Comhairle Contae an Chabháin
Cavan County Council

SECTION 13 - PLANNING & DEVELOPMENT ACT 2024 (as amended)
PLANNING & DEVELOPMENT (LICENSING ON PUBLIC ROADS) REGULATIONS 2026

1. Applicant

Name	

2. Person/Agent acting on behalf of applicant (if any)

Name	

3. Location of proposed appliance(s)/apparatus/structure(s)

Location	
Eircode	
ITM co-ordinates	

4. Description of appliance(s)/apparatus/structure(s)

5. Purpose of works

6. Period for which Licence is required

From		To	

7. **Pedestrian provision details** (if applicable) i.e. Protected walkway

8. Declaration

I hereby apply for a licence to erect, construct, place and maintain a hoarding/scaffolding/ marquee or other structure for use on the public road/footpath at the location specified above. I agree to be bound by the general conditions as specified and any specific conditions imposed by Cavan County Council and to comply with the provisions of the agreed Work Method Statement/Traffic Management Plan/Pedestrian Management Plan. I shall be solely liable for and shall indemnify Cavan County Council from and against all claims in respect of injury or damage to persons or property that may be occasioned in connection with or arising out of this application and/or the activities associated consequence of such injury or damage and against all costs, expenses and liability connected herewith.			
Signed (Applicant or Agent)		**Date**	

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CONTACT DETAILS
NOT TO BE PUBLISHED

9. Insurance Details

Insurance Company	
Poilicy Number	
Expiry Date	
	€6.5m Public Liability
	Cavan County Council Indemnified

9. Applicant Contact Details

Address			
		Eircode	
Email			
Phone			

10. Agent Contact Details (if any)

Address			
		Eircode	
Email			
Phone			
Should all correspondence be sent to this address?(Tick as appropriate)	**Yes**	**No**	
If the answer is 'No', all correspondence will be sent to the applicant's address.			

11. Contractor Contact Details (if any)

Address			
		Eircode	
Email			
Phone (optional)			

THIS FORM SHOULD BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION

Please note that if the appropriate documentation is not included, your application will be deemed invalid.

- Site Location Map
- A detailed plan/ sketch showing the location of the proposed structure(s) and its exact dimensions and elevations. In case of Scaffolding/Hoarding - details for toe boards, guard rails, netting etc. should also be included
- A Work Method Statement/Traffic Management Plan/Proposal. (See Note 1).
- A Pedestrian Management Plan/Proposal. (See Note 2).
- Copy of insurance policy/schedule with indemnity to Cavan County Council up to €6.5m.
- Appropriate fee

Return completed form to: Planning Section
Cavan County Council, Johnston Central Library, Farnham Street, Cavan
T. (049) 4378300 E: plan@cavancoco.ie

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EXPLANATORY NOTES
PLEASE READ NOTES BELOW BEFORE COMPLETING THE FORM

Application for a licence must be submitted a minimum of 14 days prior to the proposed commencement for works.

A licence must be obtained in order to erect, construct, place or maintain any of the following on, under, over or along a public road;

- A vending machine.
- A town or landscape map for indicating directions or places.
- A hoarding, fence or scaffold.
- An advertisement structure.
- A cable, wire or pipeline.
- A telephone kiosk or pedestal.
- Any other appliance, apparatus or structure, which may be prescribed as requiring a licence under this section of the Planning and Development Act 2000 (as amended) incl. Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises.

Note 1: Work Method Statement/Traffic Management Plan or Proposal
Where it is proposed to locate a hoarding/scaffolding/other structure on a public road a Work Method Statement/Traffic Management Plan or Proposal for management of same, which includes the following must be submitted:

- Proposed arrangements to ensure minimum impact on traffic flow.
- Arrangements for site deliveries, including time of day restrictions, vehicle queuing arrangements etc.
- Provision for storage of materials etc.

Note 2: Pedestrian Management Plan/Proposal
Where it is proposed to place a hoarding/scaffolding/other structure on a public road or footpath which will interfere with pedestrian movement a Pedestrian Management Plan/ Proposal, which includes the following must be submitted:

- Arrangements for pedestrian diversions including proposals for temporary footpaths, ramps, signage, fencing etc.

The planning authority may grant a licence for a specified period and subject to conditions.
The decision of the planning authority can be appealed to An Coimisiún Pleanála.
Where in the opinion of the planning authority that due to the:

- Increase or alteration of traffic on the road
- Widening of the road
- Any improvement to the road

The appliance, apparatus or structure causes an obstruction or becomes dangerous, the authority may by notice in writing, withdraw the licence and require the licensee to remove the appliance, apparatus or structure at their own expense.

