

## **PLANNING APPLICATION FORM.**

### **BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:**

**Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application. Therefore please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to your application form.**

### **ADDITIONAL INFORMATION**

It should be noted that each planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the development plan and may request this on a supplementary application form.

Failure to supply the supplementary information will not invalidate your planning application but may delay the decision-making process or lead to a refusal of permission. Therefore applicants should contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

### **OTHER STATUTORY CODES**

An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings, must comply with building regulations, which set out basic design and construction requirements. Also, any works causing the deterioration or destruction of the breeding and resting places of bats, otters, natterjack toads, Kerry slugs and certain marine animals, constitute a criminal offence unless covered by a derogation licence issued by the Minister for Arts, Heritage and the Gaeltacht (pursuant to Article 16 of the Habitats Directive).

### **DATA PROTECTION**

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 and 2003. The Office of the Data Protection Commissioner state that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

## PLANNING APPLICATION FORM

### BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

#### STANDARD PLANNING APPLICATION FORM AND ACCOMPANYING DOCUMENTATION:

*Please ensure that each section of this application form is fully completed and signed. The applicant should enter n/a (not applicable) where appropriate.*

*Please ensure that all necessary documentation is attached to your application form.*

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application.

#### ADDITIONAL INFORMATION

*It should be noted that each planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the development plan and may request this on a supplementary application form.*

*Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, the planning authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore failure to supply this information could delay the decision on an application or lead to a refusal of permission.*

*Applicants should therefore contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.*

**KERRY COUNTY COUNCIL**  
**PLANNING APPLICATION FORM**



**Comhairle Contae Chiarraí**, Áras an Chontae, Trá Lí, Co. Chiarraí  
Guthán: (066) 7183582 E-mail: [plan@kerrycoco.ie](mailto:plan@kerrycoco.ie) Faics: (066) 7120328  
**Kerry County Council**, County Buildings, Tralee, Co. Kerry  
Tel: (066) 7183582 Web: <http://www.kerrycoco.ie> Fax: (066) 7120328

*Please note, where a reference number appears after a question e.g. Q5. Applicant<sup>2</sup> you may refer to the 'Directions for completing this form' section at the back of this document.*

**1. Name of Relevant Planning Authority:**

KERRY COUNTY COUNCIL

**2. Location of Proposed Development:**

<i>Postal Address or Townland or Location (as may best identify the land or structure in question)</i>	
<i>Ordnance Survey Map Ref No (and the Grid Reference where available)<sup>1</sup></i>	

**3. Type of planning permission (please tick appropriate box):**

- Permission
- Permission for retention
- Outline Permission
- Permission consequent on Grant of Outline Permission

**4. Where planning permission is consequent on grant of outline permission:**

Outline Permission Register Reference Number: \_\_\_\_\_

Date of Grant of Outline Permission: \_\_\_\_/\_\_\_\_/\_\_\_\_

**5. Applicant<sup>2</sup>:**

<i>Name(s)</i>	
	Contact details to be supplied at the end of this form (Question 23)

**6. Where Applicant is a Company (registered under the Companies Acts):**

<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration No.</i>	

**7. Person/Agent acting on behalf of the Applicant (if any):**

<i>Name</i>	
	Address to be supplied at the end of this form. (Question 24)

**8. Person responsible for preparation of Drawings and Plans<sup>3</sup>:**

<i>Name</i>	
<i>Firm/Company</i>	

**9. Description of Proposed Development<sup>4</sup>:**

<i>Brief description of nature and extent of development</i>	
--	--

**10. Legal Interest of Applicant in the Land or Structure:**

<i>Please tick appropriate box to show applicant's legal interest in the land or structure</i>	<i>A. Owner</i>	<i>B. Occupier</i>
	<i>C. Other</i>	
<i>Where legal interest is 'Other', please expand further on your interest in the land or structure</i>		
<i>If you are not the legal owner, please state the name and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation</i>		

