

A Guide to Reduce Invalid Planning Applications

As part of our continued efforts to provide the best possible Planning service to all applicants / agents, we have recently undertaken a review of the planning applications which are being returned to applicants / agents as **Invalid**. While every application is different, we have however identified a number of recurring items which are worth bringing to your attention under the following headings.

SITE NOTICES

- This is a prescribed format. Please see Sample Notice attached with notes for completing same. (Refer to Schedule 3 – Prescribed Notices - Form 1 of the Planning & Development Regulations, as amended.)
- Notice not signed and dated.
- If notice is signed by an agent, the word **AGENT** must be specified on the notice, together with the agents address.
- Writing not legible.
- Notice should be easily visible and legible by persons using the public road. (Refer to Part 4 – Control of Development - Article 19 (1)(2) of the P&D Regulations.)
- If the site is off the public road, **two** Site Notices must be erected – one on the edge of the site and one at the public road. If there are two entrances to a public road, a notice should be placed at each entrance.
- Notice not maintained on site for the statutory period – 5 weeks from date of receipt of application.
- Incorrect colour paper used.
- Details not matching the newspaper notice e.g. development description, name(s) of applicants.
- Incorrect details quoted e.g. development location, townland name, (postal address for an existing house can also be used).

NEWSPAPER NOTICES

- Incorrect wording used e.g. type of permission, description of development, name of applicant, location. Please see Sample Notice attached. (Refer to Part 4 – Control of Development - Article 18 of the P&D Regulations.)
- Details not matching the Site Notice.
- Application advertised in the incorrect newspaper.
- Incorrect details quoted e.g. development location, townland name, (postal address for existing house can also be used).
- Notice may be out of date – an application must be received within 14 days of the notice being placed in the newspaper.

FEES

- Incorrect fee calculated / paid. Please see the Fee Calculator on the Planning section of offaly.ie
- No fee paid at all.

APPLICATION FORM / SUPPLEMENTARY APPLICATION FORM (where required)

- Not all questions being answered. Insert N/A where applicable.

- Not all questions being answered fully .e.g in particular in relation to Question 20 which relates to **Services – Proposed Source of Water Supply** – ‘New’ or ‘Existing’ must be completed.
- Legal owner details not completed where required (Question 10).
- Questions answered incorrectly.
- Forms not signed or not signed in full e.g. initials only used.
- Date the application form signed must be **the same as or later** than the Site and Newspaper notices.
- Companies not using the **exact** name and address which they have registered in the Companies Registration Office. Please refer to <http://search.cro.ie/company/>

SUPPORTING DOCUMENTATION

- Consent letters from owners not supplied.
- Consent letter from Group Water Schemes not supplied.
- Photographic survey not included when a Protected Structure is involved.
- Percolation test results not included where required.
- Effluent Treatment System details not submitted where required.
- Application for an Exemption Certificate not included where required.
- Confirmation of Part V proposal with the Housing section not included where required.

MAPS

- Incorrect maps supplied.
- Incorrect number of maps supplied.
- Location of Site Notice not indicated on O.S. site location map.
- Scale of site location map incorrect – should be 1:1000 in built up areas and 1:2500 elsewhere.
- Scale of site layout map incorrect – should be to a scale of not less than 1:500
- Plans of proposed development to a scale of not less than 1:200 – to show front, rear and two side elevations, as well as floor plan and section of structure.

GENERAL

- Development description, drawings, etc. not matching what is actually on the ground.

It is in everyone’s interest to try to reduce the number of files being invalidated. As file numbers are on the increase in recent years, invalid files may not be processed as quickly as heretofore and as such an invalid file may cause unnecessary delays to applicants.