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FEES - SECTION 13 OF THE PLANNING & DEVELOPMENT ACT 2024 (as amended) PLANNING & DEVELOPMENT (LICENSING ON PUBLIC ROADS) REGULATIONS 2026

Part 1	
Appliance, Apparatus or Structure	**Licence Fee**
(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 (pro-rata for periods less than a year)
(d) An advertisement structure (other than an advertisement structure specified in paragraph (e))	€630
(e) An advertisement structure (being of a fingerpost type not exceeding 1 metre in length) consisting of a direction sign	€50
(f) A cable, wire, or pipeline (not being a cable for conducting electricity for domestic or agricultural purposes or a drain or waterpipe or an overground cable which is part of an electronic communications network)	€25 per 100 metres length or part thereof
(g) A telephone kiosk or pedestal	€630
(h) 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
(i) Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises (separate application form)	€125 per table
(j) Any advertisement consisting of any text, symbol, emblem, model, device or logo	€630
(k) 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
(l) A weighing machine	€63
(m) A bring facility	€25
Part 2	
(a) A cabinet that contains apparatus used for the provision of an electronic communications network or service by a person authorised under Part 3 of the EU (Electronic Communications Code) Regs 2022 who may be licensed or licence exempt under the Wireless Telegraphy Act 1926	€125
(b) A lamp-post	€25
(c) A bridge, arch, tunnel, passage or other similar structure (i) used or intended for use other than by the public, and (ii) constructed on or after 1 October 1964	€125
(d) A cellar or other underground structure constructed on or after 1 October 1964	€125
(e) A cable for conducting electricity for domestic or agricultural purposes	€125
(f) An overground cable which is part of an electronic communications network	€125 per licence

FEES FOR LICENCES

Where the licence is for a period of one year, the appropriate fee is as indicated in Column 2 of the above schedule, e.g. licence for year for vending machine is €125.00

Where the licence is for a period of more than one year, the fee is the fee for one year for each of the years or part of the year for which the licence was granted, e.g. licence for 5 years for vending machine is €125.00 x 5 = €625.00.

Where the licence is for a period of less than one year, the fee is equal to one tenth of the yearly fee for each month or part of a month, e.g. a licence for hoarding for 6 months is €1,250.00/10 = €125.00 x 6 = €750.00

Additional Fee for Advertising Use

In the case of:

- Any machine or similar appliance, apparatus or structure, more than one quarter of the surface area of which is used for advertising purposes,
- Any town or landscape map more than one third of the surface area of which is used for advertising purposes,
- Any other appliance, apparatus or structure, any part of the area of which is used for advertising purposes,

the fee amount shall be increased by the fee amount payable in respect of an advertisement structure which is on a public road, e.g. town or landscape map is €25 with more than one third surface area for advertising - €25 plus the advertising fee of €630, total due is €655.

SCAFFOLDING & HOARDING LICENCES – SCHEDULE OF CONDITIONS

- Scaffolding/hoarding shall be properly erected and secured. The scaffold/hoarding shall be erected and maintained by trained/qualified personnel. They must have completed a Construction Skills Certificates Scheme for Scaffolding.
- Applicant to ensure safe passage exists under or around the scaffolding, for pedestrians who use the adjoining footpath. This may include ramps for wheelchair users.
- Safe passage for pedestrians shall be maintained at all times, ensuring that they do not have to encroach onto a live carriageway.
- Electric Ireland shall be consulted regarding overheard power lines to ensure the proposed scaffolding is insulated from live electrical current overhead/adjacent to proposed scaffold.
- The scaffolding shall be visible at night and adequate lighting be provided for pedestrians during lighting up hours.
- Applicant to make good any damage to the public road or footpath arising from the works.
- The applicant may require some form of safe zone adjacent to the public road to prevent any potential contact between vehicles and scaffold. In this regard, the adjoining carriageway should not be restricted to such an extent which causes a problem for vehicular movement on or along the street.
- Scaffolding/hoarding shall be left in position for the minimum time necessary to carry out the works.
- Applicant must indemnify Cavan County Council against all risks pertaining to the erection of the scaffolding.
- All information received from the applicant must be complied with in full.
- Further conditions may apply as deemed necessary by Cavan County Council, the applicant must refer to the Schedule of Conditions that issues with the licence.