

# APPLICATION FORM STREET FURNITURE LICENCE



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

Environment & Transportation, Street Furniture Unit, Civic Offices, Block 2, Floor 4, Wood Quay, Dublin 8, D08 RF3F

Information: 01 222 2255  
Email: customerservice@dublincity.ie

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

## APPLICANT DETAILS

PLEASE USE BLOCK CAPITALS

Applicant	Email
Applicant Phone Number	Mobile
Applicant Address	

APPLICANT IS TO BE PRINCIPLE LICENCEE AND NOT AGENT ON BEHALF OF APPLICANT

## PERSON(S) SUBMITTING DRAWINGS & APPLICATION DETAILS

Agent Name	Email
Agent Phone Number	Mobile
Agent Address	

## LOCATION DETAILS

Street Name	Location
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## PROPOSED LICENCED AREA

Length (m)	Area (m <sup>2</sup> )
Width (m)	
No. of Chairs	No. of Tables
Table Dimensions	
Description of canvas screen(s) to be used	
Proposed Hours of Operation	

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State Applicant's legal interest in premises  
(i.e. freehold, leasehold etc.)

Name of Insurance Company

Policy No.

Expiry Date

## CALCULATION OF LICENCE FEE/SPACE RENTAL CHARGE

Application Fee		€100
Number of Tables	No. Tables x €125 per Table	€
Street Space Rental (See table A overleaf for details of charge)		
Total Area under 4m <sup>2</sup>	m <sup>2</sup> x €200 per m <sup>2</sup>	€
Total Area over 4m <sup>2</sup>	m <sup>2</sup> x € per m <sup>2</sup>	€
	Total	€

## 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.

I agree to pay the licence fee and space rental charge, within two weeks of notification by Dublin City Council of a decision to grant a licence.

PRINT NAME	Applicant	Amount Paid by Applicant
Signature	Applicant	Date

Licence Application number	Date Received
Application Fee Receipt number	OFFICE USE ONLY
Signature	Form Checked by
	Date

# SITE NOTICE STREET FURNITURE LICENCE



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## 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.

Prior to formally submitting an application, the applicant should contact the Street Furniture Unit, Dublin City Council at 2222546 / 2223802 to arrange an on-site consultation meeting. The purpose of the meeting is to establish if capacity exists on the pavement to accommodate the proposed number of tables and chairs etc. taking into account the existing street furniture and the convenience and safety of road users, including pedestrians. This meeting is consultative only, and does not bind Dublin City Council to issue a licence.

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

Following the on-site meeting 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 5 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,
- 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.

If a licence is granted, an annual street space rental charge, based on the area covered by the licence will be applied for the use of the public footpath. In addition, a licence fee of €125 per annum per table will apply. Fees are payable before a licence will be issued.

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Information: 01 222 2507

**Details of all other Street Furniture to be placed on the public footpath must be supplied but are not subject to further charges.**

## Notes:

- (a) The applicant may be required to submit either of the following:
- Evidence that food is sold for consumption on the premises.
  - Evidence that an Intoxicating Liquor Licence has been issued in respect of the premises.
  - Details of screens proposed to enclose the licensed area.
- (b) All applications must be made on the official application form (pages 6 & 7 of this leaflet) and must be accompanied by 4 x 1/100 scale drawings 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 10m of the proposed area.
  - Dimensions of the proposed licensed area and the location and dimensions of the tables, chairs or other items of furniture to be located within the area and
  - A site location map and 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.
5. Objections/representations in relation to an application must be lodged within five weeks from the date of the application.

## CHECK LIST

### Included?

All applications must be made on the official application form (pages 1 & 5 of this leaflet) and must be accompanied by 4 No. 1/100 scale drawing indicating the following:

- All above ground utilities/services in the area including lamp-posts, bollards, fire hydrants, manholes, cycle stands, litter bins and all 'in situ' items of street furniture, etc. located within 10metres of the proposed area.
- Dimensions of the proposed licensed area and the location and dimensions of the proposed tables and chairs.
- A site location map 1/1000 and photograph with site notice in place.
- 4 No. Photographs of the premises with the site notice in situ.
- 4 No. Copy of the newspaper advertisement.
- Non-refundable application fee of €100

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

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

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Information: 01 222 2255

## SITE NOTICE

### DUBLIN CITY COUNCIL STREET FURNITURE LICENCE APPLICATION

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

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THIS LICENCE APPLICATION MAY BE INSPECTED BETWEEN THE HOURS OF 9.00  
a.m – 1.00 p.m AND FROM 2.15 p.m – 4.30 p.m MONDAY TO FRIDAY EXCLUDING  
BANK HOLIDAYS 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 WITHIN 5  
WEEKS FROM THE DATE OF LODGEMENT OF THE APPLICATION

