



Planning Department

A GUIDE TO LODGING PLANNING APPLICATIONS

APPLICANT'S CHECKLIST

You are advised to complete and submit this checklist in conjunction with your planning application form.

It is important to note that this is for information purposes and is not a definitive checklist. The onus remains with the applicant to ensure that applications are in full accordance with the **Planning and Development Regulations 2001-2011**. Dublin City Council reserves the right to declare an application invalid if all the requirements of the regulations are not complied with.

October 2011

Planning and Development Act 2000-2010

Section 37 (5)	Is there a current appeal to An Bord Pleanala on the same site for similar development? If yes, application is invalid under Section 37(5) of the Planning & Development Act 2000	<div style="border: 1px solid black; padding: 2px 10px;">Yes/No</div>
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Planning and Development Regulations 2001-2011

NEWSPAPER NOTICE

Article No 17(1)(a)	Published within 2 weeks prior to lodgement	<input type="checkbox"/>
18(2)(a)	In an approved Newspaper	<input type="checkbox"/>
18(1)	Heading is "Dublin City Council "	<input type="checkbox"/>
18(1)(a)	Name of Applicant included	<input type="checkbox"/>
18(1)(b)	Full Address included (including buildings on corners) road names if corner site and all road names affected by the development. Address should include either townland or postcode.	<input type="checkbox"/>
18(1)(c)	Type of application included	<input type="checkbox"/>
18(1)(d)	Full extent of development described* *Examples for descriptions of "full extent" <ul style="list-style-type: none"> ▪ Demolition of..... ▪ Construction of..... ▪ Number of storeys - all floors to be counted including ground floor and any set back floor (e.g. ground floor with three storey over plus penthouse should be described as a "5 storey building consisting of ...") ▪ Consisting of..... ▪ Total number of houses, apartments, units.... ▪ Breakdown of units, apartment type and mix ▪ Number and location of car or cycle spaces; ▪ All exits and access [roads to be named]; ▪ All balconies, terraces, roof gardens/terraces, velux windows, dormers ▪ Position of development or extension i.e. rear/side or front; ▪ Is development [e.g. house/houses] attached, detached, semi-detached, terraced... ▪ Alterations to a previously granted permission shall be fully described and include previous planning application no. ▪ All driveways, access points, number of car parking spaces, cycle spaces 	<input type="checkbox"/>
	<i>Please note this is not an exhaustive list</i>	
18(1)(d)(ii)	State retention if retention	<input type="checkbox"/>
18(1)(d)(iii)	State protected structure if applicable	<input type="checkbox"/>
18(1)(d)(iv)	State Integrated pollution Control License/Waste License, if applicable	<input type="checkbox"/>
18(1)(e)	State <i>"The planning application may be inspected, or purchased <u>at a fee not exceeding the reasonable cost of making a copy</u>, at the offices of Dublin City Council <u>during its public opening hours</u> and a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application."</i>	<input type="checkbox"/>
98(a)	State: Environmental Impact Statement, if applicable	<input type="checkbox"/>
98(b)	State: Environmental Impact Statement available for inspection/purchase etc.	<input type="checkbox"/>

