

Planning Applications

- [Search For a Planning Application](#)
- [Login/Register](#)
- [Planning Weekly Lists \(Applications Determined and Applications Registered\)](#)

Log in

Planning Applications On Line

It is possible to lodge planning applications on line for certain application types and subject to certain conditions.

To use this facility you must first register as a user. Once an account has been created you can manage your on line applications from your computer. This allows you to review previously submitted applications, partially complete an application and check on the current status of an application you have submitted.

Can I submit all types of applications on line.?

Initially only applications for the following classes of development will be accepted.

- Class 1 (Single residential unit)*
- Class 2 Domestic extension
- Class 9 The provision of an advertisement structure or the use of existing structure or other land for the exhibition of advertisement.
- Class 13 Development not coming within Classes 1 to 12

Applications involving **PROTECTED STRUCTURES** will **NOT** be accepted

© Swift LG

To login enter your username and password in the fields below. If you have not used this service before please [click here to register](#). If you have forgotten your password please [click here for a reminder](#).

Username

Password

© Swift LG

Register as a new User



[Home](#) > Amend User Details

User Details

Please fill in the details as appropriate, the details entered will be kept completely confidential.

Click the **Submit** button to register the entered details with us. You will then either be presented with a registration acknowledgement screen or asked to enter any mandatory details that were missing.

Your Details

Title	<input type="text" value="Mr"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Company Name	<input type="text"/>
Are you an Agent?	<input type="checkbox"/>
Only check this box if you are a Company Agent who will be making Applications on behalf of other parties.	
Phone	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>

Your Address Details

House name/number	<input type="text"/>
Street	<input type="text"/>
Area	<input type="text"/>
City	<input type="text"/>
Post Code	<input type="text"/>

Password Details

User Name	<input type="text"/>
Password (case sensitive):	<input type="text"/>
Reminder Question:	<input type="text"/>
Reminder Answer:	<input type="text"/>

© Swift LG

Submit User details

Thank You For Registering.

Thank you for registering, now please [Log On](#) to access the system

[Back to Planning & Building Control Home](#)



To login enter your username and password in the fields below. If you have not used this service before please [click here to register](#). If you have forgotten your password please [click here for a reminder](#).

Username

Password

Log in

Login/Registration Screen

New Users
To lodge Planning Applications on-line you must be a registered user.
Once you have completed the registration process
Login us
have jus
you

Enter details

You can then begin the process of submitting your planning application.
To create a new account click [here](#).

Hello GerardGogan, you are now logged-in.

Welcome

Planning Applications

- [Make a planning application](#)
- [Your Planning Applications](#)

Select from options

Planning Search

- [Search for a planning application](#)
- [Weekly Lists \(Applications determined and applications registered\)](#)

Additional Options

- [Payment Basket](#)

User Options

- [Amend your account details](#)
- [Log-out](#)

All queries in relation to lodging applications on line should be referred to WEBAPPS@DUBLINCITY.IE

A representative from Dublin City Council will contact you at the latest on the next working day.

Please provide as much detail as possible to enable us to refer your problem to the appropriate person.

What is the documentation do I need to lodge an application?

When you lodge your application on line you will be required to attach the following files available on your computer. The following files will be required to attach to your application as part of the application process.

Scanned copy of newspaper notice. You must scan the entire page of the newspaper in which the notice appears.

Scanned copy of site notice. This document must be in colour in respect of application made within 6 months of date of previous application

Drawing files should be converted into .tif files and there are instructions on how to do this [here](#).

Visa Card/Laser Card details

You will complete the application form on line.

There are mandatory fields on the form which **must be completed**. The system will not allow you to continue with the application process until you have entered information in these fields

If your application requires the consent of the owner you must include a scanned copy of this document with your application.

How will I know if my application has been received?

You will receive an e-mail confirmation of your payment of the planning fees. Details of application you have submitted will appear in the personal account you have created and a PDF document will be attached to this entry which includes all of the information you have entered in the on line application. This document effectively becomes the application form.

What is the registration date of my application?

An application lodged on a working day i.e. up to midnight will be registered as having been received on that day otherwise the registration date will be the next working day

© Swift LG

[Home](#) > [Your Planning Applications](#)

- [New Application](#)
- [Archive List](#)

Make a new application

No parked planning applications found.

No unregistered planning applications found.

No registered planning applications found.

