



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

LOCAL AUTHORITY WORKS

PART 8 - PROCEDURE

Planning & Property Development Department
December 2017

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LOCAL AUTHORITY WORKS – PART 8 PROCEDURE

INTRODUCTION

Before Dublin City Council can undertake any developments or works, it must first undergo the planning procedure as set out in Part 8 of the Planning and Development Regulations 2001 (as amended).

The benefits of these procedures are:

- The City Council is seen to be open and transparent in its business
- The public are given the opportunity to voice their opinions
- The elected members have the final say in the decision

The main parties involved in the procedure can be summarised as follows:

Proposing Dept.

The Proposing Department initiates the proposal and is responsible for its completion. This Department is responsible for carrying out the Part 8 procedures in accordance with the regulations.

Technical Depts.

Environment & Transportation – Drainage Services, Roads & Traffic, Parks & Landscapes Services, Archaeology Section, Conservation Section etc. whose input may be necessary for the success of the project.

Planning & Property Development Dept.

This department ensures the application is available for viewing by the public for the duration of the statutory period at the Planning Counter. Observations/submissions relating to the application are analysed and a planning report is prepared for the Proposing Department, taking into consideration issues raised in observations/submissions.

General Public

Any member of the public or other bodies may submit written observations/submissions on the proposal.

Area Committee:

- The relevant Area Committee shall be advised of the proposed development prior to formal submission of the Part 8 application.
- Following the Part 8 public consultation process, the relevant Area Committee shall be given an update and notified of the intention to submit Chief Executive's Report to the City Council.

City Council

Following the Part 8 public consultation process and having considered the Chief Executive's Report, the City Council must make a decision on the proposal within the statutory period.

The purpose of this document is to set out all of the stages that Dublin City Council must go through under the Part 8 procedure and clarify the role of each of the above parties.

TYPES OF DEVELOPMENT THAT REQUIRE THE PART 8 PROCEDURES

Article 80(1) of the Planning and Development Regulations 2001(as amended)

The following works by Dublin City Council must be assessed under the Part 8 procedure as set out in this document:

1. The construction or erection of a house.
2. The construction of a new road or the widening or realignment of an existing road, where the length of new road or of the widened or realigned road is 100 metres or more.
3. The construction of a bridge or tunnel.
4. The construction or erection of a pumping station, treatment works, holding tanks or outfall facilities for waste water or storm water.
5. The construction or erection of water intake or treatment works, over-ground aqueducts, or dams or other installations designed to hold water or to store it on a long-term basis.
6. Drilling for water supplies.
7. Construction of a swimming pool.
8. The use of land, or the construction or erection of any installation or facility, for the disposal of waste – except for development that requires a waste license or the development of a bring facility which contains not more than 5 receptables.
9. The use of land as a burial ground.
10. The construction or erection of a fire station, a library or a public toilet.
11. Any other development the estimated cost of which exceeds €126,000, except the laying underground of sewers, mains, pipes or other apparatus.

TYPES OF DEVELOPMENT THAT ARE EXEMPT FROM PART 8 PROCEDURES

1. Works of maintenance or repair other than works to a protected structure, or a proposed protected structure, which would materially affect the character of—
 - (i) the structure, or
 - (ii) any element of the structure which contributes to its special architectural, historical, archaeological, artistic, cultural, scientific, social or technical interest.
2. Works necessary for dealing urgently with any situation which the manager considers is an emergency situation calling for immediate action.
3. Works, other than works involving road widening, to enhance public bus services or improve facilities for cyclists provided under section 95 (as amended by section 37 of the Road Traffic Act 1994) of the Road Traffic Act 1961 or under section 38 of the Road Traffic Act 1994.
4. Works which a local authority is required to undertake—
 - (i) by or under any enactment,
 - (ii) by or under the law of the European Union, or a provision of any act adopted by an institution of the European Union, or
 - (iii) by order of a court.
5. Development in respect of which an Environmental Impact Statement is required under section 175 or under any other enactment.
6. Development in respect of which an Appropriate Assessment is required under section 177AE, or under any other enactment.

Note: The above exemptions are set out in Section 179 (6) of the Planning and Development Act 2000 (as amended).

