

Connecting You to

Housing, Social & Community
Development

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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
24 th January 2024	27 th December 2023
28 th February 2024	31 st January 2024
27 th March 2024	28 th February 2024
24 th April 2024	27 th March 2024
22 nd May 2024	24 th April 2024
25 th September 2024	28 th August 2024
23 rd October 2024	25 th September 2024
27 th November 2024	30 th October 2024

- 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 housingadmin@SDUBLINCOCO.ie

Alternatively, the forms may be forwarded by post to:
Housing, Social and Community Development (Admin office)
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 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.

(The group should submit some background information regarding each Agenda item. 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:

HSCD Department: housingadmin@SDUBLINCOCO.ie

Website: www.sdcc.ie