



Dún Laoghaire
BUSINESS
IMPROVEMENT
DISTRICT

Doing Business in Dún Laoghaire

A SHORT GUIDE



Oifig Fiontar Áitiúil
Local Enterprise Office

Oifig Fiontar Áitiúil Dún Laoghaire - Rath na Dún

Local Enterprise Office Dún Laoghaire - Rath na Dún

1. INTRODUCTION	1
<hr/>	
2. DÚN LAOGHAIRE, FACTS & FIGURES	
• I - Population	2
• II - Education & Employment	3
• III - Households	3
<hr/>	
3. PLANNING	
• How to find out if a planning permission exists	4
• How to apply for Planning Permission	4
<hr/>	
4. RATES	
• How are commercial rates calculated?	6
• When are commercial rates due to be paid?	6
• How to make a payment?	6
• Who is my rates inspector?	6
• What happens if a new tenant moves into a premises and there are still rates owing on it?	6
• Are rates payable on vacant properties?	7
<hr/>	
5. NON-DOMESTIC WATER CHARGES	7
<hr/>	
6. STREET FURNITURE & SIGNAGE	8
<hr/>	
7. PARKING PERMIT	8
<hr/>	
8. TRADING LICENCE	9
<hr/>	
9. WASTE MANAGEMENT	9
• What is waste packaging and what implications has it for my business?	9
• How do the regulations apply to your business?	9
• What are the requirements for businesses with regard to trade effluent?	9
<hr/>	
10. BID LEVY	10
<hr/>	
11. FINANCIAL SUPPORTS	11
• What financial supports are available for new businesses?	11
• What other forms of assistance could a small business qualify for?	11
• What supports are there for the promotion of the business area of Dún Laoghaire?	11
<hr/>	
12. USEFUL COUNCIL CONTACTS	12
<hr/>	
13. USEFUL BUSINESS CONTACTS	13
<hr/>	



1. INTRODUCTION

The Dún Laoghaire Business Improvement District and the Local Enterprise Office (LEO) have teamed up to publish a guide that provides you with all relevant information that you need to start up a business and to do business in Dún Laoghaire. This guide will give you an idea of what is expected of you and provides you with important contacts to make the process of getting started easier.

Dún Laoghaire BID is an initiative designed to increase footfall in Dún Laoghaire, to attract more businesses and to secure a long term sustainable model for the management of the town. BID represents over 800 businesses in Dún Laoghaire and provides the opportunity to deliver projects that will make a tangible difference to the town. The BID team can help new businesses throughout the process of finding a property and stand beside you if you need help with administrative issues, such as getting the permissions required.

BID is your supporting business friend that will help you with your daily challenges in the business world in Dún Laoghaire. Establishing your business in Dún Laoghaire will mean becoming part of a supportive and vibrant business community and allows access to all of BID's resources.

We are just a phone call away.

*Call us on: 01 5175312
or
E-mail: bid@dunlaoghaire.ie
www.dunlaoghaire.ie*





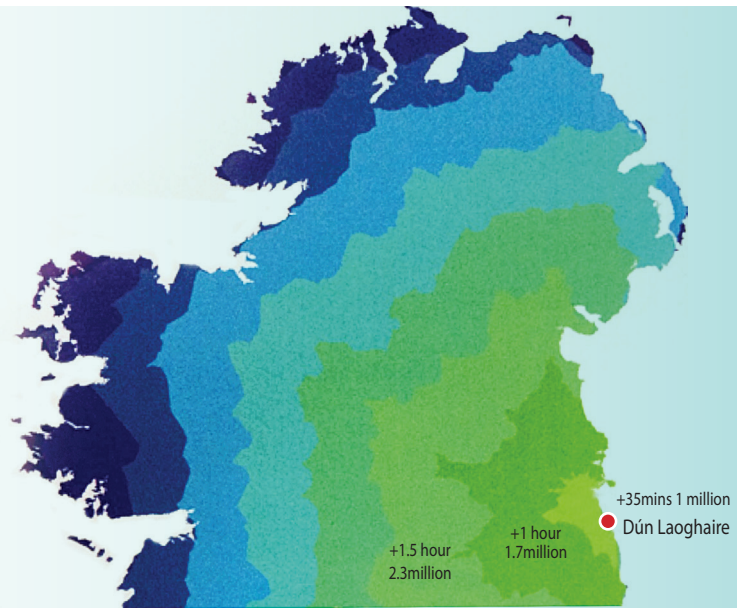
2. DÚN LAOGHAIRE: FACTS & FIGURES

I. POPULATION

With about 8,900 people within a 10 minute walk from the town centre, Dún Laoghaire is a large seaside town in South County Dublin. Within a 10 minute drive the number of inhabitants increases to 135,000.

Population catchment from Dún Laoghaire.