PRE-PART 8 PROCEDURE

PROCEDURE FOR PROCESSING PROPOSED DEVELOPMENTS BY DUBLIN CITY COUNCIL IN ACCORDANCE WITH PART 8 OF THE PLANNING AND DEVELOPMENT REGULATIONS 2001 (as amended)

PRE-PART 8 CONSULTATIONS

1. Before the Proposing Department decides to proceed with a proposed development, it should first contact the **Senior Planner** for the area and ascertain the following:
 - (a). The proposed development does not materially contravene the current Dublin City Development Plan.
 - (b). That the proposed development does not require the production of an Environmental Impact Statement (E.I.S.). Should such a statement be required, then the procedure under Part 8 does not apply. Applications requiring an E.I.S. must be dealt with in accordance with the requirements of Section 175 of the Planning and Development Act 2000, as amended.
 - (c). Whether the site of the proposed development contains a protected structure, or is within an Architectural Conservation Area
 - (d). Whether it is appropriate for an Strategic Environmental Assessment (S.E.A.) or Appropriate Assessment (A.A.) to be carried out
 - (e). Confirmation that PART 8 applies.

Note: While a proposed development may be below the threshold set out in Regulations for requiring an E.I.S., Proposing Department s should be aware that, depending on the location or type of development, an E.I.S. may nevertheless be needed, e.g. a relatively small development proposed to be carried out in Special Areas of Conservation or Special Protected Areas.

2. The Proposing Department prepares drawings, maps and specifications in respect of the proposed project. The drawings shall include:
 - (a). a location map, drawn to a scale of not less than 1:1000 and marked or coloured so as to identify clearly the land on which it is proposed to carry out the development
 - (b). a Site Layout Plan, drawn to a scale of not less than 1:500, showing the boundary of the site and any buildings or other structures, roads or other features, in the vicinity of the site
 - (c). such other plans and drawings, drawn to a scale of not less than 1:100, as are necessary to describe the proposed development

Note: For new roads and improvement to existing roads, a scale of not less than 1:2500 applies. For bridges and tunnels, a scale of not less than 1:200 applies.

3. The Proposing Department circulates the details of the project to any departments whose input is required e.g. Environment & Transportation – Drainage Services, Roads & Traffic, Parks & Landscapes Services, City Archaeologist, Conservation Section etc.

(See Appendix 3 for list of Departments)

The Technical Departments must respond to the Proposing Department outlining any issues. Where no issues arise a report to this effect must be sent to the Proposing Department. This is to ensure that issues can be dealt with prior to formal initiation of the Part 8 procedure.

4. The Proposing Department , after agreement with the Technical Departments, then forwards the proposal, which shall include a full set of the plans/drawings, reports, etc. and a draft of the public notices, to the Registry Section, Planning & Property Development Department. **The formal procedure for Part 8 is not to be activated at this stage.**
5. The Area Planner will prepare a report on the project that will include any alterations considered necessary and may liaise with the Proposing Department in advance of issuing a report, appraising them of any issues that have come to their attention. The report will include an assessment of any requirement for screening for E.I.S., S.E.A. or A.A.

The report will then be forwarded to the relevant Senior Planner and to the Assistant Chief Executive, Planning & Property Development Department. An agreed reply will be issued to the Proposing Department by way of letter signed by the Executive Manager. The Planning & Property Development Department will endeavour to reply on the project to the Proposing Department within two weeks, although larger projects would obviously require a longer time for appraisal.

Where the Part 8 proposal involves a Housing project, the Housing Department Part 8 Agreement at Appendix 2 must be signed and placed on file at this stage.

6. The Proposing Department shall notify the Area Committee of the intention to commence the Part 8 process through the monthly meeting of that committee. **It should be indicated on the agenda that this item is for information purposes only.**

Details of the proposed development including a Site Location Map and drawings/plans shall be made available at the Area Committee meeting.

If it is considered that waiting for the next Area Committee meeting will unduly delay a high priority project, the Proposing Department shall advise each member of the Area Committee by email of the proposed Part 8. A copy of the documents listed above shall also be attached to the email.

