



Dublin City Council

Street Furniture Licensing Unit

LICENCE APPLICATION FORM FOR TABLES AND CHAIRS OUTSIDE A HOTEL, RESTAURANT, PUBLIC HOUSE OR OTHER ESTABLISHMENT WHERE FOOD IS SOLD FOR CONSUMPTION ON THE PREMISES.

Street Furniture Licence Application Procedure

Applications for street furniture licences are dealt with under the Planning & Development Regulations, 2001 (made under the Planning & Development Act, 2000).

Every licence is issued subject to the General Conditions for street furniture licences (see pages below). In addition specific conditions may be applied in respect of a particular licence. The issue of a licence is subject to payment of an application fee, a licence fee and a space rental charge. Acceptable evidence of public Liability Insurance Cover indemnifying Dublin City Council must also be provided.

A licence may only be granted for an area immediately adjacent to the premises, which is under the applicant's control.

Prior to submitting the application the applicant should do the following:

1. **Publish a Notice in the newspaper** of the making of an application. The notice must be in the prescribed format (see example), must appear in a daily newspaper circulating in Dublin and must be published not earlier than two weeks prior to the date of lodgement of the application. A copy of the notice must be included with the licence application.
2. **Erect a Site Notice** in the prescribed format (see page 2 below) in relation to making of an application. The Site Notice shall be placed on the site of the application for a period of two weeks from the date of lodgement of the application. The applicant must furnish photographic proof of erection/existence of the required Site Notice with the licence application.

The notice in the newspaper and the site notice must contain the following information:

- (i) The name of the applicant,
- (ii) Details of the street furniture to be placed on the public footpath including the number tables and chairs,
- (iii) The address to which the licence application relates and
- (iv) The extent of the area to which the licence will apply, in square metres.

The newspaper notice and site notice must state that the application may be inspected at the offices of the Street Furniture Unit, Dublin City Council, Block 2, Floor 4, Civic Offices, Wood Quay, Dublin, 8 and that observations etc. on the licence application may be submitted in writing to the above address within a period of 5 weeks from the date the application is lodged.

3. Return a completed application form with enclosures to: Dublin City Council,
Street Furniture Unit,
Block 2, Floor 4,
Civic Offices,
Dublin 8.

Notes:

- (a) The applicant may be required to submit either of the following:
- (i) Evidence that food is sold for consumption on the premises
 - (ii) Evidence that an Intoxicating Liquor Licence has been issued in respect of the premises.
 - (iii) Details of screens proposed to enclose the licensed area.
- (b) All applications **must be accompanied by a 1/100 scale drawing of the area to be licensed indicating the following:**
- 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 5m of the proposed area.
 - Dimensions of the proposed licensed area.
 - the location and dimensions of the tables, chairs or other items of furniture to be located within the area and
 - A site location map
 - photograph of the premises, with site notice in situ.
4. **If any of these requirements are omitted, the application may be deemed invalid and returned to the applicant.**

It is not a requirement that the drawings are submitted by an architect.

**DUBLIN CITY COUNCIL
STREET FURNITURE LICENCE APPLICATION
SITE NOTICE**

I/WE _____

INTEND TO APPLY FOR A LICENCE TO PLACE STREET FURNITURE ON THE PUBLIC FOOTPATH IN FRONT OF THIS PREMISES. THE STREET FURNITURE WILL CONSIST OF

THIS LICENCE APPLICATION MAY BE INSPECTED BETWEEN THE HOURS OF 9.00A.M. – 4.30P.M. AT THE OFFICES OF:

**DUBLIN CITY COUNCIL
STREET FURNITURE UNIT
BLOCK 2, FLOOR 4
CIVIC OFFICES
WOOD QUAY
DUBLIN 8**

SUBMISSION OR OBSERVATIONS IN RELATION TO THIS APPLICATION MAY BE MADE IN WRITING TO DUBLIN CITY COUNCIL AT THE ABOVE ADDRESS.

SIGNED: _____

ADDRESS: _____

DATE OF ERECTION OF SITE NOTICE: _____



**PLANNING AND DEVELOPMENT ACT 2000 (Section 254)
PLANNING AND DEVELOPMENT REGULATIONS 2001 (Article 201)**

APPLICATION FORM FOR A LICENCE TO PLACE TABLES AND CHAIRS OUTSIDE A HOTEL, RESTAURANT, PUBLIC HOUSE OR OTHER ESTABLISHMENT WHERE FOOD IS SOLD FOR CONSUMPTION ON THE PREMISES.

