

Application form to erect a sign to an event on public roads

1. Non-charitable events

2. Charitable events

This form is available in a variety of accessible formats (i.e. large print) upon request.

How do I apply to erect a sign to an event?

Fill in this form and if the event is not for charity, also fill in the payment box at the bottom (with cheque). Send the form back to the Senior Engineer, Traffic Section, Municipal Services Department, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co Dublin.

If you have any questions about this form contact the Traffic Section of the Municipal Services Department: phone (01) 205 4700; email info@dlrcoco.ie.

These forms are available on our website www.dlrcoco.ie ; at the information desk at County Hall, Dún Laoghaire; at our Dundrum Council offices, Dundrum; or by fax or by post upon request.

We must receive your application at least 10 days before the event.

You must comply strictly with our guidelines.

Our Litter Warden will remove any signs put up at places other than those specified below. They will also issue appropriate fines.

How much does it cost?

Each sign for an event costs €27.90.

However, signs for some charitable events are free. Please provide, if possible, your charitable tax exemption number provided by the Revenue Commissioners under the Taxes Consolidation Act, 1997.

Please fill in this form using block capitals.

Name: _____
Charitable tax exemption number (if possible): _____

Postal address: _____
Email address: _____

Phone number: _____

What type of event is it? _____

What date is the event on?
From _____ to _____

Where will the event be held? _____

How many signs do you need (maximum 10)? _____

What are the details of your sign (for example wording, logo)? _____

Where will the sign(s) be erected? Give each location.

If the event is **not** for charity, please fill in this box also.

I enclose €27.90 per sign. _____ signs at €27.90 per sign Total: € _____
How would you like to pay? Cheque Money order
Please make cheques payable to Dún Laoghaire-Rathdown County Council.

Regulations for installing event signs

You should apply in writing to the Council for permission to erect proposed event signs at least two weeks before the event.

1. You must not erect signs more than seven days before the event.
2. You must remove signs within two days of the event ending.
3. Our Litter Wardens will remove any signs erected at places other than those specified and they will issue appropriate fines.
4. You may put only one sign on each pole.
5. You may erect a maximum of 10 directional signs in the County for any one event.
6. You must not put signs for events on motorways or national routes (for example N11, N31).
7. You must not put signs on bridge parapets, traffic islands or roundabouts.
8. Signs must not be within 30 metres of a junction (approach and exit).
9. Signs must not be bigger than 500mm x 500mm.
10. You must not erect signpoles or use 'sandwich board' signs.
11. Signs must not obstruct (or distract from) existing road signs.
12. Signs must be between 2.1 and 3 metres above the footpath or other surface.
13. Signs must be set back at least 0.3 metres from the kerb.
14. Signs must be attached securely so that they are always safe for pedestrians and vehicles. The Council accepts no responsibility for any damages that may arise from the improper use or installation of event signage. The licensee is solely responsible for their event signage.
15. In addition to these rules, signs must be erected in line with any extra conditions we set out when we give approval. These conditions may relate to location, size and other requirements.