FORMAL SUBMISSION OF
PART 8 APPLICATION

FORMAL PART 8 PROCEDURE

1. Prior to lodgement of the application the Proposing Department shall forward to Planning Registry Section, a draft copy of public notices and a full set of plans/reports etc. to be checked. This should be done at least 10 working days prior to the proposed lodgement date of the application. (See notes regarding information to be provided in public notices on pages 11 & 12)
2. The Proposing Department can then start the formal procedure under Part 8. The Proposing Department shall arrange for the publication of the newspaper notice and also, arrange site notice/s to be erected on site. Please check with Media Relations office regarding timelines for the newspaper notice.
3. A copy of the public notices, cover letter and six sets of the approved plans/drawings and relevant documents (ten sets where proposed development involves works to Protected Structure), etc. shall be lodged with the Planning Registry Section (on the day of publication of the newspaper notice). A full copy of the application will be made available for inspection at the public counter in the Planning and Property Development Department.
4. The Planning & Property Development Department will refer the application to the relevant prescribed bodies.
5. When the period during which the public may submit observations/submissions has expired, the Planning & Property Development Department will prepare a report which will evaluate the likely implications, if any, of the proposed development and assess the comments put forward in the observations/submissions received from the public and the prescribed bodies.
6. The Planning & Property Development Department's report & all necessary documentation including a **Draft Chief Executive's Report** will be forwarded to the Proposing Department. The Draft Chief Executive's Report will be compiled by Planning and Property Development Department.

It is the responsibility of the Proposing Department to include any additional information and prepare the final Chief Executive's Report to be submitted to the City Council and also, arrange for the item to be put on the Council Agenda for the next council meeting. Please note that the Chief Executive's Report must be completed and forwarded to the Chief Executive's office by the end of **Week 14** in the process.

7. The relevant Area Committee shall be given an update in relation to the Part 8 following the public consultation element and shall be advised of the intention to submit the Chief Executive's Report to the City Council, advising them that the process for approval of a Part 8 is a reserved function of the City Council.
8. After the City Council meeting, the Chief Executive's Department must notify Planning Decisions Section, Planning & Property Development Department of the decision of the City Council. A copy of the report shall be sent to Planning & Property Development Department for the official file. The Planning & Property Development Department shall be notified of any amendments to this Report.

The Planning Decisions Section will notify any persons/bodies who submitted comments or observations on the application of the decision.

IMPLEMENTATION OF PART 8

9. If conditions are attached to the Part 8, the Proposing Department shall submit any compliances and/or confirmations of implementation of conditions to the Planning & Property Development Department at the appropriate time.

The procedures for Part 8 applications are set out in a step-by-step form in Appendix 1 at the rear of this document, together with a statement of responsibility for each step.

Any queries regarding the above procedure should be referred to the Registry & Decisions Section, Planning & Property Development Department.

Contact: Greg Bryan	greg.bryan@dublincity.ie	Ext. 3108
Lorraine Donnelly	lorraine.donnelly@dublincity.ie	Ext. 3112
Mary Heeney	mary.heeney@dublincity.ie	Ext. 2127

NEWSPAPER NOTICE AND SITE NOTICE REQUIREMENTS

Article 81 of the Planning and Development Regulations 2001 (as amended)

NEWSPAPER NOTICE

Notice of intention to submit the Part 8 application must be published in a newspaper. The notice must contain the following information.

- **The location, nature and extent of the proposed development.**
- **If the development is to a protected structure or a proposed protected structure, the notice should indicate this. Also, if the development is in an Architectural Conservation Area, the notice should indicate this.**
- **The office at where the plans, drawing etc. are available for public inspection and opening times.**

*The application will be available for inspection or purchase at the **public counter, Planning & Property Development Department situated on the ground floor, Block 4 East, Civic Offices. Opening Hours: 9.00a.m. – 4.30p.m., Monday to Friday.***

In addition to above, the Proposing Department may arrange for the application to be displayed for inspection purposes at another location within the Civic Offices and/or at a local venue (area office, library etc.) If the application is to be displayed at another location, full details must be stated in the notice including location and opening times.

