



## **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 to 2018. The Office of the Data Protection Commissioner states that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender, including prosecution.

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

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**2. Type of planning permission**

(please tick appropriate box):

Permission [ ]  
Permission for Retention [ ]  
Outline Permission [ ]  
Permission consequent on [ ]  
Grant of Outline Permission

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

**Outline Permission Register Number:**

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**Date of Grant of Outline Permission:**

\_\_\_/\_\_\_/\_\_\_

**4. Applicant<sup>2</sup>: Name of Applicant**

(person/entity seeking Planning Permission not an agent acting on his/her behalf)

(Address to be supplied at the end of this form - Question 24)

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**5. Location of Proposed Development:**

**(a) Postal Address or Townland or Location**

(as may best identify the land or structure in question)

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**(b) Ordnance Survey Map Ref No.**

(and the Grid Reference<sup>1</sup> where available)

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

**(a) Names of All Company Directors**

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**(b) Registered Address (of company)**

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**(c) Company Registration Number**

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

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(Address to be supplied at the end of form – Question 25)

**(b) Correspondence to be sent to Agent**

Yes [ ] No [ ]

**If the answer is no, all correspondence will be sent to the Applicants address**

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

**(a) Name**

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**(b) Firm/Company**

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**9. Description of Proposed Development:**

(Brief Description of nature and extent of development – this should correspond with the wording of the Newspaper Advert & Site Notice<sup>4</sup>)

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

Please tick appropriate box to show applicants legal interest in the land or structure:

A. Owner [ ] B. Occupier [ ]  
\*C. Other [ ] D. Prospective Purchaser [ ]

\*Where legal interests is 'Other', please expand further on your interest in the land or structure.

**If you are not the legal owner**, please state the name and address of the owner and supply a letter of consent from the owner to make the planning application as listed in the accompanying documentation.

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## 11. Site Area:

Area of site to which the application relates in hectares.

\_\_\_\_\_ Ha

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

Gross floor space<sup>5</sup> of any existing building(s) in m<sup>2</sup> \_\_\_\_\_ m<sup>2</sup>

Gross floor space of proposed works in m<sup>2</sup>  
(a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ (d) \_\_\_\_\_ m<sup>2</sup>

Gross floor space of works to be retained in m<sup>2</sup> (if appropriate) \_\_\_\_\_ m<sup>2</sup>

Gross floor space of any demolition in m<sup>2</sup> (if appropriate) \_\_\_\_\_ m<sup>2</sup>

**If more than 4 units, please attach a detailed schedule listing house types, no. of each house type and floor areas.**

## 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:

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

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

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses							
Apartments							
Number of car-parking spaces to be provided	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:

Existing use<sup>6</sup> (or previous use where retention permission is sought)

Proposed use (or use it is proposed to retain)

Nature and extent of any such proposed use (or use it is proposed to retain)

## 16. Social and Affordable Housing – Please tick appropriate box

Is the application an application for permission for development to which Part V of the Planning and Development Act 2000<sup>7</sup> applies?

YES [ ] NO [ ]

If the answer to the above question is “yes” and the development is not exempt (see below), you must provide, as part of your application, details as to how you propose to comply with Section 96 of Part V of the Act including, for example,

(i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V Agreement, or houses situated on such aforementioned land or elsewhere in the planning authority’s functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority’s functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and

(ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.

If the answer to the above question is “yes” but you 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).

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.

## 17. Development Details – Please tick as appropriate

YES NO

Does the proposed development consist of work to a protected structure and/or its curtilage or **proposed protected** structure and/or its curtilage? [ ] [ ]

Does the proposed development consist of work to the exterior of a structure which is located within an **architectural conservation area** (ACA)? [ ] [ ]

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>? [ ] [ ]

Does the proposed development require the preparation of an **Environmental Impact Assessment Report**<sup>11& 12</sup>? [ ] [ ]

Does the proposed development require the preparation of a **Natura Impact Statement**<sup>13</sup>? [ ] [ ]

Does the application relate to work within or close to an **European Site** (under S.I. No.94 of 1997) or a **Natural Heritage Area**? [ ] [ ]

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**? [ ] [ ]

Does the application relate to a development which comprises or is for the purposes of an activity requiring a **waste licence**? [ ] [ ]

Do the Major Accident Regulations apply to the proposed development? [ ] [ ]

Does the application relate to a development in a **Strategic Development Zone**? [ ] [ ]

Does the proposed development involve the **demolition** of any **habitable house**? [ ] [ ]

