

*Planning Application Form*

**PLANNING APPLICATION FORM**

**BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING**

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application. Therefore please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to the application form.

**ADDITIONAL INFORMATION**

It should be noted that each planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the development plan and may request this on a supplementary application form.

Failure to supply the supplementary information will not invalidate your planning application but may delay the decision-making process or lead to a refusal of permission. Therefore applicants should contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

**OTHER STATUTORY CODES**

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

**DATA PROTECTION**

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 and 2003. The Office of the Data Protection Commissioner state that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

**Planning Department**      **Tel:** 043 –33 46231  
 Longford County Council    **Fax:** 043 – 33 41233  
 Aras An Chontae              **Email:** planning @longfordcoco.ie  
 Great Water Street  
 Longford



## PLANNING APPLICATION FORM

**Ensure all sections are completed and all relevant additional information included.**

FOR OFFICE USE ONLY		
Ref. No.		
Date Recd.		

**1. NAME OF RELEVANT PLANNING AUTHORITY:**

**Longford County Council**

**2. LOCATION OF DEVELOPMENT:**

<i>Postal Address or Townland or Location (as may best identify the land or structure in question)</i>	
<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 to be supplied at the end of this form. (Question: 24)

**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 number</i>	

**7. PERSON/AGENT ACTING ON BEHALF OF THE APPLICANT (IF ANY):**

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

**8. PERSON RESPONSIBLE FOR PREPARATION OF DRAWINGS AND PLANS<sup>3</sup>:**

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

**9. DESCRIPTION OF PROPOSED DEVELOPMENT:**

<i>Brief description of nature and extent of development<sup>A</sup></i>	
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**10. LEGAL INTEREST OF APPLICANT IN THE LAND OR STRUCTURE:**

<i>Please tick appropriate box. Where legal interest is 'Other', please expand further on your interest in the land or structure</i>	<i>A. Owner</i>	<i>B. Occupier</i>
	<i>C. Other</i>	
<i>If you are not the legal owner, please state the name and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation</i>		

**11. SITE AREA:**

<i>Area of site to which the application relates in hectares</i>	.....ha
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**12. WHERE THE APPLICATION RELATES TO A BUILDING OR BUILDINGS:**

<i>Gross floor space<sup>5</sup> of any existing building(s) in m<sup>2</sup></i>	
<i>Gross floor space of proposed works in m<sup>2</sup></i>	
<i>Gross floor space of work to be retained in m<sup>2</sup> (if appropriate)</i>	
<i>Gross floor space of any demolition in m<sup>2</sup> (if appropriate)</i>	

**13. IN THE CASE OF MIXED DEVELOPMENT (E.G. RESIDENTIAL, COMMERCIAL, INDUSTRIAL, ETC), PLEASE PROVIDE BREAKDOWN OF THE DIFFERENT CLASSES OF DEVELOPMENT AND BREAKDOWN OF THE GROSS FLOOR AREA OF EACH CLASS OF DEVELOPMENT:**

Class of Development	Gross floor area in m <sup>2</sup>

**14. IN THE CASE OF RESIDENTIAL DEVELOPMENT PLEASE PROVIDE BREAKDOWN OF RESIDENTIAL MIX:**

<i>Number of</i>	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
<i>Houses</i>							
<i>Apartments</i>							
<i>Number of car-parking spaces to be provided</i>							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>(Please tick appropriate box)</i>	<i>Yes</i>	<i>No</i>
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 applies?<sup>7</sup></i>		
If the answer to the above question is “yes” and the development is not exempt (see below), you must specify, as part of your application, the manner in which you propose to comply with section 96 of Part V of the Act. If the answer to the above question is “yes” but you consider the development to be exempt by virtue of		

<p>section 97 of the Planning and Development Act 20008, a copy of the Certificate of Exemption under section 97 must be submitted (or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the application should be submitted). If the answer to the above question is “no” by virtue of section 96(13) of the Planning and Development Act 20009, details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.</p>		
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**17. DEVELOPMENT DETAILS:**

Please tick appropriate box	<i>Yes</i>	<i>No</i>
<i>Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?</i>		
<i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?</i>		
<i>Does the application relate to development which affects or is close to a monument or place recorded under section 12 of the National Monuments (Amendment) Act, 1994<sup>10</sup>?</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Statement<sup>11</sup>?</i>		
<i>Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area<sup>12</sup>?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring an integrated pollution prevention and control licence?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i>		
<i>Do the Major Accident Regulations apply to the proposed development?</i>		

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

## 18. SITE HISTORY

<i>Details regarding site history (if known)</i>
<p>Has the site in question ever, to your knowledge, been flooded?</p> <p>Yes [ ] No [ ]</p> <p>If yes, please give details e.g. year, extent.</p> <p>Are you aware of previous uses of the site e.g. dumping or quarrying?</p> <p>Yes [ ] No [ ]</p> <p>If yes, please give details.</p>
<i>Are you aware of any valid planning applications previously made in respect of this land/structure?</i>
<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>
<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>
<p>Yes [ ] No [ ]</p> <p>An Bord Pleanála Reference No.: .....</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***

Existing connection [ ] New connection [ ]

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

Other (please specify):.....

Name of Group Water Scheme (where applicable)

.....

***Proposed Wastewater Management/Treatment***

Existing [ ] 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</i>	

**22. APPLICATION FEE:**

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

**23. DECLARATION:**

<i>I hereby declare that, to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning and Development Act 2000, as amended, and the Regulations made thereunder.</i>	
<i>Signed (Applicant or Agent as appropriate)</i>	
<i>Date</i>	

**CONTACT DETAILS — NOT TO BE PUBLISHED**

**24. APPLICANT ADDRESS/CONTACT DETAILS:**

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

**25. AGENT'S (IF ANY) ADDRESS/CONTACT DETAILS:**

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

**A contact address must be given, whether that of the applicant or that of the agent.**

## SUPPLEMENTARY INFORMATION

Failure to supply the supplementary information requested below may delay the decision-making process or lead to a refusal of permission. Applicants are also advised to ensure that all planning applications comply with development plan standards.

### **26. In the case of residential developments is the proposed development for:**

- Own Use
- Sale
- Letting
- Holiday Home(s)
- Other

Please Specify \_\_\_\_\_

You may be required to submit supporting information in this regard.

### **27. Interest in land or structure:**

In all instances (including where you are not the owner of the land or structure) please submit proof of legal ownership and date of acquisition of the land or structure to which the application relates.

### **28. Have you enclosed one of the following Roads Forms? At least one of the following is required with each application.**

Roads Form 1, Traffic Projections. This is required in all instances other than those specified below.

Roads Form 2, Traffic and Transport Statement. This is required if your application falls within the following criteria as set out below:

<b>Size</b>	Retail	250m <sup>2</sup> Gross Floor Area
	Business	750m <sup>2</sup> Gross Floor Area
	Industry	750m <sup>2</sup> Gross Floor Area
	Distribution and Warehousing	750m <sup>2</sup> Gross Floor Area

	Housing	20 dwellings 10 dwellings on local secondary or tertiary roads in rural areas
<b>Location</b>	The site is not consistent with national guidance or local plan policy or accessibility criteria contained in the Development Plan. These sites are likely to be those only easily accessible by car, generally located on the edges of urban areas, in relatively inaccessible rural areas, or near motorway junctions.	
<b>Vehicle Movements</b>	100 trips in/out combined per day.	
	10 HGV trips in/out combined per day.	
<b>Other Considerations</b>	The development is part of incremental development.	
	The development may generate traffic at peak times in a congested area or near a junction with a main traffic route.	
	The development may generate traffic, particularly heavy vehicles, late at night in a residential area.	
	There is significant concern over road safety.	
	The development is in sensitive tourist areas.	
	Longford County Council considers the proposal raises significant transport implications.	

[ ] Transport Impact Assessment. This is required if your application falls within the following criteria as set out below:

<b>Size</b>	Retail	1,000m <sup>2</sup>	Gross Floor Area
	Cinemas & other leisure facilities	1,000m <sup>2</sup>	Gross Floor Area
	Business	2,500m <sup>2</sup>	Gross Floor Area
	Industry	5,000m <sup>2</sup>	Gross Floor Area
	Distribution and Warehousing	10,000m <sup>2</sup>	Gross Floor Area
	Hospitals and Education Facilities	2,500m <sup>2</sup>	Gross Floor Area
	Stadia	4,500	Seats
	Housing	50 Dwellings	
<b>Vehicle Movements</b>	100 trips in/out combined in the peak hour.		
	Development traffic exceeds 10% of two-way traffic flow on adjoining road.		
	Development traffic exceeds 5% of two-way traffic flow on adjoining road if congested or sensitive.		
<b>Parking Provided</b>	100 on-site parking spaces.		

[ ] Road Safety Audit. This is required for all applications on National Roads, all developments above the threshold set out below and any applications about which Road Design have serious safety concerns.

<b>Size</b>	Retail	1,000m <sup>2</sup>	Gross Floor Area
	Cinemas & other leisure facilities	1,000m <sup>2</sup>	Gross Floor Area
	Business	2,500m <sup>2</sup>	Gross Floor Area
	Industry	5,000m <sup>2</sup>	Gross Floor Area
	Distribution and Warehousing	10,000m <sup>2</sup>	Gross Floor Area
	Hospitals and Education Facilities	2,500m <sup>2</sup>	Gross Floor Area
	Stadia	4,500 Seats	
	Housing	50 Dwellings	
<b>Vehicle Movements</b>	100 trips in/out combined in the peak hour.		
	Development traffic exceeds 10% of two-way traffic flow on adjoining road.		
	Development traffic exceeds 5% of two-way traffic flow on adjoining road if congested or sensitive.		
<b>Parking Provided</b>	100 on-site parking spaces.		

**Please note that you are required to submit details in relation to effluent disposal, surface water drainage and water supply. Guidance notes have been included for your information in relation to these issues and for which you are required to have regard when submitting a planning application. Please contact the relevant council department with any queries you have in relation to these 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:**

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

*or*

- A certificate of exemption from the requirements of Part V

*or*

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

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

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

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

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

**Where the application refers to a protected structure/ proposed protected structure/ or the exterior of a structure which is located within an architectural conservation area (ACA):**

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

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

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

**Where an application requires an Environmental Impact Statement:**

- An Environmental Impact Statement

**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, that is, floor areas must be measured from inside the external wall.
6. Where the existing use is ‘vacant’ please state most recent authorised use of the land or structure.
7. Part V of the Planning and Development Act 2000 applies where—
  - the land is zoned for residential use or for a mixture of residential and other uses,
  - there is an objective in the Development Plan for the area for a percentage of the land to be made available for social and/or affordable housing, and
  - the proposed development is not exempt from Part V
8. Under section 97 of the Planning and Development Act 2000, applications involving development of 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, 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 Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and

the Gaeltacht or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.

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

12. An appropriate assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on a European site. It is the responsibility of the planning authority to screen proposed developments to determine whether an appropriate assessment is required and where the authority determines that an appropriate assessment is required, the authority will normally require the applicant to submit a Natura impact statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European site 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. An applicant should contact his or her planning authority if he/she wishes to avail of a pre-application consultation. In the case of residential development to which Part V of the 2000 Act applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part V agreement in principle can be reached in advance of the planning application being submitted.

15. The list of approved newspapers, for the purpose of giving notice of intention to make a planning application, is available from the planning authority 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 2001-2011.

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

18. See Schedule 9 of Planning and Development Regulations 2001. If a reduced fee is tendered, details of previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under article 157 of the 2001 Regulations, evidence to prove eligibility for exemption should be submitted.