

Guidelines for the Completion of a Planning Application 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, etc.
5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building, that is, floor areas must be measured from inside the external wall.
6. Where the existing use is 'vacant' please state most recent authorised use of the land or structure.
7. Part V of the Planning and Development Act 2000 applies where –
 - the land is zoned for residential use or for a mixture of residential and other uses,
 - there is an objective in the Development Plan for the area for a percentage of the land to be made available for social and/or affordable housing, and
 - the proposed development is not exempt from Part V
8. Under Section 97 of the Planning and Development Act 2000, applications involving development of 9 or fewer houses or development for housing on land of less than 0.1 hectare may be exempt from Part V.
9. Under Section 96(13) of the Planning and Development Act 2000, 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 authority 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 Arts, Heritage and the Gaeltacht 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 Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or are the subject of preservation orders,

contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.

11. An Environmental Impact Assessment Report (EIAR) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2011 which exceeds a limit, quantity or threshold set for that class of development. An EIAR will also be required by the planning authority in respect of sub-threshold development where the authority considers that the development would be likely to have significant effects on the environment (article 103).

12. An appropriate assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on a European site. It is the responsibility of the planning authority to screen all proposed developments to determine whether an appropriate assessment is required and where the authority determines that an appropriate assessment is required, the authority will normally require the applicant to submit a Natura Impact Statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European Site an NIS should be submitted with the planning application.

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. An applicant should contact his or her planning authority if he/she wishes to avail of a pre-application consultation. In the case of residential development to which Part V of the 2000 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.

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.

16. 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).

17. The location of the site notice(s) should be shown on site location map.

18. 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.

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 (must contain agent's name & address if relevant)
- 6 copies of site location map (16 Directions for completing form)
- 6 copies of site or layout plan (16+17 Directions for completing form)
- 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

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

- The written 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:

- Specification of the manner in which it is proposed to comply with section 96 of Part V

Or

- 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 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.

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 Assessment Report:

- Environmental Impact Assessment Report

Applications that are exempt from planning fees:

- Proof of eligibility for exemption (18 Directions for completing form)

PLANNING APPLICATION FORM

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING

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 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.

Louth County Council

Town Hall, Crowe Street, Dundalk, County Louth



Standardised Planning Application Form

Please read "Guidelines for Planning Applications" before completing this form.

This Form must be fully completed for all applications. *Insert the words Not Applicable where necessary.*

Please complete signature and date sections on last page of this form

1. Name of relevant Planning Authority: Louth County Council.
2. Location of Development:

Postal Address or Townland or Location (as may best identify the land or structure in question)	
Ordnance Survey Map Ref. No. (and Grid Reference where available) ¹	

3. Type of planning permission (please tick appropriate box):

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

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

Outline Permission Register Reference Number: _____

Date of Grant of Outline Permission: _____ / _____ / _____

(Note: This Council is acting as an agent for Irish Water in relation to the provision of water and waste water connection services to the applicant's property/premises)

5. Applicant² :

Name(s)	
	Contact details to be supplied at the end of this form. (Question: 24)

6. Where Applicant is a company (registered under the Companies Acts):

Name(s) of company director(s)	
Registered Address (of company)	
Company Registration number	

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

Name	
	Address to be supplied at the end of this form. (Question 25)

8. Person responsible for preparation of Drawings and Plans³ :

Name	
Firm/Company	

9. Description of Proposed development:

Brief description of nature and extent of development ⁴ .	
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10. Legal Interest of Applicant in the Land or Structure:

<p>Please tick appropriate box. Where legal interest is "Other", please expand further on your interest in the land or structure.</p>	<p>a. Owner: <input type="checkbox"/></p> <p>b. Occupier: <input type="checkbox"/></p> <p>c. Other: <input type="checkbox"/></p>
<p>If you are not the legal owner, please state the name and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation.</p>	

11. Site Area:

<p>Area of site to which the application relates in hectares.</p>	<p>..... ha.</p>
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12. Where the application relates to a building or buildings:

