



MONAGHAN COUNTY COUNCIL

Monaghan County Council,
Planning Offices,
1 Dublin Street, Monaghan H18 X982
Tel: (047) 047 30532
Email: planning@monaghancoco.ie

Office Use:
Application Type:.....
Register Ref.....
Amount Rec.
Receipt No.....
Date.....
O.S.I. Map Ref.....

BEFORE COMPLETING THIS FORM PLEASE NOTE THE FOLLOWING

STANDARD PLANNING APPLICATION AND ACCOMPANYING DOCUMENTATION

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 on 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.

DATA PROTECTION

The planning process is an open and public one. In that context, all planning applications and accompanying documentation, with the exception of certain contact details, are made available for public inspection/purchase and may be made available on the planning authority's website where this is their policy. Planning authorities also publish weekly lists of planning applications received as well as weekly lists of planning decisions in hard copy and, where this is their policy, on their websites.

It has come to our attention that the publication of planning applications by planning authorities can lead to applicants being targeted by persons in the business sector engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are hereby given an opportunity to indicate a preference with regard to the receipt of direct marketing arising from the lodging of a planning application.

If you are satisfied to receive direct marketing please tick this box

Direct marketing may be by post, by telephone, by hand or by electronic mail such as email or text message where such details are supplied. It is the responsibility of those entities wishing to use the personal data on planning applications and decision lists for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 & 2003 taking account of the preference outlined above.

PLANNING APPLICATION FORM

1. Application for:

Permission *Outline Permission
*Permission consequent Permission for
on the grant of Retention
Outline Permission

Place an **x** in the appropriate box

Where planning permission is **consequent on grant of Outline Permission**, please quote the outline permission ref. no.

Date of grant of Outline Permission:

***NOTE: Permission consequent on the grant of Outline Permission** should be sought only where Outline Permission was previously granted. Under S.36 3(a) of the Planning and Development Act 2000 Outline Permission lasts for 3 years.

Outline Permission may **not** be sought for:

- (a) the retention of structures or continuance of uses, or
- (b) developments requiring the submission of an Environmental Impact Statement/I.P.P.C./Waste Licence or works to Protected Structures or proposed Protected Structures.
- (c)

Date Received:

Register Reference:

2. Location for proposed development:

(a) Postal Address or Townland or Location (as may best identify the land and/or structure in question).

(b) Ordnance Survey Map Reference Number and the grid reference where available. (Grid reference in terms of the Irish transverse mercator).

3. (a) **Name of applicant** (person/entity seeking planning permission, **not** an agent acting on his/her behalf)

(b) Address must be supplied at end of this form (question 23)

4. Where the applicant is a Company registered under the Companies Acts 1963 - 1999, please state the following:

Name(s) of Company Director(s)

Registered Address (of Company)

Company Registration No

Telephone No

Email Address (if any)

5. Person/Agent Acting on Behalf of the applicant (if any).

Name

(address may be supplied at the end of this form (question 24))

6 Person responsible for the preparation of Drawings and Plans.

(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.)

Name

(address may be supplied at the end of this form (question 25))

7 Legal Interest of Applicant in the Land and/or Structure

A. Owner B. Occupier *C. Other

Please tick appropriate box to show the applicant's legal interest in the land or structure.

If owner please state the date on which interest was acquired

* Where legal interest is **other**, the applicant is requested to expand further on the interest in the land and/or structure.

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

* The owner's address must be included at the end of the form (question 26)

8 Description of Proposed Development:

(A brief description of the nature and extent of the development, including reference to the number, height and uses of buildings, protected structures, etc). **(This should correspond with the wording of the newspaper advert and site notice.)**

9 Site Area

Area of site to which the application relates in hectares ha.

10. Where the application Relates to a Building or Buildings:

(a) Gross floor space of any **existing** building(s) in m2

(b) Gross floor space of **proposed** works in m2

(c) Gross floor space of work to be **retained** in m2 (if appropriate)

(d) Gross floor space of any **demolition** in m2 (if appropriate).

Note: 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.

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

Class of Development

Gross Floor Area in m²

a. Gross floor space of residential class of development:	<input type="text"/>
b. Gross floor space of industrial/commercial class of development:	<input type="text"/>
c. Gross floor space of demolition of industrial/commercial class of development:	<input type="text"/>
d. Gross floor space of demolition of residential class of development:	<input type="text"/>
e. Other:	<input type="text"/>

12. In the case of residential development please provide a breakdown of residential mix:-

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Apartments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. of car-parking spaces to be provided	Existing <input type="text"/>		Proposed <input type="text"/>		Total <input type="text"/>		

13. Where the application refers to a material change of use of any land and/or structure or the retention of such a material change of use:

Existing use (or previous use where retention permission is sought). (Note: Where the existing use is "vacant" please state the most recent authorised use of the land or structure).	<input type="text"/>
Proposed use (or use it is proposed to retain)	<input type="text"/>
Nature and extent of any such proposed use (or use it is proposed to retain).	<input type="text"/>

14. Social and Affordable Housing

Please tick appropriate box

Yes No

Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 as amended applies? Yes No
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. **Please submit proposals on separate sheet.**

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, 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, details indicating the basis on which Section 96(13) is considered to apply to the development should be submitted.

