



Comhairle Cathrach  
Bhaile Átha Cliath  
Dublin City Council

**Planning & Property Development Department**  
Dublin City Council, Block 4, Floor 0, Civic Offices, Wood  
Quay, Dublin 8

**An Roinn Pleanála & Forbairt Maoin**  
Bloc 4, Urlár 0, Oifigi na Cathrach, An Ché Adhmaid, Baile  
Átha Cliath 8

T: (01) 222 2149 / F: (01) 222 2675  
E: [planning@dublincity.ie](mailto:planning@dublincity.ie) [www.dublincity.ie](http://www.dublincity.ie)

**APPLICATION FORM for CERTIFICATE of EXEMPTION  
from the provisions of  
SECTION 96 of the PLANNING & DEVELOPMENT ACT 2000 (As amended)**

1. Applicants Name \_\_\_\_\_
  2. Applicants Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-Mail \_\_\_\_\_
  3. Where applicant is a company registered under the Companies Acts 1963 to 1969, please state:  
Name of Company \_\_\_\_\_  
Address of Company \_\_\_\_\_  
\_\_\_\_\_  
Registration Number \_\_\_\_\_  
Company Directors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Agent \_\_\_\_\_
  5. Agent's Address \_\_\_\_\_  
\_\_\_\_\_
  - Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-Mail \_\_\_\_\_
  6. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  7. Number of Dwelling Units Proposed \_\_\_\_\_
  8. Site Area \_\_\_\_\_
  9. Location of proposed development \_\_\_\_\_  
\_\_\_\_\_  
*(2 copies of site location map with site clearly outlined in red must be submitted)*
  10. Description of proposed development \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  11. Applicants interest in site \_\_\_\_\_
- Signed \_\_\_\_\_ Date \_\_\_\_\_

**Application must be accompanied by a STATUTORY DECLARATION & 2 copies of Site Location Map (Scale 1:1000) with site outlined in red.**

**IMPORTANT -- STATUTORY DECLARATION**

This application must be accompanied by a **STATUTORY DECLARATION** (Original Document) giving the information required under Section 97 (5) of the Planning & Development Act 2000 (as amended) and Article 49 of the Planning & Development Regulations 2001 (as amended).

The statutory declaration must contain the following information -

- ◆ In respect of the period of 5 years preceding the application, such particulars of the legal and beneficial ownership of the land, on which it is proposed to carry out the development to which the application relates, as are within the applicant's knowledge or procurement,
- ◆ Identify any persons with whom the applicant is acting in concert,
- ◆ Give particulars of any interest that the applicant has, or had at any time during the said period, in any land in the immediate vicinity of the land on which it is proposed to carry out such development,
- ◆ Give particulars of any interest that any person with whom the applicant is acting in concert has, or had at any time during the said period, in any land in the said immediate vicinity, of which the applicant has knowledge,
- ◆ State that the applicant is not aware of any facts or circumstances that would constitute grounds for the refusal by the planning authority to grant a certificate.
- ◆ State whether the applicant, or any person with whom the applicant is acting in concert, has been granted, within the period of 5 years prior to the date of making the application, a certificate under Section 97 of the Act which at the time of the application remains in force
- ◆ State whether the applicant, or any person with whom the applicant is acting in concert, has carried out, or has been granted permission to carry out, a development consisting of the provision of **9 or fewer houses** or of land of **0.1 hectares or less**, within the period of 5 years prior to the date of making of the application for a certificate, on land in respect of which the certificate is being sought or land in its immediate vicinity (save that any such development carried out, or permission granted, before 1 November 2001 may be disregarded).

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Completed application forms should be forwarded to –

**Planning Department  
Dublin City Council  
Block 4, Ground Floor  
Civic Offices  
Wood Quay  
Dublin 8**

**Telephone: 01 222 2149**

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