Comhairle Chontae Liatroma
Leitrim County Council

APPLICATION FOR A LICENCE UNDER SECTION 13

PLANNING & DEVELOPMENT ACT 2024 – as amended, (Section 13)
PLANNING & DEVELOPMENT(Licensing on Public Roads) REGULATIONS 2026, as amended

I hereby apply for a licence to erect/construct/ place/maintain an appliance(s)/ apparatus(s)/structure(s) on/under/over/along a public road in accordance with particulars as under:- {strike out above as relevant}

1. Name of Applicant: _____

2. Address: _____

_____

_____

Phone No: _____ **Email:** _____

3. Particulars of appliance(s)/apparatus(s)/structure(s) for which a licence is required:-

_____

_____

_____

4. Proposed location of appliance(s)/apparatus(s)/structure(s) for which licence is required:-

_____

_____

The applicant is advised that a site location map to a scale of not less than 1:2500 is also required to identify the location of the proposal.

5. Period for which licence will be needed:

From: _____ ***To:*** _____

6. (a) Amount of fee enclosed herewith: _____

(b) Basis of calculation of Fee: _____

7. Reference number of relevant planning permission, in the case of a hoarding application. P.

_____

Signature: _____

Date: _____

DOCUMENTS REQUIRED FOR APPLICATION FOR A LICENCE UNDER SECTION 13.

(a) Site Location Map - 1/2500 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)
(d) Colour Scheme of proposed appliance(s)/apparatus(s)/structure(s).
(e) In relation to Advertising Signs (Finger –post) these shall be in accordance with Fáilte Ireland specifications

Details of the requirements for a Licence under Section 13 of the Planning & Development Act 2024, as amended including details of Fees payable, are set out hereunder.

A Licence is required under Section 13 of the Planning & Development Act 2024, as amended, in respect of the erection, construction, placing or maintaining of –

(a) a vending machine
(b) a town or landscape map for indicating directions or places
(c) a hoarding, fence or scaffold ***(see note)**
(d) an advertisement structure
(e) a cable, wire or pipeline
(f) overground electronic communications infrastructure and any associated physical infrastructure
(g) a telephone kiosk or pedestal, or
(h) any other appliance, apparatus or structure, which may be prescribed as requiring a licence under this section

on, under, over or along a public road.

A Licence under Section 13 of the Planning & Development Act 2024, as amended, is not required in respect of the following:

(a) an appliance, apparatus or structure which is authorised in accordance with a planing permission granted
(b) a temporary hoarding, fence or scaffold erected in accordance with a condition of planning permission granted
(c) the erection, construction, placing or maintenance under a public road of a cable, wire or pipeline by a statutory undertaker

A person applying for a Licence under Section 13 shall furnish to the Planning Authority such plans and other information concerning the position, design and capacity of the appliance, apparatus or structure as the authority may require

A licence may be granted by the Planning Authority for such period and upon such conditions as the authority may specify, including conditions in relation to location and design, and where in the opinion of the Planning Authority, by reason of the increase or alteration of traffic on the road or of the widening of the road or of any improvement of or relating 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 his or her own expense.

LICENCE FEES UNDER SECTION 13 OF THE PRINCIPAL ACT IN RESPECT OF SPECIFIED APPLIANCES, APPARATUS AND STRUCTURES.

Part 1

Appliance, Apparatus or Structure (1)	**Licence Fee** (2)
Part 1	
Appliances, apparatus and structures:	
(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
(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 1metre in length) consisting of a direction sign to indicate tourist accommodation. Directional signs for other purposes.	€50
(e) 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 communication network).	€25 per 100m length or part thereof
(f) A telephone kiosk or pedestal	€630
(g) 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
(h) Tables and chairs outside a hotel, restaurant, public house or other establishment where food is sold for consumption on the premises	€125 per table
(i) An advertisement consisting of any text, symbol, emblem, model, device or logo	€630
(j) 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
(k) A weighing machine	€63
(l) A bring facility	€25

Part 2

Appliance, Apparatus or Structure (1)	Licence fee (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 European Union (Electronic Communications Code) Regulations 2022 (S.I. No. 444 of 2022) who may be licensed or licence exempt under the Wireless Telegraphy Act 1926 (No. 45 of 1926).	€125
(b) A lamp-post	€25
(c) A bridge, arch, tunnel, passage or other similar structure used or intended for use other than by the public and 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

4.

(1) Where a licence is granted by a planning authority under section 13 of the Principal Act—

(a) to erect, construct, place and maintain, or

(b) to maintain,

a specified appliance, apparatus or structure referred to in Part 1 of the Schedule, the amount of the fee to be paid to the planning authority shall, subject to Regulation 5, be—

(i) where the licence is for a period of one year, the appropriate amount indicated in column (2) of that Part opposite the reference in column (1) to the specified appliance, apparatus or structure,

(ii) where the licence is for a period of greater than one year, an amount equal to the fee for one year, in accordance with paragraph (i), for each year or part of a year for which the licence is granted, and

(iii) where the licence is for a period of less than one year, an amount equal to one tenth of the fee for one year, in accordance with paragraph (i), for each month or part of a month for which the licence is granted.

(2) Subject to Regulation 5, where a licence is granted by a planning authority under section 13 of the Principal Act to erect, construct, place and maintain a specified appliance, apparatus or structure referred to in Part 2 of the Schedule, the amount of the fee to be paid to the planning authority shall be the amount indicated in column (2) of that Part opposite the reference in column (1) to the specified appliance, apparatus or structure, and no fee shall be payable in respect of any renewal of a licence for such an appliance, apparatus or structure.

Additional fee for advertising use

5. In the case of—

(a) any machine or similar appliance, apparatus or structure, more than one quarter of the surface area of which is used for advertising purposes,

(b) any town or landscape map more than one third of the surface area of which is used for advertising purposes, or

(c) any other appliance, apparatus or structure any part of the area of which is used for advertising purposes,

the amount of the fee under Regulation 4 shall be increased by the amount of the fee payable under that Regulation in respect of an advertisement structure which is on a public road.

Decision

6. A planning authority to which an application for a licence under these Regulations is made shall—
   (a) notify the applicant of its decision not later than five working days of the date of its making of the decision, and
   (b) publish its decision, and any relevant documents, on a website maintained by, or on behalf of, the authority as soon as may be.

Register

7. All applications for licences and decisions to a planning authority made to it under section 13 of the Principal Act shall be entered into the register maintained by the planning authority concerned under section 382(1) of the Principal Act, as soon as practicable, by the authority concerned.

All applications for Section 13 licences should be accompanied by Public Liability Insurance for the sum of a minimum of €6.5 million per single incident. A copy of valid insurance policy covering the period of licence being sought and showing public liability insurance covering a minimum value of €6.5 million and indemnifying Leitrim County Council must be provided.