**18. Site History – Details regarding site history (if known):**

**Has the site in question ever, to your knowledge, been flooded?**

Yes [ ] No [ ]

If yes, please give details e.g. year, extent

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**Are you aware of previous uses of the site e.g. dumping or quarrying?**

Yes [ ] No [ ]

If yes, please give details

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**Are you aware of any valid planning applications previously made in respect of this land/structure?**

Yes [ ] No [ ]

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:

Reference No.: \_\_\_\_\_

Date of Submission: : \_\_\_\_\_

**Do any Statutory Notices apply to the site/building at present? (e.g. Fire Safety, Enforcement, Dangerous Buildings, Derelict Sites, Building Control, etc)**

Yes [ ] No [ ]

If Yes Please give details:

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**NOTE**

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.

**Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development <sup>14</sup>?**

Yes [ ] No [ ]

**An Bord Pleanála Reference No.:**

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**19. Pre-application Consultation**

**Has a pre-application consultation taken place in relation to the proposed development <sup>15</sup>?**

Yes [ ] No [ ]

If yes, please give details:

Reference No. (if any): \_\_\_\_\_

**Please submit documentation**

Date(s) of consultation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Persons involved:

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**20. Services**

**Proposed Source of Water Supply**

Existing connection [ ] New connection [ ]

Public Mains [ ] Group Water Scheme [ ]

Private Well [ ]

**Other (please specify):**

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**Name of Group Water Scheme (where applicable)**

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**Proposed Wastewater Management/Treatment**

Existing [ ] New [ ]

Public Sewer [ ]

Conventional septic tank system [ ]

Other on-site treatment system [ ]

**Please specify**

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## Proposed Surface Water Disposal

Public Sewer/Drain [ ]  
Soakpit [ ]  
Watercourse [ ]  
Other [ ]

Please specify

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## 21. Details of Public Notice

Approved newspaper<sup>16</sup> in which notice was published

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Date of publication \_\_\_\_/\_\_\_\_/\_\_\_\_

Date on which site notice was erected  
\_\_\_\_/\_\_\_\_/\_\_\_\_

## 22. Application Fee

Fee Payable: \_\_\_\_\_

Basis of Calculation:

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23. 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 & Development Acts 2000, as amended, and the Regulations made there under:

Signed:

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(Applicant or Agent as appropriate)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SEE ALSO PAGE 12**

**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**

- ☐ 6 copies of the fully completed and signed Planning Application Form
- ☐ 6 copies of the relevant page of newspaper that contains notice of your application including the date and title of the newspaper
- ☐ 6 copies of the site notice
- ☐ 6 copies of site location maps (1:10560 and 1:2500)
- ☐ 6 copies of site or layout plan
- ☐ 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)
- ☐ The appropriate Planning Fee
- ☐ 6 Planning Application Checklists (completed)

**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 Planning & Development Acts 2000:**

Details of the manner in which it is proposed to comply with section 96 of Part V of the Act including, for example,

(i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and

(ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an

appropriate share of any common development works as required to comply with the provisions in Part V of the Act.

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 Planning & Development Acts 2000 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 Assessment Report:**

- ☐ An Environmental Impact Assessment Report, and
- ☐ A copy of the confirmation notice received from the EIA portal in accordance with article 97B(2) of the permission regulations

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

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

## Supplementary Information

### TO BE COMPLETED FOR ALL SINGLE RURAL HOUSING APPLICATIONS

By filling in this section of the application form you will greatly assist the Planning Authority in considering your application, reduce the need for further information and will save time in having a decision reached.

#### 1. Name of Applicant(s) (not agent)

#### 2. Is the proposed dwelling for:

Occupation as a place of primary residence [ ]  
For Sale [ ]  
Second / Holiday Home [ ]

3. Indicate if in the event of a grant of planning permission you would be willing to accept an occupancy condition restricting first occupancy of the proposed house as a place of permanent residence for a period of 10 years.

Yes [ ] No [ ]

Applicants or Agents are advised to consult with Table 4.6 Criteria for One-off Rural Housing of the Wexford County Development Plan that sets out the Council's policy in relation to rural housing.

#### 4. Will the proposed development be located in:

(a) Area under Strong Urban Influence [ ]  
(b) Stronger Rural Area [ ]  
(c) Structurally Weak Area [ ]  
(d) Coastal Zone [ ]  
(e) Landscape & Heritage Area [ ]

The applicant is requested to demonstrate their need for the proposed dwelling having regard to their current living accommodation.

