



**LICENCE APPLICATION FORM FOR ADVERTISEMENT STRUCTURES/DIRECTIONAL SIGNS FOR TOURIST
 ACCOMMODATION/AMENITY/BUSINESS ON PUBLIC ROADS/FOOTPATH.
 SECTION 71 ROADS ACT 1993 (AS AMENDED)
 SECTION 254 PLANNING & DEVELOPMENT ACT 2000 (AS AMENDED)**

LICENCE APPLICATION PROCEDURE:

- All application forms must be accompanied by map showing the location of the proposed sign/advertisement structure
- A sketch of the sign(s) including relevant dimensions must be included with the application
- Completed Application Forms, Drawing(s), Insurance Declaration and Insurance Policy Details (if necessary) should be submitted directly to the Planning Authority, Clare County Council, New Road, Ennis, County Clare.

NON COMPLIANCE WITH THE LICENSING PROCEDURE:

Under Section 71 of the Roads Act 1993 (as amended) any person who without lawful authority or the consent of a Roads Authority erects, places or retains on a public road any structure or thing used for the purpose of advertising, the sale of goods, the provision of services or other similar purpose shall be guilty of an offence. Also under Section 254(9) of the Planning & Development Act 2000 (as amended), it is an offence to erect, construct, place or maintain an appliance, apparatus or structure on, under, over or along any public road without having a licence to do so.

THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

1. Application form including declaration signed by applicant.
2. Site Location Map showing location of the proposed sign(s). (See Note 4)
3. A sketch of the sign(s) including relevant dimensions.
4. Insurance Declaration and copy of insurance policy (if required see Note 2)

GUIDANCE NOTES FOR MAKING AN APPLICATION FOR A LICENCE

Note 1:

The applicant should consult the appropriate Engineer in the relevant Municipal District regarding acceptable locations prior to the submission of a licence application, as the Council reserves the right to determine the necessity, number and location of signs, as well as size, lettering and coloring in accordance with its adoption policy. The table below gives the locations and telephone numbers of the Clare County Council MD Offices.

OFFICE	TELEPHONE
Ennis MD	065-6821616
Killaloe MD	061-640815
West Clare MD	065-9051047
Shannon MD	061-362319

Note 2:

This is required for licence applications for mobile free-standing advertisement/directional signs e.g. sandwich board type structures, the insurance The Applicant must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. **These policies must be extended to indemnify Clare County Council.** Clare County Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted with the application before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.

Note 3:

Please note that the signs must be manufactured in accordance with current Department of the Environment standards specified for the construction of signs.

Note 4:

The premises for which the sign is required and the proposed positioning of the sign must be clearly marked on the map.

Note 5:

The appropriate fees for licences granted under Section 254 of the Planning and Development Act 2000 as amended, are set out in Schedule 12 of the Planning and Development Regulations 2001, as amended. See below for details.

Note 6: It will be the responsibility of the licensee to remove seasonal sign(s) at the end of each season.

CLARE COUNTY COUNCIL - COMHAIRLE CONTAE AN CHLÁIR
Planning Department, Economic Development Directorate, New Road, Ennis, County Clare, V95 DXP2.
Tel. No. (065) 6821616; Email: planoff@clarecoco.ie



Application for: Directional Sign Advertisement Structure Other (please specify) _____
New Licence Application Extension of Existing Licence Original Licence No. _____

