



## Economic Development & Planning Department

APPLICATION FOR LICENCING OF SIGNS, APPLIANCES, STRUCTURES ETC  
Planning & Development Acts, 2000-2013

ADMINISTRATIVE USE ONLY:

REFERENCE NO:

RECEIPT NO:

DATE RECEIVED:

FEE RECEIVED:

INSURANCE VERIFIED:

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Date

All APPLICATIONS SHALL BE SENT TO:

Economic Development & Planning Department, Limerick City & County Council, 7/8 Patrick Street,  
Limerick.

Telephone: 061-407210

E-mail: [ecdev.planning@limerick.ie](mailto:ecdev.planning@limerick.ie)

PLEASE COMPLETE THIS FORM IN FULL. INCOMPLETE SECTIONS MAY LEAD TO A DELAY IN  
PROCESSING YOUR APPLICATION.

1. APPLICANT'S NAME:

PREMISE ADDRESS:

CONTACT NO:

**2. NAME & ADDRESS TO WHICH NOTIFICATION SHALL BE SENT:**

**3. DESCRIPTION OF PROPOSED SIGN/APPLIANCE/STRUCTURE:**

**4. PURPOSE OF PROPOSED SIGN/APPLIANCE/STRUCTURE:**

**5. LOCATION/S OF PROPOSED SIGN/APPLIANCE/STRUCTURE (STREET NAME):**

**6. HAS PLANNING PERMISSION BEEN OBTAINED FOR THE PURPOSE OF THE SIGN/APPLIANCE/STRUCTURE? IF SO PLEASE GIVE PLANNING REFERENCE NUMBER:**

**7. DURATION FOR WHICH SIGN/APPLIANCE/STRUCTURE IS TO BE MAINTAINED:**

**DETAILS OF THE DEVELOPMENT:**

**DESCRIPTION OF ITEM TO BE LICENSED:**

*(If hoarding, scaffolding, tables & chairs, advertising structure etc)*

**IF TABLES & CHAIRS, PLEASE SPECIFY:**

*Details of Ancillaries (e.g. Plant stands, umbrellas, gas heaters, sandwich boards, wind-breakers etc).*

**1. NO. OF TABLES:**

**2. NO. OF CHAIRS:**

**3. TABLE DIMENSIONS:**

LICENCE FEE PAYABLE ( See Attached Schedule of Licence Fees): € \_\_\_\_\_

**PERIOD OF LICENCE REQUESTED:**

From The  Day of  20

To The  Day of  20

**INSURANCE DETAILS:** (*Public Liability Insurance to be a minimum value of €2.5 million and to indemnify Limerick City Council against third party claims*)

**NAME OF INSURANCE COMPANY:**

**POLICY NUMBER:**

**EXPIRY DATE OF POLICY:**

*(You must show the original of the policy document, when submitting the application for inspection)*

**I HEREBY APPLY FOR A LICENCE IN ACCORDANCE WITH THE FOREGOING PARTICULARS:**

**SIGNED:**

**DATED:**

**NOTES: REQUIREMENTS FOR A VALID APPLICATION**

1. Completed application form
2. Insurance policy evidencing public liability cover of at least €2.5 million indemnifying Limerick City & County Council against third party claims. NOTE: Insurance must cover the entire period of the licence.
3. A Location Map at 1:1000 must be attached showing clearly the location of the item. In the case of hoarding or scaffolding, the extent of the structure must be clearly shown on the drawing. A specification for the construction shall be attached.
4. A dimensioned drawing showing the extent of public footpath proposed to be used for tables, chairs, wind breakers etc.
5. The application must be made 14 Days PRIOR to carrying out any work.
6. The Applicant shall note the provisions of the Health, Safety & Welfare Act, 1989 in relation to the obligations of all parties towards the safety of both themselves their employee and all third parties.

## SCHEDULE OF LICENCE FEES

COLUMN 1 APPLIANCE, APPARATUS OR STRUCTURE	COLUMN 2 LICENCE FEE
<b>Part 1</b>	
Appliances, apparatus & structures:	
(a) A vending machine or coin operated machine (not being a weighing machine).	€125
(b) A town or landscape map for indicating direction 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 *
(e) A cable, wire or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or water pipe).	€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) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign to indicate tourist accommodation.	€50
(k) A pipe or an appliance with a pipe attachment for dispensing air or water, not being a pipe or appliance attached to a petrol or oil pump.	€25
(l) A weighing machine.	€63
(m) A bring facility.	€25
<b>Part 2</b>	
(a) A cabinet used as part of a wired broadcast relay system by a person licenced under the Wireless Telegraphy (Wired Broadcast Relay Licence) Regulations, 1974.	€125
(b) A lamp-post.	€25
(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 1st October 1964.	€125
(d) A cellar or other underground structure constructed on or after 1 <sup>st</sup> October 1964.	€125
(e) A cable for conducting electricity for domestic or agricultural purposes.	€125

NB: Where a licence is for a period of less than one year the fee shall be an amount equal to one-tenth of the fee for one year for each month or part of a month for which the licence is granted.

## ADDITIONAL FEES

**Wind Breaker** – If a wind breaker is being provided around tables and chairs a fee of €630 is payable if the barrier contains any text, logo, emblem etc. it is considered to be an advertising structure.

(\* Some waivers may apply for sandwich boards)