



PLANNING APPLICATION FORM

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 Planning Section,
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Office Use:
Application Type:.....
Register Ref.....
Amount Rec.
Receipt No.....
Date.....
O.S.I. Map Ref.....

BEFORE COMPLETING THIS FORM PLEASE NOTE THE FOLLOWING

STANDARD PLANNING APPLICATION AND ACCOMPANYING DOCUMENTATION

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application. Therefore please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to the application form.

ADDITIONAL INFORMATION

It should be noted that each planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the development plan and may request this on a supplementary application form. Failure to supply the supplementary information will not invalidate your planning application but may delay the decision-making process or lead to a refusal of permission. Therefore applicants should contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

OTHER STATUTORY CODES

An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with building regulations, which set out basic design and construction requirements. Also any works causing the deterioration or destruction of the breeding and resting places of bats, otters, natterjack toads, Kerry slugs and certain marine animals constitute a criminal offence unless covered by a derogation licence issued by the Minister for Arts, Heritage and the Gaeltacht (pursuant to Article 16 of the Habitats Directive).

DATA PROTECTION

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 and 2003. The Office of the Data Protection Commissioner state that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

PLANNING APPLICATION FORM

1. Application for:

Permission	<input type="checkbox"/>	*Outline Permission	<input type="checkbox"/>
*Permission consequent on the grant of Outline Permission	<input type="checkbox"/>	Permission for Retention	<input type="checkbox"/>

Place an x in the appropriate box

Where planning permission is **consequent on grant of Outline Permission**, please quote the outline permission ref. no.

Date of grant of Outline Permission: _____

***NOTE: Permission consequent on the grant of Outline Permission** should be sought only where Outline Permission was previously granted. Under S.36 3(a) of the Planning and Development Act 2000 Outline Permission lasts for 3 years.

Outline Permission may not be sought for:

- (a) the retention of structures or continuance of uses, or
- (b) developments requiring the submission of an Environmental Impact Statement/I.P.P.C./Waste Licence or
- (c) works to Protected Structures or proposed Protected Structures.

Date Received:

Register Reference:

2. Location for proposed development:

(a) Postal Address or Townland or Location (as may best identify the land and/or structure in question).

(b) Ordnance Survey Map Reference Number and the grid reference where available. (Grid reference in terms of the Irish transverse mercator).

3. (a) **Name of applicant** (person/entity seeking planning permission, **not** an agent acting on his/her behalf)

(b) Address must be supplied at end of this form (question 23)

4. Where the applicant is a Company registered under the Companies Acts 1963 – 1999, please state the following:

Name(s) of Company Director(s)

Registered Address (of Company)

5. Person/Agent Acting on Behalf of the applicant (if any).

Name _____
(address may be supplied at the end of this form (question 24))

6 Person responsible for the preparation of Drawings and Plans.

(Where the Plans have been drawn up by a firm/company, the name of the person primarily responsible for the preparation of the drawings and plans on behalf of that firm/company should be given.)

Name _____
(address may be supplied at the end of this form (question 25))

7 Legal Interest of Applicant in the Land and/or Structure

A. Owner B. Occupier *C. Other

Please tick appropriate box to show the applicant's legal interest in the land or structure.

If owner please state the date on which interest was acquired

* Where legal interest is **other**, the applicant is requested to expand further on the interest in the land and/or structure.

If you are not the legal owner, please state the name of the owner and supply a letter of consent from the owner to make the planning application as listed in the accompanying documentation.

* The owner's address must be included at the end of the form (question 26)

8 Description of Proposed Development:

(A brief description of the nature and extent of the development, including reference to the number, height and uses of buildings, protected structures, etc). (This should correspond with the wording of the newspaper advert and site notice.)

9 Site Area

Area of site to which the application relates in hectares _____ ha.

10. Where the application Relates to a Building or Buildings:

(a) Gross floor space of any **existing** building(s) in m2

(b) Gross floor space of **proposed** works in m2

(c) Gross floor space of work to be **retained** in m2 (if appropriate)

(d) Gross floor space of any **demolition** in m2 (if appropriate).

Note: Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building i.e. floor areas must be measured from **inside** the external wall.

11. In the case of mixed development (e.g. residential, commercial, industrial, etc.), please provide a breakdown of the different classes of development and a breakdown of the gross floor area of each class of development:

<i>Class of Development</i>	<i>Gross Floor Area in m²</i>
a. Gross floor space of residential class of development:	
b. Gross floor space of industrial/commercial class of development:	
c. Gross floor space of demolition of industrial/commercial class of development:	
d. Gross floor space of demolition of residential class of development:	
e. Other:	

12. In the case of residential development please provide a breakdown of residential mix:-

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses							
Apartments							
No. of car-parking spaces to be provided	Existing		Proposed		Total		

13. Where the application refers to a material change of use of any land and/or structure or the retention of such a material change of use:

Existing use (or previous use where retention permission is sought). (Note: Where the existing use is "vacant" please state the most recent authorised use of the land or structure).	
Proposed use (or use it is proposed to retain)	
Nature and extent of any such proposed use (or use it is proposed to retain).	

14. Social and Affordable Housing

Please tick appropriate box

Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 as amended applies?

Yes No

If the answer to the above question is **yes** and the development is not exempt (see below), you must specify, as part of your application, the manner in which you propose to comply with Section 96 of Part V of the Act. **Please submit proposals on separate sheet.**

If the answer to the above question is **yes**, but you consider the development to be exempt by virtue of Section 97 of the Planning and Development Act 2000, a copy of the Certificate of Exemption under Section 97 must be submitted (or, where an application for a Certificate of Exemption has been made, but has not yet been decided, a copy of the application should be submitted).

