

**PLANNING APPLICATION CHECKLIST**  
**PLEASE READ PRIOR TO SUBMITTING AN APPLICATION**  
**AND *DETACH* FROM APPLICATION FORM**

1. Have you answered ***all*** questions on the application form/have you used the correct application form - check that all relevant pages of the application form are included.
2. Is the newspaper notice within the statutory 2 week time limit and worded correctly (see sample attached)  
N.B. **full page** of newspaper or **copy of full page** must be submitted.
3. Is the Site Notice dated within the statutory 2 week time limit and worded correctly (see sample attached).  
**N.B.** Where it appears to the Planning Authority that the site notice will not be visible or easily legible by members of the public by reason of it being positioned on an open gate, the Planning Authority will consider that this does not satisfy the requirements of Article 19 of the Planning and Development Regulations, 2001 as amended and accordingly any such application will be deemed invalid.
4. Have you included the correct fee (schedule of fees attached).
5. Have you completed the Additional Contact Information section (N.B. ensure that this page is submitted with the application form).
6. Have you included **6 sets** of maps/plans/documents which should be submitted as follows: ***maps/drawings should be pre-sorted into 6 sets and each set should contain:*** (i) site location map with the site outlined in red, total land ownership in blue, wayleaves marked in yellow and indicating the location of the site notice; (ii) site layout/block plan; (iii) any other plans/drawings necessary to adequately describe the proposed works.  
Note: Ordnance Survey has advised, as per Circular Letter PD 8/2002 from the D.O.E., that compliance with the relevant copyright laws requires that Planning Authorities do **not** accept into public records Ordnance Survey Ireland copyright material that is not either an original or a copy clearly marked showing a copyright licence number.

**NOTE 1:** The notes/directions which accompany the application form should be read prior to completing the application form for instructions on completing the application form and on the documentation requirements and should **not** be submitted with the application.

**NOTE 2:** **All** documentation submitted with a planning application forms part of the application and will be included in both the hard copy of the file and the copy which is available on the Council's website – [www.sdcc.ie](http://www.sdcc.ie). Caution should therefore be exercised in submitting documentation with your planning application which you do not wish to have publicly available. In this regard and in the interests in Data Protection the following documents should not be submitted: Certificates (Birth, Marriage, Death etc.); Medical Records specifically detailing medical conditions/complaints; financial details of any type which include account details (bank/building society/credit union/other statements or account nos.); other personal documents e.g. Drivers Licences, phone statements, gas/electricity/other utility bills which may contain personal information.

**NOTE 3:** With certain exceptions it is an offence, under the Forestry Act 1946, to fell trees without a felling licence having been granted by the Forestry Service. Failure to obtain a felling licence when necessary may result in criminal prosecution. Developers are advised to contact the felling Section, Forest Service, Dept. of Agriculture & Food, Johnstown Castle Estate, Co. Wexford (Tel. 053 9163400) before undertaking any tree felling as part of any proposed development.

**NOTE 4:** Development contributions are a payment in respect of public infrastructure and facilities benefitting development in the area of the planning authority, that is provided, or that it is intended will be provided, by or on behalf of a local authority.

Applicants should note that conditions requiring contributions to be paid at commencement of development are applicable to many developments and in this regard should consult the [Councils Development Contribution Scheme 2010-2017](#) available on the Homepage of the Planning Department website under the link to Planning Applications at the left-hand side of the page.

**NOTE 5:** An outline application may not be made in respect of development which requires an NIS (Natura Impact Statement).

