



8.

**I/ We apply for consent to display advertisement as on the attached plans and drawings**

**I/we acknowledge and agree that details of this application, including details of the applicant(s) name(s) and address(es) (but no other personal data such as telephone numbers, email addresses and signatures), will be made available online on the E-Planning service of the Department of Town Planning and Building Control, together with all drawings and other supporting documentation\*.**

**Signature** ..... **Date** .....

\* It is a legal requirement to make this information available on the Register of Applications and Decisions which is open for public inspection, and it is for this purpose that the information is posted online.

**PTO For Notes**

## NOTES

### GENERAL

1. Under the Town Planning (Control of Advertisements) Regulations 2018 the display of advertisements requires consent. There are certain exceptions, the details of which are set out in the Town Planning (Control of Advertisement) Regulations, 2019.

### DRAWINGS REQUIRED

2. All applications should be accompanied by an appropriate scaled drawing(s). Drawings should:
  - a) Show the size of the advertisement and its position on the land or building in question.
  - b) In the case of a sign, indicate the materials to be used, fixings, colours, height above ground level and, where it would project from a building, the amount of projection.
  - c) Include the **site location plan** which need not be drawn to scale but should have sufficient detail to enable the site to be identified.
3. **Electronic Copies** – Please provide all plans & documents in electronic format (CD or USB) in addition to the hard copy.

### DESCRIPTION OF SIGNS, SIZE AND ILLUMINATION

4. The following must be shown:
  - a) The type of each sign for which application is being made, e.g. fascia, projecting, box, pole-mounted, free-standing;
  - b) The dimensions of each sign;
  - c) If any of the signs is to be illuminated, the type of illumination, e.g. internal, external, floodlight, etc., and whether the illumination will be static or intermittent.

### OWNERS CONSENT

5. It is a condition of every consent granted under the Regulations that, before displaying any advertisement, the permission of the owner of the land or other person entitled to grant permission must be obtained.

### FEES

6. A fee is payable for any application for advertisement consent. Following submission of your application an acknowledgement letter will be sent to you setting out the fee payable. Payment must be made at the offices of the **Department of Town Planning and Building Control** located on the 3rd Floor at Suite 631 Europort, Europort Road. The counter service operates from 0900 to 1400 daily (Monday to Friday). Proof of payment must be submitted before your application can be processed.

### THE RIGHT OF APPEAL

7. An applicant has a right to appeal against the decision of the Development and Planning Commission to refuse consent, or to grant consent subject to a condition with which the applicant is dissatisfied.