



07th April 2021

Dear Member/ Business Owner

Last year Galway County Council granted permission to a number of businesses to establish outdoor seating on parking spaces outside their business. These licences were granted under section 254 of Planning and Development Act and are known as Section 254 licences.

The licences have now lapsed and the Council is considering granting new licences for this coming year. The Council has asked the Chamber to assist the Council with respect to the licences. The Council has had a significant amount of correspondence from businesses in the town regarding these licences and it is keen to gauge an appetite for similar licences this year with the businesses of the town and has written to the Chamber with the following request.

“With this in mind, we want to ensure a co-ordinated and agreed approach with respect to the issuing of licences and therefore we are asking if the Chamber could assist us in doing so. As the Chamber is the representative body for the business community in Clifden we hoped that you could consult with the entire business community, seek their views and perhaps achieve an agreed position in principle on the provision of outdoor seating/treatment of the cordoning of the outdoor seating etc.”

The Chamber is therefore asking all businesses to complete the attached survey. The survey asks three simple questions and also leaves room for any other views or comment you wish to express.

The survey may be completed by accessing the following link

<http://tiny.cc/parklets>

Please note the following in respect of the survey.

- The survey requires that your name, business name and business address be included in your response. Please complete by 5pm on Monday the 14th of April
- Any data you submit is subject to and will be protected by all relevant Data Protection legislation and is only being collected to ensure the integrity of the survey.
- If you complete the survey by accessing the link below you will need to provide your email address and also provide name, business name and business address.
- Only one response per business is permitted.
- The results will be collated and issued to all businesses that receive the request.
- Any additional commentary you make will form part of the survey results
- You may complete the survey manually by returning the attached paper form to Ann de Courcey (administrator) We ask that if at all possible you complete the on-line version

The Council has provided the following summary of requirements in respect of any applications made for a S254 licence.

- *Completed Section 254 application form (available on our website)*
- *Details of the nature of the business and the need for outdoor seating and apparatus.*
- *Details of your public liability insurance*
- *Full details of treatment of the area that you wish to apply for the licence. This shall include: a limited area outside your business depending on the need and case made, boundary treatment number of tables/chairs to be provided (No structures can be placed on the footpath)*
- *Letters of approval/consent from the adjoining businesses/ building stating that they have no objection to same.*

“All applications will be assessed on a case by case basis, on their merits and in conjunction with the Area Office. “

The Chamber understands that it is not possible to have both seating on the footpath and seating in carparking spaces.

The chamber would like to thank you for your assistance in this matter.

Yours sincerely

Ann de Courcey

Connemara Chamber Administrator