

Information on Deputation meetings

- A Deputation meeting is an opportunity for a Residents Association / Community Group to directly discuss specific issues of local concern to them with both Council Officials and Elected Members.
- South Dublin County Council's Housing, Social & Community Development department organises Deputation Meetings for Residents' Associations / Community Groups during the months listed below:

Meeting Date	Apply by
22 nd January 2025	25 th December 2024
26 th February 2025	29 th January 2025
26 th March 2025	26 th February 2025
23 rd April 2025	26 th March 2025
28 th May 2025	30 th April 2025
24 th September 2025	27 th August 2025
22 nd October 2025	24 th September 2025
26 th November 2025	29 th October 2025

- Deputation meetings are hosted via Microsoft Teams.
- The Deputation group may consist of up to 5 persons.
- The duration of the Deputation meeting is no more than 45 minutes.
- Any group wishing to avail of a Deputation meeting will be required to register their groups details with the PPN (Public Participation Network) @ www.sdcpn.ie
- The group should also complete an application form. The agenda should **include specific items, issues and specific locations (maximum 100 words per item)**
- Late application forms will not be accepted under any circumstances.
- Any group wishing to make a visual presentation must forward the completed presentation with their application.
- No Group can be received for Deputation within 6 months of their previous Deputation.

The completed application and registration forms can be forwarded by email to comdevof@sdublincoco.ie

Alternatively, the forms may be forwarded by post to:

Community Department,
South Dublin County Council,
County Hall, Tallaght,
Dublin 24

Agenda

The agenda may contain a maximum of 5 items and written notification of the subject matter should be received in the Housing, Social & Community Development department at least 28 days before the date of the Deputation meeting.

The following items are considered as not being appropriate to be discussed at Deputations meetings:

- Areas that have not been taken in charge by South Dublin County Council.
- Planning files – both where decision is due, and decision is made.
- Planning Developments in progress.
- Planning Enforcement cases.
- Traffic issues where a decision has already been made and notified to Elected Members through Traffic Management Meeting.
- General issues of traffic congestion (local issues of concern around schools may be considered subject to verification from the relevant department).
- Items relative to published Works Programmes.
- Part 8 applications under the Planning & Development Regulations 2001-2016.
- Sports Capital Grant Programme applications.
- Enforcement actions under the Environment, Water and Climate Change Department.
- Commercially sensitive information.

(It is helpful if the group submits some background information with regard to each of the Agenda items. Applications should include specific items, issues and locations. - maximum 100 words per item)

Minutes

It should be noted that Deputation reports are a summary of the main points and not a verbatim report of every individual's contribution. The main purpose of the report is to record commitments made by Council Officials and any follow-on actions to be taken by the officials.

The agenda and reports of Deputation meetings are made available on South Dublin County Council's website www.sdcc.ie and located under Community Services Department / Deputations.

Staff in the following of South Dublin County Council's Housing, Social & Community Development department are available to advise Residents Associations / Community Groups on the procedure for seeking Deputation Meetings.

Contact details are as follows:

Community Department: comdevof@southdublin.ie
Website: www.sdcc.ie