



**Comhairle Contae Thiobraid Árann**  
Tipperary County Council

## **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 Tipperary County Council has a number of Development Plans and Local Area Plans that set out local development policies and objectives for each 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 relevant Development Plan/Local Area 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.

<b>Date Paid</b>	
<b>Receipt No.</b>	
<b>Amount</b>	

## **OTHER STATUTORY CODES**

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

## **DATA PROTECTION**

The planning process is an open and public one. In that context, all planning applications are made available for public inspection and the planning authority publish weekly lists of planning applications received as well as weekly lists of planning decisions. This information is also placed on our website [www.tipperarycoco.ie](http://www.tipperarycoco.ie) .

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 2018. 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.

Please return the completed Planning Application Form, all required documents and fee to;

**Planning Section,  
Tipperary County Council,  
Civic Offices,  
Limerick Road,  
Nenagh,  
Co. Tipperary**

**OR**

**Planning Section,  
Tipperary County Council,  
Civic Offices,  
Emmet Street,  
Clonmel,  
Co. Tipperary**

**Enquiries:  
Telephone 0818 06 5000  
Online applications <https://planning.localgov.ie>**

1.



**Comhairle Contae Thiobraid Árann**  
Tipperary County Council

**PLANNING APPLICATION FORM (Part 1)**

Please read directions and 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.

**2. Location of Proposed Development:**

<i>Postal Address or Townland or Location (as may best identify the land or structure in question)</i>	<hr/> <hr/> <hr/> <hr/>
<i>Ordnance Survey Map Ref No (and the Grid Reference where available)<sup>1</sup></i>	

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

**5. Applicant<sup>2</sup>:**

<i>Name(s)</i>	
Contact details of Applicant to be supplied at Question 22	

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

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

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

<i>Name</i>	
Address of agent to be supplied at Question 23	

**8. Person responsible for preparation of Drawings and Plans:<sup>3 & 16</sup>**

<i>Name</i>	
<i>Firm/Company</i>	

**9. Description of Proposed Development:**

<i>Brief description of nature and extent of development<sup>4</sup></i>	
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**10. Legal Interest of Applicant in the Land or Structure:**

Please tick appropriate box to show applicant's legal interest in the land or structure	A. Owner	B. Occupier
	C. 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 and supply a letter from the owner of consent to make the application as listed in the accompanying documentation.	<b>Note: Address of the landowner is required at Question 24.</b>	

**11. Site Area:**

Area of site to which the application relates in hectares	ha
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**12. Where the application relates to a building or buildings:**

Gross floor space <sup>5</sup> of any existing building(s) in sq m	
Gross floor space of proposed works in sq m	
Gross floor space of work to be retained in sq m (if appropriate)	
Gross floor space of any demolition in sq m (if appropriate)	

**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 sq m

**14. In the case of residential development please provide the following 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:**

<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**

<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000, as amended, applies?<sup>7</sup></i>	<b>Please tick appropriate box</b>	
	<b>Yes</b>	<b>No</b>
<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 as to how you propose to comply with section 96 of Part V of the Act including, for example,</p> <p>(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</p> <p>(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> <p>(iii) If the answer to the above question is "yes" but you consider that paragraph (j) of Section 96(3) would be applicable, evidence of when site was purchased should be submitted</p>		

<p>If the answer to the above question is “<b>yes</b>” 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 “<b>no</b>” 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>	

**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 Acts 1930-2004<sup>10</sup></i>		
<i>Does the proposed development require the preparation of an Environmental Impact Assessment Report<sup>11</sup>? (EIA Portal)</i>		
<i>Does the application relate to work within or close to a European Site or a Natural Heritage Area<sup>12</sup>?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a licence from the Environmental Protection Agency other than a waste 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

