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| Dublin City CouncilStreet 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.**  Version 03/23 |

**Street Furniture Licence New Application Procedure**

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

1. **Complete Application Form** (Page 5 & 6 of this document)
2. **Publish a Notice in the Newspaper** of the making of an application. The notice must be in the prescribed format, 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.

Template:

**DUBLIN CITY COUNCIL**

We [name of applicant] intend to apply for a licence to place street furniture on the public footpath in front of [address of premises].

The Street furniture will consist of \_\_\_ No. Tables and \_\_\_No. chairs in a screened area measuring \_\_\_Meters Long \_\_\_\_ Meters Wide.

This licence application may be inspected by appointment only, between the hours of 9.00a.m. – 4.30p.m. at the offices of: **Dublin City Council,** Street furniture unit, Block 4, Floor 0, Civic offices , Wood Quay, Dublin 8. To arrange an appointment please email [streetfurniture@dublincity.ie](mailto:streetfurniture@dublincity.ie) or call 01 222 3802 / 01 222 3141.

Submission or observations in relation to this application may be made in writing to Dublin City Council at the above address within a period of 5 weeks from the date the application is lodged.

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

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

Dublin Gazette (City Edition)

Local News South, North & West (for addresses in area circulated)

Northside People East & West editions (for addresses in area circulated)

Southside People (for addresses in area circulated)

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

1. **Erect a Site Notice** in the prescribed format (see page 3 for Site Notice)) 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,

1. 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

1. 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 4, Floor 0, Civic Offices, 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.

1. The applicant must submit the following:
2. Evidence that food is sold for consumption on the premises e.g. A Food Menu.
3. Evidence that an Intoxicating Liquor Licence has been issued in respect of the premise if applicable.
4. Details of screens proposed to enclose the licensed area.
5. All applications must be accompanied by a 1/100 scale drawing of the area including the width of the footpath indicating the following:
6. 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.
7. Dimensions of the proposed licensed area.
8. The location and dimensions of the tables, chairs or other items of furniture to be located within the area.
9. A site location map.
10. E Tax Clearance Certificate.
11. Application fee of €100.
12. Return the completed application form with enclosures to: Dublin City Council,

Street Furniture Unit,

Block 4, Floor 0,

Civic Offices,

Dublin 8

**\* If any of the above requirements are omitted, the application may be deemed invalid and returned to the applicant**

**DUBLIN CITY COUNCIL**

**STREET FURNITURE NEW 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 **BY APPOINTMENT ONLY** BETWEEN THE HOURS OF 9.00 A.M. – 4.30 P.M. AT THE OFFICES OF:

DUBLIN CITY COUNCIL

STREET FURNITURE UNIT

BLOCK 4, FLOOR 0

CIVIC OFFICES

WOOD QUAY

DUBLIN 8

PLEASE EMAIL streetfurniture@dublincity.ie OR CALL 01 222 3802 / 01 222 3141

TO MAKE AN APPOINTMENT.

SUBMISSIONS OR OBSERVATIONS IN RELATION TO THIS APPLICATION MAY BE MADE IN WRITING TO DUBLIN CITY COUNCIL AT THE ABOVE ADDRESS WITHIN A PERIOD OF 5 WEEKS FROM THE DATE THE APPLICATION IS LODGED.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DATE OF ERECTION OF SITE NOTICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Dublin City Council

