SDCC Comhairle Contae Átha Cliath Theas South Dublin County Council
Planning & Transport
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Application for licence under Section 13 of the Planning and Development Act 2024

Application Form and accompanying documentation:
Please read directions & documentation requirements at back of form before completion.
All questions relevant to the proposal being applied for must be answered.
For non-relevant questions, please mark n/a.
Please ensure all necessary documentation is attached to your application form.

The publication of applications by planning authorities may lead to applicants being targeted by persons engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are given an opportunity to indicate a preference regarding the receipt of direct marketing arising from the lodging of this application.

If you are satisfied to receive direct marketing, please tick this box ☐

It is the responsibility of those wishing to use the personal data on applications for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 – 2018, taking account of the preference outlined above.

1) Name of Applicant / Agent:		
(a)	Name of Applicant:	
(b)	Name of Agent / Person acting on behalf of Applicant:	
Note: Address and contact details of applicant and agent, if applicable, to be supplied in **Question 4.**		

2) Licence Request Details:				
Type of licence:	New:	☐	Renewal:	☐
Particulars of applicance(s) / apparatus / structure(s) / sign(s) for which a licence is required: *Full description must be given*				
Proposed location of applicance(s) / apparatus / structure(s) / sign(s) for which a licence is required: *The applicant is advised that a site location map to a scale of not less than 1:2500 is also required to identify the location of the proposal*	From:		To:	

3) Fee payable: *See Appendix A for fee details*	
(a) Amount of fee enclosed herewith:	
(b) Basis of calculation of fee:	

Signature and Date:	
Signature (Applicant or Agent as appropriate):	
Date:	

FOR OFFICE USE ONLY			
Date Received		Fee Received	
Reg Ref		Receipt No.	
OSI Map Ref.			

Additional Contact Information

This page **must** be submitted on a separate piece of paper as it will not form part of the public file.

Please note:
- The applicant's address must be submitted on this page.
- If the applicant/agent wishes to submit additional contact information, this may be included here.
- This page will not be published as part of the file.

4) Applicant and Agent Details:			
(a)	Applicant Details (person seeking Section 13 Licence, and not an agent acting on their behalf):		
	Address:		
	Telephone:		
	Email:		
(b)	Agent / Person acting on behalf of the Applicant (if applicable):		
	Address:		
	Telephone:		
	Email:		
(c)	Correspondence should be sent to:	Applicant	
		Agent	

GUIDANCE NOTES

A licence from the planning authority must be obtained before erecting, constructing, placing or maintaining any of the following on, under, over or along a public road:

- a vending machine;
- a town or landscape map for indicating directions or places;
- a hoarding, fence or scaffold;
- an advertisement structure;
- a cable, wire or pipeline;
- overground electronic communications infrastructure and any associated physical infrastructure;
- a telephone kiosk or pedestal; or
- any other appliance, apparatus or structure prescribed by regulations as requiring a licence under the Planning and Development Act 2024.

For the purposes of the Planning and Development Act 2024, 'public road' has the same meaning as in the Roads Act 1993. Section 2 of the Roads Act 1993 defines a public road as '*a road over which a public right of way exists and the responsibility for the maintenance of which lies on a road authority*'.

Applications cannot be processed unless accompanied by the documents listed below, including the relevant fee.

A person applying for a Section 13 Licence must furnish such plans and information concerning the position, design and capacity of the appliance(s) / apparatus / structure(s) / sign(s). Such plans and information shall include:

- completed licence application form;
- site location map to scale of 1:2500;
- site layout plan showing location of proposed appliance(s) / apparatus / structure(s) / sign(s);
- drawing to scale of proposed appliance(s) / apparatus / structure(s) / sign(s);
- copy of valid insurance policy covering the period of licence being sought, indemnifying South Dublin County Council against claims arising out of any accidents to persons or property must be provided;
- written legal consent of the landowner;
- colour scheme of proposed appliance(s) / apparatus / structure(s) / sign(s) - Advertising signs are to be in accordance with Fáilte Ireland specifications;
- the appropriate licence fee.

APPENDIX A

Regulation 4(1) & (2)

LICENCE FEES UNDER SECTION 13 OF THE PRINCIPAL ACT IN RESPECT OF SPECIFIED APPLIANCES, APPARATUS AND STRUCTURES.

Part 1

	Appliance, Apparatus or Structure (1)	**Licence fee (2)**
(a)	A vending machine or coin operated machine (not being a weighing machine)	€125.00
(b)	A town or landscape map for indicating directions or places	€25.00
(c)	A hoarding, fence or scaffold (not being a hoarding, fence or scaffold bounding a public road).	€1,250.00
(d)	An advertisement structure (other than an advertisement structure specified in paragraph (e)).	€630.00
(e)	An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign.	€50.00
(f)	A cable, wire or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or waterpipe or an overground cable which is part of an electronic communications network).	€25.00 per 100 metres length or part thereof
(g)	A telephone kiosk or pedestal.	€630.00
(h)	A case, rack, shelf or other appliance, apparatus or structure for displaying articles, whether or not for the purpose of advertisement or sale in or in connection with any adjacent business premises.	€125.00
(i)	Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises.	€125 per table
(j)	An advertisement consisting of any text, symbol, emblem, model, device or logo.	€630.00
(k)	A pipe or an appliance with a pipe attachment for dispensing air or water, not being a pipe or appliance attached to a petrol or oil pump	€25.00
(l)	A weighing machine	€63.00
(m)	A Bring Facility	€25.00

Note: REGULATION 4 OF THE PLANNING AND DEVELOPMENT (LICENSING ON PUBLIC ROADS) REGULATIONS 2026 (as amended) *"(iii) where the licence is for a period of less than one year, an amount equal to one tenth of the fee for one year, in accordance with paragraph (i), for each month or part of a month for which the licence is granted."*

Part 2

	Appliance, Apparatus or Structure (1)	Licence fee (2)
(a)	A cabinet that contains apparatus used for the provision of an electronic communications network or service by a person authorised under Part 3 of the European Union (Electronic Communications Code) Regulations 2022 (S.I. No. 444 of 2022) who may be licensed or licence exempt under the Wireless Telegraphy Act 1926 (No. 45 of 1926).	€125.00
(b)	A lamp-post.	€25.00
(c)	A bridge, arch, tunnel, passage or other similar structure— (i) used or intended for use other than by the public, and (ii) constructed on or after 1 October 1964.	€125.00
(d)	A cellar or other underground structure constructed on or after 1 October 1964.	€125.00
(e)	A cable for conducting electricity for domestic or agricultural purposes.	€125.00
(f)	An overground cable which is part of an electronic communications network.	€125 per licence