

Galway City Council

Derelict Sites Policy and Procedures

June 2025

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1. Introduction

Remediating abandoned or underutilised properties to revitalise communities is an objective in the Galway City Council Corporate Plan 2024 – 2029. This objective is to be achieved by developing and implementing strategies for cleaning up, repurposing, or redeveloping derelict sites, transforming them into functional spaces that benefit the community.

The Derelict Sites Policy determines the approach of Galway City Council to the identification, management and remediation of derelict sites within its functional area, in accordance with the provisions of the Derelict Sites Act 1990 (as amended). It highlights the objectives and advantages of reducing dereliction, regenerating run-down areas, bringing derelict buildings back into use and outlines the procedure to be followed in addressing dereliction in Galway City.

2. Definition of Derelict Sites

A derelict site is defined as any land that detracts, or is likely to detract, to a material degree from the amenity, character, or appearance of land in the neighbourhood due to:

- Structures in a ruinous, derelict, or dangerous condition.
- Neglected, unsightly, or objectionable conditions of the land or structures.
- Accumulation of litter, rubbish, debris, or waste.

This definition aligns with Section 3 of the Derelict Sites Act 1990.

3. Objectives of the Derelict Site Policy

- Enhance the visual appeal and safety of the community by reducing dereliction.
- Encourage the reuse and regeneration of underutilised land.
- Substantially reduce vacancy due to dereliction around Galway City and promote government incentives to bring properties back into use as homes.
- Ensure compliance with the Derelict Sites Act 1990 (as amended).

Addressing and reducing dereliction is important for several key reasons:

- Increases Housing Supply:** By identifying and repurposing derelict sites, the Council can facilitate owners to bring derelict houses back into use or unlock valuable land for residential development, contributing to much-needed housing stock.
- Public Safety:** Derelict buildings or abandoned properties can pose significant safety hazards. They may be structurally unsound, leading to the risk of collapse or injury. They can also attract criminal activity or be used for illicit purposes, such as drug dealing or squatters occupying the space.
- Community Well-being:** Derelict areas can create a negative atmosphere within a community. They may lower property values, discourage investment,

- and affect the quality of life for residents. When these areas are remediated, they can contribute to a stronger sense of community pride and engagement.
- iv. **Social Equity:** Often, derelict areas are concentrated in disadvantaged areas. By addressing dereliction, the Council can improve conditions in underfunded or marginalised communities, ensuring better living conditions and opportunities for all residents.
 - v. **Economic Development:** Revitalising derelict properties can stimulate local economies by attracting businesses and new residents. It can lead to job creation, increased property values, and more vibrant neighbourhoods. Addressing dereliction can also make the area more attractive for tourism or commercial development.
 - vi. **Environmental Impact:** Abandoned properties can contribute to environmental degradation. If left unchecked, they may become sites for illegal dumping or pollution. Fixing these areas can improve the local environment, reduce waste, and restore green spaces.
 - vii. **Historical Preservation:** Some derelict buildings have historical or architectural significance. Preserving and restoring these structures can contribute to the cultural heritage of an area and create a connection to its past, while also enhancing local identity.

In summary, addressing dereliction can have far-reaching positive effects on housing supply, safety, community, social equity, the economy and the environment.

4. Responsibilities

It is the duty of Galway City Council to take all reasonable steps (including the exercise of any appropriate statutory powers) to ensure that any land situate in its functional area does not become or continue to be a derelict site.

- **Galway City Council is required to:**
 - Maintain a Derelict Sites Register (see copy of Galway City Council's Derelict Sites Register [here](#)).
 - Serve notices to owners and occupiers of derelict sites, specifying required remedial actions.
 - Levy charges on derelict sites to incentivise remediation.
 - Acquire by agreement or compulsorily (where compulsory acquisition is deemed appropriate and warranted) any derelict site situated within its functional area.
- **Owners and Occupiers are required to:**
 - Take all reasonable steps to prevent land from becoming or continuing to be a derelict site.
 - Comply with notices issued by Galway City Council.
 - Inform Galway City Council of any transfer of interest in a derelict site within the timeframes specified in Section 29(3) of the Act.



Dealing with dereliction

This property in Bohermore was observed as being in a derelict state. An advisory letter was sent to the owner/occupier who engaged immediately and took remedial action.



Before



After

5. Procedures (See Appendix 1)

- **Identification:**
 - Regular inspections to identify potential derelict sites.
 - Encourage public reporting of suspected derelict sites. - Report a derelict site [here](#).
 - Observations by authorised staff and Community Wardens in their areas of responsibility.
- **Assessment:**
 - Evaluate sites based on criteria set out in the Derelict Sites Act 1990 (as amended).
- **Notification:**
 - Inform owners and occupiers of identified derelict sites.
 - Specify required actions and timelines for remediation.
- **Enforcement:**
 - Issue enforcement notices for non-compliance.
 - Apply derelict sites levy as prescribed by the Act.
 - Initiate compulsory acquisition procedures if necessary.



