

**LOUTH COUNTY COUNCIL**  
**Comhairle Chondae Lughai**



**Application to erect, construct, place and maintain a hoarding, fence or scaffolding on a public road or footpath**

Application to erect, construct, place and maintain a hoarding, fence or scaffolding on a public road or footpath (In accordance with Section 254 of the Planning and Development Act, 2000, and the Planning and Development Regulations, 2001).

**PLEASE COMPLETE ALL SECTIONS USING BLOCK CAPITALS**

1	Name of Applicant:	
2	Address of Applicant:	
3	Contact phone no.	
4	Nature of proposed work	
5	a) Specify Hoarding/Scaffold/Fence/Hoist etc. b) Exact location of same.	a) b)
6	Planning Reference (if applicable):	
7	Date of planning permission (if applicable):	
8	Date of permission under Building Control Act (if applicable):	
9	If work is in compliance with a Dangerous Structure Notice, state date of notice	
10	No. of car parking spaces or Length of public parking area affected by proposed works:	
11	Date for hoarding, fence or scaffolding to be erected	
12	Date for hoarding, fence or scaffolding to be removed:	
13	Name of contractor (if different from no. 1 above)	
14	Address of contractor: (if different from no. 1 above)	

**Note:**

- A period of 2 weeks should normally be allowed for processing any application.
- A copy of the licence must be kept on site at all times for inspection.
- All works must be compliant with current Safety, Health and Welfare at Work (Construction) Regulations

I/We..... of.....  
 .....hereby apply for a Licence under the Planning and Development Act 2000 (Section 254) and the Planning & development Regulations 2001 (Article 202) to erect, construct, place and maintain a hoarding, fence, scaffold (delete those not applicable) at the location mentioned at No. 5 above, subject to such conditions as shall be specified by Louth County Council.\*\*

Signed .....Date .....

**\*\*The Licence will be granted only to the Applicant named at No. 1 above. The Applicant or his authorised representative may sign the above. In all cases, however, it shall be the responsibility of the Applicant named at No. 1 above to ensure that the conditions of the Licence are observed. Granting of a Licence is subject to the provision of indemnity, by the Applicant, to the Council in respect of all claims for damage, whatsoever which may arise.**

**Traffic Management Details**

- |  |  |
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| Will the proposed works restrict two way traffic?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the proposed works restrict access on a one way street?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will flagmen be required to control traffic flow?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will temporary traffic lights be required?                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the proposed works infringe into an existing parking area | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the proposed works obstruct a public footpath?            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the proposed works obstruct a paved pedestrian area?      | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Should the answer be **yes** to any of the above the applicant is required to submit a detailed traffic management plan in accordance with Chapter 8 of the Traffic Signs Manual. The plan must detail all necessary measures that need to be in place to facilitate the safe flow of traffic including pedestrians.

The licensee is also required to notify fire, ambulance, Gardaí and public transport services of any proposed disruption to traffic routes within a reasonable time frame.

**A detailed map should accompany the traffic management plan showing clearly the locations of signage in accordance with the Traffic Signs Manual. This map should be clearly legible.**

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**General Conditions of Licence for Erecting Hoarding, Scaffolding or Fencing**

1. Permission from Louth County Council must be obtained before any work commences.
2. A charge of €1,250.00 per year will apply for all hoarding, scaffolding/fencing on or adjoining a public roadway. Where the hoarding, scaffolding or fencing is to be in place for a period of less than one year a charge of €125.00 per month, or part thereof, will apply. Where the hoarding, scaffolding or fencing is to be in place for a period of more than one year, the fee shall be €1,250.00 per year or part thereof.
3. A minimum width of 1.3 metres of footpath shall be left or made available for the use of the public outside any hoarding. No materials or plant shall be deposited, or building operations carried out, outside the confines of the hoarding.
4. The safety of pedestrians and all other road users must be sustained during construction of all licensed hoarding, scaffolding or fencing and during the period that the hoarding/scaffolding/fencing remains in place.
5. Where the construction of hoarding, scaffolding or fencing reduces the available width of the footpath to 1.3m or less, alternative arrangements for the safe passage of pedestrians must be put in place by the applicant. Proposals regarding all such measures, where they are required, must be submitted with the licence application, for approval by Louth County Council.
6. All hoarding must be in compliance with the provisions of Section 34 of the Public Health (Amendment) Act, 1890 and of Section 32 of the Public Health (Amendment) Act, 1907.
7. The Applicant shall maintain the hoarding in a safe manner and shall be responsible for all accidents or damages arising from his failure to do so, for any inconvenience caused to the public or to property owners or users and shall indemnify Louth County Council against all actions or demands whatsoever by reason or amount thereof.
8. The contractor undertaking the works shall provide evidence of adequate Public Liability Insurance extended to provide a specific indemnity to Louth County Council with a limit of indemnity of €6.4 million under the Public Liability Section of the policy and a limit of indemnity of €12.4 million under the Employer's Liability Section of the policy. The contractor must sign the application form. The grant of any licence is subject to notification to the applicant by Louth County Council that the appropriate insurance policies are in order and have been approved by Louth County Council.
9. No works are to be carried out until the applicant is in receipt of a licence, which will be posted to the applicant's address.
10. Three days notice must be given to the Roads Section before any work commences.
11. The Applicant shall be responsible for the prompt removal of fly-posting on hoarding erected under this licence. Hoarding shall be painted when directed by the Area Engineer.
12. Where a development, for which planning permission has been granted, necessitates the erection of hoarding, the hoarding application must be accompanied by particulars of the planning permission and any Fire Safety Certificate granted.
13. The construction and maintenance of all hoarding, scaffolding or fencing must be carried out at all times in accordance with all applicable safety legislation,

including the Safety, Health & Welfare at Work Act 2005 and the Safety, Health & Welfare (Construction) Regulations 2006.

14. The application cannot be processed unless the following details have been submitted:

- A completed Application Form.
- A copy of the contractors insurance policies, see condition 8 above.
- Detailed drawing at a scale agreed with the Roads Department showing the exact location and extent of the hoarding/fence/scaffold and full written details showing construction of proposed works, including:
  - a) Length of Scaffolding.
  - b) Width of Scaffolding with reference to the width of the footpath.
  - c) Height of Scaffolding.
  - d) Protection/Method of securing Scaffold to premises.
  - e) Lighting.
  - f) Protection of the Public (particularly those entering premises affected by the Scaffolding.
- Traffic Management Plan.
- Receipt from Louth County Council Accounts Section for full payment of all required fees in respect of the application.
- Proof of delivery of written notice by the Applicant to any adjoining property owner and/or any tenant in any of the buildings in the ownership of the Applicant, which are affected by this application.

**Must be completed**

Licence Fee of €\_\_\_\_\_ paid. (see 2 above)

Parking Charges €\_\_\_\_\_ paid. (minimum charge €10 per space per day, or part thereof)

Signed: \_\_\_\_\_ (LCC Accounts)      Date: \_\_\_\_\_

**If any of these documents and/or information required are omitted, the application will be deemed invalid and returned to the Applicant.**

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Application approved on behalf of Louth County Council

Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Inspector      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Engineer      Date: \_\_\_\_\_