



Comhairle Cathrach na Gaillimhe
Galway City Council

Planning Application Form

Galway City Council, Planning Office
City Hall, College Road, Galway
Tel: (091) 536599
Email: planning@galwaycity.ie
Web: www.galwaycity.ie

Planning Application Form

Note:

- Please ensure that each section of this application form is fully completed
- Please ensure that the declaration at the end of the form is signed
- The applicant should enter n/a (not applicable) where appropriate
- Please ensure that all necessary documentation is attached to the application form
- Failure to complete this form and the declaration or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the **invalidation** of your application.
- Supplementary information should be completed if relevant. Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, Galway City Council may not be able to reach a decision on whether or not to grant permission on the basis of the information available. Therefore failure to supply this information could delay the decision on an application or lead to a refusal of permission. Applicants should contact Galway City Council to determine what local policies and objectives would apply to the development proposal and whether additional information is required.

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 Planning Authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

DATA PROTECTION:

The planning process is an open and public one. In that context, all planning applications and accompanying documentation, with the exception of certain contact details, are made available for public inspection/purchase and may be made available on the Planning Authority's website where this is their policy. Planning Authorities also publish weekly lists of planning applications received as well as weekly lists of planning decisions in hard copy and, where this is their policy, on their websites.

It has come to our attention that the publication of planning applications by Planning Authorities can lead to applicants being targeted by persons in the business sector engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are hereby given an opportunity to indicate a preference with regard to the receipt of direct marketing arising from the lodging of a planning application.

If you are satisfied to receive direct marketing please tick this box.

Direct marketing may be by post, by telephone, by hand or by electronic mail such as email or text message where such details are supplied. **It is the responsibility of those entities wishing to use the personal data on planning applications and decisions lists for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 & 2003 taking account of the preference outlined above.**

For Office Use Only:

Reg. Ref. No.

Checked by: _____ Date: _____

Amount of fee submitted: € _____ Receipt No: _____

Applications should be addressed to:
**GALWAY CITY COUNCIL, PLANNING DEPARTMENT,
CITY HALL, COLLEGE ROAD, GALWAY. EIRCODE: H91 X4K8**

1. Type of permission (please tick appropriate box)

- | | |
|---|---|
| <input type="checkbox"/> Permission | <input type="checkbox"/> Permission for retention |
| <input type="checkbox"/> Outline Permission | <input type="checkbox"/> Permission consequent on Grant of Outline Permission |

Where planning permission is consequent on grant of outline permission:

Outline Permission Reg. Reference No: _____ Date of Grant of Outline Permission ____/____/____

2. Location of Proposed Development:

Postal Address or Townland or Location *(as may best identify the land or structure in question)*

Ordnance Survey Map Ref. No *(and the grid reference where available)* ¹:

3. Name of Applicant ²: (Address must be supplied at end of this form)

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

Name(s) of company directors:

Registered Address of company:

Company Registration No:

Telephone:

Email:

5. Person / Agent acting on behalf of Applicant (if any):

Name:

6. Person responsible for preparation of Drawings & Plans ³: (address must be supplied at end of this form)

7. Description of Proposed Development:

Brief description of nature & extent of development ⁴:

8. Legal Interest of Applicant in the Land or Structure:

Applicant's legal interest in the land or structure (please tick appropriate box):

Owner

Occupier

Other

Where legal interest is 'Other', please expand further on your interest in the land or structure:

If you are not the legal owner, please state the name of the owner:

The owner's address must be included at the end of this form and a letter of consent from the owner to make the application **must** be supplied as listed in the accompanying documentation

9. Site Area:

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

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

Gross floor space ⁵ of any **existing** building(s) in m²

Gross floor space of **proposed** works in m²

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

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

11. Mixed Development (e.g. residential, commercial, industrial, etc.)

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

Class of development						
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Gross floor area in m ²						

12. Residential Development

In the case of residential development, please provide breakdown of residential mix:

Number of:	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ bed	Total
Houses							
Apartments							

Number of car-parking spaces to be provided

	Existing	Proposed	Total

13. Material Change of Use

Where the application refers to a material change of use of any land or structure or the retention of such a material change of use:
Existing use ⁶ (or previous use where retention permission is sought): _____

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 for permission for development to which Part V of the Planning and Development Act 2000 (as amended) applies ⁷ i.e. the development of a residential unit.

Yes

No

If the answer to the above question is **Yes** and the development is not exempt (see below), you must provide, as part of your application, details as to the date of acquisition of the land and of how you propose to comply with section 96 of Part V of the Act including, for example,

(i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and

(ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.

(iii) Evidence of when the land was purchased. This is required as the applicable percentage Part V rate depends on the date of acquisition. See explanatory note 21 for guidance.

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 (as amended)⁸, 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 (as amended)⁹, details indicating the basis on which Section 96(13) is considered to apply to the development should be submitted.

15. Development Details *(please tick appropriate box)*

Does the proposed development consist of work to a Protected Structure and/or its curtilage or proposed Protected Structure and/or its curtilage?

