Planning and Development Act 2000 (as amended)
Planning and Development Regulations 2001 (as amended)

PLANNING APPLICATION FORM

Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

OCTOBER 2015

PLANNING APPLICATION FORM

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

1. MANDATORY INFORMATION

This application form is in two parts. Parts 1 contains sections requiring mandatory information – these sections are highlighted and must be completed. In relation to Part 2, please see (4) below. Please note also that Q.27 is mandatory.

Failure to complete the mandatory sections of 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 mandatory 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.

In order to reduce the risk of your planning application being declared invalid, you are advised to complete and sign off on the validation checklist prior to lodging your planning application.

2. ADDITIONAL INFORMATION

It should be noted that because each planning authority has its own development plan, which sets out local development policies and objectives for its own area it is necessary for Dublin City Council to require supplementary information (i.e. other than mandatory information) in order to determine whether the application conforms with the development plan.

While failure to supply the supplementary information will not invalidate your planning application, it may delay the decision-making process or lead to a refusal of permission. In case of doubt, applicants should contact Dublin City Council Planning Department to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

3. IT IS VERY IMPORTANT TO NOTE THAT:

(a) the granting of planning permission does not relieve the developer of the responsibility of complying with any requirements under other codes of legislation affecting the proposal, and
(b) a person shall not be entitled solely by reason of a planning permission to carry out any development

4. 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. It is the policy of Dublin City Council to also place this information on its website.

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.

Comhairle Cathrach Bhaile Átha Cliath
Dublin City Council

An Roinn Pleanála & Forbairt Maoine
Oifigí na Cathrach, An Ché Adhmaid, Baile Átha Cliath 8

Planning & Property Development Department
Civic Offices, Wood Quay, Dublin 8
T. 01 222 0400 E. planning@dublincity.ie www.dublincity.ie

PLANNING APPLICATION FORM – Part 1

For Office use only				Plan No:
Checked by:		History Files		Date Received
Receipt No.				
Amount	€			

PLEASE READ INSTRUCTIONS BEFORE COMPLETING FORM - ALL QUESTIONS MUST BE ANSWERED

1. Type of application:

Permission ☐ Outline Permission ☐

Retention Permission ☐ Permission on foot of Outline Permission ☐

Place X in appropriate box.

Where permission on foot of outline permission is being applied for, quote outline permission Plan No. ☐

2. Postal address of site or building: (if none, give description sufficient to identify):

3. Full Name of applicant (not agent), [Please note initials are not acceptable]

Address to be supplied at the end of this form (Question 27)

4. Where the applicant is a company registered under the Companies Acts 1963–1999, please state the following:

Registered address of Company:

Registered Number of Company:

Names of Company Directors:

5. Person/Agent acting on behalf of the Applicant (if any)

Address to be supplied at the end of this form (Question 28)

6. Brief description of nature and extent of proposed development, including reference to number and height of buildings, protected structures, etc. where appropriate.
(This should correspond with the wording of the newspaper and site notice.)

7. (a). State applicant's legal interest or estate in site (i.e. freehold, leasehold, etc.):

(b). If applicant is not the owner, state name and address of owner and include documentary evidence of consent of the owner to make the application.

* ***If applicant holds a Leasehold Interest from Dublin City Council in the property/site, a written letter of consent to make the application must be obtained from Development Dept. (Please contact Development Department, Block 3, Floor 2, – Tel: 01 2222911)***

8. In the case of CURRENT buildings to be retained on site, please state:

Address	Floor	Present use(s) or previous use where retention permission is sought (or use(s) when last used – date when last use ceased should be indicated)	Area of each use (m^2)	Proposed use(s) or use(s) it is proposed to retain	Area of each use (m^2)

9. (i) Does the proposal involve demolition, partial demolition or change of use of any habitable house* or part thereof?

(ii) Does the proposal involve the demolition of a building which forms part of a terrace of buildings or which abuts onto another building in separate ownership?

(iii) In the case of a habitable house* please state if occupied and give details of occupancy:

*A "**habitable house**" is a building or part of a building which

(a) is used as a dwelling *or*
(b) is not in use but when last used was used, disregarding any unauthorised use, as a dwelling, *or*
(c) was provided for use as a dwelling but has not been occupied

10. In all types of development, please state:

(a) Total site area m^2

(b) Floor area* of buildings proposed to be retained within site m^2

(c) Floor area* of new buildings proposed within development m^2

(d)(i) Total floor area* of proposed development (i.e. new and retained) m^2

(ii) In the case of existing residential extensions, exempt or not, please state floor area m^2

(e) Floor area* of buildings to be demolished m^2

(f) Total *Non-Residential* floor area* m^2

(g) Proposed plot ratio

(h) Proposed site coverage

11. If the proposal involves the provision of Child Care/Crêche facilities please state:

No. child care spaces

Total floor area* m^2

12. In the case of residential developments please provide:

For all residential applications please complete separate Schedule clearly indicating total floor area of each individual residential unit type.

(a) A breakdown of residential mix:

Number of	Studio/ Live Work	Granny Flat	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses								
Apartments								
No. of carparking spaces to be provided								

(b). Total net floor area**

(c). Total gross floor area*

** Gross floor area i.e. the total floor space on each floor measured from the inside of the external walls.*
***Gross floor area minus common circulation areas*

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 m²**

14. Fee Payable €

Basis of calculation:

Class No.	Calculation	Amount	Class No.	Calculation	Amount
		€			€
		€			€

If exemption from payment of fees is being claimed, evidence to prove eligibility or exemption in accordance with Article 157 of the Planning & Development Regulations 2001 (as amended) must be submitted.

