



**Comhairle Contae
Ros Comáin**
Roscommon
County Council

POLICY ON ADVERTISING SIGNS

Adopted by Roscommon County Council 23/01/2017



**Environment Office
Áras an Chontae**

Roscommon

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www.roscommoncoco.ie

ROSCOMMON COUNTY COUNCIL
DRAFT POLICY ON ADVERTISING SIGNS

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INTRODUCTION

Advertising is an accepted part of business and providing information to the general public. However advertising signs, separately, or more particularly in groups, can often cause injury to amenities and can detract greatly from the appearance of an area or building. They can also be a major distraction to road users. It is the policy of the Council to strictly control all advertising signs both in relation to their location, design, materials and function.

The Local Authority notes the increase in advance advertising on the outskirts of towns and on major traffic routes in the County. This tends to be haphazard and visually unattractive, giving a poor first impression of a town, which is often directly contradictory to the intentions of the advertiser.

It should be noted that the legislation does not apply to signs which relate to a presidential election, a general election, a bye-election, a local election, a referendum, an election of members of the European Parliament unless it has been in position for 7 days or longer after the latest date upon which the relevant poll was taken.

The purpose of this document is to outline Roscommon County Council's policy with regard to all signs erected on private and public property which are visible from a public place but not already covered by the Planning Act. It outlines what must be done prior to erecting any sign and what sanctions are available to the Local Authority for the erection of unauthorised signs.

It is intended that this policy in conjunction with Planning Law will be implemented by the following departments of the Council, all of whom have responsibilities for dealing with advertising signs on public roads

- (a)** Roads Department (under the Roads Act 1993) (As Amended))
- (b)** Planning Department (under the Planning and Development Act 2000 (As Amended))
- (c)** Environment Department (under the Litter Pollution Act 1997-2003 (As Amended))

This policy does not change the responsibilities of Roscommon County Council under the Acts listed but is intended to strengthen the Local Authorities position with regard to unauthorised signs on public property.

DEFINITIONS

Public Land

Any part of a public road or street including grass verges, footpaths, hard shoulders, lay-bys, roundabout islands, public car-parks, median areas or islands, public right of ways or any location that is deemed by the Local Authority to be a public area.

Private Land

This is land not owned by the Local Authority, and will normally be behind the road/street boundary (e.g. hedge, fence, wall, etc.) or attached to buildings.

Permanent Signs

Permanent or long term signs can be defined as signs erected on metal, wooden, plastic or other durable poles with concrete base or permanently fixed to the ground, including large hoarding type signs or finger post signs.

Examples of permanent or long term signs include: (List non-exhaustive)

- Tourist attractions
- Tourist accommodation, Hotels, Guest Houses, Bed and Breakfasts, Caravan / Camping Park
- Industrial and Business Premises or Estates
- Towns and Villages
- Sports Facilities
- Public buildings – Garda Siochana, Railway Station etc.
- Finger post signs
- Local Authority warning, regulatory, information and roadworks signs (this policy is not concerned with these type of signs)

Temporary Signs

Examples of temporary or short term signs include;

- Small advertisement signs (including all fixings)
- Election Posters - It should be noted that the legislation does not apply to signs which relate to a presidential election, a general election, a bye-election, a local election, a referendum, an election of members of the European Parliament unless it has been in position for 7 days or longer after the latest date upon which the relevant poll was taken.

- Sandwich board signs or other similar signs
- Billboard type signs
- Signs mounted on trailers
- Signs mounted on motorised vehicles
- Bridge drapings
- Cars for sale
- Auctioneers / for sale signs
- Variable Message Signs

Examples of the types of events which can be promoted using temporary signage: (List non-exhaustive)

- Sale of premises/land and/or auctions
- General commercial sales
- Agricultural or other shows
- Recreational or sporting fixtures
- Political and Election literature
- Circuses, Concerts, Theatre
- Meetings, Festivals, Fundraisings, Local Interest, Religious, Cultural, Educational or Social events

NOTE: This policy does not apply to signs erected by Roscommon County Council e.g. Community/Text Alert Signs.

As the Legislation Applicable to Permanent Signs is dictated by the following: -

- (i) Planning & Development Act 2000 (As Amended)
- (ii) Planning & Development Regulations 2001 (As Amended) (**see Appendix 4**)

This policy does not deal with Permanent Signs

Legislation Applicable to Temporary Signs

- (i) Litter Pollution Act 1997 – 2003 (As Amended)
- (ii) Roads Act 1993 (As Amended) (**see Appendix 4**)
- (iii) Planning and Development Acts 2000 (As Amended)

Temporary Signs on Public Land

Can I erect a temporary sign on public land?

