

P09

**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](mailto:planoff@clarecoco.ie)**This Form must be submitted a minimum of 14 days prior to commencement of the proposed works.****LICENCE APPLICATION TO ERECT, CONSTRUCT, PLACE AND MAINTAIN A HOARDING SCAFFOLDING, MARQUEE OR OTHER STRUCTURE/APPLIANCE ON A PUBLIC ROAD/FOOTPATH**Application for: Hoarding Licence  Scaffolding Licence  Marquee  Other (please specify) \_\_\_\_\_New Licence Application  Extension of Existing Licence  Original Licence No. \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Eircode: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

If the works are to be carried out by a contractor, complete the following:-

Name of Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email address: \_\_\_\_\_ Mobile Tel. No: \_\_\_\_\_

Exact location of proposed works: \_\_\_\_\_

Purpose of Works: \_\_\_\_\_

	<u>ROADWAY</u>	<u>FOOTPATH</u>
Existing Width:	_____ metres	_____ metres
Maximum Width of Proposed Scaffolding/Hoarding:	_____ metres	_____ metres
Total Length of Proposed Scaffolding/Hoarding:	_____ metres	_____ metres

Are Disc Parking Bays Affected: Yes  No  If Yes, how many? \_\_\_\_Is work in compliance with a Dangerous Building Notice: Yes  No  If Yes, attach copy of noticeAre Trees affected or located adjacent to the proposed structure: Yes  No Are Traffic Lights / Public Lighting Standards affected: Yes  No Are Fire Hydrants affected: Yes  No 

Proposed date that scaffolding/hoarding/structure is to be erected: \_\_\_\_\_

Proposed date that scaffolding/hoarding/structure is to be removed: \_\_\_\_\_

**THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:**

- (i) A detailed plan / sketch showing the location of the proposed hoarding/scaffolding/structure & its exact dimensions.
- (ii) A Work Method Statement/Traffic Management Plan/Proposal. ( See Note 1 )
- (iii) A Pedestrian Management Plan/Proposal (See Note 2)
- (iii) Copy of Insurance Policy Endorsement. ( See Note 3 )
- (iv) Copy of Insurance Declaration Form – see attached.

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

I hereby apply for a licence to erect, construct, place and maintain a hoarding / scaffolding /marquee or other structure for use on the public road/footpath at the location specified above. I agree to be bound by the general conditions as specified and any specific conditions imposed by Clare County Council and to comply with the provisions of the agreed Works Method Statement / Traffic Management Plan / Pedestrian Management Plan. I shall be solely liable for and shall indemnify Clare County Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of this application and/or the activities associated with or arising thereout and against all actions or proceedings that may at any time be brought against Clare County Council in consequence of such injury or damage and against all costs expenses and liability connected therewith.

Designated Contact Person/ Co-ordinator of Safety and Health on site: \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_ (BLOCK CAPITALS)

Applicant Signature: \_\_\_\_\_ Applicant Name (BLOCK CAPITALS): \_\_\_\_\_ Date: \_\_\_\_\_

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**RE: LICENCE APPLICATION TO ERECT, CONSTRUCT, PLACE AND MAINTAIN A HOARDING SCAFFOLDING, MARQUEE OR OTHER STRUCTURE/APPLICANCE ON A PUBLIC ROAD/FOOTPATH IN ACCORDANCE WITH SECTION 254 OF THE PLANNING AND DEVELOPMENT ACT 2000 (AS AMENDED)**

**INSURANCE DECLARATION**

*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**

**Note: Application for a licence must be submitted a minimum of 14 days prior to the proposed commencement of works.**

### **Note 1: Work Method Statement / Traffic Management Plan or Proposal**

Where it is proposed to locate a hoarding/scaffolding / other structure on a public road a Work Method Statement / Traffic Management Plan or proposal for management of same, which includes the following, must be submitted:

- Proposed arrangements to ensure minimum impact on traffic flow.
- Arrangements for site deliveries, including time of day restrictions, vehicle queuing arrangements etc.
- Provision for storage of materials etc.

### **Note 2: Pedestrian Management Plan/Proposal**

Where it is proposed to place a hoarding/ scaffolding/other structure on a public road or footpath which will interfere with pedestrian movement a Pedestrian Management Plan/Proposal, which includes the following, must be submitted:

- Arrangements for Pedestrian Diversions including proposals for temporary footpaths, ramps, signage, fencing etc.

### **Note 3: Insurance Requirements**

The Licensee 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 for inspection **before** the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.

***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.***

**SCHEDULE OF LICENCE FEES**

<b>Schedule 12 of the Planning &amp; Development Regulations 2001 as amended</b>	
<b>COLUMN 1 APPLIANCE, APPARATUS OR STRUCTURE</b>	<b>COLUMN 2 LICENCE FEE</b>
<i>PART 1</i>	
Appliances, Apparatus & Structures:	
(a) A vending machine or coin operated machine (not being a weighing machine).	<b>€125</b>
(b) A town or landscape map for indicating directions or places.	<b>€25</b>
(c) A hoarding, fence or scaffold (not being a hoarding, fence or scaffold bounding a public road).	<b>€1,250</b>
(d) An advertisement structure (other than an advertisement structure specified in paragraph (dd)).	<b>€630</b>
(dd) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign.	<b>€50</b>
(e) A cable, wire or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or waterpipe).	<b>€25 per 100m length or part thereof.</b>
(f) A telephone kiosk or pedestal.	<b>€630</b>
(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.	<b>€125</b>
(h) Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises.	<b>€125 per table</b>
(i) An advertisement consisting of any text, symbol, emblem, model, device or logo.	<b>€630</b>
(j) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign to indicate tourist accommodation.	<b>€50</b>
(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.	<b>€25</b>
(l) A weighing machine.	<b>€63</b>
(m) A bring facility.	<b>€25</b>
<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.	<b>€125</b>
(b) A lamp-post.	<b>€25</b>
(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.	<b>€125</b>
(d) A cellar or other underground structure constructed on or after 1st October 1964.	<b>€125</b>
(e) A cable for conducting electricity for domestic or agricultural purposes.	<b>€125</b>
<b>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.</b>	
<b>ADDITIONAL FEES:</b> 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.	