Classes of fees are set out in Explanatory Notes

15. Approved newspaper in which notice was published

Date of publication

Date of erection of site notice(s)

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 (as amended) applies?		
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, (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" If the answer to the above is "yes" but you consider the development to be exempt by virtue of Section 97 of the Planning and Development Act 2000 (as amended), 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). If the answer to the above question is "no" by virtue of Section 96(13) of the Planning and Development Act 2000 (as amended), details indicating the basis on which Section 96(13) is considered to apply to the development should be submitted.		

17. (i)Does the development involve a **PROTECTED STRUCTURE (and/or its curtilage)** or a **proposed PROTECTED STRUCTURE (and/or its curtilage)?**

Yes ☐ No ☐ *Place X in appropriate box*

(If **yes**, the newspaper and site notice must indicate this fact).

(ii) Does the proposed development consist of work to the exterior of a structure that is located in an Architectural Conservation Area (A.C.A.)?

Yes ☐ No ☐ *Place X in appropriate box*

18 (a). Are you aware of any valid planning applications previously made in respect of this land/structure

Yes ☐ **No** ☐ *Place X in appropriate box*

If **yes** please state planning reference number(s) and date(s) of receipt of the planning application(s) (if known)

Reference Number(s).	Date(s)

If a valid planning application has been made in respect of this land or structure in the six 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).

(b) Is the site of the proposal subject to a current appeal to an Bord Pleanála in respect of a similar development?

Yes ☐ **No** ☐ *Place X in appropriate box*

If **yes**, please state An Bord Pleanala Reference No.: ☐

19. DEVELOPMENT DETAILS

Please tick appropriate box	**YES**	**NO**
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?		
Does the proposed development require the preparation of an Environmental Impact Statement? *(If yes, the newspaper and site notice must indicate this fact).*		
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 application relate to a development which comprises or is for the purposes of an activity requiring an Integrated Pollution Prevention and Control Licence? *(If yes, the newspaper and site notice must indicate this fact).*		
Does the application relate to a development which comprises or is for the purposes of an activity requiring a Waste Licence? *(If yes, the newspaper and site notice must indicate this fact).*		
Do the Major Accident Regulations apply to the proposed development?		
Is the site within a zone of archaeological interest?		
Does the application relate to a development in a Strategic Development Zone? *(If yes, the newspaper and site notice must indicate this fact).*		

20. SITE HISTORY

Details regarding site history (if known)

Has the site in question ever, to your knowledge, been flooded?

Yes [ ] No [ ]

If yes, please give details e.g. year, extent.

Are you aware of previous uses of the site e.g. dumping or quarrying?

Yes [ ] No [ ]

If yes, please give details.

21. Do any **statutory notices** apply to the site/building at present? (e.g. Fire Safety, Enforcement, Dangerous Buildings, Derelict Sites, Building Control, etc.)

Yes No *Place X in appropriate box*

If **yes**, please give details:

22. Has a Pre-Planning Consultation in accordance with **Section 247 of the Planning and Development Act 2000 (as amended)** taken place in respect of this application?

Yes ☐ No ☐ *Place X in appropriate box*

If **yes**, please state date of meeting ☐

NOTE: You should only tick the 'Yes' box if a formal meeting has taken place with an Area Planning Officer

23. Is it intended that any part of the proposed development will be taken in charge by Dublin City Council?

Yes ☐ No ☐ *Place X in appropriate box*

If the answer is **yes**, please attach site plan clearly showing area(s) intended for taking in charge.

24. Proposed Source of Water Supply

Existing connection **[ ]** New mains connection **[ ]** Private well **[ ]**

Use of grey or recycled water **[ ]**

Other (please specify)_____

For non domestic developments

Proposed daily flow in cubic metres _____cm/d

Proposed peak flow in litres/second_____l/s

25. Proposed Drainage System

All items on the "Drainage Requirements for Planning Applications" sheet must be addressed as part of this planning application. This sheet can be found on the Dublin City Council website (http://www.dublincity.ie/WaterWasteEnvironment/WasteWater/Drainage/Documents/GeneralDrainageRequirementsatpreplanningstage.pdf).

The Drainage submission should also include

(a) Detailed Drainage Drawings for the proposed development

(b) The Public Drainage records sheet for the site
(contact Drainage Division, Block 1, Floor 4, Civic offices, Dublin 8 01-2222155)

26. Name & Address of person or firm responsible for preparation of drawings:

_____

_____

I, the undersigned, 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 Planning and Development Act 2000 (as amended) and the Regulations made thereunder.

Signature of applicant (or his/her agent)		**Date**	

CONTACT DETAILS
PLANNING APPLICATION FORM – Part 2

IMPORTANT: Part 2 of the application form must always be submitted on a completely separate page as this information will not form part of the public file.

27. Applicant Address/Contact Details:

Address (Please note that a c/o address is not acceptable):

_____

_____

_____

Email Address: _____

Telephone No. (optional) : _____

28. Agent's (if any) Address/Contact Details:

Address _____

_____

_____

_____

Email Address: _____

Telephone No. (optional): _____ Fax No. (optional): _____

Should all correspondence be sent to the agent's address (where applicable)?

Please tick appropriate box. (Please note that if the answer 'No', all correspondence will be sent to the applicant's address).

Yes [ ] No [ ]

A contact address must be provided, whether that of the applicant or that of the agent.