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

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

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

# SITE NOTICE

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### GENERAL CONDITIONS

1. The granting of this licence refers only to the placing of tables and chairs etc. on a public footpath immediately adjacent to the applicant's property. It does not permit any advertising or the storage and display of goods at the location.
2. The maximum number of tables and chairs including dimensions, and total area of required street space in square metres shall be as specified in the licence.
3. The licensed 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.
4. 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.
5. The granting of a licence does not automatically guarantee the renewal in subsequent years.
6. The licensee shall not sub-let the licensed area.
7. A change in use of the licensed area will require the submission of a new licence application.
8. The granting of a street furniture licence may not be taken as authorisation to proceed with building or other operations in respect of which the permission of Dublin City Council may be necessary under any other legislation.
9. The licensee 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.
10. The Licensee 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.
11.
  - (a) 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 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.
  - (b) 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.
  - (c) 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 licensee. Only Dublin City Council shall carry out work on the public road/footpath. The licensee shall enter into an agreement with Dublin City Council to pay for any repairs to the footpath or public roadway arising from the licence.
  - (d) Holes may not be made in the public road/footpath without the permission of Dublin City Council.

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### GENERAL CONDITIONS

12. A clear and direct entry between the public footpath and the entrance to the premises shall be maintained at all times.
13. The tables and chairs or other items of street furniture etc, shall not obstruct visibility at junctions, accesses, etc.
14. No musical apparatus shall be used within the licensed area. And no music etc. shall be played or broadcast within the licensed area.
15. Access for maintenance purposes to public lighting equipment and the associated under-ground or over-head services shall be available at all times.
16. The licensed area shall not enclose any public lighting columns or apparatus or use public lighting equipment for unauthorised supports or attachments.
17. The siting of temporary structures in the vicinity shall be such as not to increase the hazard level of public lighting equipment beyond that normally experienced in the street environment.
18. Removal of public lighting equipment in the vicinity of proposed temporary structures will only be considered in exceptional cases. In these circumstances, the full cost of removal and relocation will be borne by the licence applicant.
19. All water main covers, sewer manholes and service access points for utilities shall be accessible at all times.
20. No table or chair or other item of street furniture shall be positioned over a fire hydrant.
21. If intoxicating liquor is being served in the area covered by this licence, the licensee must also comply with the requirements of the Intoxicating Liquor Acts. The attention of the Licensee is also drawn to the Corporation of Dublin Intoxicating Liquor Bye-Laws, July 2000, which prohibit the consumption of intoxicating liquor in public places. Failure to comply with the provisions of the Act & Bye Laws may result in the withdrawal of the Street Furniture Licence.
22. Dublin City Council may reduce the licensed area in any particular case, where the occupied space is required in the interests of public safety to facilitate an event during the course of the licence period.
23. The tables and chairs or other furniture shall be of robust and stable construction to prevent movement in adverse wind conditions.
24. Screens as agreed by Dublin City Council are subject to the following conditions;
  - Screens to be plain, coloured or neutral canvas type, not more than 1 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, without the permission of Dublin City Council.

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### GENERAL CONDITIONS

25. Colour type and size of logos, lettering and names applied to the screens, ancillary equipment etc, must be approved by Dublin City Council.
26. Side awnings or front awnings may only be used to cover the licensed area where planning permission has been granted.
27. Heating appliances are subject to the following conditions;
- No heaters are to be used without written approval from the Chief Fire Officer, Dublin City Council.
  - Heating appliances and seating must be located so as not to obstruct escape routes.
  - LPG cylinders must be stored in accordance with the recommendations contained in I.S. 3213: 1987 Code of Practice for the storage of LPG Cylinders and Cartridges
  - All heating appliances should have the CE Mark and must be installed by a competent installer, maintained and used strictly in accordance with the manufacturer's requirements.
28. The footpath clearance as specified in the licence must be maintained to front of the licensed area at all times. 'Footpath clearance' is defined as the distance between the front edge of the licensable area and the edge of the footpath or the inside edge of any street furniture elements, bollards, columns etc., wherever such exist.
29. Street Furniture may only be placed on the street between the times specified on the licence and will be removed except in cases where written permission has been obtained from Dublin City Council, not later than 10:00p.m daily.

TABLE A

TARIFF ZONE	AREA UNDER 4m <sup>2</sup>	AREA OVER 4m <sup>2</sup>
CITY CENTRE PEDESTRIANISED STREET	€200	€500
YELLOW TARIFF ZONE	€200	€400
RED TARIFF ZONE	€200	€300
OTHER AREAS	€200	€200



