Comhairle Cathrach & Contae Luimnigh

Limerick City & County Council

All Applications Shall be Sent to:

Enforcement Section, Planning Department
Limerick City & County Council
Dooradoyle
Limerick V94 WV78

Telephone: 061 556556
Email: enforcements@limerick.ie

LICENCE APPLICATION TO ERECT, CONTRUCT, PLACE AND MAINTAIN A HOARDING OR SCAFFOLDING ON A PUBLIC ROAD/FOOTPATH UNDER SECTION 13 OF THE PLANNING AND DEVELOPMENT ACT 2024 (AS AMENDED).

Application for: Hoarding Licence ☐ Scaffolding Licence ☐ (Tick one only)

Licence type required: New ☐ Extension of existing Licence ☐

Ref No: (office use only):

The decision on this application and relevant documents will be published on the Council's website in accordance with the requirements of the Planning and Development (Licensing on Public Roads) Regulations 2026

Applicant Name:
Property address for which licence is required (Including eircode):

Purpose and scope of works being undertaken:

Proposed date for Scaffolding/Hoarding to be erected: _____

Proposed date for Scaffolding/Hoarding to be removed: _____

	Roadway	Footpath
Existing Width in metres		
Maximum Width of Proposed Scaffolding/Hoarding (in metres)		
Total Length of Proposed Scaffolding/Hoarding		

Please answer all questions below:	Yes	No
Are Disc Parking Bays affected? (if so, how many?)		
Is the work in compliance with a Dangerous Building Notice? If yes attach a copy of this notice		
Are trees affected or located adjacent to the proposed scaffolding/hoarding? - See Condition 9		
Are traffic lights/public lighting standards affected? – See Condition 9		
Are fire hydrants affected? See Condition 8		
Are pre-construction plans included – See Condition 11		
Is a skip required – if yes, please complete form SPL.		
Is this property a protected structure?		
Is this property in an Architectural Conservation Area?		

The following must accompany this application:

☐ **A detailed plan/sketch showing the location of the proposed scaffolding/hoarding and its exact dimensions.**

☐ **OSI Map 1:1000**

☐ **A Work Method Statement/Traffic Management Plan - see note 1**

☐ **A Pedestrian Management Plan -see note 2**

☐ **Copy of insurance policy* (including figures and Indemnity to Limerick City and County Council) – see Condition 19**

Note, this document will NOT be published with other documents on the Council's website.

Privacy Statement

Limerick City and County Council will process the personal data provided in this form for the purpose of administering and determining applications under Section 13 of the Planning and Development Act 2024 and associated Regulations.

Certain application details, decisions and documents will be published on the Council's website a required by the Planning & Development (Licencing on Public Roads) Regulations 2026. Personal contact details and other personal data not required for publication will be withheld where appropriate.

Further information on how your personal data is processed, your rights and contact details for the Council's Data Protection Officer can be found at www.limerick.ie/privacy

A Hoarding / Scaffolding Licence will be issued subject to the following General Conditions.

1) The Licence is non-transferrable.

2) No work on the erection of a Hoarding / Scaffolding shall be carried out until a Licence has been issued by Limerick City & County Council.

3) The Hoarding / Scaffolding shall be erected in a manner and of materials to ensure it does not present a hazard to the public under all likely working and environmental conditions.

4) In the execution of the work to which this licence relates, the licensee shall exercise all reasonable care to avoid inconvenience to pedestrians and vehicular traffic. Suitable handrails and non-slip ramps shall be provided around the works. In particular, a hazard must not be created for blind or partially sighted users of the public road. The public shall not be excluded from any portion of the footpath until a platform, handrail etc. is provided to the satisfaction of Limerick City & County Council.

5) The Hoarding / Scaffolding must be suitably lit during the hours of darkness, be safe and secured with all precautions taken to prevent unauthorised access.

6) The Applicant, unless expressly permitted by this Licence, is not to cause, permit or suffer any bills, notices, papers or other advertisements to be posted on any hoarding, scaffolding or fence.

7) All precautions must be taken to ensure that street gullies and channels are not choked, covered or obstructed during the progress of the work.

8) Fire hydrants must be left exposed, where possible, in formed recesses. In the event that a fire hydrant cannot remain exposed, the permission of the Chief Fire Officer, Limerick City & County Council must be sought before enclosing same.

9) Public lighting/traffic signals/trees must not be enclosed without the permission of Limerick City & County Council.

10) No materials shall be deposited or stored on the public road.

