

P02

PLANNING APPLICATION – APPLICANT’S CHECKLIST

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The following checklist is for information purposes and is not a definitive checklist. The onus is on the applicant to ensure that applications are in full accordance with the **Planning & Development Regulations 2001(as amended)**. Clare County Council reserves the right to declare an application invalid if all the requirements of the regulations are not complied with.

PLANNING & DEVELOPMENT ACT 2000(as amended)

Section 37(5)	<p>Is there a current appeal to An Bord Pleanála on the same site for similar development? If yes, application cannot be considered under Section 37(5) of the Planning and Development Act 2000(as amended)</p>	
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PLANNING & DEVELOPMENT REGULATIONS 2001(as amended)

NEWSPAPER NOTICE

Article No.

17(1)(a)	Has the newspaper notice been published within 2 weeks prior to lodgement of the planning application.	
18(1)	Has the newspaper notice been published in an approved newspaper	
18(1)	Is the advert headed Clare County Council?	
18(1)(a)	Is the name of the applicant included?	
18(1)(b)	Has the location, town-land (as per O.S. Map description) or postal address (as appropriate) of the land or structure to which the application relates been stated in the newspaper notice?	
18(1)(c)	Does the newspaper notice state the type of permission being applied for? i.e. permission, retention permission, outline or permission consequent on the grant of outline permission (stating the relevant number on the register of the relevant outline permission).	
18(1)(d)	Is a brief description of the nature and extent of the development included?	

<i>Please note this is not an exhaustive list.</i>		
18(1)(d)(i)	If the application relates to a housing development, has the number of houses been stated?	
18(1)(d)(ii)	In the case of retention, 1. Does the notice state the nature of the proposed use of the structure? 2. <i>Where appropriate</i> , the period for which the proposed structure is to be retained?	
18(1)(d)(iii)	Where the structure is a protected structure, does the notice state this fact?	
18(1)(d)(iv)	Where the development compromises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, does the newspaper notice state this fact?	
18(1)(d)(v)	Where the application relates to a development in a Strategic Development Zone, does the notice state that fact?	
18(1)(e)	Does the newspaper notice state the “ <i>planning application may be inspected, or purchased at a fee not exceeding the reasonable cost of making a copy at the offices of Clare County Council during its public opening hours and a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application</i> ”	
22(2)(a)	Has a FULL PAGE COPY (including title of paper and date) of the newspaper notice been submitted as part of the application?	
98(a)	Where an EIS/NIS is to accompany the application, is a statement of that fact included in the notice?	
98(b)	Where an EIS/NIS has been prepared, does the notice state that it may be inspected or purchased for a fee not exceeding the reasonable cost of copying?	
133	Where the planning application relates to the provision of or modification to an establishment within the meaning of Part 11 of the Regulations (Major Accidents Directive), has an indication of this fact been stated in the newspaper notice?	

SITE NOTICE

Article No.

17(1)(b)	Has the site notice been erected and dated within 2 weeks prior to lodgement of the planning application.	
19(1)(a)	Is site notice heading “Clare County Council” in the approved format	
19(1)(a)	Does the site notice state the name of the applicant?	
19(1)(a)	Is the full address of the development included?	
19(1)(a)	Is the full extent of the development included (see newspaper notice above)	
19(1)(a)	Where the application is for a housing development, has the number of houses been stated?	
19(1)(a)	Is the type of permission being applied for stated on the notice i.e permission, retention permission, outline or permission consequent on the grant of outline?	

19(1)(a)	In the case of retention, 1. Does the notice state the nature of the proposed use of the structure? 2. <i>Where appropriate</i> , the period for which the proposed structure is to be retained?	
19(1)(a)	Where an EIS or NIS has been prepared in respect of the application, is this stated on the site notice?	
19(1)(a)	If the development involves works to a protected structure, is this stated on the notice?	
19(1)(a)	Where the application relates to a development which comprises or is for the purpose of an activity requiring an integrated pollution control licence or a waste licence, an indication of the fact?	
19(1)(a)	Where the planning application relates to the provision of or modification to an establishment within the meaning of Part 11 of the Regulations (Major Accidents Directive), has an indication of this fact been stated on the site notice?	
19(1)(a)	Does the site notice state <i>“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 during its public opening hours. A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee, €20, 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”</i>	
19(1)(a)	Has the site notice been signed by the Applicant or Agent with a contact address included?	
19(1)(a)	Is the date of erection of the site notice stated on the site notice?	
22(2)(a)	Has a copy of the site notice been submitted with the application?	

Note: The information/description on the of proposed works on the newspaper notice and site notice should be identical.

APPLICATION FORM – GENERAL CONTENT

Article No.

22(1)	Is the application form in the approved format in accordance with the Planning & Development Regulations 2001(as amended)	
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TECHNICAL CHECKLIST

SITE LOCATION MAP

22(4)(a)	Have 6 copies of the site location map been included with the application?	
22(2)(b)	Is the location map to a scale of not less than 1:1000 for development in a built up area or 1:2500 in all other areas?	
22(2)(b)(i)	Is the location map marked so as to identify clearly the land or structure to which the application relates with the boundaries outlined in red?	