- **The length of time such plans, drawings etc. are available for inspection.**

*The Regulations state that the time-span for public inspection must be for at least **four weeks** from the date of publication newspaper notice. If the City Council offices are closed at any time during the month of inspection for bank holidays, etc. then an additional day for each day of closure should be added to the inspection period.*

- **That submissions and observations may be made in writing to the Planning Department before a date specified in the notice.**

The last date for observations/submissions must not be less than two weeks after the end of the inspection period. Again, allowance should be made for bank holidays etc.

SITE NOTICE

- **The site notice must contain all the information as detailed above in the newspaper notice.**
- The site notice must be inscribed or printed in indelible ink and affixed on rigid, durable material and be secured against damage from bad weather and other causes.
- The site 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.

- The site notice must be erected not later than the day of publication of the newspaper notice and submission of the application and must be maintained in position for at least **four** weeks.
- The site notice must be renewed or replaced if it is removed or becomes defaced or illegible within that period.

IMPORTANT NOTE:

The Proposing Department should ensure that the newspaper notice and site notices accurately describe both the location and description of the proposed works. Failure to do this could lead to a possible legal challenge by a third party.

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REPORT TO CITY COUNCIL

A **Draft Chief Executive's Report** will be prepared by the Planning and Property Development Department.

The Planning & Property Development Department's report and all necessary documentation including the Draft Chief Executive's Report will be forwarded to the Proposing Department.

The format of the report to City Council is set out in Section 179 of the Planning and Development Act 2000 (As amended).

The Report to City Council must contain the following:

1. Description of the nature and extent of the proposed development and its principal features, to include a plan of the development and a map of the area.
2. An evaluation of whether or not the proposed development would be consistent with the proper planning and sustainable development of the area to which the development relates, having regard to the provisions of the development plan and giving the reasons and the considerations for the evaluation.
3. (i). A **list** of the persons/bodies who made submissions/observations during the consultation period.
(ii). A **summary** of the issues raised in the submissions and observations and a response to such issues.
4. Details of the **statutory bodies** that were consulted and of their responses, if any.
5. (i). The date when the Area Committee was advised of the proposed development and of the intention to commence the Part 8 process - either the date of the Area Committee meeting or the date the Members were advised by e-mail, and
(ii). The date of the Area Committee meeting where members were briefed on the outcome of the public consultation element of the Part 8 process.
6. Recommendation as to whether or not the proposed development should proceed as proposed, or as a varied or modified development as recommended in the report.
7. Details on the cost of the project and how it is to be funded. A timeline for the proposed development shall also be indicated.
8. Details of the time line and the last date for the Council to make a decision on the Part 8.
9. The Chief Executive's Report must be signed off by the **Assistant Chief Executive** of the proposing Department prior to submission to the Chief Executive's Office.

The complete Chief Executive's Report must be submitted to the Chief Executive's Office within **fourteen weeks** of the date of lodgement of the Part 8 application.

The City Council will consider the report and the recommendation in the report will be carried out unless the Council, by resolution decide to vary or modify the development or decide not to proceed. A resolution of the City Council must be passed not later than **six** weeks after receipt of the Chief Executive's Report.

IMPORTANT NOTE

The City Council's decision must be made no later than twenty weeks after the date of lodgement of the PART 8 application.

General Information & Templates

- **Newspaper Notice Template**
- **Site Notice Template**
- **Documents required/Content of application**
- **Online Consultation Process**
- **Public Display - Observations & Submissions**

NEWSPAPER NOTICE TEMPLATE

Planning and Development Act 2000 (as amended)

Planning and Development Regulations 2001 (as amended) - Part 8

Applicant:

Location:

Proposal: Pursuant to the requirements of the above, notice is hereby given of ...

(Description of development.....)

Plans and Particulars of the proposed development may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy for a period of **4 weeks** from __/__/__ ***(date of publication of notice/lodgement date PLEASE INDICATE DATE HERE)** during public opening hours at the offices of Dublin City Council, Public Counter, Planning Department, Block 4, Ground Floor, Civic Offices, Wood Quay, Dublin 8, Monday - Friday 9.00am to 4.30pm (and other location if applicable) .