Drive time less than...	Population Catchment
30 mins	1, 052, 202
1 hr	1, 771, 384
1.5 hr	2, 325, 360
2 hrs	3, 055, 043
2.5 hrs	4, 418, 329
3 hrs	5, 219, 539
3.5 hrs	6, 065, 919
4 hrs	6, 354, 676
4.5 hrs	6, 390, 744



Young Population

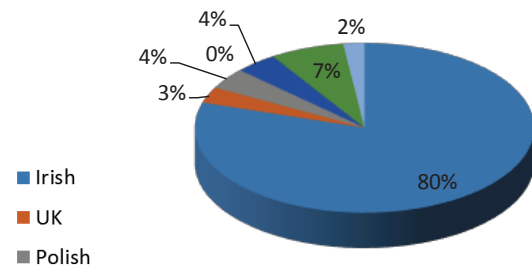
34% of Dún Laoghaire population are under 30 years of age and only 17% are over 65. Over half the population is single, reflecting the young age profile.

Age	Within 10 minute walk	Within 10 minute drive
Under 30 years	34%	40%
Between 31 - 64	49%	45%
Over 65	17%	15%

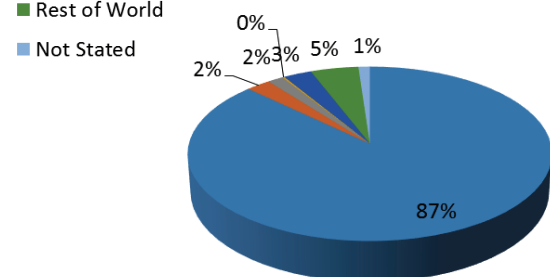
Nationality

One out of every five residents living within 10 minutes walking distance is a non-Irish national. The percentage declines to 13% if the larger surrounding area is taken in consideration.

NATIONALITIES WITHIN 10 MINUTE WALK.



NATIONALITIES WITHIN 10 MINUTE DRIVE.

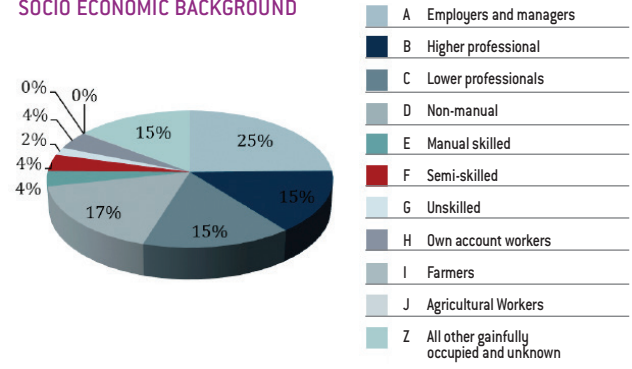




II. EDUCATION & EMPLOYMENT

Almost two third of the individuals living in Dún Laoghaire have attended further education. A significant number of people are working as employers or managers. Consequently, Dún Laoghaire has a relatively affluent population with over 50% ABC1 socio-economic groups. This occupation type reflects the higher socio-economic status of the population. There are some 7800 jobs located in Dún Laoghaire town.

SOCIO ECONOMIC BACKGROUND



III. HOUSEHOLDS

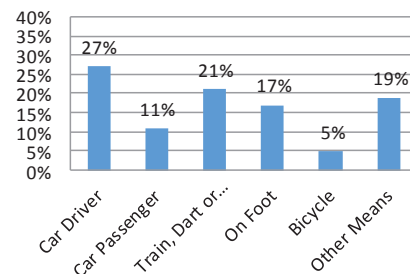
Over 30% of the households in Dún Laoghaire are pre or young family groups and every third household is occupied by just one person. A significant number of individuals rent their homes and 29% of households have paid off their mortgages. Within a 10 minute drive time this number increases to more than one third of households.

• Car Usage

Although 67 % own at least one car, only 38% of commuters use their cars as their preferred method of transport. In the surrounding area this number rises to a significant one, with half the population preferring cars over other means of transport. Furthermore every fourth household in Dún Laoghaire owns 2 or more cars. 3,500 car parking spaces are offered within a 10 minute walk time.

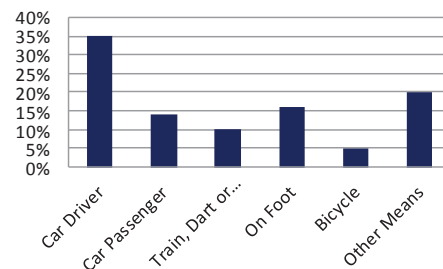
Household Profile	Percentage
Pre-family	21%
Empty Nest	10%
Retired	10%
Pre-School	12%
Early School	9%
Pre-Adolescent	7%
Adolescent	9%
Adult	23%

Means of Transport within 10 minute walk



Occupation Profile	Percentage
Owner Occupier with Mortgage	29%
Owner Occupier No Mortgage	27%
Rented from Private Landlord	32%
Rented from Local Authority	7%
Rented from Voluntary Body	0%
Rented Free of Rent	1%
Not Stated	3%

Means of Transport within a 10 minute drive



All statistics are supplied by One-Eighty Degrees, retail & property strategists, www.180.ie



3. PLANNING

This section gives you an idea of the first steps you will need to take before taking over a premises in Dún Laoghaire. Here you will get an idea of where to get all the important documents from and who you need to contact.

