

## 'Outdoor Seating & Accessories for Tourism & Hospitality Business' scheme



### PART A - GENERAL TERMS AND CONDITIONS OF SCHEME

#### Scheme Overview

The focus of this scheme is to provide a level of financial support to **tourism and hospitality businesses, in our town centres**, to purchase or upgrade equipment to provide additional outdoor seating and, therefore, increase their outdoor dining capacity for the summer of 2021. This scheme will financially assist and support independent tourism and hospitality business owners to create outdoor dining experiences in a regulated and accessible manner. Funding under the scheme is only available to existing businesses.

The Outdoor Seating and Accessories for Tourism & Hospitality Business Scheme will be administered through Local Authorities and each local Authority has the right to use their discretion in regard to their process and the development of appropriate terms and conditions that are appropriate for their respective streetscapes, businesses etc. All applicants will be required to comply with planning codes, legislative requirements and other compliance requirements.

#### 1. Who is Eligible?

- The scheme is open to attractions, hotels, restaurants, cafes, public houses or other tourism and hospitality business establishments where food is sold for consumption on the premises.
- Those premises that have no commercial rates outstanding to Wicklow County Council or have a payment plan in place.

#### 2. What items are considered eligible for the scheme?

- Tables
- Chairs
- Umbrellas
- Electric heaters
- Screens/windbreaks
- Plant stands
- Wooden Platform

The tables and chairs or other furniture shall be of robust and stable construction to prevent movement in adverse weather conditions and be agreed with Wicklow County Council.

Screens/windbreakers must be agreed with Wicklow County Council and will be 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 weather conditions.
- No advertising apart from the name of the premises to be used on the screens, without the permission of Wicklow County Council.

### 3. Amount of Grant Available

The scheme will provide for up to 75% of the ex-VAT cost of equipment purchased/installed with a maximum allowable contribution of up to €4,000 per applicant.

### 4. Privacy & Data Protection

Personal information collected by Wicklow County Council is done so in order for us to process your application. Legally we can process this information as it is necessary for us to comply with our statutory / legal obligations. The protection of your personal data is a key priority for the Council and your data will be processed in line with our Privacy policy which is available at: [www.wicklow.ie/Living/Your-Council/Governance/Data-Protection-GDPR](http://www.wicklow.ie/Living/Your-Council/Governance/Data-Protection-GDPR). If you require further information regarding our Privacy Statement, you can contact us at [dpo@wicklowcoco.ie](mailto:dpo@wicklowcoco.ie) or write to us at: Data Protection Officer, Wicklow County Council, County Buildings, Wicklow, Co. Wicklow, A67 FW96.

### 5. Submitting an application

**The scheme will be open from the 12<sup>th</sup> April 2021 until the 30<sup>th</sup> September 2021.**

Applications must follow a two-step process:

#### 1. Section 254 licence

- a. Applicants must have a Section 254 licence from Wicklow County Council, or
- b. Provide evidence that such licence is not required, i.e. the furniture/equipment will be placed on private property.
- c. If you do not currently have a Section 254 licence, then an application for such licence must be submitted and issued before making an application for funding under this Scheme. Further information can be found at: [www.wicklow.ie/Living/Services/Planning/Planning-Applications/Apply-for-Planning/Licence-Application-Section-254](http://www.wicklow.ie/Living/Services/Planning/Planning-Applications/Apply-for-Planning/Licence-Application-Section-254) Wicklow County Council has waived the Section 254 licence fee for table and chair street furniture applications in 2021, in order to assist businesses in re-opening.

Questions relating to Section 254 licences should be sent to: [plandev@wicklowcoco.ie](mailto:plandev@wicklowcoco.ie)

## 2. Application for Outdoor Seating and Accessories

Applications should not be submitted until the Section 254 is in place, or it is determined that a licence is not required. The application form should be downloaded from [www.wicklow.ie](http://www.wicklow.ie) and completed in full. Incomplete applications cannot be accepted and will be returned to you.

All applications should be accompanied by supporting documentation:

- Receipts for the furniture/equipment purchased which may be back-dated to April 2020, up until 30<sup>th</sup> September 2021.
- Photographs of the furniture/equipment should accompany the form, along with a copy of relevant insurance.
- Applicants must also confirm that the placement of the street furniture is in accordance with the terms of the licence to ensure that public walkways are not impeded.

