

DOCUMENTS REQUIRED WITH APPLICATION FOR PLANNING PERMISSION

- 1. One fully completed application form.
- 2. Only fully completed Site Characterisation Form (where disposal of effluent is other than by discharge to Local Authority Sewer).
- 3. One copy of the relevant page of the newspaper in which the notice of the application has been published.
- 4. One copy of the text of the site notice – signed and dated (**i.e. date it was erected**).
- 5. Completed RH1 form (updated June 2013) (only in the case of sites which are located in Areas of Strong Urban Influence).
- 6. Six copies of the site location map to a scale of not less than 1:1000 in built up areas and 1:2500 in all other areas (which shall be indicated thereon) and marked in colour so as to identify clearly the land or structure to which the application relates, the boundaries thereof.
- 7. Six copies of site layout plans drawn to scale of not less than 1:500.
- 8. Six copies of structural drawings (not less than 1:200 scale) metric measurement.
- 9. Plans, drawings and maps accompanying a planning application shall all be in metric scale and comply with the following requirements:
 - (a) Site or layout plans shall be drawn to a scale of not less than 1:500 (which shall be indicated thereon). The site boundary shall be clearly delineated in red, and buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant tree stands and other featured on, adjoining or in the vicinity of the land or structure to which the application relates shall be shown, land which adjoins, abuts or is adjacent to the land to be development and which is under the control of the applicant or the person who owns the land which is the subject of the application shall be outlined in blue and wayleaves shall be shown in yellow.
 - (b) Other plans, elevations and sections shall be drawn to a scale of not less than 1:200 (which shall be indicated thereon), or such other scale as may be agreed with the planning authority prior to the submission of the application in any particular case,
 - (c) The site layout plan and other plans shall show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey datum or a temporary local benchmark,
 - (d) Drawings and elevations of any proposed structure shall show the main features of any buildings which would be contiguous to the proposed structure if it were erected, whether on the application site or in the vicinity, at a scale of not less than 1:200, as may be appropriate,
 - (e) Plans relating to works comprising reconstruction, alteration or extension of a structure shall be so marked or coloured as to distinguish between the existing structure and the works proposed,
 - (f) Plans and drawings of floor plans, elevations and sections shall indicate the figures the principal dimensions (including overall height) of any proposed structure and the site, and site or layout plans shall indicate the distances of any such structure from the boundaries of the site,
 - (g) Any map or plan which is based on an Ordnance Survey map shall indicate the relevant Ordnance Survey sheet number,
 - (h) The north point shall be indicated on all maps and plans other than drawings of elevations and sections,
 - (i) Plans and drawings shall indicate the name and address of the person by whom they were prepared.

- 10. Plan showing the position of a site notice or notices affixed to the land or structure.
- 11. A schedule listing plans, drawings and maps submitted with the application.
- 12. In the case of a change of use of any structure or land, a statement of the existing use and the proposed use, or where appropriate, the former use and the use proposed must be submitted.
- 13. Letter of consent from the secretary of the relevant Group Water Scheme if used as proposed source of water supply.
- 14. Submit legal agreement from adjoining landowner(s) signed in presence of a solicitor or Commissioner of Oaths consenting to removal of hedges/trees in sight distance triangle if sight lines are outside applicant's control.
- 15. Plan showing how the necessary sight lines can be achieved.
- 16. Details of surface water disposal shown on plans.
- 17. Where the site does not adjoin a public road has documentary evidence of right-of-way been submitted.
- 18. Where applicable, ensure relevant information regarding industrial development or agricultural structures (no. of animals, slurry pit size etc) has been submitted and the relevant form has been fully completed.
- 19. Written consent from the owner of the land/structure if the applicant is not the owner.
- 20. Plan of parking area.
- 21. Details of signs or other attachments proposed.
- 22. A Section 97 Certificate (only applicable on zoned land) or if such certificate has been applied for but not issued, a copy of the application made in relation to same.
- 23. Proposals to comply with land transfer agreements for housing developments for more than 4 houses, or on more than 0.1 hectare of zoned land.
- 24. Appropriate Fee – Calculated in accordance with provision of attached schedule.
- 25. Water Protection Plan Checklist.