Planning and Development Regulations 2001-2011
SITE NOTICE

Article No.		
17(1)(b)	Erected within 2 weeks prior to lodgement	<input type="checkbox"/>
19(4)	Yellow site notice – valid application made within 6 months of date of application of previous application	<input type="checkbox"/>
19(1)(a)	Heading is "Dublin City Council SITE NOTICE"	<input type="checkbox"/>
19(1)(a)	Name of Applicant	<input type="checkbox"/>
19(1)(a)	Full Address; including postal code; road names if corner site and all road names affected by the development	<input type="checkbox"/>
19(1)(a)	Type of application	<input type="checkbox"/>
19(1)(a)	Full extent of development see newspaper notice above	<input type="checkbox"/>
19(1)(a)	State retention if retention	<input type="checkbox"/>
19(1)(a)	State protected structure if applicable (10 copies of all plans, photos, documents etc.)	<input type="checkbox"/>
19(1)(a)	State Integrated pollution Control License/Waste License, if applicable	<input type="checkbox"/>
19(1)(a)	State Environmental Impact Statement, if applicable	<input type="checkbox"/>
19(1)(a)	State: Environmental Impact Statement available for inspection/purchase etc.	<input type="checkbox"/>
19(1)(a)	State <i>"The planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy ,at the offices of Dublin City Council 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 (€20.00) 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."</i>	<input type="checkbox"/>
19(1)(a)	Signed by Applicant or Signed by Agent with Contact Address.	<input type="checkbox"/>
19(1)(c)	State date of erection of site notice	<input type="checkbox"/>
N.B.	Is Information/description re proposed works on Newspaper notice and Site Notice identical?	<input type="checkbox"/>

APPLICATION FORM -- GENERAL CONTENT

	Details on form agree with public notices (above).	<input type="checkbox"/>
22(1)(b)(iii)	Where applicant is a company, names of directors and address and registration number of company	<input type="checkbox"/>
22(1)(e)(i)	Gross floor area of existing and proposed buildings	<input type="checkbox"/>
	Is application exempt from Planning Fees (If yes, please state grounds for exemption)	<input type="checkbox"/>
	All sections of the application form completed (Question 8 regarding existing buildings on site must be answered)	<input type="checkbox"/>
23(2)	State if located within Architectural Conservation Area	<input type="checkbox"/>

Planning and Development Regulations 2001-2011

Article No.	DOCUMENTS TO BE SUBMITTED	[]
22(2)(a)	1 x page of newspaper	[]
22(2)(a)	1 x copy of site notice	[]
22(2)(e)	New Housing – one of the following included: <ul style="list-style-type: none"> ▪ 1 x Social Housing Exemption Certificate ▪ 1 x Social Housing Exemption Certificate application with a <u>statutory declaration</u> and 2 x site location maps to a scale of 1:1000 ▪ Compliance with Housing Strategy (Part V) - details of an agreement or a proposal to comply with the requirements of Section 96 of the Act (as amended) (domestic extensions exempt) 	[]
22(2)(g)	Legal Interest stated – Letter of Consent submitted where applicant is not legal owner of the land or structure concerned	[]
	If application is for OUTLINE permission, ensure the application is <u>not</u> for any of the following:	[]
21(b)	<ul style="list-style-type: none"> ▪ Protected Structure 	
21(a)	<ul style="list-style-type: none"> ▪ Retention / Continuation of Use 	
21(c)	<ul style="list-style-type: none"> ▪ Requires IPC/Waste Licence 	
134	<ul style="list-style-type: none"> ▪ Relates to Major Accident Directive 	
TECHNICAL CHECKLIST		
22(2)(b)	Location map to a scale of not less than 1:1000 with entire site outlined in red and any land that adjoins, abuts or adjacent to and is in applicants ownership outlined in blue – wayleaves outlined in yellow	[]
23(1)(g)	Ordnance survey based plans or maps contain relevant O. S. sheet number	[]
22(2)(b)(iv)	Position of Site Notice to marked on all 6 (or 10) copies of Site Location Map (1:1000)	[]
23(1)(a)	Site plan/block plan/layout plan to a scale not less than 1:500	[]
23(1)(a)	Site plan: entire site boundary delineated in red	[]
23(1)(a)	Site plan to show any buildings, roads, boundaries etc. adjoining or in vicinity of the subject site	[]
23(1)(c)	Site plan and other plans indicating contours and/or levels where applicable	[]
23(1)(f)	Site and layout plans indicate the distances of any structure from the boundaries of the site	[]
23(1)(e) 22(3)(b)(ii)(iii)	Proposed and existing structures clearly distinguished - existing drawings to submitted if necessary otherwise drawings to be coloured or highlighted	[]
23(1)(b)	Other plans, including elevations and sections, drawn to a scale of not less than 1:200 (or agreed scale)	[]
23(1)(f)	Plans and drawings of floor plans, elevations (<i>all sides</i>) and sections shall indicate in figures the principal dimensions (including overall height)	[]