A submission or observation in relation to the proposed development, dealing with the proper planning and sustainable development of the area in which the development would be situated, may be made, in writing, to the Executive Manager, Planning Department, Dublin City Council, Civic Offices, Wood Quay, Dublin 8, before 4.30pm on __/__/__**. **(Date shall be specified and shall be a minimum 6 weeks from date of lodgement of application).**

**(Date of publication of notice/lodgement date)*

*** (Date shall be specified and shall be a minimum 6 weeks from date of lodgement of application).*

When calculating dates please add additional day/s for any Public/Bank Holidays that may fall within the relevant period.

SITE NOTICE TEMPLATE

Planning and Development Act 2000 (as amended)

Planning and Development Regulations 2001 (as amended) - Part 8

Applicant:

Location:

Proposal: Pursuant to the requirements of the above, notice is hereby given of ...

(Description of development.....)

Plans and Particulars of the proposed development may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy for a period of **4 weeks** from __/__/__ ***(date of publication of notice/lodgement date PLEASE INDICATE DATE HERE)** during public opening hours at the offices of Dublin City Council, Public Counter, Planning Department, Block 4, Ground Floor, Civic Offices, Wood Quay, Dublin 8, Monday - Friday 9.00am to 4.30pm (and other location if applicable) .

A submission or observation in relation to the proposed development, dealing with the proper planning and sustainable development of the area in which the development would be situated, may be made, in writing, to the Executive Manager, Planning Department, Dublin City Council, Civic Offices, Wood Quay, Dublin 8, before 4.30pm on __/__/__ **** (Date shall be specified and shall be a minimum 6 weeks from date of lodgement of application).**

**(Date of publication of notice/lodgement date)*

*** (Date shall be specified and shall be a minimum 6 weeks from date of lodgement of application).*

When calculating dates please add additional day/s for any Public/Bank Holidays that may fall within the relevant period.

DOCUMENTS REQUIRED/CONTENT OF PART 8 APPLICATION

The following documentation shall be submitted for Part 8 applications:

- **Cover Letter**
- **Full page of newspaper notice**
- **Copy of Site Notice**
- **Schedule of Content**

Six full sorted sets of the following documentation shall be submitted. If the proposed development involves works to a Protected Structure or is within curtilage of Protected Structure, **10 sets** of plans/drawings etc. shall be submitted

- **Planning Report** - Document describing nature and extent of development.
- **Schedule of Content**
- **Relevant Plans/Drawings:**
 - Site Location Map (Scale 1:1000) – Position of Site Notice/s must be clearly indicated on the Site Location Map
 - Site Layout Plan (Scale 1:500), site to be clearly delineated in red. Site Layout Plan to indicate boundary of site and buildings, roads, etc.
 - Relevant Floor Plans/Elevations/Sections (Scale 1:100) or agreed scale
- **A disc containing a soft copy of the application should also be submitted to the Planning Registry Section for uploading the application to the web (please note this will only be done after the application has been validated).**

The Planning Registry Section is not responsible for uploading the application to the Public Consultation pages.

PUBLIC ONLINE CONSULTATION PROCESS

- Part 8 applications can be uploaded to the website at Webmaster.
- In addition to the above, the consultation tool allows comments to be made online relating to the application. Applications can be uploaded at: <https://consultation.dublincity.ie/>

The Proposing Department can load the application directly on Consultation Tools or refer to Webmaster for assistance. The consultation tool is available to all departments. More information can be obtained relating the use of the consultation tool from webmaster of the Web Unit:

E-mail: webmaster@dublincity.ie

Please note that the Proposing Department is responsible for managing any submissions/observations submitted by third parties as part of the Consultation Tool. The Proposing Department shall forward all comments submitted to the Planning and Property Development Dept. when the statutory observation period has expired, so they can be attached to the application and be taken into consideration.

Contact details must be provided by third parties, as the Planning and Development Regulations 2001 (as amended) require the planning authority to notify third parties when the Part 8 is decided by the City Council. A name and valid email address is mandatory.

Details/Comments should be forwarded to observations@dublincity.ie

PUBLIC DISPLAY – OBSERVATIONS/SUBMISSIONS

Part 8 applications are available for viewing at the Public Counter, Planning and Property Development Department when formally submitted. Once the application has been validated all of the documentation is scanned and can be viewed online at:

<http://www.dublincity.ie/swiftlg/apas/run/wphappcriteria.display>

It is also advisable and best practice to make the application available for viewing at another location. Where Part 8 applications are displayed in the Atrium (Civic Offices), area offices or libraries etc., please ensure that sufficient copies of the comment sheet are available for third parties to submit observations/submissions.

