Comhairle Contae Fhine Gall
Fingal County Council

Planning and Development Acts 2000-2018
Planning and Development Regulations Made Thereunder

Planning Application Form

fingal.ie

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 is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to your application form.

ADDITIONAL INFORMATION

It should be noted that because each planning authority has its own development plan, which sets out local development policies and objectives for its own area it is necessary for Fingal County Council to require supplementary information (i.e. other than that required on this form) in order to determine whether the application conforms with the development plan.

Failure to supply the supplementary information will not invalidate your planning application; it may delay the decision-making process or lead to a refusal of permission. In case of doubt, applicants should contact Fingal County Council Planning Department to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

DATA PROTECTION

The planning process is an open and public one. In that context, all planning applications are made available for public inspection and we (the planning authority) publish weekly lists of planning applications received as well as weekly lists of planning decisions. It is the policy of Fingal County Council to also place this information on its website.

It has come to our attention that the publication of certain information of planning applications by Planning authorities can lead to Applicants and Practitioners being targeted in the business sector in direct marketing arising from the lodging of a Planning Application.

Following further discussions between the Department of Environment, Community & Local Government and the Officer of the Data Protection Commissioner, all information supplied with this application from under "Contact Details" (on page 10) will not be placed on the website.

"The use of personal details of planning applicants, including for marketing purposes, may be unlawful Under the Data Protection Acts 1988 – 2003 and may result in action by the Data Protection Commissioner Against the sender, including prosecution."

Planning Application Form

GUIDANCE NOTES AND CHECK LIST ARE AVAILABLE ON REQUEST AND ONLINE – ALL RELEVANT SECTION TO BE COMPLETED

OFFICE USE ONLY		Amount Received:		Date Received:
Reg. Reference No.:	F	Receipt No.:		
Newspaper Advert:		Documents Lodged		

1. **Name of Relevant Planning Authority:**

_____

2. **Location of Proposed Development:**

Postal address or Townland or Location (as may best identify the land or structure in question)	
Ordnance Survey Map Ref No (and the Grid Reference where available)1	

3. **Type of planning permission (please tick appropriate box):**

- ☐ Permission
- ☐ Permission for Retention
- ☐ Permission for Continuation of Use
- ☐ 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[2]:

Name(s)	
Address	**Address to be supplied at the end of this form (Question: 25)**

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

Name(s) of company director(s)	
Registered address (of company)	
Company Registration No.	

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

Name	
Address	

8. Person responsible for preparation of Drawings and Plans[3]:

Name	
Firm / Company	

9. Description of Proposed Development:

Brief description of nature and extent of development[4]	

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 and address of the person who is and supply a letter of consent from the owner to make the application as listed in the accompanying documentation		

11. Site Area:

Area of site to which the application relates in hectares	Ha

12. Where the application relates to a building or buildings:

Gross floor space[5] of any existing building(s) in m^2	
Gross floor space of proposed works in m^2	
Gross floor space of work to be retained in m^2 (if appropriate)	
Gross floor space of any demolition in m^2 (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^2
Commercial	
Retail	
Office	
Other	

14. In the case of residential development please provide breakdown of residential mix:

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 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:

Existing use[6] (or previous use where retention permission is sought)	
Proposed use (or use it is proposed to retain)	
Nature and extent of any such proposed use (or use it is proposed to retain)	

16. Social and Affordable housing:

Please tick appropriate box	Yes	No
Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 (as amended) applies[7]	☐	☐
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, (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 (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.		
If the answer to the above question is "yes" but you consider the above development to be exempt by virtue of section 97 of the Planning and Development Act 2000[8] (as amended), 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 2000[9] (as amended), details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.		

17. Development Details:

Please tick appropriate box	Yes	No
Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?	☐	☐
Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?	☐	☐
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[10] ?	☐	☐

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?	☐	☐
Does the proposed development require the preparation of an Environmental Impact Assessment Report[11] ?	☐	☐
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?	☐	☐
Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?	☐	☐
Do the Major Accident Regulations apply to the proposed development?	☐	☐
Does the application relate to a development in a Strategic Development Zone?	☐	☐
Does the proposed development involve the demolition of any structure?	☐	☐

18. Site History:

Details regarding site history (if known)

Has the site in question ever, to your knowledge, been flooded?

