the vicinity of the event site.
- The familiarity of patrons with the event site.
- Emergency Route(s).
- Road Closure requirements.
- Hospitality facilities.
- Anticipated modes of transport those attending the event will use e.g. bus, train, Luas, private cars, private coaches, cycling or walking.
- Public/Private transport operators anticipated capacities at peak times.
- Car parking facilities in the vicinity.
- Coach Parking facilities in the vicinity.
- Routes to and from the venue.
- Crowd flow movement to and from venue.
- Diversion Routes.
- Signage.
- Community engagement/notification/consultation.
- Auxiliary activities, such as opening or closing ceremonies.
- Drop off and pick up points.

As a guide, the following Security/Steward categories should be provided for:

- a) **Supervisory staff:** Deputy Security officer, chief steward(s) and Security supervisors.
- b) **Static Security posts:** Crowd monitoring points, exits, turnstiles, activity areas, perimeter gates, escalators/stairways, restricted zones and other strategic points or areas.
- c) **Mobile Security posts:** As a guide, the ratio as provided for in the Code of Practice for Safety at Sports Grounds and Code of Practice for Safety at Outdoor Pop Concerts and other musical events should be adhered to, however, where the risk assessment shows a need for a higher level of safety and security management an increase should be considered.
- d) **Specialist stewards:** For areas used by children, spectators with disabilities and in hospitality facilities.
- e) **Additional stewards:** For specific events such as state visits, opening ceremonies for events (e.g. the Special Olympics).

While the above list provided for the risk assessment is not exhaustive, consideration should include a review of all of these factors for each specific event.

Appendix B – An Garda Síochána Community Impact Assessment Overview

The Community Impact Assessment (CIA) will be utilised to provide an understanding of the unique and distinct community issues arising as a result of the holding of certain events in any given area.

Chief Superintendents will be cognisant of the following considerations in the compilation of a Community Impact Assessment for the event during the planning stages:

Attendees

Attendance does not necessarily mean the numbers of spectators or audience alone. Where relevant, attendance can be taken to include participants (athletes/performers), support staff, media, sponsors, officials and volunteers. Categorising attendees in this way can help when measuring other impacts that assess the behaviour of different groups at the event.

Timing and Duration

The likely impacts attributable to the timing of the event within the calendar year and the affects the duration of the event may have on the Community in which it is being held.

Traffic

It is the responsibility of the Event Organiser/Promoter to prepare the event's Traffic Management Plan and provide all ancillary requirements. The event organiser's/promoter's Traffic Management Plan should be considered to evaluate routes, movement, anticipated increases in traffic volume and the provision/readiness for emergency situations. Each of these considerations should be evaluated for the ingress, circulation and egress phases of the event. The assessment should include the availability and capacity of the public transport network having regard to the locus of the event.

Economic

Impact on local businesses, public transport providers, national road network, local authority services, other emergency services and additional community stakeholders.

Environmental

Consideration of the geography, culture and socio-demographic of the area in which the event will occur.

Community Engagement

What level of engagement has taken place between event organisers/promoters and local communities that are likely to be affected by the event.

What information has been provided to the communities in which the event will take place to ascertain their ability to work with/around any potential disruption that may be caused during the event?

Appendix C – An Garda Síochána Request for Garda Services

Chief Superintendent

_____ **Division**

In accordance with Section 30 of the Garda Síochána Act 2005 (as amended), I
 _____ *(insert applicants name)* request Garda services on behalf of:

Details of the Individual/Organisation Requesting Garda Services	
Individual/Organisation Name:	
Address:	
Email:	
Contact Phone/Mobile No.:	
Event Details & Garda Services Requested	
Event Details:	
Event Location:	Event Date(s) & Time(s):
Event Classification <i>(as determined by Chief Superintendent)</i> :	
Event Score on the Abatement Scoring Matrix <i>(as determined by Chief Superintendent)</i> :	
Garda Services Requested:	
On behalf of the individual/organisation requesting Garda services (set out above), I am authorised to agree to the charge for the provision of Garda Services for the aforementioned event with Chief Superintendent _____ Division of _____ Signed: _____ Date: _____	