It is Council policy that **NO SIGN (unless exempted development)** may be erected on public land without the prior consent of Roscommon County Council, i.e. prior consent can be obtained only by the granting of a licence or a temporary sign permit.

Note: Variable message signs (VMS) will not be permitted at any time

The following Temporary signs on public lands that must have a licence under Section 254 of the Planning and Development Acts 2000 (As Amended) are: -

- (i) Commercial Sales Advertising**
This will include commercial event promotions such as sales, wedding fairs, house & home exhibitions, antique fairs and any profit making event.
- (ii) Auctioneers Signs**
Auctioneers signs, including finger post directional signs, must have a valid licence.

The above are thus not the subject of this policy.

For Licence Fees (please see Attached Appendix 6)

Temporary signs on public land that may require a temporary sign permit:

Temporary signs promoting charity, sporting and cultural events may be allowed on public land. A Temporary Sign Permit will only be required when the conditions and limitations in the exempted development regulations have not been complied with. The signs that may be considered for a temporary sign permit include Class 16, 16(a), 17 and 18 of the Planning and Development Regulations 2001 (As Amended) outlined as follows.

- Class 16** This including any local event of a religious, cultural, educational, political, social, recreational or sporting character not being an event promoted or carried out for commercial purposes.
- Class 16a** This including any Advertisements other than advertisements specified in Class 16 of this Part of this Schedule, announcing any local event promoted or carried on for commercial purposes.
- Class 17** Advertisements relating to the visit of any travelling circus, funfair, carnival, show, musicians, players or other travelling entertainment.
- Class 18** Advertisement relating to any demonstration of agricultural methods or processes on the land on which the advertisement is exhibited.

Erection of these signs should not breach the Roads Act 1993 (As Amended) and should not cause a hazard to road users. Thus, it is Council policy that prior to erecting any such sign in a public place a temporary sign permit should be obtained.

A bond of €150 applies to the issuing of a temporary signs permit. The bond is returnable if all temporary signs are removed on time. Temporary sign permits are issued by the Environment Department of Roscommon County Council. Applications should be made 4 weeks in advance of your event. (See Appendix 5: Temporary Sign Permit.)

What happens if I erect a sign without a temporary sign permit?

Signs erected without a permit, will be removed by Roscommon County Council and an on the spot fine will be issued. The recovery costs of signs applies (See Appendix 3 Unpaid Fines and Recovery of Costs)

What happens if I erect a temporary sign in breach of the conditions of the temporary sign permit?

The person, company or business responsible for erecting signs that breach conditions of the permit shall be issued with an on-the-spot fine of €150.00 and shall be requested to remove the sign within 7 days. Failure to comply with this request will result in further fines being issued. Forfeiture of the bond monies of €150.00 will also apply. All signs on public roads/public places will be removed, unless a valid licence exists for the sign or a temporary sign permit has been obtained from the local authority.

What happens if an unauthorised temporary sign is erected on public land?

The person, company or business responsible for erecting unauthorised signs on public property shall be issued with an on-the-spot fine of €150.00 and shall be requested to remove the sign within 7 days. Failure to comply with this request will result in further fines being issued.

All signs on public roads/public places will be removed, unless a valid licence exists for the sign or a temporary sign permit has been obtained from the local authority.

Temporary Signs on Private Land

Can I erect a temporary sign on private land visible from a public place?

If you are a landowner, or have the permission of the landowner, You may erect a temporary sign without planning permission if it conforms to the requirements of Schedule 2 of Part 2 of the Planning and Development Regulations 2001 (As Amended)

However, if the sign endangers public safety by reason of traffic hazard or obstruction of road users it will not be exempt and Roscommon County Council may take enforcement action.

They may also be considered to impact on the environment or the amenity of an area.

Thus you are advised to consult with the Environment Department of Roscommon County Council in advance or erecting any sign at (090-6637260).

What happens if I erect a temporary sign on private land that impacts on the amenity or the environment of an area?

(a) With Permission of the Land Owner:

Where temporary signs are erected on private land where the signs are visible from a public place with the permission of the landowner, then a notice under Section 20 of the Litter Pollution Act 1997-2003 (As Amended) shall be served on the landowner requesting him/her to remove the sign.

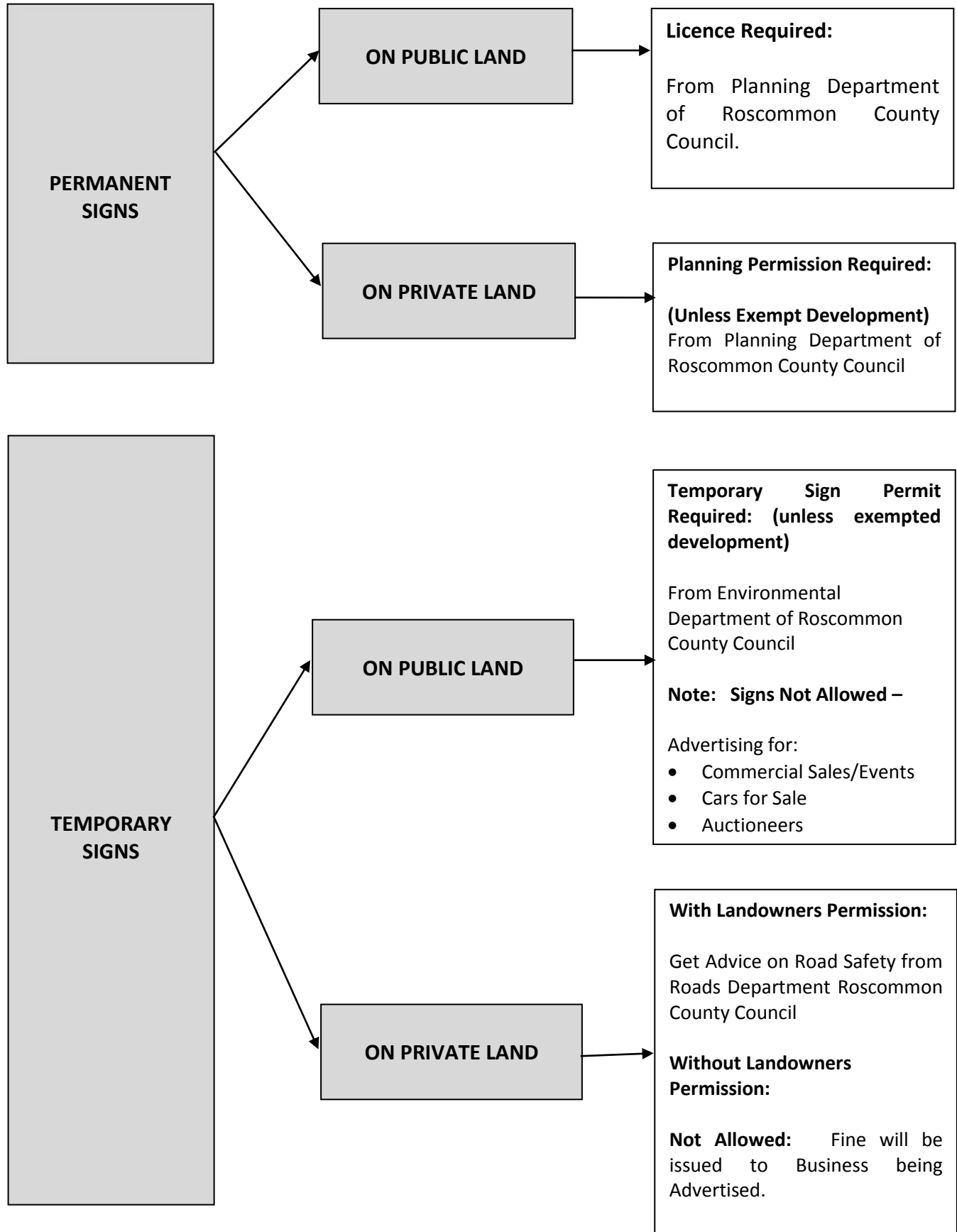
(b) Without Permission of the Land Owner:

Where temporary signs are erected on private land where the signs are visible from a public place, a fine may be issued under the Litter Pollution Act 1997-2003 (As Amended) to the person, company or business responsible for erecting the sign, where permission of the land owner has not been given.

Cars for Sale

It is an offence under Section 71 of the Roads Act 1993 (As Amended) to offer vehicles for sale on the public road. Under the provisions of this Act vehicles may be removed and stored by Roscommon County Council. The fee for removal of a vehicle is €200 and the storage fee is €25 per day or part thereof. Vehicles not claimed within 6 weeks shall be disposed of by the Council in accordance with the Act. **See appendix 7.**

FIGURE 1: SUMMARY OF ADVERTISING POLICY



APPENDIX 1

EXEMPTED DEVELOPMENT - ADVERTISEMENTS

The following list are the exempted advertisement developments permitted under the Planning and Development Regulations 2001 (As Amended), Schedule 2, Part 2: Exempted Development - Advertisement and subject to Article 6 of the Regulations.

Note that all exemptions must be confirmed by Roscommon County Council, Planning Authority.

Column 1 Description of Development	Column 2 Conditions and Limitations
<u>CLASS 1</u> Advertisements (other than those specified in classes 2, 3 or 5 of this Part of this Schedule) exhibited on business premises, wholly with reference to the business or other activity carried on or the goods or services provided on those premises.	<ol style="list-style-type: none">1. The total area of such advertisements exhibited on or attached or affixed to the front of any building on the premises shall not exceed an area equal to 0.3 square metres for every metre length of such front, less the total area of any such advertisements exhibited on the premises but not exhibited on or attached or affixed to a building, and in any event shall not exceed 5 square metres.2. The total area of such advertisements exhibited on or attached or affixed to any face of a building on the premises other than the front thereof shall not exceed 1.2 square metres and the total area of any such advertisements on such face which are illuminated shall not exceed 0.3 square metres.3. The total area of such advertisements which are not exhibited on or attached or affixed to a building on the premises shall not exceed 3 square metres, of which not more than 1.5 square metres shall consist of advertisements which are illuminated.4. (a) No part of any such advertisement which is not exhibited on or attached or affixed to a building on the premises, or of an advertisement structure on which it is exhibited, shall be more than 2.5 metres in height. (b) No part of any such advertisement which is exhibited on or attached or affixed to a building on the premises shall be more than 4 metres in height above ground level.5. Where any such advertisement projects more than 5 centimetres over any public road, the sign or other advertisement structure on which it is exhibited shall not be less than 2 metres above the level of such road and shall not project more than 1 metre over such road.

	<p>6. Where any such advertisement consists of a circular sign and projects more than 5 centimetres over any public road, the diameter of such sign shall not exceed 1 metre and no other such advertisement shall be exhibited on a sign or other advertisement structure projecting more than 5 centimetres over such road.</p> <p>7. Where any one or more such advertisements are exhibited on a swinging or fixed sign or other advertisement structure (other than a circular sign) projecting more than 5 centimetres from any external face of a building, the total area of such advertisements shall not exceed 1.2 square metres and the area of any face of any such advertisement shall not exceed 0.4 square metres.</p> <p>8. No such advertisement shall contain or consist of any symbol, emblem, model, logo or device exceeding 0.6 metres in height or any letter exceeding 0.3 metres in height.</p> <p>9. No such advertisement shall cover any part of any window or door of any building on which the advertisement is exhibited or to which it is attached or affixed.</p>
<p><u>CLASS 2</u> Illuminated advertisements exhibited as part of any shop or other window display on business premises and other advertisements affixed to the inside of the glass surface of a window of a business premises or otherwise exhibited through a window of such premises.</p>	<p>The total area of any advertisements so exhibited shall not exceed one quarter of the area of the window through which the advertisements are exhibited.</p>
<p><u>CLASS 3</u> Advertisements displayed within a business premises and which are not visible from outside the premises.</p>	
<p><u>CLASS 4</u> An advertisement in the form of a flag which is attached to a single flagstaff fixed in an upright position on the roof of a business premises and which bears no inscription or emblem other than the name, device or logo of a person or business occupying the business premises.</p>	<p>Not more than one such advertisement shall be exhibited on a business premises.</p>

<p><u>CLASS 5</u> Advertisements, exhibited at the entrance to any premises, relating to any person, partnership or company carrying on a public service or a profession, business or trade at the premises.</p>	<ol style="list-style-type: none"> 1. No such advertisement shall exceed 0.3 square metres in area. 2. Not more than one such advertisement, or, in the case of premises with entrances on different road frontages, one such advertisement for each such frontage, shall be exhibited in respect of each such person, partnership or company on the premises.
<p><u>CLASS 6</u> Advertisements relating to any institution of a religious, educational, cultural, recreational or medical or similar character, any guesthouse or other premises (other than a hotel) providing overnight guest accommodation or any public house, block of flats, club, boarding house or hostel, situated on the land on which any such advertisement is exhibited.</p>	<ol style="list-style-type: none"> 1. No such advertisement shall exceed 0.6 square metres in area. 2. No part of any such advertisement or an advertisement structure on which it is exhibited shall be more than 2.5 metres in height above ground level. 3. Not more than one such advertisement or, in the case of premises with entrances on different road frontages, one such advertisement for each such frontage, shall be exhibited in respect of any such premises.
<p><u>CLASS 7</u> Advertisements exhibited on land wholly or for the most part enclosed within a hedge, fence, wall or similar screen or structure (not being land which is a public park, public garden or other land held for the use and enjoyment of the public, or a part of a railway undertaking's enclosed land normally used for the carriage of passengers or goods by rail) and not</p>	
<p><u>CLASS 8</u> Advertisements exhibited within a railway station, bus station, airport terminal or ferry terminal and which are not readily visible from outside the premises.</p>	
<p><u>CLASS 9</u> Advertisements relating to the sale or letting of any structure or other land (not being an advertisement structure) on which they are exhibited.</p>	<ol style="list-style-type: none"> 1. The area of any such advertisement shall not exceed— <ol style="list-style-type: none"> (a) in the case of an advertisement relating to the sale or letting of a house, 0.6 square metres, (b) in the case of an advertisement relating to the sale or letting of any other structure or land, 1.2 square metres.

	<ol style="list-style-type: none"> 2. Not more than one such advertisement shall be exhibited on the structure or other land. 3. No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement shall remain on the structure or land, for more than 7 days after the sale or letting to which the advertisement relates.
<p><u>CLASS 10</u></p> <p>Advertisements relating to the sale on or before a date specified therein of goods or livestock, and exhibited on land where such goods or livestock are situated or where such sale is held, not being land which is normally used, whether at regular intervals or otherwise, for the purpose of holding sales of goods or livestock.</p>	<ol style="list-style-type: none"> 1. No such advertisement shall exceed 0.6 square metres in area. 2. Not more than one such advertisement shall be exhibited on the land concerned. 3. No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement shall remain on the land, for more than 7 days after the date
<p><u>CLASS 11</u></p> <p>Advertisements relating to the carrying out of building or similar works on the land on which they are exhibited, not being land which is normally used, whether at regular intervals or otherwise, for the purpose of carrying out such works.</p>	<ol style="list-style-type: none"> 1. Where only one advertisement is exhibited, such advertisement shall not exceed 3.5 square metres in area and shall not be exhibited more than 6 metres above ground level. 2. Where more than one advertisement is exhibited, no such advertisement shall exceed 0.6 square metres in area, the total area of such advertisements shall not exceed 3.5 square metres and no such advertisement shall be exhibited more than 4 metres above ground level. 3. No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement shall remain on the land, for more than 7 days after the completion of the works.
<p><u>CLASS 12</u></p> <p>Advertisements for the purposes of announcement or direction or warning exhibited by a statutory undertaker in relation to the operation of the statutory undertaking.</p>	
<p><u>CLASS 13</u></p> <p>Advertisements for the purposes of identification, direction or warning with respect to the land or structures on which they are exhibited.</p>	<p>No such advertisement shall exceed 0.3 square metres in area.</p>