**11. Site Area:**

<i>Area of site to which the application relates in hectares</i>	ha
--	----

**12. Where the application relates to a building or buildings:**

<i>Gross floor space<sup>5</sup> of any existing building(s) in m<sup>2</sup></i>	
<i>Gross floor space<sup>5</sup> of proposed works in m<sup>2</sup></i>	
<i>Gross floor space<sup>5</sup> of work to be retained in m<sup>2</sup> (if appropriate)</i>	
<i>Gross floor space<sup>5</sup> of any demolition in m<sup>2</sup> (if appropriate)</i>	

**13. In the case of mixed development (e.g. residential, commercial, industrial, etc), please provide breakdown of the different classes of development and breakdown of the gross floor area of each class of development:**

<i>Class of Development</i>	<i>Gross floor area in m<sup>2</sup></i>

**14. In the case of residential development please provide breakdown of residential mix:**

<i>Number of</i>	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
<i>Houses</i>							
<i>Apartments</i>							
<i>Number of car-parking spaces to be provided</i>	Existing:		Proposed:			Total:	

**15. Where the application refers to a material change of use of any land or structure or the retention of such a material change of use:**

<i>Existing use<sup>6</sup> (or previous use where retention permission is sought)</i>	
<i>Proposed use (or use it is proposed to retain)</i>	
<i>Nature and extent of any such proposed use (or use it is proposed to retain)</i>	

**16. Social and Affordable Housing**

<b>Please tick appropriate box</b>	<b>Yes</b>	<b>No</b>
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 applies?<sup>7</sup></i>		
If the answer to the above question is “yes” and the development is not exempt (see below), you must specify, as part of your application, the manner in which you propose to comply with section 96 of Part V of the Act.		
If the answer to the above question is “yes” but you		

<p>consider the development to be exempt by virtue of section 97 of the Planning and Development Act 2000<sup>8</sup>, a copy of the Certificate of Exemption under section 97 must be submitted (or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the application should be submitted).</p> <p>If the answer to the above question is “no” by virtue of section 96(13) of the Planning and Development Act 2000<sup>9</sup>, details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.</p>		
--	--	--

### 17. Development Details

<i>Please tick appropriate box</i>	<i>Yes</i>	<i>No</i>
<i>Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?</i>		
<i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?</i>		
<i>Does the application relate to development which affects or is close to a monument or place recorded under section 12 of the National Monuments (Amendment) Act, 1994<sup>10</sup></i>		
<i>Does the proposed development require the preparation of an Environmental Impact Statement<sup>11</sup>?</i>		
<i>Does the application relate to work within or close to a European Site (under S.I. No.94 of 1997) or a Natural Heritage Area?<sup>12</sup></i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring an integrated pollution prevention and control licence?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i>		
<i>Do the Major Accident Regulations apply to the proposed development?</i>		

<i>Does the application relate to a development in a Strategic Development Zone?</i>		
<i>Does the proposed development involve the demolition of any structure<sup>12</sup>?</i>		

### **18. Site History**

Details regarding site history (if known)
<p>Has the site in question ever, to your knowledge, been flooded?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give details e.g. year, extent.</p> <p>Are you aware of previous uses of the site e.g. dumping or quarrying?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give details.</p>
Are you aware of any valid planning applications previously made in respect of this land/structure?
<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please state planning reference number(s) and the date(s) of receipt of the planning application(s) by the planning authority if known:</p> <p>Reference No.: _____ Date: _____</p> <p>If a valid planning application has been made in respect of this land or structure in the 6 months prior to the submission of this application, then the site notice must be on a yellow background in accordance with Article 19(4) of the Planning and Development Regulations 2001 as amended.</p>
<i>Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development<sup>13</sup>?</i>
<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;"><i>An Bord Pleanála Reference No.:</i> _____</p>