<p>Gross floor space⁵ of any existing building(s) in m²</p>	
<p>Gross floor space of proposed work in m²</p>	
<p>Gross floor space of work to be retained in m² (if appropriate)</p>	
<p>Gross floor space of any demolition in m² (if appropriate)</p>	

13. 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	Gross Floor Area in m ²

14. 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:		

15. 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)	

16. Social and Affordable Housing:

(Please tick appropriate box)	Yes	No
<p><i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 applies?⁷</i></p>		
<p>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 including, for example,</p> <ul style="list-style-type: none"> (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. <p>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 2000⁸, 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).</p>		

If the answer to the above question is “no” by virtue of section 96 (13) of the Planning and Development Act 2000 ⁹ , details indicating the basis on which section 96 (13) is considered to apply to the development should be submitted.		
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17. Development Details:

Please tick appropriate box:	Yes	No
<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)?</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, 1994¹⁰ ?</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Statement¹¹ ?</i>		
<i>Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area¹²?</i>		

<i>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?</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 application relate to a development in a Strategic Development Zone?</i>		
<i>Does the proposed development involve the demolition of any structure?</i>		

18. Site History:

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

Reference No.: _____ Date: _____

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

Pleanala in respect of a similar development¹³ ?

Yes:

No:

An Bord Pleanala Reference No.: _____

18. Pre-application Consultation:

Has a pre-application consultation taken place in relation to the proposed development¹⁴ ?

Yes:

No:

If yes, please give details:

Reference No. (if any): _____

Date(s) of consultation: _____ / _____ / _____

Persons Involved: _____

19. Services:

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):

Signed (Applicant or Agent as appropriate)	
Date:	

CONTACT DETAILS – NOT TO BE PUBLISHED

24. Applicant Address/Contact Details:

Address	
Email address	
Telephone Number	

25. Agent's (if any) Address/Contact Details

Address	
Email Address	
Telephone Number	
Should all correspondence be sent to the agent's address (where applicable)? Please tick appropriate box. (Please note that if the answer is "No", all correspondence will be sent to the applicant's address)	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Applicant's contact details MUST be given.

Louth County Council

Town Hall, Crowe Street, Dundalk, County Louth



Supplementary Planning Application Form

Please read "Guidelines for Planning Applications" before completing this form.

Numbers 1-5 should be completed to assist in the expeditious processing of the application.

Remainder of the form to be completed where appropriate to assist in the expeditious processing of the application

Failure to do so may result in the application being determined without all the necessary information and may include a decision to refuse.

Please complete signature and date sections on last page of this form

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

Please quote the folio number:	
If applicant is the owner, please state when interest in the land or structure was acquired.	

2. Floor Areas:

Please attach a schedule of the floor area for each unit. If necessary please use a separate sheet.

6. Nature of Building:

Proposed external walling: (Please submit brochure if brick or composite stone is proposed.)	
Proposed roof type and colour: (Please submit brochure if red roof tile is proposed).	
State type of boundary treatment:	Wall: <input data-bbox="1145 712 1267 763" type="text"/> Fence: <input data-bbox="1145 786 1267 837" type="text"/> Hedgerow: <input data-bbox="1145 860 1267 911" type="text"/>

All of the information should be supplied for every application. Depending on the type of development proposed you may also need to complete one or more of the following sections:

7. Material change of Use of any Land or Structure:

Present use of uses when last used:	
Proposed use or use to be continued:	
Nature & extent of any proposed use:	

8. Residential Development:

Is the dwelling / extension for:	Own use: <input type="checkbox"/> Sale: <input type="checkbox"/> Letting: <input type="checkbox"/> Commercial Use: <input type="checkbox"/>
Where the dwelling is to form part of a group of houses, who will be responsible for the provision & maintenance of all common services, i.e. service road, footpaths, sewers, lighting, fire hydrants.	
Does the development require completion of a "Site Characterisation form"? If yes please attach same.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Does the development require evidence of qualifying criteria to be submitted to show compliance with Development Plan. If yes, attach same.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