Planning and Development Regulations 2001-2011

Article No.		
22(3)(a)	Submission includes layout or site plan, drawings of floor plans, elevations and sections	<input type="checkbox"/>
23(1)(h)	North point shown on all plans and drawings (other than elevations and sections)	<input type="checkbox"/>
23(1)(d)	Elevation drawings showing proposed structure and (<i>full</i>) contiguous building to the proposed on site or in the vicinity at a scale of not less than 1:200	<input type="checkbox"/>
23(1)(i)	Plans and drawings show name and address of person who prepared them	<input type="checkbox"/>
22(2)(f)	Has the appropriate fee been paid for this application?	<input type="checkbox"/>
22(A)	Drawing indicating part of site to be taken in charge by Dublin City Council (if applicable)	<input type="checkbox"/>

FINAL CHECKS

	Is an Environmental Impact Statement required?	<input type="checkbox"/> Yes/No
23(2)	Does the development involve a Protected Structure or works within the curtilage of a Protected Structure ?	<input type="checkbox"/> Yes/No

If yes, application to be accompanied by Conservation method statement and photographs, plans etc., as necessary to show the affect of development on the character of the structure.

NOTE: 10 copies of drawings, statements, photos, etc are required as all prescribed bodies have to receive a copy under the regulations

Public Notices compared to Plans: Are all the works shown on the lodged drawings described in full in the public notices Yes/No

Signed: Date:

PLANNING APPLICATION FEES

Below are the planning application fees, as set by the Department of the Environment, Heritage and Local Government, under 13 Classes. Generally speaking, the maximum planning fee is €38,000, or in the case of retention, €125,000. The minimum fee payable is €34. The fee for an outline application is $\frac{3}{4}$ of the full fee, subject to the minimum fee for that class. The maximum fee for outline permission is €28,500.

Class No and Description	Amount of fee	<i>Amount of fee for retention permission</i>
1. Provision of dwelling House or Apartment	€65 per unit	€195 or € 2.50 per square metre of gross floor space, whichever is greater
2. Domestic extension/other improvements	€34	€102 or € 2.50 per square metre of gross floor space, whichever is greater
3. Provision of agricultural buildings or structures for keeping greyhounds (see Regulations.)	Minimum €80	See Regulations
4. Other buildings (i.e. offices, commercial etc.)	€3.60 per sq. metre of gross floor space or part thereof (minimum €80)	€10.80 (minimum €240)
5. Use of land (intensive agriculture, afforestation, forest replacement, peat extraction) see Regulations.	€5 per hectare	€15 per hectare
6. Use of land (mining, deposit or waste)	€50 per 0.1 hectare or part thereof (minimum €500)	€150 (minimum €1,500)
7. Use of land (camping, parking of motor vehicles, open storage of motor vehicles)	€50 per 0.1 hectare or part thereof (minimum € 80)	€150 (minimum €240)
8. Provision of plant/machinery/tank or other structure for storage purposes.	€50 per 0.1 hectare or part thereof (minimum €200)	€150 (minimum €600)
9. Advertising structure	€20 per sq. metre or part thereof (minimum €80)	€60 (minimum €240)
10. Electricity transmission lines	€50 per 1,000 metres (minimum €80)	€150 (minimum €240)
11. Use of land as golf or pitch & putt course	€50 per hectare	€10
12. Use of lands as a burial ground	€50 per hectare (minimum € 200)	€150 (minimum €600)
13. Development not coming within any of the above classes	€80 or €10 per 0.1 hectare, whichever is greater	€240 or €30 per 0.1 hectare, whichever is greater

LIST OF APPROVED NEWSPAPERS

The newspapers listed in **Table A** below are approved newspapers in respect of all planning applications in the Dublin City functional area.

