

**BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:
INFORMATION SUBMITTED WITH A PLANNING APPLICATION WILL BE
AVAILABLE TO VIEW ON THE PUBLIC FILE AND ON THE COUNCIL'S WEBSITE.**

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 your application form.

ADDITIONAL INFORMATION

It should be noted that Carlow County Council's development plan sets out local development policies and objectives for County Carlow. 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 Carlow County Council, Planning Office or view the website 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, Local Government and Heritage (pursuant to Article 16 of the Habitats Directive).

DATA PROTECTION

The planning process is an open and public one. In that context, all planning applications and accompanying documentation, with the exception of certain contact details, are made available for public inspection/purchase and may be made available on the planning authority's website where this is their policy. Planning authorities also publish weekly lists of planning applications received on their websites.

The use of the personal details of planning applicants, including for marketing purposes, may be unlawful under the Data Protection Acts 1988-2018 including the General Data Protection Regulation (GDPR)(EU) 2016/679 and may result in action by the Data Protection Commissioner against the sender, including prosecution.



CARLOW COUNTY COUNCIL

Phone:059-9170300

**Section A to be completed by
ALL APPLICANTS**

**Section B to be completed
FOR ALL INDIVIDUAL RURAL HOUSES**

Please read “Guidelines” and “Enclosures” for Planning Applications before completing.

PLANNING APPLICATION FORM

1. NAME OF RELEVANT PLANNING AUTHORITY:

2. Location of Development:

<i>Postal Address or Townland or Location (as may best identify the land or structure in question)</i>	
<i>Ordnance Survey Map Ref No (and the Grid Reference where available)¹</i>	
<i>Eircode (where available)</i>	

3. Type of planning permission (please tick appropriate box):

- Permission
- Permission for retention
- Outline Permission
- 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:

<i>Name(s)</i>	
	Address MUST be supplied at the end of this form. (Question: 24)

6. Where Applicant is a Company (registered under the Companies Acts)

<i>Name(s) of company director(s)</i>	
<i>Registered Address</i> <i>(of company)</i>	
<i>Company Registration No.</i>	

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

<i>Name</i>	
	Address MUST be supplied at the end of this form. (Question: 25)

8. Person responsible for preparation of Drawings and Plans³:

<i>Name</i>	
<i>Firm/Company</i>	

9. Description of Proposed Development:

<i>Brief description of nature and extent of development⁴</i>	
--	--

10. Legal Interest of Applicant in the Land or Structure:

<i>Please tick appropriate box.</i> Where legal interest is 'other', please expand further on your interest in the land or structure	<i>A. Owner</i>	<i>B. Occupier</i>
	<i>C. Other</i>	

Where the 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 of the owner. The owner's address must be supplied at the end of this form (Question 26) and a letter of consent from the owner to make the application must be supplied as listed in the accompanying documentation. – Letter of consent attached []

11. Site Area:

<i>Area of site to which the application relates in hectares</i>	ha
--	----

12. Where the application relates to a building or buildings:

<i>Gross floor space⁵ of any existing building(s) in m²</i>	
<i>Gross floor space of proposed works in m²</i>	
<i>Gross floor area of Garage or any other structure (if appropriate)</i>	
<i>Gross floor space of work to be retained in m² (if appropriate)</i>	
<i>Gross floor space of any demolition in m² (if appropriate)</i>	

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:

<i>Class of Development</i>	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
<i>Houses</i>							
<i>Apartments</i>							
<i>Number of car-parking spaces to be provided</i>							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:

<i>Existing use⁶ (or previous use where retention permission is sought)</i>	
<i>Proposed use (or use it is proposed to retain)</i>	
<i>Nature and extent of any such proposed use (or use it is proposed to retain)</i>	

16. Social and Affordable Housing

Please tick appropriate box	<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, as amended, applies?⁷</i>		
<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 calculation 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 are 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 2000, as amended⁸, 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).</p> <p>If the answer to the above question is “no” by virtue of section 96(13) of the Planning and Development Act 2000, as amended⁹, 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>
<i>Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?</i>		
<i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?</i>		
<i>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, 1994¹⁰</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Assessment Report?</i>		
<i>Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area¹² ?</i>		
<i>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?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i>		
<i>Do the Major Accident Regulations apply to the proposed development?</i>		
<i>Does the application relate to a development in a Strategic Development Zone?</i>		
<i>Does the proposed development involve the demolition of any structure?</i>		

18. 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.

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: _____

Reference No.: _____ Date: _____

Reference No.: _____ Date: _____

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.

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 No.: _____

19. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development ¹⁴?

Yes [] No []

If yes, please give details:

Reference No. (if any): _____

Date(s) of consultation: ____/____/____

Persons involved: _____

Have you availed of the online pre-planning enquiry advice service available at [include link?](#) _____

Yes [] No []

If yes please provide Pre-Planning Enquiry Report Reference (if available)

(Please attach copy of report to the application, as appropriate)

20. Services

Proposed Source of Water Supply

Existing connection [] New connection []

Public Mains [] Group Water Scheme [] Private Well []

Other (please specify): _____

Name of Group Water Scheme (where applicable and include letter of consent for connection)

Proposed Wastewater Management/Treatment

Existing [] New []

Public Sewer [] Conventional septic tank system []

Other on-site treatment system [] Please specify _____

Proposed Surface Water Disposal

Public Sewer/Drain []	Soakpit []
Watercourse []	Other [] Please specify _____

21. Details of Public Notice

<i>Approved newspaper¹⁵ in which notice was published</i>	
<i>Date of publication</i>	
<i>Date on which site notice was erected</i>	