Please note that you may require planning permission before you start the process of renovation/fit-out of a premises.

HOW TO FIND OUT IF PLANNING PERMISSION IS REQUIRED?

Planning permission on a premises specifies the use of a property as well as its physical elements. To change the use of physical aspects sometimes planning permission is required.

To find out what's required, either search online using the link below, visit the public counter in the Planning Department (County Hall, Marine Road, Dún Laoghaire) or phone the Planning Department (phone no. 2054871)

www.dlrcoco.ie/aboutus/councildepartments/planning/applyforit/

HOW TO APPLY FOR PLANNING PERMISSION?

To obtain planning permission, an applicant must make a planning application to DLRCoCo Planning Department. There are four different types of permission. An application may be made for:

- **Permission** – most common type of planning application
- **Outline Permission** – to see if the Planning Authority agrees in principle prior to making detailed plans
- **Permission consequent to the grant of outline permission** – after obtaining outline permission you would have to submit exact details prior to commencing works
- **Retention** – The Planning Acts 2000-2012 allow for the lodgement of planning applications to retain development that has already been constructed. While such a course of action is not viewed favourably, it is acknowledged that genuine mistakes do sometimes occur and that planning legislation can be inadvertently breached.

It is advisable to get a professional to prepare the application i.e. an Architect or a Town Planner.

Step 1 Preplanning Consultation

To get clarity on the requirements and what will be acceptable for the Local Authority, please arrange a preplanning consultation. Preplanning consultations can be arranged by **phoning 2054871**, or writing (County Hall, Marine Road, Dun Laoghaire) or by e-mail: **preplanning@dlrcoco.ie** You will need to submit the following:

- Name and Address
- Contact Details
- Site Address
- Site location map: Scale 1:2500 within the proposed site outline
- Approximate size of site
- Legal interest in site, i.e. Owner/ Purchaser (Written consent of the owner is required where the applicant is not the owner of the site)
- Description of the proposed development (including relevant drawings and details)

Step 2 Giving Public Notice

Please give public notice of proposals prior to the making of the application. This must be done:

- By erecting a site notice, on durable material, that is clearly visible to members of the public. The site notice must be placed on site for five weeks from the date of receipt of the planning application.
- By a notice in an accepted locally-circulated newspaper such as the Irish Independent, The Herald, Daily Star, The Sunday Independent or Sunday World. This can be verified with the Planning Department by phoning 2054871. A copy or original of the newspaper notice must be submitted with the application. The application must be lodged with the Planning Department within two weeks of the publication date of the newspaper.

Step 3 Making a Planning Application

Download a Planning Application Form here:

www.dlrcoco.ie/aboutus/councildepartments/planning/applyforit/planningapplicationformsinenglish/

The following information must accompany a planning application:

- Development proposals
- What the development will look like when finished
- How it will relate to the site and to the adjoining structures and properties

In general, always submit:

- Location map (minimum scale 1:1000)
- A plan showing the location of the site notice
- Site or layout plan (minimum scale 1:500)
- Other plans and elevations (minimum scale 1:200) (except for outline permission)
- Copies of public notices
- Appropriate fee

Six copies of the plan and map must be submitted. In the cases of protected structures or proposed protected structures, ten copies are required.



Step 4 Payment for Application

The current fee for commercial applications is €80.00 per building or €3.60 per sq.m. of gross floor space to be provide, whichever is the greater.

Step 5 Planning Decision

The planning process usually takes **8 weeks**. If the Local Authority rejects the planning application, the decision can be appealed to An Bord Pleanála. Any decision made can be appealed by the applicant or objectors, to An Bord Pleanála within 4 weeks from the decision date.

A person who has an interest in ADJOINING land in respect of which a decision to grant permission has been made, may apply to An Bord Pleanála for Leave to Appeal against that decision.

Sent by post:

The Secretary,
An Bord Pleanála,
64 Marlborough Street,
Dublin 1
Phone (01) 8588100
Website: www.pleanala.ie

WHAT HAPPENS AFTER PLANNING PERMISSION HAS BEEN GRANTED?

To start works on your premises you must acquire a Commencement Notice from the Local Authority. The notice must be given no more than 28 days and no less than 14 days before the commencement of works or the change of use. Once validated by the local authority, works must commence on site within the 28 day period. The fee for obtaining a Commencement Notice is €30 per premises

Commencement Notices are required for the following

1. The erection of a building
2. A material alteration of a building
3. An extension to a building
4. A material change of use of a building
5. Works in connection with the material alteration (excluding minor works) of a shop, office or industrial building where a Fire Safety Certificate is not required

What Building Standards must be complied with before changes to the premises commence?

Fire Safety Certificate

Please note that for a commercial development, a valid fire safety certificate must be granted. This should be applied for prior to works commencing.

Applications for Fire Safety Certificates are processed in the

Planning Department. On the advice of the Chief Fire Officer, a Fire Safety Certificate is granted with or without conditions or refused. There is provision for an appeal to An Bord Pleanála. The fee is determined in accordance with Part V of the Building Control Regulations, 1997 see below

www.environ.ie/en/Legislation/DevelopmentandHousing/BuildingStandards/FileDownload,1618,en.pdf

Application form: www.dlrcoco.ie/aboutus/councildepartments/planning/applyforit/commencementnoticesandfiresafety/

Disability Access Certificate

It is best practice to apply for your Disability Access Certificate at the same time you are applying for your Fire Safety Certificate.

A valid Disability Access Certificate application must include:

1. A completed application form
2. Relevant disability access drawings in duplicate
3. A disability access report in duplicate.
4. Site location maps in duplicate.
5. €800:00 fee

More details relating to Disability Access Certificates can be found using the following link:

www.fisca.ie/disability-access-certificates/#1

www.dlrcoco.ie/aboutus/councildepartments/planning/applyforit/commencementnoticesandfiresafety/

Building Energy Rating Certificate (BER)

A building energy rating is a rating on the overall energy efficiency of a building (residential or commercial). The rating is similar to the energy label on your fridge and is denoted on scale of A to G, with A1 being the most energy efficient and G being the least energy efficient.

The certificate contains the following information:

The building name and address, a BER number, the date of issue, the date until when the BER is valid, the BER assessor number and the BER assessor company number.

More details relating to Building Energy Rating Certificates can be found using the following link:

www.seai.ie/Your_Building/BER/





4. RATES

Rates are property-based tax levied by Local Authorities on the occupiers of commercial/industrial properties in their administrative area.

HOW ARE COMMERCIAL RATES CALCULATED?

The formula to calculate your annual rate is: Annual Rate = Rateable Valuation x A.R.V.

E.g. Rateable Valuation x	2014 Annual = Rate of Valuation	Rates
€100,000	€0.1666	€16,660

Your annual rates are calculated by multiplying the valuation of your commercial property, by the annual rate on valuation (ARV). The Commissioner of Valuation is responsible for valuations and the Local Authority for the ARV. Both of these terms are clarified as follows:

The valuation of property is determined by the Commissioner of Valuation. The basis of valuation is the Net Annual Value (NAV) i.e. the open market rental value of the property at a specified valuation date. For the purposes of revaluation in Dún Laoghaire the relevant valuation date was the 30th September 2005. In order to check the valuation of a property you can use the following link: www.valoff.ie/en/Ratepayers/Dublin/Dun_Laoghaire_Rathdown/

The “Annual Rate on Valuation” (formerly known as “the rate in the pound”), is in effect a multiplier, and it is determined by the Council at its Annual Budget Meeting. The rate is then made by the Council following a public notification process. The calculation above shows the annual rate of valuation for 2014.

The following link is a very useful information tool with regard to rates :

www.dlrcoco.ie/aboutus/councildepartments/financeandit/faq/ratesfaq/

WHEN ARE COMMERCIAL RATES DUE TO BE PAID?

Rates are payable in two moieties (i.e. two instalments), the first moiety when the rate is made and on receipt of the rates bill by the occupier of the premises and the second moiety by the 1st July.

A rate demand is generally issued by the Council in Feb/March detailing the charges for the year on the commercial property.

HOW TO MAKE PAYMENT?

By Direct Debit: You can pay your rates in monthly instalments over the course of one year.

To download the direct debit form use the following link:

www.dlrcoco.ie/aboutus/councildepartments/financeandit/payforit/ratespaymentmethods/

By Bank Giro Credit Transfer/EFT: A Bank Giro is attached to your Rate Demand.

In person: At the Council’s Offices in Dún Laoghaire (Debit or Credit card payments only)

By phoning: Rates Office at 01 – 2054821 (Debit or Credit card payments only)

Please note cash or cheques are not accepted at the Council’s offices in County Hall or Dundrum. Also, cash should not be sent through the post.

WHO IS MY RATES INSPECTOR?

Blackrock / Dún Laoghaire / Stillorgan

P.J. Meagher is the Rate Inspector for the area from the County boundary with Dublin City to the centre of Dún Laoghaire. His areas include Booterstown, Blackrock, Monkstown, Part of Dún Laoghaire from Monkstown towards Royal Marine Road and Stillorgan/Clonskeagh. He can be contacted at **(01) 205 4798 or 086 8585867 or via e-mail at pjmeagher@dlrcoco.ie**.

Dún Laoghaire/Shankill

Emma Hynes is the Rates Inspector for the area from the centre of Dún Laoghaire to the County boundary with Bray. Her areas include part of Dún Laoghaire from Royal Marine Road towards Glashule, Glashule, Dalkey, Shankill, Cherrywood and Foxrock. She can be contacted at **(01) 205 4895 or 086 0204632 or via e-mail at ehynes@dlrcoco.ie**.

If you have a query on your rates bill, please contact the Rate Inspector for your area or contact the Rates Office at 01 – 2054821 or e-mail rates@dlrcoco.ie

WHAT HAPPENS IF A NEW TENANT MOVES INTO A PREMISES AND THERE ARE STILL RATES OWING ON IT?

A subsequent occupier may be held liable for arrears of rates for up to two years from the making of the rate. It is up to the new occupier to ensure that all rates, including the current year’s rates, and all other liabilities (e.g. water/ environmental waste charges) are paid before the closing of a sale or the assignment of a lease of any rateable property.



ARE RATES PAYABLE ON VACANT PROPERTIES?

If the property is vacant and is available for letting or undergoing refurbishment the rates must still be paid to the Council. The ratepayer can however apply for a refund. The Ratepayer will need to complete a Vacancy Refund Form (Rates) (pdf -59kb) together with a statutory undertaking and provide documentary evidence of his/her attempts to let or refurbish the property.

www.dlrcoco.ie/aboutus/councildepartments/financeandit/applyforit/

5. NON-DOMESTIC WATER CHARGES

WHO MUST PAY WATER CHARGES?

All non-domestic users of the water service must pay water charges. Under the Water Pricing policy, government funding is provided to local authorities for domestic water services only. Domestic water is very strictly defined to mean water for ordinary household purposes within a residential situation.

There is a specific requirement on local authorities to meter and charge for all non-domestic water supplied and there is no discretion for exceptions because there is no other source of funding. As is the case with other utilities, here is no option to waive water charges. However, unlike private utility suppliers, no profit may be made on the service.

WHO BILLS FOR NON-DOMESTIC WATER?

The relevant Local Authority bills for non-domestic water. Dún Laoghaire-Rathdown County Council will bill for its area.

HOW IS IT CHARGED?

There is an annual standing charge for the availability of the service plus a volume charge based on the volume of water used.

WHO DECIDES HOW MUCH I PAY?

The charge for water supply and for wastewater collection and treatment is based on the actual cost of providing the service. Water supplies are metered to the maximum practicable extent and bills are based on this information.

HOW WILL I BENEFIT FROM A WATER METER?

Water charges are now based on an annual standing charge plus a charge based on the volume used - the less water used, the less you pay. The metering system provides information regarding water usage and will alert the customers and Local Authorities to possible leaks. It may be worthwhile for customers to examine current water usage with a view to economising and conserving

water where possible - further advice is available online at www.taptips.ie/at-work.htm. Commercial rates no longer contribute to water services funding.

WHERE ARE WATER METERS INSTALLED?

In the majority of cases the meters and meter reading equipment is located externally and as close to the property boundary as possible. However in some cases, due to services congestion or limited space, meters have to be installed internally within the premises.

IF THERE IS LEAK – WHO IS RESPONSIBLE?

The customer is responsible for all leaks downstream of the meter; responsibility extends to payment for all water measured by the meter and location and repair of leaks.

In the majority of circumstances, the council is responsible for leaks upstream or at the customer's meter. The exception is where it has been necessary to install a meter within a customer's premises. In this case, the customer is responsible for leaks upstream of the meter as far as the premises boundary or stopcock in the public area.

In the exceptional circumstance where the meter to customer pipe junction is leaking downstream of the meter, the council may be responsible for the repair of the leak and attributable water usage. Where there is reason to suspect that this is the case, the council will excavate to inspect this junction on payment of a deposit of €750. This deposit and water usage attributable to the leak will be refunded or credited against water charges only where the joint is found to be leaking. Where the connection pipe from the meter to the customer boundary is found to be leaking, the responsibility for water usage rests with the customer as above but the repair will be carried out by the council on the customer's behalf, the repair cost being set against the deposit.

HOW OFTEN WILL I RECEIVE MY BILL?

Dún Laoghaire-Rathdown County Council issues three bills a year.

WHO DO I CONTACT IF I HAVE A QUERY WITH MY BILL?

You should contact Water Charges section, Finance Department, Dún Laoghaire-Rathdown County Council, County Hall, Marine Road, Dún Laoghaire, Co. Dublin or by the following methods:

Phone: (01) 204 7074
Fax: (01) 280 5581
E-mail: watercharges@dlrcoco.ie
Website: www.dlrcoco.ie



HOW CAN I PAY MY WATER CHARGES?

You can pay your water charges by the following methods

By Bank Giro transfer

- A Bank Giro will be attached to your bill.

By Post

- Cheques, Postal Orders or Money Orders

In person

- At the Council's Offices by cheque.

Cash is not accepted at the Council's offices in County Hall or Dundrum. Also, cash should not be sent through the post.

WHO DO I CONTACT IF I HAVE PROBLEMS WITH MY WATER OR WASTEWATER SERVICES?

TO CONTACT	SERVICE / LOCATION
Water Supply Operations - Supply, maintenance, bursts, etc.	
East of County	For Dún Laoghaire, call 01 2054700

6. STREET FURNITURE & SIGNAGE

From next year there will be no licence fee for A-Boards (currently €50 for a 12 month licence). However, in order to avoid fines and if you wish to have Sandwich Boards/Street Furniture outside your premises you must apply for a licence.

This is the link to Street Furniture Application Form:

<http://www.dlrcoco.ie/a-z/services/s/>

Please note that a licence can be refused on health and safety grounds.

To erect canopies / awnings and outside shutters you will need planning permission.

7. PARKING PERMITS

Application forms for parking permits for visitors/residents, application for disabled parking bay for private residents and other issues, please visit link below.

www.dlrcoco.ie/aboutus/councildepartments/transportation/applyforit/

SUMMARY OF WATER CHARGES FOR 2014

Charge Description	Water only	Waste-water Only	Water & Waste-water
Metered Water/ Wastewater services - per cubic metre	€1.04	€1.24	€2.28
Metered Mixed Supplies	General Domestic Allowance per residential unit: <ul style="list-style-type: none"> • 165 m3 per annum • 55 m3 per four month bill Per Capita Domestic Allowance (Residential Institutions): <ul style="list-style-type: none"> • 51 m3 per qualifying person per annum • 7 m3 per person per four month bill 		
Standing Charge – per four month bill	Up to 1" or 25mm		€53
	Up to 2" or 50mm		€95
	Up to 4" or 100mm		€195
	Up to 6" or 150mm		€250
	Up to 8" or 200mm		€330
	Up to 10" or 250mm		€495
Special Read Charge			€150



8. TRADING LICENCE

Anyone wishing to engage in casual trading in Dún Laoghaire must apply for a casual trading licence.

- Application fee of €63 must accompany the application form, see link below. This is non refundable in the event of the application being refused.
- A sketch map of your proposed location must also accompany your application form.
- Tax clearance certificate must be submitted with application.

For further information and application forms please visit link below:
www.dlrcoco.ie/aboutus/councildepartments/environment/findingit/

9. WASTE MANAGEMENT

WHAT IS WASTE PACKAGING AND WHAT IMPLICATIONS HAS IT FOR MY BUSINESS?

Under the Waste Management (Packaging) Regulations 2007 all producers have important obligations for the recovery of packaging waste.

These Regulations are designed to assist and promote the recycling of packaging waste in order to facilitate the achievement of the packaging waste recovery targets set for Ireland in EU Directive 94/62/EC on packaging and packaging waste.

HOW DO THE REGULATIONS APPLY TO YOUR BUSINESS?

The Waste Management (Packaging) Regulations, 2007 impose certain obligations on all 'producers' of packaging and additional obligations on 'major producers'

'Producers' of packaging are people who in the course of business supply to others packaging material e.g. shops, pubs, supermarkets, fast-food outlets, wholesalers, manufactures, importers, exporters (both Repak and non-Repak members). All such are referred to as 'producers' of packaging.

'Major Producers' of packaging are suppliers who annually place more than 10 tonnes of packaging (other than packaging for reuse or export) on the Irish market and have an annual turnover of more than €1million ('Turnover' for the purpose of these Regulations means "the amounts derived from the provision (including exports) of goods and services falling within the producers ordinary activities after deduction of trade discounts and VAT".)

Packaging includes the primary packaging on the product sold. If you are asked to produce a packaging report identifying packaging used you must calculate packaging weights.

As pubs and restaurants now fall under the scope of the Regulations, they must be able to estimate the weight of packaging consumed on the premises.

For further information and application forms please visit link below:
www.dlrcoco.ie/aboutus/councildepartments/wasteservices/findingit/packagingwaste/

WHAT ARE THE REQUIREMENTS FOR BUSINESSES WITH REGARD TO TRADE EFFLUENT?

The protection of the environment is a major priority of the Council and every effort is made to ensure that rivers, lakes and tidal streams are kept pollution free. Persons discharging trade or sewage effluent to rivers, lakes, streams, tidal waters etc must do so under licence from the Council. A licence is also necessary for trade discharges to sewers.

Application must be made to Irish Water for this trade discharge. Application forms can be downloaded using the following link:
www.water.ie/help-centre/applications/form

The Green Business Website offers Irish businesses free impartial advice on improving resource efficiency through reducing the wastage of materials, consumables, water and energy.

www.greenbusiness.ie





10. BID-LEVY

The Dun Laoghaire Business Improvement District (BID) is an initiative designed to increase the footfall to Dún Laoghaire, to attract more businesses and to secure a long term sustainable model for the management of the town. BID represents over 800 businesses in the BID area. Membership of the Dún Laoghaire BID is designed to benefit all the business people in Dún Laoghaire and every member has a say in its democratic governance.

Making Dún Laoghaire BID a success requires funding and a contribution from every member of the business community.

This is how the contribution (BID levy) of every business in the BID area is calculated:

Rateable Value of Property

Multiplied by BID Multiplier (0.0052) = BID Levy

The 'levy' is compulsory and

THE BID LEVY IS FULLY TAX DEDUCTABLE

The benefits are considerable and the returns will far outweigh the annual costs associated with BID.

Rateable Value of Property	Gross Business Rates Payable	Annual Bid Levy
€5,000	€833	€26
€10,000	€1,666	€52
€15,000	€2,499	€78
€20,000	€3,332	€104
€40,000	€6,664	€208
€60,000	€9,996	€312
€80,000	€13,328	€416
€100,000	€16,660	€520
€200,000	€33,320	€1,040
€350,000	€58,310	€1,820
€500,000	€83,300	€2,600
€2,000,000	€333,200	€10,400

The annual costs for 2/3 of all 809 businesses within the BID area will be less than €200 per annum.



11. FINANCIAL SUPPORTS

WHAT FINANCIAL SUPPORTS ARE AVAILABLE FOR NEW BUSINESSES?

Local Enterprise Offices provide a range of financial supports designed to assist with the establishment and/or growth of businesses employing up to ten people.

The following are the types of financial assistance are available:

Feasibility Grant: designed to assist a business with researching market demand for a product or service.

Business Priming Funding: designed to assist a micro-enterprise within the first 18 months of start-up.

Business Expansion Funding: designed to assist a micro-enterprise that has been trading for over 18 months.

Export Development Grant: support efforts to establish new export markets for their products or services.

WHAT OTHER FORMS OF ASSISTANCE COULD A SMALL BUSINESS QUALIFY FOR?

Innovation Vouchers: If you own or manage a small business and you have a business opportunity you want to explore, you can apply for an Innovation Voucher worth €5,000.

Innovation Vouchers enable a business to become more innovative by helping them access the skills and research expertise in a local third level institution or 'Knowledge Providers'.

Online Trading Vouchers: The Online Trading Voucher Scheme offers small businesses the opportunity to develop their website or digital marketing strategy by availing of vouchers of up to €2,500 or 50% of eligible expenditure.

Microfinance Loan: Microfinance Ireland provide unsecured business loans of €2,000 to €25,000 for commercially viable proposals that have been declined bank credit. Further information and application forms are available via the following link :

www.localenterprise.ie/DLR/Financial-Supports/Microfinance-Loans/

WHAT SUPPORTS ARE THERE FOR THE PROMOTION OF THE BUSINESS AREA OF DÚN LAOGHAIRE?

Business Area Promotion Grants to provide financial assistance to business groups and organisations engaged in projects, events or developments at to improve footfall in local business areas. To qualify for Business Area Promotion Grants please find all the details via the following link:

<http://www.dlrcoco.ie/aboutus/councildepartments/environment/findit/grantschemes>

Vacant Commercial Premises Incentive Scheme to encourage new businesses to occupy commercial premises that have been vacant for a period exceeding 6 months. The Scheme is applicable to premises which have a rates valuation of no more than €60,000. It will operate by lowering the entry costs through a grant related to the level of rates payable on the property. To qualify for Vacant Commercial Premises Incentive Scheme please find all the details via the following link:

www.localenterprise.ie/DLR/Enterprise-Development/Local-Authority-Business-Services/Retail-Initiatives/

Shop Front Improvement Grant (new applications available in 2015) to improve the overall appearance of shop fronts and commercial properties that front onto public streets within Dún Laoghaire-Rathdown. Business owners of existing independent shops in the County are eligible to apply for assistance. The Council will cover up to 50% of the shop front cost with a maximum allowable grant of €3,000 per applicant. To qualify for Shop Front Improvement Scheme please find all the details via the following link:

www.localenterprise.ie/DLR/Enterprise-Development/Local-Authority-Business-Services/Retail-Initiatives/

The websites below give an excellent overview on funding opportunities:

www.dunlaoghaire.ie/do-business/funding/
www.dlrcoco.ie/business/existingBusiness.html



12. USEFUL COUNCIL CONTACTS

DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL

LOCAL ENTERPRISE OFFICE

Raymond Carroll, Assistant Business Advisor, looks after the schemes in the County Council.

His contact details are: +353 (1) 2054869 and rcarroll@leo.dlrcoco.ie

PLANNING

Contact Telephone List of the various Planning Sections

Section	Direct Telephone No
Planning Enforcement	2054392 / 2054827 / 2054864
Development Control	2054863 / 2047959 / 2054737
Building Control	2054864
Bonds and Contributions	2054867 / 2047956
Secretariat/Meetings	2054871
Appeals	2054867/2047956
Fire Certs/Applications	2047282
Registry	2054859

Fax: (Planning) 00 353 1 2803122

E-Mail: General Planning Queries etc.: planning@dlrcoco.ie

Property Section: propertymanagement@dlrcoco.ie

Planning Enforcement Issues: planningenforcement@dlrcoco.ie

Public Counter Opening Hours (Planning):

10.00 a.m. – 4.00 p.m.