**NOTE 6:** 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).

**PLANNING APPLICATION FORM**

**SOUTH DUBLIN COUNTY COUNCIL**



**PLANNING APPLICATION FORM**

**Form No. 2 of Schedule 3 to the Planning and Development Regulations 2006 and Planning and Development (Amendment) (No. 3) Regulations 2015**

**Planning Department, County Hall, Town Centre, Tallaght. Dublin 24.  
Tel: (01) 4149000 Fax: (01) 4149104 Email: [planning.dept@sdublincoco.ie](mailto:planning.dept@sdublincoco.ie)**

**PLEASE NOTE THAT INFORMATION SUBMITTED WITH A PLANNING APPLICATION WILL BE AVAILABLE TO VIEW ON THE PUBLIC FILE AND ON THE COUNCIL'S WEBSITE WITH THE EXCEPTION OF CONTACT DETAILS OF APPLICANTS [www.sdublincoco.ie](http://www.sdublincoco.ie)**

***STANDARD PLANNING APPLICATION FORM & ACCOMPANYING DOCUMENTATION:***

**Please read directions & documentation requirements at back of form before completion.**

**All questions relevant to the proposal being applied for must be answered.**

**Non-relevant questions: Please mark N/A**

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

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

***DATA PROTECTION***

***All planning applications are made available for public inspection and each week lists of planning applications received and planning decisions are published on [www.sdublincoco.ie](http://www.sdublincoco.ie)***

***The publication of planning applications by planning authorities may lead to applicants being targeted by persons engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are 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.***

***The use of the personal details of planning applications, including for marketing purposes, may be unlawful under the Data Protection Acts 1988-2003 and may result in action by the Data Protection Commissioner against the sender, including prosecution.***

**PLANNING APPLICATION FORM**

**1. Name of Relevant Planning Authority:**

**SOUTH DUBLIN COUNTY COUNCIL**

**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)<sup>1</sup>*

**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:** 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 (as amended) 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.C./Waste Licence **or**
- (c) works to Protected Structures or proposed Protected Structures.

**PLANNING APPLICATION FORM**

**5. Applicant<sup>2</sup>** (person/entity seeking planning permission not an agent acting on his/her behalf)

Name(s)

Address(es) Must be supplied at end of this application form - **Question 26**

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

Name(s) of company director(s)

Registered Address (of company)

Company Registration No.

Telephone No.

Email Address (if any)

Fax No. (if any)

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

Name

Address To be supplied at end of this application form - **Question 27**

**Should all correspondence be sent to the address provided in Question 27? (please tick appropriate box and note that *if the answer is 'No', all correspondence will be sent to the Applicant's address provided in Question 26*)**

Yes [ ]      No [ ]

**8. Person responsible for preparation of Drawings and Plans<sup>3</sup> :**

Name

Address Must be supplied at end of this application form - **Question 28**

**PLANNING APPLICATION FORM**

**9. Description of Proposed Development:**

*Brief description of nature and extent of development<sup>4</sup> (This should correspond with the wording of the newspaper advert and site notice.)*

[Empty box for description of proposed development]

**10. 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>	<b>A.</b> Owner	<b>B.</b> Occupier
	<b>C.</b> 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 and address of owner on the last page of this application form - Question 29. You must also supply a letter from the owner of consent to make the application as listed in the accompanying documentation***

**PLANNING APPLICATION FORM**

**11. Site Area:**

<i>Area of site to which the application relates in hectares</i>	
	ha

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

<i>Gross floor space<sup>5</sup> of any <b>existing</b> building(s) in sq. m</i>	
<i>Gross floor space of <b>proposed</b> works in sq. m</i>	
<i>Gross floor space of work to be <b>retained</b> in sq. m (if appropriate)</i>	
<i>Gross floor space of any <b>demolition</b> in sq. m (if appropriate)</i>	
<b>Note:</b> 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 <b>inside</b> the external wall.	

