

**Comhairle Contae
Fhine Gall**
Fingal County
Council



Draft Fingal County Council Burial Ground Bye-Laws 2021

Made by Fingal County Council, under Section 199 of the
Local Government Act 2001 (as amended) for the Regulation
of Cemeteries, in the operational control or in the
ownership of Fingal County Council.

Title and Commencement

Fingal County Council in pursuance of the powers conferred on it pursuant to Section 199(1) of the Local Government Act 2001 (as amended) makes the following bye-laws in relation to the regulation of burial grounds provided by or under the control or management of Fingal County Council.

These Bye laws may be cited as the Fingal County Council Burial Ground Bye Laws 2021 and shall come into effect in December 2022.

1. Interpretation of Terms

Throughout these Bye Laws the use of the following terms shall have the following means:

“The Council” shall mean Fingal County Council.

Cemetery shall mean any Cemetery or Burial Ground under the control or in the ownership of the Council.

Grave space shall mean an area designated for the burial of persons.

Lawn Cemetery shall mean a Cemetery or part of a Cemetery wherein kerbs or other such items shall not be permitted and where all parts of the Cemetery comprising burial plots shall be maintained as grassed areas.

Burial Plot shall mean an area of a graveyard consisting of one or two grave spaces otherwise described as a single plot or a family plot.

Columbarium shall mean a wall for the storage of urns holding cremated remains

Member of the same Family shall mean the Father, Mother, Husband, Wife, Partner, Son, Daughter, Sister, Brother, Aunt, Uncle, Niece, Nephew, Grandparent or Grandchild of the persons interred in a specific grave.

Cemetery Office shall mean the office of the Caretaker where administration for all Cemeteries is carried out.

Closed Burial Ground shall mean any Cemetery that has been closed by ministerial order.

Caretaker means the Caretaker at the time being of any Cemetery under the control or in the ownership of the Council.

Right of Burial means the right to be interred or to have cremated remains interred in a particular grave space, whether under these bye-laws or otherwise.

Deed Owner means the person who purchased a Certificate of Right of Burial in accordance with byelaw 10, or if that person is deceased, the person or persons who arranges for the erection of the headstone or any other structure over the grave plot identified in the Certificate of Right of Burial.

2. Application of Bye-Laws

These bye-laws shall apply to all Cemeteries under the control or in the ownership of the Council as set out in Schedule 1.

3. Layout (Only applicable to new Burial Grounds)

All new burial grounds will be developed on a lawn style layout. Where appropriate, extensions to existing burial grounds will also be developed in this style.

4. Grave Spaces

5.1 Designation

The designation of areas within a Cemetery as being grave spaces suitable for any particular mode of burial is at the discretion of the Council.

5.2 Grave Spaces

In all new Cemeteries, the area to be used for graves shall be divided into grave spaces, to be designated by convenient marks, so that the position of each grave space may be readily ascertained.

The purchase of a Licence to burial in a plot is open to all, without regard to religious persuasion. All open burial grounds in the control of or in the ownership of Fingal County Council are multi-denominational and non-denominational.

5.3 Capacity

The Council reserves the right to determine the capacity of each grave space and cannot be held responsible for the capacity of any grave space unless a depth test is carried out.

5.4 Planting of Trees

No trees shall be planted on any grave space in the Cemetery.

5.5 Shrubs and Flowers

The planting of shrubs and flowers in lawn Cemeteries is not permitted.

5.6 Human Remains

Only human remains and cremated human remains shall be interred in a Cemetery.

5. Funerals

5.1 Hours

The hours of funerals shall be as laid out in Schedule 2

5.2 Notice

Orders for burials, including all necessary information specified in bye law 5.3, must be furnished to the Cemetery Office as early as possible and at the latest by 12.00 noon on the day preceding interment. Where the interment is to take place on a Monday the order and other necessary information, must be received by the Cemetery Office before 12.00 noon of the preceding Friday, at the latest.

5.3 Information to be furnished

The information which must be furnished to the Cemetery Office prior to any interment in accordance with bye law 5.2 above is;

- a) Name and age of deceased.
- b) Last residence of deceased.
- c) Place of death.
- d) Time and place of funeral service.
- e) Date and hour of arrival of funeral cortege.
- f) Size of coffin, detailing width, length and depth including handles and any ornate mountings.
- g) Name of funeral director if applicable
- h) In the case of an infant, a medical certificate or letter from relevant hospital.
- i) In the case of cremated remains, a certificate from the crematorium.