Dealing with dereliction

The former Corrib Great Southern Hotel on the Dublin Road at Murrough had been unoccupied for some time, with planning permission for its demolition having been granted by Galway City Council. Several upper floor windows were broken and the site was an eyesore for a long period of time, attracting anti-social behaviour and negative attention. Galway City Council commenced enforcement proceedings under the Derelict Sites Act 1990.



Before demolition

Demolition works commenced on the site in October 2021, following negotiations between Galway City Council and the owners, who were also liable for levies which were collected in full.



After demolition

6. Derelict Sites Register

Galway City Council will maintain a Derelict Sites Register containing:

- Details of identified derelict sites.
- Information on owners and occupiers.
- Actions taken by the local authority.
- Market value assessments.
- Details of any bond entered into by an owner of urban land under section 25 of the Act.
- Particulars of any development objective for the purpose of reserving the land for infrastructure, transport or amenities/environment purposes (see *Derelict Sites Regulations 2000* (S.I. No. 455 of 2000)).
- The register shall incorporate a map enabling a person to locate any land entered on to the register.

The register shall incorporate a map for enabling a person to trace any land entered on to the register

This register will be accessible to the public in accordance with the Derelict Sites Act 1990 (as amended) and can be inspected on Galway City Council's website – click [here](#) to see Derelict Sites Register.

It is possible for sites owned by the local authority to end up on the Derelict Sites Register and it must include details on what the local authority is using the site for and what they plan to do to address the issue.

7. What happens when a site is placed on the Derelict Sites Register

If land is placed on the Derelict Sites Register, the owner will receive a series of statutory notices. These will include:

- Notice informing the owner that the property has been added to the Derelict Sites Register.
- Notice telling the owner what steps the local authority wants the owner to take to clean up the site.
- A levy may be applied to a derelict site, on the first calendar year after a valuation has been acquired under Section 22 of the Derelict Sites Act 1990 (as amended), if the owner fails to take the necessary steps to prevent the site from continuing to be derelict. Galway City Council will acquire such valuations from a suitably qualified valuer, procured for this purpose.
- Where a derelict sites levy is due and owing in respect of a property, the amount of the levy and any interest due and payable thereon shall, on the date on which it becomes so due and payable, automatically and by operation of law become and remain a charge on the property until such time as it is paid in full. The Council may apply to Tailte Éireann to update the relevant Land Registry folio to reflect the existence of this statutory charge.

- The local authority may ultimately decide to take control of the site via Compulsory Acquisition. The owner of the site can make an objection to the Compulsory Acquisition of the site.

8. Responding to a statutory notice

The owner of a site has the right to respond to a statutory notice. If the owner does not agree with the valuation of the land as it is listed in the Derelict Sites Register, he/she can appeal this to the [Valuations Tribunal](#). The owner of the derelict site may appeal to the Tribunal against the determination of market value within 28 days from the date on which he/she receives the Notice of Determination of Market Value from the Local Authority. An appeal can be made by completing and submitting the Derelict Site Online Appeal form to the Valuation Tribunal within the statutory time limit (28 days) along with the appropriate fee.

9. Derelict Sites Levy

A levy of 7% of the market value of the derelict site will be applied annually, under Section 23 of the Derelict Sites Act 1990 (as amended). All sites on Galway City Council's derelict sites register on 1st January each year, for which a current valuation is in place (valued in the previous five years), will be liable for a levy of 7% of the property valuation. This levy may be subject to simple interest at a rate of 1.25% per month if not paid within two months of being demanded.

Where a site is subject to the Vacant Site Levy under the Urban Regeneration and Housing Act 2015, no derelict sites levy shall be payable in respect of the site.

In exceptional circumstances, Galway City Council may suspend action to collect the derelict sites levy in cases of proven financial hardship, as per Section 26 of the Act.

10. Compulsory Acquisition

In cases where voluntary remediation is not achieved, the local authority may:

- Acquire the derelict site by agreement.
- Serve a notice of intention to acquire the derelict site (Section 15 Notice).
- Consider objections and proceed with compulsory acquisition if justified.
- Vesting orders will be executed to transfer ownership to the local authority (Section 17 / 18 of the Act).

A Vesting Order is a legal mechanism by which Galway City Council may acquire ownership of property without the consent of the owner, in accordance with the provisions of the Derelict Sites Act 1990 (as amended). This process may be used where the property has been identified as derelict and Galway City Council considers it necessary to take ownership in order to address the dereliction or facilitate appropriate development.