**19. Pre-application Consultation**

<b><i>Has a pre-application consultation taken place in relation to the proposed development<sup>14</sup>?</i></b>
Yes [ ]                      No [ ]
If yes, please give details:
Reference No. (if any): _____
Date(s) of consultation: ____/____/____
Persons involved: _____
_____

**20. Services**

<b><i>Proposed Source of Water Supply</i></b>
Existing connection [ ]                      New connection [ ]
Public Mains [ ]              Group Water Scheme [ ]              Private Well [ ]
Other (please specify):
_____
<i>Name of Group Water Scheme (where applicable)</i>
_____
<b><i>Proposed Wastewater Management/Treatment</i></b>
Existing [ ]                      New [ ]
Public Sewer [ ]      Conventional septic tank system [ ]
Other on-site treatment system [ ] Please specify
_____
<b><i>Proposed Surface Water Disposal<sup>20</sup> (see requirements on page 17 item 20)</i></b>
Public Sewer/Drain [ ]      Soakpit [ ]
Watercourse [ ]      Other [ ] Please specify _____

**21. Details of Public Notice**

<i>Approved newspaper<sup>15</sup> in which notice was published</i>	
<i>Date of publication</i>	
<i>Date on which site notice was erected</i>	

**22. Application Fee**

<i>Fee Payable</i>	
<i>Basis of Calculation</i>	

**23. DECLARATION**

<i>I 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 the Planning &amp; Development Act 2000, as amended, and the Regulations made thereunder</i>	
<i>Signed (Applicant or Agent as appropriate)</i>	
<i>Date</i>	

*Please Note: An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with building regulations, which set out basic design and construction requirements.*

<p><b>FOR OFFICE USE ONLY</b></p> <p><b>Fee Recd. €</b> _____</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Cheque</p> <p><input type="checkbox"/> Money Order</p> <p><input type="checkbox"/> Draft</p> <p><input type="checkbox"/> Postal Order</p> <p><input type="checkbox"/> Credit Card</p> <p>Receipt No _____</p> <p>Date _____</p> <p>Received by _____</p>
---

**SUPPLEMENTARY INFORMATION**

**To be provided for Residential Development in the Rural Area**

<b>Section 1: Details of Site Ownership</b>	
1.1	Name and address of the person from whom the site has or will be acquired:
1.2	Applicants relationship, if any, to current owner of the site
1.3	Outline in blue all lands in the ownership of the person named above on a map at scale 6” to 1 mile or 1:2500. This map should be submitted with the application form.
1.4	<p><b>Number of sites sold or transferred from the land holding to:</b></p> <p>family members .....</p> <p>non-family members .....</p> <p>Details of the relevant planning register members should be given .....</p>
<b>Section 2: General Information</b>	
2.1	<p>Are you or any other intended adult occupant(s) a resident of the rural area in which the dwelling is proposed</p> <p align="right">Yes: <input type="checkbox"/> No: <input type="checkbox"/></p>
2.2	<p>Is your current accommodation?</p> <p>If other, please specify:</p> <p>Owned: <input type="checkbox"/> Rented: <input type="checkbox"/> Other: <input type="checkbox"/></p> <p>.....</p> <p>.....</p>
2.3	<p>Applicants current occupation</p> <p>Additional occupant(s) current occupation (other than the applicant)</p> <p>.....</p> <p>.....</p>