<b><i>Details regarding site history (if known)</i></b>
<p>Has the site in question ever, to your knowledge, been flooded?  Yes [ ]                      No [ ]</p> <p>If yes, please give details e.g. year, extent.</p> <p>_____</p> <p>_____</p> <p>Are you aware of previous uses of the site e.g. dumping or quarrying?  Yes [ ]                      No [ ]</p> <p>If yes, please give details.</p>
<b><i>Are you aware of any valid planning applications previously made in respect of this land/structure?</i></b>
<p>Yes [ ]                      No [ ]</p> <p>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:</p> <p>Reference No.: _____ Date: _____</p> <p>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.</p>
<b><i>Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development<sup>13</sup>?</i></b>
<p>Yes [ ]                      No [ ]</p> <p style="text-align: right;">An Bord Pleanála Reference No.: -</p> <p style="text-align: center;">_____</p>

### 19. Pre-application Consultation

**Has a pre-application consultation taken place in relation to the proposed development<sup>14</sup>?**

Yes [ ]      No [ ]

If yes, please give details:

\_\_\_\_\_

\_\_\_\_\_

Reference No. (if any): \_\_\_\_\_

Date(s) of consultation: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Persons involved:

\_\_\_\_\_

\_\_\_\_\_

### 20. Services

#### **Proposed Source of Water Supply**

Please indicate whether existing or new:

Public Mains [ ]      Group Water Scheme [ ]      Private Well [ ]

Other (please specify):

\_\_\_\_\_

Name of Group Water Scheme (where applicable)

\_\_\_\_\_

**NB: Letter of consent for connection is also to be provided from the Group Water Scheme.**

#### **Proposed Wastewater Management/Treatment**

Please indicate whether existing or new:

Public Sewer [ ]      Conventional septic tank system [ ]

Other on-site treatment system [ ] Please specify

\_\_\_\_\_

#### **Proposed Surface Water Disposal**

Public Sewer/Drain [ ]      Soakpit [ ]

Watercourse [ ]      Other [ ] Please specify

\_\_\_\_\_

**21. Details of Public Notice**

<i>Approved newspaper<sup>15</sup> in which notice was published</i>	
<i>Date of publication</i>	
<i>Date on which site notice was erected<sup>17</sup></i>	

**22. Application Fee**

Fee Payable <sup>18</sup>	
Basis of Calculation	

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 Acts 2000, as amended, and the Regulations made there under. Where an application is made in electronic form with the consent of the Planning Authority under article 22(3) of the Principal Regulations valid login credentials will replace the need for a signature and satisfy the declaration.

**To be signed by applicant(s) or agent where applicable.**

	Applicant	Applicant (where more than one applicant is named).	Agent
Signature	_____	_____	_____
Print Name	_____	_____	_____
Date	_____	_____	_____

**CONTACT DETAILS**

**A contact address must be given.**

**23. Applicant address/contact details**

<i>Applicant(s) Name</i>	
<i>Address</i>	
<i>Email address (optional)</i>	
<i>Telephone number (optional)</i>	

**24. Agent's (if any) address/contact details**

<i>Agent (if any)</i>	
<i>Address</i>	
<i>Email address (optional)</i>	
<i>Telephone number (optional)</i>	
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 [ <input type="checkbox"/> ]                      No [ <input type="checkbox"/> ]	

**25. Landowners address/contact details (if different from that supplied at Question 23 above).**

<i>Name</i>	
<i>Address</i>	
<i>Telephone number (optional)</i>	

## Part B

### Supplementary Information Section (i) Rural Housing Need

1. Name of Applicant:

Name of Spouse/partner:

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2. State occupancy of proposed dwelling (s):

- For applicant's own permanent residence       For Sale
- For Letting       Holiday Home

3. Where the Applicant is not the site owner and/or site is being acquired (purchased) the following is required

Name of Landowner: <b>Note: Address of Landowner to be provided at Question 25 (Part A).</b>	
(a) State relationship of applicant to the landowner: (a) If development site is subject of a purchase agreement (contract to purchase) please indicate whether any additional family members may require to be accommodated on the landholding;	
<b>Important Note:</b> If the development site is subject of a purchase agreement (contract to purchase) the Planning Authority will require a statement from the landowner as to whether he/she has immediate family members who may require to be accommodated on the landholding and where possible to indicate the location of the intended site(s) and the names and birth details of those family members and supporting documentation where appropriate. This information should be submitted as part of the planning application so as to avoid delay in making a decision on the application.	

