

**The Chairman and Members of
North West Area Committee.**

Meeting: 17th October 2023

Item No: 8

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

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By way of licence dated the 1st 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 Business 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 Business Letting to The North Dublin Citizens Information Service CLG subject to the following Terms and Conditions which I consider to be fair and reasonable:

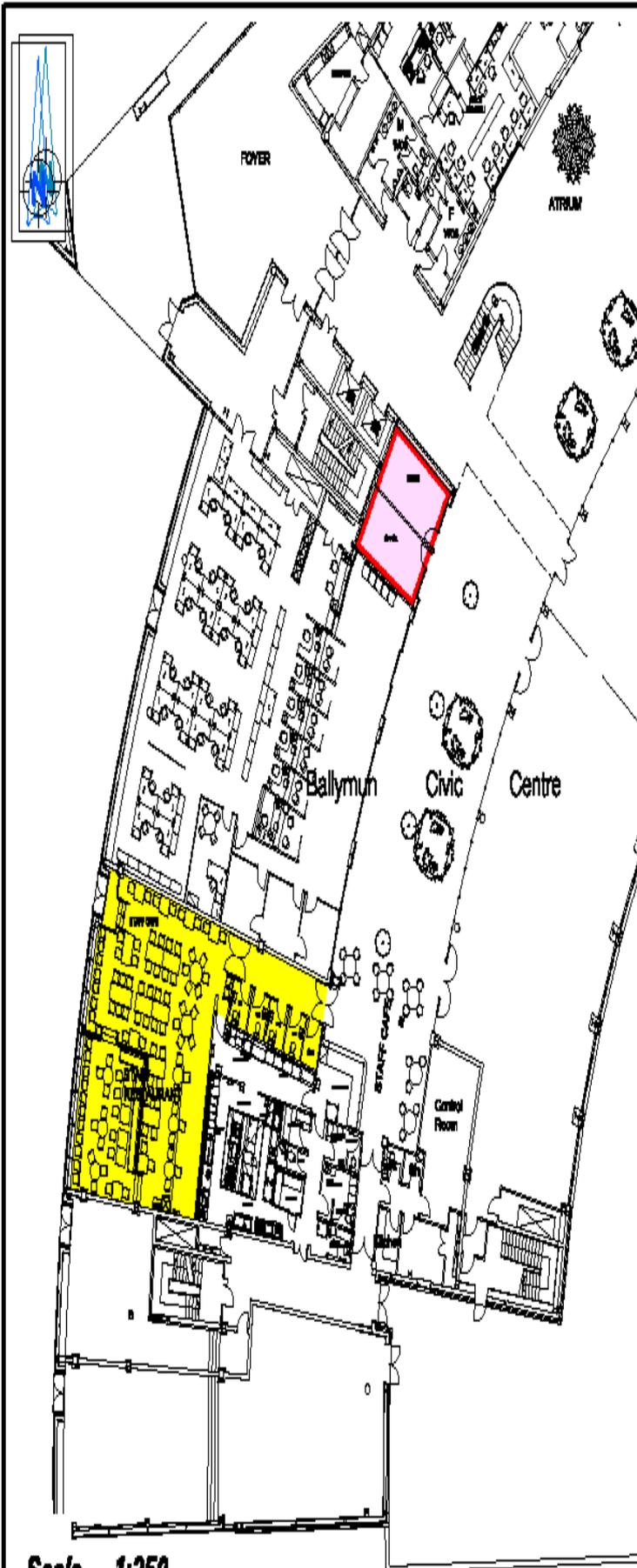
1. That the subject property comprises a ground floor office unit shown outlined in red and shaded pink plus, shared use of the area coloured yellow, on the attached copy map SM-2019-0338.
2. That Dublin City Council shall grant a three year Short Term Business Letting from the 1 October 2022.
3. That 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.

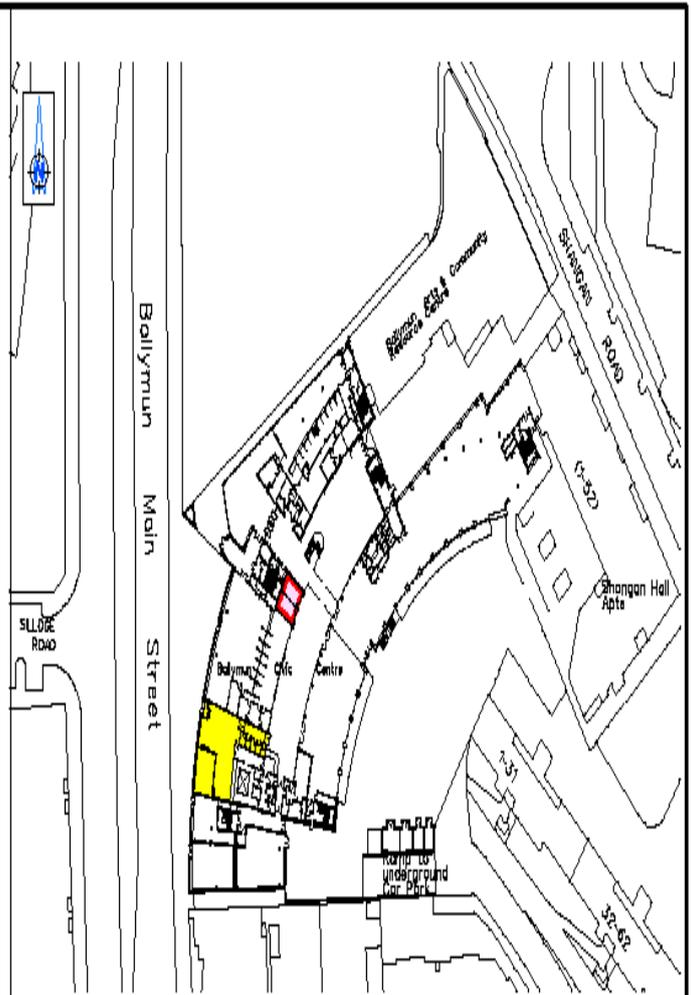
The Short Term Business Letting shall be subject to any such covenants and conditions as the Law Agent in her discretion shall stipulate.

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

Máire Igoe
Acting Executive Manager



Scale - 1:250



BALLYMUN CIVIC CENTRE

(Room on ground floor)

Dublin City Council to North Dublin Citizens Information Service CLG

Grant of 12 month licence

Note: Right of access over area coloured yellow

Area 33.4 sq. metres



Comhairle Cathrach
Bhailé Átha Cliath
Dublin City Council

An Roinn Comhshaoil agus Iompair
Rannán Suirbhéireachta agus Léarscáilthe
Environment and Transportation Department
Survey and Mapping Division

O.S REF

3131-16

SCALE

1:250, 1:1000

INDEX No

FILE NO

SM-2019-0338_0204-C3-001-A.dgn

DATE

20-08-2019

SURVEYED/
PRODUCED BY
PW:GDM

THIS MAP IS DESIGNED TO BE COMPUTER GENERATED BY
DUBLIN CITY COUNCIL FROM DIGITAL DATA. SURVEYING
SURVEY, MAPPING AND RELATED RESEARCH APPROVED

INDEX No.

SM-2019-0338

Dr JOHN W. FLANAGAN
CEng FIE FICE
CITY ENGINEER

APPROVED

THOMAS CURRAN
ACTING MANAGER LAND SURVEYING & MAPPING
DUBLIN CITY COUNCIL

Revised on 08/2011-0120-002