

Údarás Áitiúil Uíbh Fhailí
Offaly Local Authority



I / We are aware and accept that **all** documentation submitted as part of the attached planning application, will be made available for public inspection. This will include availability in hard copy at the Public Counter of the Planning Department during office hours, together with publication on the Council's website.

Signature
(Agent / applicant as appropriate)

Print Name

Signature
(Agent / applicant as appropriate)

Print Name

Date

DOCUMENTATION TO ACCOMPANY PLANNING APPLICATIONS FOR RURAL HOUSING

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

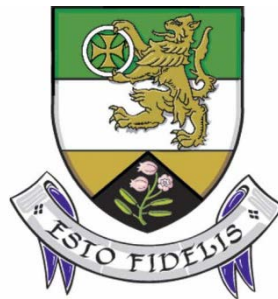
- To verify **length of residence** at a particular address, please supply a letter from a utility company confirming how long the customer has been at that address or from a financial institution. **Do not** send utility bills or bank statements.
- To verify **evidence of employment in an area**, please supply a letter from the applicant's current employer(s) (and previous employers as applicable) 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 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 and disability organisation 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 avoid 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.

PLANNING APPLICATION FORM

Údarás Áitiúil Uíbh Fhailí
Offaly Local Authority



Offaly County Council

Áras an Chontae

Charleville Road

Tullamore, Co. Offaly

Tel: (057) 93 46800

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 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 the application form.

ADDITIONAL INFORMATION

It should be noted that the planning authority has a 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 planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

OTHER STATUTORY CODES

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. Also any works causing the deterioration or destruction of the breeding and resting places of bats, otters, natterjack toads, Kerry slugs and certain marine animals constitute a criminal offence unless covered by a derogation licence issued by the Minister for Housing, Planning, Community and Local Government (pursuant to Article 16 of the Habitats Directive).

DATA PROTECTION

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 and 2003. The Office of the Data Protection Commissioner state that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

PLANNING APPLICATION FORM

1.	NAME OF RELEVANT PLANNING AUTHORITY:

2. LOCATION OF DEVELOPMENT:	
Postal Address <u>or</u> Townland <u>or</u> Location (as may best identify the land or structure in question)	
Ordnance Survey Map Ref. No. (and the Grid Reference where available) ¹	

3. TYPE OF PLANNING PERMISSION (PLEASE TICK APPROPRIATE BOX):
<input type="checkbox"/> Permission
<input type="checkbox"/> Permission for retention
<input type="checkbox"/> Outline Permission
<input type="checkbox"/> 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)	
<i>Contact details to be supplied at the end of this form (Question 24)</i>	

6. WHERE APPLICANT IS A COMPANY (REGISTERED UNDER THE COMPANIES ACTS):	
Name(s) of Company Director(s)	
Registered Address (of company)	
Company Registration Number	

7. PERSON/AGENT ACTING ON BEHALF OF THE APPLICANT (IF ANY):	
Name	
<i>Address to be supplied at the end of this form (Question 25)</i>	

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	

10. LEGAL INTEREST OF APPLICANT IN THE LAND OR STRUCTURE:		
<i>Please tick appropriate box. Where legal interest is 'Other', please expand further on your interest in the land or structure.</i>	A. Owner []	B. Occupier []
	C. Other []	
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

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:							
<i>Number of</i>	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+bed	Total
Houses							
Apartments							
Number of car-parking spaces to be provided							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:		
<i>(Please tick appropriate box)</i>	<i>Yes</i>	<i>No</i>
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 applies?</i> ⁷		
<p>If the answer to the above question is “yes” and the development is not exempt (see below), you must provide, as part of your application, details as to how you propose to comply with section 96 of Part V of the Act including, for example,</p> <p>(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 to the planning authority, or details of any combination of the foregoing, and</p> <p>(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.</p> <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 2000⁸, a copy of the Certificate of Exemption under section 97 must be submitted (or, where an application for a certificate of exemption had 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 2000⁹, details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.</p>		

17. DEVELOPMENT DETAILS:		
<i>(Please tick appropriate box)</i>	<i>Yes</i>	<i>No</i>
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 proposed development require the preparation of an Environmental Impact Statement ¹¹ ?		
Does the application relate to work within or close to a European Site ¹² (under S.I. No. 94 of 1997) or a Natural Heritage Area ¹² ?		
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 structure?		