**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:**

<i>Class of Development</i>	<i>Gross floor area in sq.m</i>

**14. In the case of residential development provide breakdown of residential mix.**

<b>Number of</b>	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses							
Apartments							

<i>Number of car-parking spaces to be provided</i>	Existing:	Proposed:	Total:
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**PLANNING APPLICATION FORM**

**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:**

<i>Existing use<sup>6</sup> (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>	

**16. Social and Affordable Housing**

<b>Please tick appropriate box</b>	<b>YES</b>	<b>NO</b>
<p><i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 as amended by the Urban Regeneration and Housing Act 2015 applies?<sup>7</sup></i></p> <p>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 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 of 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 the 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 of Part V of the Act.</p> <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 2000 (as amended)<sup>8</sup>, 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>		
<p>If the answer to the above question is "no" by virtue of Section 96(13) of the Planning and Development Act 2000 (as amended)<sup>9</sup>, details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.</p>		



**PLANNING APPLICATION FORM**

**17. Development Details**

<b>Please tick appropriate box</b>	<b>YES</b>	<b>NO</b>
<p><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></p> <p><b>Note: If yes, newspaper and site notice must indicate fact.</b></p>		
<p><i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?</i></p>		
<p><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<sup>10</sup></i></p>		
<p><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 Area?</i></p>		
<p><i>Does the proposed development require the preparation of an Environmental Impact Assessment Report<sup>11</sup> ?</i></p>		
<p><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></p> <p><b>Note: If yes, newspaper and site notice must indicate fact.</b></p>		
<p><i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i></p> <p><b>Note: If yes, newspaper and site notice must indicate fact.</b></p>		
<p><i>Do the Major Accident Regulations apply to the proposed development?</i></p>		
<p><i>Does the application relate to a development in a Strategic Development Zone?</i></p> <p><b>Note: If yes, newspaper and site notice must indicate fact.</b></p>		
<p><i>Does the proposed development involve the demolition of any structure<sup>12</sup> ?</i></p> <p><b>Note: Demolition of a habitable house requires planning permission.</b></p>		

**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

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

Yes [ ]                      No [ ]

If yes, please give details.

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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:** \_\_\_\_\_

**Reference No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 2001-2006 as amended.*

***Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development<sup>13</sup> ?***

Yes [ ]                      No [ ]

An Bord Pleanála Reference No.:

(Note: the Appeal must be **determined or withdrawn before** another similar application can be made).



**PLANNING APPLICATION FORM**

**22. Application Fee**

<i>Fee Payable</i>	
<i>Basis of Calculation</i>	
Please see fee notes available on Council website <a href="http://www.sdcc.ie">www.sdcc.ie</a>	

**SUPPLEMENTARY INFORMATION**

(Sections 23 - 25)

**23. Is it proposed that the Development will: (please tick appropriate box) <sup>19</sup> : (see note 19)**

- A Be **Taken in Charge** by the County Council ( )
- B Be maintained by **an Estate Management Company** ( )
- C In **part be Taken in Charge and part maintained** by an Estate Management Company ( )

*In the case of B or C please submit a Site Layout drawing that clearly indicates the services within the estate/development (Roads, Footpaths, Car Parking Spaces, Foul/Surface Water Sewers, Watermain and Open Spaces) that will be maintained by the Estate Management Company.*

**24. Do any Statutory Notices apply to the site/building at present?  
(e.g. Enforcement, Dangerous Buildings, Derelict Sites)**

Yes  No  Place an X in the appropriate box.

If yes, please give details \_\_\_\_\_

**25. Please describe where the site notice(s) is/are erected at site of proposed development**

*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:*

<i>Signed (Applicant or Agent as appropriate)</i>	
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.*

## **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.

Sections 23-25 seek supplementary information which may be needed by this Planning Authority to assess the application, depending on your proposal.

You must provide contact details as requested - **Questions 26-29 as appropriate** in order to be notified of the decision of the planning authority.

Please read the further notes attached to this document and extensive guide documents in the Forms area of the Council website [www.sdublincoco.ie](http://www.sdublincoco.ie) for further assistance in making your application.

