



Application for licence under Section 254 of the Planning and Development Act 2000 (as amended)

Completed application form & supporting documentation to be submitted to the
Planning Authority by email to: planning@donegalcoco.ie

An application for a Section 254 Licence will **not be granted if it has not been applied for not less than 30 days before the first day** on which it is intended to place / maintain / retain an appliance / apparatus / structure / sign on, under over or along a public road to which the application relates.

PERSONAL DETAILS

Applicant's Name(s):	
Applicant's Address:	
Applicant's Eircode:	
Applicant's Contact Number:	
Applicant's Email Address:	

LICENSE REQUEST DETAILS

Type of licence:	New:		Renewal:	
Type of appliance / apparatus / structure / sign for which licence is required: <i>Full description must be given:</i>				
Address \ Location: <i>For which licence is required. Map also to be attached.</i>				
Eircode:				
Period for which licence is sought:	From:		To:	
Fee Payable (€) <i>See Appendix A for fee details</i>				
Signature of Applicant:				
Date:				



GENERAL ADVICE

Application cannot be processed unless accompanied by the documents listed below, including the relevant fee.

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Documents required with an application for a Section 254 licence

- Site location map to scale of 1:2500.
- Site layout plan showing location of proposed appliance/apparatus/structure/sign.
- Drawing to scale of proposed appliance/apparatus/structure/sign.
- Copy of valid insurance policy covering the period of licence being sought. Please note public liability insurance covering a minimum value of €6.5 million and indemnifying Donegal County Council must be provided.
- Colour scheme of proposed appliance/apparatus/structure/sign - Advertising signs are to be in accordance with Fáilte Ireland specifications.
- Relevant fee (Payment can be made by card in advance by ringing the cash office on 074 9153900).

Consideration of Licence Application

Regard must be had to:

- Proper planning and sustainable development of the area.
- Relevant provisions of County Donegal Development Plan / Local area plan.
- Number and location of existing licensed appliance/apparatus/structure/sign.
- Convenience and safety of road users (including pedestrians).

Appeal Opportunity

An appeal to the granting, refusing, withdrawing or continuing of a licence may be made to An Bord Pleanála.

A licence under Section 254 is NOT required in respect of the following:

- (a) An appliance/apparatus/structure for which Planning Permission has been granted.
- (b) A temporary hoarding/fencing/scaffolding erected in accordance with a condition of a planning permission.
- (c) The erection, construction, placing or maintenance of a cable/wire/pipeline by statutory undertaker which is under a public road.

A licence may be granted for such period and upon such conditions as the planning authority may specify, including conditions in relation to location and design.

It should be noted that the Planning Authority may, by notice in writing, withdraw the licence and require the licensee to remove the structure at their own expense.

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APPENDIX A – SECTION 254 - FEE DETAILS

	Description	Fee per annum
(a)	A vending machine or coin operated machine (not being a weighing machine)	€125.00
(b)	A Town or landscape map for indicating directions or places	€25.00
(c)	Hoarding, fence or scaffolding	€1,250.00 (€125.00 per month or part thereof)
(d)	Advertisement structure (other than advertisement structure specified in paragraph (dd))	€630.00
(dd)	An Advertisement structure (being of a finger post type not exceeding 1 metre in length) consisting of a directional sign to indicate tourist accommodation	€50.00
(e)	Cable, wire or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or waterpipe)	€25.00 per 100 metres length or part thereof
(f)	Telephone kiosk or pedestal	€630.00
(g)	Any other appliance apparatus or structure for displaying articles whether or not for the purposes of advertisements or sale or in connection with any adjacent business premises	€125.00
(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 Fee Waived for 2024
(l)	Advertisement consisting of any text, symbol, emblem, model, device or logo	€630.00
(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	€25.00
(k)	A weighing machine A Bring Facility	€63.00 €25.00