(if Yes, the Newspaper and Site Notice must indicate this fact)

Yes No

Does the proposed development consist of work to the exterior of a structure, which is located within an Architectural Conservation Area (ACA)?

Yes No

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, 1994¹⁰

Yes No

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?

Yes No

Does the proposed development require the preparation of an Environmental Impact Statement¹¹?

(if Yes, the Newspaper and Site Notice must indicate this fact)

Yes No

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 or waste licence?

(if Yes, the Newspaper and Site Notice must indicate this fact)

Yes No

Do the Major Accident Regulations apply to the proposed development?

Yes No

Does the application relate to a development in a Strategic Development Zone?

Yes No

Does the proposed development involve the demolition of any habitable house¹², or a building which forms part of a terrace of buildings, or a building which abuts on another building in separate ownership?

(if Yes, the Newspaper and Site Notice must indicate this fact)

Yes No

Does the proposed development involve the creation or material widening of access onto a public road?

Yes No

16. 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:

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 planning application(s) by the planning authority if known:

Reference No.:	<input type="text"/>	Date:	<input type="text"/>
Reference No.:	<input type="text"/>	Date:	<input type="text"/>
Reference No.:	<input type="text"/>	Date:	<input type="text"/>
Reference No.:	<input type="text"/>	Date:	<input type="text"/>
Other References	<input type="text"/>	Date:	<input type="text"/>

If a valid planning application has been made in respect of this land or structure in the 6 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 2001 as amended.

Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development? Yes No

If **Yes**, please state An Bord Pleanála reference no.:

17. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development ¹⁴? Yes No

If **Yes**, please give details: _____

Reference No (if any): _____

Date(s) of consultation: _____

Persons involved: _____

18. Services

Proposed source of water supply (*please tick as appropriate*):

- Existing
- New Connection to Public Mains
- Other (specify type of supply) _____

Proposed Wastewater Management / Treatment:

- Existing
- New
- Public Sewer
- Other on-site treatment system

If **Other**, please specify: _____

Proposed Surface Water Disposal:

Public Surface Water sewer / drain Soakpit Watercourse Other

If **Other**, please specify: _____

The applicant is advised that any new water or waste water connection is their responsibility (See www.water.ie for full information)

19. Details of Public Notice

Approved newspaper ¹⁵ in which notice was published: _____

Date of publication: _____ Date on which site notice was erected: _____

Note: the planning application must be made within 2 weeks of publication of newspaper notice ¹⁶

20. Application Fee

Fee payable: € _____

Basis of calculation: _____ Fee Class: _____

Floor Area: _____ Use: _____

The applicant is advised that the submission of an appropriate electronic version of the floor plan(s) may assist in the calculation and checking of the fee.

21. Declaration

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 and Development Act 2000 (as amended), as amended and the Regulations made thereunder.

Signed:

(Applicant or Agent as appropriate)

Date:

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.

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
You are advised that application / drawings should be separated into individual sets prior to submission to facilitate the application process

ALL Planning Applications:

- The full relevant page of newspaper or a copy of the relevant page that contains notice of your application and which includes the date and title of the newspaper
- A copy of the site notice
- 6 copies of site location map
- 6 copies of site or layout plan
- 6 copies 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)
- The appropriate planning fee.
Fees must be paid in advance. Payment can be made by cash, cheque, credit card or electronic fund transfer. From 19/09/2014 payments by cheque will not apply to business users (Department of Finance Circular 1/2013).

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

- The written consent of the land owner to make the application

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

- Details of the manner in which it is proposed to comply with Section 96 of Part V of the Act including for example
- (i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and
- (ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.
- A Certificate of Exemption from the requirements of Part V or
- A copy of the application submitted for a Certificate of Exemption

Where the application is for residential development that is not subject to Part V of the 2000 Act (as amended) by virtue of Section 96(13) of the Act:

- Information setting out the basis on which Section 96(13) is considered to apply to the development

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

- Information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed

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):

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

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 section which comply with the requirements of Article 23) and other particulars required describing the works proposed

Where an application requires an Environmental Impact Statement:

- 10 copies of the Environmental Impact Statement
- The public notice should state that an EIS is included

Applications that are exempt from planning fees:

- Proof of eligibility for exemption

DIRECTIONS FOR COMPLETING THIS FORM

1. Grid reference in terms of the Irish Transverse Mercator.
 2. “The applicant” means the person seeking the planning permission, not an agent acting on his or her behalf.
 3. 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.
 4. A brief description of the nature and extent of the development, including reference to the number and height of buildings, protected structures, Environmental Impact Statement, Integrated Pollution Control Licence, Major Accident Directive, Strategic Development Zone, demolition, access to public road etc.
 5. 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.
 6. Where the existing land or structure is not in use, please state most recent authorised use of the land or structure.
 7. Part V of the Planning and Development Act 2000 (as amended) applies where –
 - the land is proposed for residential use or for a mixture of residential and other uses, regardless of the zoning of the land and
 - the proposed development is not exempt from Part V.
 8. Under Section 97 of the Planning and Development Acts 2000 (as amended), applications involving development of 4 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.
 9. Under Section 96(13) of the Planning and Development Acts 2000 (as amended), Part V does not apply to certain housing developments by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under Section 96 of the Act
 10. The Record of Monuments and Places, under Section 12 of the National Monuments Amendment Act 1994, is available, for each county, in the local authorities and public libraries in that county. Please note also that if the proposed development affects or is close to a national monument which, under the National Monuments Acts 1930 to 2004, is in the ownership or guardianship of the Minister for the Environment, Heritage and Local Government or a local authority or is the subject of a preservation order or a temporary preservation order, a separate statutory consent is required, under the National Monuments Acts, from the Minister for the Environment, Heritage and Local Government. For information on whether national monuments are in the ownership or guardianship of the Minister for the Environment, Heritage and Local Government or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of the Environment, Heritage and Local Government (1890 20 20 21).
 11. An Environmental Impact Statement (EIS) is required for classes of development prescribed by Article 93 and Schedule 5 of the Planning and Development Regulations 2001 (as amended). In accordance with Article 103 of the Planning and Development Regulations 2001, an EIS may also be required for developments below the prescribed threshold if the planning authority considers that the development is likely to have significant effects on the environment or, where the development would be located on or in an area, site, etc. set out in Article 103(2), it considers that the development would be likely to have significant effects on the environment of that area, site, etc.
 12. Demolition of a habitable house requires planning permission.
 13. The appeal must be determined or withdrawn before another similar application can be made.
 14. A formal pre-application consultation may only occur under Section 247 of the Planning and Development Act 2000. While it is not mandatory, a pre-planning consultation is recommended. The applicant should contact the planning authority to arrange specific times and locations. In the case of residential development to which Part V of the 2000 (as amended) Act applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part V agreement in principle can be reached in advance of the planning application being submitted.
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15. The list of approved newspapers, for the purpose of giving notice of intention to make a planning application, is available from the planning authority to which the application will be submitted
Relevant newspapers are as follows:

Galway Advertiser, Galway City Tribune, Connacht Tribune, Irish Independent, Irish Times and Sunday Independent.

16. The Newspaper Notice, and similarly the Site Notice, is required to be placed within the period of 2 weeks prior to the making of the application. In calculating these time limits, and all time limits specified in the legislation, periods are calculated by reference to the Interpretation Act 1937 and are reckoned to include the day from which the period is to run. Thus, a week will run from Tuesday on one week to Monday of the following week. Accordingly, if the Site and Newspaper Notices are placed on a Thursday, the planning application must be received in the planning authority before the end of the following Wednesday week.

The date of the making of the application is the date it is received in Galway City Council. Where the last day of the 2 week period is a Saturday, Sunday, Public Holiday or any other day on which the offices of Galway City Council are closed, the application shall be valid if received on the next following on which the offices are open.

17. All plans, drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001 (as amended).
18. The location of the Site Notice(s) should be shown on Site Location map.
19. The applicant/agent should make the owner aware that the letter of consent will be placed on a public planning file and may be placed on the Planning Authority's website where this is the policy of the Planning Authority.
20. See Schedule 9 of Planning and Development Regulations 2001. If a reduced fee is tendered, details of previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under Article 157 of the 2001 Regulations, evidence to prove eligibility for exemption should be submitted.
21. Affordable Housing Act 2021 – Transitional Arrangements to take effect from 3rd September 2021.
- For land purchased before 1 September 2015 any new planning permission for housing development granted on or after 3 September 2021 will have a 20% Part V requirement.
 - For land purchased between 1 September 2015 and 31st July 2021 any new planning permission granted between 3 September 2021 and 31 July 2026 will have a 10% Part V requirement.
 - For land purchased on or after 1 August 2021, any new planning permission for housing development on that land will have a 20% Part V requirement.
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**ADDITIONAL CONTACT DETAILS
TO BE COMPLETED BY ALL APPLICANTS
ADDITIONAL CONTACT INFORMATION NOT TO BE MADE AVAILABLE WITH APPLICATION**

Please note:

- The applicant's address *must* be submitted on this page.
- If the applicant/agent wishes to submit additional contact information, this may be included here.
- This page will not be published as part of the planning file.

22. Applicant

Name (Required):

Telephone No.:

Address (Required):

Email Address:

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

Name:

Telephone No.:

Address:

Email Address:

Should all correspondence be sent to the above address? *(please tick appropriate box)*

*(Please note that if the answer is **No**, all correspondence will be sent to the Applicant's address)*

Yes

No

24. Person responsible for preparation of Drawings & Plans:

Name:

Telephone No.:

Address:

Email Address:

25. Owner (required where applicant is not the owner):

Name:

Telephone No:

Address (Required):

Email Address: