

PLANNING APPLICATION VALIDATION CHECKLIST

Article No	Validation Query	N/A	Yes	No
22(1)	Have you fully completed the prescribed form? Does the form show? <ul style="list-style-type: none"> • Applicant's name • Name and address of registered company, where applicant is a registered company • Agent's name • Application type • If application is for permission consequent, is correct outline permission number quoted? • Townland on application form and notices, as per location map? • If applicant is not the owner, is owner's name stated and a letter of consent submitted • Floor area and finished floor level in relation to datum • Area of site and confirmation of co-relation with site maps 			
18	Has notice been published in an approved newspaper and a FULL PAGE ORIGINAL/COPY been submitted? Date and title of newspaper must be shown			
	Have application documents been received within 2 weeks of publication date?			
	Does Newspaper Notice show			
18 (1)	Donegal County Council as a Heading			
18(1)(a)	Applicant(s) Name matching name on application form			
18(1)(c)	Application Type matching application form			
18(1)(b)	Townland or postal address matching application form			
18(1)(d)	Brief Description of development (incl number of houses if applicable)			
18 (1)(d)(iii), (iv), & (v)	<p><u>If application relates to development which requires the following:-</u></p> <p>An Integrated Pollution Control Licence / Waste Licence / works to a Protected Structure / Proposed Protected Structure / Development in a Strategic Development Zone / Demolition of a habitable dwelling</p> <p>Reference to these must also be included in notice</p>			
Article No	Validation Query	N/A	Yes	No
18(1)(e)	Notice indicating availability for inspection within public opening hours of the authority, purchase and comment within the prescribed period			
19(1)(a)	Is site notice signed, dated and with agent's contact details as appropriate. Does it indicate availability of plans for inspection and purchase within public opening hours of the authority, The submission fee and how it must be submitted within the prescribed period			

19(1)(a)	Is prescribed form of site notice used and fully completed (revised site notice required for apps received by planning authority after 21/9/2011)			
19(1)(a) 22(2)(b)(iv)	Was site notice erected WITHIN previous 2 weeks? Is the position of the site notice shown on the plans?			
19(4)	Has there been another valid application on the site or part of the site in the previous 6 MONTHS?			
19(1)(4)	If so, is site notice on yellow background?			
22(1)(d)	Is applicant's interest in site stated?			
22(1)(g)	If applicant is not owner has letter of consent been submitted?			
97(b)	If proposal requires an EIS, have 10 copies and one electronic copy been submitted?			
22(4)(b)	If proposal is for change of use, have details of previous use and proposed use been given?			
22(2) (h)	Has relevant fee been paid if a habitable dwelling is to be demolished			
22(2)(h)	Has the correct fee been submitted?			
22(2) (c)	Have details of any proposed wastewater treatment system been supplied with evidence of the suitability of the system for the proposed site.			
22 (2) (e)	In the case of housing applications in lands zoned residential has applicant submitted proposals to comply with Section 96 of the Planning Act 2000 in respect of the Council's Housing Strategy.			

MAPS/PLANS/DRAWINGS SUBMITTED

Have the following been supplied as required by regulations (If answer is NO give full explanation)

Article	Validation query	N/A	Yes	No
23 (1) (b)	6 copies of site location map which shall be drawn to a scale (which shall be indicated thereon) of not less than 1:1000 in built up areas and 1:2500 in other areas, or such scale as may be agreed with the planning authority prior to submission. Site shall be outlined in RED and other lands within same ownership outlined in BLUE and wayleaves in YELLOW			
Article	Validation query	N/A	Yes	No
23 (1) (b) and (d)	6 copies of floor plans, elevations (including context) and sections			

	(metric only) at scale not less than 1:200			
23(1) (b) and (f)	Do these correspond?			
23 (1) (e)	If development involves an extension, are new and old clearly identifiable?			
23 (1) (g)	Do maps show O. S. no. as required?			
23 (1) (h)	Do maps / drawings show NORTH POINT as required? (Not required for O.S. maps)			
23 (1) (i)	Do maps/drawings show name and address of person who prepared them?			
23 (1) (f)	Are principal dimensions (including overall height and distances of structures from site boundaries) shown in figures on all floor plans, elevations and sections?			