## **FOR OFFICE USE ONLY**

Application Type .....  Register Reference .....  Fee Received € .....  Receipt No.....      Date: .....  O.S.I. Map Reference .....  L.A.P. Area Reference .....	Date received	Document lodged	Newspaper Notice
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## **IMPORTANT NOTES**

*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 map<sup>16</sup>
- 6 copies of site or layout plan<sup>16+17</sup>
- 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 (as amended):**

- Details of the manner in which it is proposed to comply with Section 96 of the Act including, for example, (i) details of such part or parts of the land which is subject to the application of 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 the 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 of Part V of the Act.

*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 (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.

**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 or a Natura Impact Report:**

- An Environmental Impact Assessment (10 copies plus 1 electronic copy which shall be searchable by electronic means as far as is practicable) and a copy of the confirmation notice received from the EIA portal in accordance with Article 97B(2) of the Planning and Development Regulations.
- A Natura Impact Report

**Applications that are exempt from planning fees:**

- Proof of eligibility for exemption<sup>18</sup>



## **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, 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 land or structure is not in use, please state most recent authorized use of the land or structure.
7. Part V of the Planning and Development Act 2000 (as amended) 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 (as amended) by Section 36 of the Urban Regeneration and Housing Act, 2015, applications involving development of 9 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 Act 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 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 the Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for the Arts, Heritage and the Gaeltacht or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of the Arts, Heritage and The Gaeltacht.
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 (as amended), 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. 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 proposed development 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 it is open to him/her to submit an NIS with the planning application. (Note: an outline application may not be made in respect of development which requires an NIS).

13. Demolition of a habitable house requires planning permission.

14. The appeal must be determined or withdrawn before another similar application can be made.

15. A formal pre-application consultation may only occur under Section 247 of the Planning and Development Act 2000 (as amended). 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 Act (as amended) 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.

16. 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.

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 the site location map.

19. See Schedule 9 of Planning and Development Regulations 2001 (as amended). 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 (as amended), evidence to prove eligibility for exemption should be submitted.

20. Responding to question 23 is not necessary where the proposal relates to individual residential or non-residential units or amendments to existing individual or non-residential units. The question may be answered only where the proposal relates to the development of a new estate/development be it residential or industrial/retail.

## SAMPLE NEWSPAPER NOTICE WORDING

### SOUTH DUBLIN COUNTY COUNCIL

\_\_\_\_\_ (1)

is/are applying for \_\_\_\_\_ (2)

for \_\_\_\_\_ (3)

at \_\_\_\_\_ (4)

This application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy, at the offices of South Dublin County Council during its public opening hours of 9am – 4pm, Mon-Fri, and a submission or observation may be made to South Dublin County Council in writing and on payment of the prescribed fee (€20.00) within the period of 5 weeks beginning on the date of receipt by South Dublin County Council of the application.

*1. Insert Name of applicant **not** agent*

*2. Insert type of Permission:*

*Types of permission which may be applied for*

(a) Permission,

(b) Permission for retention,

(c) Outline Permission,

(d) Permission consequent to the grant of Outline Permission (state Reg. Ref. no. of relevant Outline Permission).

*3. Insert brief description of nature and extent of the proposed.*

*4. Insert Location of proposed development (as per original notice).*

*5. Insert Planning Reference Number of the current planning application.*

**The newspaper notice must appear in a newspaper from the following list and failure to use an approved newspaper can result in the invalidation of your application.**

- Irish Times
- Irish Examiner
- The Echo
- Sunday World
- Dublin Gazette-West Edition
- The Sunday Times
- The Sunday Times
- The Leinster Leader (for addresses in the Saggart, Rathcoole & Newcastle Areas)
- The Liffey Champion (for addresses in the Lucan Area).
- Southside News
- Southside People (for addresses in Lucan, Clondalkin, Walkinstown, Rathfarnham, Tallaght only).
- Irish Independent
- The Irish Daily Star
- Sunday Independent
- The Irish Mail On Sunday
- The Sunday Times
- The Herald
- The Irish Daily Mirror
- Sunday Business Post
- The Irish Daily Mail
- The Irish Sun

## Guide to Newspaper Notice

In order to adequately describe the proposed development in the newspaper notice the following is required:

**Article 18 (1) (d) of the Planning and Development Regulations 2001 (as amended)**

**The proposed development description shall include –**

(a) where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. “Houses includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building

(b) where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,

(c) where the application relates to development which would consist of or comprise the carrying out of works to a Protected Structure or proposed protected structure, an indication of that fact,

(d) where an Environmental Impact Statement has been prepared in respect of the planning application, an indication of that fact,

(e) where the application relates to development which comprises or is for the purposes of an activity requiring an Integrated Pollution Control Licence or a Waste Licence, an indication of that fact,

Or

(f) where a planning application relates to development consisting of the provision of, or modifications to, an establishment within the meaning of Part 11 of the Regulations (Major Accidents Directive, an indication of that fact.

***NOTE: Applications must be received within two weeks from date of publication of the notices in accordance with Article 17 (1) of the Planning & Development Regulations 2001 (as amended).***

***A number of applications are invalidated on the basis that applicants fail to count the first date of publication when calculating the date that the application must be received by the Planning Department.***

***For example if the first date of publication is January 9<sup>th</sup> 2007 then the application must be received on or before January 22<sup>nd</sup> 2007. January 9<sup>th</sup> is counted as the first day.***

***Where the last day of the two week period referred to above is a Saturday, Sunday a public holiday within the meaning of the Organisation of Working Time Act, 1997 or any other day on which the offices of the planning authority are closed, the application shall be valid if received on the next following day on which the offices of the planning authority are open.***

**SOUTH DUBLIN COUNTY COUNCIL**  
**SITE NOTICE**

**I / We,** \_\_\_\_\_

intend to apply for (tick as appropriate)

- Permission**
- Retention permission**
- Outline permission**
- Permission consequent on the grant of outline permission (Reg. Ref. \_\_\_\_\_ )**

for development at this site

\_\_\_\_\_  
\_\_\_\_\_

The development will consist / consists of

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The planning application may be inspected or purchased at the offices of South Dublin County Council, County Hall, Town Centre, Tallaght, Dublin 24 during its public opening hours of Monday to Friday from 9:00am to 4:00pm., and may also be viewed on the Council's website – [www.sdcc.ie](http://www.sdcc.ie).

A submission or observation in relation to the application may be made in writing to South Dublin County Council on payment of a fee of €20 within 5 weeks of receipt of the application by South Dublin County Council and such submissions or observations will be considered by the Planning Authority in making a decision on the application. The Planning Authority may grant permission subject to or without conditions or may refuse to grant permission.

Signed: \_\_\_\_\_

**(If Agent give address)**

(Applicant/agent *delete as appropriate*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of erection of site notice: \_\_\_\_\_

## **DIRECTIONS FOR COMPLETING THIS NOTICE.**

1. The name of the planning authority to which the planning application will be made should be inserted here.
2. The name of the applicant for permission (and not his or her agent) should be inserted here.
3. Delete as appropriate. The types of permission which may be sought are –
  - (a) permission,
  - (b) retention permission,
  - (c) outline permission,
  - (d) permission consequent on the grant of outline permission. If this type of permission is being sought, the Reference Number on the planning register of the relevant outline permission should be included.
4. The location, townland or postal address of the land or structure to which the application relates should be inserted here.
5. Delete as appropriate. The present tense should be used where retention permission is being sought.
6. A brief description of the nature and extent of the development should be inserted here.

The description shall include –

  - (a) where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. ‘Houses’ includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building,
  - (b) where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,
  - (c) where the application relates to development which would consist of or comprise the carrying out of works to a protected structure or proposed protected structure, an indication of that fact,
  - (d) where an Environmental Impact Statement or Natura Impact Statement has been prepared in respect of the planning application, an indication of that fact,
  - (e) where the application relates to development which comprises or is for the purposes of an activity requiring an Integrated Pollution Control Licence or a Waste Licence, an indication of that fact, or
  - (f) where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of these Regulations (Major Accidents Directive), an indication of that fact.
7. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
8. The date that the notice is erected or fixed at the site should be inserted here.

