

## **Pre-Planning Meeting Request Form**

**Carlow County Council**  
**Address: County Buildings, Athy Road, Carlow.**  
**Telephone: 059 - 9170346 Email: [preplanning@carlowcoco.ie](mailto:preplanning@carlowcoco.ie)**

**Please use BLOCK CAPITALS.**

### **The applicant is advised:**

- (i) To familiarise themselves with the policies, objectives and development standards of the Carlow County Development Plan 2022-2028 and any relevant Local Area Plans prior to requesting a pre-planning meeting.

Any applicant for a rural dwelling should also be familiar with the relevant qualifying criteria for rural housing in [Carlow County Development Plan 2022-2028](#).

- (ii) That Preliminary pre-planning enquiry information is accessible through the following link:  
<https://carlow.preplanning.ie/>

Any pre-planning report generated should be submitted with this formal preplanning request. The relevant preplanning enquiry report reference number should be included below.

- (iii) Please confirm whether you are requesting:

- (a) A remote online meeting  
(b) Consultation over the phone  
(c) Written correspondence by email  
(d) An in-person meeting with representatives of the Planning Department  
(e) No particular preference



***Please note that minutes of advice given will be recorded and issued to you.***

### **DEVELOPMENT DESCRIPTION:**

**Including Location/Address of proposed development:**

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Ordnance Survey Sheet No.:

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I confirm that I am the legal owner of the site: YES / NO

*(if NO, written consent from the landowner must be submitted with this application).*

*(Note that sites for auction cannot be considered for a pre-planning meeting under Section 2.5 of the Development Management Guidelines for Planning Authorities 2007):*

PrePlanning Enquiry Report Reference (if available) \_\_\_\_\_

Detailed Description of the Proposed Development:

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**Planning History**

Has planning permission previously been sought on the site/landholding?

Yes  No

If Yes, please indicate the decision made: Grant  Refusal

Planning Reference No(s). \_\_\_\_\_

Was this decision appealed to An Bord Pleanala? Yes  No

If Yes, what was An Bord Pleanala Decision? : Grant  Refusal

Bord Reference No. \_\_\_\_\_

**Where permission has previously been refused please indicate how you intend to overcome the reasons for refusal**

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**Residential Development (if applicable)**

Is dwelling for:    Own Use        Sale        Letting   

**In relation to housing developments, please provide a proposal where applicable below on how you intend to comply with any condition that may be imposed under Section 96 (Part V) of the Planning and Development Act 2000 as amended:**

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**Please note that if the applicant does not provide a proposal for compliance with Part V (where applicable), a pre-planning meeting will not be arranged.**

**Notes:**

- 1. The applicant is advised in accordance with Section 247 (3) of the Planning & Development Act 2000 (as amended), that “The carrying out of consultations shall not prejudice the performance by a planning authority of any other of its functions under this Act, or any regulations made under this Act and cannot be relied upon in the formal planning process or in legal proceedings”.**
- 2. The applicant is advised in accordance with Section 247 (5) of the Planning & Development Act 2000 (as amended), that “the planning authority shall keep a record in writing of any consultations under this section that relate to a proposed development, including the names of those who participated in the consultations, and a copy of such record shall be placed and kept with the documents to which any planning application in respect of the proposed development relates”.**

**Requirements for pre-planning meeting.**

**A pre-planning meeting will not be arranged where the following information is not submitted with this application form:**

1. Site Location map to a scale of 1:1000 in more high density and/or urban areas or to scale of 1:2500 in all other areas (rural area). The site must be easily identifiable and outlined in red.
2. Sketch of proposed layout if available.
3. Photographs of the proposed site. The location where photographs have been taken shall be clearly indicated on the site layout.
4. Sketch of proposed development.
5. Relevant sections of the Development Plan or relevant LAP under which the proposal will be assessed, and indicated objectives/standards and policies, which are applicable to the proposed development.
6. Indicate any areas for concern you envisage in your proposal as submitted.

**Upon receipt of a completed request form with the above-mentioned documentation attached you will be notified of a date and time for a pre-planning meeting/ consultation. The detailed requirements in relation to pre-planning meetings are detailed in Chapter 2 of the document “Development Management - Guidelines for Planning Authorities” (June 2007) published by the Stationary Office, Dublin and available online at [www.environ.ie](http://www.environ.ie)**

## **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 pre-planning file

### **24. Applicant Address/ Contact Details**

<i>Name &amp; 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 &amp; 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. Owner (required where applicant is not the owner):**

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