

## ***Planning Application Form.***

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

### **STANDARD PLANNING APPLICATION FORM AND ACCOMPANYING DOCUMENTATION:**

*Please ensure that each section of this application form is fully completed and signed. The applicant should enter n/a (not applicable) where appropriate.*

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

**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.**

*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. However, if it is not supplied, the planning authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore failure to supply this information could delay the decision on an application or lead to a refusal of permission.*

Applicants should therefore contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

*Please note that the policies and objectives relating to Waterford City are contained in the Waterford City Development Plan , Local Area Plans, and Variations to the Development Plan. These documents are accessible on the council's website [www.waterfordcity.ie](http://www.waterfordcity.ie). Applicants should familiarise themselves with the requirements of relevant plans and policies prior to submitting the planning application.*

Planning applications should be submitted to the Planning Authority, Menapia Building, The Mall, Waterford. Public opening hours 9.30 a.m. to 1 p.m. and 2 p.m. to 4 p.m. (Monday to Friday) excluding public holidays. Telephone 051-849562 email [planning@waterfordcity.ie](mailto:planning@waterfordcity.ie)

## DATA PROTECTION

The planning process is an open and public one. In that context, all planning applications are made available for public inspection and Waterford City Council publishes weekly lists of planning applications received as well as weekly lists of planning decisions. This information is also be placed on the Council's website.

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

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

Direct marketing may be by post, by telephone, by hand or by electronic mail such as email or text message where such details are supplied.

It is the responsibility of those entities wishing to use the personal data on planning applications and decisions lists for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 & 2003 taking account of the preference outlined above.

**PLANNING APPLICATION FORM**

**1. Name of Planning Authority:**

\_\_\_\_\_

**2. Location of Proposed 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>	
	Address <b>must</b> be supplied at end of this form (Question: 23)

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

<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration No.</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax No. (if any)</i>	

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

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

<i>Name</i>	
<i>Firm/Company</i>	
	<i>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.</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 Note: The owners address must be included at the end of form Q. 26.		

**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>3</sup> of any existing building(s) in m <sup>2</sup>	
Gross floor space of proposed works in m <sup>2</sup>	
Gross floor space of work to be retained in m <sup>2</sup> (if appropriate)	
Gross floor space of any demolition in m <sup>2</sup> (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 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>	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**

<b>Please tick appropriate box</b>	<b>Yes</b>	<b>No</b>
<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>		
<p>If the answer to the above question is “yes” and the development is not exempt (see below), you must specify, as part of your application, the manner in which you propose to comply with section 96 of Part V of the Act (<b>see guidance note</b>).</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<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<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

<i>Please tick appropriate box</i>	<b>Yes</b>	<b>No</b>
<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 application relate to work within or close to a European Site (under S.I. No.94 of 1997) or a Natural Heritage Area?</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Statement<sup>11</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 habitable house<sup>12</sup>?</i>		

### 18. Site History

Details regarding site history (if known)
<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>

Are you aware of any valid planning applications previously made in respect of this land/structure?

Yes  No

If yes, please state planning reference number(s) and the date(s) of receipt of the planning application(s) by the planning authority if known:

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

If a valid planning application has been made in respect of this land or structure in the 6 months prior to the submission of this application, then the site notice must be on a yellow background in accordance with Article 19(4) of the Planning and Development Regulations 2001 as amended.

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

Yes  No

*An Bord Pleanála Reference No.:* \_\_\_\_\_

### **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>	

**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>	
<i>Date</i>	

**ADDITIONAL CONTACT INFORMATION**  
**NOT TO BE MADE AVAILABLE WITH APPLICATION**

**Please note:**

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

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

<i>Address (Required)</i>	
<i>Telephone No.</i>	
<i>Email Address</i>	
<i>Fax No.</i>	

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

<i>Address</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax No. (if any)</i>	
<b>Should all correspondence be sent to the above address? (please tick appropriate box)</b> (Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)	
<b>Yes</b> [ <input type="checkbox"/> ]	<b>No</b> [ <input type="checkbox"/> ]

**25. Person responsible for preparation of Drawings and Plans:**

<i>Address</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax No. (if any)</i>	

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

<i>Address (required)</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax No. (if any)</i>	

## Notes to Applicant

- **All questions on this form MUST be completed insofar as they relate to your particular proposal. Failure to do so will render your application invalid.**
- **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.**
- **Please note that in accordance with Section 251 of the Planning and Development Act 2000:-**
- **“Where calculating any appropriate period or other time limit referred to in this Act or in any other regulations made under this Act, the Period between the 24<sup>th</sup> day of December and the 1<sup>st</sup> day of January, both days inclusive, shall be disregarded.” (Not applicable to Development Plan matters)**

**Please note that if the appropriate documentation is not included, your application will be deemed invalid.**

*This form should be accompanied by the following documentation:*

**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<sup>18</sup>

**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:**

- ❑ 10 copies of the Environmental Impact Statement.

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

- ❑ Proof of eligibility for exemption<sup>19</sup>

### **Directions for completing Planning Application form.**

1. Grid reference in terms of the Irish Transverse Mercator.
2. “The applicant” means the person seeking the planning permission, not an agent acting on his or her behalf.
3. Where the plans have been drawn up by a firm/company the name of the person primarily responsible for the preparation of the drawings and plans, on behalf of that firm/company, should be given.
4. A brief description of the nature and extent of the development, including reference to the number and height of buildings, protected structures, etc.
5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building; i.e. 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 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 21).

11. An Environmental Impact Statement (EIS) is required for classes of development prescribed by Article 93 and Schedule 5 of the Planning and Development Regulations 2001-2008. In accordance with Article 103 of the Planning and Development Regulations 2001, an EIS may also be required for developments below the prescribed threshold if the planning authority considers that the development is likely to have significant effects on the environment or, where the development would be located on or in an area, site, etc. set out in Article 103(2), it considers that the development would be likely to have significant effects on the environment of that area, site, etc.
12. Demolition of a habitable house requires planning permission.
13. The appeal must be determined or withdrawn before another similar application can be made.
14. A formal pre-application consultation may only occur under Section 247 of the Planning and Development Act 2000. While it is not mandatory, a pre-planning consultation is recommended. The applicant should contact the planning authority to arrange specific times and locations. In the case of residential development to which Part V of the 2000 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 2001-2006.
17. The location of the site notice(s) should be shown on site location map.
18. The applicant/agent should make the owner aware that the letter will be placed on a public planning file and may be placed on the planning authority's website where this is the policy of the planning authority.
19. 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.