**PLEASE NOTE:** In the event of a *subsequent planning application being lodged within 6 months of a previous valid application*, for land substantially consisting of the site to which the first related, the *site notice must be on a yellow background*. It is helpful, if, in the interests of public information, the notice states *the previous Register Reference No. & date of the decision* of previous application. The omission of the Register Reference **No.** & date however will not result in invalidation.

## **DIRECTIONS FOR ERECTING SITE NOTICE**

### **(Planning and Development Regulations 2001 (as amended))**

#### ***Article 17 (1) (b) – Notice of Planning Application***

***Applications must be received within two weeks from date of erection of the site notice in accordance with Article 17 (1) (b).***

#### ***Article 19 Site Notice***

(1): A site notice erected or fixed on any land or structure in accordance with article 17(1) (b) shall be—

(a) In the form set out at Form No. 1 of Schedule 3, or a form substantially to the like Effect. For the purposes of South Dublin County Council in a form as indicated above.

(b) subject to sub-article (4), inscribed or printed in indelible ink on a white background, affixed on rigid, durable material and secured against damage from bad weather and other causes, and

(C) Subject to sub-article (2), securely erected or fixed in a conspicuous position on or near the main entrance to the land or structure concerned from a public road, or where there is more than one entrance from public roads, on or near all such entrances, or on any other part of the land or structure adjoining a public road, so as to be easily visible and legible by persons using the public road, and shall not be obscured or concealed at any time.

(2) Where the land or structure to which a planning application relates does not adjoin a public road, a site notice shall be erected or fixed in a conspicuous position on the land or structure so as to be easily visible and legible by persons outside the land or structure, and shall not be obscured or concealed at any time.

(3) Where a planning authority considers that the erection or fixing of a single site notice is not sufficient to comply with the requirements of sub-articles (1) and (2), or does not adequately inform the public, the authority may require the applicant to erect or fix such further site notice or notices in such a manner and in such terms as it may specify and to submit to the authority such evidence as it may specify in relation to compliance with any such requirements.

(4) Where a valid planning application is made in respect of any land or structure, and a subsequent application is made within 6 months from the date of making the first mentioned application in respect of land substantially consisting of the site or part of the site to which the first-mentioned application related, in lieu of the requirements of sub-article (1)(b), the site notice for the subsequent application shall be inscribed or printed in indelible ink on a yellow background and affixed on rigid, durable material and be secured against damage from bad weather and other causes.

#### **Article 20: Time limits for site notice.**

In addition to the requirements of Article 17(1) (b), a site notice shall be maintained in position on the land or structure concerned for a period of 5 weeks from the date of receipt of the planning application by the planning authority, shall be renewed or replaced if it is removed or becomes defaced or illegible within that period and shall be removed by the applicant following the notification of the planning authority decision under Article 31. **It should be noted however that, under 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 regulations made under this Act, the period between the 24th day of December and the first day of January, both days inclusive, shall be disregarded.**