TABLE A

Irish Times	Irish Sunday Mirror	Irish Independent
The Examiner	The Irish Sun	Sunday Independent
Evening Herald	The Star	Irish Daily Mirror
Sunday World	Sunday Business Post	Sunday Times
Irish Daily Mail	Sunday Tribune	News of the World
Irish Mail on Sunday	Irish People	

The newspapers listed in **Table B** are approved newspapers in their local areas, **in respect of planning applications for domestic extensions and other non-exempt domestic development only.**

TABLE B

Northside People
Southside People
The Echo Group of local newspapers

Important note

A condition will be attached to all planning permission granted requiring the payment of a development contribution under section 48 of the Planning and Development Act 2000-2006.

The rates of contributions for permissions granted in 2010 are as follows:

€123 per square metre of industrial/commercial development.

€156 per square metre of domestic development.



PLANNING DEPARTMENT

How to make a Valid Planning Application under the Planning and Development Regulations 2001-2011

EXPLANATORY NOTES

Disclaimer

This leaflet is intended for guidance purposes and does not purport to be a legal interpretation of the Planning and Development Regulations 2001-2011.

If you are in any doubt about any aspect of lodging a planning application, you should consult the regulations or you can contact the Registry Section, Planning Department at Tel. 222 2149

October 2011

INTRODUCTION

The Planning Department is obliged to examine every new planning application to ensure that it is in accordance with the Planning and Development Regulations 2001-2011.

If a planning application does not comply with all the requirements as set out in this document, then the Planning Department will have no choice but to declare the application invalid and return it to the applicant.

There is no provision in the regulations to allow the Planning Department to request new or revised newspaper/site notices or to request any details that were not included in the application.

Any application which includes new houses or apartments must either be accompanied by proposals for how the applicant will comply with Part V of the Planning Act 2000-2010 (Housing Strategy) or by a certificate of exemption from the provisions of Part V. If neither of these is lodged with the application, then the application will be declared invalid and returned.

The purpose of this document is to assist applicants to lodge a valid planning application. It is divided under headings as follows -

- ◆ Newspaper Notice
- ◆ Site Notice
- ◆ Content of Planning Applications Generally
- ◆ Drawings Required
- ◆ Fees Due
- ◆ Approved List of Newspapers

INSTRUCTIONS FOR COMPLETING PLANNING APPLICATION FORM

The following are the requirements that are needed to lodge a valid planning application under the Planning and Development Regulations 2001-2011.

NEWSPAPER NOTICE

The newspaper notice shall be published in a newspaper (see list of approved newspapers below) within a period of two weeks prior to the lodgement of the application and must state -

- “Dublin City Council” as its heading
- Name of Applicant
- Address / location of the land or structure
- Whether the application is for:
 - Permission
 - Permission for retention
 - Outline permission
 - Permission on foot of outline permission – stating reference number of outline permission
- Nature and extent of development, including number of houses (if applicable). Where application is for alterations or modifications to a previously approved application, the previous planning application number shall be stated (not the decision order no.).
- Where application is for 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
- Where application relates to carrying out of work to a protected structure or proposed protected structure, an indication of that fact
- If development applied for requires an integrated pollution control license or waste license, this must be stated in the newspaper notice.
- **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 during its public opening hours and that a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application.**

SITE NOTICE

- Site Notice must be erected not more than two weeks prior to lodgement and must state all of the same information re: proposed works, as appears in the newspaper notice, including the fact that the application will be available for inspection and/or purchased during public opening hours and submissions/observations may be made in writing within 5 weeks of lodgement of application.
- The site notice must be signed by the applicant or else signed by the applicant’s agent with a contact address.
- The site notice must state the date on which it is erected.