© Swift LG

Terms and Conditions

- Failure to complete the application form correctly, to submit correct information or to attach the necessary documentation will lead to the invalidation of the application.
- All correspondence apart from decision notice (i.e. Invalid /Acknowledgement letter) will be via email address of registered account user.
- The planning Authorities decision is final in relation to the validation of applications and correspondence/communication will not be entertained.
- If applying for a single residential unit a Social Housing Exemption Certificate must be applied for in advance of lodging the planning application. The reference number of the Social Housing Exemption Certificate can be obtained by contacting the office. Please **DO NOT SCAN** Statutory Declaration, and Social Housing Exemption certificate application form with planning application.
- Published Newspaper notice must be scanned as a full page, and attached to the application as one document; sections of newspaper will not be permitted.
- Application will be accepted only in respect of the following classes
Applications involving PROTECTED STRUCTURES will NOT be accepted.
Application Types:
 - Class 1 (Single residential unit)
 - Class 2 Domestic extension
 - Class 9 The provision of an advertisement structure or the use of an existing structure or other land for the exhibition of advertisements.
 - Class 13 Development not coming within Classes 1 to 12
- The planning regulations must be fully complied with in respect of on-line applications
- Files associated with the on-line applications will NOT be returned in the event of an invalid application.
- If the applicant is not the owner documentary evidence of consent of the owner to the making of the application must be included.

I accept that in making an on-line application that it is subject to the terms and conditions specified above.

To apply for planning permission please select an application type from the drop down list. And complete the details below. To continue click "Next".

1. Application Type

Accept terms and conditions

Select Application Type

Select Next to fill in the online application form Questions 1 - 28

28. Additional Contact Information

The provision of additional contact information, such as email addresses or phone numbers, is voluntary and will only be used by the Planning Authority to contact you should it be deemed necessary for the purposes of administering the application. These details will not be made available to any third party with the exception of An Bord Pleanala in the event of an appeal, where again it will only be used by An Bord Pleanala for the purposes of administering the appeal and will be destroyed on completion of the process.

Telephone:

Fax:

E-mail address (if applicable):

The above details belong to:

- Agent
 Applicant

Application form is now complete

**Attach these three documents
These are MANDATORY**

Home > Your Planning Applications > Application Details > Application Form

Mandatory Documentation

- Site Notice - [Remove](#)
- Newspaper Notice - [Add details](#)
- Drawings - [Add details](#)

Optional Documentation

- Block Plan - [Add details](#)
- Composite Drawing - [Add details](#)
- Consent of Owner letter - [Add details](#)
- Cover Letter - [Add details](#)
- Elevations - [Add details](#)
- Floor Plans - [Add details](#)
- Front Elevations - [Add details](#)
- Mixed Drawings - [Add details](#)
- Photos - [Add details](#)
- Plans/elevations/sections - [Add details](#)
- Rear Elevation - [Add details](#)
- Side Elevation - [Add details](#)
- Site map - [Add details](#)
- Site Layout - [Add details](#)
- Urban Map - [Add details](#)

**Attach any additional documents
These are OPTIONAL**

NOTES ON ATTACHING FILES

Before you begin the process of attaching files it is recommended that you move them to a single folder and name them appropriately to make them easily identifiable. As you attach files, name them to ensure they are easily identifiable. If you omit a file name, you will be prompted frequently and your files will not be attached.

Please ensure that you submit files in colour where that is required by the regulations e.g. location map.

You should refer to the applicant's checklist (click [here](#)) to get a comprehensive list of requirements in relation to the documents required when making a planning application. Following are some of the important items to consider.

- The complete page of the newspaper must be scanned and the date of publication and newspaper name must be clearly visible.
- The attached files must include a plan showing the position of the site notice.
- All plans must be in metric scale.
- Location scale map 1:1000. Site shall be outlined in red and lands in ownership in blue, wayleaves to be outlined in yellow.
- North point to be indicated on all maps.
- Any map based on Ordnance Survey map to state O.S. sheet number.
- Plans to indicate name and address of person who prepared them.

I, the undersigned, 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 Planning and Development Act 2000 as amended and the Regulations made thereunder.

© Swift LG

You can attach files as part of your application. This will allow you to submit plans or any other accompanying documentation.

Use the 'Browse' button to select the file on your computer that you want to attach to your application. Enter some text in the 'Notes' field to explain to us what the file is. Click the 'Attach' button. The file should appear in the current attachments list. Repeat the above stages until you are happy that all required files are included on the list then click 'Done'.