5.4 Time of Arrival

It is essential that the arrival of all funerals be regulated by the Council so as not to disturb earlier funerals or cause congestion.

6. Interments

6.1 First Interment

Each grave, when opened for the first interment therein, shall be sunk to the perpendicular depth of 8ft at least, or in case the nature of the sub-soil will not permit the grave being sunk to such depth, then to such lesser depth which the council shall specify.

6.2 Mode of Burial

No interment shall be permitted in any burial ground, nor shall any deceased person be admitted into any place of reception of bodies previous to interment, unless the body is enclosed in a coffin of wood or other sufficiently strong material. Un-coffined burials may be permitted, unless a direction has been issued not to do so by the Council, in an area of a burial ground designated exclusively for that purpose. Where an un-coffined burial is permitted, any reference in this policy to a coffin includes a reference to the wrappings of the un-coffined body.

Any person presenting a body for interment in violation of this rule shall be liable to a penalty of €125.

6.3 Cremation

Cremation Chambers which hold the cremated remains of deceased persons in urns are available in St. Fintan's, Fingal, Flemington, Mulhuddart and Balgriffin new extension burial grounds only. Cremation headstones are provided at these burial grounds. Alternatively, a burial ground plot may also be purchased, or an existing plot used for the interment of ashes in any burial ground.

In all cases of interment of ashes, the Council must be contacted by the Undertaker before commencement of interment and prior to ashes being removed. Cremated remains must be contained in an urn or small casket. Scattering of cremated remains is not permitted.

6.4 Interruption of Interment

Any person unlawfully preventing or attempting to prevent the interment of any person in a Cemetery, or unlawfully preventing or disturbing the celebration of funeral rites over any person, shall be in breach of these byelaws.

6.5 Exhumation

The Local Government (Sanitary Services) Act 1948 and Local Government Acts 1925 – 2001 gives Fingal County Council the power to grant an Exhumation Licence to anybody wishing to exhume remains from any Cemetery in its administrative area, under certain conditions.

No grave shall be opened nor shall the remains of any body be removed from a grave nor transferred from one place of burial to another except under the circumstances and subject to the conditions specially provided by law in that regard, and except with the prior written consent of the Council and upon payment of the prescribed fees.

7. Opening of Graves

7.1 The Caretaker must always be notified prior to the opening of a grave.

7.2 No grave, in which any body has been interred, shall be opened, save for the purpose of interment or exhumation or the erection of a tombstone or headstone, without the written permission of the Council, which must be produced in advance to the Caretaker.

7.3 Depth of burial shall be in accordance with Bye Law 6.1.

7.4 In cemeteries, where Council employees are not employed to open/close graves, a grave space owner shall employ his own workmen to carry out such works. Such workmen shall comply with such conditions as may be specified from time to time by the Council. Any person contravening this bye-law shall immediately leave the cemetery on request and shall not enter without the permission of the Council.

8. Funeral Directors/Monumental Sculptors/Stonemasons

8.1 All funeral directors/monumental sculptors/stonemasons engaged in providing services at the Cemetery shall have in place Public Liability Insurance cover to a minimum value of €6.5 million, Employers Liability Insurance Cover to a minimum value of €13 million and Product Liability Insurance Cover to a minimum value of €6.5 million. All policies shall be extended to specifically indemnify Fingal County Council against any or all claims which may arise.

8.2 Funeral Directors must ensure that coffins/caskets are fitted with handles that will support the lowering of the coffin.

8.3 Any monumental sculptor or stonemason wishing to carry out work in any Cemetery in the Fingal area, must apply to the Council for a permit to carry out installation of a headstone. If any subsequent works are to be carried out these works must be conducted in the presence of the Caretaker.

8.4 The Council reserves the right to refuse any application from a funeral director/monumental sculptor or stonemason who has accrued significant arrears in the provision of services with the Council.

9. Register of Burials

9.1 A proper Register (hereinafter referred to as the Register) shall be permanently kept in the Cemetery Office for reference by authorised persons during office hours as specified in Schedule 2.

No person, except authorised persons employed by the Council, shall be permitted to record in the Register.

10. Purchase of Exclusive Right of Burial

10.1 Plots in all burial grounds will be available for purchase upon death only. Plots are not available for pre-purchase.

10.2 Only single plots will be available for purchase. Up to a maximum of three coffin burials will be permitted in a single grave, subject to conditions. The grant of any place of burial shall vest in the grantee a right of burial only.