22. Application Fee

<i>Fee Payable</i>	
<i>Basis of Calculation</i>	

23. Declaration.

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:	
<i>Signed (Applicant or Agent as appropriate)</i>	
<i>Date</i>	

ADDITIONAL CONTACT DETAILS – NOT TO BE PUBLISHED

Please note:

- The applicant's address and telephone number **must** be submitted on this page
- This page will not be published as part of the planning file

24. Applicant Address/ Contact Details

<i>Name & Address</i>	
<i>Eircode</i>	
<i>Email Address</i>	
<i>Telephone number</i>	

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

<i>Name & Address</i>	
<i>Eircode</i>	
<i>Email Address</i>	
<i>Telephone number</i>	
Should all correspondence be sent to the Agents address above? 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"/>	

26. Land Owner (required where applicant is not the owner):

<i>Address (Required)</i>	
<i>Email Address ????</i>	
<i>Telephone number</i>	

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

- Original application form
- The relevant page of newspaper that contains notice of your application.
- A copy of the site notice
- 6 copies of site location map¹⁶
- 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 Planning and Development Act 2000, as amended:

- Details of the manner in which it is proposed to comply with Section 96 of Part V 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 value of land, site costs, normal construction and development costs and profit on those costs and other related costs such as 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

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 Assessment Report:

- ❑ An Environmental Impact Assessment Report
- ❑ A copy of the confirmation notice received from the EIA portal in accordance with article 97B(2) of the permission regulations

Applications that are exempt from planning fees:

- ❑ Proof of eligibility for exemption¹⁸

Applications for one-off rural dwellings:

- ❑ Rural Housing Application Form (Section B) and supporting documentation

Directions for completing this form.

1. Grid reference in terms of the Irish Transverse Mercator.
2. “The applicant” refers to the person seeking the planning permission, not an agent acting on his or her behalf. PLEASE NOTE THAT THE APPLICANTS FULL NAME MUST BE GIVEN – INITIALS ARE NOT ACCEPTABLE.
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 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, as amended applies where –
 - Permission is granted for the development of housing;
 - 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, as amended, 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 Housing, Local Government and Heritage 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 Housing, Local Government & Heritage. For information on whether national monuments are in the ownership or guardianship of the Minister for Housing, Local Government and Heritage or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of Housing, Local Government & Heritage.

11. An Environmental Impact Assessment Report (EIAR) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning & Development Regulations 2001, as amended, which exceeds a limit, quantity or threshold set for that class of development. An EIAR 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 of that area, site, etc. (Article 103).

Where an application requires an Environmental Impact Assessment Report this form should be accompanied by:

- ❑ An Environmental Impact Assessment Report, and
- ❑ A copy of the confirmation notice received from the EIA portal in accordance with article 97B(2) of the permission regulations.

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. A Planning appeal to An Bord Pleanála 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, as amended. 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, as amended 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.

Preliminary pre-planning enquiry information is accessible through the following link: <https://carlow.preplanning.ie/>. Please complete Q19 of this application with reference number and attach copy of report with application, if available.

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(as amended).

17. The location of site notice(s) should be shown on site location map.

18. See Schedule 9 of Planning and Development Regulations 2001, as amended. 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.

CARLOW COUNTY COUNCIL

SITE NOTICE

I/We, _____², intend to apply for

Permission

Retention Permission

Outline Permission

Permission consequent on the grant of outline permission

(Ref. No. of outline permission; _____)³

For development at this site⁴

The development will consist/consists⁵ of

6

The planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy, at the offices of the Planning Authority, Civic Offices, Athy Road, Carlow, during its public opening hours.

A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee, €20, within the period of 5 weeks beginning on the date of receipt by the authority of the application, and such submissions or observations will be considered by the planning authority in making a decision on the application. The planning authority may grant permission subject to or without conditions, or may refuse to grant permission.

Signed: _____⁷

Date of erection of site notice _____⁸

Directions for completing this Site Notice.

1. The name of the planning authority to which the planning application will be made should be inserted here.
2. The name of the applicant for permission (and not his or her agent) should be inserted here.
3. Tick appropriate box. The types of permission which may be sought are –
 - (a) permission,
 - (b) retention permission,
 - (c) outline permission,
 - (d) permission consequent on the grant of outline permission. If this type of permission is being sought, the reference number on the planning register of the relevant outline permission should be included.
4. The location, townland or postal address of the land or structure to which the application relates should be inserted here.
5. Delete as appropriate. The present tense should be used where retention permission is being sought.
6. A brief description of the nature and extent of the development should be inserted here. The description shall include –
 - (a) where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. ‘Houses’ includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building,
 - (b) where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,
 - (c) where the application relates to development which would consist of or comprise the carrying out of works to a protected structure or proposed protected structure, an indication of that fact,
 - (d) where an Environmental Impact Assessment Report or Natura impact statement has been prepared in respect of the planning application, an indication of that fact,
 - (e) where the application relates to development which comprises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, an indication of that fact, or
 - (f) where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of these Regulations (Major Accidents Directive), an indication of that fact.
7. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
8. The date that the notice is erected or fixed at the site should be inserted here.

Note:

All planning application **Site Notices** should be submitted on **WHITE** background except in the following cases:-

- (i) Where a subsequent application is made within 6 months of making the first **valid** application, the site notice shall be on a **YELLOW** background.
- (ii) Where the Planning Authority requests the applicant to publish a notice in an approved newspaper after receiving “Further Information” or “Revised Plans”, the applicant must erect a Site Notice for Further Information/Revised Plans on the site. This notice should be on a **WHITE** background.