#### (a) 1. Have you ever owned a rural dwelling?

(a) 2. Do you qualify as a first-time buyer?  
(never owned a dwelling)

5. Can you demonstrate one of the following rural housing needs to live at this particular location (as defined in Table 4.6 of the County Development Plan)

a) Social functional need [ ]  
(If 'yes' please complete question 6)

b) Economic functional need [ ]  
(If 'yes' please complete question 7)

#### 6. Membership of Local Rural Area/Social Functional Need

If you have been a member of the local rural area in the area of the proposed site, please state length of time and approximate dates you have lived in the locality. Please provide a map showing proposed site & location of linkages to area and other evidence of rural linkage as appropriate.

#### 7. Economic Functional Need

Please provide details, including appropriate documentary evidence of an economic functional need to reside in the rural area.

#### 8. Occupational Details

Occupation	
Name & Address of Employer	
Actual Place of Work	
Distance of work from proposed site	



**9. Any other information in support of your application that you feel is relevant.**

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**Please continue on a separate sheet if required.**

**Please note that all information / supporting documentation submitted will be available publicly to view online and at the Planning Authority offices.** Therefore, applicant(s) should ensure that any personal information (i.e. PPSN, Bank Account numbers, date of birth, etc.) is removed from the documentation before it is submitted as part of the planning application.

**Declaration by Applicant(s)**

**I hereby declare that the information provided in and accompanying this application is correct, accurate and true. I understand that should any of the information be found to be deliberately misleading that the County Council shall be entitled to take appropriate action.**

**GDPR Compliance**

I understand that **all** documentation provided with this planning application will be made available for public inspection at our offices and on our website [www.wexfordcoco.ie](http://www.wexfordcoco.ie) prior to and following the decision on the application.

**Please do not include any documents or information that you do not wish to be made public.**

**Signature of Applicant(s) (not Agent)**

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**Applicant 1 (Sign & Print Name)**

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**Applicant 2 (Sign & Print Name)**

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**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. – this should correspond with the wording of the Newspaper Advert & Site Notice**
- 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 land or structure is not in use, 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 Acts 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 the Environment, Heritage and Local Government.**
- 11. An Environmental Impact Assessment Report (EIAR) and the confirmation notice from the EIA portal are required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2018 which equals or exceeds, as the case may be, a limit, quantity or threshold set for that class of development. An EIAR and confirmation notice from the EIA portal 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. In accordance with Article 97 of the Planning and Development Regulations 2001 (as amended) where an EIAR is required to be submitted in connection with a planning application, the applicant for planning permission shall submit 10 copies and one electronic copy of the EIAR. The electronic copy of the EIAR submitted shall be searchable by electronic means as far as practicable.**
- 13. An appropriate assessment of the 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.**
- 14. The appeal must be determined or withdrawn before another similar application can be made.**
- 15. 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-planning consultant facility in order to ensure that a Part V Agreement in principle can be reached in advance of the planning application being submitted.**
- 16. 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. (See check list)**

- 17. All plans, drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001 (as amended).**
- 18. The location of the site notice(s) should be shown on site location map.**
- 19. 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.**

**CONTACT DETAILS  
NOT TO BE PUBLISHED**

**24. Applicant address/contact details:**

**Applicant(s) Name:**

\_\_\_\_\_

**Permanent Address of Applicant(s):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Eircode:** \_\_\_\_\_

**Telephone No. :**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

**25. Agent's (if any) address/contact details <sup>19</sup>**

**Agent Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Eircode:** \_\_\_\_\_

**Telephone No.:**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

**Correspondence to be sent to Agent:**

Yes [ ☐ ]    No [ ☐ ]

**THIS PAGE TO BE HELD SEPARATELY**

**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 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.

**Declaration 2**

I hereby declare that the information provided in and accompanying this application is correct, accurate and true. I understand that should any of the information be found to be deliberately misleading that the County Council shall be entitled to take appropriate action.

**GDPR Compliance**

I understand that **all** documentation provided with this planning application will be made available for public inspection at our offices and on our website [www.wexfordcoco.ie](http://www.wexfordcoco.ie) prior to and following the decision on the application.

**Please do not include any documents or information that you do not wish to be made public.**

**Signature of Applicant(s)** (not agent)

\_\_\_\_\_  
**Applicant 1 (Sign & Print Name)**

\_\_\_\_\_  
**Applicant 2 (Sign & Print Name)**

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_