Applicant Name: _____

Applicant Address: _____ **Eircode:** _____

Contact Tel No.: _____ **Email Address:** _____

DETAILS REGARDING THE PROPOSED SIGN

Specify the address at which it is proposed to locate/erect the proposed sign: (Please specify the townland)	
Generally, one fingerpost sign will be allowed for each premises, if considered necessary, if more than one sign is sought, state your need for more than one sign:	
State the period for which the Licence is sought: Note: A Licence is granted for one year at a time or for a period of less than one year. An application to renew the licence is required each year.	From: To:
Have you consulted with Council's Local Engineer regarding the proposed siting of the sign(s). (Please refer to Note 1) If so when:	
State whether the proposed sign(s) are seasonal or not:	
Please state the amenity that is provided on your premises	
If the amenity is accommodation, please indicate if the accommodation is registered and/or approved by Bord Failte:	
If yes to the previous section, indicate the type of accommodation, which Bord Failte has approved by ticking the relevant category:	(i) Hotel <input type="checkbox"/> (ii) Guesthouse <input type="checkbox"/> (iii) Holiday / Youth Hostel <input type="checkbox"/> (iv) Caravan / Camping Park <input type="checkbox"/> (v) Farmhouse Accommodation <input type="checkbox"/> (vi) Town House/Country Home <input type="checkbox"/>
Give details of proposed wording/description which will be used on the sign(s) or submit sketch for proposed sign to include wording:	
State the name and address of the person who will manufacture the proposed sign(s):	

DECLARATION

I hereby apply for a licence as required under Section 254 of the Planning and Development Acts 2000 (as amended) and the Planning & Development Regulations 2001 (as amended), to erect and maintain a directional/advertisement sign on a public road in accordance with the above particulars: Signature: _____ Date: _____



RE: LICENCE APPLICATION FORM FOR ADVERTISEMENT STRUCTURES/DIRECTIONAL SIGNS FOR TOURIST ACCOMMODATION/AMENITY/BUSINESS ON PUBLIC ROADS/FOOTPATH. SECTION 254 PLANNING & DEVELOPMENT ACT 2000 (AS AMENDED) PART 17 ARTICLE 201 OF THE PLANNING & DEVELOPMENT REGULATIONS 2001 (AS AMENDED)

INSURANCE DECLARATION

(To be completed for licence applications for mobile-type advertisement/directional structures that will be located on a footpath or road e.g. free standing advertisement signs, sandwich board type signs)

I hereby confirm that the insurance policy as set down hereunder provides for indemnification of Clare County Council against third party claims arising from the use by me of the public road/footpath in respect of the Licensed area.

The Licensee is required to maintain a valid policy for the duration of the licence period.

Applicant: _____

Address at which
Licence is applied for: _____

Name of Insurance Company: _____

Policy No: _____

Expiry Date: _____

Value: _____

Signature: _____

Name: (BLOCK CAPITALS): _____

Date: _____

NOTE: PLEASE ALSO INCLUDE A COPY OF YOUR INSURANCE POLICY WITH THIS APPLICATION

SCHEDULE OF LICENCE FEES

Schedule 12 of the Planning & Development Regulations 2001 as amended	
COLUMN 1 APPLIANCE, APPARATUS OR STRUCTURE	COLUMN 2 LICENCE FEE
<i>PART 1</i>	
Appliances, Apparatus & Structures:	
(a) A vending machine or coin operated machine (not being a weighing machine).	€125
(b) A town or landscape map for indicating directions or places.	€25
(c) A hoarding, fence or scaffold (not being a hoarding, fence or scaffold bounding a public road).	€1,250
(d) An advertisement structure (other than an advertisement structure specified in paragraph (dd)).	€630
(dd) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign.	€50
(e) A cable, wire or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or waterpipe).	€25 per 100m length or part thereof.
(f) A telephone kiosk or pedestal.	€630
(g) 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
(h) Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises.	€125 per table
(i) An advertisement consisting of any text, symbol, emblem, model, device or logo.	€630
(j) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign to indicate tourist accommodation.	€50
(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
(l) A weighing machine.	€63
(m) A bring facility.	€25
<i>PART 2</i>	
(a) A cabinet used as part of a wired broadcast relay system by a person licenced under the Wireless Telegraphy (Wired Broadcast Relay Licence) Regulations, 1974.	€125
(b) A lamp-post.	€25
(c) A bridge, arch, tunnel, passage or other similar structure used or intended for use other than by the public and constructed on or after 1st October 1964.	€125
(d) A cellar or other underground structure constructed on or after 1st October 1964.	€125
(e) A cable for conducting electricity for domestic or agricultural purposes.	€125
<i>NOTE: Where a Licence is for a period of less than one year, the fee shall be 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.</i>	
ADDITIONAL FEES: If a wind breaker is being provided around tables and chairs, a fee of €630 is payable if the barrier contains any text, logo, emblem etc. It is considered to be an advertising structure.	