Attach A New File

Attachment Type

Drawings

File

Notes

Find files and attach

Note only the following file types are accepted: TIF

Files Already Attached

Attachments

siteNotice.tif	
Newspaper.tif	



[Home](#) > [Your Planning Applications](#) > [Application Details](#) > [Application Form](#)

Mandatory Documentation

- Site Notice - [Add details](#)
- Newspaper Notice - [Add details](#)
- Drawings - [Add details](#)

Optional Documentation

- Block Plan - [Add details](#)
- Composite Drawing - [Add details](#)
- Consent of Owner letter - [Add details](#)
- Cover Letter - [Add details](#)
- Elevations - [Add details](#)
- Floor Plans - [Add details](#)
- Front Elevations - [Add details](#)
- Mixed Drawings - [Add details](#)
- Photos - [Add details](#)
- Plans/elevations/sections - [Add details](#)
- Rear Elevation - [Add details](#)
- Side Elevation - [Add details](#)
- Site map - [Add details](#)
- Site Layout - [Add details](#)
- Urban Map - [Add details](#)

When all relevant documents have been attached

Accept terms and conditions

I, the undersigned, 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 Planning and Development Act 2000 as amended and the Regulations made thereunder.

Finish application



[Home](#) > [Your Planning Applications](#) > [Application Manager](#)
The application is incomplete

Application Manager

- Temp Ref:
- Live APAS Ref:
- Date Created:
- Status:
- Submit Date:
- Last Edit Date:

Application Status

- [Application Form](#)
- [Attached Documents](#)

Submit application

User reference:

Application Has A Fee

Your Application has a fee associated with it. This application will not be accepted by the authority until you have chosen a payment method. To do this [click here](#) to visit your payment basket.

[View PDF](#)

[Back to Your Planning Applications](#)

[View fee details](#)

[View application](#)

© Swift LG

[Home](#) > [Unsubmitted Applications](#)

Your Unsubmitted Applications

This list shows applications that you have entered but which have not been submitted to Council for processing. Before an application can be submitted you must select how you intend to pay any applicable fee. Select the payment method and click the Next button

Delete	Application Reference	Amount Due	Payment Method
Delete			Credit Card
Next			

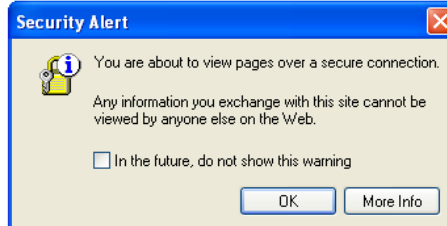
[Submit application](#)

Please wait while we automatically redirect you to our secure payment site

If you are not redirected within 10 seconds, please click on the link below

[Proceed to Payment](#)

[Select Proceed To fill in On Line Payment details](#)



Secure Online Payments

Account Details

Please Confirm Your Payment Details Before Proceeding

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the 'Make Payment' button to continue with your payment or click on 'Back' if any details need to be amended.

Once you click on 'Make Payment' your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

Payment For	Reference	Name	Amount
-------------	-----------	------	--------

Card Details

Card Number:
Card Holder:
E-Mail:
Issue Number:
Start Date:

Make Payment

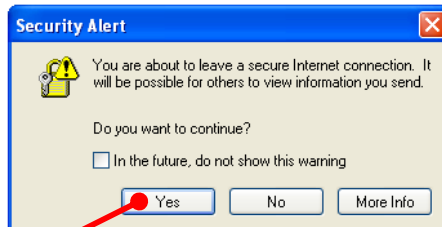
Back

Confirm payment details

Secure Online Payments

IMPORTANT! Please Read The Information Below

Click here if your browser does not re direct within 30 seconds



Confirm



[Home](#) > Unsubmitted Applications

Submission Confirmation

If you have applications that you still wish to pay for or if there was an error processing the payment details you submitted then you can [return to your payment basket](#).

Application Reference Amount Due Amount Paid Payment Method Reference

[Back to Planning & Building Control Home](#)

View confirmation and return to your home

© Swift LG



[Home](#) > Your Planning Applications

- [New Application](#)
- [Archive List](#)

Listed below are applications entered by you that have been parked. To view further details and continue editing your application click on the associated 'Web Reference' link.

Web Reference	Address	Last Edit Date	Status	Delete	Copy	Download
---------------	---------	----------------	--------	--------	------	----------

Listed below are applications entered by you which are waiting to be registered. To view further details click on the associated 'Web Reference' link.

Web Reference	Address	Date Submitted	Copy	Download
---------------	---------	----------------	------	----------

No registered planning applications found.

© Swift LG