11) Prior to commencement of any works, a set of colour photographs (minimum 5x7) will be required every 10 metres along the line of the Hoarding /Scaffolding and submitted as part of the application. Such set of photographs shall be taken utilising a 35mm camera and prints shall be provided in albums which are catalogued and cross referenced. Failure to provide such prior photographic evidence will confirm to Limerick City & County Council that all areas in its charge, affected by or adjacent to the works, are in pristine condition.

12) All gates or doors in the proposed Hoarding to open inwards. All exposed corners must be splayed.

13) A minimum clearance of 1.2 metres between scaffolding uprights must be provided. Alternatively, provision for diverted pedestrians must be made, with particular regard for persons with mobility or visual impairment.

14) Scaffolding standards/ uprights must be protected to ensure no protrusion or hazard for pedestrians. Contrasting fluorescent tape to be fitted to enhance visibility.

15) All scaffolding uprights must be fitted with base plates to protect the public road.

16) The first platform in Scaffolding shall be close sheeted and shall be not less than 2.2 metres above the existing ground level.

17) Limerick City & County Council reserves the right to require an applicant to enter into a Deposit agreement prior to the commencement of works. The deposit amount will be based on the estimated cost of permanently reinstating 50% of the area enclosed by the Hoarding/ Scaffolding as per of the "Directions for the Control and Management of Roadworks in Limerick City & County.

18) On completion of the works, the public road shall be restored, and any damage made good to the satisfaction of Limerick City & County Council. On default, Limerick City & County Council may execute any necessary works and recover the cost from the Applicant/Deposit.

19) The Applicant must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third-party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify. Limerick City & County Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.

20) The Licence may be withdrawn by Limerick City & County Council for breach of any of the conditions contained herein. Notice of withdrawal shall be sent to the Applicant. In that event the Applicant shall within the time specified in the notice, at his own expense, completely remove the hoarding / scaffolding with all its fittings. On default of such complete removal, Limerick City & County Council shall be entitled to remove same at the expense of the Applicant.

21) If a Hoarding /Scaffolding licence should be at any time be withdrawn by Limerick City & County Council the applicant shall not be entitled to recover from Limerick City & County Council any fee paid for such a licence, or any costs, damages or compensation whatever.

22) All expenses incidental to the Licence shall be paid by the Applicant.

23) Where a proposed Hoarding /Scaffolding impinges substantially on the public road or has a potential to restrict traffic flow, the Applicant may be requested to attend a weekly "Traffic Control Meeting" before the application can progress. **Note: Application for a licence must be submitted a minimum of 28 days prior to the proposed commencement of works.**

Note 1: Work Method Statement / Traffic Management Plan: Where it is proposed to locate a Hoarding/Scaffolding on a public road a Work Method Statement / Traffic Management Plan, 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: Where it is proposed to place a Hoarding/ Scaffolding on a public road, which will interfere with pedestrian movement a Pedestrian Management Plan, which includes the following, must be submitted: ☐ Arrangements for Pedestrian Diversions including proposals for temporary footpaths, ramps, signage, fencing etc.

Note 3: Insurance Requirements: The Licensee must provide evidence of Employer's and Public Liability Insurance cover for limits of not less than €13 million and €6.5 million respectively in respect of legal liability for bodily injury or third-party property damage claims arising in connection with the activities, the subject of this application, for the duration of the licence period. These policies must be extended to indemnify. Limerick City & County Council reserves the right to review this limit of indemnity for adequacy. The insurance policy shall be submitted for inspection before the Licence will be issued. The licensee is required to maintain a valid policy for the duration of the licence period.

SCHEDULE OF LICENCE FEES

1 A hoarding, fence or scaffold (not being a hoarding, fence or scaffold bounding a public road) €1,250 Per year 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 free for one year for each month or part of a month for which the licence is granted. €125 a month, or part of a month.

Applicant:

Name:	Address:
Phone:	Email:

If works are to be carried out by a contractor, please provide the details below:

Name:	Address:
Phone:	Email:
Designated Contact Person/Co-ordinator of Safety and Health on Site:	Phone (24hr number):

Declaration:

I hereby apply for a licence to erect, construct, place and maintain a hoarding / scaffolding and for use on the public road at the location specified above. I agree to be bound by the general conditions as specified and any specific conditions imposed by Limerick City & 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 Limerick City & 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 with or arising thereout and against all actions or proceedings that may at any time be brought against Limerick City & County Council in consequence of such injury or damage and against all costs expenses and liability connected therewith.

Name (Block Capitals): _____

Date: _____ Signed: _____