

'Outdoor Seating & Accessories for Tourism & Hospitality Business and Public Houses' scheme



Comhairle Contae
Ros Comáin
Roscommon
County Council



Fáilte Ireland
National Tourism Development Authority

PART A - GENERAL TERMS AND CONDITIONS OF SCHEME

Scheme Overview

The focus of this scheme is to provide a level of financial support to **tourism and hospitality businesses**, in our town centres, to purchase or upgrade equipment to provide additional outdoor seating and, therefore, increase their outdoor dining capacity for the summer of 2021. This scheme will financially assist and support independent tourism and hospitality business owners to create outdoor dining experiences in a regulated and accessible manner. Funding under the scheme is only available to existing businesses.

The Outdoor Seating and Accessories for Tourism & Hospitality Business Scheme will be administered by Roscommon County Council. Roscommon County Council has the right to use their discretion in regard to their process and the development of appropriate terms and conditions that are appropriate for their respective streetscapes, businesses etc. **All applicants will be required to comply with planning codes, legislative requirements and other compliance requirements.**

1. Who is Eligible?

- The scheme is open to attractions, hotels, restaurants, cafes, public houses or other tourism and hospitality business establishments where food is sold for consumption on the premises including Public House (non serving food)
- Those premises that have no commercial rates outstanding to Roscommon County Council or have a payment plan in place.

2. What Items are considered eligible for the scheme.

- **Tables**
- **Chairs**
- **Umbrellas**
- **Electric heaters**
- **Screens/windbreaks** – *please see eligible type below*
- **Plant stands**
- **Wooden Platform (ground)**

The tables and chairs or other furniture shall be of robust and stable construction to prevent movement in adverse weather conditions and shall be agreed with Roscommon County Council, prior to purchase. If tables and chairs or other furniture have been purchased prior 12th April 2021, it must meet the criteria as outlined above.

Screens/windbreakers **must** be agreed with Roscommon County Council in advance of purchase and will be subject to the following conditions;

- Screens to be plain, coloured or neutral canvas type, not more than 1 metre high, spanning between or framed by simple metal type posts.
- Screens to be manufactured from flame/fire retardant material.
- Base plates or weighted bases to screening posts must not extend outside the licensed area.
- All screens, posts and bases must be demountable.
- Screens must be sufficiently robust to prevent overturning in adverse weather conditions.
- No advertising apart from the name of the premises to be used on the screens, without the permission of Roscommon County Council.

3. Amount of Grant Available

The scheme will provide for up to **75%** of the **ex-VAT** cost of equipment purchased/installed with a maximum allowable contribution of up to **€4,000** per applicant.

Only approved items/equipment will be funded. If project costs prove higher than anticipated/approved, an increase in grant funding will **not** be given.

4. Applications for Funding Timeline

The scheme will be open from the 12/4/2021 for applications. Applicants will apply through our online services. The scheme will close on the **30/9/2021**.

5. Funding times lines

Expenditure must be incurred between *1st April 2020 and 30th September 2021*

6. Public Procurement

All Public Procurement regulations must be adhered to as follows

Contract Description	Minimum 1 written quotation	Minimum 3 written quotations
Purchase of Goods and Services	Up to €3,000	€3,001 to €25,000

7. Funding of Successful Applications

If successful, to claim the approved funding, a claim form must be submitted together with the following supporting documentation

- **Original Quote(s)**
- **Original Invoices/ Receipts**
- **Copy of Bank Statement highlighting payment**
- **Photographic evidence of items purchased**

Grant monies must be drawn down by **Friday 29th October 2021**.

Successful applications for funding will only be paid to the applicants Bank Account.

8. Planning - Section 254 Application

For furniture placed on public places a licence in accordance with Section 254 of the Planning and Development Act 2000 as amended must be in place before completing the application form

Completed application forms or questions relating to Section 254 licences should be sent by email to planning@roscommoncoco.ie

Application forms are available -
http://www.roscommoncoco.ie/en/Forms/Planning_Forms/Miscellaneous-Forms/Application-for-Licence-to-place-a-structure.pdf

Private Property

Private property must be within the curtilage of the business boundaries.

For furniture that will be placed on private property, the property must be fully compliant with all statutory approvals (Planning, Insurance, Fire Safety Certs, Building Control etc). By submitting an application to this scheme, the applicant is effectively providing a self-declaration of the statutory approvals being met.

9. De Minimis State Aid

Grants provided under this scheme are classed as De Minimis State Aid. There is a ceiling of €200,000 for all De Minimis aid regardless of the source, given to any one enterprise or group by any state agency or public body over the last 3 years. For more information, read Chapter 3 of Failte Ireland's State Aid Handbook (Link)

The link to use is as follows;

[https://www.failteireland.ie/Failteireland/media/WebsiteStructure/Documents/2_Develop_Your_Business/6_Funding/Amended-Failte-Ireland-State-Aid-Handbook-07-03-2018-\(1\).pdf](https://www.failteireland.ie/Failteireland/media/WebsiteStructure/Documents/2_Develop_Your_Business/6_Funding/Amended-Failte-Ireland-State-Aid-Handbook-07-03-2018-(1).pdf)

10. Legal, Insurance & Planning

All applicants will be required to comply with planning codes, legislative requirements and other compliance requirements. It is the responsibility of each business to ensure that it has proper procedures and policies in place including appropriate insurance and Tax Clearance where relevant.

Roscommon County Council or Fáilte Ireland will not be liable for any accidents, illnesses or claims arising out of any work supported by this fund.

11. Privacy & Data Protection

Personal information collected by Roscommon County Council is done so in order for us to process your application. Legally we can process this information as it is necessary for us to comply with our statutory / legal obligations. The protection of your personal data is a key priority for the Council and your data will be processed in line with our Privacy policy which is available at: http://www.roscommoncoco.ie/en/Freedom_of_Information/Freedom-of-Information/Data-Protection/ or hardcopy from our offices at Roscommon County Council, insert address. If you require further information regarding our Privacy Statement, you can contact us at dataprotection@roscommoncoco.ie or write to us at: Data Protection Officer, Roscommon County Council, Áras an Chontae, Roscommon, County Roscommon, F42 VR98

12. Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them in this Application may be liable to be disclosed. Applicants are asked to consider if any of the information provided by them in their Application should not be disclosed because of its confidentiality or commercial sensitivity. If Applicants consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, Applicants must, when providing such information, clearly identify such information and specify the reasons for its confidentiality or commercial sensitivity. If Applicants do not identify information as confidential or commercial sensitive, it is liable to be released in response to a Freedom of Information request without further notice or consultation with the Applicant. Roscommon County Council will, where possible, consult with the Applicant about confidential or commercial sensitive information so identified before making a decision on a request received under Freedom of Information.

Any further information requested on the 'Outdoor Seating and Accessories for Tourism and Hospitality Scheme' please contact by email: outdoordining@roscommoncoco.ie

I have read and understand the terms and conditions of the 'Outdoor Seating & Accessories for Tourism and Hospitality Business Scheme'.

Signed: _____ Date: _____ Tel: _____

Email: _____ Signature in Capital Letters: _____