PLEASE USE BLOCK CAPITALS ONLY WHEN FILLING IN FORM

Name of Applicant Address email	
Name of Premises Address	
Name, email address of person or firm responsible for preparation of drawings & submission of application.	 email : _____ Phone: _____
Street space of proposed licence area Number of tables/chairs Description of screen(s) to be used Proposed hours of operation	Length _____ M Width _____ M Total Area _____ M ² No of Tables _____ No. of Chairs _____ Table Dimensions _____ _____ _____ from _____hrs to _____hrs
State applicant's legal interest in premises (i.e. freehold, leasehold etc.)	
Name of Insurance Company Policy No. Expiry Date	

DECLARATION

I confirm that all the above information is correct. I am aware that if a licence is granted it does not exempt me from the provisions of any other legislation.

I am aware that **advertising boards** on the public pavement are not permitted at any time and will be removed by Dublin City Council.

I have been notified that breaches of the Conditions of this licence may lead to this licence being suspended or revoked.

I have read and agree to abide by the general conditions that apply in respect of street furniture licences and by any specific conditions, which may be attached to the licence by Dublin City Council.

Screens must not be bolted or fixed to the public footpath / roadway

Documents to be enclosed with this Application

(1) **1 1/100 scale drawing showing the dimensions of the proposed licensed area**, and including all in situ items of street furniture e.g. litter bins, kiosks/pedestals, public lighting columns, telecom cabinets, surface gullies, cycle stands, fire hydrants etc. within 5 metres either side of the proposed area. Please also include specifications of proposed tables and chairs.

(2) **1 Photograph of premises with site notice in situ.**

(3) **1 Copy of newspaper advertisement**

(4) **1 Site location map**

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

Signature of Applicant:_____

Name in BLOCK CAPITALS:_____

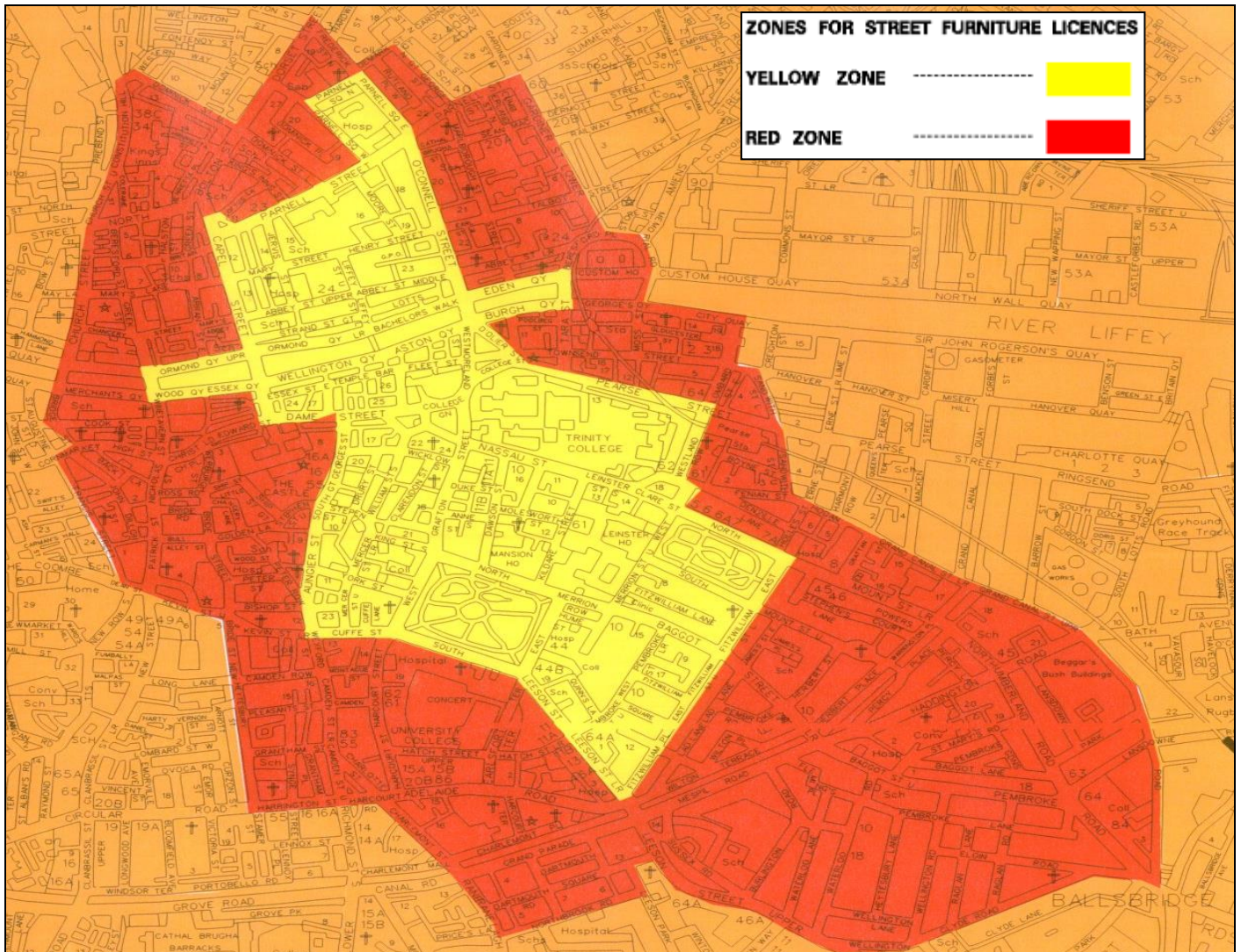
Calculation of Licence Fee/Space Rental Charge (All Fees are waived until 31/12/22)

