

Environment & Transportation Department

A GUIDE TO LODGING APPLICATIONS FOR AD BOARD LICENCES

APPLICANT'S CHECKLIST

You are advised to complete and submit this checklist in conjunction with your licence application form.

It is important to note that this is for information purposes and is not a definitive checklist. The onus remains with the applicant to ensure that applications are in full accordance with the **Planning and Development Regulations 2001 (As amended)**. Dublin City Council reserves the right to declare an application invalid if all the requirements of the regulations are not complied with.

August 2019

Planning and Development Regulations 2001 (As amended) NEWSPAPER NOTICE

Article No

17(1)(a) Published within 2 weeks prior to lodgement

18(2)(a) In an approved Newspaper

18(1) Heading is "Dublin City Council"

18(1)(a) Name of Applicant included (Initials not acceptable)

18(1)(b) Full Address included (including buildings on corners) road names if corner site and all road names affected by the application. Address should include either townland or postcode.

18(1)(d) Brief description of the nature and extent of the application*
*Examples for description of application "licensing of A1 size Ad Board to be placed on the public footpath abutting the property....."

18(1)(d) No. of ad boards, if applicable

18(1)(e) State "*The application may be inspected, or purchased **at a fee not exceeding the reasonable cost of making a copy**, at the offices of Dublin City Council **during its public opening hours** and a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application.*"

SITE NOTICE

Article No.

17(1)(b) Erected within 2 weeks prior to lodgement

19(1)(a) Heading is "Dublin City Council SITE NOTICE"

19(1)(a) Name of Applicant (Initials not acceptable)

19(1)(a) Full Address including postal code; road names if corner site, and all road names affected by the application

19(1)(a) Type of application i.e. Licensing of A1-size Ad Board

19(1)(a) State "*The application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy at the offices of Dublin City Council **during its public opening hours**. A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee (€20.00) within the period of 5 weeks beginning on the date of receipt by the authority of the application, and such submissions or observations will be considered by the planning authority in making a decision on the application. The planning authority may grant permission subject to or without conditions, or may refuse to grant permission.*"

19(1)(a) Signed by Applicant or Signed by Agent with Contact Address.

19(1)(a) State date of erection of site notice

APPLICATION FORM -- GENERAL CONTENT

Details on form agree with public notices (above).

22(1) Licence application form; All questions on the application form must be answered in full.

DOCUMENTS TO BE SUBMITTED

22(2)(a) 1 x page of newspaper

22(2)(a) 1 x copy of site notice

22(2)(g) Legal Interest stated – Letter of Consent submitted where applicant is not legal owner of the property concerned

22(2)(h) The appropriate fee.(€100 non-refundable application fee. Note annual licence fee of €630 only payable if application approved).

1. Site Location Map (1/2500 scale)

2. A 1/100 scale drawing of the area to be licensed indicating the following:

- Proposed location of the advertisement structure
- All utilities/services in the area including lampposts, bollards, fire hydrants, manholes, cycle stands, litter bins and all 'in situ' items of street furniture, etc. within 10m of the proposed area (to include street furniture if applicable).

3. Photograph of the premises.

4. Photograph of the Site Notice

5. Copy of the Newspaper Notice

6. Drawing to scale of proposed item

7. Details if design specification and quality of the proposed elements of street furniture

8. Details of maintenance and cleansing schedules. A certificate of structural stability may be required.

9. Evidence of public liability insurance cover indemnifying Dublin City Council must also be provided.

If any of these requirements are omitted, the application may be deemed invalid and returned to the applicant.

Signed:

Date:

LIST OF APPROVED NEWSPAPERS

The newspapers listed below are approved newspapers in respect of all planning applications in the Dublin City functional area.

Dublin Gazette (City Edition)	Southside People (for addresses in area circulated)
Irish Daily Mail	Sunday Business Post
Irish Daily Mirror	Sunday Independent
Irish Examiner	Sunday Times
Irish Independent	Sunday World
Irish Mail on Sunday	The Echo Group (for addresses in area circulated)
Irish People	The Herald
Irish Sunday Mirror	The Irish Sun
Irish Times	The Star
Local News South, North & West (for addresses in area circulated)	
Northside People East & West editions (for addresses in area circulated)	

It is the responsibility of the applicant to ensure that the selected newspaper is circulated within the area to which the application relates.