



Comhairle Contae Chorcaí Cork County Council

Planning Department, County Hall,
Carrigrohane Road, Cork, T12 R2NC.
Tel: 021 427 6891. Email: planninginfo@corkcoco.ie

APPLICATION FOR A LICENCE UNDER SECTION 254

PLANNING AND DEVELOPMENT ACT 2000, as amended
&
PLANNING AND DEVELOPMENT REGULATIONS 2001, as amended

1. Name of Applicant: _____

2. Name of Person/Agent acting on behalf of applicant (if any):

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(Note: Contact information to be filled out on Page 3)

3. Particulars of appliance(s)/apparatus(s)/structure(s) for which a licence is required:

4. Proposed location of appliance(s)/apparatus(s)/structure(s) for which a licence is required:

The applicant is advised that a site location map to a scale of not less than 1:2500 is also required to identify the location of the proposal

5. Period for which licence will be needed:

From: _____ *To:* _____

(Note: Application must be received a minimum of 4 months before the start date of the licence.)

6. Amount of fee enclosed herewith: (See attached schedule of fees)

Signature of Applicant
(or Agent): _____

Date: _____

FOR OFFICE USE ONLY:

Register Reference:	
Fee Received:	
Receipt No:	
Date:	

Additional Contact Information

(Important: This page must be submitted on a completely separate page as it will not form part of the public file.)

Please note:

- The applicant's address **must** be submitted on this page.
- If the applicant/agent wishes to submit additional contact information, this may be included here.
- This page will not be published as part of the planning file

Applicant (person seeking Section 254 Licence and not an agent on their behalf):

Address (Required):	
Telephone Number:	
Email Address:	

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

Address (Required):	
Telephone Number:	
Email Address:	
Should all correspondence be sent to the above address? (please tick appropriate box) (Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)	
Yes [] No []	

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).

Section 2 of the Planning and Development Act 2000 (as amended) states that “public road” has the same meaning as in the Roads Act, 1993. Section 2 of the Roads Act 1993 states: *“public road” means a road over which a public right of way exists and the responsibility for the maintenance of which lies on a Road Authority*”.

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:

- Completed licence application form
- Site Location Map - 1/2500 scale
- Site Layout Plan showing location of proposed appliance(s)/apparatus(s)/structure(s)
- Drawing to scale of proposed appliance(s)/apparatus(s)/structure(s)
- The appropriate Licence Fee
- Copy of Insurance Confirmation indemnifying Cork County Council against claims arising out of any accidents to persons or property.
- Written legal consent of the landowner.

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.

Article 202 – Fees for Licences under Section 254 of the Act

(1) Where a licence is granted by a planning authority under section 254 of the Act—

- (a) to erect, construct, place and maintain, or
- (b) to maintain,

a specified appliance, apparatus or structure referred to in Part 1 of Schedule 12, the amount of the fee to be paid to the planning authority shall, subject to the provisions of Article 203, be:

- (i) where the licence is for a period of one year, the appropriate amount indicated in column 2 of that 253 Schedule opposite the reference in column 1 of that Schedule to the specified appliance, apparatus, or structure,
- (ii) where the licence is for a period of more than one year, an amount equal to the fee for one year for each year or part of a year for which the licence is granted, and
- (iii) where the licence is for a period of less than one year, 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.

(2) Where a licence is granted by a Planning Authority under Section 254 of the Act to erect, construct, place and maintain a specified appliance, apparatus or structure referred to in Part 2 of Schedule 12, the amount of the fee to be paid to the planning authority shall be the amount indicated in column 2 of that Schedule opposite the reference in column 1 of that Schedule to the specified appliance, apparatus or structure, and no fee shall be payable in respect of any renewal of a licence for such an appliance, apparatus or structure.

Notes on Fees for Licences:

Please note the fees referenced below are subject to change. Applicants are advised to check Schedule 12 in the Planning & Development Act 2000 (as amended) to ensure they are current.

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.

**LICENCE FEES UNDER SECTION 254 OF THE ACT IN RESPECT OF
SPECIFIED APPLIANCES, APPARATUS AND STRUCTURES**

Schedule 12

Column 1 Appliance, Apparatus or Structure	Column 2 Licence Fee Per Annum
PART 1	
Appliances, apparatus, and structures:	
(a) A vending machine or coin operated machine (not being a weighing machine).	€125
(b) A town or landscaping 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 (other than an advertisement structure specified in paragraph (dd))	€630
(dd) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign	Please use Directional Sign Licence Application Form available on corkcoco.ie
(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	Please use Section 254 Street Furniture Licence Application Form available on corkcoco.ie
(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 or appliance attached to a petrol or oil pump	€25
(k) A weighing machine	€63
(l) A bring facility	€25

PART 2	
(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 1 st October 1964	€125
(d) A cellar or other underground structure constructed on or after 1 st October 1964	€125
(e) A cable for conducting electricity for domestic or agricultural purposes	€125

Article 202 – Fees for Licences under Section 254 of the Act

Where a licence is granted by a Planning Authority under Section 254 of the Act -

- (a) to erect, construct, place and maintain, or
- (b) to maintain

a specified appliance, apparatus or structure referred to in Part 1 of Schedule 12 (above), the amount of the fee to be paid to the Planning authority shall be

- (i) where the licence is for a period of 1 year, the appropriate amount indicated in Column 2 of that Schedule opposite the reference in Column 1 of that Schedule to the specified appliance, apparatus, or structure
- (ii) where the licence is for a period of more than one year, an amount equal to the fee for one year for each year or part of a year for which the licence is granted
- (iii) where the licence is for a period of less than one year, 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

Where a licence is granted by a Planning Authority under Section 254 of the Act to erect, construct, place and maintain a specified appliance, apparatus or structure referred to in Part 2 of Schedule 12 (above), the amount of the fee to be paid to the Planning authority shall be the amount indicated in Column 2 of that Schedule opposite the reference in Column 1 of that Schedule to the specified appliance, apparatus or structure, and no fee shall be payable in respect of any renewal of a licence for such an appliance, apparatus or structure.