**4. Please provide details of total area and location of the land(s) from which the site has been subdivided (should include all the lands owned by the applicant and/or the vendor of the land (fragmented or otherwise)).** Land Registry Documents including Folio Map(s) to be submitted in support of the Planning Application. Please ensure that the element which is not part of the permission is highlighted in blue. Failure to submit proper land ownership maps with your planning application documentation may cause unnecessary delay in processing your application.

Area:	
Location:	

**5. Have previous planning permissions been sought in respect of this landholding?**

(Tick as appropriate)

Yes

No

If "Yes", please indicate planning reference numbers or map of holding indicating location of other houses, names of occupiers/owners and family relationship, if any:

**6. When was this site acquired by the applicant?**

Date (dd/mm/yy) :

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**7. Do you have a specific need to live at this location?**

Yes

No

State reason for selecting this site:

**8. Have you or your spouse/partner ever owned a house/apartment?**

Yes

No

If yes give details and dates of ownership:

**9. (a) Length of time residing at current residence.**

From DD/MM/YY – DD/MM/YY

**(b) Please indicate the ownership status of this property:**

- Applicants ownership                       Rented (please submit documentation to confirm same)
- Living with parents (or other family – please state)                       Other

**(c) If rented, state;**

Landlord  
Name:  
Relationship to owner/landlord:

**10. Please give details of places of all previous residences relevant to this applicant and in support of the Rural Housing Policy relevant to the area:**

Address of residence:	From (MM/YY)	To (MM/YY)

**11. Employment details of the Applicant(s):**

Applicant's Occupation:	
Actual place of work:	
Name of present employer:	
Distance of place of work from present accommodation:	
Distance of place of work from proposed site:	
<b>Where there is a second named applicant:</b>	
Applicant's Occupation:	
Actual place of work:	
Name of present employer:	
Distance of place of work from present accommodation:	
Distance of place of work from proposed site:	

**12. Connection with the locality:**

Please state how you consider that your application accords with the relevant Rural Housing Policy applicable to your site (see relevant Development Plan at [www.tipperarycoco.ie](http://www.tipperarycoco.ie)). Supporting documentation to include the following where applicable;

- **Birth Certificate**
- **Education Records**
- **Map showing location of addresses supplied in support of rural housing need**
- **Utility Bills for addresses supplied in support of rural housing need**
- **Rent Book for addresses supplied in support of rural housing need**
- **Proof of engagement in farming where the applicant is stated to be a farmer**
- **Any other information which you feel is relevant**

**13.** Tipperary County Council operates a practice of permitting **only one Public Representative** to be nominated for any planning application. Should you wish to nominate a Public Rep. to make representations on your behalf during the Planning application process, you should clearly identify the name of the Public Rep. below.

Councillor/T.D./Senator \_\_\_\_\_

## Section (ii) Technical Site Details

### Sightlines

#### Y-Distance Sightline Check for Direct Accesses to Non-National Rural Public Roads

Table 6.2: Design Speeds and associated Y-Distances			
Mandatory Speed Limit	Design Speed (operational Speed)	Rural Non-National Road	Urban Non-National Road
km/h	km/h	Y-Distance (m)	Y-Distance (m)
30	40	N/A	33
40	50	70	45
50	60	90	59
60	70	120	72
80	85	160	N/A
100	100	215	N/A

Road Number: \_\_\_\_\_

Check box for road type:

National Road  Regional Road  Local Road

**Mandatory Speed** limit for road: \_\_\_\_\_ (km/h)

Y- Distance required in Table 4 based on **Mandatory Speed** limit: \_\_\_\_\_ (m)

Y- Distance available at proposed entrance (as measured): Left \_\_\_\_\_ (m) Right \_\_\_\_\_ (m)

If a lower **Operational Speed** is proposed to be used in lieu of the **Mandatory Speed** please complete the table below.