2.4	Name and address of current employer  ..... ..... .....	Name and address of current employer  ..... ..... .....
2.5	Actual place of work  ..... ..... .....	Actual place of work  ..... ..... .....
2.6	Distance of work:  (i) from present residence ..... ..... (ii) from proposed site ..... .....	Distance of work:  (i) from present residence ..... (ii) from proposed site .....
<b>Section 3: Intended use of proposed dwelling</b>		
3.1	Is the proposed dwelling for:  Occupation as a primary permanent place of residence:  Occupation by a farmer engaged wholetime in agriculture:  Occupation by a member of the family:  Applicants own occupation:  Sale:  As a second home/holiday home:  Other, (please specify):	Yes: <input type="checkbox"/> No: <input type="checkbox"/>  Yes: <input type="checkbox"/> No: <input type="checkbox"/>  Yes: <input type="checkbox"/> No: <input type="checkbox"/>  Yes: <input type="checkbox"/> No: <input type="checkbox"/>  Yes: <input type="checkbox"/> No: <input type="checkbox"/>  Yes: <input type="checkbox"/> No: <input type="checkbox"/>  Yes: <input type="checkbox"/> No: <input type="checkbox"/>  Yes: <input type="checkbox"/> No: <input type="checkbox"/>
	Is proposed dwelling located in an area of prime/secondary amenity:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Is proposed dwelling located in an area where it is the Planning Authority's policy to conserve views and prospects:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is proposed dwelling located on a national primary route:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

<i>Signed</i> <i>(Applicant or Agent as appropriate)</i>	
<i>Date</i>	

***Note: Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, the planning authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore, failure to supply this information could delay the decision on an application or lead to a refusal of permission.***



**THIS FORM SHOULD BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION:**

Please note that if the appropriate documentation is not included, your application will be deemed invalid.

**ALL Planning Applications**

- The relevant page of newspaper that contains notice of your application
- A copy of the site notice
- 6 copies of site location map<sup>16</sup>
- 6 copies of site or layout plan as appropriate<sup>16+17</sup>
- 6 copies of plans and other particulars required to describe the works to which the development relates (include detailed drawings of floor plans, elevations and sections – except in the case of outline permission) as appropriate<sup>20</sup>
- The appropriate planning fee

**Where the applicant is not the legal owner of the land or structure in question:**

- The written consent of the owner to make the application

**Where the application is for residential development that is subject to Part V of the 2000 Act:**

- Specification of the manner in which it is proposed to comply with section 96 of Part V

*or*

- A certificate of exemption from the requirements of Part V

*or*

- A copy of the application submitted for a certificate of exemption.

**Where the application is for residential development that is not subject to Part V of the 2000 Act by virtue of section 96(13) of the Act:**

- Information setting out the basis on which section 96(13) is considered to apply to the development.

**Where the disposal of wastewater for the proposed development is other than to a public sewer:**

- ❑ Information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed.

**Where the application refers to a protected structure/ proposed protected structure/ or the exterior of a structure which is located within an architectural conservation area (ACA):**

- ❑ Photographs, plans and other particulars necessary to show how the development would affect the character of the structure.

**Applications that refer to a material change of use or retention of such a material change of use:**

- ❑ Plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of Article 23) and other particulars required describing the works proposed.

**Where an application requires an Environmental Impact Statement or a Natura Impact Statement:**

- ❑ An Environmental Impact Statement
- ❑ A Natura Impact Statement

**Applications that are exempt from planning fees:**

- ❑ Proof of eligibility for exemption<sup>18</sup>

### CONTACT DETAILS

Please Note: The name and address elements of the application provided in questions 23-24 below will be held, and be available for inspection/purchase by the public in accordance with the Planning and Development Act 2000 and associated regulations for a period of 7 years commencing on the date of the making of the decision. The additional contact information will be destroyed on the completion of the application process and when no appeal is made to An Bord Pleanála.

#### 24. Applicant address/contact details<sup>19</sup>

<i>Applicant</i>	
<i>Address</i>	

#### 25. Agent's (if any) address<sup>19</sup>

<i>Agent (if any)</i>	
<i>Address</i>	

**Please indicate which address all correspondence is to be sent  
(please tick as appropriate)**

Applicant [ ]      Agent [ ]

**If for any reason a refund of planning fees must be made, please indicate to whom  
the refund cheque is to be made payable (please tick as appropriate)**

Applicant [ ]      Agent [ ]

Please Note: 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 Pleanála in the event of an appeal, where again it will only be used by An Bord Pleanála for the purposes of administering the appeal.

