

# Planning Search

<b>For Office use only</b>	
<b>Date Received</b>	
<b>Applicant notified</b>	

**This form to be completed in respect of planning Searches, a search will not be carried out unless it is accompanied by this form, the correct fee and a map of the site as per advice below\***

Townland of site	
Name of person who applied for planning permission (if known)	
Development description i.e. house, hotel etc	
<b>Type of search required (please tick relevant box)</b>	
Full Planning Search	€100.00
Map Register Search (to identify planning Reference number)	€35.00
Enforcement Register Search	€35.00
Index card search where the name of original applicant is listed above	No Charge
Name of person requesting file	
Address	
Telephone Number	
Email address	
Reason for seeking file - i.e. to obtain a copy of permission, Copies of drawings, to view please clarify	

# Planning Search

If you are seeking a planning reference number in order to obtain documents from a file there will be additional charges payable depending what is required.

- **Retrieval of file which is over 7 years old:** €30.00
- **Copy of Planning Permission (Final Grant)** €15.00
- **Copies of plans from file\*\* - A0/A1** €6.00
- **A3/A4** €1.50

***\*Requests for a planning search require that the lands involved are accurately identified. To facilitate the researching of historic register mapping, the lands that are the subject of the search request must be clearly identified on a suitable OS map (i.e. 6" or 1:2500)***

***NB: Extracts from Land Registry type mapping are insufficiently detailed to enable an accurate search to be undertaken.***

***\*\* If the person seeking copies of plans is not the original applicant or the agent who prepared the plans and the file pre-dates 11/3/02 a letter from the original applicant or the agent permitting the release of a copy of the plans will need to be submitted. The owner of a property can obtain plans provided they submit a solicitor's letter confirming that they are the owner of the property in question.***

***NB: Roads and Services***

***Please note that if you are seeking information in relation to Roads and Services, this is a separate request which must be made to the Roads department at the relevant Public Services Centre and the fee for same is €31.75***