Galway City Council may seek to acquire such lands by agreement with the owner or occupier in the first instance. Where agreement cannot be reached, Galway City Council is entitled to make a vesting order, having complied with the statutory requirements set out in the Derelict Sites Act which include:

- Publishing details of the proposed vesting in a local newspaper,
- Sending the prescribed form of notice of the proposed vesting to the owner and any relevant occupiers of the property as required under the Act,

An owner or occupier may submit an objection to the proposed vesting within the time and in the manner specified in the above notices. Where such an objection is made, Galway City Council requires the consent of An Bord Pleanála, which consent Galway City Council may apply for within one month after the expiry of the time within which objection to the proposed acquisition may be made. If such an application for consent is made and An Bord Pleanála approves the proposed vesting, Galway City Council may proceed to acquire the land by way of the vesting order.

11. Use of Property Acquired by Compulsory Acquisition

Galway City Council will select an appropriate use for any property acquired under this policy. The options include:

- Use as social housing, where demand for social housing exists and the property is considered suitable by the Housing Department.
- Sale on open market, subject to agreement under S.183 of the Local Government Act.
- Community use, where the property may be utilised for greater community benefit.
- Other, for example demolition to enable larger development of a site or adjoining site(s).

12. CPO Activation Programme

In April 2023, the Department of Housing Local Government and Heritage launched a CPO Activation Programme, which provides for local authorities to adopt a planned, systematic and proactive approach to bringing vacant and derelict properties into use. Under this programme, the Derelict Sites Team will work in collaboration with the Vacant Homes Officer and the Housing Department in promoting the various supports and schemes available to bring the vacant houses back into use and will share information with the Vacant Homes Officer in relation to derelict houses that have been remediated but remain vacant. Details of these schemes are available on Galway City Council's website and can be viewed [here](#).

The Urban Regeneration and Development Fund third round of funding support (URDF Call 3) revised programme was launched in February 2024. Under this programme, the Department of Housing Local Government and Heritage will provide 100% grant funding to cover the purchase price of properties acquired along with

associated costs such as acquisition and sales costs and any minor works required to make the property more suitable for sale. The Derelict Sites Team will avail of this funding where appropriate in compulsorily acquiring derelict houses where voluntary remediation is not achieved.



Dealing with dereliction

Two derelict houses were acquired by Compulsory Acquisition using relevant Derelict Sites Act provisions, on the old Moinvea Road in Ballybaan More. A further property to the rear was acquired by agreement and 15 housing units were subsequently constructed on the combined site, 12 of which are allocated to elderly households and 3 to families with special needs. The project provided an excellent opportunity to deal with urban decay and associated negative consequences, while at the same time delivering housing units in an efficient manner within existing communities.



Derelict Properties on Old Monivea Road before



An Cliathán Housing Scheme after

13. Offences and Enforcement

Failure to comply with notices issued under the Derelict Sites Act 1990, obstructing authorised persons from entering land, or failing to notify changes in ownership, may constitute offences under the Act. Persons guilty of offences may be liable to fines and/or imprisonment as provided for under Section 28 of the Act.

14. Review and Reporting

Galway City Council will:

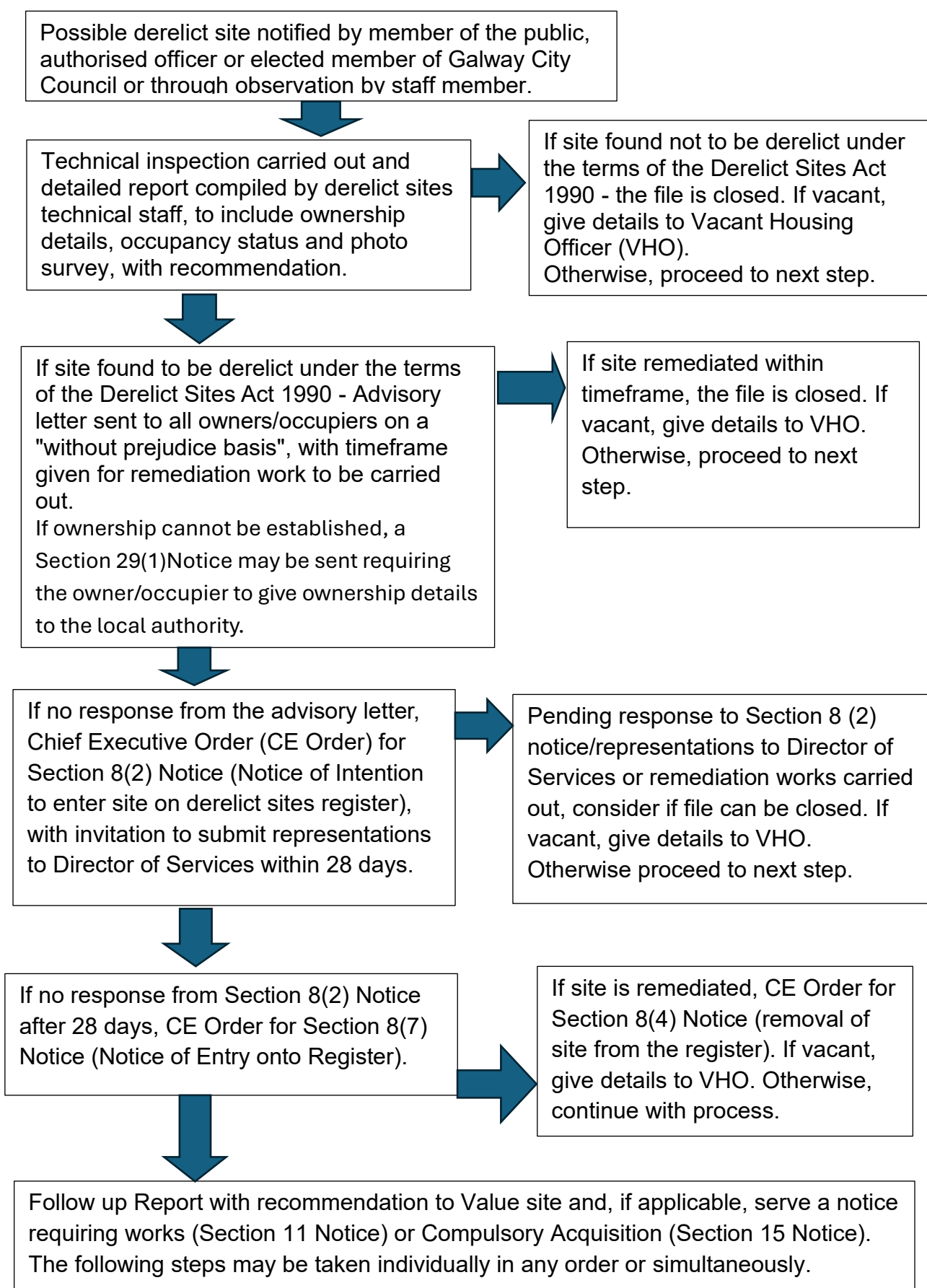
- Review the effectiveness of this policy periodically and amend as required.
- Report on progress to the relevant government department and elected members.
- Provide updates in monthly Chief Executive Management Reports.

15. Conclusion

This policy aims to address derelict sites proactively, ensuring compliance with the Derelict Sites Act 1990 (as amended) and contributing to the enhancement of Galway City's environment and safety, while bringing derelict properties back into use as residential accommodation where possible.

The implementation of the policy will help to enhance the visual amenity of Galway City, contributing to the vibrancy and attractiveness of the city as a place to invest and as a residential and tourist destination.

Appendix 1 - FLOW CHART FOR DERELICT SITES PROCESS



Valuation / Levies	Notice to Carry Out Works	Compulsory Acquisition
a. Determine Market Value of land before calendar year end, using valuers procured for this purpose. This is to enable a levy to be applied from 1 st January of the following calendar year. The valuation is entered on the register. The Valuation must be updated every five years thereafter.	a. Chief Executive Order to issue a section 11 notice requiring works to be done. Serve Notice of Measures on all owners and occupiers	a. CE Order to serve a Notice of intention to acquire property (Section 15 Notice) on any owner, lessee and occupier (except tenants for a month or a period less than a month) and publish the notice in a newspaper circulating in Galway City.
b. CE Order to serve the owner with notice of market value determination (Section 22 Notice) before end of current calendar year.	b. Follow up inspection after expiry of time in the notice.	b. CE Order to make Vesting Order (Section 17/18).
c. Serve a demand on the owner for the Derelict Sites Levy (payable from 1 January of each year). The levy is 7% of the marked valuation and is subject to interest at a rate of 1.25% per month, if not paid within two months of being first demanded.	c. Report detailing whether the required steps taken and, if applicable, recommendation that legal proceedings issue. Report should consider whether proceedings be brought in District or Circuit Court.	c. CE Order to serve a notice stating that the vesting order has been made on any owner, lessee and occupier (except tenants for a month or a period less than a month) and publish the notice in a newspaper circulating in Galway City
d. If applicable, Chief Executive Order to commence debt recovery proceedings in respect of outstanding Levy. The debt may be applied as a legal charge on the property if not paid.	e. Chief Executive Order to our legal representatives to issue legal proceedings.	d. Options for use of the derelict property acquired are: <ul style="list-style-type: none"> • Sale on open market • Social housing • Community use • Other

Appendix 2 – Site Inspection Report Template

Date:

**To: Name Surname,
 Administrative Officer,
 Derelict Sites Dept.**

RE: PROPERTY ADDRESS AND EIRCODE

I refer to the above.

