

## **DOCUMENTATION TO ACCOMPANY PLANNING APPLICATIONS**

Please note that in an attempt to preserve an applicants privacy while still demonstrating local need, the following documentation is suggested:

- To verify **length of residence** at a particular address, please supply a letter from a utility company confirming billing time at that address or from a financial institution. Do not send utility bills or bank statements.
- To verify **evidence of employment in an area**, please supply a letter from the applicant's current employer outlining dates of employment, a general job description and the primary employment base location. Do not forward payslips, P.60s, tax certificates, salary scales.
- Where an applicant claims a **medical condition** that requires him / her to live in a particular area, it must be supported by a letter from their health practitioner (e.g. registered general practitioner, consultant and / or a disability organisation.) It is sufficient to state that an applicant has a need based on medical grounds, along with a general explanation of the condition / illness. Do not submit detailed medical reports, lists of medications / treatments / therapies, etc.
- Where an applicant claims a particular need that requires him / her to live in a particular area, based on the **medical condition of a relative**, a letter from *the relative's* health practitioner is required.
- Where an applicant wishes to demonstrate their **links to a particular area**, letters confirming dates of attendance from the local schools attended (not including educational achievements) or the head of the applicant's religious community (e.g. parish priest) are acceptable. Where a birth certificate is forwarded as part of an application, it will be made available for public viewing.
- **Evidence of land holding(s)** can be demonstrated by submitting a map, outlining the lands within the applicants ownership, along with supporting evidence, such as a solicitors letter, land registry folio, etc.
- Please desist from forwarding personal documents such as death / marriage certificates, driving licences, passports, educational qualifications, vehicle registration documents or commercially sensitive information such as company accounts.
- If as part of the application (or any subsequent Further Information request), photos are submitted, please ensure that they do not include people, car registrations, etc.

Contact details for the applicant / agent i.e. telephone numbers and emails addresses, are collected once on the **Contact Details** page of the Planning Application form. Please do not supply these details on any other items accompanying the application.

**All information submitted with a planning application will be put on the planning application file and scanned on-line. Consequently all information submitted will be available for public viewing in both formats.**