

Street Furniture application form



What legislation deals with these licences?

We issue these licences as directed by the:

- Section 254, Planning and Development Act, 2000; and
- Part 17, articles 200 - 204, Planning and Development Regulations, 2001, as amended.
- If breaches occur, fines may be issued under the Litter Pollution Acts, 1997 - 2009.

Granting of a licence does not remove your responsibilities under any other relevant legislation.

How do I apply for this licence?

Please fill in this form using block capitals and send it together with the items listed below to: Traffic Section, Transportation & Water Services Department, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.

A dlr representative will examine the location and make an initial assessment as to its suitability for street furniture. The applicant will then be informed if the location is considered suitable.

Insurance

You must indemnify Dún Laoghaire-Rathdown County Council against all actions, suits, claims or demands by anyone who is injured or suffers damage to themselves or their property due to tables, chairs, advertising boards or other goods on the footpath (see 'Insurance and claims' heading under 'General licence conditions' below for more information).

If you have any questions or if we could be of any help in filling in this application, please contact the Traffic Section of the Transportation & Water Services Department: phone (01) 205 4375; email traffic@dlrcoco.ie.

1. I wish to apply for (please tick one):

Please tick one.

New licence

Renewal licence

(With material changes)

2. Who is applying for this licence (the applicant, not the agent)?

Name:

Address:

Email:

Phone:

3. What item(s) do you propose to place on the public footpath?

Item	Number.	Item	Number
*Tables (Max. 2)		Umbrellas	
*Chairs (Max. 4)		Gas braziers	
Advertising structures		Gas heaters	
Plant stands		Other (Describe below)	
Case/Rack/Shelf			

No fee applies to applicants for any advertising sign or any structure (including a case, rack, shelf or plant stand)

Each application will be assessed by the Area Traffic Engineer, taking account of the requirement for such items and suitability of the location, having consideration for the safety of pedestrians and other road users. For this reason, we ask the applicant to list all items that they wish to place on the public footpath.

***No fee applies to applicants for Tables & Chairs up to and including two tables and a seating provision for up to 4 persons. (see Tables & Chairs Licence Fee)**

4. I confirm that all the above information is correct. I accept that if you grant me a licence, I must still obey the law as outlined in any other legislation.

I will obey the conditions you specify for this licence, including the items outlined in 'General licence conditions' and any other conditions the Licensing Authority outlines.

Signature of applicant (or person applying for them)

Date _____

General license conditions

Any advertising sign or any structure (including a case, rack, shelf, or tables and chairs) on the public footpath must have a valid license issued under the above legislation. Any sign or structure or goods placed on the public footpath without a valid license, or placed on the public footpath outside of a licenced area, will be removed and disposed of by the Council.

Specific guidelines

1. Only one sign per business establishment
2. A minimum footpath width of 1.5 metres must be maintained
3. Signs should only be displayed during the business's operating hours and after 9.30am in order to facilitate street cleansing.
4. Signs should not be tied to poles, trees or other street furniture and should be suitably positioned so as not to create a risk to public safety
5. Signs should be not higher than 1 metre, and not wider than 700 millimetres
6. Lights, banners or flags or similar objects should not be placed on the sign.
7. The licensed structure must not obstruct visibility at junctions or places of public access
8. You must keep the area you use for tables, chairs or other goods clean and in a way that they are not a nuisance

Insurance and claims

You must indemnify Dún Laoghaire-Rathdown County Council against all actions, suits, claims or demands by anyone who is injured or suffers damage to themselves or their property due to tables, chairs, advertising boards or other goods on the footpath.

The applicant must have public liability insurance cover to a minimum value of €6,500,000 indemnifying the Council against third party claims. The name of the insurance company providing this cover, together with policy number and date of expiry must accompany the licence application. You must submit this insurance policy for inspection to us before we will issue the licence.

We can cancel, suspend or vary the terms of the licence at any time and you cannot take any claim for damages or loss of income under any heading against us for doing so. We will not entertain any claim for compensation in relation to damages or losses you suffer due directly or indirectly to maintenance carried out by any statutory body including dlr.

Insurance details (copies) must accompany any licence application and must be on the original headed paper of either the Insurance Company or the Broker.

The following insurance details are required:

- (A) Name of Insurance Company
- (B) Policy Number
- (C) Commencement and Expiry Dates
- (D) Level of Public Liability – €6.5m
- (E) Specific Indemnity to Dún Laoghaire-Rathdown County Council.

The indemnity can be as follows: “Dún Laoghaire-Rathdown County Council are hereby indemnified under the terms and conditions of the above policy in respect of all claims, proceedings and/or expenses of whatever nature arising in connection with the activities covered by this application.” **The Council must be named**

Your Responsibilities

You must always maintain the direct entry between the public footpath and your premises.

You must not use side or front awnings to cover the licensed area.

The tables, chairs, advertising sign or any structure (including a case, rack, shelf, or other goods) must be robust and stable so that they cannot be moved easily – by wind for example.

Goods for sale/distribution should at all times be held in a robust, stable structure (i.e. a case, rack or shelf) so that they cannot be moved easily – by wind for example.

You must service the area all the time it is in use and provide ways to gather litter. You must wash and sweep the area at the beginning and end of each day's use.

You must comply with other relevant legislation in relation to your premises, including legislation enforced by us and by An Garda Síochána.

Service access points

You must allow access to dlr and utility companies at all times to maintain:

- watermain covers;
- sewer manholes;
- service access points;
- fire hydrants; and
- public lighting.

Licence Renewal

If we grant you a licence, it does not mean we will automatically renew your licence the following year.

Revoking of a Licence

It is a condition of the issue of any licence that the applicant accepts that the Council can revoke the licence on giving one months notice, if it deems it to be in the interests of road safety or in order to facilitate work in/near the area covered by the licence.

Fees

No fee applies to applicants for any advertising sign or any structure (including a case, rack, shelf or plant stand)

Tables and Chairs Licence Fee

No fee applies to applicants for street furniture up to and including two tables and a seating provision for up to 4 persons. Where an application is received for over and above this threshold, an annual licence fee will be charged as follows:

€50 per square metre and

€125 per table (includes accompanying chairs) per year

If you have any questions on any item outlined above, just give us a call and we'll try and help

An Rannóg Iompair & Seirbhísí Uisce [Transportation & Water Services Department](#)