A site inspection was carried out of the above site on the xxxxxxxx (insert date) and the findings are outlined below:

Date of Inspection	
Time	
Location	
Purpose of Inspection	Initial Inspection

Details of Inspection

Description of property & current state.

XXXX No. photographs taken during the period of the inspection are attached in Appendix A.

Planning Permissions

Latest Planning Application is Planning Ref No. XXXXXXXX, decision on planning application was XXXXXXXX(grant/refused)

Recommendation

It is recommended that notice should be given to the owner for the following items:

(refer to guidance document)

Signed

Name and position

Date

APPENDIX A - Insert photos

APPENDIX 3 – Advisory Letter Template

BM/RD DS-XXX

Without prejudice

__ **May 2025**

RE: Property at XXXXXX.

A Chara,

Following an inspection of the property located above, Galway City Council has received a report that the said property is in a derelict condition.

Under Section 9 of the Derelict Sites Act, 1990 as amended, every owner or occupier of land or buildings have a legal obligation to take all reasonable steps to ensure that the said land or buildings does not become or does not continue to be a derelict site.

You are required to carry out the following works to prevent any further action under the Derelict Sites Act:

- XXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXX

A further inspection will be carried out in one month. If the works are not carried out at this time, Galway City Council will have to consider issuing further notice under the Derelict Sites Act 1990 as amended.

I look forward to receiving your co-operation on this matter and if you have any enquiries, please contact me on 091536503 or derelictsites@galwaycity.ie.

Mise le meas,

XXXXX

XXXXX

Derelict Sites Department

APPENDIX 4 - Section 8(2) Notice and Cover Letter Template (Notice of Intention to place a property on the Derelict Sites Register)

BM/RK/DS-

Without prejudice

Address

Date

RE: Property at

A Chara,

I refer to previous correspondence in relation to above property, and in particular to letter dated XXX(copy attached) for your information.

A further inspection of your property was carried out on the XXX and it is noted that no works have been carried out since the previous inspection dated XXX

I now attach herewith Notice under Section 8(2) of the Derelict Sites Act 1990 as amended which details that it is intended to enter the property at XXX on the register of Derelict Sites of Galway City Council.

Should you wish to discuss this matter further I can be contacted at 091-536503.

Mise le meas,

**Name Surname,
Senior Staff Officer,
Derelict Sites Department
091-536503
derelictsites@galwaycity.ie**

BM/RK/DS-

Address

Via Registered Post.

DATE

DERELICT SITES ACT 1990 AS AMENDED

NOTICE UNDER SECTION 8(2)

Take notice that Galway City Council intends to have the land described hereunder entered as a derelict site in the Register of Derelict Sites maintained by Galway City Council in accordance with Section 8(2) of the above Act, and further take notice that representations which you wish to make in this matter may be made in writing and submitted to the **Director of Services, Project Development Directorate, Galway City Council**, within 28 days of the date of this Notice and Galway City Council may either make the entry or not in the Register as they think proper having regard to such representations.

Description and Location of Land

Lands situate in the Townland of:

being the lands situate at:

and shown coloured in red on the Map attached hereto.

Dated this day of 2025.

**Name Surname,
Senior Staff Officer,
Derelict Sites Department**

APPENDIX 5 – Section 8(7) Notice Template Letter (Notice of Entry on Derelict Sites Register)

BM/RK/D.S.- XXX

XXX

XXX

Via Registered Post

Date: dd/mm/yyyy

DERELICT SITES ACT 1990 AS AMENDED

NOTICE UNDER SECTION 8(7)

Take notice that the particulars set out below are a copy of the entry in the Derelict Sites Register, maintained at its offices at City Hall, College Road, Galway by Galway City Council. Map, forming part of the entry in the register showing site coloured in red is attached hereto.

Derelict Site No.: XXX

Description of Land: XXX

(A)

Location: XXX

Townland: XXX

O.S.S: XXX

(B)

Name of Owner/Reputed Owner: XXX

Address of Owner/Reputed Owner: XXX.

Date of Entry on Register: XXX, 2025

Dated this day of ,2025

**Name Surname,
Senior Staff Officer,
Derelict Sites Department
derelictsites@galwaycity.ie**

APPENDIX 6 - Section 11 Notice template, with Section 11(5) and Section 28 attached.

