

Ref No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For office use only

**APPLICATION FOR TEMPORARY SIGNAGE PERMIT**



|  |  |
| --- | --- |
| **1.** **Contact** **details** **of** **Person** **responsible** **for** **erection** **and** **removal** **of** **signs.*****Where*** ***applicable*,** **Charity** **Registration** **No.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Phone** **No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** **of** **Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.** **Please** **outline** **details** **of** **sign** **including** **type,** **size** **and** **Materials** **used.****(Note:** **Paper** **signs** **covered** **with** **Plastic** **are** **not permitted).** |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.** **Please** **outline** **the** **proposed** **wording** **of** **the** **sign** **including** **details** **of** **charity** **benefiting** **from** **the** **event.** **(Where** **applicable)** |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.** **Number** **of** **signs** **proposed** **to** **be** **erected** |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **5.** **Please** **provide** **details** **of** **where** **the** **signs** **are** **to** **be** **erected,** **including** **map** **showing** **where** **signs** **will** **be** **located.** |   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Permit** **Conditions** **Overleaf**

**PERMIT CONDITIONS**

**1.** **An** **application** **must** **be** **submitted** **3** **weeks** **in** **advance** **of** **the** **event.** **The** **Council** **shall** **grant** **or** **refuse** **the** **application** **within** **three** **(3)** **weeks** **of** **its** **receipt.** **If** **your** **application** **is** **unsuccessful** **an** **appeal** **may** **be** **lodged** **with** **the** **Head** **of** **the** **Section.**

**2.** **The** **size** **of** **any** **temporary** **sign** **shall** **not** **exceed** **1.2** **square** **metres** **in** **area** **as** **outlined** **in** **the** **Planning** **&** **Development** **Regulations** **2001** **(Class** **9,** **16,17** **&** **18)**

**3.** **The** **Council** **may** **advise** **the** **applicant** **of** **more** **suitable** **locations** **for** **erecting** **signs** **taking** **into** **account** **road** **safety** **concerns.**

**4.** **Signs/Poster** **and** **Banners** **are** **not** **allowed** **on** **or** **within** **50** **metres** **of** **roundabouts** **or** **at** **junctions** **for** **road** **safety** **reasons.**

**5.** **Signs/Posters** **and** **Banners** **should** **not** **be** **attached** **to** **Poles,** **Lighting** **Columns,** **Trees,** **Fences,** **Windows,** **Doors,** **Gates** **or** **any** **Structures** **etc** **as** **Litter** **legislation** **applies.**

**6.** **Signs/Posters** **and** **Banners** **shall** **be** **self-supporting** **and** **be** **able** **to** **withstand** **high** **winds.**

**7.** **A** **temporary** **sign** **shall** **not** **be** **erected** **more** **than** **10** **days** **before** **the** **event** **is** **due** **to** **take** **place.**

**8.** **No** **temporary** **sign** **shall** **remain** **up** **longer** **than** **3** **days** **after** **the** **event** **ceases.**

**9.** **It** **is** **Council** **policy** **that** **no** **more** **than** **one** **sign** **shall** **be** **erected** **per** **event** **on** **each** **approach** **road** **to** **a** **town** **or** **village** **with** **a** **maximum** **of** **5** **signs.**

**10.** **Applicants** **shall** **have** **Public** **Liability** **Insurance** **in** **place** **to** **cover** **the** **erection** **of** **Temporary** **signs** **which** **shall** **indemnify** **Mayo** **County** **Council.** **(You** **may** **be** **required** **to** **submit** **a** **copy** **of** **this** **policy** **on** **request)**

**11.** **In** **cases** **where** **the** **event** **is** **run** **for** **charity,** **the** **name** **of** **the** **benefiting** **Charity** **shall** **be** **displayed** **on** **the** **advertisement** **and** **a** **letter** **from** **the** **Charity** **shall** **be** **submitted** **with** **the** **application,** **confirming** **the** **approval** **of** **the** **event.**

**12.** **All** **signs** **shall** **carry** **the** **name** **and** **address** **of** **the** **person** **who** **is** **promoting** **or** **arranging** **the** **meeting** **or** **event,** **or** **the** **name** **and** **address** **of** **the** **person** **on** **whose** **behalf** **it** **is** **exhibited.**

**13.** **A** **fine** **of** **€150** **will** **be** **issued** **for** **each** **sign** **not** **removed** **within** **3** **working** **days.**

**14.** **Noncompliance** **will** **result** **in** **subsequent** **applications** **being** **refused** **and** **all** **signs** **being** **removed.**

**15.** **Ballina** **Municipal** **District** **accepts** **no** **liability** **in** **relation** **to** **the** **erection** **of** **any** **signs.**

**I** **have** **read** **and** **agree** **to** **the** **terms** **and** **conditions** **as** **outlined** **above:**

**Signature** **of** **Applicant:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Please** **complete** **and** **return** **this** **form** **to** **the** **Ballina Civic Offices, Arran Place, Ballina, Co Mayo F26 E5D7. Tel: 096 76100** **Email:** **ballinamd@mayococo.ie**

**Or contact Noel Cribben 087 6790250**