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20. SERVICES:			
<i>Proposed Source of Water Supply</i>			
Existing connection	[]	New Connection	[]
Public Mains	[]	Group Water Scheme	[]
		Private Well	[]
Other (please specify):			
Name of Group Water Scheme (where applicable):			
<i>Proposed Wastewater Management/Treatment</i>			
Existing	[]	New	[]
Public Sewer	[]	Conventional septic tank system	[]
Other on-site treatment system	[]	Please specify:	
<i>Proposed Surface Water Disposal</i>			
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	

23. DECLARATION:	
<i>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 and Development Act 2000, as amended, and the Regulations made thereunder.</i>	
Signed (Applicant or Agent as appropriate)	
Date	

CONTACT DETAILS – NOT TO BE PUBLISHED
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24. APPLICANT ADDRESS/CONTACT DETAILS:	
Address	
Email Address	
Telephone Number (optional)	

25. AGENT'S (IF ANY) ADDRESS/CONTACT DETAILS:	
Address	
Email Address	
Telephone Number (optional)	
<i>Should all correspondence be sent to the agent's address (where applicable)?</i> Please tick appropriate box. (Please note that if the answer is 'No', all correspondence will be sent to the applicant's address). Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	
<u>A CONTACT ADDRESS MUST BE GIVEN, WHETHER THAT OF THE APPLICANT OR THAT OF THE AGENT.</u>	

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 map ¹⁶
- 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:

- Details of the manner in which it is proposed to comply with section 96 of Part V of the Act including, for example,
 - (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 to 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.

or

- A certificate of exemption from the requirements of Part V

or

- A copy of the application submitted for a certificate of exemption.

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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

DIRECTIONS FOR COMPLETING THIS FORM
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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, that is, floor areas must be measured from inside the external wall.
6. Where the existing land or structure is not in use, 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 9 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 Arts, Heritage and the Gaeltacht 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 Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority, or are the subject of preservation orders, contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.
11. An Environmental Impact Statement (EIS) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2011 which exceeds a limit, quantity or threshold set for that class of development. An EIS will also be required by the planning authority in respect of sub-threshold development where the authority considers that the development would be likely to have significant effects on the environment (article 103).

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12. An appropriate assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on a European site. It is the responsibility of the planning authority to screen proposed developments to determine whether an appropriate assessment is required and where the authority determines that an appropriate assessment is required, the authority will normally require the applicant to submit a Natura Impact Statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European site it is open to him/her to submit a NIS with the planning application.
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. An applicant should contact his or her planning authority if he/she wishes to avail of a pre-application consultation. 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 2001-2015.
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.

RURAL HOUSING IN OPEN COUNTRYSIDE

1. Please circle YES / NO where appropriate.

Is the proposed dwelling for:

- o applicant's own occupation **YES** **NO**
- o holiday home **YES** **NO**
- o sale **YES** **NO**
- o renting **YES** **NO**
- o other (specify) _____

RURAL HOUSING IN AREAS OF SPECIAL CONTROL IN OPEN COUNTRYSIDE

To be completed for sites located within designated areas as set out in the Rural Housing Policy of the County Development Plan (see Map 1.4 and Policy SSP – 18 , chapter 1 of the County Development Plan) and also for sites in Areas of Special Control (see Policy SSP – 19 , chapter 1 of the County Development Plan). Please circle **YES / NO** where appropriate.

1. (a) Present address: _____

(b) Is present address:

- o owned **YES** **NO**
- o rented **YES** **NO**
- o 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: _____

OFFALY LOCAL AUTHORITY - SUPPLEMENTARY APPLICATION FORM NO. 1

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 18 years of age or older. **YES** **NO**

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: _____
12. Is your business grant aided or supported by IDA / Enterprise Ireland / Local Enterprise Office ?
If 'Yes', please specify agency. _____

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 _____ weeks
(2) proposed _____ weeks

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 AUTHORITY - 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: _____