

3rd October 2017

Circular 15/2017

To all Registered Foresters

Re: Placement of Site Notices

The following applies to the placement of Site Notices when making an application for a licence to undertake afforestation and forest road construction. Statutory Instrument No. 191 of 2017 requires that site notices must be in place to adequately inform the public. To ensure that applications and Site Notices comply with these requirements for public consultation the following applies to Site Notices:

- Notices must be inscribed in black indelible ink on a white background and must not be erected any higher than eye-level.
- Notices must be clearly legible, (which includes being easily visible and legible by persons passing by outside the land), affixed on rigid, durable material and secured against damage from bad weather and other causes, e.g. laminated in clear plastic and stuck to a rigid and durable backing board.
- Notices must not be erected in such a way that impinges on the safe use of footpaths, cycle tracks or any area to which passers-by (on foot, bicycle or other means of transport) have access.
- Notices must not be erected on lamp posts with overhead line electricity feed, traffic signal poles, bridge parapets, overpasses, pedestrian bridges, or roadside traffic barriers.
- Notices must not obscure statutory road signs or traffic/pedestrian signals in any way.
- Notices must not be erected in such a way that interferes with sight lines from any junction/entrance from a property.
- Where an application consists of multiple non-contiguous plots that cannot be clearly seen from the location of the Site Notice or proposed new road entrances there must be more than one Site Notice displayed at the entrance or boundary adjoining each public road. These notices must be easily visible and legible by persons using the public road. It is not sufficient to place one Site Notice per application where there are multiple non-contiguous plots or new entrances spreading over a wide area or where the site adjoins more than one public road.

Where the applicant does not own the land where it is intended to erect a Site Notice, the applicant must ensure they have the permission of the landowner or a relevant civil law right or entitlement to erect the notice.

Alleged breaches of property or other civil law rights and entitlements in such cases are a civil law matter. Submissions and documentation relating to Site Notices in such cases are accepted by the Forest Service in good faith and the Forest Service disclaims any liability in respect of disputes or disagreements between the landowners.

- Notices cannot be used to promote commercial interests and must be free from any company logos.
- The position of all site notices must be recorded on the Biodiversity Map and a colour photograph taken of the notice at each location and clearly referenced e.g. SN1, SN2. The photograph taken must include some general background details in order to identify the site notice location. It is not necessary to have the wording visible on each photograph. However, one photograph of the wording must be included.
- Please ensure that all details included in the afforestation and road application exactly align with the Site Notice erected, (e.g. all townlands overlapping with the proposal must be listed and spelt correctly and area and road lengths correctly recorded). Townlands overlapping with the proposal can be identified using the “Townland layer” in iNet.
- It is important that Site Notices are maintained in position on the land concerned for a period of not less than five weeks from the date of the application. If the Site Notice becomes illegible or is removed, it must be replaced immediately, as failure to do so may invalidate the application.

Please ensure that the above points are adhered to when preparing sites notices.

Ann Cunningham
Asst. Principal Officer
Forest Service