Fully completed application forms, with supporting documentation should be clearly marked “**Outdoor Seating & Accessories Fund**” and sent to:

Enterprise & Corporate Services  
Wicklow County Council  
County Buildings  
Wicklow  
Co. Wicklow  
A67 FW96

For any queries in relation to the ‘Outdoor Seating and Accessories for Tourism and Hospitality Business Scheme’ please email: [economicdevelopment@wicklowcoco.ie](mailto:economicdevelopment@wicklowcoco.ie)

## 6. Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them in this Application may be liable to be disclosed. Applicants are asked to consider if any of the information provided by them in their Application should not be disclosed because of its confidentiality or commercial sensitivity. If Applicants consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, Applicants must, when providing such information, clearly identify such information and specify the reasons for its confidentiality or commercial sensitivity. If Applicants do not identify information as confidential or commercial sensitive, it is liable to be released in response to a Freedom of Information request without further notice or consultation with the Applicant. Wicklow County Council will, where possible, consult with the Applicant about confidential or commercial sensitive information so identified before making a decision on a request received under Freedom of Information.

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I have read and understand the terms and conditions of the ‘Outdoor Seating & Accessories for Tourism and Hospitality Business Scheme’.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Signature in Capital Letters: \_\_\_\_\_

## 'Outdoor Seating & Accessories for Tourism & Hospitality Business' scheme



### Part B - APPLICATION FORM AND PAYMENT DETAILS

All applicants will be required to comply with planning codes, legislative requirements, and other compliance requirements.

I hereby submit my application for a grant under the Council Outdoor Seating & Accessories for Tourism and Hospitality Business Scheme' 2021 for:

- A) New / replacement outdoor seating and accessories permitted under an existing **Section 254** licence

Please supply relevant licence reference no.: \_\_\_\_\_

- B) New outdoor seating and accessories for Tourism and Hospitality for use within my own business premises – **no Section 254 licence is required**



**WICKLOW COUNTY  
COUNCIL  
SUPPLIER FORM**

*For Office Use:*  
SUPPLIER ID:  
\_\_\_\_\_

**PLEASE SELECT ONE OF THE FOLLOWING:**

New   
Amend

**SUPPLIER DETAILS:**

Name of Supplier:	
Address:	
Contact Person:	
Position in Company:	
Phone No (Landline):	
Mobile Phone No:	
Fax No:	
Email address:	
Company Reg. No. (if applicable)	

**Tax Reference Number:**

TRN (Tax Reference No)	
VAT No (if different than TRN No above)	
	<i>If TRN is PPS No, please tick box</i>
TCAN (Tax Clearance Access No)	

- For Suppliers other than Sub contractors, tax clearance is required where VAT inclusive payments in any 12 month period total €10,000 or more. You should ensure all Trade Suppliers are tax compliant before requesting that a new supplier be set up. RAS Landlord must have tax clearance.

**For amendment to existing Supplier ID, Please give details of amendment requested:**

Details of Amendment: (Change in Supplier Tax Reference number requires new supplier set up)

**For New Suppliers:**

<b>a) Please give a brief description of the nature of the goods/service/works being supplied</b>
<b>b) Amount to be paid to Supplier on an annual basis: €</b>

All new Trade Suppliers must be forwarded a copy of Accounts Payable Invoice Procedures (Notes for Suppliers). Please tick that this has been done.	
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**Type of Supplier:**

Normal Payment Supplier	Sub Contractor	Professional Services Supplier
Offset Supplier	Completed RCT Declaration form (Parts A, B and C) should be enclosed	
	➤ Notice of Determination should be enclosed	
	➤ Form of ID should be enclosed	

**SUPPLIER GROUP:** (please choose Supplier Group from list below):

1 Trade Suppliers	9 Housing Loans
2 Expenses (Staff/Member)	10 Refunds/Reissues
3 Higher Education Grants	11 RAS/Leasing Landlord
4 Grants	12 Expenses (Non Staff)
5 Other Local Authority	13 Non Trade Supplier (Natural Persons)
6 Revenue	14 Long Term Leasing
7 Other Payroll Deductions	15 Non Trade Solicitors (3 <sup>rd</sup> Pty, Hsg Acqs)
8 Superannuation Awards	16 LVP (Low Value Purchase Card Supplier)

**Requested by:**

<i>NAME (BLOCK CAPITALS)</i>	<i>Signature</i>	<i>Date</i>

**N.B. FT Pay Mandate completed by Supplier and Supplier Bank Account Header must be attached to this Form and emailed to [suppliers@wicklowcoco.ie](mailto:suppliers@wicklowcoco.ie) . Supplier will not be set up without same.**