N.B. This section must be completed for all proposals for the provision of one or more new dwelling units on residentially zoned lands.

15. Development Details

Please tick appropriate box.

Yes No

(1) Does the proposed development consist of work to a **protected structure** and/or its curtilage or **proposed protected structure** and/or its curtilage? Yes No
Note: If **Yes** Newspaper advertisement and site notice must indicate this fact.

(2) Does the proposed development consist of work to the exterior of a structure which is located within **an architectural conservation area (ACA)**? Yes No

Note: If the answer is YES to either 15(1) or 15(2) TEN sets of drawings/plans/photographs must be submitted with the Planning Application.

(3) 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**? Yes No

(4) 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**? Yes No

(5) Does the proposed development require the preparation of an **Environmental Impact Statement**? Yes No

(6) 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**? Yes No

(7) Does the application relate to a development which comprises or is for the purposes of an activity requiring a **waste licence**? Yes No

(8) Do the **Major Accident Regulations** apply to the proposed development? Yes No

(9) Does the application relate to a development in a **Strategic Development Zone**? Yes No

(10) Does the proposed development involve the **demolition of any habitable house**? Yes No

Note: Demolition of a Habitable House requires Planning Permission.

16. Site History

(1) **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

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

Yes No

If yes, please give details.

(2) 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:

Note: If a valid planning application has been made in respect of this land or structure in the six 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 2006. A valid application includes an application subsequently withdrawn.

(3) Is the site of the proposal **subject to a current appeal** to An Bord Pleanála in respect of a similar development. (Note: the Appeal must be determined or withdrawn before another similar application can be made).

Yes No

An Bord Pleanála Reference Number:

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

Yes No

Place an X in the appropriate box.

If yes, please give details

18. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development ?

Yes No

If yes, please give details:

Reference No. (if any):

Date(s) of consultation

Persons involved:

19. Services.**(1) Proposed Source of Water Supply**

Existing Connection New connection Public Mains

Group Water Scheme Private Well

Other (please specify):

Name of Group Water Scheme (where applicable)

(2) Proposed Wastewater Management/Treatment

Existing New Public Sewer

Conventional septic tank system Mechanical WWTS

Other on-site treatment system Please specify.

(3) Proposed Surface Water Disposal

Public Sewer/Drain Soakpit Watercourse

Other Please specify

20. Details of Public Notice

*Approved newspaper in which notice was published.

Name of Newspaper

Date of publication:

* Note: The list of approved newspapers for the purpose of giving intention to make a planning application, is available from the Council. Please also refer to directions for completion of Site Notice.

Date on which site notice was Erected.:

White Yellow

21. Application Fee

Fee Payable

Basis of Calculation

22. 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 Act 2000, as amended, and the Regulations made thereunder:-

Signed

(Applicant or Agent as appropriate)

Date

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.

ADDITIONAL INFORMATION

(Sections 27, 28)

27. All applications for Agricultural Developments must complete The Agricultural Form (AG 1 Form).

28. All applications for dwellings in Rural Areas under Strong Urban Influence must be accompanied by a completed Rural Housing Application Form (RH1 Form).

Notes to Applicant

Sections 1 to 22 of this form **MUST** be completed insofar as they relate to your particular proposal. Failure to do so will render your application invalid.

The additional contact information at Sections 23 to 26 will not be made available with the planning application.

Section 27 seeks additional information which will be needed by this Planning Authority to assess the application.

Section 28 seeks additional information which may be needed by this Planning Authority to assess the application having regard to its development plan which sets out local development policies and objectives for its own area.

Failure to submit this additional information, where relevant (Section 28), will **NOT** invalidate your application. However, 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 any relevant supplementary information could delay the application or lead to a refusal of permission.

You are advised to contact this office to determine what local policies and objectives would apply to your proposal and whether supplementary information is required.

Please note the provisions of Section 34(13) of the Planning and Development Act 2000.

"A person shall not be entitled solely by reason of a permission under this section to carry out any 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.

Please note that in accordance with Section 251 of the Planning and Development Act 2000:-

"Where calculating any appropriate period or other time limit referred to in this Act or in any other regulations made under this Act, the Period between the 24th day of December and the 1st day of January, both days inclusive, shall be disregarded." (Not applicable to Development Plan matters)

**It is imperative that this information is submitted with the
planning application form.**

**ADDITIONAL CONTACT INFORMATION
NOT TO BE MADE AVAILABLE WITH APPLICATION**

Please note:

- The applicant's address must be submitted on this page.
- If the applicant/agent wishes to submit additional contact information, this may be included here.
- This page will not be published as part of the planning file.

23. Applicant ²:

Address (Required)	
Telephone No.	
Email Address	

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

Address (Required)	
Telephone No.	
Email Address	

Should all correspondence be sent to the above address? (please tick appropriate box)
(Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)

Yes No

25. Person responsible for preparation of Drawings and Plans:

Address (Required)	
Telephone No.	
Email Address	

26. Owner (required where applicant is not the owner):

Address (Required)	
Telephone No.	
Email Address	