Via Registered Post

Without Prejudice

Reference No. D.S. xxx

To: XXXX

Date: 28/04/2025

**DERELICT SITES ACT 1990
NOTICE UNDER SECTION 11**

TAKE NOTICE that in the opinion of Galway City Council the land described hereunder will become or continue to be a derelict site unless the measures specified in the Schedule hereunder are taken. You are hereby directed, to have these measures taken within one calendar month from the date of this notice. **FURTHER TAKE NOTICE** that any representations which you think fit to make in this matter be made in writing and be submitted to **Director of Service, Project Development Directorate Galway City Council** within 14 days of the date of service of this Notice to you. **FURTHER TAKE NOTICE** that Galway City Council having considered such representations may amend or revoke the Notice.

Your attention is drawn to the provisions of Section 11 (5) and Section 28 of the Derelict Sites Act 1990, attached hereto.

Description and Location of Land

Derelict Site No.:

Description of Land:

Location:-

Townland:

Electoral Division:

Postal Address:

O.S.S. No.:

(B)

Name of Owner or Reputed Owner(s):

Address of Owner or Reputed Owner(s):

Date of entry into Register:

Schedule

Measures to be taken to render the land other than derelict:

- 1.
- 2.
- 3.
- 4.

Dated this _____ day of _____ 2025.

Name Surname
Senior Staff Officer,
Derelict Sites Department
091-536503
derelictsites@galwaycity.ie

Derelict Sites Act 1990 – Section 11

Power of local authority to require measures to be taken in relation to derelict sites.

11.—(1)
Where—

(a) in the opinion of a local authority it is necessary to do so, in order to prevent land situate in their functional area from becoming or continuing to be a derelict site, or

(b) a local authority have been directed to do so by the Minister under [section 12](#),

they shall serve a notice in writing on any person who appears to them to be the owner or occupier of the said land.

(2) A notice under this section shall—

(a) specify the measures which the local authority or the Minister, as the case may be, consider to be necessary in order to prevent the land from becoming or continuing to be a derelict site,

(b) direct the person on whom the notice is being served to take such measures as may be specified in the notice, and

(c) specify a period (being not less than one month) within which such measures are to be taken; provided, however, the notice shall not have effect until—

(i) the expiration of fourteen days from the date of service of the notice, or

(ii) if any representations are made under *subsection (3)*, the date on which the local authority notify the person making such representations that they have considered the said representations.

(3) Any person who is the owner or occupier of land in respect of which a notice has been served under this section may, within fourteen days from the date of the service of the notice, make such representations in writing as he thinks fit to the local authority concerning the terms of the notice and the said authority, having considered such representations, may amend or revoke the notice.

(4) Any person who is the owner or occupier of land in respect of which a notice has been served under this section shall, within the period specified in the notice, comply with the requirements of the notice, or, as the case may be, the notice as amended.

(5) Where a person on whom a notice under this section has been served does not, within the period specified in the notice or in the notice as amended, as the case may be, comply with the requirements of the notice, the local authority who served the notice may take such steps (including entry on land by authorised persons in accordance with [section 30](#)) as they consider reasonable and necessary to give effect to the terms of the notice or the notice as amended, as the case may be, and may recover any expense thereby incurred from the person on whom the notice or the notice as amended, as the case may be, was served and who is the owner or occupier as a simple contract debt in any court of competent jurisdiction.

(6) The carrying out of any works, within the meaning of the Local Government (Planning and Development) Acts, 1963 to 1983, which are specified in a notice or in the notice as amended, as the case may be, under this section shall be exempted development for the purposes of those Acts.

(7) Any person served with a notice or with the notice as amended, as the case may be, under this section who is the owner of the land in respect of which a notice has been served, and his servants or agents, may enter the land and undertake the measures required to be done under the notice.

Derelict Sites Act 1990 – Section 28

Offences. 28.—(1) A person who contravenes section 6 (4), 11 (4), 29 (2), 29 (3), 30 (4) or 32 (3) shall be guilty of an offence and shall be liable, on summary conviction, to a fine not exceeding £1,000 (together with, in the case of a continuing offence, a fine not exceeding £100 for every day on which the offence is continued and not exceeding in total an amount which, when added to any other fine under this subsection in relation to the offence concerned, equals £1,000), or to imprisonment for a term not exceeding six months, or at the discretion of the court, to both such fine and such imprisonment.

(2) A person who contravenes section 11 (4) shall be liable, on conviction on indictment, to a fine not exceeding £25,000 (together with, in the case of a continuing contravention, a fine not exceeding £2,000 for every day on which the contravention is continued), or to imprisonment for a term not exceeding two years or, at the discretion of the court, to both such fine and such imprisonment.

