
PLANNING APPLICATION FORM

Údaráis Áitiúla Uíbh Fhailí Offaly Local Authorities



Birr Town Council

Birr Civic Offices,
Wilmer Road,
Birr, Co. Offaly
Tel: (057) 91 24900



Offaly County Council

Áras an Chontae,
Charleville Road,
Tullamore, Co. Offaly
Tel: (057) 93 46800



Tullamore Town Council

Planning Applications
c/o Planning Section,
Áras an Chontae,
Charleville Road,
Tullamore, Co. Offaly
Tel: (057) 93 46800

Web: www.offaly.ie
Email: planning@offalycoco.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 that each section of this application form 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 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 but may delay the decision-making process or lead to a refusal of permission. Therefore applicants should contact the relevant planning authority 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. This information may also be placed on a website where this is the policy of the planning authority.

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.

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 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
- 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

1. NAME OF RELEVANT PLANNING AUTHORITY:

2. LOCATION OF PROPOSED DEVELOPMENT:

Postal Address or Townland or Location <i>(as may best identify the land or structure in question)</i>	
Ordnance Survey Map Ref No <i>(and the Grid Reference where available)</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. APPLICANT²:

NAME(S)	
	Address to be supplied at the end of this form. (Question: 23)

6. WHERE APPLICANT IS A COMPANY (REGISTERED UNDER THE COMPANIES ACTS 1963 TO 1999):

NAME(S) of Company Director(s)	
Registered Address (of company)	

7. PERSON/AGENT ACTING ON BEHALF OF THE APPLICANT (IF ANY):

NAME	
	Address to be supplied at the end of this form. (Question: 24)

8. PERSON RESPONSIBLE FOR PREPARATION OF DRAWINGS AND PLANS³:

NAME	
Firm / Company	

9. DESCRIPTION OF PROPOSED DEVELOPMENT:

Brief Description of nature and extent of development ⁴	
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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 and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation		

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 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

14. IN THE CASE OF RESIDENTIAL DEVELOPMENT PLEASE PROVIDE BREAKDOWN OF RESIDENTIAL MIX:

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ 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 applies? ⁷		
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.		

<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, as amended,⁸ 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, as amended,⁹ details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.</p>		
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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 Statement 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 habitable house ¹² ?		

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>_____</p> <p>_____</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> <p>_____</p> <p>_____</p>	
Are you aware of any valid planning applications previously made in respect of this land/structure?	
<p>YES: [] NO: []</p> <p>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:</p> <p>Reference No.: _____ Date: _____</p> <p>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.</p>	
Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development¹³?	
<p>YES: [] NO: []</p> <p>An Bord Pleanála Reference No.: _____</p>	

19. PRE-APPLICATION CONSULTATION

Has a pre-application consultation taken place in relation to the proposed development¹⁴?
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 (<i>where applicable</i>)

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

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	

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:

Signed <i>(Applicant or Agent as appropriate)</i>	
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.

CONTACT DETAILS

23. APPLICANT ADDRESS/CONTACT DETAILS¹⁹

Applicant	
Address	

24. AGENT'S (IF ANY) ADDRESS¹⁹

Agent (<i>if any</i>)	
Address	
<p>Should all correspondence be sent to the above address? (please tick appropriate box) (Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)</p> <p>YES: [<input type="checkbox"/>] NO: [<input type="checkbox"/>]</p>	

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 of 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 Bord Pleanála for the purposes of administering the appeal.

The name and address elements of the application provided in questions 23-24 will be held, and be available for inspection/purchase by the public in accordance with the Planning and Development Act 2000 and associated regulations for a period of 7 years commencing on the date of the making of the decision. The additional contact information will be destroyed on the completion of the application process and when no appeal is made to An Bord Pleanála.

Phone number	
Email address	
<p>The above details belong to:</p> <p>The applicant: [<input type="checkbox"/>] The agent: [<input type="checkbox"/>]</p>	

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; 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).

DIRECTIONS FOR COMPLETING THIS FORM:

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.
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.
19. The address of the Applicant and Agent (if any) should be included here.

SINGLE HOUSES IN ALL RURAL AREAS

1. Please circle YES / NO where appropriate.

Is the proposed dwelling for:

- | | | |
|--|------------|-----------|
| <input type="radio"/> applicant's own occupation | YES | NO |
| <input type="radio"/> holiday home | YES | NO |
| <input type="radio"/> sale | YES | NO |
| <input type="radio"/> renting | YES | NO |
| <input type="radio"/> other (specify) _____ | | |

SINGLE HOUSES IN DESIGNATED RURAL AREAS

To be completed for sites located within designated areas as set out on the Constraints Map, and also for sites with access off restricted Regional Routes and National Routes (see paragraph on Supplementary Application Form No. 1 in Guidance Notes). Please circle YES / NO where appropriate.

