

QUESTIONNAIRE

PERMIT APPLICATION TERMS & CONDITIONS

Please note due to the volume of permit applications, incomplete forms will be rejected and removed from the permit queue.

PERMITS WILL BE REJECTED IF THE REQUIRED INSURANCE LIMIT FOR EMPLOYERS LIABILITY OF €13M & PUBLIC LIABILITY OF €6.5M IS NOT IN PLACE.

Insurance Questionnaire

Indemnity must be completed in full before any request for access to public areas of the IFSC, Campshires and Grand Canal Harbour can be considered by Apleona Real Estate Ltd.

If questions are not relevant, please mark “N/A”. If there is insufficient space for response on the form, please attach additional pages.

- **Insurance Questionnaire must be completed and stamped by your insurance broker.**
- **Indemnity must be completed by a duly authorised person within your company/organisation and stamped with a company stamp.**
- Please provide as much information as possible to assist with processing your request. If documentation is incomplete your request cannot be processed.
- Processing of requests will take 3 to 5 working days. Apleona Real Estate (who act as agents for Custom House Docks Management Limited, North Wall Quay/Mayor Street Management Company Limited and Exchange Place Block 1 & 2, Grand Canal Harbour Management Limited) will contact you regarding the status of your request.
- Apleona Real Estate Limited or Custom House Docks Management Limited or North Wall Quay/Mayor Street Management Company Limited, Exchange Place Block 1 & 2 or Grand Canal Harbour Management Limited only have the authority to permit access to the public areas and do not have authority to permit access to office blocks in the complexes.
- The decision by Custom House Docks Management Limited or North Wall Quay/Mayor Street Management Company Limited or Grand Canal Harbour Management Limited, Exchange Place Block 1 & 2 or their agents, Apleona Real Estate Limited regarding access is final.
- Custom House Docks Management Limited or North Wall Quay/Mayor Street Management Company Limited or Grand Canal Harbour Management Limited or Apleona Real Estate Limited reserve the right at their sole discretion to cancel an activity/event at any time.
- The applicant may not record in any manner whatsoever, a property and any name in connection with the property and any names or trademarks, signs and identifying features thereof including the right to photograph, record, use logos and verbiage contained.
- The permit is for the sole use of the applicant and cannot be transferred to another party.
- Applications are subject to a permit application fee. Details will be issued on receipt of completed application/insurance forms. **All payments must be paid in full prior to the issue of a valid permit.** Cash, cheques, credit transfers accepted only.
- Failure to produce a valid permit to security upon request, will result in your event being cancelled and event teams will be requested to leave the complex(s).

QUESTIONNAIRE

GENERAL NOTES

1. Emergency Vehicles are the only vehicle permitted to access Grand Canal Square. It is a pedestrianised zone.
2. There are no public conveniences in the complex(s)
3. No permission can be granted for free standing signage or signs attached to lamp posts or finger posts. Such advertisement will be removed and disposed of immediately.
4. Adequate provision for collection and removal of waste or refuse associated with your request must be made by the applicant, otherwise an associated charge may apply.
5. Cleanup and repair must be undertaken by those to whom permission is granted, otherwise charges will apply.
6. There is no parking available on site for vehicles or transportation which is not the subject of the request. (Parking is available in the local public car parks.) Loading & unloading facilities of 20min slots can be arranged in conjunction with your permit.
7. A 24hr contactable number must be given in advance to a representative of Apleona Real Estate, if the event or access exceeds one day.
8. If access is granted on site, you must abide by the security and emergency procedures on site.
9. Please note any works of a construction nature require the following documentation to be provide to Apleona as standard
 - Risk Assessment
 - Method Statement
 - Condition Surveys
 - Traffic Management Plans
 - Pedestrian Management Plans
 - Weight Loads
 - No 40ft – five axles vehicles permitted in the estate
 - Copy of Luas permit
 - Mapping and Photographic details of intended location where works are to be undertaken

(This is not an exhaustive list and further information may be required subject to the nature of the works to be undertaken)

PLEASE NOTE CLAMPING IS IN OPERATION THROUGHOUT THE IFSC AND GRAND CANAL HARBOUR.

Completed forms to Apleona Real Estate Ltd at permits.irl@apleona.com

QUESTIONNAIRE

COMPLETE IN BLOCK CAPITALS

Note: Please double tap on the Check box and set the default value to checked where applicable

1. Please tick relevant management company for the relevant area(s) that is required

- i. CHD Management Limited
ii. North Wall Quay Mayor Street Management Limited
iii. Grand Canal Harbour Management Limited
iv. Campshires
v. CHD Basement Company Limited
vi. Exchange Place Block 1 & 2 Management Companies

2. REASON FOR ACCESS: Please tick 3 as appropriate

- Filming, Photographs, Survey
Promotion, Health Screening, Other (please specify)

Provide comprehensive details of activity/event:

Four horizontal lines for providing details of activity/event.