Speed Measurement over a distance of 1000m (500m either side of proposed entrance).

	Approach From Left Direction (secs)	Approach From Right Direction 2 (secs)
Run 1		
Run 2		
Run 3		
Average Time for runs		
Speed (m/s)		
Operational Speed (km/h) (to convert m/s to km/h multiply by 3.6)		

Date of Survey \_\_\_\_\_ Time of Survey \_\_\_\_\_

Y- Distance corresponding to Operational Speed (taken from Table 4 above):

Left \_\_\_\_\_ (m) Right \_\_\_\_\_ (m)

**Note: The minimum Y-Distance on a Rural Non-National Road shall be 70m, corresponding to an Operational Speed of 50km/h.**

Justification for use of a lower speed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Survey completed by : \_\_\_\_\_

**Guidance Note:**

The Y-Distance will, by default, be that corresponding to the Mandatory Speed limit for that road, ie National Roads generally have a speed limit of 100km/h, Regional and Local Roads generally have a speed limit of 80km/h. Only in exceptional circumstances may a lower speed be proposed to determine the Y-Distance. The use of a lower speed must be justified by the Applicant in the Planning Application. The sightlines should always be indicated on the drawings accompanying the Application. This should include the sightline corresponding to the Mandatory Speed limit as well as any proposed sightline, if different. These should be indicated in different colours for clarity, with the distances indicated on the drawing.

When carrying out a speed survey, the driver should drive normally within the traffic flow or at a comfortable speed for the road geometry. Driving at an inappropriately slow speed for the purpose of reducing the Y-Distance will not be accepted.

Tipperary County Council shall determine whether the appropriate speed and sight distance has been used for each planning application.

## Section (iii)

### To be completed with respect to commercial/industrial developments

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1. Number of people to be employed:

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2. Amount and nature of traffic to the development:

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3. Number of car parking spaces:

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4. Proposed hours of operation:

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5. Nature of the process to be carried out:

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6. Nature and amount of raw material/goods to be delivered to premises:

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7. Proposals for loading/unloading:

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8. Where will raw material/goods be stored:

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9. Nature and amount of waste products:

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10. Where will waste products be stored:

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11. How and where will they be disposed of:

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12. Number of car parking spaces to be provided for visitors/customers:

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13. Estimated noise levels from proposed development:

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14. Details of numbers of truck/van movements taking place on a daily basis associated with the development:

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15. Has a traffic impact assessment been carried out:

Yes  No

16. Has a Road Safety Audit been carried out?

Yes  No

## **Section (iv)**

### **To be completed with respect to agricultural developments**

1. Area of landholding in vicinity of proposed site (attach map) :

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2. Number and type of animals:

---

3. Estimated quantity and type of waste:

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4. Means of waste collections:

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5. Size/capacity of slurry tank:

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ (cubic metres)

6. Means of disposal of silage effluent:

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7. Means of collection of soiled yards runoff:

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8. Means of effluent disposal:

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9. Months during which waste will be spread on land:

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10. Full details of lands on which waste will be spread (including maps) and enclose letters of consent from landowner of lands not in your ownership:

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11. Means of collecting roof water (clean):

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12. Means of disposing of roof water:

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## Section (v)

**To be completed with respect to Planning Applications that are required to provide Childcare Facilities that propose any childcare facilities or a change of use to same.**

*Has pre-planning consultation taken place with the County Childcare Committee in relation to the proposed development?*

Yes  No

If yes, please give details:

Reference No. (if any): \_\_\_\_\_ Date(s) of consultation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Persons involved: \_\_\_\_\_

*Please submit a copy of the consultation form/associated correspondence with this application.*

In accordance with Appendix 3 of the Childcare Facilities Guidelines for Planning Authorities 2001 the applicant is required to provide the following information:

Please indicate the number of the childcare places to be provided within each bracket:

Full Day Care	<input type="text"/>	Drop In	<input type="text"/>
Sessional	<input type="text"/>	After School Care	<input type="text"/>

