# Applicant’s details

|  |  |
| --- | --- |
| **Organisation:** |  |
| **Contact Name** |  |
| **Address of organisation / educational establishment / student body:** |  |
| **Phone:** |  |
| **E-mail:** |  |
| **Suggested date and time** |  |

# Specific Purpose of Visit and Proposed Focus or Agenda

|  |
| --- |
|  |

I have read Longford County Council’s policy regarding Visits by Groups to the Council and, confirm on behalf of the school / group / organisation (delete as appropriate), that we will agree to abide by the terms and conditions outlined in the policy. I also confirm that I will accompany the group during the visit if Council approval to our request is granted.

**Signed** **Position**

**Name (Block Capitals)**

# Supporting Documentation – must accompany application

* The purpose of the visit, demonstrating a clear business or educational need.
* The specific focus of or agenda for the visit.
* A list of those attending.
* Proposed date and timing of the visit.

Completed application forms and the required supporting documentation should be returned for the attention of the Chief Executive to the Meetings Administrator meetingsadministrator@longfordcoco.ie to be received a minimum of three months in advance of the proposed visit.

If you need any assistance or further information, please contact the Council Meetings Administrator at the email address

# Data Protection

The Council will process any personal data provided by you to manage and administer the relationship between you and the Council for the purpose of fulfilling this contract.  We process this data under Article 6 (b) GDPR, “Processing is necessary for the performance of a contract to which the data subject is party”. Further information regarding how we process personal data can be found on the Council Privacy Policy which is available on our website [Longford County Council Privacy Policy](https://www.longfordcoco.ie/longfordcoco/your-council/governance/data-protection/privacy-policy.html).

If you have any questions regarding the processing of your personal data, our Data Protection Officer can be contacted by email on dpo@longfordcoco.ie or phone 043 3344207.

# General Procedures

* Request for visits must be made by a representative of the organisation, educational establishment or student body who must also accompany the group during the visit.
* Requests must be submitted in writing and sent to the Chief Executive's Office, Longford County Council.
* Longford County Council may organise visits to the Council Chamber for groups of a maximum of 20 participants.
* Visits are free of charge and suitable for everyone over the age of 15.
* Group visits last between 1 and 2 hours depending on the programme.
* Groups must apply to Longford County Council at least 3 months in advance.
* In the case of a school visit, the request must be accompanied by confirmation that the Board of Management and Principal have considered and approved the visit.
* School groups or groups of young people must be accompanied by at least one adult for every 10 pupils.
* Accompanying teachers have responsibility for the safety, supervision and care of all children attending the Council building.
* Requests will be considered by the Council and Corporate Services will notify the relevant organisation of the Council's decision.