

APPLICATION FOR A TEMPORARY SIGN PERMIT:

In order to obtain a **Temporary Sign Permit** the applicant will be asked to submit the following:

- (a)** The name, address and telephone number of the person responsible for the erection of signs and on whom responsibility will fall to remove the signs.
- (b)** Details of the type and size of sign to be erected and including materials to be used in the making of the sign (paper signs covered with plastic are not allowed).
- (c)** Proposed wording on the advertisement including details of charity benefiting from the event and also registration number.
- (d)** The number of signs proposed to be erected. **Note: Only one sign will be permitted on all approach roads to Towns or Villages.**
- (e)** A map indicating where it is proposed to locate the signs.
- (f)** A bond of **€150** is required – this bond is returnable if all conditions are met and signs are removed within the required period. Non-compliance may lead to non-refund of the bond.
- (g)** A fine of €150 will be issued for each sign not removed within the five days allowed.

PERMIT CONDITIONS:

In the event of the Local Authority granting a permit for the erection of a sign the following conditions shall apply:

- The size of any temporary sign shall not exceed that outlined in the Planning & Development Regulations 2001 (As Amended) (Class 16, 16a, 17 & 18)
- The Council may advise the applicant of more suitable locations for erecting signs taking into account road safety concerns.
- A temporary sign may not be erected more than 7 days before the event is due to take place.
- No temporary sign will remain up longer than 5 days after the event ceases.
- It is Council policy that no more than one sign may be erected per event on each approach road to a town or village.
- In cases where the event is run for charity, the name of the benefiting charity must be displayed on the advertisement.
- **All signs must 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.**

TEMPORARY SIGN PERMIT APPLICATION FORM

1.	Contact Name / Event Organiser (person responsible for erection and removal of signs)	Name: Address: Phone No:
2.	Dates of event	
3.	Number of signs to be erected	
4.	Please outline details of sign including type, size and materials used. (Note – paper signs covered with plastic are not permitted).	
5.	Please outline the proposed wording of the sign including details of any charity benefiting from the event.	
6.	Please provide details of where the signs are to be erected (Note – including map showing where signs will be located)	
7.	Date signage is to be erected (Note – not more than 7 days before event start)	
8.	Date signage is to be removed (Note - not more than 5 days after event end)	

**Please complete and return this form to the Environment Department,
Roscommon County Council, Áras an Chontae, Roscommon.**

Tel: 090-6637260

Email: environment@roscommoncoco.ie