Please note that contact details for all third parties are mandatory (see sample document on next page). A hard copy of comments received must be forwarded to the Planning and Property Development Department when the observation period has expired so they can be attached to the application and be taken into consideration.

Comments may also be forwarded to observations@dublincity.ie

SAMPLE COMMENT SHEET

PART 8 APPLICATION

PROPOSED DEVELOPMENT:

NAME:

POSTAL ADDRESS/E-MAIL ADDRESS:

(Please provide a postal address or e-mail address, as the Planning Authority is required to notify you of the decision relating to the proposed development.)

ADDRESS:

E-MAIL:

COMMENTS:

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APPENDIX 1

Statutory Timelines (Formal Part 8 Procedure)

Step by Step Part 8 Procedure

IMPORTANT STATUTORY TIMELINES – FORMAL PART 8 PROCEDURE

Section 179 of Planning and Development Act 2000 (As amended)

<p>Day 1 - Part 8 Submission</p> <p>Day 1/Week 1</p>	<p>Part 8 application formally submitted with Planning Registry Section and application put on public display by Proposing Dept. (if applicable).</p> <p>Application will be available for viewing at Public Counter, Planning Registry Section once submitted.</p>
<p>End of Week 4</p>	<p>Public inspection/purchase period expires. <i>(Please note that this period may be extended if any public/bank holidays fall within the relevant period)</i></p>
<p>End of Week 6</p>	<p>Observation/Submission period expires. <i>(Please note that this period may be extended if any public/bank holidays fall within the relevant period)</i></p>
<p>End of Week 8</p>	<p>Planners Report prepared by Planning and Property Development Dept.</p>
<p>End of Week 10</p>	<p>Draft Chief Executive's Report Prepared by Planning and Property Development Dept. and forwarded to Proposing Dept.</p>
<p>Weeks 10-14</p>	<p>The Area Committee shall be given an update in relation to the Part 8 and advised of the intention to submit the Chief Executive's Report to the City Council.</p>
<p>End of Week 14</p>	<p>Completed Chief Executive's Report to be submitted to Chief Executive's Office for inclusion on <u>Agenda of the next City Council Meeting.</u></p>
<p>End of Week 20</p>	<p>Part 8 must be decided by <u>City Council.</u></p>

Important Note

There is no City Council Meeting held in August. Please take this into consideration when calculating timelines for Part 8 applications.

	PART 8 PROCEDURE	RESPONSIBILITY	NOTES
1.	Informal contact with Senior Planner for the Area.	Proposing Dept.	To find out if the proposal is in line with Development Plan requirements, if there is a requirement for assessment for screening for EIS, SEA or AA., if the development includes a protected structure etc.
2.	Preparation of detailed drawings, maps and specifications.	Proposing Dept.	Requirements for drawings are as per the Planning & Development Regulations (As amended)
3.	Circulation of drawings/maps etc. to relevant internal departments.	Proposing Dept.	See Contact List
4.	Circulation of drawings, maps etc. to the Registry Section, Planning Dept.	Proposing Dept.	Formal procedure under Part 8 not initiated at this stage.
5.	Proposing Dept. to arrange meeting with Area Planner to discuss proposed development.	Proposing Dept.	Issues raised at meeting to be considered.
6.	Preparation of report on project.	Planning & Property Development Dept.	Planning & Property Development Dept. will prepare report, within two weeks or as soon as possible after that and forward to the Proposing Dept.
7.	The Proposing Department shall notify the Area Committee of the intention to commence the Part 8 process.	Proposing Dept.	It should be indicated on the agenda that this item is for information purposes only.
8.	Publication of newspaper notice.	Proposing Dept.	See Draft Newspaper Notice Template
9.	Erection of Site Notice. Site notice must be erected on site prior to submission of application.	Proposing Dept.	See Draft Site Notice Template
10.	Application to be formally submitted to Planning Registry Section. Application must be submitted on date of publication of newspaper notice.	Proposing Dept.	6 sets of all reports/drawings required. If the proposed development involves works to a PROTECTED STRUCTURE, 10 sets required.
11.	Availability of application for public inspection.	Registry Section Planning & Property Development Dept.	Application will be made available for public inspection at the public counter. Applications referred by Planning Registry Section to relevant bodies for comment.
12.	Recording of observations/ submissions and comments from prescribed bodies. Circulation of comments etc. to Case Officer.	Decisions Section Planning & Property Development Dept.	Any written submissions received by the Proposing Dept. should be immediately forwarded to the Decisions Section, Planning & Property Development Dept.
13.	Details of proposed development entered on the Weekly Planning List.	Registry Section Planning & Property Development Dept.	