1. (a) Present address: _____
- (b) Is present address:
- | | | |
|--|------------|-----------|
| <input type="radio"/> owned | YES | NO |
| <input type="radio"/> rented | YES | NO |
| <input type="radio"/> other (specify): _____ | | |
- (c) How long have you lived in your present house?
Please show house on a map of appropriate scale if it is in a rural area.
- (d) Do you own any other houses in addition to the one outlined in (b) above? **YES NO**
If YES, please show house(s) on a map of appropriate scale if it is / they are in a rural area.
- (e) If owned, please confirm date of purchase and submit documentary evidence:

2. (a) Have you sold any dwelling house(s)/ site(s) in the last 7 years ? **YES NO**
If YES, give details, reasons of sale and location: _____

- (b) Have you applied for and been granted a dwelling house in the past in County Offaly?
YES NO
If YES, please give planning application reference number: _____

3. As the applicant, are you:
- (a) a farmer **YES** **NO**
If YES, please submit documentation in relation to herd numbers, flock numbers, area and application.
- (b) a local rural person / has been living there for a substantial period **YES** **NO**
If YES, how long have you lived / been living in the area, and specify location _____

- (c) a child or sibling of someone living in the area a substantial period of time
YES **NO**
If YES, how long have they being living in the area _____
- (d) engaged in the rural economy or otherwise have some demonstrable need to live in the rural area concerned? (attach details) **YES** **NO**

- (e) Having regard to your current living accommodation, you are requested to clearly demonstrate your need for the proposed dwelling: _____

4. Do you have exceptional health circumstances that requires you to live in a particular environment or close to family support? **YES** **NO**
If YES, please submit relevant documentation from a registered medical practitioner and a disability organisation proving this requirement.
5. Please submit a site location map outlining in blue the extent of the landholding from which the site belongs/belonged.
6. Please specify if you are under or over the age of 18 years _____

FOOTNOTE:

You are invited to submit any other information to support your case for your application which should be supported with relevant and verifiable documentary evidence, where relevant.

SUPPLEMENTARY APPLICATION FORM NO. 2 – INDUSTRIAL/COMMERCIAL

1. Specify precisely the nature of the proposed development: _____

2. Specify details of raw material involved in the process: _____

3. Means of storage of raw material:
 - (a) Hours of operation: _____
 - (b) Number of employees: _____
4. Nature of waste product:
 - (a) Water Borne Please tick if appropriate
 - (b) Solid Waste Please tick if appropriate
 - (c) Atmospheric emissions Please tick if appropriatePlease specify quantity per unit of time: _____

5. Method of storage of waste product: _____

6. Method of disposal of waste product: _____

7. Number of car spaces to be provided in accordance with Development Plan standards: _____
(Please indicate on site layout plan).
8. Details of any inflammable materials involved in the process: _____
9. Licence Number under Water Pollution Act for disposal of effluent to sewer or water course: _____
10. Details of atmospheric emissions: _____
11. Noise rating of machinery: _____

SUPPLEMENTARY APPLICATION FORM NO. 3 – AGRICULTURAL DEVELOPMENTS

1. Total acreage of farm:
(Please outline in **green** on site map, scale 1:10,560) _____

2. Type of slurry holding facility involved, e.g. slurry tank, slatted house, etc. _____

3. Will slurry holding facility be underground or overground? _____

4. Capacity of holding facility: (1) existing _____ cubic metres
(2) proposed _____ cubic metres

5. Length of storage time possible in slurry-holding facility: (1) existing _____ cubic metres
(2) proposed _____ cubic metres

6. Means of disposal:
- (i) Slurry Please tick if appropriate
 - (ii) Soiled Water Please tick if appropriate
 - (iii) Silage effluent Please tick if appropriate
 - (iv) Clean water Please tick if appropriate

7. Number and type of animals housed in existing farm buildings: _____

8. Number and type of animals to be housed in proposed farm buildings: _____

OFFALY LOCAL AUTHORITIES - SUPPLEMENTARY APPLICATION FORM NO. 3

9. Floor area of existing farm buildings: _____ square metres

10. Floor area of proposed development: _____ square metres

11. Distance to nearest source of potable water supply, river or stream: *(Please indicate on site map)* _____ metres

12. Distance to nearest dwelling house: *(Please show on site map)* _____ metres

13. Has the location of all land drains or water courses near the proposed development or adjacent to effluent spreading area been indicated on site map? YES NO

14. Does the proposed development require a licence under Part IV of the Environmental Protection Agency Act, 1992? *(*if yes, the newspaper notice must indicate this).* YES NO

15. Identify lands for spreading of slurry? *(Please indicate on map of appropriate scale)* _____

Signature of Applicant or Agent: _____

Date: _____