For Office Use Only

**TRLST**

Street Furniture Unit

Block 4, Floor 0

Civic Offices

Dublin 8

**PLANNING AND DEVELOPMENT ACT 2000 (Section 254)**

**PLANNING AND DEVELOPMENT REGULATIONS 2001 (Article 201)**

**Street Furniture Application Form**

# PLEASE USE BLOCK CAPITALS ONLY WHEN FILLING IN FORM

V03/23

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| **Applicants /Owner Details**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Details of Premises**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Street Space of Proposed Licence Area**:  Length (in metres): \_\_\_\_\_\_\_ Width (in metres): \_\_\_\_\_\_\_\_\_ Total Area \_\_\_\_\_\_\_ (m2)  Number of Tables/Chairs:  No. Of Tables: \_\_\_\_\_\_ Table Dimensions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Chairs: \_\_\_\_  Additional Items (Planters/screens/benches etc) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Proposed Hours of Operation:**  From \_\_\_\_\_\_\_\_\_\_\_\_ hrs to \_\_\_\_\_\_\_\_\_\_\_\_ hrs |
| **Application Checklist:**   1. Completed Application Form 2. Copy of Newspaper Advertisement 3. Photograph of premises with site notice in situ 4. Evidence that food is sold on the premises, evidence of intoxicating liquor licence (if applicable) and details of screens proposed to enclose in the licensed area. 5. 1/100 scale drawing of the area 6. A site location map 7. E Tax Clearance Certificate (See page 8) 8. Application Fee of €100    * By cheque/postal order made out to Dublin City Council or,    * Payment via Credit/Debit Card by calling 01 222 3802 / 222 3141    * Or by Electronic Funds Transfers using the following details.   Bank Name: AIB  Bank Address: AIB, 7-12 Dame Street, Dublin 2.  Account Name: DCC EFT A/C  Sort Code: 93- 20- 86  Account Number: 80134597  BIC: AIBKIE2D  IBAN: IE41AIBK93208680134597  Please reference Receipt Code: TRLST  You must include your premises name so we know who it is from.  *If any of these documents are omitted, the application may be deemed invalid and returned to the applicant.* |
| **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.  **IMPORTANT: Screens must NOT be bolted or fixed to the public footpath / roadway**  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name (in Block Capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

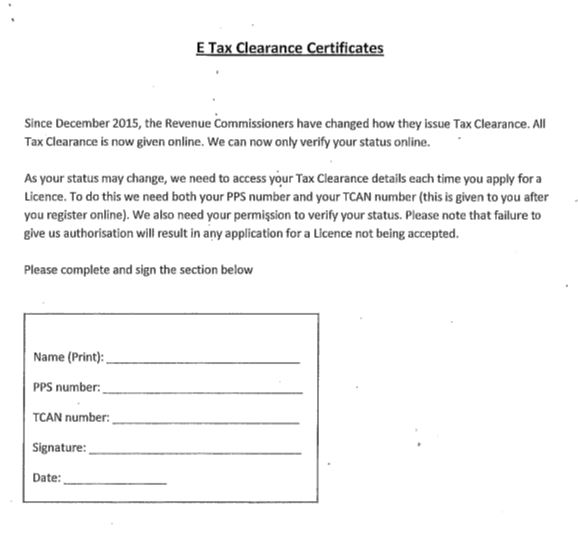
**Street Furniture Licence Fees**

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| Street Furniture Licence Application Stage | |
| Administration Fee (to be included as part of Initial Application) | €100 |

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| Street Furniture Licence Fee / Annual Space Rental Charge (paid at Licence approval) | | |
|  | Area Up to 4m² | Additional Area Above 4m² |
| Yellow Tariff Zone | €200 per m² | €400 per m² |
| Areas in Red Tariff Zone | €200 per m² | €300 per m² |
| Other Areas (Orange Zone | €200 per m² | €200 per m² |
| City Centre Pedestrianised Street: | €200 per m² | €500 per m² |
| Annual Fee per Table | €125 | |
| **Fee Calculation Example:**   * Approval for 2 Tables on 6.5msq outdoor seating area in Red Tariff Zone. * 2 Tables: 2 No. x €125 = €250 * Up to 4m²: 4m² x €200 = €800 * Area Above 4m²: 2.5m² x €300 = €750     (To be paid once Application is approved) = €1,800 | | |

**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:
    1. Screens are not to be more that 1.8 metres high, spanning between or framed by simple metal type posts.
    2. Screens to be manufactured from flame/fire retardant materials.
    3. Base plates/weighted bases attached to screening posts must not extend outside the licenced area.

(iv.)All screens, posts and bases must be demountable.

(v.)Screens must be sufficiently robust to prevent overturning in adverse wind conditions.

(vi.)No advertising, apart from the name of the premises, is to be used on the screens or any other items of furniture.

(vii.)Colour type and size of logos, lettering and names applied to the screens, ancillary equipment etc. must be approved by Dublin City Council.

1. Side awnings or front awnings may not be used to cover the licensed area.
2. The following **Fire Regulations** must be fully adhered to:
3. The exits from the premises and adjacent premises are to be kept clear and are to be available for use at all material times.
4. Access to Fire Hydrants is to be maintained at all times.
5. 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.

(iv.)The use of portable LPG heaters are not permitted.

(v.)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).

(vi.)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.

(vii.)Heating appliances shall be located such that they do not block escape routes.

(viii.)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.

(ix.)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.

(x.)If planting is provided, it’s to be watered regularly to ensure it doesn’t dry out.

(xi.)No smoking is permitted in the outdoor seating area.

(xii.)The use of un-treated timber plinths and artificial grass is not permitted.

(xiii.)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.

(xiiii)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.

1. The footpath/road clearance as specified in the licence must be maintained at all times.
2. 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.