11. Transfer of Exclusive Right of Burial

11.1 Plots which have already been pre-purchased in all burial grounds can only be sold back to the Council.

Permission in writing is required from the owner of the plot, giving the Council permission to transfer ownership. The letter must state the name, address and contact number of the new owner/s. A copy of a birth certificate is also required from the new owner/s. Where a Transfer of Ownership takes place, a letter will be sent to the original owner informing them of the transfer.

11.2 Plots may only be transferred between immediate family members (i.e. mother, father, sister, brother, daughter or son) subject to consents from other family members being obtained, if applicable.

12. Maintenance of Plots

12.1 The responsibility for the installation of memorials and memorial artefacts rests with the owner of the grave plot, the monumental contractor and /or monumental sculptor.

The upkeep of a vault, grave, headstone or monument is the responsibility of the owner of the property.

12.2 The removal of broken or other monuments is the responsibility of the grave space owner. The Council may take down and remove any monument, headstone or any other object which may have been placed at any time within the cemetery which may have fallen into decay or which, in the opinion of the Council is not being maintained or has become a nuisance, health and safety risk or a danger to cemetery users.

12.3 The Council is not responsible for keeping an inscription, foundation, headstone, kerbing, tomb, vault or other memorial artefact or structure of any description or kind whatsoever in repair or in proper condition. The Council will not

accept responsibility for any loss or damage to memorials etc., occasioned by third parties, or by storm, wind, lightning, subsidence, or other cause.

13. Fencing

Every Cemetery shall, in as much as is practicable, be kept sufficiently secured.

14. Filming/Photography

14.1 The use of still, cine and television cameras or other recording devices is strictly prohibited at or near any grave space before, during or after an interment. Such equipment shall not be used to photograph mourners or any part of a funeral cortege within the Cemetery.

14.2 Any person who wishes to engage in commercial filming/photography in any Cemetery may apply in writing to the Council.

15. Monuments

15.1 No monumental structure of any kind will be permitted on any grave unless the exclusive right of burial has been purchased in accordance with bye-law 10. The design and draft of inscription must also be approved by the Council. The prescribed fee (in accordance with Schedule 3) must be paid and the size of the monument must be in accordance with the council specifications outlined in Section 15.2

15.2 Erection of Monuments

An application form to erect a headstone and kerbing or to replace an existing headstone and kerbing must be submitted to the Council.

The maximum height for headstones/monuments inclusive of all works associated therewith in all burial grounds or extensions is 5ft 6in above ground level.

The maximum height for Celtic Crosses inclusive of all works associated therewith in all burial grounds or extensions is 5ft 6in above ground level.

15.3 Specification of Monuments

The headstone is to be of natural stone only, viz. marble, limestone or granite and is to be erected on a proper concrete foundation at a normal minimum depth of two feet. The actual depth will depend on ground conditions encountered. Surround when constructed should be to edge of haunching 9' x 4' (single space) and 9' x 8' (double space) and should have continuous concrete foundation.

Headstones and kerbs to be kept within the grave space and in line with adjoining tombstones. The permit holder will be liable for any damage caused to adjoining graves by reason of carrying out excavation work. Notification must be given to the Burial Ground Caretaker/Supervisor when the permit holder is ready to commence work. The grave space, number and section should be cut on the kerb of the headstone. This permission is given only on the understanding that the Council will under no circumstances be responsible for damage from any cause whatsoever including vandalism to the headstone surround, foundation and other non-Council property. No foundation concrete is to be poured until the appropriate Inspector or Caretaker has been contacted (48 hours notice required and they have approved same). The headstone must be erected in the position and face the direction indicated by the Caretaker/Supervisor. The plot is to be left in a neat condition and all surplus material removed from the Burial Ground. Where the bunker is provided, surplus material may be deposited there.

15.4 Removal of Monuments

Monuments are to be kept in good repair.

The erection of monuments is permitted under the express condition that they are kept in good repair by their owners. The Council will remove monuments that become dangerous.

Owners of monuments are bound to indemnify the Council against any claim by any person arising out of the condition or state of repair thereof.

Under no circumstances can the council guarantee the preservation of any monument nor accept any responsibility for any damage or accident thereto.

The Council may take down any monument which shall have been erected contrary to the terms and conditions upon which permission to erect same was granted or in the event of it being erected without an official permit from the Council.

