Comhairle Contae Mhuineacháin
Monaghan County Council

Request for Determination

Material or Non-Material Alteration

Section 140 – Planning & Development Act 2024 (as amended)

This form should be used when you require a determination prior to submitting an application for permission type "Alteration to Existing Permission". See further details in the advice section below.

Completed application form & supporting documentation to be returned to the Planning Authority by email to planning@monaghancoco.ie

Section 1: Applicant \ Requestor Details *Contact details to be provided at the end of this form only*	
Applicant Name:	
Agent / person acting on behalf of the application (if applicable):	

Section 2: Existing Permission Details				
Existing Planning Reference Number:				
Site Address / Location: *Location, townland or postal address of the land, maritime site or structure concerned as may be appropriate*				
Existing Permission Grant Date:				
Existing Permission Expiry Date:				
Has development commenced to which the existing permission relates:	Yes		No	
If the answer to the above question is Yes, is the development in compliance with the existing permission?	Yes		No	

Section 3: Landowner Details	
Are you the Owner of the site:	
If not the Owner of the site, please provide the name of the Landowner: *Contact details to be provided at the end of this form only*	

Section 4: Proposed Alteration *Describe the alteration requested: The description should be sufficiently precise to identify the change from the permission as currently granted.*			
Does the request alter a condition / term of the existing permission?	**Yes**	**No**	**N/A**
	☐	☐	☐
Does the request alter the approved drawings / plans?	**Yes**	**No**	**N/A**
	☐	☐	☐
Does the request seek an extension of duration? *Note: Section 42 of the Planning and Development Act 2000 (as amended) is available until October 24th 2027*	**Yes**	**No**	**N/A**
	☐	☐	☐

Section 5: Environmental Details *Please provide details and supporting documents. Mark as appropriate below.*	
○	An Environmental Impact Assessment Report **(EIAR)** accompanies the request.
○	A Natura Impact Statement **(NIS)** accompanies the request.
○	Other environmental / ecological assessment accompanies the request.
◉	None of the above is considered applicable by the requestor.

Section 6: Declaration **I hereby certify that the information provided is true and accurate**	
Signature of Applicant / Agent:	
Date:	

CONTACT DETAILS — NOT TO BE PUBLISHED

Please note:
The applicant's address **must** be submitted on this page.

APPLICANT ADDRESS/CONTACT DETAILS	
Address	
Email Address	
Telephone number (optional)	

AGENT'S (IF ANY) ADDRESS/CONTACT DETAILS:		
Address		
Email Address		
Telephone number (optional)		
Should all correspondence be sent to the agent's address (where applicable)? Please tick appropriate box. (Please note that if the answer is 'No', all correspondence will be sent to the applicant's address) **A contact address must be given, whether that of the applicant or that of the agent.**	**Yes** ☐	**No** ☐

LAND OWNERSHIP DETAILS	
Landowners Name	
Landowners Address	
Telephone number (optional)	
Mobile number (optional)	

Advice to Applicant

- Please submit a fully completed application form

- If you are not the owner, then a letter of consent from the owner of the lands is required.

- Application must be accompanied by plans, drawings and maps in metric scale complying with any requirements of paragraphs 1(a) to (i) of Regulation 12 of the Planning and Development (Control of Development – Planning Authorities) Regulations 2026 (as amended), and any such information that a planning authority may require to enable it to make its decision.

- Prior to submitting an application for permission type “Alteration to Existing Permission” you shall first have received a Determination from the Planning Authority. Please complete this form to obtain a Determination (Material or Non-Material change).

    - Examples of when to use this form:
        - Change of house design\type
        - Minor alterations to existing permission
        - Extension of Duration – after October 2027
            - **Note:** Section 42 of the Planning and Development Act 2000 (as amended) remains in place until October 2027.