See address below

Director of Planning: Gerry Hayden

Senior Executive Officer (Planning): Declan McCulloch

Administrative Officer (Planning Enforcement/Building Control/Taking in Charge): Tom Mahon

Administrative Officer (Secretariat/Development Plan): Tom Mahon

Administrative Officer (Development Control): Eugene Condon

Acting Administrative Officer (Bonds and Contributions/

Appeals): Josephine Larmon, County Hall, Marine Road, Dún Laoghaire

Phone 00353 1 2054700

E-mail: pre-planning@dlrcoco.ie

General Planning Queries: planning@dlrcoco.ie

Contacts of the Planning Department

<http://www.dlrcoco.ie/aboutus/councildepartments/planning/contactus/>

<http://www.dlrcoco.ie/contactus/contactdetails/>

RATES

THE RATES DEPARTMENT IN THE COUNTY COUNCIL

Rates Section

Finance Department

Dún Laoghaire-Rathdown County Council

County Hall

Marine Road

Dún Laoghaire

Co. Dublin

Phone: (01) 205 4821

Fax: (01) 280 5581

e-mail: rates@dlrcoco.ie

Website: www.dlrcoco.ie/

Valuation Office Ireland

Irish Life Centre

Abbey Street Lower

Dublin 1

Phone General Queries: (01) 817 1000

Fax: (01) 817 1180

e-mail: info@valoff.ie

Website: www.valoff.ie





13. USEFUL BUSINESS CONTACTS

BANKS

Bank	Email & Phone	Address
Bank of Ireland	dunlaoghaire@boi.com (01) 280 0273	101/102 Georges Street Upper Dún Laoghaire
AIB	933406@aib.ie (01) 284 4055	Georges Street Dún Laoghaire
Ulster Bank	tara.conway@ulsterbank.com (01) 280 8596	Unit 210 Georges Street Mall Dún Laoghaire Shopping Centre
EBS	dunlaoghaire@mail.ebs.ie (01) 280 3304	78 Lower Georges Street Dún Laoghaire Co. Dublin
TSB	john.byrne@permanenttsb.ie (01) 280 8557	11 Georges Street Upper Dún Laoghaire

SOLICITORS

A full list of solicitors can be found on link:
www.dunlaoghaire.ie/business-search

- Business Category - Solicitors

ACCOUNTANTS

An overview of all the accountants in Dún Laoghaire can be
found here:

www.dunlaoghaire.ie/business-search

- Business Category - Accountants

REAL ESTATE/ PROPERTY/ LETTING AGENTS

Name	Email & Phone	Address
Lisney	dl@lisney.com (01) 280 6820	106 Lower Georges Street, Dún Laoghaire
Downey	dunlaoghaire@robertdowney.ie (01) 230 0023	25 Lower Georges Street, Dún Laoghaire
Home Managers	info@homemanagers.ie (01) 284 5677	24 Mulgrave Street, Dún Laoghaire
Gunne Residential	dunlaoghaireoffice@gunne.ie (01) 280 1719	Unit G5 Bloomfield Centre, Lower Georges Street, Dún Laoghaire
Sherry Fitzgerald	dunlaoghaire@sherryfitz.ie (01) 284 4422	35 Upper Georges Street, Dún Laoghaire
Douglas Newman Good	dunlaoghaire@dng.ie (01) 230 1616	76A/B Upper Georges Street, Dún Laoghaire
Land Surveys	info@landsurveys.ie (01) 280 5212	22 Mellifont Ave, Dún Laoghaire
McCabe & McCabe	mccabedd@iol.ie (01) 280 6452	116 Lower Georges Street, Dún Laoghaire

Find a full list of Estate Agents on:

www.dunlaoghaire.ie/business-search

- Business Category - Real Estate/ Property/ Letting Agents

*A comprehensive database with all available
properties (retail / office) can be found here:*

www.dunlaoghaire.ie/do-business/



ARCHITECTS

A full list of architects can be found on link:
www.dunlaoghaire.ie/business-search
- Business Category - Architects

INTERIOR DESIGNERS

Name	Email & Phone	Address
Lost Weekend	emily@lostweekend.ie (01) 2140711	Unit 2 St Helens Court, Georges Street Lower, Dún Laoghaire
MiD: Michael Ó Mara Interior Design	info@m-id.ie 087 615 39 68	Upper Georges Street, Dún Laoghaire
Yours Personally	info@yourspersonally.ie 01 230 1260	15 - 16 Lower Georges Street, Dún Laoghaire

BID COST SAVING INITIATIVE: WE CAN SAVE YOU MONEY!

The BID cost saving initiative in cooperation with WE CAN SAVE YOU MONEY has to date saved more than 130 businesses in the BID area in access of €135,000 on their utility bills.
Contact Details WE CAN SAVE YOU MONEY:

Phone: 01 529 2211 Email: bid@wecansaveyoumoney.ie
Mobile: 085-2319787 website: www.wecansaveyoumoney.ie





NOTES:

CAMPAIGN

CHAMPIONS

What is it?

Our goal is to recruit 1000 dedicated people to do more shopping in Dún Laoghaire Town.

How it works



LEADERS



X 100

recruit

CHAMPIONS



X 10

1000 recruits

Achieving a goal of



Who commit to do more shopping in Dún Laoghaire



Which will:



Encourage new businesses to the town



Increase employment



Encourage a greater sense of community



Increase footfall & sales

Sign up today

[www.dunlaoghaire.ie/
destinationdunlaoghaire](http://www.dunlaoghaire.ie/destinationdunlaoghaire)

Dún Laoghaire Business Improvement District
Harbour View Business Centre
Clarence Street 7-9
Dún Laoghaire
Co. Dublin
T: 01 5175312
E: bid@dunlaoghaire.ie

www.dunlaoghaire.ie