

Easy Guide to Making a



Planning Application

Simple rules for a good planning application

- (1) **Application Form fully completed as appropriate:**
All questions answered and a signed application submitted **1 Original and 1 Copy**
- (2) **Planning Application Fee:**
List of planning fees available.
- (3) **Newspaper Notice in approved newspaper.**
The Kerryman/Kerry's Eye/Irish Examiner/Irish Independent/The Star/The Sun
1 Entire page of Newspaper and 1 photocopy of entire page to be submitted
- (4) **Site Notice in approved format.**
Site notice to be left on site for a period of 5 weeks from the date the Planning Application was submitted to the planning authorities office.
Copies available **1 Original and 1 Copy**
- (5) **Site Location Map:**
Scale of 1:1000 built up area and 1:2500 in all other. **6 No. Required**
- (6) **Site Layout Plan:**
Scale of 1:500 **6 No. Required**
- (7) **Floor Plans, Elevations and Sections:**
Scale not less than 1:200 or other scale as agreed with the Planning authority prior to submission **6 No. Required**
- (8) **Disposal of Surface Water:**
For development adjacent to/ exiting to a public road- Drawing to scale of the proposals with other appropriate details such as pipesizes, gradients, outfall points, gulley locations etc.
- (9) **Site Assessment/Percolation Test/Water Table Test:**
Required for a site with a septic tank or wastewater treatment unit. A complete site assessment, completed in accordance with the E.P.A. Code of Practice (2009) is required.
Please note: Kerry County Council will only accept site assessments that have been carried out by a member of our approved panel of site assessors.
A copy of our approved panel of site assessors is available on the Kerry County Council website.
A complete site assessment will include –
 - A completed Site Characterisation Form in the standard E.P.A. Code of Practice format. The Site Characterisation Form can be downloaded from the E.P.A. website @ <http://www.epa.ie/downloads/advice/water/wastewater>
 - Various photographs, maps etc. of the site.
 - Detailed drawings of the proposed effluent treatment system including construction standard drawings.The Site Characterisation process is a technically complex process which can only be carried out by appropriately trained and qualified assessors.
A typical site assessment will take 4 – 5 working days to complete. **4 COLOUR copies.**
- (10) **Implementation of Housing Strategy:**
Certificate of exemption must be applied for **four houses or less.**
Otherwise Proposals need to be submitted for **Five houses or More.**
- (11) **Supporting Documentation **2 no. copies****

It is advised that you consult with the Planning Department prior to the submission of a planning application for a large scale development whether residential or industrial/commercial.

Note: This paper is not intended to provide, or constitute a substitute for, legal advice and no liability whatsoever is accepted in respect of its accuracy or any reliance by any person upon its contents or otherwise.

The Planning Departments Public office is here to help you the Customer/Agent, so do not hesitate to ask us any Planning Queries or call **(066) 7183750.**