14.	Planning Report on the proposal and on the representations received.	Planning & Property Development Dept.	Report to be signed-off by Planning & Property Development Dept.
15.	Planning Report & <u>Draft Chief Executives Report</u> forwarded to Proposing Dept.	Decisions Section Planning & Property Development Dept.	
16.	The Area Committee shall be given an update in relation to the Part 8 and shall be advised of the intention to submit the Chief Executive's Report to the City Council,	Proposing Dept.	Area Committee to be advised that the approval or non-approval of a Part 8 is a reserved function of the City Council.
17.	Completed Chief Executive's Report to be submitted to Chief Executive's Office for inclusion on <u>Agenda of the next City Council Meeting.</u>	Proposing Dept.	IMPORTANT: Chief Executive's Report must be forwarded no later than the end of Week 14 in the process. The City Council must make a decision on the Part 8 by the end of Week 20 .
18.	Decision of City Council to be notified to the Decisions Section, Planning & Property Development Dept.	Proposing Dept.	The Planning & Property Development Dept. must be notified immediately of the decision of the City Council.
19.	Notification of City Council decision to members of public who made written submissions.	Decisions Section Planning & Property Development Dept.	
20.	Notification of City Council decision to prescribed bodies which were circulated with the proposal.	Decisions Section Planning & Property Development Dept.	
21.	Decision of City Council put on Weekly Planning List of applications and decisions.	Registry Section Planning & Property Development Dept.	

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APPENDIX 2

Housing Development Part 8 Agreement



**Housing & Residential Services
Department**

**Planning & Property Development
Department**

Housing Development Part 8 Agreement

<<Name of Development>>

The proposed layout and design of the above named development, as set out in the attached specification (Ref. No. _____ Dated _____) are agreed between the Housing & Residential Services Department and the Planning & Property Development Department*

The Housing & Residential Services Department will now proceed to the next stage of design development and will submit the design, as agreed in this protocol, for Part 8 at the appropriate time.

Senior Planner
Development Management Team

Date

Project Architect

Date

Senior Executive Officer
Housing Development

Date

* subject to the City Development Plan policies/objectives and other relevant standards in force at time of planning decision.

APPENDIX 3

List of Technical Departments

TECHNICAL DEPARTMENTS

DEPARTMENT	SECTION	CONTACT
CITY ARCHITECTS	CITY ARCHITECTS	Senior Architect, Block 4 West, Floor 2, Civic Offices, Wood Quay, Dublin 8
PLANNING & PROPERTY DEVELOPMENT	DEVELOPMENT MANAGEMENT/ HERITAGE, ARCHAEOLOGY & CONSERVATION	Executive Manager, Block 4, Floor 3, Civic Offices, Wood Quay, Dublin 8
ENVIRONMENT & ENGINEERING	DRAINAGE & WASTEWATER DIVISION	Administration Unit, Environment & Engineering, Block 1, Floor 6, Civic Offices, Wood Quay, Dublin 8
ENVIRONMENT & ENGINEERING	WASTE MANAGEMENT DIVISION	Administration Unit, Environment & Engineering, Block 1, Floor 6, Civic Offices, Wood Quay, Dublin 8
ROADS & TRAFFIC	DIRECTOR OF TRAFFIC	Executive Manager Block 2, Floor 6, Civic Offices, Christchurch, Dublin 8
CULTURE, RECREATION AND ECONOMIC SERVICES	PARKS AND LANDSCAPES SERVICES SPORTS & RECREATION SERVICES	Executive Manager, Block 4, Floor 0, Civic Offices, Wood Quay, Dublin 8