

## 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 Resident Association/Community Groups on a monthly basis. (Except June, July, August and December 2022).

Meeting Dates	Apply by
26 <sup>th</sup> January 2022	22 <sup>nd</sup> December 2021
21 <sup>st</sup> February 2022	26 <sup>th</sup> January 2022
23 <sup>rd</sup> March 2022	23 <sup>rd</sup> February 2022
27 <sup>th</sup> April 2022	30 <sup>th</sup> March 2022
25 <sup>th</sup> May 2022	27 <sup>th</sup> April 2022
28 <sup>th</sup> September 2022	31 <sup>st</sup> August 2022
26 <sup>th</sup> October 2022	28 <sup>th</sup> September 2022
23 <sup>rd</sup> November 2022	26 <sup>th</sup> October 2022

- 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.sdcppn.ie](http://www.sdcppn.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](mailto:housingadmin@SDUBLINCOCO.ie)

Alternatively, the forms may be forwarded by post to:

Housing Admin,  
Housing 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 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](http://www.sdcc.ie) and located under Community Services Department/ Deputations.

The following staff of South Dublin County Council's Housing, Social & Community Development department are available to advise Resident Associations / Community Groups on the procedure for seeking Deputation Meetings. Contact names and details are as follows:

Brian Carroll      Tel. 01-4143328      email [housingadmin@sdblincoco.ie](mailto:housingadmin@sdblincoco.ie)

Housing Department:  
[housingadmin@SDUBLINCOCO.ie](mailto:housingadmin@SDUBLINCOCO.ie)

Website:  
[www.sdcc.ie](http://www.sdcc.ie)