<i>Phone number</i>	
<i>Email address</i>	
<i>The above details belong to:</i> The applicant    [ ]    The agent    [ ]	



## **DIRECTIONS FOR COMPLETING THIS FORM**

1. Grid reference in terms of the Irish Transverse Mercator.
2. “The applicant” means the person seeking the planning permission, not an agent acting on his or her behalf.
3. Where the plans have been drawn up by a firm/company the name of the person primarily responsible for the preparation of the drawings and plans, on behalf of that firm/company, should be given.
4. A brief description of the nature and extent of the development, including reference to the number and height of buildings, protected structures, etc.
5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building; i.e. floor areas must be measured from inside the external wall.
6. Where the existing use is ‘vacant’, please state most recent authorised use of the land or structure.
7. Part V of the Planning and Development Act 2000 applies where –
  - the land is zoned for residential use or for a mixture of residential and other uses;
  - there is an objective in the Development Plan for the area for a percentage of the land to be made available for social and/or affordable housing; and
  - the proposed development is not exempt from Part V.
8. Under section 97 of the Planning and Development Act 2000, applications involving development of 4 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.
9. Under section 96(13) of the Planning and Development Act 2000, Part V does not apply to certain housing developments by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under section 96 of the Act
10. The Record of Monuments and Places, under section 12 of the National Monuments Amendment Act 1994, is available, for each county, in the local authorities and public libraries in that county. Please note also that if the proposed development affects or is close to a national monument which, under the National Monuments Acts 1930 to 2004, is in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or is the subject of a preservation order or a temporary preservation order, a separate statutory consent is required, under the National Monuments Acts, from the Minister for Arts, Heritage

and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.

11. An Environmental Impact Statement (EIS) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2011 which exceeds a limit, quantity or threshold set for that class of development. An EIS will also be required by the planning authority in respect of sub-threshold development where the authority considers that the development would be likely to have significant effects on the environment (Article 103).
12. An appropriate assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on a European site. It is the responsibility of the planning authority to screen proposed developments to determine whether an appropriate assessment is required and where the Authority determines that an appropriate assessment is required, the authority will normally require the applicant to submit a Natura impact statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European site, it is open to him/her to submit a NIS with the planning application.
13. The appeal must be determined or withdrawn before another similar application can be made.
14. A formal pre-application consultation may only occur under Section 247 of the Planning and Development Act 2000. An applicant should contact his or her planning authority if he/she wishes to avail of a pre-application consultation. In the case of residential development to which Part V of the 2000 Act applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part V agreement in principle can be reached in advance of the planning application being submitted.
15. The list of approved newspapers, for the purpose of giving notice of intention to make a planning application, is available from the planning authority to which the application will be submitted.

*Please note: 16, 17 & 18 below, refer to the 'Accompanying Documentation Section' of the form:*

16. All plans, drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001-2011.
17. The location of the site notice(s) should be shown on site location map.

18. See Schedule 9 of Planning and Development Regulations 2001. If a reduced fee is tendered, details of previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under Article 157 of the 2001 Regulations, evidence to prove eligibility for exemption should be submitted.
19. The address of the Applicant and Agent (if any) should be included here.
20. All planning applications for development adjacent to or exiting onto a public road should contain details of the proposed method of disposal of surface water emanating from the site of the proposed development. The details should include a drawing to scale of the proposals with other appropriate details such as pipesizes, gradients, outfall points, gully locations etc. Surface water run-off may discharge to a drain or watercourse within or adjacent to a site or to soakaways constructed within the site. In the latter case, adequate percolation must be shown to be present. Drawings should also indicate methods to be used to prevent surface water flowing from the site onto the public road such as channels etc. Failure to provide this information at planning application stage may result in a deferral of the application at assessment stage.