- The information must be inscribed or printed in indelible ink on a white background, affixed on rigid, durable material and secured against damage from bad weather and other causes
- Notice must be securely erected or fixed in a conspicuous position on or near the main entrance of the land or structure from the public road, or where there is more than one entrance from public roads, on or near all such entrances.
- Notice must be visible and legible by persons using the public road, and not obscured or concealed at any time.
- Where a second valid application is made within 6 months of previous application, the site notice on the second application must be inscribed on a **yellow background**.
- Site notice must be kept in place for 5 weeks from date of lodgement of application and must be renewed or replaced if it becomes defaced or illegible
- It is advised that a site notice be printed on material A4 in size and should be at a height of not more than 1.5 metres.

CONTENT OF PLANNING APPLICATIONS GENERALLY

Any planning application lodged must contain the following information –

- That the application is for permission / retention / outline / permission on foot of outline. If the application is for permission on foot of outline, then the plan number of the outline permission to be stated.
- Name and address, telephone number, and e-mail address (if any) of the applicant and of any person acting on their behalf
- Address to which correspondence relating to the application is to be sent
- Where the applicant is a company, names of the directors of the company and address and registration number of the company.
- Address / location of the development
- **Applicant's legal interest in the proposed development site must be stated. Where applicant is not the legal owner of the land or structure concerned , the written consent of the owner to make the application.**
- State the area of land to which the application relates,
- Where the application is for buildings, state the gross floor space of any existing buildings and of proposed buildings. In the case of a housing development, the number of houses.
- State if the proposed development requires an Integrated Pollution Control License.
- State if the application involves work to a protected structure or proposed protected structure
- If Development is of a type and size that the Housing Strategy applies, proposals for how the applicant will comply with the strategy.

Any planning application lodged must be accompanied by –

- Page of the newspaper containing notice and copy of site notice
- 6 copies of the location map scale 1:1000
- Plan showing position of site notice(s)
- Certificate of exemption from Housing Strategy, if applicable
- The appropriate fee (see below)

DRAWINGS REQUIRED

- Where an application consists mainly of development or retention of development, **six copies** of site/layout plans, floor plans, elevation and sections that describe the development
- **Ten copies** if the works involve a **protected** structure (position of site notice shown on all 6/10 copies of the Site Location Map, 1:1000)
- Where application is mainly for change of use (or retention of change of use), a statement of the existing use and of the proposed use together with particulars of the nature and extent of the proposed use. Any development included in a change of use application must also be accompanied by six copies of drawings, as stated above.
- All plans etc. must be in metric scale
- Location map scale **1:1000**. Site shall be outlined in **red** and lands in ownership in **blue**, wayleaves to be outlined in **yellow**
- Site and layout plans must be drawn to scale not less than 1:500 (scale must be stated on drawing) and must show site boundary in red and all roads, buildings and other features on or adjoining the site.
- Other plans, elevations and sections to scale not less than **1:200** (scale must be stated on drawing) unless different scale agreed with Dublin City Council
- Site layout plan to show levels or contours.
- Elevation drawings to show main features of adjoining buildings front and rear as applicable
- Plans showing reconstruction, alteration or extension to a structure shall be so coloured to distinguish between existing and proposed or they may be shown separately. All room dimensions to be shown in new build or dimensions of a typical apartment type where there are a large no of apartments.
- Floor plans, elevations and sections to show in figures the dimensions (including overall height) of any proposed structures. Site / layout plans to show distances of structures to boundaries of site.
- Any map based on Ordnance Survey map to state O.S. sheet number
- North point to be indicated on all maps (except elevations and sections)
- Plans to indicate name and address of person who prepared them.
- An application for any work to a protected structure or any property in an Architectural Conservation area must be accompanied by such photographs, plans or other particulars as are necessary to show how the development would affect the character of the structure.
- **If any part to the development site is to be 'Taken in Charge' by Dublin City Council, a map indicating this part of the site shall be submitted.**