



## 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](mailto: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.**

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.

### **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**

	<b>Description</b>	<b>Fee per annum</b>
(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