## Scale of Fees for Planning Applications

Column 1 Class of Development	Column 2 Amount of fee	Column 3 Amount of Fee for Retention Permission
1. The provision of a house.	€65.	€195, or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater.
2. (a) Any works for the carrying out of maintenance, improvement or other alteration of an existing house (including any works for the provision of an extension or the conversion for use as part of the house of any garage, store, shed or other structure).	€34	€102, or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater.
(b) Any other works, including the erection, construction or alteration of structures, within or bounding the curtilage of an existing house, for purposes ancillary to the enjoyment of the house as such.	€34.	€102, or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater.
3. The provision of buildings or other structures for the purposes of agriculture or the keeping of greyhounds.	(i) In the case of buildings, €80 for each building, or €1 for each square metre of gross floor space to be provided in excess of 50 square metres in the case of a building for the keeping of greyhounds or 200 square metres in any other case, whichever is the greater,	(i) In the case of buildings, €240 for each building, or €3 for each square metre of gross floor space to be provided in excess of 50 square metres in the case of a building for the keeping of greyhounds or 200 square metres in any other case, whichever is the greater,
	(ii) in the case of any other structures, €80 for each structure,	(ii) in the case of any other structures, €240 for each structure,
	subject to a maximum of €300	Subject to a maximum of €900.
4. The provision of buildings other than buildings coming within class 1, 2 or 3.	€80 for each building, or €3.60 for each square metre of gross floor space to be provided, whichever is the greater.	€240 for each building, or €10.80 for each square metre of gross floor space to be provided, whichever is the greater.
5. (a) The use of uncultivated land or semi-natural areas for intensive agricultural purposes.	€5 for each hectare of site area.	€15 for each hectare of site area.
(b) Initial afforestation.	€5 for each hectare of site area.	€15 for each hectare of site area.
(c) The replacement of broad-leaf high forest by conifer species.	€80, or €5 for each hectare of site area, whichever is the greater.	€240, or €15 for each hectare of site area, whichever is the greater.
(d) Peat extraction.	€5 for each hectare of site area.	€15 for each hectare of site area.
6. The use of land for—	€500, or €50 for each 0.1 hectare of site area, whichever is the greater.	€1500, or €150 for each 0.1 hectare of site area,

(a) the winning and working of minerals,  (b) the deposit of refuse or waste.		Whichever is the greater?
7. The use of land for—  (a) the keeping or placing of any tents, campervans, caravans or other structures (whether or not movable or collapsible) for the purpose of caravanning or camping or the sale of goods,  (b) the parking of motor vehicles,  (c) the open storage of motor vehicles or other objects or substances.	€80, or €50 for each 0.1 hectare of site area, whichever is the greater.	€240, or €150 for each 0.1 hectare of site area, whichever is the greater.
8. The provision on, in over or under land of plant or machinery, or of tanks or other structures (other than buildings) for storage purposes.	€200, or €50 for each 0.1 hectare of site area, whichever is the greater.	€600, or €150 for each 0.1 hectare of site area, whichever is the greater.
9. The provision of an advertisement structure or the use of an existing structure or other land for the exhibition of advertisements.	€80, or €20 for each square metre, or part thereof, of advertising space to be provided, whichever is the greater.	€240, or €60 for each square metre, or part thereof, of advertising space to be provided, whichever is the greater.
10. The provision of overhead transmission or distribution lines for conducting electricity, or overhead telecommunications lines.	€80, or €50 for each 1,000 metres length, or part thereof, whichever is the greater.	€240, or €150 for each 1,000 metres length, or part thereof, whichever is the greater.
11. The use of land as a golf course or a pitch and putt course.	€50 for each hectare of site area.	€150 for each hectare of site area.
12. The use of land as a burial ground.	€200, or €50 for each hectare of site area, whichever is the greater.	€600, or €150 for each hectare of site area, whichever is the greater.
13. Development not coming within any of the foregoing classes.	€80, or €10 for each 0.1 hectare of site area, whichever is the greater.	€240, or €30 for each 0.1 hectare of site area, whichever is the greater.

### **Section 3: *Maximum and minimum fees for planning applications***

1. The maximum fee payable to a planning authority by an applicant in respect of an outline application shall be €28,500.
2. The maximum fee payable to a planning authority by an applicant in respect of an application to which article 161 applies shall be €9,500.
3. The maximum fee payable to a planning authority by an applicant in respect of an application for permission for retention of unauthorised development applies shall be €125,000.
4. The maximum fee payable to a planning authority by an applicant in respect of any planning application other than an application mentioned in paragraph 1, 2 or 3 shall be €38,000.
5. The minimum fee payable to a planning authority by an applicant in respect of a planning application shall be €34 and, in any case where the planning authority makes a refund in respect of a planning application, the refund shall not be such as to reduce the balance of the fee to less than €34.