No. of children the proposed development will cater for within each of the following age categories (the applicant is advised to note Appendix 1 of the above Guidelines which specify required floor area per child by age having regard to the nature of the facility):

Age of Child	No of children
0-1	
1-2	
2-6	

No. of car parking spaces to be provided:

Proposed hours of operation:

Amount of secure open space to be provided to serve the proposed development:

N.B Where this planning application is seeking permission for a change of use of an existing purpose built childcare facility the onus is on the applicant to demonstrate that he/she has undertaken sufficient measures to find an operator for the facility.

**Section (vi)**

**To be completed with respect to Planning Applications that are Housing Estates where the public infrastructure to be provided as part of the development may be subject to being Taken in Charge by the Local Authority.**

**Breakdown of infrastructural provision:**

Length of Road(s)	
Length of footpath(s)	
No of public lights	
Length of watermains	
Length of foul sewer(s)	
Length of surface water sewer(s)	
Area of public open space	

**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 & Development Acts 2000, as amended, and the Regulations made there under:

**To be signed by applicant(s) or agent where applicable.**

	Applicant	Applicant (where more than one applicant is named).	Agent
Signature	_____	_____	_____
Print Name	_____	_____	_____
Date	_____	_____	_____

***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:**

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 else where 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) If the answer to the above question is "yes" but you consider that paragraph (j) of Section 96(3) would be applicable, evidence of when site was purchased should be submitted

***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:**

An Environmental Impact Assessment Report (EIAR)

Before lodging an application you must notify the Department of Housing, Planning and Local Government (DHPLG) by submitting details of the proposed development for inclusion on the EIA Portal. Information on this process can be found at:

<https://www.housing.gov.ie/planning/environmental-assessment/environmental-impact-assessment-eia/eia-portal-information>

Article 97B(2) confirmation notice received via email from EIA Portal must be submitted with the planning application.

**Where an application is in respect of an LRD**

Form no. 19 and accompanying documentation

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

Proof of eligibility for exemption18

## **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 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 –
  - There is an application for the development of houses on land,
  - 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, 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 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 1930 - 2004, 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 - 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 Assessment Report (EIAR) 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 Designated site. A European Designated Site is either a Special Area of Conservation (SAC) or a Special Protection Area (SPA). It is the responsibility of the Planning Authority to screen 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 Designated site it is open to him/her to submit a NIS 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, 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 Planning and Development Act 2000, 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. In the case were a mandatory section 247 consultation is prescribed in the Planning and Development Act 2000, this consultation must be completed prior to lodging a planning application.
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.
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, 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 Planning and Development Regulations 2001, as amended, **evidence to prove eligibility for exemption should be submitted.**

## Scale of Fees

<b>Column 1 Class of Development</b>	<b>Column 2 Amount of Fee</b>	<b>Column 3 Amount of Fee for Retention Permission</b>
<b>1. The provision of a house.</b>	€65	€195, or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater.
<b>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). (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.</b>	€34	€102, or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater.
<b>3. The provision of buildings or other structures for the purposes of agriculture or the keeping of greyhounds.</b>	(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,  (ii) in the case of any other structures, €80 for each structure, subject to a maximum of €300.	(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, €240 for each structure, subject to a maximum of €900.
<b>4. The provision of buildings other than buildings coming within class 1, 2 or 3.</b>	€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.
<b>5. (a) The use of uncultivated land or semi-natural areas for intensive agricultural purposes. (b) Initial afforestation. (c) The replacement of broad-leaf high forest by conifer species. (d) Peat extraction.</b>	€5 for each hectare of site area.  €5 for each hectare of site area. €80, or €5 for each hectare of site area, whichever is the greater. €5 for each hectare of site area.	€15 for each hectare of site area.  €15 for each hectare of site area. €240, or €15 for each hectare of site area, whichever is the greater. €15 for each hectare of site area.
<b>6. The use of land for – (a) the winning and working of minerals,</b>	€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, whichever is the greater.