16. Sale of Articles

16.1 No persons shall engage in casual trading in or in the vicinity of any Cemetery without a licence from the Council, in accordance with the Council's Casual Trading Bye Laws 2021.

16.2 No person shall sell or offer or expose for sale any articles, commodity, services or thing of any kind whatsoever or solicit for orders for same within the Cemetery.

16.3 Any person soliciting orders within a Cemetery or Cemeteries for the erection or repair of memorials will be required to leave the Cemetery and will not be admitted again without the permission of the Council.

17. Visitors

17.1 Visitors to the Cemetery shall enter or leave the Cemetery only by means of the entrance. A visitor shall close and re-secure any gate he/she opens at a Cemetery.

17.2 Visitors driving into the Cemetery do so at their own risk. The Council does not accept any responsibility for any theft from or damage to these vehicles.

17.3 No vehicles other than with the exception of funeral cars and vehicles or wheelchairs carrying disabled persons shall be allowed enter the Cemetery without the Caretaker's permission.

17.4 Visitors shall not walk on any of the shrubberies, graves or enclosures, but shall confine themselves to the paths or avenues therein where provided.

17.5 Visitors shall not interfere with any of the tombs or monuments or headstones or with the Columbarium or with any flowers, shrubs or wreaths within the Cemetery.

17.6 Visitors shall not litter within the Cemetery.

17.7 The exercise of dogs within the Cemetery is not permitted. Where dogs accompany visitors to the Cemetery, the owner must remove and dispose of any dog foul generated by their dog. It constitutes a contravention of this bye-law to fail to remove and dispose of any dog foul in this regard

18. Misconduct/Nuisance

18.1 Any agent of the council shall at all times be entitled and at liberty to remove from the Cemetery any person who may be guilty of misconduct therein and to prevent any person from entering the Cemetery at prohibited times.

18.2 For the purposes of this bye-law, misconduct shall include but not be exclusive to the following:

- Any behaviour of a criminal, immoral, lewd or offensive nature;
- The consumption of alcoholic drinks or controlled drugs as defined by the Misuse of Drugs Act 1977 as amended.
- Dumping, fly tipping, theft, assault, driving without due care, play radios or stereos.
- Making noise levels so loud to be considered a nuisance.
- Wilfully defacing, destroying or damaging any building, wall, fence, monument, headstone, tablet, noticeboard or any other article belonging to the Council or deed holders of a plot.
- Pulling up any tree, shrub or flower therein.
- Putting up any bill or notice on any wall.

- Playing any game or sport therein.
- Disturbing any persons assembled in the Cemetery for a burial.
- Committing any nuisance within the Cemetery.
- Using a Cemetery exclusively to exercise a dog
- Failing to remove any dog foul or litter

19. Heritage and Conservation

19.1 Heritage and Conservation

Fingal has many graveyards classified as Archaeological Monuments and Protected Structures with the National Monuments Service. Where applicable and practicable, prior to works being carried out in these historic graveyards the Heritage and Conservation Officers shall be notified ahead of time.

19.2 Where practicable, any works and new headstones being carried out or implemented in historic graveyards shall be in keeping with the prevailing character of the relevant historic graveyard.

19.3 National Monuments Where a Burial Ground is located within or in the vicinity of a National Monument or within or in the vicinity of a location which is noted in the Record of Monuments and Places or a structure which is entered in the Record of Protected Structures, any monument erected in such a Burial Ground shall be in keeping with the character of such National Monument, Recorded Monument or Protected Structure.

20. Health and Safety

20.1 All persons carrying out works within a cemetery will have due regard to and shall comply with the provisions of the Health and Safety legislation.

20.2 All persons carrying out work within a Cemetery shall comply with the Council's procedures for Occupational Safety, Health and Welfare Requirements for Contractors, Grave Diggers, Masons, Undertakers and Funeral Directors.

21. Columbarium Walls

21.1 The Council reserves the right to determine the number and type of receptacle in each standard niche in a columbarium wall. Typically, a niche will cater for 2 standard receptacles.

21.2 Ashes must be contained in standard receptacles as specified by the Council.

21.3 Only Council personnel will be authorised to open a niche in the columbarium.

21.4 An application to acquire a niche in a columbarium wall must be made to and approved by an authorised person of the Council, prior to ashes being placed in any niche.

21.5 The granting of a licence of a niche in a columbarium wall shall be subject to a fee, as specified by the Council.

21.6 The grant of a licence of a niche in a columbarium wall shall vest in the grantee a right to place ashes therein only.