APPENDIX 7 – Section 22(3) Notice (Notice of Valuation) and Cover Letter Template

Our reference. xxxxxxxx

Name and address

date

Derelict Sites Act, 1990 as amended – D.S. No. xxxxxxxx

Address xxxxxxxxxxxx

A Chara,

I refer to the above site, details of which are entered on the Derelict Sites Register maintained by Galway City Council.

I also wish to advise you, in accordance with Section 22 (3) of the Derelict Sites Act 1990 as amended, a valuation of **xxxxxxx (figure and words)** has been placed on the property. If you are aggrieved by this valuation, you may appeal this to the Valuation Tribunal within 28 days from receipt by you of this notice. Details in the following link.

<https://www.valuationtribunal.ie/making-an-appeal/making-derelict-site-appeal/>

Please note that lands entered on the Derelict Sites Register may be subject to a levy as provided for under Section 23 of the Derelict Sites Act, 1990 as amended. Any such levy is calculated as 7% of the market value per annum. The levy on the above site will apply from the **1st January xxxx (of the following year)**

If you are in a position to remove the dereliction in advance of the 1st January **xxxx (of the following year)** and the property is rendered non-derelict in that period of time, the property can be removed from the register and levies will not be charged.

Mise le meas,

Name Surname
Administrative Officer,
Derelict Sites Section
091-536484
derelictsites@galwaycity.ie

Our reference. xxxxxxxx

Name and address

DERELICT SITES ACT 1990 AS AMENDED – NOTICE UNDER SECTION 22(3)
GALWAY CITY COUNCIL

Derelict Site No: xxxxxxxx

Description of Land: xxxxxxxxxxxx

(A) **LOCATION –**

Townland: xxxxxxxxx

Electoral Division: xxxxxxxxxxxx

Postal Address: xxxxxxxxxxxxx

O.S.S. No: xxxxxxxxxxxxx

(B) **Name of Owners or Reputed Owners:** xxxxxxxxxxxxxxxxxxxxx

Address of Owners or Reputed Owners: xxxxxxxxxxxxxxxxxxxx.

Name of Occupier or Reputed Occupier:

Address of Occupier or Reputed Occupier:

Date of Entry on Derelict Sites Register: xxxxxxxxxxxxx

TAKE NOTICE that Galway City Council have determined that the current market value of the above urban land (outlined in red on attached map) to be xxxxxxxxxxxxxxxxxxxxx (figure and words)

Particulars of such determination will be entered on the Derelict Sites Register on the xxxxxxxxxxxxx and **FURTHER TAKE NOTICE** that, in accordance with the provisions of the above act, you may appeal to The Registrar, Valuation Tribunal, Third Floor, Holbrook House, Holles Street, Dublin 2, against the above determination within 28 days from receipt by you of this notice. Any such appeal will have to be accompanied by the appropriate prescribed fee. Details in the following link.

<https://www.valuationtribunal.ie/making-an-appeal/making-derelict-site-appeal/>

Dated this _____ **day of** _____, **2025**

Name Surname
Administrative Officer,
Derelict Sites Section

APPENDIX 8 – Section 23 Demand for Levy Letter Template

XXXXXXX

Date xxxxxxxxx

RE: Derelict Site Ref. DS-

Dear,

I refer to your derelict property at XXXX

I enclose herewith, 'Demand for Derelict Sites Levy'.

All correspondence in respect of this Statutory Notice should be addressed in writing to the Derelict Sites Section, Galway City Council, College Road, Galway

Please quote above reference when replying.

Payment options are as follows:

- Bank draft, money order, postal order or personal cheque made payable to Galway City Council.
- Payment can be made by bank transfer to the following account:

BANK AC NO 12911047

SORT CODE 903816

BIC/Swift Code - BOFIE2D **IBAN**-IE22 BOFI90381612911047

BANK OF IRELAND

EYRE SQUARE

GALWAY

If making payment by Bank Transfer please send a remittance to
cashoffice@galwaycity.ie

Please quote your Customer Account Number and the Invoice Number when making payment.

Yours sincerely,

Name Surname

Administrative Officer,

Derelict Sites Section

DEMAND NOTE

DERELICT SITES ACT 1990 – SECTION 23

DEMAND FOR DERELICT SITES LEVY FOR THE 202x LOCAL FINANCIAL YEAR

To: XXX

WHEREAS, the land described in Schedule 1 hereto stands entered on the derelict sites register on the 1st January of each local financial year set out in Schedule 2 hereto, and WHEREAS a market value has been determined in relation to the said land which said market value is €XXXX and, WHEREAS a derelict site levy of 7% of the market value of the said land is payable by the owner,

TAKE NOTICE that the levy set out in Schedule 2 hereto is payable by you, the owner of the said land and,

PAYMENT OF THE SAID SUM IS HEREBY DEMANDED.

