

Planning Application Form.

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

STANDARD PLANNING APPLICATION FORM AND ACCOMPANYING DOCUMENTATION:

Please ensure that each section of this application form is fully completed and signed. The applicant should enter n/a (not applicable) where appropriate.

Please ensure that all necessary documentation is attached to your application form.

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information, will lead to the invalidation of your application.

SUPPLEMENTARY 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.

Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, 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 this information could delay the decision on an application or lead to a refusal of permission.

Applicants should therefore contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and what additional information, if any, is necessary for the consideration of an application.

DRAFT PLANNING APPLICATION FORM

1. Name of Relevant Planning Authority:

2. Type of Planning Permission (please tick appropriate box):

- Permission
- Permission for retention
- Outline Permission
- Permission consequent on Grant of Outline Permission

3. Where planning permission is consequent on grant of outline permission:

Outline Permission Register Reference Number: _____

Date of Grant of Outline Permission: ____/____/____

4. Applicant

<i>Name</i>	
<i>Address</i>	
<i>Telephone No</i>	
<i>Email Address (if any)</i>	

5. Where Applicant is a Company (registered under the Companies Acts 1963 to 1999)

<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration No</i>	

6. Person/ Agent acting on behalf of the Applicant (if any)

<i>Name</i>	
<i>Address</i>	
<i>Telephone No</i>	
<i>Email Address (if any)</i>	
Should all correspondence be sent to the above address? (Please note that if the answer is 'No', all correspondence will be sent to Applicant's address)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

7. Person responsible for preparation of Drawings and Plans¹

<i>Name</i>	
<i>Address</i>	
<i>Telephone No</i>	
<i>Email Address</i>	

8. Description of Proposed Development

<i>Brief Description of nature and extent of development²</i>	
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9. Location of Proposed Development:

<i>Postal Address or Townland or Location (as may be appropriate)</i>	
<i>Ordnance Survey Map Ref No (and the Grid Reference where available)³</i>	

10. Site Area

<i>Area of site to which the application relates</i>	ha
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11. Legal Interest of Applicant in the Land or Structure:

<i>Please tick appropriate box to show applicant's legal interest in the land or structure</i>	A. Owner	B. Leaseholder
	C. Prospective Purchaser	D. Other
<i>Where legal interest is 'Other', please expand further on your interest in the land or structure</i>		
<i>If you are not the legal owner, please state the name and address of the owner</i>		

12. Where the application relates to a building or buildings:

<i>Gross floor space⁴ of any existing building(s)</i>	m ²
<i>Gross floor space⁴ of proposed works</i>	m ²
<i>Gross floor space⁴ of work to be retained (if appropriate)</i>	m ²
<i>Number of Houses to be provided (if any)⁵</i>	

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

<i>Existing use⁶ (or previous use where retention permission is sought)</i>	
<i>Proposed use (or use it is proposed to retain)</i>	
<i>Nature and extent of any such proposed use (or use it is proposed to retain)</i>	

14. Development Details

Please tick appropriate box	Yes	No
<i>Is the application subject to the provisions of Part V of the Planning and Development Act 2000 (as amended by the Planning and Development (Amendment) Act, 2002)⁷?</i>		
<i>Does the proposed development consist of work to a Protected Structure and/or its curtilage or proposed protected structure and/or its curtilage?</i>		
<i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA) or an area specified as an architectural conservation area in a draft of a proposed development plan or a proposed variation of a development plan?</i>		
<i>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 or a historic monument or archaeological area entered in the Register of Historic Monuments under Section 5 of the National Monuments (Amendment) Act, 1987 (No.17 of 1987)?</i>		
<i>Does the application relate to work within or close to a European Site (under SI No.94 of 1997) or a Natural Heritage Area?</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Statement?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring an integrated pollution control licence?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i>		
<i>Do the Major Accident Regulations apply to the proposed development?</i>		
<i>Does the proposed development involve the demolition of any habitable house⁸?</i>		

