

TEMPLEMORE TOWN COUNCIL

Planning Application 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 map¹⁶
- 6 copies of site or layout plan¹⁶⁺¹⁷
- 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

Note: For large planning applications, the Planning Authority requests that 10 copies of the above documentation should be submitted.

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 exemption¹⁸

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GUIDANCE NOTES FOR COMPLETING A PLANNING APPLICATION.

Applicants should note that, with effect from **31st March 2007**, the requirements for making a Planning Application are those contained in the Planning and Development Regulations 2001-2002 as amended by the Planning and Development Regulations 2006. These Regulations set out the mandatory requirements for a valid application and Planning Authorities are required to insist that they be complied with in full.

Failure to meet these requirements will result in your Application being rejected as Invalid and returned to you for correction. It is in your own interest, therefore, to make sure that all required information and documentation is submitted to avoid unnecessary delay in processing your Application. While a considerable amount of Information and Documentation is requested, it has been kept to the minimum required to evaluate your proposal and process your Application as quickly as possible.

You will find set out hereunder helpful guidance on how to properly complete your Application Form. Should you have any queries, the staff in the Office will assist you.

The Form must be completed in respect of all applications. All queries on the form must be replied to.

Before making a planning application you are advised to read the Templemore & Environs Development Plan 2006 as it relates to your proposal.

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. The full permanent postal address of the Applicant(s) must be given. It is **NOT ACCEPTABLE** to give an address in c/o an Agent, Solicitor or other person. Please do remember to give us your Telephone No., Mobile No., Fax and e-mail where available. This will allow us to contact you at short notice should we need to do so.
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 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 2001-2006. 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. Please note that the required Site Notice **MUST** be erected before your application is submitted. As with the Newspaper Notice this must not be erected more than two weeks prior to submitting your application. Your site notice must be erected in accordance with the Site Notice contained within the Planning and Development Regulations 2006 attached and be maintained in position for **FIVE WEEKS** from the date your valid application is received by the Planning Authority.

IMPORTANT NOTE: YOUR SITE WILL BE INSPECTED AT LEAST ONCE DURING THAT FIVE WEEK PERIOD AND IF YOUR NOTICE IS NOT PROPERLY DISPLAYED, OR DOES NOT FULLY MEET THE REQUIREMENTS OF THE REGULATIONS, YOUR APPLICATION WILL BE AUTOMATICALLY INVALIDATED AND WILL BE RETURNED TO YOU TO RECOMMENCE THE PROCESS. IT IS NOT POSSIBLE TO RECTIFY A FAILURE TO MEET THE NOTICE REQUIREMENTS BY BELATEDLY ERECTING OR CORRECTING A SITE NOTICE.

On receipt of notification of the Planning Authorities decision on your planning application, the site notice(s) must be removed.

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.