

**Traffic Section, Land Use, Planning & Transportation Department, County Hall, Town Centre, Tallaght, Dublin 24**. **Tel: (01) 414 9000 Email:** [seoroads@sdublincoco.ie](mailto:seoroads@sdublincoco.ie)

**Section 254, Planning and Development Act 2000, as amended.**

**Planning & Development Regulations, 2001, as amended**

**APPLICATION FOR A HOARDING/SCAFFOLDING LICENCE UNDER SECTION 254**

**Fee: €1,250**

*(Please complete all sections of this from and return to the Senior Executive Officer at the address above or email to* [*seoroads@sdublincoco.ie*](mailto:seoroads@sdublincoco.ie)*.)*

I hereby apply for a licence to erect a hoarding or scaffolding on/under/over/along a public road in accordance with particulars:

1. **Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Acting on behalf : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Contact Phone No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **Proposed location of appliance(s)/apparatus(s)/structure(s) for which licence is required:**

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| --- |
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*The Applicant is advised that a site map to a scale of not less than 1:2500 is also required to identify the location of the proposal.*

1. **Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Period for which licence will be needed:**

***From: To:***

1. **Insurance Details:**

|  |  |
| --- | --- |
| **Name of Insurance Company** |  |
| **Policy Number** |  |
| **Expiry Date** |  |
| **Evidence of indemnification of South Dublin County Council to the value of €6.5m** |  |

**NOTE: The Licence can only be approved up to the expiry date of insurance. Copy of insurance details must be submitted.**

1. **Payment Instructions:**

* The fee for the hoarding/scaffold licence is €1,250.
* Payment can be made in the cash office, South Dublin County Council at (01) 4149121.
* Payments can be made by cheque, cash, credit or debit card over the phone or by EFT.
* Cheques should be made payable to “South Dublin County Council”.
* The cash office opening hours are 9.00am to 4.00pm, Monday to Thursday and 9.00am to 3.30pm on Friday.
* Please use the Revenue Code **HDLC** and say payment is for a hoarding licence. Request copy of receipt to be forwarded to the Traffic Section.

Bank A/C Number 31000029

Sort Code 93-33-17

Bank Name AIB

Address Main Street, Tallaght, Dublin 24

Account Name South Dublin County Council General No. 1 Account

IBAN No. IE14 AIBK 9333 1731 0000 29

BIC CODE/SWIFT AIBKIE2D

Email for remittances [eftremittances@sdublincoco.ie](mailto:eftremittances@sdublincoco.ie)

VAT Number 9509808P

**EXPLANATORY NOTES**

**PLEASE READ NOTES BELOW BEFORE COMPLETING THE FORM**

A Licence must be obtained in order to erect, construct, place or maintain 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
  + Any other appliance, apparatus or structure, which may be prescribed as requiring a licence under this section of the Planning and Development Act 2000 (as amended).

Section 2 of the Planning and Development Act, 2000 (as amended) states that “public road” has the same meaning as in the Roads Act, 1993. Section 2 of the Roads Act, 1993 states: *“public road” means a road over which a public right of way exists and the responsibility for the maintenance of which lies on a Road Authority”.*

A person applying for a licence must furnish with the application form such plans and information concerning the position, design and capacity of the appliance, apparatus or structure. Such plans and information should include:

* + Completed licence application form
  + Site Location Map - 1/2500 scale
  + Site Layout Plan showing location of proposed appliance(s)/apparatus(s)/ structure(s)
  + Drawing to scale of proposed appliance(s)/apparatus(s)/structure(s)
  + The appropriate Licence Fee
  + Copy of Insurance Confirmation indemnifying South Dublin County Council against claims arising out of any accidents to persons or property
  + Written legal consent of the landowner.

The Planning Authority may grant a licence for a specified period and subject to conditions. The decision of the Planning Authority can be appealed to An Bord Pleanála.

Where in the opinion of the Planning Authority that due to the:

* + Increase or alteration of traffic on the road
  + Widening of the road
  + Any improvement to the road
  + The appliance, apparatus or structure causes an obstruction or becomes dangerous, the authority may, by notice in writing, withdraw the licence and require the licensee to remove the appliance, apparatus or structure at their own expense.

Article 202 – Fees for Licences under Section 254 of the Act

1. Where a licence is granted by a planning authority under section 254 of the Act—
   1. to erect, construct, place and maintain, or
   2. to maintain,

a specified appliance, apparatus or structure referred to in Part 1 of Schedule 12, the amount of the fee to be paid to the planning authority shall, subject to the provisions of Article 203, be:

* + 1. where the licence is for a period of one year, the appropriate amount indicated in column 2 of that 253 Schedule opposite the reference in column 1 of that Schedule to the specified appliance, apparatus or structure,
    2. where the licence is for a period of more than one year, an amount equal to the fee for one year for each year or part of a year for which the licence is granted, and
    3. where the licence is for a period of less than one year, an amount equal to one tenth of the fee for one year for each month or part of a month for which the licence is granted.

1. Where a licence is granted by a Planning Authority under Section 254 of the Act to erect, construct, place and maintain a specified appliance, apparatus or structure referred to in Part 2 of Schedule 12, the amount of the fee to be paid to the planning authority shall be the amount indicated in column 2 of that Schedule opposite the reference in column 1 of that Schedule to the specified appliance, apparatus or structure, and no fee shall be payable in respect of any renewal of a licence for such an appliance, apparatus or structure.