21.7 The placing of ashes in a columbarium wall niche must be carried out under the supervision of the Caretaker.

The placing of any ashes in a columbarium wall must be recorded in the Register of Burials.

22. Works in Cemeteries

No persons shall engage in works in any Cemetery except where expressly requested by the Council (including sculptors, landscape and landscape workers) without prior permission from the Council.

All surplus materials left over when the work has been completed must be removed from within the confines of the Cemetery by the persons carrying out the works or the Deed Owner at the time of the completion of the works.

Any damage caused to lawns, grave spaces, walls, drives, trees, shrubs, or other property within a Cemetery by persons carrying out work must be repaired by those persons causing such damage.

23. Contravention of Bye-Laws

23.1 If any person contravenes any specified provision of these Bye-Laws, the Council may, pursuant to Section 206 (1) of the Local Government Act, 2001 (as amended) serve on such person a Fixed Payment Notice, specifying a fixed payment, as an alternative to prosecution of such an offence. The amount of the fixed payment is €75 and the said fixed payment must be paid within twenty eight days of service of such Fixed Payment Notice if such person is to avoid prosecution.

23.2 Any person served with a Fixed Payment Notice is entitled to disregard such notice and defend a prosecution of the alleged contravention in Court. In such an event, and upon prosecution in Court, if a person is found to have contravened any

specific provision of these Bye-laws identified as an offence, they shall be guilty of an offence under Section 205 of the Local Government Act, 2001 and shall be liable upon summary conviction by the Court to a fine not exceeding €2,500.

24. Legislation, Regulations, and Guidelines

The management of burial grounds is governed by various health legislation, regulations, circulars, guidelines and policy which are set out hereunder:

Legislation:

- Local Government (Sanitary Services) Acts, 1978 to 2001
- National Monuments Acts 1930 – 2014
- Environmental Protection Agency Act, 1992

Regulations:

- Burial Grounds (Amendment) Regulations, 2013
- Planning & Development Regulations, 2001(Part 8 of S.I No. 600)

Guidelines:

- Care, Conservation & Recording of Historic Graveyards, 2011
- Management of deceased individuals harbouring infectious disease

SCHEDULE 1 – FINGAL BURIAL GROUNDS

Burial Grounds	Available Plots for Sale	Vehicular Access	Contact Number
Ardla	Yes	By Arrangement	8905000
Balbriggan	None	By Arrangement	8905000
Baldungan	Yes	By Arrangement	8905000
Balgriffin	Yes	By Arrangement	8460049
Ballyboughal	Yes	By Arrangement	8905000
Ballymadun	Yes	24 Hour Access Pedestrians Only	8905000
Balrothery	Yes	24 Hour Access Pedestrians Only	8905000
Balscadden (Delahassey)	None	By Arrangement	8905000
Chapelmidway	None	24 Hour Access Pedestrians Only	8905000
Donabate (Ballalease)	Yes	By Arrangement	8905000
Fingal	Yes	By Arrangement	8460049
Flemington	Yes	By Arrangement	8905000
Garristown	Yes	24 Hour Access Pedestrians Only	8905000
Grallagh	Yes	24 Hour Access Pedestrians Only	8905000

Burial Grounds	Available Plots for Sale	Vehicular Access	Contact Number
Hollywood	Yes	24 Hour Access Pedestrians Only	8905000
Holmpatrick	None	24 Hour Access	8905000
Kenure (Old Church)	None	24 Hour Access Pedestrians Only	8905000
Kilbarrack	None	24 Hour Access	8393877
Kileek	None	24 Hour Access Pedestrians Only	8905000
Killossary (old Rolestown)	None	24 Hour Access Pedestrians Only	8905000
Kinsealy (St. Nicholas)	None	24 Hour Access Pedestrians Only	8905000
Lusk (The Tower)	None	24 Hour Access	8905000
Mulhuddart	Yes	By Arrangement	8905000
Malahide	None	24 Hour Access	8905000
Naul	Yes	24 Hour Access Pedestrians Only	8905000
Old Abbey, Howth	None	24 Hour Access Pedestrians Only	8393877
Palmerstown (Oldtown)	None	No Wheelchair or Vehicle Access	8905000
Portmarnock (St. Marnocs)	None	No Wheelchair or Vehicle Access	8905000
Portrane	None	No Wheelchair or Vehicle Access	8905000