**FOR FINANCE OFFICE USE:**

\* N.B. for Supplier Group 16 - LVP Payment must be approved by Finance LVP Administrator (Signature required below)

<i>NAME (BLOCK CAPITALS)</i>	<i>Signature of Finance LVP Administrator</i>	<i>Date</i>

<b>Date Received:</b>	
<b>Date Supplier Set up:</b>	
<b>SUPPLIER ID:</b>	

Application Form – Outdoor Seating & Accessories for Tourism & Hospitality Business Scheme – Wicklow County Council

<b>Prompt (Y or N)</b> <b>Comppay (Y or N)</b>	
<b>(N.B.: PROMPT indicator should be Y and COMPPAY should be Y on Supplier Group 1, and N on all other Supplier Groups)</b>	

**Tax Clearance:**

<b>Date Tax Clearance checked on ROS.</b>	
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## Wicklow County Council

***Pay Mandate– to be completed by supplier. Copy of supplier bank account header to be returned with completed mandate.***

**Supplier Name (Block Capitals)**

**Bank**

**Branch**

**Branch Sort Code**

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**Bank Account Number**

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**Bank Identifier Code (BIC) (Can be 8 or 11 Digits)**

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**International Bank Account Number (IBAN)**

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**Account Name**

Copy of recent Bank Account Header enclosed

**Yes/No**

**E-Mail Address** \_\_\_\_\_

**(must be legible)**

*(Required for payment notification)*

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

For Internal Office Use Only:

Supplier Id:



## **WICKLOW COUNTY COUNCIL SUPPLIER INVOICE PROCEDURES**

### **GENERAL PROCEDURES**

Do not supply any goods, services or works to Wicklow County Council (WCC) unless you first receive a valid Purchase Order number from the purchaser (**9 digits long beginning with the digit 4**).

- Please check with the purchaser that goods/services/works invoiced are in agreement with order details before submitting invoice.
- **All invoices to be emailed directly to:** [\*\*inv@wicklowcoco.ie\*\*](mailto:inv@wicklowcoco.ie)
- **Invoices received must quote a VALID APPROVED PURCHASE ORDER NUMBER.**
- Invoices received without a valid PO number will be returned to you.
- Invoices received will be returned if there is significant discrepancy between invoice and order details e.g. the quantity invoiced exceeds the quantity quoted on the Purchase order.
- Do not email copy invoices unless requested by WCC Accounts Payable section.

Please contact the purchaser who ordered the goods, service or works if you do not have a valid Purchase Order (PO). The PO number is **not** available from WCC Accounts Payable section.

### **TAX PROCEDURES**

#### **Tax Clearance Procedures:**

Payments are at all times conditional on compliance with Tax Clearance procedures.

**All suppliers are required to submit a Tax Reference Number (TRN) and if applicable a Tax Clearance Access Number (TCAN).**

#### **Public Sector Contracts/Grants/Subsidies:**

Valid tax clearance is required to obtain a Public Sector Contract of a value of €10,000 (inclusive of VAT) or more within any 12 month period. This requirement applies even where the provision of goods, services or works is not the subject of a formal written contract.

#### **Sub Contractors:**

Before a relevant contract (a contract that is subject to relevant contracts tax) can be awarded by WCC, Sub-Contractors are required to produce an in date Notification of Determination issued under Section 5301 Taxes Consolidation Act 1997 (valid for 30 days from date of issue).

#### **Sub-Contractors Reverse Charge VAT (for Relevant Contracts):**

The amount a sub-contractor charges to a principal contractor should not include VAT. These invoices should include the statement: **"VAT on this supply to be accounted for by the Principal Contractor"** if the subcontractor is VAT registered.

### **PAYMENT PROCEDURES**

Application Form – Outdoor Seating & Accessories for Tourism & Hospitality Business Scheme – Wicklow County Council

- Payments are made by way of EFT on a weekly basis and payment is transferred into bank accounts on Mondays (except Bank Holidays).
- Payment advice is emailed to suppliers, so ensure a **valid email address** is supplied.

Pay mandate forms must be completed by all new suppliers. Supplier must also return a valid **supplier bank account header**. Supplier will not be set up without mandate **and** bank header.

If you have any queries in relation to any of the information above please contact the person ordering the goods/services or works.