

**SECTION 254 - APPLICATION FOR NEW  
 LICENCE /  
 RENEWAL OF EXISTING LICENCE**

***Please send completed application and required documentation to:***  
 Planning Department, Longford Co. Council, Aras an Chontae, Great Water St.,  
 Longford Tel.: 043-3343300 Email: [planning@longfordcoco.ie](mailto:planning@longfordcoco.ie)

*Please answer all questions fully. Questions not answered may lead to a delay in processing of application.*

**APPLICANTS DETAILS:**

<p><b>NAME, ADDRESS AND          TEL. NO. OF APPLICANT:</b></p>	
<p><b>NAME &amp; ADDRESS TO WHICH          NOTIFICATIONS SHOULD BE SENT:</b></p>	
<p><b>LEGAL INTEREST IN THE SITE          FROM WHICH THE LICENCE WILL          BE OPERATED:</b></p>	

**INSURANCE DETAILS:**  
*Public Liability Insurance to be a minimum value of €6.5 million and to indemnify Longford Co. Council against third party claims*

<p><b>NAME OF INSURANCE COMPANY:</b></p>	
<p><b>POLICY NUMBER:</b></p>	
<p><b>EXPIRY DATE OF POLICY:</b>  <i>(You must present the original of the policy document for inspection, when submitting the application).</i></p>	

**DETAILS OF DEVELOPMENT:**

DESCRIPTION OF ITEM TO BE LICENCED <i>(If hoarding, scaffolding, tables &amp; chairs, advertising structure etc.)</i>	
LOCATION OF OBJECT OR STRUCTURE TO BE LICENCED: <i>(Location map to be provided)</i>	
DETAILS OF CONSTRUCTION: <i>(Plans of hoarding type, etc.)</i>	
IF TABLES & CHAIRS, PLEASE SPECIFY  DETAILS OF ANCILLIARIES <i>e.g. plantstands, umbrellas, gas heating etc.</i>	(1) No. of tables _____ (2) No. of chairs _____ (3) Table dimensions _____  Ancillaries: _____ _____ _____

LICENCE FEE PAYABLE (See schedule of licence fees) € \_\_\_\_\_

**PERIOD OF LICENCE REQUESTED:**

FROM THE DAY OF 202\_\_  
 TO THE DAY OF 202\_\_

**SIGNED:**

*I hereby apply for a licence in accordance with the foregoing particulars.*

DATED THIS DAY OF 202\_\_

SIGNED: \_\_\_\_\_

**OFFICE USE ONLY**

Checked by/	<input type="text"/>	Receipt No/	<input type="text"/>	Date/	<input type="text"/>
Insurance Verified/	<input type="text"/>	Amount/	<input type="text"/>	File No/	<input type="text"/>

# SCHEDULE OF LICENCE FEES

COLUMN 1 APPLIANCE, APPARATUS OR STRUCTURE	COLUMN 2 LICENCE FEE
<b>PART 1</b>	
Appliances, apparatus and structures:	
(a) A vending machine or coin operated machine (not being a weighing machine).	€125
(b) A town or landscape 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.	€50
(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.	€125 per table
(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
<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 1 <sup>st</sup> 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

**N.B. 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.**

## NOTES

### *Requirements for a valid licence application*

- |  |                          |
|--|--------------------------|
| 1. Completed application form and appropriate fee.   | <input type="checkbox"/> |
| 2. Insurance policy evidencing public liability cover of at least €6.5 million indemnifying Longford Co. Council against third party claims).<br><b>Note:</b> insurance must cover the entire period of the licence.                                       | <input type="checkbox"/> |
| 3. A location map at 1:1000 must be attached showing<br>Clearly the location of the item. In the case of a hoarding or scaffold the extent of the structure must be clearly shown on the drawing. A specification for the construction should be attached. | <input type="checkbox"/> |

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

*The applicant should note the provisions of the Health, Safety and Welfare Act, 1989 (and associated Regulations) in relation to the obligations of all parties towards the safety of both themselves, their employees and all third parties.*

***The application must be made and approved by the Planning Authority  
at least 14 days prior to carrying out any work***