Burial Grounds	Available Plots for Sale	Vehicular Access	Contact Number
Rolestown	Yes	24 Hour Access	8905000
St. Fintans	Yes	By Arrangement	8393877
St. Margarets (St. Margarets)	None	No Wheelchair or Vehicle Access	
St. Mobhi	None	Pedestrians Only 9.00 – 18.00	8905000
The Ward	None	24 Hour Access Pedestrians Only	8905000
Westpalstown	Yes	24 Hour Access Pedestrians Only	8905000
Whitestown Rush (St. Maurs)	Yes	By Arrangement	8905000

SCHEDULE 2 – OPERATING TIMES

Burial Ground Office Opening Hours	9am – 2.30pm (Mon – Fri)
Burial Ground Visiting Hours (Gates Open)	9am – 2.30pm (Mon – Fri) *24hr Pedestrian Access is maintained outside of Office / Visiting Hours
Burial Times	10am – 1.30pm (Mon – Fri) 10am – 12pm Saturday

SCHEDULE 3 – FINGAL BURIAL GROUND FEES

Draft Burial Ground Fees 2021

	Category	Existing Charge	Proposed Charge
1.	Purchase of grave space without foundation for Headstone	€1,400.00	€1,680.00
	Purchase of grave space with foundation for Headstone	€1,900.00 Plots sold in burial grounds completed prior to 1 st July 2010 are not subject to VAT	€2,280.00 Plots sold in burial grounds completed prior to 1 st July 2010 are not subject to VAT
2.	Purchase of grave space in Flemington Burial Ground, Balgriffin and Mulhuddart Extn. (post 2010 VAT application)	€1,900.00 + 13.5% VAT = €2,156.50	€2,280.00 + 13.5% VAT = €2,587.80
3.	Interment Fees (Re-Openings)	€375.00 + 23% VAT = €461.25	No Change
4.	Headstone Permit	€200.00 + 23% VAT = €246.00	No Change
5.	Cremation Plot Fingal & St. Fintan's	€550.00 + 13.5% VAT = €624.25	No Change
6.	Flemington Burial Ground *Columbarium Wall/Ashes Niche Type A (1 large urn or 2 small urns)	€1,000.00 + 13.5% VAT = €1,135.00 €1,800.00 + 13.5% VAT = €2,043.00 €2,500.00 + 13.5% VAT = €2,837.50	No Change

	Type B (1 large urn or 4 small urns) Type C (1 large urn or 8 small urns)		
7.	Ashes (Interred in existing grave)	€275.00 + 23% VAT = €338.25	No Change
8.	Transfer of Ownership	€250.00 + 23% VAT = €307.50	No Change
9.	Exhumation Fee (not by court order) Exhumations by Court Order are exempt	€750.00 + 23% VAT = €922.50	No Change
10.	Test Digs	€550.00 + 23% VAT = €676.50	No Change
11.	Saturday Fee (St. Fintan's, Balgriffin & Fingal)	€121.95 + 23% VAT = €150.00	No Change

*** The first inscription is included in the prices above for the first interment of ashes. However, all subsequent interments/inscriptions will incur a charge of €275 plus VAT at 23%.**

SCHEDULE 4

FINGAL COUNTY COUNCIL

Burial Ground Bye-Laws

FIXED PAYMENT NOTICE FOR THE PURPOSES OF
SECTION 20 OF THE LOCAL GOVERNMENT ACT, 2001
(BYE-LAW NUMBER 23)

To: Name: _____
Address: _____

It is alleged that you have contravened the provisions of the Fingal County Council Burial Ground Bye-Laws 2021 made under made under Part 19 of the Local Government Act 2001
by.....
..... *(general nature of contravention)*
at on

During the period of 21 days beginning on the date of this notice you may pay the sum of €75 euro, accompanied by this notice, at the offices of the local authority named in this notice located at County Hall, Swords Main Street, Swords, Co. Dublin.

A prosecution in respect of the alleged contravention will not be instituted during the said period and if the sum of €75 euro is paid during that period, no prosecution will be instituted at any time.

Signed Date
(Authorised Person)

Important: Payments can be made by credit/debit card or cheque and will be accepted at the offices of the local authority specified above and must be accompanied by this notice. Payment may be made by post. Cheques etc. should be made payable to Fingal County Council. A receipt will be given.

You are entitled to disregard this notice and defend the prosecution of the alleged contravention in court.