



Comhairle Contae Mhaigh Eo  
Mayo County Council



**SUPPORTING BUSINESS THROUGH THE PUBLIC REALM**



## OUTDOOR SEATING IN GENERAL

If you own a café, restaurant, hotel, or bar, you can apply to Mayo County Council to put tables and chairs within the Public Realm, this is known as a Section 254 Licence.

To qualify for this scheme, you must serve food to the public that can be consumed within the licenced area.

Mayo County Council will consider the re-assignment (where applicable) of:

1. Existing carparking spaces
2. Other outdoor spaces

into seating areas to facilitate businesses.

This will require the business to apply for a Section 254 Licence, which entails:

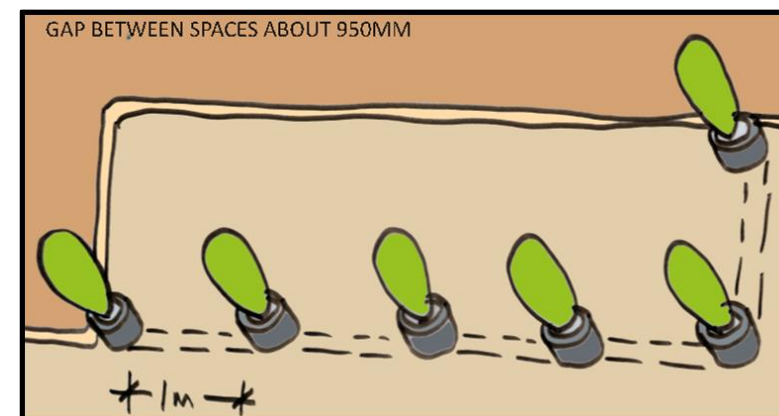
- The completion of an Application Form (attached)
- The payment a maximum fee of €125 per table to a max of 3 tables per existing car parking space.
- Applicants should consult with their local Municipal District Office prior to applying, as some spaces that do not entail the reassignment of an existing car park space, may be eligible for a fee refund.
- Successful applicants must ensure that the existing footpath remains unobstructed, after the installation of tables and chairs.

**For queries regarding outdoor seating, please contact your Municipal District Office.**



## TEMPORARY USE OF CERTAIN ON-STREET LOCATIONS

In certain cases, Mayo County Council can consider the temporary re-assignment of parking spaces for use by a trading business for the location of tables and chairs. Where a parking space or spaces are to be temporarily re-assigned to provide additional outdoor seating for a restaurant/cafe/hotel/bar the fee as specified on page 2 of the application form, will be used to offset the cost of the provision of planters by the Local Authority to enclose the space as per the illustration below.

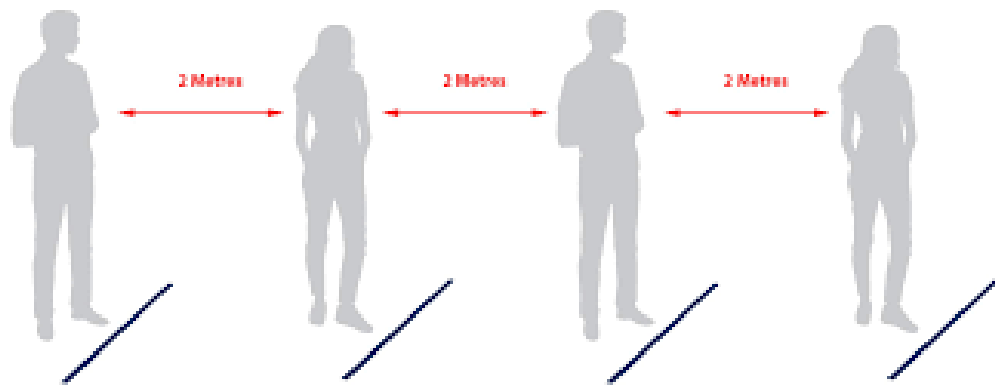


**If you would like to apply to Mayo County Council to have parking space(s) outside your premises re-assigned as outdoor seating, you must submit your completed licence application to your local Municipal District Office. There are certain requirements to be fulfilled in this application:**

- You must identify, on a site plan, the parking spaces that you would like re-assigned. Your local Mayo County Council Municipal District Office can assist you with the map, and the delineating the carparking space within the map.
- Please note that any advertising associated with parasols associated with your proposed seating must be agreed with your Local Municipal District Office.
- You must provide evidence of Public Liability Insurance for the proposed area indemnifying Mayo County Council and ensure that your furniture and fittings are fit for purpose.
- You must pay the appropriate fee, which will cover the cost of a licence for one year from the date of issue, and the use of the planters provided by the Local Authority.

**A licence application form is attached and the team in your local Municipal District Office will be happy to assist.**

## ON-STREET QUEUING



It may become necessary for queues to your premises to form on the public footpath. There is no licence required for this, but it is important that you keep in mind good practice guidelines when making the necessary arrangements.

**Note:** Distance specification may change subject to government guidelines.

### QUEUING - GOOD PRACTICE:

- Where physical queuing is necessary, appropriate social distancing markers should make it clear to the public where they should be queuing. Markings to the public footpath should be in removable tape or paint. Temporary bollards, crowd control fencing, and temporary signage, (sandwich boards etc..) are not permitted on the public footpath and shall be removed by the Local Authority. The team in your local Municipal District Office will be happy to advise.
- Be mindful of pedestrians and respectful of neighbouring businesses. Queues should be kept close to the building to allow room for pedestrians to pass, and access to neighbouring properties must not be restricted.
- Special consideration should be given to the elderly or people with mobility issues.
- Please inform your customers of your queuing procedures. If possible, keep your queues virtual, using text messages or social messaging apps.
- Awnings mounted on buildings over footpaths require planning permission.
- All public activities must comply with Government guidelines pertaining to Covid- 19.

