

MONAGHAN COUNTY COUNCIL

SECTION 254 LOCAL GOVERNMENT (PLANNING AND DEVELOPMENT) ACT, 2000

Application Form for Licence to erect, construct, place and maintain certain appliances and structures on, under, over or along a public road.

1. **Name and Address of Applicant:** _____

2. **Nature of Business:** _____
3. **Precise Location of Structures or Appliances:** _____
4. **Description of Structures or Appliances (E.g. case, rack, shelf or other appliance or structure for displaying articles for advertisement, sale, or in connection with business:** _____

5. **Purpose for which it is to be erected, constructed, placed or maintained:** _____
6. **Maximum number of structures to be placed on footpath:** _____
7. **Maximum area of footpath space occupied:** _____
8. **Detailed plan showing dimensions etc., of proposed structures:** _____
9. **Period proposed to retain structure etc., (E.g. whole year, half year, etc.):** _____

I hereby apply to Monaghan County Council for a licence under Section 254 Local Government (Planning and Development) Act, 2000 concerning the appliances, structures etc., as outlined above.

SIGNATURE OF APPLICANT: _____

DATE: _____

This application should be accompanied by:

- (a) **A site location map (in duplicate) showing the precise location for which the licence is sought**
- (b) **A sketch plan of the structure/appliance showing dimensions etc.**
- (c) **The appropriate licence fee**
- (d) **Completed application form**

This form, when completed, should be returned to Ballybay-Clones Municipal District, Monaghan Co. Council, The Diamond, Clones, Co. Monaghan. Licence, if granted, will be subject to the appropriate fee.

MONAGHAN COUNTY COUNCIL

**Ballybay-Clones Municipal District
Monaghan County Council
The Diamond
Clones
Co. Monaghan**

Date: _____

FORM OF UNDERTAKING

I hereby undertake to indemnify and keep indemnified Monaghan County Council against claims arising out of any accidents to persons or property in connection with the structure at

NAME (BLOCK CAPITALS)

ADDRESS (BLOCK CAPITALS)

WITNESS

DATE

Data Protection Notice pursuant to the Data Protection Acts 1988-2018 (as amended) and the General Data Protection Regulation (GDPR)

Hoarding Licence

The purpose of this notification is to set out some information regarding the collection and processing of your personal information by Monaghan County Council (the 'Council'). During the course of its activities the Council collects, stores and processes the personal data of its service users in order to provide the most effective and targeted range of services to the citizens, communities and businesses of County Monaghan. The Council is the data controller in respect of this data.

For full details of the collection, processing and sharing of your personal data by the Council and your rights in this regard, please see our Privacy Notice which is available at [Privacy Notice](#).

What type of personal data is collected and processed?

The types of personal data that we collect, and process includes your:
Name, Address, E-mail, Telephone Number, Insurance details

There is no Special Category Personal Data collected

Why does the Council collect this personal data?

The council collects this information in order to manage and administer the relationship between you and us for the purpose of processing your application for a licence to erect a structure on a public road/

We require your contact details in order to communicate effectively with you as part of this relationship with you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

Lawfulness of processing

We process this personal data in the exercise of official authority vested in the Council as the Controller by virtue of its statutory functions set out under the Section 254 of the Planning and Development Act 2000 (as amended) and Article 6 (1) GDPR

What information about you is obtained from others?

None

Who does the Council share your information with?

The Council do not share this information externally.

What will happen if the personal data requested is not provided?

If the application form is not completed in full and all the requested information provided, the council will not be able to process this application.

For full details of the collection, processing and sharing of your personal data and your rights in this regard, please see the Council's full Privacy Notice at: www.monaghan.ie/privacy-notice/.

For further details of the collection, processing and sharing of your personal data relevant to this application form please see <https://monaghan.ie/md-licence-to-erect-structures-on-along-a-public-road/>