If the answer to the above question is **no** by virtue of Section 96(13) of the Planning and Development Act 2000, details indicating the basis on which Section 96(13) is considered to apply to the development should be submitted.

N.B. This section must be completed for all proposals for the provision of one or more new dwelling units on residentially zoned lands.

15. Development Details

Please tick appropriate box.

(1) Does the proposed development consist of work to a **protected structure** and/or its curtilage or **proposed protected structure** and/or its curtilage?

Yes No

Note: If **Yes** Newspaper advertisement and site notice must indicate this fact.

(2) Does the proposed development consist of work to the exterior of a structure which is located within an **architectural conservation area (ACA)**?

Note: If the answer is YES to either 15(1) or 15(2) TEN sets of drawings/plans/photographs must be submitted with the Planning Application.

(3) Does the application relate to development which affects or is close to a **monument or place recorded under Section 12 of the National Monuments (Amendment) Act, 1994**

(4) Does the application relate to work within or close to a **European Site** (under S.I. No. 94 of 1997) or a **Natural Heritage Area**?

(5) Does the proposed development require the preparation of an **Environmental Impact Statement**?

(6) Does the application relate to a development which comprises or is for the purposes of an activity requiring an **integrated pollution prevention and control licence**?

(7) Does the application relate to a development which comprises or is for the purposes of an activity requiring a **waste licence**?

(8) Do the **Major Accident Regulations** apply to the proposed development?

(9) Does the application relate to a development in a **Strategic Development Zone**?

(10) Does the proposed development involve the **demolition of any structure**

16. Site History

(1) **Details regarding site history** (if known)

Has the site in question ever, to your knowledge, been flooded?

Yes No

If yes, please give details e.g. year, extent

Are you aware of **previous uses of the site** e.g. dumping or quarrying?

Yes No

If yes, please give details.

(2) Are you aware of any **valid planning applications previously made** in respect of this land/structure?

Yes No

If yes, please state planning reference number(s) and the date(s) of receipt of the planning application(s) by the planning authority if known:

Reference No: _____ Date: _____

Note: If a valid planning application has been made in respect of this land or structure in the six months prior to the submission of this application, then the site notice must be on a yellow background in accordance with Article 19(4) of the Planning and Development Regulations 2006. A valid application includes an application subsequently withdrawn.

(3) Is the site of the proposal **subject to a current appeal** to An Bord Pleanala in respect of a similar development. (Note: the Appeal must be determined or withdrawn before another similar application can be made).

Yes No

An Bord Pleanala Reference Number: _____

17. Do any **Statutory Notices** apply to the site/building at present? (e.g. Enforcement, Dangerous Buildings, Derelict Sites, Building Control, Fire Safety etc.).

Yes No

Place an X in the appropriate box.

If yes, please give details

18. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development ?

Yes No

If yes, please give details:

Reference No. (if any): _____

Date(s) of consultation ____/____/____

Persons involved: _____

19. Services.

(1) Proposed Source of Water Supply

Existing Connection New connection Public Mains

Group Water Scheme Private Well

Other (please specify): _____

Name of Group Water Scheme (where applicable) _____

(2) Proposed Wastewater Management/Treatment

Existing New Public Sewer

Conventional septic tank system

Other on-site treatment system Please specify. _____

(3) Proposed Surface Water Disposal

Public Sewer/Drain Soakpit Watercourse

Other Please specify _____

20. Details of Public Notice

*Approved newspaper in which notice was published.

Name of Newspaper _____

Date of publication: _____

* Note: The list of approved newspapers for the purpose of giving intention to make a planning application, is available from the Council. Please also refer to directions for completion of Site Notice.

Date on which site notice was Erected.: _____

White Yellow

21. Application Fee

Fee Payable _____

Basis of Calculation _____

22. I hereby declare that, to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning & Development Act 2000, as amended, and the Regulations made thereunder:-

Signed _____
(Applicant or Agent as appropriate)

Date _____

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ADDITIONAL INFORMATION

(Sections 27, 28)

27. All applications for Agricultural Developments must complete The Agricultural Form (AG 1 Form).

28. All applications for dwellings in Rural Areas under Strong Urban Influence must be accompanied by a completed Rural Housing Application Form (RH1 Form).

Notes to Applicant

Sections 1 to 22 of this form MUST be completed insofar as they relate to your particular proposal. Failure to do so will render your application invalid.

The additional contact information at Sections 23 to 26 will not be made available with the planning application.

Section 27 seeks additional information which will be needed by this Planning Authority to assess the application.

Section 28 seeks additional information which may be needed by this Planning Authority to assess the application having regard to its development plan which sets out local development policies and objectives for its own area.

Failure to submit this additional information, where relevant (Section 28), will NOT invalidate your application. However, the Planning Authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it.

Therefore, failure to supply any relevant supplementary information could delay the application or lead to a refusal of permission.

You are advised to contact this office to determine what local policies and objectives would apply to your proposal and whether supplementary information is required.

Please note the provisions of Section 34(13) of the Planning and Development Act 2000.

"A person shall not be entitled solely by reason of a permission under this section to carry out any development".

The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with building regulations, which set out basic design and construction requirements.

Please note that in accordance with Section 251 of the Planning and Development Act 2000 as amended

"Where calculating any appropriate period or other time limit referred to in this Act or in any other regulations made under this Act, the Period between the 24th day of December and the 1st day of January, both days inclusive, shall be disregarded."