



**Wicklow County Council**  
**County Buildings**  
**Wicklow**  
**Co Wicklow**  
**Telephone 0404 20148**  
**Fax 0404 69462**

**Office Use Only**  
**Date Received** \_\_\_\_\_  
**Register Ref** \_\_\_\_\_  
**Entered on** \_\_\_\_\_  
**Entered by** \_\_\_\_\_  
**Fee Received** \_\_\_\_\_

### **APPLICATION FOR LICENCE**

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

I wish to apply for a licence to erect, construct, place or maintain (please tick)

- ☐ **a vending machine**
- ☐ **a town or landscape map for indicating directions or places**
- ☐ **a hoarding**
- ☐ **a fence**
- ☐ **a scaffold**
- ☐ **an advertisement structure**
- ☐ **a cable, a wire or pipeline**
- ☐ **overground electronic communications infrastructure and any associated physical infrastructure**
- ☐ **a telephone kiosk or pedestal**
- ☐ **any other appliance, apparatus or structure, which may be prescribed as requiring a licence under Section 254 of the Planning and Development Act 2000, on, under, over or along a public road.**

**Name of applicant:** \_\_\_\_\_

**Address of applicant:** \_\_\_\_\_  
\_\_\_\_\_

**Note: Phone Number and email to be filled in on separate page**

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

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

\_\_\_\_\_

**Note: Phone Number and email to be filled in on separate page**

**Location/ Type of Structure/ Need for Licence to be submitted with application – see Explanatory Notes.**

*In relation to Advertisement Structures please submit the following additional details*

**Description of use of premises to be advertised:**

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**Address/Location of development being advertised:**

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**Type of Sign/Advertising Structure (if applicable)**

☐ **Finger Post**

☐ **Advance Directional**

☐ **Free Standing**

☐ **Other – Please Specify** \_\_\_\_\_

**Proposed Location of Sign indicated on accompanying**

**Site Location Map**

**Yes**

☐

**No**

☐

**All Licence Application - Period for which licence is required**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**List of plans/documents enclosed with application**

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**Amount of Fee enclosed:** \_\_\_\_\_

**Class of Fee:** \_\_\_\_\_

## EXPLANATORY NOTES

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

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
- overground electronic communications infrastructure and any associated physical infrastructure
- 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)

A person applying for a licence must furnish with the application form such plans and information concerning the position, design and capacity of the appliance, apparatus or structure. Such plans and information should include:

<b>DIAGRAM:</b>	Showing design, dimensions and all wording/symbols/legends on structure
<b>SPECIFICATION:</b>	Materials to be used in construction and finish of the structure
<b>SITE MAP:</b>	Copy of Ordnance Survey Map, scale 1:2500, showing location of the structure
<b>LAYOUT PLAN:</b>	Plan on site, scale of 1:1500, showing exact location of sign in relation to road, fence etc

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 FOR LICENCES**

Where the licence is for a period of one year, the appropriate fee is as indicated in Column 2 of the attached 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 advertising - €25 plus the advertising fee of €630, total due is €655

Please refer to Section 254 of the Planning and Development Act 2000 (as amended) and Part 17 – Chapter 1 of the Planning and Development Regulations 2001 (as amended) for further details.

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

<b>Column 1</b>	<b>Column 2</b>
Appliance, Apparatus or Structure	Licence Fee
Part 1	
(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.
(d) An advertisement structure	€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	Exempt from fees until the 31 <sup>st</sup> December 2024
(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

**ADDITIONAL CONTACT INFORMATION**  
**NOT TO BE MADE AVAILABLE WITH APPLICATION**

**Please note:**

- This page will not be published as part of the planning file.

**Applicant:**

<i>Telephone No.</i>	
<i>Email Address</i>	
<b><u>Fax No.</u></b>	

**Person/Agent acting on behalf of the Applicant (if any):**

<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax No. (if any)</i>	