Application fee € 50.00
Tables: €125.00 per table

Street Space Rental:

	Area under 4m2	Area over 4m2
City Centre Pedestrianised Street	€200	€500
Yellow Tariff Zone	€200	€400
Areas in Red Tariff Zone	€200	€300
Other Areas	€200	€200

*Applicants can determine the tariff zone from the map below.



GENERAL CONDITIONS FOR THE PLACING OF TABLES AND CHAIRS OUTSIDE A HOTEL, RESTAURANT, PUBLIC HOUSE OR OTHER ESTABLISHMENT WHERE FOOD IS SOLD FOR CONSUMPTION ON THE PREMISES.

1. The area permitted for outdoor furniture shall be made accessible to everyone including people with impaired mobility.
2. The granting of street furniture licence refers only to the placing of tables and chairs etc. on a public footpath/roadway adjacent to the applicant's property. It does not permit any advertising or the storage and display of goods at the location.
3. All furniture must be situated within the area specified on the licence at all times
4. The area for tables and chairs shall be enclosed by way of screens, the design of which, including material proposed to be used, must be approved by Dublin City Council.
5. A copy of the Licence shall be prominently displayed at the main entrance outside the premises, so as to be clearly visible by members of the public and officials of Dublin City Council. The licence will be deemed invalid if on inspection items are found in the Licensed area for which a licence has not been granted.
6. The granting of a street furniture licence does not automatically guarantee its renewal.
7. The applicant shall not sub-let the licensed area.
8. A change in use of the licensed area will require the submission of a new application.
9. The granting of a street furniture licence will be for a 12 month period.
10. The applicant/applicant's agent shall maintain the area used for tables and chairs or other furniture in an acceptable condition so as not to constitute a nuisance. He/she shall indemnify Dublin City Council against all actions, suits, claims, demands by any person arising from injury or damage to person or property in consequence of the placement of the said table and chairs or other furniture on the footpath/road and will be responsible for compliance with public health advices including social distancing requirements.
11. The Applicant shall be required to submit for inspection to Dublin City Council, and to continue to maintain a Public Liability Insurance policy, which provides cover to a minimum value of €6.5 million indemnifying Dublin City Council against third party claims.
12. Furniture and other items shall be removed immediately if requested by Dublin City Council. Equally, Dublin City Council reserves the right to cancel, suspend or vary the terms of the street furniture licence at any time. No claim for damages or loss of income under any heading shall be taken against Dublin City Council for suspending, cancelling or varying the terms of the Licence
13. No claim for compensation shall be entertained in respect of damages or losses suffered as a direct or indirect consequence of the maintenance requirements of any statutory undertaker.
14. All costs incurred by Dublin City Council, including any repairs to the public road and services necessary arising as a result of the operation of the licence, shall be at the expense of the licence holder. Only Dublin City Council shall carry out work on the public road/footpath. The licence holder shall enter into an agreement with Dublin City Council to pay for any repairs to the footpath or public roadway arising from the licence.
15. **Holes may not be made in the public road/footpath. No screens or furniture is to be bolted or fixed to the public footpath / Roadway. Permanent / semi-permanent structures are not permitted.**
16. A clear and direct entry between the public footpath/road and the entrance to the premises shall be maintained at all times.