2. ACCESS REQUIRED FOR: Please tick 3 as appropriate

- People, No. of People
Equipment, Specify Type of Equipment
Vehicle, No. of Vehicles, Other (please specify)

Provide comprehensive details of equipment: (including pictures, weight and size specifications if necessary)

Four horizontal lines for providing details of equipment.

QUESTIONNAIRE

3. LOCATION REQUIRED: *Please tick 3 as appropriate*
Note: Many areas throughout the complexes are not available for filming, promotional or event use

Specific Location Desired Location Any Location

If "Specific" or "Desired" is ticked, please describe location and provide explanation:

4. DATE AND TIME:

Access required for: Date(s): From: _____ To: _____

Hours(s): From: _____ To: _____

5. EXTENT OF ACTIVITY: *Please tick 3 as appropriate*

(a) Do you intend to invite members of the public into the Phase I or II? Yes No

(b) Will the activity attract public to the complex? Yes No
If so, what provision have you made for crowd control?

(c) Do you intend to distribute any goods or flyers to passer-bys? Yes No

If so, please describe type of goods: _____

6. GENERAL: *Please tick 3 as appropriate*

(a) Have you been on site before for a similar reason? Yes No

If so: Date: _____

(b) Are you directly associated (parent company, group company, etc) with any company based in the IFSC or Grand Canal Harbour Yes No

If so: (i) Name of company: _____

 (ii) Contact person in company: _____

 (iii) Type of association: _____

7. YOUR DETAILS:

Full Name of Company or Organisation: _____

Full Business Address: _____

PERMIT REQUEST FOR ACCESS



QUESTIONNAIRE

Contact person for this request: _____
Contact Numbers: Telephone: _____
Fax: _____
Mobile: _____
E-mail: _____

Contact person re: Insurance Questionnaire: _____
Contact Numbers: _____
Name of person authorised to sign Indemnity: _____

8. YOUR AGREEMENT: *Please tick 3 as appropriate*

If permission is granted, on behalf of your company/persons involved in the activity,

Do you agree to:

- (a) Abide by the security and emergency procedures in operation in the IFSC? Yes No
- (b) Provide a 24hr contact number? Yes No
- (c) Provide advance payment as indicated on Explanatory Note? Yes No

PERMIT REQUEST FOR ACCESS



QUESTIONNAIRE

INSURANCE:

Company Name (as stated on Policies) _____

Business Description

As stated under Policies: _____

Insured Risks: _____

(A) EMPLOYERS LIABILITY

1. Insurer: _____

2. Policy No.: _____

3. Renewal Date: _____

4. Limit of Indemnity: _____

Note there is a minimum indemnity limit requirement of €13,000,000 Any One Occurrence PERMITS WILL BE REJECTED IF THE REQUIRED INSURANCE IS NOT IN PLACE

5. Does the Policy cover all persons employed, casual labour, on loan to or hired or borrowed by the above named company? Yes / No

6. Does the Policy cover Irish Jurisdiction? Yes / No

7. Does the Policy provide a specific Indemnity to; Apleona Real Estate Limited and (please tick relevant management company)

- CHD Management Limited
- North Wall Quay Mayor Street Management Limited
- Grand Canal Harbour Management Limited
- Campshires
- Exchange Place Block 1&2 Management companies
- CHDB Management Company Limited

in accordance with the signed indemnity agreement? Yes / No

Note a copy of said indemnity, which includes the dates for which access is requested, is required from Insurers prior to access to site being granted.

8. Please provide details of any Policy Exclusions, Endorsements or Warranties.

QUESTIONNAIRE

(B) PUBLIC LIABILITY

1. Insurer: _____
2. Policy No.: _____
3. Renewal Date: _____
4. Limit of Indemnity: _____

Note there is a minimum indemnity limit requirement of €6,500,000 Any One Occurrence PERMITS WILL BE REJECTED IF REQUIRED THE INSURANCE IS NOT IN PLACE

5. Does the Policy cover Legal Liability arising out of the use of the site including any defects therein. Yes / No

6. Does the Policy cover Irish Jurisdiction. Yes / No

7. Does the Policy provide a specific Indemnity to Apleona Real Estate Limited and *(please tick relevant management company)*

