



Comhairle Cathrach na Gaillimhe
Galway City Council

**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)**

1. APPLICANT DETAILS

Name of Premises/Business	
Business Address	
Applicant Name	
Applicant Address (Optional)	
Eircode	
Telephone	
Email	

Any Further Information you wish to provide (Optional)	
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2. **PROPOSED LOCATION of FINGER POST SIGN**

Note: this application must be accompanied by the following documents:

- a) Diagram – showing design, dimensions and all wording/symbols/legends.
- b) Site Map- showing precise location of proposed sign:

All application forms must be accompanied by an accurate drawing / map / layout plan of the proposed location in a standard metric scale and shall be submitted showing the proposed location with all statutory services in the area and obstructions.

Please submit photographs along with the drawings etc. to aid the application as to visually see the proposed location.

Street Name

Location

3. **Finger Post Sign Requirements**

(Please list **all** requirements)

Finger Post sign	Number	Description and Dimensions (Please submit photograph's / manufacturers brochures along with dimensions)
Sign		
Other		

4. **INSURANCE DETAILS**

Name of Insurance Company

Policy No.

Policy Expiry Date

Public Liability Insurance Policy is required to provide cover to a minimum value of €6.5m indemnifying Galway City Council against third party claims.

NB: In order to erect a pole for a finger post sign there must be a Road Opening Licence application made by a competent party on the MRL system.

5. FEEs	
Fee per sign/year:	€50.00
Licence Start Date:	Licence End Date:
Licence Fee is €50.00 /sign/year or part of year:	Insert No. of Signs per year: _____ x €50.00 = €_____
Admin Fee + License Fee's = Total Annual Fee	Total:
6. DECLARATION	

I confirm that all the above information is correct. I am aware that if a licence is granted it does not exempt me from the provisions of any other legislation. I am aware that advertising boards on the public pavement are not permitted at any time and may be removed by Galway City Council. I am aware that breaches of the Conditions of this licence may lead to this licence being suspended or revoked.

I have and agree to abide by the general conditions that apply in respect of the Finger Post licenses and by any specific conditions, which may be attached to the licence by Galway City Council.

Data Protection

Your information is collected to process applications for licences to permit the use of Finger post signage in the Galway City Council administrative area. Applications are processed and licences issued under the Planning and Development Act 2000 (Section 254) (As Amended) and the Planning and Development Regulations 2001 (Article 201) (As Amended) Information collected for this purpose is generally limited to contact details and:

- will be used for the purposes for which it has been provided
- will be held only for as long as necessary
- will not be shared with third parties without your consent

Information may be shared internally with the following departments for such reasons:

Operations and Water Department– whose assistance is necessary to process work associated with your application and adherence to conditions of the licences Economic Development and Culture section – for processing Outdoor Dining grants and schemes. Planning and Transport Department – for breeches to the Planning and Development Act 2000 (As Amended), the Planning and Development Regulations 2001-2022 and breeches of the roads Act 1993 (as amended) respectively Galway City Council will treat your information with the highest standards of security and confidentiality, in accordance with the Data Protection Acts, 1988 & 2018.

Applicant Signature/s: -

Date: - ____ / ____ / ____

- ☐ The completed Signed Application form.
- ☐ The appropriate application fee.
- ☐ A detailed map / layout plan of the proposed location for each sign in a standard metric scale showing the location & dimensions of the proposed signage
- ☐ Photographs of the proposed location of the sign/s.
- ☐ Copy of Insurance Policy Endorsement (Evidence of employer's Public Liability Insurance indemnifying Galway City Council against third party claims).

Incomplete applications will not be accepted and will be returned to the applicant

Submit by post to:

Planning Department,

Galway City Council,

City Hall,

College Rd,

Galway

H91 X4K8

OR email to: planning@galwaycity.ie