



**Cavan County Council**

**SECTION 254 - PLANNING AND DEVELOPMENT ACT 2000 (as amended)  
PLANNING AND DEVELOPMENT REGULATIONS 2001 (as amended)**

I hereby apply for licence to erect/construct/place and maintain an appliance(s) apparatus, or structure(s) on/under/over or along public road in accordance with particulars, as under: -

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Agent (if any):** \_\_\_\_\_

**Address of Agent:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Full description of structure(s) for which licence is required:**

\_\_\_\_\_  
\_\_\_\_\_

**Exact location of proposed structure(s):** \_\_\_\_\_

**Purpose of works:** \_\_\_\_\_

**Period for which licence is required - From** \_\_\_\_\_ **To** \_\_\_\_\_

**Details of provision for pedestrians ie. Protected walkway:**

**N.B Covered walkways must be lit at night.**

\_\_\_\_\_  
\_\_\_\_\_

If the works are to be carried out by a contractor, complete the following:-

Name of Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**The following must accompany this application:**

- A detailed plan/ sketch showing the location of the proposed structure(s) and its exact dimensions and elevations. Details for toe boards, guard rails, netting etc. should also be included.
- A Work Method Statement/ Traffic Management Plan/Proposal. (See Note 1).
- A Pedestrian Management Plan/Proposal. (See Note 2).
- Copy of insurance policy/schedule with indemnity to Cavan County Council up to €6.5m.
- Appropriate fee.



**Cavan County Council**

**Name of Insurance Company:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**Is there a €6.5m Public Liability cover in place?** \_\_\_\_\_

**Is Cavan County Council indemnified on the insurance?** \_\_\_\_\_

**I hereby apply for a licence to erect, construct, place and maintain a hoarding/ scaffolding/ marquee or other structure for use on the public road/ footpath at the location specified above. I agree to be bound by the general conditions as specified and any specific conditions imposed by Cavan County Council and to comply with the provisions of the agreed Works Method Statement/ Traffic Management Plan/ Pedestrian Management Plan. I shall be solely liable for and shall indemnify Cavan County Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of this application and/or the activities associated consequence of such injury or damage and against all costs, expenses and liability connected herewith.**

**Applicant Signature:** \_\_\_\_\_

**Applicant Name (Block Capitals):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return completed form to: Planning Section  
Cavan County Council, Johnston Central Library, Farnham Street, Cavan  
T. (049) 4378300 E: plan@cavancoco.ie**

**EXPLANATORY NOTES**  
**PLEASE READ NOTES BELOW BEFORE COMPLETING THE FORM**

**Application for a licence must be submitted a minimum of 14 days prior to the proposed commencement for works.**

A licence must be obtained in order to erect, construct, place or maintain any of the following on, under, over or along a public road;

- A vending machine.
- A town or landscape map for indicating directions or places.
- A hoarding, fence or scaffold.
- An advertisement structure.
- A cable, wire or pipeline.
- A telephone kiosk or pedestal.
- Any other appliance, apparatus or structure, which may be prescribed as requiring a licence under this section of the Planning and Development Act 2000 (as amended) incl. Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises.

**Note 1: Work Method Statement/ Traffic Management Plan or Proposal**

Where it is proposed to locate a hoarding/scaffolding/other structure on a public road a Work Method Statement/Traffic Management Plan or Proposal for management of same, which includes the following must be submitted:

- Proposed arrangements to ensure minimum impact on traffic flow.
- Arrangements for site deliveries, including time of day restrictions, vehicle queuing arrangements etc.
- Provision for storage of materials etc.

**Note 2: Pedestrian Management Plan/Proposal**

Where it is proposed to place a hoarding/scaffolding/other structure on a public road or footpath which will interfere with pedestrian movement a Pedestrian Management Plan/Proposal, which includes the following must be submitted:

- Arrangements for pedestrian diversions including proposals for temporary footpaths, ramps, signage, fencing etc.

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The planning authority may grant a licence for a specified period and subject to conditions. The decision of the planning authority can be appealed to An Bord Pleanála.

Where in the opinion of the planning authority that due to the:

- Increase or alteration of traffic on the road
- Widening of the road
- Any improvement to the road

The appliance, apparatus or structure causes an obstruction or becomes dangerous, the authority may by notice in writing, withdraw the licence and require the licensee to remove the appliance, apparatus or structure at their own expense.