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| --- | --- |
| **Column 1**  **Appliance, Apparatus or Structure** | **Column 2**  **Licence Fee** |
| **Part 1**  Appliances, apparatus and structures:   1. A vending machine or coin operated machine (not being a weighing machine). 2. A town or landscape map for indicating directions or places. 3. A hoarding, fence or scaffold (not being a hoarding, fence or scaffold bounding a public road). 4. An advertisement structure (other than an advertisement structure specified in paragraph(dd)). 5. An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign. 6. A cable, wire or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or waterpipe). 7. A telephone kiosk or pedestal. 8. 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. 9. Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises. 10. An advertisement consisting of any text, symbol, emblem, model, device or logo. 11. 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. 12. A weighing machine. 13. A bring facility. | €1 25.00  €25.00  €1,250.00  €630.00  €50.00  €25 per 100 metres length or part thereof  €630.00  €125.00  €125.00 Per Table  €630.00  €25.00  €63.00  €25.00 |
| **Part 2**   1. A cabinet used as part of a wired broadcast relay system by a person licensed under the Wireless Telegraphy (Wired Broadcast Relay Licence) Regulations, 1974. 2. A lamp-post. 3. A bridge, arch, tunnel, passage or other similar structure used or intended for use other than by the public and constructed on or after 1 October 1964. 4. A cellar or other underground structure constructed on or after 1 October 1964. 5. A cellar or other underground structure constructed on or after 1 October 1964. | €125.00  €25.00    €125.00  €125.00  €125.00 |

1. **UNDERTAKING**

I have read the explanatory notes. I understand:

1. It takes 3 weeks to process this application.
2. A fee of €1,250.00 is payable to South Dublin County Council.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick boxes**

Location Map indicating line of proposed hoarding included

Copy of Public Liability Insurance (to be in excess of €6.5m) included

Evidence of indemnification of South Dublin County Council to the value of €6.5

included

Fee of €1,250.00 included.

**FOR OFFICE USE ONLY**

**Register Reference**

**Fee Received €**

**Receipt No.**

**Date**

***ADDITIONAL CONTACT INFORMATION IMPORTANT***

***THIS PAGE MUST BE SUBMITTED ON A COMPLETELY SEPARATE PAGE***

***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 planning file.

**Applicant (person seeking Section 254 Licence and not an agent on their behalf):**

|  |  |
| --- | --- |
| *Address (Required)* |  |
| *Telephone No.* |  |
| *Fax No. (if any)* |  |
| *Email Address* |  |

**Person/Agent acting on behalf of the Applicant (if any):**

|  |  |
| --- | --- |
| *Address (Required)* |  |
| *Telephone No.* |  |
| *Email Address* |  |
| *Fax No. (if any)* |  |
| **Should all correspondence be sent to the above address? (please tick appropriate box)**  (Please note that if the answer is ‘No’, all correspondence will be sent to the Applicant’s address)  **Yes [ ] No [ ]** | |

**Privacy Statement for Land Use, Planning and Transport Department Business Unit: Traffic Section**

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**Who we are and why do we require your information?**

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council’s core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

**Why does the Council have a privacy statement?**

South Dublin County Council has created this privacy statement to demonstrate the Council’s firm commitment to privacy and the security of the personal data you provide to the Council.

South Dublin County Council’s commitment to you is that the personal data you may be required to supply to us is;

* Obtained lawfully, fairly and in a transparent manner
* Obtained and retained for only specified, explicit and legitimate purposes
* Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
* Recorded accurately and, where necessary, updated
* Stored safely and securely
* Kept only for as long as is necessary for the purposes for which it was obtained.
* Kept in a form which permits identification of the data subject
* Processed fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

**Services referred to in this Privacy Statement:**

The policy, procedure and management of data in relation to the following:

* Abnormal Load Permits
* Temporary Road Closures
* Extinguishment of a Public Right of Way
* Way-Finding Signage
* Hoarding Licences
* Applications for Traffic Calming

**Personal data required:**

Contact data to allow for efficient communication. In the case of applications for Traffic Calming, you will also be required to provide proof of address.

**Specific and legitimate purpose for which the personal data is being sought:**

This data is required for the performance of a task carried out in the public interest or in the exercise of official authority vested in South Dublin County Council in accordance with Article 6(1) (e) of the General Data Protection Regulation, 2016.

**Legal basis under which the information is required to be supplied:**

|  |  |
| --- | --- |
| **Service** | **Legal Basis for Collection** |
| Abnormal Load Permits | Road Traffic (Special Permits for Particular Vehicles) Regulations, 2007 |
| Temporary Road Closures | Section 75 of the Roads Act, 1993 |
| Way-Finding Signage | Section 254 of the Planning and Development Act, 2000 |
| Hoarding Licences | Section 254 of the Planning and Development Act, 2000 |
| Extinguishment of Public Right of Way | Section 73 of the Roads Act, 1993 |
| Traffic Calming | Section 38 of the Road Traffic Act, 1994 |

**Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service:**

The Council may share your information internally (within the Council) and with third parties, in accordance with statutory and regulatory obligations and subject to compliance with Section 8 of the Data Protection Acts. The staff of the Traffic Section may request, obtain and share information, in carrying out its various functions, from/with An Garda Síochána as appropriate.

**How your personal data will be kept safe from unauthorised or unlawful processing:**

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly.

**Period for which your personal data will be retained**

The Land Use, Planning and Transportation Department will only keep your personal data for as long as is necessary, for the purpose for which we are processing it and in accordance with our Record Management and Retention Policy, unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period. Where we do not need to continue to process your personal data, it will be securely destroyed.

**Your Data Protection Rights**

* You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by South Dublin County Council is found to be inaccurate,you have the right to have the data corrected by the Council.
* You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making.
* You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.
* You may withdraw consent at any time where processing is based entirely on your consent.
* Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the

**Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.**

**E-Mail: dataprotection@sdublincoco.ie.**

**Telephone: 01-414 9000.**

**Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner’s website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact the Commissioner’s Office at:

Lo-Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, R32 AP23, Co. Laois.