



To the Chairman and Members of
the North West Area Committee

Meeting: 21st November 2017

Item No:

With reference to the proposed grant of licence of two office units at ground floor level, Ballymun Civic Centre, Ballymun Dublin 9.

A licence was granted to The Dublin North West Citizens Information Service for the use of two office units, at ground floor level, Ballymun Civic Centre. The licence expired on 30th April 2017 and terms and conditions have now been agreed in relation to the granting of a further licence. The area to be licensed is shown outlined in red and coloured pink plus the group have shared use of the area shown yellow on Map Index No.SM-2011-0128, a copy of which is submitted with this report.

It is therefore proposed to grant a 3 year licence to The Dublin North West Citizens Information Service subject to the following Terms and Conditions:

1. That the subject property comprises two office units, at ground floor level, Ballymun Civic Centre, shown outlined in red and shaded pink plus shared use of the area shown yellow, on the attached Map Index No. SM-2011-0128.
2. That Dublin City Council shall grant a three year licence from the 1 May 2017.
3. That the licence fee shall be €10,400 (ten thousand & four hundred euro) per annum plus VAT, if applicable.
4. That the licensee shall be responsible for the payment of rates, facilities/service charges, utilities, building insurance, waste collection, taxes and all other charges for the licensed area.
5. That the licensee shall indemnify Dublin City Council against any and all claims arising from its use of the property. Public Liability Insurance (minimum of €6.5 million) and Employers Liability Insurance (minimum of €13 million) shall be required.
6. That the subject property shall be used solely as a public information centre.
7. That this license is personal to the Dublin North West Citizens Information Service and the licensee shall not assign, sublet or part with possession of the property or any part thereof.
8. That the licence may be terminated by either party upon giving one month's prior written notice.

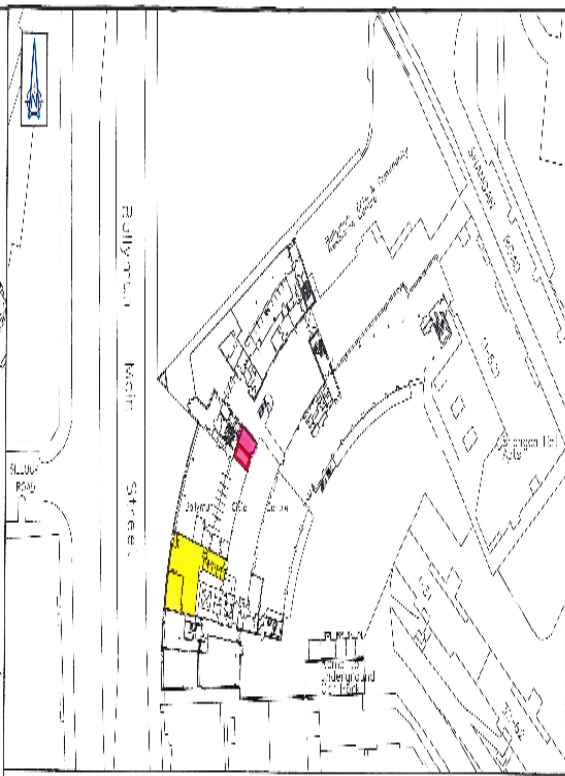
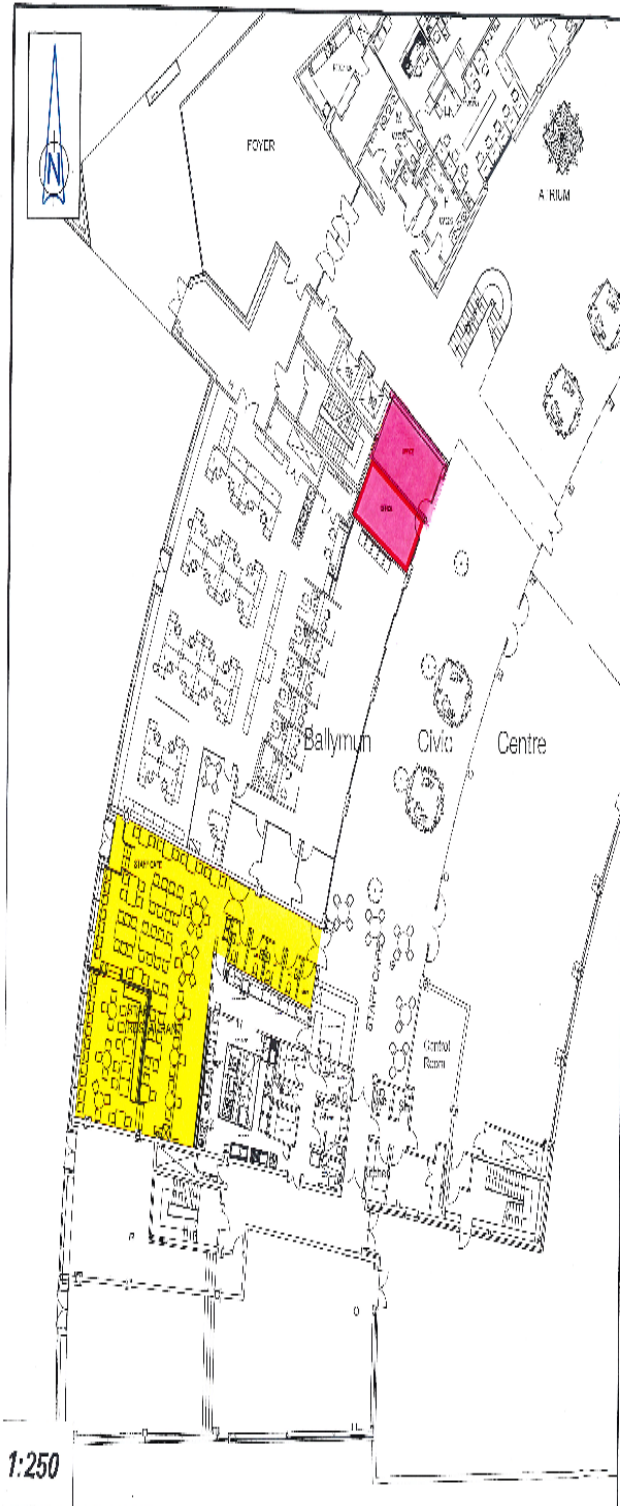
9. That the licensee shall repair any damage caused to the property as a result of, and during its use of the property.
10. That the licensee shall keep and yield up the property clean and tidy.
11. That the licensee shall not carry out any structural alterations to the property.
12. That the licensee shall sign a Deed of Renunciation of renewal rights.
13. That the licensee shall abide by all protocols, systems and procedures laid down by Dublin City Council and the Building Managers of the Ballymun Civic Centre.
14. That each party shall be responsible for their own fees and costs incurred in this matter.
15. That this licence shall be subject to any other terms and conditions as deemed appropriate by Dublin City Council's Law Agent.

The dates for the performance of any of the requirements of the proposed agreement may be amended at the absolute discretion of the Executive Manager.

No agreement enforceable at law is created or is intended to be created until an exchange of contracts has taken place.


The assignment shall be subject to any such covenants and conditions as the Law Agent in his discretion shall stipulate.

Richard Shakespeare
Assistant Chief Executive



BALLYMUN CIVIC CENTRE
(Units at Ground Floor)
Dublin City Council to
Dublin Northwest Citizen Information Service
Grant of Licence

Note: Right of Access over area coloured yellow **Area: 16.4m²**

 Comhairle Cathair Dúilís Átha Cliath Dublin City Council		An Roinn Comhshaoil agus Iompair Rannán Suirbhéireachta agus Léarscáilithe Environment and Transportation Department Survey and Mapping Division	
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