**Fees under Section 254 of the Act in respect of specified appliances, apparatus and structures**

<b>Column 1 - Appliance, Apparatus or Structure Part 1</b>	<b>Column 2 - Licence Fee</b>
(a) A vending machine or coin operated machine (not being a weighing machine).	€125
(b) A town or landscape map for indicating directions or places.	€25
(c) A hoarding, fence or scaffold (not being a hoarding, fence or scaffold bounding a public road).	€1,250 (pro-rata for periods less than a year)
(d) An advertisement structure (other than an advertisement structure specified in paragraph (dd)).	€630
(dd) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign.	€50
(e) A cable, wire or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or waterpipe).	€25 per 100 metres length or part thereof
(f) A telephone kiosk or pedestal.	€630
(g) A case, rack, shelf or other appliance, apparatus or structure for displaying articles, whether or not for the purpose of advertisement or sale in, or in connection with, any adjacent business premises.	€125
(h) Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises.	€125 per table
(i) An advertisement consisting of any text, symbol, emblem, model, device or logo.	€630
(j) A pipe or an appliance with a pipe attachment for dispensing air or water, not being a pipe of appliance attached to a petrol or oil pump.	€25
(k) A weighing machine.	€63
(l) A bring facility.	€25
<b>Column 1 - Appliance, Apparatus or Structure Part 2</b>	<b>Column 2 - Licence Fee</b>
(a) A cabinet used as part of a wired broadcast relay system by a person licensed under the Wireless Telegraphy (Wired Broadcast Relay Licence) Regulations, 1974.	€125
(b) A lamp-post.	€125
(c) A bridge, arch, tunnel, passage or other similar structure used or intended for use other than by the public and constructed on or after 1 October 1964.	€125
(d) A cellar or other underground structure constructed on or after 1 October 1964.	€125
(e) A cable for conducting electricity for domestic or agricultural purposes.	€125

## FEES FOR LICENCES

Where the licence is for a period of one year, the appropriate fee is as indicated in Column 2 of the above Schedule, e.g. licence for one year for vending machine is €125.00.

Where the licence is for a period of more than one year, the fee is the fee for one year for each of the years or part of the year for which the licence was granted, e.g. licence for 5 years for vending machine is €125.00 x 5 = €625.00.

Where the period is for a period of less than one year, the fee is equal to one tenth of the fee for one year for each month or part of a month, e.g. licence for hoarding licence for six months is €1,250.00 /10 = €125.00 x 6 = €750.00.

### **Additional Fee for advertising use**

In the case of:-

- Any machine or similar appliance, apparatus or structure, more than one quarter of the surface area of which is used for advertising purposes,
- Any town or landscape map more than one third of the surface area of which is used for advertising purposes,
- Any other appliance, apparatus or structure any part of the area of which is used for advertising purposes,

the amount of the fee shall be increased by the amount of the fee payable in respect of an advertisement structure which is on a public road, e.g. town or landscape map is €25 with more than one third surface area for adverting - €25 plus the advertising fee of €630, total due is €655.

## **Scaffolding & Hoarding Licences Schedule of Conditions**

- *Scaffolding/hoarding shall be properly erected and secured. The scaffold/hoarding shall be erected and maintained by trained /qualified personnel. They must have completed a Construction Skills Certificates Scheme for Scaffolding.*
- *Applicant to ensure safe passage exists under or around the scaffolding, for pedestrians who use the adjoining footpath. This may include ramps for wheelchair users.*
- *Safe passage for pedestrians shall be maintained at all times, ensuring that they do not have to encroach onto a live carriageway.*
- *Electric Ireland shall be consulted regarding overhead power lines to ensure the proposed scaffolding is insulated from live electrical current overhead/adjacent to proposed scaffold.*
- *The scaffolding shall be visible at night and adequate lighting be provided for pedestrians during lighting up hours.*
- *Applicant to make good any damage to the public road or footpath arising from the works.*
- *The applicant may require some form of safe zone adjacent to the public road to prevent any potential contact between vehicles and scaffold. In this regard the adjoining carriageway should not be restricted to such an extent which causes a problem for vehicular movement on or along the street.*
- *Scaffolding/hoarding shall be left in position for the minimum time necessary to carry out the works.*
- *Applicant must indemnify Cavan County Council against all risks pertaining to the erection of the scaffolding.*
- *All information received from the applicant must be complied with in full.*
- *Further conditions may apply as deemed necessary by Cavan County Council, the applicant must refer to the Schedule of Conditions that issues with the licence.*