



**APPLICATION FOR LICENSING OF SIGNS, APPLIANCES, STRUCTURES ETC
UNDER SECTION 254**

PLANNING AND DEVELOPMENT ACT 2000-2012 (Section 254)

&

PLANNING AND DEVELOPMENT REGULATIONS 2001-2011 (Article 201)

Name of Applicant _____

Address of Applicant _____

Telephone No. _____

Email address _____

Location of proposed appliance(s)/structure(s)/fingerpost sign(s) (location map to be provided):

Description of proposed appliance(s)/structure(s)/ fingerpost sign(s) _____

Licence application:

3Yrs-€150 5Yrs-€250

Bank details will be emailed to applicants, do not provide payment with this form i.e cash, cheque, Postal Order

New application– **see fee structure and documents required for new applications.**

Renewal Fee, payable by Bank Transfer **only** € _____

If applying for renewal of existing licence please quote previous licence No. _____

Signature of Applicant _____

Date _____

DOCUMENTS REQUIRED FOR APPLICATION FOR A LICENCE UNDER SECTION 254.

2 Copies each of the following:-

- (a) Site Location Map - 1/1000 scale
- (b) Site Layout Plan showing location of proposed appliance(s)/apparatus(s)/structure(s)
- (c) Drawing to scale of proposed appliance(s)/apparatus(s)/structure(s).
- (e) Colour Scheme of proposed appliance(s)/apparatus(s)/structure(s).
- (f) Advertising Signs (Finger-post) these shall be in accordance with Traffic Signs Manual 2010

Sample Fee and installation charges for Finger Posts

Prescribed fee as set out by Article 202 & Schedule 12 Planning & Development Regulations 2001 as amended by the Planning & Development (No. 2) Regulations 2002.

- €50 per licence where the licence is for a period of one year.
- €50 per year or part of a year, where the licence is for a period of more than 1 year.
- * €⁵⁰/₁₀ x No. of months or part of a month where the licence is for a period of less than 1 year.

Sample Fees

New 3 Year Licence Application Fee Calculation on an **existing pole**:

1. Installation charge:	€147.60	(€120.00 + VAT @ 23%)
2. 3 Year Licence Fee:	€150.00	
Total	€297.60	

New 5 Year Licence Application Fee Calculation where **a new pole** is required:

1. Installation charge:	€1230.00	(€1000 + VAT @ 23%)
2. 5 Year Licence Fee:	€250.00	
Total	€1480.00	

New 3 year and i.e. 4 months Licence Application Fee Calculation on an existing pole:

1. Installation charge:	€147.60	(120.00 + VAT @ 23%)
2. 3 Year Licence Fee:	€150.00	
3. * 4 Months:	€ 20.00	
Total	€317.60	