



## Validation Checklist

Ref No:

Date Received:

Applicant:

Fee received:

sub art	ADMINISTRATIVE CHECK Application (article 22)	Yes/ no/ na
1	Is the Planning Application Form set out as at Form No.2 of Schedule 3 or substantially to the like effect?	
	Have all the relevant questions been answered?	
2 a	Relevant page of <b>APPROVED NEWSPAPER</b> one copy or categorised correctly	
	Is advert headed <b>OFFALY COUNTY COUNCIL</b> ?	
	Is the name of the <b>APPLICANT</b> included?	
	If a company, is the <b>COMPANY NAME</b> registered in the Companies Registration Office?	
	Is the location, townland or postal address of the land or structure to which the application relates (as may be appropriate) stated on the notice?	
	Is it stated <b>PERMISSION/ RETENTION PERMISSION/ OUTLINE PERMISSION/ PERMISSION CONSEQUENT</b> on the grant of outline permission (stating the reference number on the register of the relevant outline permission)	
	Where Notices refer to Protected Structure / EIAR / NIS / Waste Licence / Other EPA Licence / Major accident Regulations / Demolition of a Structure, do the development details on the notices match the development details on the application form and vice versa?	
	A brief description of the nature and extent of the development, including:	
	i) where application relates to provision of houses, the number of houses to be provided.	
	(ii) where application relates to retention of a structure, the nature of the proposed structure, and where appropriate, the period for which it is proposed to retain the structure.	
	Is it stated 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 during its public opening hours and that 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.	

	Has the Application been received within <b>2 WEEKS</b> of the publication date?	
2a	<b>SITE NOTICE</b> one copy or categorised correctly	
	Has one copy of the Site Notice been submitted, & identifying the <b>TYPE OF PERMISSION</b> required?	
	Is the Site Notice <b>set out in Form No 1 of Schedule 3</b> or a form substantially to the like effect?	
	Is the Site Notice <b>SIGNED AND DATED?</b>	
	Does the Site Notice and Newspaper description <b>MATCH?</b>	
2b	<b>Site location map</b> 6 copies or categorised correctly	
4a	<b>Site layout plan</b> 6 copies or categorised correctly	
4a	<b>Drawings</b> etc. 6 copies or categorised correctly	
	Accompanying documents if applicable.	
2c	<b>Site suitability</b> if disposing of waste water other than a public sewer submitted see services Q20 or categorised correctly?	
2e	<b>Part 5 documents</b> see social housing Q16 or categorised correctly?	
2f	<b>Land owner consent</b> submitted see owner Q10 or categorised correctly?	
2f	<b>Group water consent</b> see services Q20 or categorised correctly?	
2ga	<b>EIAR</b> 10 copies one electronic & confirmation both or categorised correctly? (1 paper)	
	<b>NIS</b> 10 copies one electronic or categorised correctly?	
	Other non-statutory information check or categorised correctly?	
	Form b non-statutory check or categorised correctly?	

Insert any Administration observations.

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

sub art	<b>TECHNICAL CHECK</b>	<b>Yes/ no/ na</b>
	<b>Public Notices</b>	
	Does the <b>DEVELOPMENT DESCRIPTION</b> stated on the Public Notices adequately identify the proposed works as set out on the submitted Maps / Plans and Elevations drawings?	
	Is the correct <b>PERMISSION TYPE</b> stated on the Public Notices for the proposed works i.e. <b>PERMISSION/ RETENTION/ OUTLINE PERMISSION/ PERMISSION CONSEQUENT?</b>	
	Where Public Notices refer to <b>Protected Structure / EIAR / NIS / Waste Licence / IPPCL / Major Accident Regulations / Demolition of a Structure</b> , does development details match the form and the planning register?	
	Is the Site Notice the <b>CORRECT COLOUR?</b> (Where a valid planning application was made within the last 6 months and a subsequent application is made in respect of land substantially consisting of the site or part of the site to which the first-mentioned application related the site notice must be <b>YELLOW</b> )	
	Is the correct <b>TOWNSLAND/ POSTAL ADDRESS</b> on the Site Notice	
	<b>Site location map (article 22 (2) &amp; 23 (1)(g) &amp; (h))</b>	
(b)(i)	Are the <b>Site Boundaries</b> identified in <b>RED?</b>	
(b)(ii)	Is any land that adjoins, abuts or is adjacent to the land to be developed identified in <b>BLUE</b> , which indicates ownership?	
(b)(iii)	Are <b>Way Leaves</b> identified in <b>YELLOW?</b>	
(b)(iv)	Is <b>position of Site Notice</b> included on the Site Location Map?	
(b)	Are Location Maps (1:1000 in built up areas, and 1:2500 in all other areas) clearly identifying the lands or structure to which the application relates and the boundaries thereof?	
g & h	Is the <b>NORTH POINT</b> or the <b>OS SHEET NUMBER</b> included on the O.S.I. Location Map?	
	<b>Site layout plan (Article 23 (1))</b>	
(a)	Does the Site Layout Plan submitted include the following, site outlined in red: Roads: Buildings: Boundaries: Septic Tanks and Percolation Areas: Bored Wells: Significant tree stands and other features on, adjoining or in the vicinity of the land or structure to which the application relates and is it to a scale of not less than 1:500?	
(c)	Does the Site Layout Plan plans show the level or contours, where applicable of the land and proposed structure relative to an Ordnance survey datum or a temporary local bench mark?	
(f)	Does the Site Layout plan indicate the distances of all proposed structures from the boundaries of the site? Principal dimensions of site and proposed structure?	