9. Childcare Facilities / Development.

Please state the type of childcare facility proposed, i.e. sessional, full day or other.	
Number of Employees:	
Number of children:	
Age Range of Children:	
Does the development proposed meet with the criteria set out in the Department of the Arts, Heritage and the Gaeltacht Publication, <i>Childcare</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

<i>facilities: Guidelines for Planning Authorities, if yes, please attach verification.</i>	
Is an appropriate external open space / play area provided on site:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Has safe provision been made on site for staff parking, and/or set down and collection of children? Please Specify:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If the development consist of 75 dwelling houses or more, detail provision for childcare facilities:	

10. Commercial / Retail / Industrial:

Number of employees:	Existing: <input type="checkbox"/> Proposed (following completion of development). <input type="checkbox"/>
Hours of operation:	Existing: <input type="checkbox"/> Proposed (following completion of development). <input type="checkbox"/>
Estimate daily volume and type of traffic associated with development including servicing of site:	
Is off-street car parking shown on plans in accordance with this Authority's Development Plan Standards:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is operational (service) traffic accommodated on site:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Is there any potential source of pollution associated with the proposed development:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes, Please specify:	Chimney Emissions: <input type="checkbox"/> Stock Piles: <input type="checkbox"/> Traffic: <input type="checkbox"/> Other: <input type="checkbox"/>
Is an integrated pollution or water license required: If yes please give details:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Estimate daily water demands in litres:	Litres.
Nature and type of industrial effluent waste (if any) to be produced:	
Proposals for treatment and disposal of industrial effluent / waste:	
Does the site contain a commercial food preparation area:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If yes does the site contain a grease trap:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Does the site contain an oil/petrol interceptor:	Yes: <input type="checkbox"/>

	No: <input type="checkbox"/>
If yes state volumetric capacity:	Litres.
Are any of the following applicable in the case of this application:	
(a) E.U. (Major Accident hazards for Certain Industrial Activities) Regs:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
(b) Requirements to have a licence under EPA Act 1992-2011.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
(c) Requirement to submit an Environmental Impact Assessment Report	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
(d) Requirement to submit an Natura Impact Assessment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If answer to (c) or (d) is Yes, reference to this fact should be included in Public Notices.	
Are any signs on site or off site proposed :	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If "yes" are these shown on submitted plans:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If not shown on Plans are these classified as exempted development:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

11. Agricultural:

Distance of Proposed Buildings from: Public Road. Nearest dwellinghouse, school,	
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church or building used for public assembly.	
Maximum height of structure over ground level	
Existing number and type of livestock:	
Proposed additional number & type.	
Types and number of animals housed or in open yards over winter.	
Type and amounts of waste to be disposed of per annum:	
Method of slurry & effluent storage:	
Capacity of all slurry & effluent storage facilities (state units in m ³)	
Existing storage facilities:	
Proposed storage facilities	
Method of disposal of farmyard wastes e.g. Vacuum tanker, Pump station.	
Acreage available for spreading of slurry (outline O.S. map to minimum Scale of 6" to 1 mile)	
Acreage of silage cut per year.	
Number and area of silage based on	

farm:	
Method of collection and storage of silage effluent from each base.	
Is the proposed development grant aided by the Department of Agriculture, Food & Forestry.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

12. Application Fee:

Fee Payable:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cheque Card Cash
Basis of Calculation:	

For Official Use Only:	
Planning Register Reference:	
Payment By:	<input type="checkbox"/> <input type="checkbox"/> Agent: Applicant: Amount: €
Date:	
Receipt Number:	

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 Acts 2000 to 2010 and the Planning and Development Regulations 2001 to 2011.

<i>Signed</i> <i>(Applicant or Agent as appropriate)</i>	
<i>Date:</i>	

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 building, 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.