Yes ☐ **No** ☐

If yes, please give details e.g. year, extent.

Are you aware of previous uses of the site e.g. dumping or quarrying?

Yes ☐ **No** ☐

If yes, please give details.

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 2006 (as amended).

Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development[13]?

Yes ☐ **No** ☐

An Bord Pleanála Reference No.: _____

19. Pre-application Consultation:

Has a pre-application consultation taken place in relation to the proposed development[14]?
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 ☐ Water Course ☐ Other ☐ Please specify)

21. Details of Public Notice:

Approved newspaper[15] in which notice was published	
Date of Publication	
Date on which site notice was erected	

22. Application Fee:

Fee Payable				
Basis of Calculation				
Method of Payment	☐ Cash	☐ Debit / Credit Card	☐ Cheque	☐ EFT*

***An EFT should include a "Narrative", i.e. address of application site, to ensure fee is linked to this application**

23. Notifications:

Can all **correspondence** be sent by email? (Apart from any Final Notification of grant which will issue thereafter by post.)
Yes ☐ No ☐

24. 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 Act 2000, (as amended), and the Regulations made thereunder

(See Contact Details, Page 10)

Signed (Applicant or Agent as appropriate)	
Date	

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.

Note: *A supplementary application form for Planning Permission for a dwelling in a Rural Area must also accompany this form, and is available on request.*

CONTACT DETAILS

– not to be published –

(Please Print Contact Details on a Separate Page)

25. Applicant address/contact details (if different from location of proposed development)

Address:	
Email Address:	
Telephone No: (optional)	

26. Should all **correspondence** be sent to the **Agent** where applicable? (Please tick appropriate box)

Yes ☐ No ☐

(Please note that if the answer is 'No', all correspondence will be sent to the applicant's address at question Nos. 25 or 2 above)

A contact address must be given, whether that of the Applicant or that of the Agent

Contact Information

The address element of the application provided in question 25, will be held and will not be made available for inspection/ purchase by the public in accordance with the Planning and Development Act 2000 (As Amended) and associated regulations.

Additional Contact Information

The provision of additional contact information such as email addresses or phone numbers is voluntary and will only be used by the Planning Authority to contact you should it be deemed necessary for the purposes ad administering the application. These details will not be made available to any third party with the exception of An Bord Pleanála in the event of an appeal, where again it will only be used by An Coimisiún Pleanála for the purpose of administering the appeal.

Phone Number:	
Email Address:	

The above details belong to:

The Applicant ☐ **The Agent** ☐

The use of personal data of planning applicants by any person or organisation other than the Planning Authority, for any purpose other than the making of a planning application, for example for marketing purposes, is prohibited by the EU General Data Protection Regulation 2016/679 and the Data Protection Act (Ireland) 2018, and any such unauthorised processing may result in an investigation, and possible prosecution, against the unauthorised processor, by the Office of the Data Protection Commissioner.

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 "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 –

    - 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 (as amended) applications involving development of 9 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 Act 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 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 the Arts, Heritage and the Gaeltacht or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of the Arts, Heritage and the Gaeltacht.
11. An Environmental Impact Assessment Report (EIAR) and the confirmation notice from the EIA portal are required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2018 which equals or exceeds, as the case may be, a limit, quantity or threshold set for that class of development. An EIAR and confirmation notice from the EIA portal 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).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.
12. 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/ 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 (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.
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 2001-2015.
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.

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[16]
- 6 copies of site or layout plan[16+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)
- 10 copies where an application is accompanied by an E.I.A.R. (Environmental Impact Assessment Report).
- 10 copies where an application indicates works to be carried out on a Protected Structure/ Proposed Protected Structure
- The appropriate Planning Fee
- 10 copies where an application is accompanied by an N.I.S. (Natura Impact Statement)

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 (as amended):

- 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 (as amended) 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 Assessment Report, and
- A copy of the confirmation notice received from the EIA portal in accordance with article 97B(2) of the permission regulations

Applications that are exempt from planning fees:

- Proof of eligibility for exemption[18]