15. Site History

<p>Are you aware of any planning applications previously made in respect of this land/structure?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please state planning reference number(s) if known: _____</p>
<p>Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development⁹?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Has a pre-application consultation taken place in relation to proposed development¹⁰?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give details:</p> <p>Date of Meeting ____/____/____</p> <p>Persons who attended: _____ _____</p>

16. Services

<p>Proposed source of water supply</p> <p>Existing connection <input type="checkbox"/> New connection <input type="checkbox"/></p> <p>Public Mains <input type="checkbox"/> Group Water Scheme <input type="checkbox"/> Private Well <input type="checkbox"/></p> <p>Other (please specify): _____</p> <p>Name of Group Water Scheme (where applicable) _____</p>
<p>Proposed Wastewater Management/Treatment</p> <p>Existing <input type="checkbox"/> New <input type="checkbox"/></p> <p>Public Sewer <input type="checkbox"/> Conventional septic tank system <input type="checkbox"/></p> <p>Other on-site treatment system <input type="checkbox"/> Please specify _____</p>

17. Details of Public Notice

<i>Newspaper in which notice was published</i>	
<i>Date of publication</i>	
<i>Date on which site notice was erected</i>	

18. Application Fee

<i>Fee Payable</i>	
<i>Basis of Calculation</i>	

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 and the Regulations made thereunder:

<i>Signed</i>	
<i>Date</i>	

This form should be accompanied by the following documentation:

Please note that if the appropriate documentation is not included, your application will be deemed invalid.

ALL Planning Applications

- The relevant page of newspaper that contains notice of your application
- A copy of the site notice
- 6 copies of site location map¹¹
- 6 copies of site or layout plan¹¹⁺¹²
- 6 copies and a schedule of plans and other particulars required to describe the works to which the development relates (include detailed drawings of floor plans, elevations and sections – except in the case of outline permission)¹¹
- The appropriate Planning Fee

Where the applicant has been assigned a Personal Public Service Number (e.g. not a company):

- Personal Public Service Number (PPSN) of applicant

Where the applicant is not the legal owner of the land or structure in question:

- Documentary evidence of the consent of the owner to make the application

Where the application is for residential development that is subject to Part V of the 2000 Act:

- A certificate of exemption from the requirements of Part V¹³

Or

- A copy of the application submitted for a certificate of exemption

Or

- Proposals for compliance with Part V

Where the disposal of wastewater for the proposed development is other than to a public sewer:

- Site Characterisation Form

Where the application refers to a protected structure/ proposed protected structure/ or the exterior of a structure which is located within an architectural conservation area (ACA) or an area specified as an architectural conservation area in a draft of a proposed development plan or a proposed variation of a development plan:

- Photographs, plans and other particulars necessary to show how the development would affect the character of the structure.

Applications that refer to a material change of use or retention of such a material change of use:

- Plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of Article 23) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Statement:

- An Environmental Impact Statement

Applications that are exempt from planning fees:

- Proof of eligibility for exemption

Directions for completing this form.

1. 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 indicated.
2. This description should correspond with the description in newspaper and site notices.
3. Grid reference in terms of the Irish Transverse Mercator.
4. 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.
5. The definition of a house includes a building which was designed for use as 2 or more dwellings or a flat, an apartment or other dwelling within a building.
6. Where the existing use is 'vacant', please state most recent authorised use of the land or structure.
7. An applicant for permission for the development of houses on land zoned solely for residential or for a mixture of residential and other uses, may be subject to the requirement of Part V of the 2000 Act. Where an application is subject to Part V, proposals for compliance with the Part or a copy of the certificate of exemption (or application for same) should be attached.
8. Demolition of a habitable house requires planning permission.
9. The appeal must be determined or withdrawn before another similar application can be made.
10. While it is not mandatory, a pre-planning consultation is recommended. The applicant should contact the planning authority to arrange specific times and locations.
11. All plans and drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001-2004.
12. The location of site notice should be shown on site location map.
13. The exemption certificate, which is obtained from the relevant planning authority, exempts the applicant for residential development from complying with Part V of the 2000 Act.

