

## Access to County Buildings, Wicklow County Council

Wicklow County Buildings are the main offices for the Wicklow County Council and are situated on Station Road in Wicklow Town.

At the traffic lights follow Station Road around to the left passing Wicklow Rovers soccer pitch on your left. Wicklow Fire Station will be on your right. The entrance to Wicklow County Council is on the right directly after the Fire Station.

Pedestrian access to the building is directly ahead of you and there is a ramp on the path if required. Both the external and internal doors are automatic. Parking is free and there are ample parking spaces on the left or if you continue around to the side of the building you will find overflow parking and disabled parking bays.



*Disabled parking bays*

The building can be accessed via the side doors again both the external and internal doors are automatic.

If you are unsure of what service you are looking for please see the signage above which may help you or simply make your way to the reception desk and a member of staff will be able to assist you. The reception desk is located in the middle of the foyer and a staff member will be happy to guide you with any queries you may have.



*Reception Desk*

There are hearing loops at all the public counters in County Buildings.



*Hearing Loops at public counters.*

The motor tax counters are first on your left. You must take a ticket from the machine and wait until your number is called. Please note that this facility is only for Motortax. Driving licences are no longer processed here. The National Driver Licence Service is located on the Murrough beside the enterprise centre.



*Motortax ticket machine*

If you need to pay a charge to the council other than housing rents you can do so at the cash desk. If a member of staff is not at the counter please press the bell and a staff member will be with you promptly.

If your query is in relation to planning, ring the bell on the planning counter and a member of staff will come along and assist you. There are seats provided to sit and review the planning file you have requested.

If you need to speak to a member of the Environment or Roads Departments please use the phone handset provided at the counter and dial the relevant number for your query. A member of staff will shortly come to the counter to discuss your query.

If your query is in relation to housing, ring the bell and a member of staff will come along and assist you. The housing counter can be busy at times. If this is the case please wait and a staff member will assist you as soon as they are free to do so. There is a facility to pay our housing rent here and there is also a lower counter if required.



*Bell at housing counter*

If you need to discuss housing matters in private there is a small meeting room available. If you feel uncomfortable in confined spaces please let the staff member know and they will try and locate another room if available.

There are two meetings rooms in the main foyer area. The Seminole room is located beside the housing counter and the Wurzburg room is located beside the Council Chamber. These rooms can be accessed once you have notified reception of the meeting you are attending.

Wicklow County Council holds monthly council meetings on the first Monday of the month at 2pm, unless there is a bank holiday. These meetings are open to the public to attend.

The entrance to the council chamber is through these double doors. There is a door access button and another inside for the second set of doors.



*Entrance to the Council Chamber*

To the right is the public seating area and there is an area for a wheel chair users here also.

Real-time captioning of County Council meetings are provided on the tv screen on the wall at the top of the room which will be of particular benefit for the hard of hearing.



*Real-time captioning in the Council Chamber*

Please note, the public are not allowed to approach elected members while seated during the meeting.

Further information on Wicklow County Council can be found on the website:

[www.wicklow.ie](http://www.wicklow.ie)