- CHD Management Limited
- North Wall Quay Mayor Street Management Limited
- Grand Canal Harbour Management Limited
- Campshires
- Exchange Place Block 1&2 Management companies
- CHDB Management Company Limited

in accordance with the signed indemnity agreement? Yes

Note a copy of said indemnity, which includes the dates for which access is requested, is required from Insurers prior to access to site being granted

8. Please provide details of any Policy Exclusions, Endorsements or Warranties.

PERMIT REQUEST FOR ACCESS



QUESTIONNAIRE

(C) MOTOR INSURANCE FOR VEHICLE (SUBJECT OF REQUEST)

- 1. Insurer: _____
- 2. Policy No.: _____
- 3. Renewal Date: _____

4. Does the Policy cover all mechanically propelled vehicles in respect of liability under the Road Traffic Acts? Yes / No

Please state limit of Indemnity for Third Party Property Damage: € _____

5. Does the Policy cover liability for an Unlimited Number of Passengers? Yes / No

6. Does the Policy cover the use of mechanical plant as a Tool of Trade including damage to underground services and bridges? Yes / No

7. Does the Policy cover Irish Jurisdiction. Yes / No

8. Does the Policy provide an Indemnity to Apleona Real Estate Limited and *(please tick relevant management company)*

- CHD Management Limited
- North Wall Quay Mayor Street Management Limited
- Grand Canal Harbour Management Limited
- Campshires
- Exchange Place Block 1&2 Management companies
- CHDB Management Company Limited

in accordance with the signed indemnity agreement? Yes / No

Note a copy of said indemnity, which includes the dates for which access is requested, is required from Insurers prior to access to site being granted

9. Please provide details of any Policy Exclusions, Endorsements or Warranties.

PERMIT REQUEST FOR ACCESS

QUESTIONNAIRE

10. Please provide a copy policy summary prepared by underwriters

SIGNED: _____

DATE: _____

PRINTED NAME: _____

[Insurance Broker]

Insurance Brokers Stamp:

Note on Ownerships:

Management Company	Areas of Responsibility
CHD Management Limited CHDB Management Company Limited	<ul style="list-style-type: none">• IFSC Phase 1• Georges Dock• Harbourmaster Road• Podium Areas ▪ Basement Car park
North Wall Quay Mayor Street Management Limited	<ul style="list-style-type: none">• IFSC Phase 2• Mayor Sq• Excise Walk
Grand Canal Harbour Management Limited	<ul style="list-style-type: none">• Grand Canal Dock / Harbour• Chimney Park
Camsphires	<ul style="list-style-type: none">• Campshires• Famine Statues• Sean O’Casey Bridge• Samuel Beckett Bridge
Exchange Place Block 1&2 Management Companies	<ul style="list-style-type: none">• Block 1 Exchange Place• Block 2 Exchange Place• Exchange Place Car Park

TO: Apleona Real Estate Ltd,
1 Exchange Place,
IFSC,
Dublin 1.

_____ [full legal title of organiser to be used]

QUESTIONNAIRE

INDEMNITY AGREEMENT

_____ (*Organisers Name*) hereby agree to indemnify Apleona Real Estate Limited, Custom House Docks Management Limited, Custom House Docks Basement Management Company Limited, North Wall Quay Mayor Street Management Co. Limited, Grand Canal Harbour Management Limited or Exchange Place Block 1&2 Management companies or their directors, officers, agents and employees from and against any liabilities, damage losses, expenses, demands, claims or judgements including legal fees and expenses arising out of or in connection with the death or injury of any person whosoever and loss of or damage to or destruction of any property howsoever arising out of the presence or use of or occupation of the centre’s public areas by

_____.
[*Organisers Name*] their employees, agents or subcontractors, or employees, agents or subcontractors of Apleona Real Estate Limited, Custom House Docks Management Limited, Custom House Docks Basement Management Company Limited, North Wall Quay Mayor Street Management Co. Limited, Grand Canal Harbour Management Limited or Exchange Place Block 1&2 Management companies unless arising out of the negligent acts or omissions of Apleona Real Estate Limited, Custom House Docks Management Limited, North Wall Quay Mayor Street Management Co. Limited, Grand Canal Harbour Management Limited or Exchange Place Block 1&2 Management companies, their directors, officers, agents, employees and subcontractors or otherwise.

The liability of the above mentioned Organisers under this indemnity shall be limited to the extent that the organiser is covered for such liability under the policies of insurance provided to Apleona. This indemnity shall immediately lapse on the lapse of the permit grated by Apleona or on notice by the Organiser to Apleona Real Estate Limited.

ORGANISER:

SIGNED: _____

Print Name: _____

POSITION: _____

FOR AND ON BEHALF OF: _____

DATE: _____

COMPANY STAMP: