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**With reference to the proposed grant of a Short Term Letting of two amalgamated office units at ground floor level, Ballymun Civic Centre, Ballymun, Dublin 11.**

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By way of licence dated the 1<sup>st</sup> October 2019 Dublin City Council granted a 3 year licence to The North Dublin Citizens Information Service CLG for the use of two amalgamated office units, at ground floor level, Ballymun Civic Centre. The last licence expired on 30th September 2022 and terms and conditions have now been agreed in relation to the granting of a 3 year Short Term Letting. The area to be let is shown outlined in red and coloured pink. The group have shared use of the area shown yellow on Map Index SM-2019-0338.

It is therefore proposed to grant a 3 year Short Term Letting to The North Dublin Citizens Information Service CLG subject to the following Terms and Conditions which I consider to be fair and reasonable:

1. That the subject property comprises a ground floor office unit shown outlined in red and shaded pink plus, shared use of the area coloured yellow, on the attached copy map SM-2019-0338.
2. That Dublin City Council shall grant a three year Short Term Letting from the 1 October 2022.
3. That the commercial letting fee shall be €10,400 (ten thousand & four hundred euro) (VAT not applicable) per annum.
4. That the subject property shall be used solely as a Public Information Centre with a minimum of 25 (twenty five) public opening hours per week: 9.30 am to 12.30 pm x 5 mornings plus 2.00 pm to 4.30 pm x 4 afternoons.
5. That the lessee shall pay an abated letting fee of €200 (two hundred euro) (VAT not applicable) per annum, payable annually in advance by standing order or electronic funds transfer, provided term 4 above is fully complied with, otherwise the commercial letting fee shall be payable.
6. That the lessee shall be responsible for the payment of rates, facilities/service charges, utilities, building insurance, waste collection, taxes and all other charges for the letting area.
7. That the lessee 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.
8. That this letting is personal to the North Dublin Citizens Information Service CLG and the lessee shall not assign, sublet or part with possession of the property or any part thereof.

9. That the letting may be terminated by either party upon giving one month's prior written notice.
10. That the lessee shall be responsible for internal repairs including all plate glass.
11. That the lessee shall keep and yield up the licensed area clean and tidy.
12. That the lessee shall not carry out any structural alterations to the property.
13. That the lessee shall sign a Deed of Renunciation of renewal rights.
14. That the lessee shall abide by all protocols, systems and procedures laid down by Dublin City Council and the Building Managers of the Ballymun Civic Centre.
15. That each party shall be responsible for their own fees and costs incurred in this matter.

The Short Term Letting shall be subject to any such covenants and conditions as the Law Agent in her discretion shall stipulate.

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

The property to be leased was acquired by agreement in 1979 from The Irish Land Commission and University College Dublin.

This proposal was approved by the North West Area Committee at its meeting on the 17<sup>th</sup> October 2023.

This report is submitted in accordance with the requirements of Section 183 of the Local Government Act, 2001.

**Resolution:**

That Dublin City Council notes the contents of this report and assents to the proposals outlined therein.

**Máire Igoe**  
**A/Executive Manager**  
**17<sup>th</sup> October 2023**

