



## Guidelines for Completing the Site Notice

A SAMPLE SITE NOTICE IS AVAILABLE ON REQUEST AND A COPY OF THE TEXT IS AVAILABLE  
(in editable format) ON THE WEBSITE

1. The name of the **Planning Authority** to which the planning application will be made, should be inscribed.
2. The name of the applicant for permission (and not his or her agent) should be inscribed.
3. The types of permission that may be sought are – **Permission; Retention Permission; Outline Permission; Permission for Continuation of use and Permission Consequent on the Grant of Outline Permission.** If Permission Consequent on the Grant of Outline Permission is being sought, the reference number on the planning register of the relevant outline permission should be included). (Delete and tick box as appropriate on sample notice).
4. The location, townland or postal address of the land or structure to which the application relates should be inscribed.
5. The present tense should be used where **Retention** permission is being sought.
6. A brief description of the nature and extent of the development should be inscribed, the description shall include:-
  - a. Where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. ‘Houses’ includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building.
  - b. where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure.
  - c. where the application relates to development which would consist of or comprise the carrying out of works to a protected structure or proposed protected structure, an indication of that fact.
  - d. where an Environmental Impact Assessment Report (EIAR) or Natura Impact Statement has been prepared in respect of the planning application, an indication of that fact.
  - e. where the application relates to development which comprises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, an indication of that fact.

- f. where a planning application relates to development in a strategic development zone, an indication of that fact or
  - g. where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of these Regulations (Major Accident Directive), an indication of that fact.
7. That 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 in Swords during its public opening hours of 09.30 – 16.30 Monday to Friday. A submission or observation in relation to the application may be made in writing the Planning Authority on payment of the prescribed fee 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.
  8. Either the signature of the applicant or the signature and **CONTACT ADDRESS** of the person acting on behalf of the application shall be inscribed.
  9. The **date** that the notice is erected or fixed at the site shall be inscribed.

The Applicant should always ensure that the details contained on the **approved** Site Notice lodged with the application, are the **same** as that on site.

The site notice will contain the date the site notice is erected to avoid any confusion over duplicate applications being made after the original application.

**N.B.** The site notice shall be inscribed on a **white background**. Where a second application for permission is made on the same site within six months of making a previous application, the site notice of the subsequent application must be inscribed on a **yellow background**. This is to make it clear to third parties that a new application is being made. (This does not apply to a re-submission as result of invalidation).

The applicant must erect the site notice no sooner than 2 weeks before making the application for permission to facilitate third parties in inspecting the application, and the site notice must be maintained in position for at least a period of 5 weeks from the date of receipt of the planning application by Fingal County Council and should be removed as soon as may be, after those requirements of the permission regulations have been complied with. (Shall be removed after notification of Planning Authority Decision).

The site notice should be immediately renewed or replaced if it becomes illegible or damaged or removed within the 5 week period.

**NOTE:** Details of Public Opening Hours can be found here: <http://www.fingal.ie/planning-and-buildings/apply-or-search-for-a-planning-application/do-you-need-planning-permission/>. The prescribed fee is €20. (Cash Office opening hours are 9.30 to 15.30 p.m.)

**NOTE:**

**These guidelines are designed to assist in completing the site notice however, they do not form part of the regulations and do not purport to be a legal interpretation. You are advised to consult the Planning and Development Regulations 2001 (as amended).**



**Treoiríníte maidir leis an bhFógra Láithreáin a Ullmhú**  
**TÁ FÓGRA LÁITHREÁIN SAMPLACH AR FÁIL, ACH É A IARRAIDH, AGUS TÁ CÓIP DEN TÉACS AR**  
**FÁIL (i bhformáid ineagarthóireachta) AR AN LÁITHREÁN GRÉASÁIN**

1. Is ceart ainm an **Údaráis Pleanála** ar chuige a bheidh an t-iarratas pleanála a inscríobh.
2. Is ceart ainm an iarratasóra ar an gcead (agus ní ainm a ghníomhaire/gníomhaire) a inscríobh.
3. Is iad seo a leanas na cineálacha ceada ar féidir iad a lorg – **Cead; Cead Coinneála; Cead Sracléaráide; Cead chun Leanúint d’Úsáid; agus Cead de dhroim Cead Sracléaráide a Dheonú**. Má tá Cead De Dhroim Cead Sracléaráide a Dheonú á lorg, is ceart uimhir thagartha an cheada sracléaráide iomchuí sa chlár pleanála a chur ar fáil. (Déan scríosadh agus cuir tic sna boscaí de réir mar is cuí ar an bhfógra samplach).
4. Is ceart suíomh, baile fearainn nó seoladh poist na talún nó an déanmhais lena mbaineann an t-iarratas a inscríobh.
5. Is ceart an aimsir láithreach a úsáid nuair atá **Cead Coinneála** á lorg
6. Is ceart tuairisc ghearr ar chineál agus ar mhéid na forbartha a inscríobh, agus an méid seo a leanas a bheith ann sa tuairisc sin:-
  - a. I gcás ina mbaineann an t-iarratas le forbairt arb éard í, nó ina gcuimsítear, soláthar tithe, an líon tithe atá le soláthar. Folaíonn ‘tithe’ foirgnimh a dearadh mar 2 theaghais nó níos mó nó mar árasán, mar theaghaisín nó mar theaghais eile laistigh d’fhoirgneamh.
  - b. i gcás ina mbaineann an t-iarratas le déanmhas a choinneáil, cineál úsáid bheartaithe an déanmhais agus, más cuí, an tréimhse a mbeartaítear an déanmhas a choinneáil lena linn.
  - c. i gcás ina mbaineann an t-iarratas le forbairt arb éard í oibreacha a dhéanamh ar dhéanmhas cosanta nó ar dhéanmhas cosanta beartaithe, léiriú air sin.
  - d. i gcás ina ndearnadh i gcás ina ndearnadh Tuarascáil ar Mheasúnacht Tionchair Timpeallachta nó ráiteas tionchair Natura a ullmhú i leith an iarratais pleanála, léiriú air sin.
  - e. nó ráiteas tionchair Natura a ullmhú i leith an iarratais pleanála, léiriú air sin.
  - f. i gcás ina mbaineann an t-iarratas le forbairt a chuimsíonn, nó arb é is cuspóir dí ná, gníomhaíocht a bhfuil ceadúnas um chosc agus rialú comhtháite ar thruailliú nó ceadúnas dramhaíola ag teastáil ina leith, léiriú air sin.
  - g. i gcás ina mbaineann iarratas pleanála le forbairt i gcios forbartha straitéisí, léiriú air sin, nó
  - h. i gcás ina mbaineann an t-iarratas pleanála le forbairt a chuimsíonn bunachas, de réir bhrí Chuid 11 de na Rialacháin seo (An Treoir maidir le Mórthionóiscí), a sholáthar nó a mhodhnú, léiriú air sin.

7. Go bhféadfar an t-iarratas pleanála a iniúchadh nó a cheannach ar tháille nach mó ná an costas réasúnach a bhaineann le cóip a dhéanamh ag oifigí an Údaráis Pleanála i Sord le linn a uaireanta oibre poiblí 09.30 – 16.30 Luan go hAoine. Ráiteas á rá gur féidir aighneacht nó tuairim maidir leis an iarratas a chur ar fáil i scríbhinn don Údarás Pleanála, ach an táille fhorordaithe a íoc, laistigh de 5 seachtaine, dar tús an dáta a bhfaigheann an tÚdarás an t-iarratas agus go mbreithneoidh an tÚdarás Pleanála aighneachtaí nó tuairimí den sórt sin le linn cinneadh a dhéanamh faoin iarratas. Féadfaidh an tÚdarás Pleanála cead a dheonú faoi réir coinníollacha nó gan choinníollacha, nó féadfaidh sé diúltú cead a dheonú.
8. Déanfar síniú an iarratasóra nó síniú agus **SEOLADH TEAGMHÁLA** an duine atá ag gníomhú thar ceann an iarratasóra a inscríobh.
9. Déanfar an dáta a gcuirtear an fógra in airde, nó a ndaingnítear é, ar an láithreán a inscríobh.

Is ceart don Iarratasóir a chinntiú i gcónaí **gurb ionann** na mionsonraí atá ann san Fhógra Láithreán **ceadaithe** a thaisctear in éineacht leis an iarratas agus na mionsonraí atá ar taispeáint ar an láithreán.

Beidh an dáta a gcuirtear an fógra láithreáin in airde ar taispeáint san fhógra láithreáin chun aon mhearbhall a sheachaint maidir le hiarratais dhúblacha a dhéantar tar éis an t-iarratas bunaidh a dhéanamh.

**N.B.** Déanfar an fógra láithreáin a inscríobh ar **chúlra bán**. I gcás ina ndéantar dara hiarratas ar chead maidir leis an láithreán céanna laistigh de shé mhí ón tráth a rinneadh an t-iarratas roimhe sin, ní mór fógra láithreáin an dara hiarratas a inscríobh ar **chúlra buí**. Is gá sin a dhéanamh le go mbeidh sé soiléir do thríú páirtithe go bhfuil iarratas nua á dhéanamh. (Ní bhaineann sé seo le hatíolacadh iarratais mar thoradh ar neamhbhailíochtú).

Ní mór don iarratasóir an fógra láithreáin a chur in airde tráth nach luaithe ná 2 sheachtain sula ndéantar an t-iarratas ar chead chun a éascú do thríú páirtithe an t-iarratas a iniúchadh, agus ní mór an fógra láithreáin a choimeád ina ionad ar feadh tréimhse 5 seachtaine ar a laghad ón dáta a bhfaigheann Comhairle Contae Fhine Gall an t-iarratas pleanála agus is ceart é a bhaint anuas a luaithe is féidir tar éis na ceanglais a bhaineann leis na rialacháin maidir le ceadanna a bheith comhlíonta. (Déanfar é a bhaint anuas tar éis fógra a fháil faoi Chinneadh an Údaráis Pleanála).

Is ceart an fógra láithreáin a athnuachan, nó fógra nua a chur ina ionad, láithreach má thagann sé chun bheith doléite nó má dhéantar damáiste dó nó má bhaintear anuas é laistigh den tréimhse 5 seachtaine.

**NÓTA:** Uaireanta Oscailte Poiblí ar fáil anseo:

<http://www.fingal.ie/ie/pleanailagusfoirgnimh/deaniarratasnoaimsighiarratas/deaniarratas/>

(Uaireanta oscailte Oifige Airgid: Luan go hAoine: 9.30am go 3.30pm)

**NÓTA:**

Tá na treoirí seo ann chun cabhrú le daoine le linn an fógra láithreáin a ullmhú ach ní cuid de na Rialacháin iad ná ní ceart a mheas gur léiriú dlíthiúil iad. Moltar duit na Rialacháin um Pleanáil agus Forbairt 2001 (arna leasú).