22(2)(b)(ii)	Is the land which adjoins, abuts or is adjacent to the land to be developed and which is under the control of the applicant or the person who owns the land, which is the subject of the application, outlined in blue?	
22(2)(b)(iii)	Have any wayleaves been identified in yellow?	
22(2)(b)(iv)	Does the location map indicate the position of the site notice	
23(1)	Is the map in metric scale?	
23(1)(g)	If the map is based on an Ordnance Survey Map, has the relevant Ordnance Survey sheet number been indicated?	
23(1)(h)	Has the north point been included on the map?	

SITE LAYOUT PLAN

22(4)(a)	Have 6 copies of the site layout plan been included with the application?	
23(1)	Is the plan in metric scale?	
23(1)(a)	Is the plan drawn to a scale of not less than 1:500	
23(1)(a)	Is the site boundary delineated in red ?	
23(1)(a)	Does the layout plan indicate the following (i) Buildings (ii) Roads (iii) Boundaries (iv) Septic tanks (v) Percolation areas (vi) Bored wells (vii) Significant tree stands (viii) Other features on, adjoining or in the vicinity of the land or structure to which the application relates	
23(1)(c)	Does the site layout plan show the level of contours, where applicable, of the land and the proposed structures relative to Ordnance Survey datum or a temporary local benchmark, whichever is more appropriate?	
23(1)(f)	Does the site layout plan indicate the distance of all proposed structures from the boundaries of the site as defined in red?	
23(1)(g)	If the plan is based on an Ordnance Survey Map, has the relevant Ordnance Survey sheet number been indicated?	
23(1)(h)	Has the north point been included on the plan?	

DRAWINGS OF ELEVATIONS AND PLANS

22(4)(a)	Have 6 copies of the plans and elevations been included with the application?	
23(1)	Are the plans in metric scale?	
23(1)(b)	Are all drawings at a scale of 1:200 or greater?	

23(1)(d)	Do the elevations show the main features of buildings that are contiguous to the proposed structure?	
23(1)(d)	Where the development would involve work to a protected structure or proposed protected structure, do the drawings show the main features of any buildings within the curtilage of the structure which would be materially affected by the proposed development?	
23(1)(e)	For extensions, alterations and reconstruction projects, are the proposed works clearly distinguished from the existing structure?	
23(1)(f)	Are all plans, drawings etc. clearly dimensioned, showing overall heights of structures?	
23(1)(h)	Do all plans show a north point?	

DOCUMENTS TO ACCOMPANY APPLICATION FORM

Article No.

22(2)(a)	1 x FULL PAGE COPY (including title of paper and date) of the newspaper notice must be included as part of the planning application.	
22(2)(a)	1x copy of site notice must be included as part of the planning application.	
22(2)(c)	Where it is proposed to dispose of waste water from the proposed development other than to a public sewer, information on the proposed on-site treatment system should be included as part of the planning application.	
22(2)(c)	Evidence of the suitability of the site for a proposed wastewater treatment system should be included as part of the planning application	
22(2)(e)	In the case of an application for permission for the development of houses or of houses and other development, to which Section 96 of the Act applies, the application must be accompanied by proposals as to how the applicant proposes to comply with a condition referred to in sub-section (2) of that section to which the permission, if granted, would be subject, including - . (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 the 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.	
22(2)(f)	If an exemption cert has been issued in accordance with Section 97 of the Act, then this should be included with the application or if it has been applied for but not yet issued then a copy of the application made in accordance with Article 48 should be submitted as part of the planning application.	
22(2)(g)	Where the applicant is not the legal owner of the land or structure concerned, a letter of consent of the owner to make the application must be included.	

22(2)(h)	The appropriate fee must accompany the application. (Refer to Scale of Fees)	
22(4)(a)	6 x copies of the site layout plan to be included as part of the planning application.	
22(4)(a)	6x copies of the site layout plan to be included as part of the planning application	
22(4)(a)	6 x copies of the plans and elevations to be included as part of the planning application.	
22(4)(b)(i)	A planning application for any development consisting of or mainly consisting of the making of any material change in the use of any structure or other land, or for the retention of any such material change of use must be accompanied by a statement of the existing use and of the use proposed together with particulars of the nature and extent of any such proposed use.	
22(4)(b)(ii)	A planning application for any development consisting of or mainly consisting of the making of any material change in the use of any structure or other land, or for the retention of any such material change of use must be accompanied by a site or layout plan and drawings of floor plans, elevations and sections and any such particulars that describe the works proposed.	
22(4)(b)(iii)	Plans and particulars in relation to 22(4)(b)(i) & 22(4)(b)(ii) must be sufficient to identify the area to which the application relates.	
23(2)	If application is for works to or in a listed/protected structure, a proposed protected structure or to the exterior of a structure which is located within an ACA, plans, photos and drawings showing how the development would affect the character of the structure must be submitted as part of the application.	
99(1)	Where a planning application is being submitted in respect of development of a class prescribed under Article 93, then it must be accompanied by an EIS.	
If the application is for outline permission, ensure the application is <i>NOT</i> for any of the following		
21(a)	Retention of development	
21(b)	Works to a protected or proposed protected structure	
21(c)	Works that require an integrated pollution control licence or a waste licence.	