

# Local information or advisory directional road signpost application form



This form is for groups who want us to put up a signpost to a:

- community centre;
- parish centre;
- hospital;
- church;
- burial ground;
- Citizens Information Centre;
- Commercial Centres; or
- other place of public interest.

**This form is available in a variety of accessible formats (i.e. large print) upon request.**

To apply for a sign for one of the above, please:

- fill in this application form;
- include a map that clearly shows the name of the road on which you want us to erect the sign;
- also include an illustration of your sign that shows your proposed wording and logo.

Send this information to: Traffic Section, Municipal Services Department, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co Dublin.

If you have any questions about this form, please contact the Traffic Section of the Municipal Services Department: phone (01) 205 4700; email: [info@dlrcoco.ie](mailto:info@dlrcoco.ie).

These forms are available on our website [www.dlrcoco.ie](http://www.dlrcoco.ie) ; at the information desk at County Hall, Dún Laoghaire; at our Dundrum Council offices, Dundrum; or by fax or by post upon request.

## Signage costs.

If we approve your application, the costs are as below. A 3 or 5 year licence can be got so as to avoid paying the **Renewal licence** fees each year.

| Sign Costs                       |      | License Fees/Renewal Fees           |               |
|----------------------------------|------|-------------------------------------|---------------|
| Design of sign                   | €250 | Administration Costs                | €100          |
| Site-visit and associated costs* | €100 | 3 Year license (€50 x no. of years) | €150          |
| Supply of Sign                   | €200 |                                     |               |
| Cost to erect                    | € 80 |                                     |               |
| + pole, if needed                | €150 | <b>Total (including new pole)</b>   | <b>€1,030</b> |

\* The above cost applies to an individual sign. Where multiple signs are required the site visit and associated cost will be reviewed on a case-by-case basis.

## What does the sign look like?

The sign will usually use black letters on a white background and will not be more than one metre long.

## What legislation deals with these signposts?\*

We erect these signposts in accordance with the:

- Planning and Development Act, 2000 (Section 254) as amended; and
- Planning and Development Regulations 2000 (S.I. No. 600) as amended.

If we grant you a licence, you must still obey the law as outlined in any other legislation.

**\*\*THE GRANTING OF A LICENCE DOES NOT EXEMPT THE LICENSEE FROM THE PROVISIONS OF ANY OTHER LEGISLATION**

**Please use block capitals to fill in your details.**

I wish to apply for:

Please tick one box.

New licence

Renewal licence

1 Name

2 Address

3 Phone

4 What is the nature of your business? Please tick one.

Community Centre

Burial ground

Parish centre

Citizens' Information Centre

Hospital

Commercial Centre

Church

Other

If 'other', please outline the nature of your business here.

5 Please write your proposed wording for the sign. Include an Irish language version if possible, (not essential).

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**Please read the following and sign below to show that you agree with it.**

I confirm that all the above information is correct.

I know that if you grant me a licence, I must still obey the law as outlined in any other legislation.

I will obey the conditions you specify for this signpost, and any other conditions the licensing authority imposes.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

**For office use only**

Licence application number:

Application fee received:

€

Renewal fee received:

€

History

Receipt number:

Checked:

# Local information/advisory directional signposts general licence conditions

The application form shows the main conditions for a signpost licence for:

- commercial centres;
- parish centres;
- hospitals;
- churches;
- burial grounds;
- Citizens Information Centres; and
- other places of public interest.

The rest of the license conditions are below.

- No sign is to be erected at any location prior to the granting of the appropriate license and payment of the fees in full.
- Applications must be accompanied by the appropriate details and fees as outlined in the application form.
- The fee is for design, supply and erection of each new sign including administration and site inspection costs. A license fee per sign per annum will be applicable thereafter, however if the applicant chooses to get a 3 or 5 year licence this will save on the need to pay for the annual administration costs associated with the renewal of the licence (for 3 or 5 years as appropriate). Fees must be paid in full prior to the issuing of a license.
- The applicant will be responsible for the cost of the provision and replacement of any signage approved under this application.
- Any application in respect of proposed signage on a National Primary Route will require the prior approval of the National Roads Authority.
- No claim for damages or loss of income under any heading shall be taken against the Council for suspending, cancelling or varying the terms of the License. Signs shall be removed immediately if requested by the Council. The Council reserves the right to cancel, suspend or vary the terms of the license at any time.
- The Applicant when requested by officials from the Council must produce a copy of the license.
- The granting of a License does not automatically guarantee renewal.
- The Area Traffic Engineer will consider all license applications and approve the final locations of all signage having due regard for road safety.
- Whoever holds the licence for the sign must indemnify Dún Laoghaire-Rathdown County Council against all actions, suits, claims or demands by anyone who is injured or suffers damage to themselves or their property due to the sign. This includes demands by anyone arising from injury or damage to themselves or their property due to the sign being placed on the footpath.
- Whoever holds the licence for the sign must have public liability insurance cover to a minimum value of €6,500,000 indemnifying the Council against third-party claims, with the name of the insurance company providing this cover, together with the policy number and date of expiry.

Application forms for the various signage can be downloaded from the Council's website at:

[www.dlrcoco.ie](http://www.dlrcoco.ie)