17. The tables and chairs or other items of street furniture etc, shall not obstruct visibility at junctions, accesses, fire exits and fire hydrants etc.
18. No musical apparatus shall be used within the licensed area and no music etc. shall be played or broadcast within the licensed area.
19. Access for maintenance purposes to public lighting equipment and the associated under-ground or over-head services shall be available at all times.
20. The licensed area shall not enclose any public lighting columns or apparatus or use public lighting equipment for unauthorised supports or attachments.
21. All water main covers, sewer manholes and service access points for utilities and fire hydrants shall be accessible at all times.
22. No table or chair or other item of street furniture shall be positioned over or obstructing a fire hydrant.
23. If intoxicating liquor is being served in the area covered by this licence the licence holder must also comply with the requirements of the Intoxicating Liquor Acts. The attention of the licence holder is also drawn to the Dublin City Council (Prohibition of Consumption of Intoxicating Liquor on Roads and in Public Places) Bye-Laws 2008, which prohibit the consumption of intoxicating liquor in public places. Failure to comply with the provisions of the Act & Bye Laws **will** result in the withdrawal of the street furniture licence
24. Dublin City Council may reduce the licensed area in any particular case, where the occupied space is required in the interests of public safety or to facilitate any works/event during the course of the permitted period.
25. The tables and chairs or other furniture shall be of robust and stable construction to prevent movement in adverse wind conditions.
26. Screens as agreed by Dublin City Council are subject to the following conditions;
 - Screens to be not more than 1.8 metre high, spanning between or framed by simple metal type posts.
 - Screens to be manufactured from flame/fire retardant material.
 - Base plates or weighted bases to screening posts must not extend outside the licensed area.
 - All screens, posts and bases must be demountable.
 - Screens must be sufficiently robust to prevent overturning in adverse wind conditions.
 - No advertising apart from the name of the premises to be used on the screens.
 - Colour type and size of logos, lettering and names applied to the screens, ancillary equipment etc, must be approved by Dublin City Council.
27. Side awnings or front awnings may not be used to cover the licensed area.
28. The following **Fire Regulations** must be fully adhered to..
 - The exits from the premises and adjacent premises are to be kept clear and are to be available for use at all material times.
 - Access to Fire Hydrants is to be maintained at all times.
 - All furnishings and fittings in the outdoor seating area (including tables and chairs), are to comply with the Department of the Environment “Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly”, and are to be non-combustible or constructed of material of limited combustibility.
 - The use of portable LPG heaters are not permitted.

- Heating appliances shall be:
 - Permanently piped gas heating in compliance with I.S. 820:2019.
 - Electric Heating (achieving a minimum IP Rating of IP55).
 - Infra-red Heating (achieving a minimum IP Rating of IP55).
 - Where heaters are located within, or directly in contact with an umbrella / awning used for outdoor seating, the umbrella / awning shall be:
 - Constructed of materials of limited combustibility.
 - Certified for use with an outdoor heater.
 - Heating appliances shall be located such that they do not block escape routes.
 - All outdoor heaters should comply with the relevant Irish Standards, should be installed by a competent person, and the installation should be certified, as required by the standard.
 - If planting is provided to the outdoor area, it is the responsibility of the owner / occupier to ensure that if they install outdoor heaters at a later stage, they are installed by a competent person and, the location of the heaters are sufficiently remote from the planting, that the heaters don't act as an ignition source for vegetation.
 - No smoking is permitted in the outdoor seating area, and if planting is provided, it to be watered regularly to ensure it doesn't dry out.
 - The use of un-treated timber plinths and artificial grass is not permitted.
 - All outdoor seating area is to be constructed throughout of material of limited combustibility. If the area is constructed of timber, the timber is required to be impregnated (as opposed to being treated with a surface painted fire retardant), to comply with Part B of the Building Regulations.
 - The entire premises (including their outdoor seating areas), is to be managed in accordance with the Code of Practice for Fire Safety in Places of Assembly & Recreation.
29. The footpath/road clearance as specified in the licence must be maintained at all times.
30. Street Furniture may only be placed on the street between the times specified on the licence and must be removed outside these hours. If any street furniture is in place outside of permitted hours the licence will be rescinded and furniture will be removed at the licence holder's expense.
31. The footpath/road clearance as specified in the licence must be maintained at all times.