<p><u>CLASS 14</u></p> <p>Advertisements relating to an election to the office of President of Ireland, an election of members of Dáil Éireann, the Parliament of the European Communities, a local authority or Údarás na Gaeltachta, or a referendum within the meaning of the Referendum Act, 1994.</p>	<p>No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement shall be left in place, for more than 7 days after the date of the election or referendum to which the advertisement relates.</p>
<p><u>CLASS 15</u></p> <p>Advertisements required to be exhibited by or under any enactment, including advertisements the exhibition of which is so required as a condition of the valid exercise of any power, or proper performance of any function, given or imposed by such enactment, or for compliance with any procedure prescribed by or under any enactment.</p>	
<p><u>CLASS 16</u></p> <p>Advertisements other than advertisements specified in class 17 of this Part of this Schedule, announcing any local event of a religious, cultural, educational, political, social, recreational or sporting character, and advertisements relating to any temporary matter in connection with any local event of such a character, not in either case being an event promoted or carried on for commercial purposes.</p>	<ol style="list-style-type: none"> 1. No such advertisement shall exceed 1.2 square metres (4' x 3') in area. 2. No such advertisement shall be exhibited more than 2.5 metres above ground level or be glued, pasted or otherwise affixed to any structure other than an advertisement structure. <p>No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement shall be left in place, for more than 7 days after the conclusion of the event or matter to which it relates.</p>
<p><u>Class 16a</u></p> <p>Advertisements other than advertisements specified in Class 16 of this Part of this Schedule, announcing any local event promoted or carried on for commercial purposes.</p>	<ol style="list-style-type: none"> 1. No such advertisement shall exceed 1.2 square metres in area. 2. No such advertisement shall be exhibited more than 2.5 metres above ground level or be glued, pasted or otherwise be affixed to any structure other than an advertisement structure. 3. No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement shall be left in place for more than 7 days prior to the date of the event or for more than 3 days after the conclusion of the event to which it relates.

	<p>4. No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement, at a distance greater than 15 kilometres from the location of the event.</p> <p>5. The event shall not take place in the same location more than three times a year.</p> <p>6. No advertisements shall be erected where they can be seen from any motorway or national primary road.</p>
<p><u>CLASS 17</u></p> <p>Advertisements consisting of placards, posters or bills relating to the visit of any travelling circus, funfair, carnival, show, musicians, players or other travelling entertainment.</p>	
<p><u>CLASS 18</u></p> <p>An advertisement relating to any demonstration of agricultural methods or processes on the land on which the advertisement is exhibited.</p>	<p>1. No such advertisement shall exceed 0.6 square metres in area.</p> <p>2. Not more than one such advertisement shall be exhibited on the land concerned.</p> <p>3. No such advertisement shall be exhibited, and no advertisement structure erected for the purpose of exhibiting such advertisement shall remain on the land, for more than 7 days after the date of the demonstration to which it relates.</p>

APPENDIX 2

RECOVERY OF COSTS, UNPAID FINES AND SCHEDULE OF CHARGES

Recovery of Costs:

The Roads Act 1993 (As Amended) provides for the recovery of the costs by the County Council from the sign owner for removing and storing unauthorised sign, cars etc. as detailed in Section 71(6) which states:

“a sign, caravan, vehicle or other structure or thing removed and stored under this section shall be given to a person claiming it if, but only if, he makes a declaration in writing that he is the owner of the sign, caravan, vehicle or other structure or thing or is authorised by its owner to claim it and, at the discretion of the road authority or the (Garda) Commissioner, pays the amount of the expenditure reasonably incurred in removing and storing it”

It is the policy of Roscommon County Council that the Local Authority will in all but exceptional cases, seek the recovery its costs.

Unpaid Fines:

It is the Local Authority's policy that all unpaid fines issued will be prosecuted through the Courts and results will be published.

Schedule of Costs:

This schedule has been developed on the basis that there will be a set charge for removing each type of sign plus a daily storage charge. It is proposed to use these set charges instead of logging and tracking the actual specific costs for each sign. This will simplify the administration and reduce the time, resources and cost of implementing this policy.

In special circumstances where a particular sign does not fit any of the categories on the schedule of charges or where the actual costs incurred in removing and storing the sign are significantly more than the charge listed, the Council may charge the actual cost involved. In such a case, the Council will provide the necessary backup supporting the actual charge.

Schedule of Charges for Removal and Storage of Unauthorised Signs			
Type of Sign	Description of Sign	Removal Charge	Daily Storage Charge/m ² area of sign
Type I	Sandwich Board set on Ground/ Footpath/ Pavement	€50.00	€5.00
Type II	Sign Panel Attached to Existing Post/Pole/Wall	€50.00	€5.00
Type III	Sign Panel Mounted on its Own Post(s)	€75.00	€7.00
Type IV	Sign Panel Mounted on Mobile Trailer	€250.00	€9.00
Type V	Signs printed on Parked Cars, Vans, Lorries, etc.	See Note 1 below	€9.00

NOTES:

- 1)** Removal charge to be based on actual costs which might involve a low loader and lifting equipment.
- 2)** Daily Storage Charge will not commence until Ten working days after the date Notice to Owner has been issued informing them of whereabouts of sign. Storage Charges will be computed based on working days. Storage charges will commence immediately in the event of a second or further breach of legislation.
- 3)** Area of Sign for calculating storage charges to be based on total area of one side of the sign.
- 4)** Area to be rounded down to nearest square metre but minimum charge for one square meter shall be charged for signs that are smaller than one square metre.
- 5)** In special circumstances where a particular sign does not fit any of the categories on the table or where the actual costs incurred in removing and storing the sign are significantly more than the charge listed, the Council may, at its discretion, charge the actual cost involved.
- 6)** Total Charge to Sign Owner is Removal Charge plus charge for Daily Storage for relevant number of working days that the sign is stored.

- 7) The item may be disposed of if the owner fails to claim it and remove it within six weeks of the date of service of notice on him/her.

APPENDIX 3

RELEVANT LEGISLATION

The following is the legislation relevant to advertisements.

(1) Planning Legislation:

Section 254 of the Planning and Development Act, 2000 (As Amended) and the Planning and Development Regulations, 2001 (As Amended) and the Planning and Development (No.2) Regulations, 2002 (As Amended) provide that a planning authority may grant a licence for a range of structures/items on public roads, including “***advertisement structures***”.

Article 6, Part 2 of the Planning & Development Regulations provide exemptions for certain types of temporary signs. This policy is particularly concerned with exempted under Class 9, 16, 16a, 17, & 18 of these regulations.

(2) Roads Legislation:

Section 71 of the Roads Act, 1993 (As Amended) prohibits the erection, placing or retaining of signs on public roads without “lawful authority” or the consent of the road authority.

(3) Environmental Legislation

Section 19 of the Litter Pollution Act, 1997 – 2003 (As Amended) prohibits any advertisements including defacement of structures with limited exemptions unless by the landowner or with his approval.

Section 56 of the Protection of the Environment Act 2003 requires that an article or advertisement carries the name and address of the person who is promoting or arranging the meeting or event or in any other case carries the name and address of the person on whose behalf it is exhibited.

APPENDIX 4

TEMPORARY SIGN PERMIT

Application for a Permit:

In order to obtain a Temporary Sign Permit the applicant shall 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 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.

Further information is available from the Environment Department, Roscommon County Council, Áras an Chontae, Roscommon. Tel: 090-6637260 or www.roscommoncoco.ie

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 9,16,17 & 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.

APPENDIX 5

Policy for dealing with Vehicles Offered for Sale on the Public Road (in contravention of Section 71 of the Roads Act 1993 (As Amended))

The purpose of this Policy is to set out clearly the position of Roscommon County Council in respect of the unauthorised sale of vehicles from the public road and to detail the procedure to be undertaken by the Council under Section 71 of the Roads Act 1993 (As Amended).

Primary responsibility for the reporting of above vehicles shall lie with Council Staff but members of the public are encouraged to report any incidents of such unauthorised vehicles to the Roads Department.

The following procedure shall apply to vehicles offered for sale on public roads:

- 1.** A Notice (sticker) "shall be affixed by an authorised employee of the Council to the driver window of the offending vehicle."
- 2.** The employee shall telephone the owner and instruct the removal of the vehicle.
- 3.** The authorised employee shall submit details of the vehicle to the Roads Department, which shall maintain a database of such vehicles.
- 4.** The Roads Department shall send a registered letter to the Register Owner of the Vehicle instructing it's immediate removal. The authorised employee shall be advised of the issue of this letter.
- 5.** Following the issue of the letter at (4) above, the location of the offending vehicle shall be re-inspected by the authorised employee, who will advise the Roads Department whether or not the vehicle has been removed.
- 6.** If the vehicle has not been removed, the Council will arrange for it's immediate removal and storage, and will notify the Registered Owner accordingly as required under the Act.
- 7.** The vehicle may be claimed by the Owner or a person acting on his behalf, on completion of the necessary Declaration and on payment of the costs incurred by the roads Authority in removing and storing the vehicle.
- 8.** The fee for removing and storing the vehicle shall be as follows:
Removal: €200.00
Storage: €25.00 per day or part thereof
(These fees shall be subject to review)
- 9.** Any vehicles not claimed within 6 weeks shall be disposed of by the Council in accordance with the Act.

Further information is available from the Roads Department, Áras an Chontae, Roscommon at 090-6637152 or www.roscommoncoco.ie