

Planning Application Form.

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

Please ensure that each section of this application form is fully completed and signed. The applicant should enter n/a (not applicable) where appropriate.

Please ensure that all necessary documentation is attached to your application form.

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.

ADDITIONAL INFORMATION

Please note that the policies and objectives relating to Donegal are accessible on the councils website www.donegalcoco.ie under the “Central Planning Unit”, in addition to the County Development Plan, there are also Local Area Plans which should be referred to as appropriate.

Applicants should familiarise themselves with the requirements of relevant plans and send in supplementary information as required

Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, the planning authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore failure to supply this information could delay the decision on an application or lead to a refusal of permission.

The 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 Arts, Heritage and the Gaeltacht (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 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

In as far as possible when an application is being submitted it should be sent directly to the relevant office, sending applications to other offices can lead to delays in applications being processed (See below for details)

Donegal E.A.	Donegal PSC, Drumlonagher, Donegal Town, Co. Donegal	(074 9724400)
Glenties E.A.	Dungloe PSC, Gweedore Road, Dungloe, Letterkenny, Co. Donegal	(074 9561300)
Inishowen E.A.	Carndonagh PSC, Malin Street, Carndonagh, Lifford, Co. Donegal	(074 9373700)
Letterkenny E.A.	Letterkenny PSC, Neil T Blaney Road, Letterkenny, Co. Donegal	(074 9194200)
Milford E.A.	Milford PSC, Main Street, Milford, Letterkenny, Co. Donegal	(074 9153900)
Stranorlar E.A.	County House, Lifford, Co. Donegal	(074 9172288)

For Office Use Only

Ref No		
Date Recd		
DED		
Land use Code		

Planning Application Form

1	Name of Authority			
2	Location of proposed Development			
	Postal address or Townland or Location (as may best identify the land or structure in question)			
	Ordnance Survey Map Ref No. (and grid reference where available) ¹			
3	Type of Planning Permission:			
	Permission	Outline Permission	Permission for Retention	
4	Permission consequent on the grant of outline permission			
	Ref no of outline permission		Grant date of Outline app.	
5	Applicant²			
	Name :			
	<i>Address must be supplied at the end of this form (Question 28)</i>			
6	Where applicant is a Company (Registered under the Companies Acts 1963 to 1999):			
	Name(s) of Company Directors			
	Registered address of Company			
	Company Registration No.		Fax No.	
	Email address (if any)		Telephone No.	
7	Person Acting on behalf of Applicant (if any):			
	Name			
	Address must be supplied at end of form (Question 29)			
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 to show applicant's legal interest in the land or structure</i>			
	Owner :	Occupier:	Other:	
	Where legal interest is "Other" Please expand further on your interest in the land or structure:			
	If you are not the legal owner, please state the name and address of the owner:			

	<i>(A letter of consent from the legal owner to make the application must be supplied as listed in the accompanying document)</i>							
11	Site Area							
	Area of site to which the application relates in hectares:							
12	Where the application relates to a Building or Buildings							
	Gross floor space ⁵ of any existing buildings in m ²							
	Gross floor area of proposed works in m ²							
	Gross floor area of work to be retained in m ² (if appropriate)							
	Gross floor area 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 m²	
14	In the case of residential development please provide breakdown of residential mix:							
	Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
	Houses							
	Floor Areas							
	Apartments							
	Floor Areas							
	No of car parking spaces to be provided:		<i>Existing</i>		Proposed		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							
	Please tick appropriate box							
	Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 applies ⁷						Yes	No
	If your answer to the above is "yes" and the development is not exempt (see below) you must specify, as part of your application, the manner in which you propose to comply with section 96 of Part V of the Act							
	<i>If your 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 2000 ⁸, a copy of the Certificate of Exemption 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).</i>							

	If your answer to the above question is "no" by virtue of Section 96(13) of the Planning and Development Act 2000 ⁹ , details indicating the basis on which Section 96(13) is considered to apply to the development should be submitted			
17	Development Details			
	Please tick appropriate box			
	Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage? If answer is yes please State Protected Structure Number : _____	Yes	No	
	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 (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?			
18	Site History - Details regarding site history if known			
	Has the site in Question to your knowledge ever been flooded?	Yes	No	
	If yes please give details (i.e. year, extent)			
	Are you aware of previous uses of the site e.g., dumping/quarrying?	Yes	No	
	If yes please give details.			
	Are you aware of any valid planning applications previously made in respect of this land /structure?	Yes	No	
	If yes please state planning reference number(s) and the Date(s) of receipt of the planning application(s) by the planning authority (if known).	Reference No	Date of Receipt	
	<i>If a valid planning application has been made in respect of this land or structure in the 6 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</i>			
	Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development ¹³	Yes	NO	
	An Bord Pleanála Reference Number			

19	Pre Application Consultation							
	Has a pre application consultation taken place in relation to the proposed development ¹⁴				Yes		No	
	Reference number (if any)							
	Persons Involved				Date(s) of consultation			
20	Services							
	Proposed Source of Water Supply	Existing:		New Connection:		Public Mains		
		Private Well		Group water scheme		Name of GWS		
		Other (Specify)						
	Proposed Wastewater Management/Treatment		Existing connection		New connection			
			Public Sewer		Conventional Septic Tank System			
			Other on site treatment system (Please Specify)					
	Proposed Surface Water Disposal:			Public Sewer/Drain		Soak pit		Watercourse
				Other (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 (Please complete attached fee addendum form)							
23	Is dwelling for:	Own Use		Sale		letting		Holiday Home
24	Employees:	Existing		Proposed		Hours of operation		
25	Estimated daily volume and type of traffic associated with development:							
	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 & Development Act 2000, as amended, and the Regulations made thereunder:							
26	Signed: Applicant/ Agent (Delete as appropriate)							
	Dated:							

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.

ADDITIONAL CONTACT INFORMATION

NOT TO BE MADE AVAILABLE WITH APPLICATION

Please note:

- The applicant's address **must** be submitted on this page.
- If the applicant/agent wishes to submit additional contact information, this may be included here.
- This page will not be published as part of the planning file.

28. Applicant²:

<i>Address (Required)</i>	
<i>Telephone No.</i>	
<i>Email Address</i>	
<i>Fax No.</i>	

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

<i>Address</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax No. (if any)</i>	
Should all correspondence be sent to the agent's address? (Where applicable) (please tick appropriate box)	
(Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)	
Yes	[]
No	[]

Advice on completion of Planning Application form

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 plan ¹⁶⁺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:

- Specification of the manner in which it is proposed to comply with section 96 of Part V

Or

- A certificate of exemption from the requirements of Part V

Or

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

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.(2 copies required)

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.

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; i.e. Floor areas must be measured from inside the external wall.
6. Where the existing use is 'vacant', 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 4 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 the 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 & 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).
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/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 2001-2011.
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.