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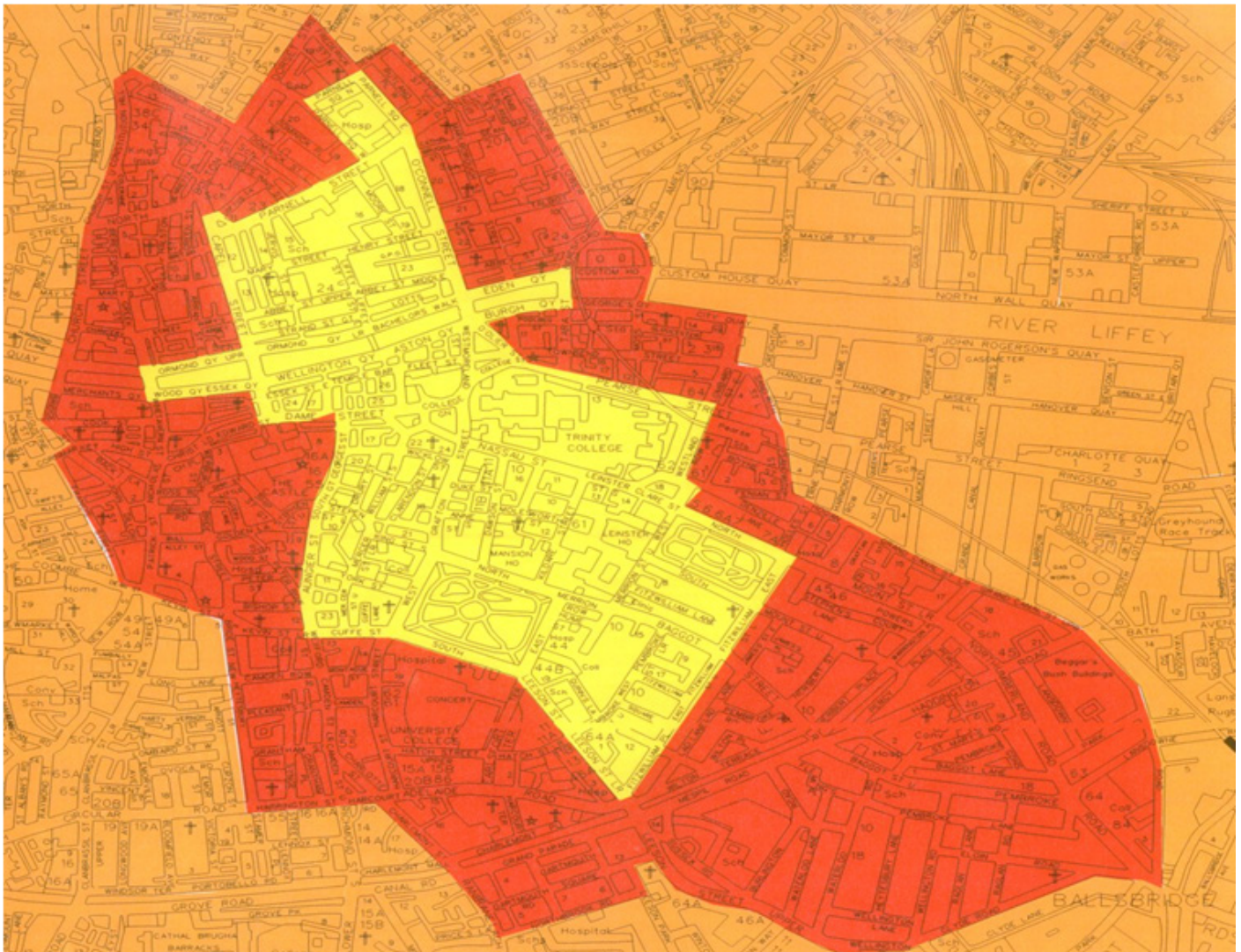


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## PRIVACY NOTICE - STREET FURNITURE UNIT

Your information is collected to process requests for service to license street furniture in the Dublin City administrative area. The legal basis is provided for under Section 13 of the Roads Act 1993, Sections 101D of the Road Traffic Act, 1991, as inserted by Section 9 of the Dublin Transportation Authority (Dissolution) Act 1987 and S.I. No. 139/2015 – Road Traffic (Co-ordination of Roadworks) Regulations 2015, Section 254 of the Planning and Development Act 2000 and Article 201 of the Planning and Development Regulations 2001. Information collected by us is generally limited to contact details provided in respect of requests made for road maintenance and licensing measures.

The information may be shared internally with:

- » Other sections within the Environment and Transportation Department – whose assistance is necessary to process work associated with your request;
- » Dublin City Council Local Area Offices - in respect of road maintenance related requests made on your behalf;
- » Other departments - all road maintenance and licensing queries forwarded to relevant section/department or contractors working on our behalf for processing.

Your information may be retained electronically for up to 20 years as part of the record of road management measures requested throughout Dublin City Council's administrative area.

For more information:

Street Furniture Unit,  
Environment and Transportation Department,  
Dublin City Council,  
Block 2, Floor 4,  
Civic Offices,  
Wood Quay,  
Dublin 8.

Office opening hours: 09.00 to 17.00.

Tel: (01) 222 2255

Email: [customerservice@dublincity.ie](mailto:customerservice@dublincity.ie)