Instructions

This form should be completed and submitted as part of a planning application for all rural houses within the areas delineated as being under strong urban influence as indicated in the Monaghan County Development Plan 2025-2031.

Such areas include:

1. Areas around Monaghan Town
2. Areas around Carrickmacross
3. Areas around Castleblayney
4. Areas around Clones

Please answer all the questions relevant to the application. This form and documents submitted with it will be used to assess eligibility under the provisions of the development plan. Before completing this form you are advised to study the relevant provisions of the Monaghan County Development Plan 2025-2031 and in particular Section 2.13.1 which sets out policy in relation to rural housing needs.

It is in the applicant's interest to provide as much information as possible. If there are additional facts which are considered relevant and are not addressed in the application form, you can include these on a separate sheet. It should be noted that any information supplied will be included in the planning file and will be available to the public to view.

You are advised that the purpose of the foregoing form is to assist the Planning Authority to determine your eligibility for a dwelling in certain defined rural areas in the county. It is a general form applicable to all restricted areas in which it is necessary to substantiate a housing need.

Section 1 General Information

1. Name of the proposed adult for whom the rural housing need is being established. (This should be the same as the name under which the application has been submitted. A person 18 years of age and over will be considered to be an adult. Documentary evidence to establish this fact may be requested)

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2. Applicant's Current Address

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3. Application site address

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4. Indicate on an OS sheet the location of your current residence in relation to the proposed dwelling. If it is not possible to include your current and proposed dwelling on the same map, then both should be provided on separate maps. Please also provide address(s) and distance between the above in kilometres

OS Sheet Included:

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5. Indicate on an OS sheet the location of the family home in relation to the proposed dwelling. If it is not possible to include the family home and proposed dwelling on the same map, then both should be provided on separate maps. Please also provide address(s) and distance between the above in kilometres

OS Sheet Included:

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Section 2 Development Plan Policies

6. Into which category of Local Need (see table below) is it considered that the occupants of the proposed dwelling house would comply with? (Please tick)

Category of Applicant **(Relevant Policy RSP7)**	**Relevant Documents Required**	**Documents Submitted** **(Please tick)**
(a) Where the applicant is a landowner, or where the dwelling is for a member of his/her immediate family.	• Land Registry Certificate and landholding maps showing the full landholding. • Details of the actual total area of land owned (in hectares). • Evidence of when the land was purchased / acquired. • Where the applicant is not the landowner, a letter outlining the relationship between the landowner and the applicant signed by the applicant and landowner concerned. The document should be witnessed and stamped by a solicitor.	
(b) Where the dwelling is for an individual who has lived in the local rural area for a minimum period of five years prior to the date of submission of a planning application.	• Details of all places of residence over the last 10 years. • If returning to an area where you had previously lived, provide details of previous places of residences. • Proof of residence in the local area for a fiver year period e.g. Letter from school, church, birth/baptismal records, utility bills. **Note: Map is also required showing current / previous local residence**	

(c) Where the dwelling is required to meet the needs of a person working in an established rural based agricultural, commercial, industrial or other enterprise in the local area, where the person derives his/her main income from that activity, or by a member of his/her immediate family. Such circumstances may also include such persons whose work is intrinsically linked to the local rural area (such as teachers in rural schools).	• Details of the principal occupation. • Place of work. • Name and address of employer. **Map must be submitted indicating location of employment in relation to the application site.** • Substantiated proof that main income is derived from the rural based agricultural, commercial, industrial enterprise e.g. audited accounts from accountant. • Background information outlining reason employment should be considered as intrinsically linked to the local rural area.	
(d) Where the dwelling is to facilitate a retiring farmer, where the applicant last worked principally as a farmer in the local area, or by a widow or widower of someone who last worked principally as a farmer in the local area.	• Proof that they or their spouse were involved in farming. • Townlands of the lands farmed. • Area of lands farmed (ha). • Period during which these lands were farmed. • Substantiated proof that main income was derived from the agricultural enterprise e.g. audited accounts from accountant. **Map must be submitted indicating lands previously farmed and outlined on map in blue, even where these lands have now been disposed of.**	
(e) The dwelling is required to facilitate site specific and compelling special domestic or personal circumstances, where genuine hardship would result if planning permission were refused. In these circumstances the onus will be placed on the applicant to justify why other alternative solutions, such as a house extension, granny flat or mobile home, cannot be considered.	• Submission of a statement of justification explaining what genuine hardship would result in the absence of planning permission being granted. **Because of the individual and varied circumstances behind each application it is not possible to offer comprehensive guidance. Consequently it would be advisable to contact the Planning Authority to discuss the situation and criteria/information to be submitted in regard to this exception.**	
(f) The dwelling is to replace an existing dwelling, where the dwelling to be replaced; was in use or last used as a dwelling; has not been changed to a dwelling from another use without	• Specific dates of when the dwelling was last occupied. • Substantive proof of when the dwelling was last occupied e.g. utility bills/bank statement etc	

planning permission; has not been vacant for a period in excess of 10 years prior to the date of submission of a planning application; shall exhibit all the essential characteristics of a habitable dwelling house and shall be reasonably intact.		
(g) The sympathetic change of use of a protected structure or a non protected vernacular building (where the building is an important element in the landscape or of local, architectural or historic merit) into residential use, where this secures its upkeep and survival, and the character and architectural or historic interest of the building would be preserved or enhanced. Proposals for a change of use should incorporate details of all intended alterations to the building and its cartilage to demonstrate their effect on its appearance, character and setting.		
(h) Where the dwelling is for an emigrant who is returning to the local area, where he/she had previously lived for a minimum period of 5 continuous years.	• Details of all places of residence over the last 10 years. • If returning to an area where you had previously lived, provide details of previous places of residence. • Proof of residence in the local area for a five year period e.g. Letter from school, church, birth/baptismal records, utility bills. • Map indicating previous residence of applicant. • Land registry map and folio number indicating lands in family ownership, even where those lands have now been disposed of.	

A **Landowner** is defined as an individual with a minimum landholding in the local rural area of 4 hectares, which he or she has owned for a minimum period of 5 years prior to the date of submission of a planning application.

Immediate family is considered to be a sibling, son or daughter or adopted child of the landowner. Where the landowner's child(ren) have resided outside the state or N. Ireland for a minimum continuous period of 10 years or where the landowner has no children, a niece/nephew maybe

considered a landowners family member.

A **local area** is defined as being within a radius of 4 kilometres

A **rural area** is defined as outside the defined development limits of a settlement

7. Have you submitted a certified copy of the land registry map and accompanying folio map showing all land in the ownership of the applicant?

(Please note that a failure to submit this information will result in delays with the processing of this application)

Yes_____No_____

(Note: A map of the entire landholding from which the site is taken must be submitted - not just the field in question)

8. Are you aware that in the event that planning permission is granted an occupancy condition will be applied and in some cases a Section 257 agreement in accordance with the Act (Planning & Development Act 2024) restricting residency to the applicant for a period of 7 years, will be attached?

Yes _____No_

I hereby declare that the information contained in this form is correct

Signature : _____

Applicant: _____

Date: _____

(i) The giving of false or misleading information or failure to complete the form accurately and in full will result in delays with the processing of this application.

(ii) Before completing this form you are advised to study the relevant provisions of the Monaghan County Development Plan (2025-2031) and in particular Section 2 . 1 3 . 1 which sets out policy in relation to rural housing needs.