The said Derelict Sites levy is payable within 14 days of the date of this Demand Note and in default of being paid within two months after becoming payable is recoverable as a simple contract debt in any Court of competent jurisdiction.

Dated this: _____ day of _____, 2025

Signed: _____

Name Surname

Administrative Officer,

Derelict Sites Section

Schedule 1

Reg. Ref. No.:

Location:

Description:

Schedule 2

Account No.	Invoice No.	Year	Levy	Total

ALL PAYMENTS SHOULD BE ACCOMPANIED BY THIS DEMAND NOTE

APPENDIX 9 – Section 29 (1) Notice Template (Obligation to Give Information to a Local Authority – Provide More Information)

**DERELICT SITES ACT, 1990
NOTICE UNDER SECTION 29**

Reference No. D.S. **DS-NUMBER**

TO: OWNER/OCCUPIER OF XXX

RE: PROPERTY AT **LOCATION OF LAND**

TAKE NOTICE that Galway City Council, having offices at City Hall, College Road, Galway, for the purpose of their functions under the Derelict Sites Act, 1990 **HEREBY** require you within **21 days** from the date hereof to state in writing and submit to **the Administrative Officer, Derelict Sites Section, Galway City Council, City Hall, College Road, Galway or via email derelictsites@galwaycity.ie with reference no. D.S. XXX** particulars of the estate, interest or right by virtue of which you occupy the structure and/or lands known at **LOCATION OF LAND** (which said land is more particularly described on the map attached hereto and thereon outlined in red which said Map bears **reference no. D.S. XXX** or receive such rent (as the case may be) in your own right or as trustee or agent for another person and the name and address (so far as they are known to you) of every person who to your knowledge has any estate or interest in or right over or in respect of this structure and/or land.

Dated this ____ day of _____, 2022

Signed: _____

**Name Surname
Administrative Officer,
Derelict Sites Section**

NOTE: *A person who fails to comply with the requirements of this Notice within the period specified in the Notice or who makes any statement in writing which is to his knowledge false or misleading in a material respect shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding €2,500.*

APPENDIX 10 – Compulsory Acquisition – Notice of Intent

Notice of Intention to Acquire Derelict Site Compulsorily under Derelict Sites Act, 1990 (as amended by the Planning and Development Act, 2000).

Notice is hereby given that Galway City Council (hereinafter referred to as the “local authority”) in exercise of the powers conferred on them by section 14 of the Derelict Sites Act, 1990 intend to acquire compulsorily under the said Act the derelict site described hereunder.

A map of the said derelict site has been deposited at and may be inspected there during office hours.

Any owner, lessee or occupier (except a tenant for a month or a period less than a month) may, on or before the day of, 20 , submit to the local authority an objection to the proposed compulsory acquisition of the derelict site. Any such objection must be in writing stating the grounds of the objection and addressed to the local authority at

The Derelict Sites Act, 1990 (as amended by the Planning and Development Act, 2000) provides that if an objection is made to the proposed compulsory acquisition of a derelict site and the objection is not withdrawn, the derelict site shall not be acquired compulsorily by the local authority without the consent of An Bord Pleanála.

Description of Derelict Site Proposed to be Acquired:

Dated this day of, 20

Signed

Senior Executive Officer/ Director of Services.⁶

APPENDIX 11 – Compulsory Acquisition – Notice of Vesting Order

FORM OF VESTING ORDER

Derelict Sites Act, 1990

..... (name of local authority)

VESTING ORDER

WHEREAS the land described in the Schedule hereto and shown on the map attached hereto. is a derelict site within the meaning of the Derelict Sites Act, 1990 (hereinafter called “the Act”);

AND WHEREAS the provisions of section 15 of the Act have been complied with by Galway City Council (hereinafter called “the local authority”) in relation to the said land;

AND WHEREAS no objection has been submitted to the local authority under section 16 of the Act; or

AND WHEREAS an objection was submitted to the local authority under section 16 of the Act and was subsequently withdrawn; or

AND WHEREAS An Bord Pleanála has given its consent to the compulsory acquisition of the said land by the local authority;

NOW THEREFORE, the local authority, in exercise of the powers conferred on them by section 17 of the Act, hereby order that the land described in the Schedule hereto shown on the map attached hereto shall, on the day of

....., 20....., vest in the local authority in fee simple free from encumbrances and all estates, rights, titles and interests of whatsoever kind.

SCHEDULE

Description of Land:

The official seal of the local authority was affixed hereto this day of 20....., in the presence of:

.....