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**Policy for Development of Changing Room Facilities/Pavilions
by Community Clubs on Public Open Space.**

This policy and guidelines is to establish a process which facilitates the desire of community based clubs to develop recreational facilities and infrastructure on public open spaces which Dublin City Council (DCC) could not realistically deliver given its own extensive programme. The preference will be for good quality permanent structures rather than temporary or demountable buildings This policy does not apply to St Annes Park or other parks which have a unique heritage quality. Any development in these parks requires greater oversight by DCC and the project would be led and managed by Parks, Biodiversity and Landscape Services.

Planning Process: All development by clubs on public open space will require a grant of planning permission by DCC. The club shall seek a pre-planning application meeting with DCC's Planning Department having as a first step sought direction and agreed the project plan and detail with the Parks Service. The location and scale of the development, including the number of rooms and their use shall be agreed in advance of the application. Proposals will have regard to the following:

- a. There is an identified need for the development and the club(s) have access to funding.
- b. Where there is more than one club using the public open space a shared facility is preferred.
- c. There is no commercial component to the development, including bar, gym, retail (including vending machines) or telecoms masts/antennae.
- d. An architect will be employed to prepare and submit the planning application. The building design shall be sustainable, energy efficient, accessible and of good visual quality.
- e. Other professionals shall be employed as required by DCC for preparation of the application.
- f. The location of the pavilion will be at the discretion of DCC.
- g. The development and any new /additional access to the development shall not have an adverse impact on the amenities of adjoining residential and non-residential properties.
- h. The applicant shall provide details of and agree proposals for car parking and cycle parking as appropriate/necessary.
- i. The club(s) are fully responsible for the submission of planning applications and all associated costs.
- j. The development and any new /additional access to the development shall not have an adverse impact on the amenities of adjoining residential and non-residential properties. DCC may wish to prescribe the access route/right of way that the club and patrons can use.

- k. The applicant shall provide details of and agree proposals for car parking and cycle parking as appropriate/necessary.

Lease/Disposal: Projects will be brought with a report by the Parks Service to the attention of the relevant Area Committee at an early stage before the club(s) seek formal planning approval.

It should be noted that in addition to formal planning approval, all proposals are subject to approval for lease/disposal of a site which is a reserved function of the elected members. A lease will set an assignment for community usage and require rental reviews. No sub-letting or renting of space will be permitted. Club(s) will be required to sign a Deed of so that they do not accrue rights under the Landlord and Tenant legislation.

A lease will include a full commercial site rent, subject to five year rent reviews, with the proviso that a nominal rent will apply, subject to five yearly rent reviews, for so long as the building erected on the site is used for community or sporting purposes only. Both rent reviews will be based on changes in the consumer price index. The lease term can be for an extended number of years where a reasonably substantial permanent building is approved.

Sports Capital Grants: If successful in achieving planning permission and a lease/disposal, DCC would support the application by the club for a Sports Capital Grant (subject to the conditions and criteria set by DAST particularly in relation to land ownership), however, DCC does not provide grants and each project will have to demonstrate available funding.

NOTE: this policy and guidelines will also be applicable to requests for other infrastructure to support recreational activity in public open space.

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21st November 2022