(g-h)	Is the <b>NORTH POINT</b> or <b>OS SHEET NO.</b> included on the Site Layout Plan? Site layout plan to be at a scale of not less than 1:500.	
	<b>Plans Elevations &amp; section ( Article 23 (1))</b>	
(b)	Are the Plans, Elevations & Sections to a scale of not less than 1:200	
(d)	Are drawings of elevations of any proposed structure showing the main features of any buildings which would be contiguous to the proposed structure if it were erected on the application site or in the vicinity at a scale of not less than 1:200 as may be appropriate?	
(e)	Are Plans relating to works comprising reconstruction / alteration or extension of a structure marked or coloured as to distinguish them between the existing structure and the proposed works?	
(c&f)	Are Floor Plans / Elevations & Sections indicating in figures the principal dimensions, F.F.L's, Site Levels, (including overall height) of any proposed structures?	
	If the development involves <b>CHANGE OF USE</b> , are existing and proposed uses clearly identifiable and is it consistent with Q in application form? A22(4)(b)(i) &(iii)	
(h)	Is the <b>NORTH POINT</b> included on the Plans?	
	<b>Part V (22) (2) (e)</b>	
	Is the application for the development of houses (inc. flats, apartments, etc.)?	
	Are details as described in (i), (ii) or (iii) submitted <b>or</b>	
	Is a section 97 cert or application submitted <b>or</b>	
	Are details under Section 96 13 submitted?	
	<b>Protected Structures &amp; Architectural Conservation Area's. Art 18, 22, 23(2)</b>	
	Where development details indicate an <b>RPS or ACA</b> confirm on register this is correct?	
	Are <b>Photographs / Plans / Particulars</b> as necessary to show how the development would affect the character of the structure?	
	If the development involves the Demolition of a Protected Structure, Is there <b>PLANS / ELEVATIONS</b> submitted showing the proposed structure to be demolished?	
	<b>Fee (Article 22 (2) (h))</b>	
	Did the <b>CORRECT FEE</b> accompany the application?	
	<b>Restriction on outline application: (article 21, 96, 134 &amp; 236) confirm below that A,B or c are not included in outline permission</b>	
	(a) Retention permission?	
	(b) Protected Structures or proposed Protected Structures?	
	(c) EPA licence or a Waste Licence / EIAR/ NIS / major accidents directive?	
	<b>EIAR</b>	
	Confirm checked if threshold development.	

	If <b>YES</b> , Confirm EIAR 10 paper on electronic of one paper and correctly categorised for e file and confirmation submitted.	
	Is this a ' <b>SEVESO</b> ' site?	
	If <b>YES</b> , has this application been accompanied by the information specified in the <b>Third Schedule</b> of the <b>Major Accidents Directive</b> ?	
	<b>General</b>	
	Check development details Q17 question is answered accurately.	
	Check the form, accompanying documents and register are consistent.	
22 (2) (c)	Check evidence of site suitability relates to site when applicable.	
	<b>File Valid/Invalid</b>	

Insert any technical observations.

The site was entered on register map on:                      Date \_\_\_\_\_

Validation completed by: \_\_\_\_\_

**TOWNLAND(S) NAME**

\_\_\_\_\_

**RELATED HISTORY / PREVIOUS APPLICATIONS**

\_\_\_\_\_

**LAND USE**

*Existing* \_\_\_\_\_

*Proposed* \_\_\_\_\_

**FLOOR AREA**

\_\_\_\_\_