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**APPLICATION TO KILKENNY COUNTY COUNCIL FOR A LICENCE UNDER SECTION  
254 OF THE PLANNING AND DEVELOPMENT ACTS 2000 - 2015**

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1. Name of Applicant: .....

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2. Address: .....

Tel No: ..... Email: .....

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3. Name Person/Firm by whom drawings were prepared:

Tel No: ..... Email: .....

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4. Name & Address of Agent (if different from 3 above)

Tel No: ..... Email: .....

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5. Name & Address to which any correspondence is to be sent

Tel No: ..... Email: .....

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6. (i) If the Applicant is a Company registered under the Companies Act 1963 to 1994, state the name of the Directors of the Company (if this space is insufficient, please use a separate sheet)

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.....  
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(ii) Registered Address of Company .....

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7. Location of proposed development: Townland .....

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Postal Address: (if different from Townland) .....

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Ordnance Survey Sheet No: .....

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8. Give a description of the proposed development .....

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**I / We certify that the information given in this application is correct to the best of my / our knowledge and belief.**

**Signature of Applicant .....** **Date: .....**

**Signature of Person making application on behalf of Applicant .....** **Date: .....**

## Information Notes (Licensing of Signs, Appliances, Cables Etc)

### Q1. What appliances, apparatus and structures are subject to licensing under Section 254 of the Planning & Development Acts 2000-2015, as amended?

A person shall not erect, construct, place or maintain, along a public road, save in accordance with a licence granted by the Planning Authority, any of the following:-

- (a) a vending machine
- (b) a town or landscape map for indicating directions or places
- (c) a hoarding, fence or scaffold
- (d) an advertisement structure
- (e) a cable, wire or pipeline
- (f) a telephone kiosk or pedestal
- (g) a case, rack, shelf or other appliance, apparatus or structure for displaying articles for the purposes of advertisement or of sale in, or in connection with, any adjacent business premises.
- (h) tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises
- (i) a coin-operated machine other than a vending machine
- (j) an advertisement consisting of any test, symbol, emblem, model, device or logo
- (k) a pipe or appliance with a pipe attachment for dispensing air or water not being a pipe or appliance attached to a petrol or oil pump
- (l) a weighing machine
- (m) a bring facility
- (n) a cabinet used as part of a wired broadcast relay service by a person licensed under the Wireless Telegraphy (Wired Broadcast Relay License) Regulations 1974 (S.I. No. 67 of 1974)
- (o) a lamp post
- (p) a bridge, arch, tunnel, passage or other similar structure which is used or intended for use other than by the public and was constructed on or after 1<sup>st</sup> October 1964
- (q) a cellar or other underground structure constructed on or after the 1<sup>st</sup> October 1964
- (r) a cable for conducting electricity for domestic or agricultural purposes.

### Q2. Where can I apply?

Kilkenny County Council is the relevant Authority for appliances, etc. erected / to be erected within the Kilkenny County Council Planning Area.

### Q3. What information does the Planning Authority need?

1. Completed application form
2. Plans and information as follows:-
  - 2 copies of Site Location Map to scale of not less than 1:1000 in built up areas and 1:2500 in all other areas are required, with the location of the proposed sign/appliance etc. marked in red thereon.

- Plans (Scale 1:500 or 1:200 as appropriate) and Elevations (Scales 1:50, 1:20, 1:10 as appropriate) and Sections as are necessary to describe the design, capacity of the sign / appliance / apparatus / structure. If sign / appliance / apparatus / structure as proposed to be located in part of existing premises the front elevation showing the impact of the proposals on the existing premises is required.
- Details of advertisement display / text / logo to be used on sign
- Full details of colours (restricted to 2-3) to be used
- Full details of material to be used
- Full details of support structures
- Your proposals and commitment to ongoing maintenance
- Photographs of the apparatus, structure, appliance, sign post may additionally be furnished but cannot act as a substitute for these particulars

**Q4. If I obtain a permit for my proposed appliance etc will I need planning permission for the same appliance?**

No. Section 254(7) of the Planning & Development Act 2000-2015 provides that development on/along a public road carried out in accordance with a licence under Section 254 shall be exempted development for the purpose of the Act.

**Q5. If I proceed on carrying out my development and do not obtain a licence, what will happen?**

- (a) Any person who – erects, constructs, places or maintains an appliance, apparatus or structure referred to in Question (1) on, under, over or along any public road without having a licence, or
- (b) Erects, constructs, places or maintains such an appliance, apparatus or structure on, over or along any public road otherwise than in accordance with a licence or
- (c) Contravenes any condition subject to which a licence has been granted to him or her –

Shall be guilty of an offence.

It is the policy of Kilkenny County Council to prosecute such offenders.

Fines/penalties up to €1,500 / 6 months imprisonment or both may be imposed by the Court.

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

| Column 1<br>Appliance, Apparatus or Structure                                                                                                                                                               | Column 2<br>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)                                                                                                          | €1250                                    |
| (d) An advertisement structure                                                                                                                                                                              | €630                                     |
| (dd) An advertisement structure (being 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 100metres 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                                      |

**Part 2**

|                                                                                                                                                                           |      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| (a) A cabinet used as part of a wired broadcast relay system by a person licensed 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 |