<b>(b) the deposit of refuse or waste.</b>		
<b>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.</b>	€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.
<b>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.</b>	€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.
<b>9. The provision of an advertisement structure or the use of an existing structure or other land for the exhibition of advertisements.</b>	€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.
<b>10. The provision of overhead transmission or distribution lines for conducting electricity, or overhead telecommunications lines.</b>	€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.
<b>11. The use of land as a golf course or a pitch and putt course.</b>	€50 for each hectare of site area.	€150 for each hectare of site area.
<b>12. The use of land as a burial ground.</b>	€200, or €50 for each hectare of site area, whichever is the greater.	€600, or €150 for each 0.1 hectare of site area, whichever is the greater.
<b>13. Development not coming within any of the foregoing classes.</b>	€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.
<b>14. The provision of a largescale residential development: (a) Pre-Application Consultation (b) Basic fee structure: Each Housing Unit Note: In respect of an application comprising student accommodation, or shared accommodation the above structure range and fee per unit should be applied on the pro rata basis of the fee for 1 housing unit: the fee for 2 bed spaces of student</b>	€1,500  €130 per housing unit	€390 per housing unit

<p><b>accommodation or shared accommodation.</b></p> <p><b>(c) Fee Structure for other uses on the land, the zoning of which facilitates such use: per square metre of gross floor space to a maximum of 30% of floor space of the entire development.</b></p>	<p>€7.20 per square metre to a maximum of €32,400</p>	<p>€15 per square metre to a maximum of €65,000</p>
<p><b>(d) Submission of an EISA/IS Fee Structure</b></p> <p><b>Submission of EIS</b></p>	<p>€10,000</p>	<p>€10,000</p>
<p><b>Submission of NIS</b></p>	<p>€10,000</p>	<p>€10,000</p>

#### **Reduced fees for certain types of applications**

1. The amount of fee payable in respect of an application for Outline Permission shall be three-quarters of the amount indicated in Column 2 of the Scale of Fees, opposite the mention of the relevant Class in Column 1, subject to minimum fee of €34.
2. The amount of fee payable in respect of an application for Permission Consequent on a Grant of Outline Permission or for a change of house type or modification of design shall be one-quarter of the amount indicated in Column 2 of the Scale of Fees, opposite the mention of the relevant Class in Column 1, subject to minimum fee of €34.

#### **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 €20,000.
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 make 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.
6. The maximum fee payable to a planning authority by an applicant in respect of an application for permission for a large scale residential development shall be €80,000

**Tipperary County Council**

**Site Notice**

I,.....<sup>1</sup>, intend to apply for permission/retention permission/outline permission/permission consequent on the grant of outline permission (Ref. No. of outline permission)<sup>2</sup> for development at this site at.....<sup>3</sup>

The development will consist/consists<sup>4</sup> of

.....  
.....  
.....  
.....<sup>5</sup>

The planning application may be inspected, or purchased at a fee not exceeding the reasonable cost of making a copy at the offices of the Planning Authority during its public opening hours.

A submission or observation in relation to the application may be made in writing to the Planning Authority on payment of the prescribed fee, €20, within the period of 5 weeks beginning on the date of receipt by the authority of the application, 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: .....<sup>6</sup> Date of erection of site notice: .....<sup>7</sup>

*For directions on completing this notice please see reverse.*

## Directions for Completing the Site Notice

1. The name of the applicant for permission (and not his or her agent) should be inserted here
2. 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.
3. The location, townland or postal address of the land or structure to which the application relates should be inserted here
4. Delete as appropriate. The present tense should be used where retention permission is being sought
5. A brief description of the nature and extent of the development should be inserted here The description should 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 the Environmental Impact Assessment Report 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 a licence from the Environmental Protection Agency or a Waste Licence, an indication of that fact;
  - (f) where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part II of the Planning and Development Regulations (Major Accident Directive), an indication of that fact.
6. 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.
7. The date that the Notice is erected or fixed at the site shall be inserted here.