Comhairle Contae Mhuineacháin
Monaghan County Council

Guidelines for the Completion of a Standard Planning Application 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.

5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building, that is, floor areas must be measured from inside the external wall.

6. Where the existing use is 'vacant' please state most recent authorised use of the land or structure.

7. Part 7 of the Planning and Development Act 2024 (as amended) shall apply to any application for the development of houses on land or any application relating to a mixture of developments, part of which includes housing. Under section 245 (2) of the Planning and Development Act 2024 (as amended), Part 7 shall not apply to applications for:

- Holiday homes
- Development consisting of the provision of cost rental housing or houses by an approved housing body, for the provision of housing required for households assessed under section 20 of the Housing (Miscellaneous Provisions) Act 2009 as being qualified for social housing support, where all houses in the development are to be made available for letting or sale
- The conversion of an existing building or the reconstruction of a building to create one or more dwellings where 50 per cent or more of the existing external fabric of the building is retained
- The carrying out of works to an existing house
- The development of student accommodation

8. Under Section 254 of the Planning and Development Act 2024 (as amended), applications involving development of **4** or fewer houses or development for housing on land of less than 0.1 hectare may be exempt from Part 7.

9. The Record of Monuments and Places, under Section 12 of the National Monuments Amendment Act 1994, is available, for each county, in the local authority 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 Arts, Heritage and the Gaeltacht.

10. An Environmental Impact Assessment Report (EIAR) is required to accompany a planning application for development of a class set out in the Planning and Development (Part 6) (Screening Classes, Thresholds, Criteria and Examination) Regulations 2026 (as amended) which exceeds a limit, quantity or threshold set for that class of development. An EIAR 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.

11. An appropriate assessment of 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 all 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 an NIS should be submitted with the planning application.

12. The appeal must be determined or withdrawn before another similar application can be made.

13. A formal pre-application consultation may only occur under Section 90 of the Planning and Development Act 2024 (as amended). 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 7 of the 2024 Act (as amended) applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part 7 Agreement in principle can be reached in advance of the planning application being submitted.

14. The list of approved newspapers, for the purpose of giving notice of intention to make a planning application, is available from the planning authority.

15. All plans, drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development (Control of Development – Planning Authorities) Regulations 2026 (as amended).

16. The location of the site notice(s) should be shown on site location map.

IMPORTANT NOTE: Planning Application documentation, Submissions and the Weekly Planning Lists are made available for public inspection at the Council's Offices and may be on the Council's website under Chapter 7 of the Planning and Development (Control of Development – Planning Authorities) Regulations 2026 (as amended). This information is

processed in accordance with the Planning and Development Act 2024 Act (as amended) and the associated Regulations, and is made available to An Coimisiún Pleanála in the case of an appeal under Sections 102 and 103 of the Planning and Development Act 2024 (as amended). The exception to this is the 'Contact Details' page of the Planning Application Form and the email address and telephone number of a person making a Submission as these will not be made available to the public. For ePlanning Applications the onus is on the Applicant/Agent to ensure documents are scanned and categorised correctly.

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

- □ The relevant page of newspaper that contains notice of your application
- □ A copy of the site notice
- □ 3 Copies of site location map
- □ 3 Copies of site layout plan
- □ 3 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

Where the applicant is not the legal owner of the land or structure in question:

- □ Proof of eligibility to apply for planning permission in accordance with section 85 of the Act

Where an application is for development types listed under Renewable Energy Directives:

- □ Details of the class of development by type, scale etc. in any form prescribed under the Planning and Development Act 2024 (as amended) or any other Enactment.

Where the application is for residential development that is subject to Part 7 of the 2024 Act:

□ Details of the manner in which it is proposed to comply with Part 7 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 7 agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to he 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 he leased to the planning authority, or details of any combination of the foregoing,

or

□ A certificate of exemption from the requirements of Part 7 of the Act

or

□ A copy of the Part 7 acknowledgment letter.

Where the application is for residential development that is not subject to Part 7 of the 2024 Act by virtue of section 245(2) of the Act:

□ Information setting out the basis on which section 245(2) 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 Regulation 12) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Report:

- □ An Environmental Impact Assessment Report, and
- □ A copy of the confirmation notice received from the EIA portal

Applications that are exempt from planning fees:

- □ Proof of eligibility for exemption

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 the 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 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 and certain marine animals constitute a criminal offence unless covered by 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 and 2018. The Office of the Data Protection Commissioner state that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

Comhairle Contae Mhuineacháin
Monaghan County Council

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

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

Planning Application Form

Planning and Development Regulations 2026 (as amended)

1.	Name of Relevant Planning Authority:	**Monaghan County Council**
2.	Location of Development: *Postal Address or Townland or Location (as may best identify the land or structure in question)* *Ordnance Survey Map Ref. No. (and the Grid Reference where available)*	

3. Type of planning permission (please tick appropriate box):

			Permission
			Permission for retention
			Outline Permission
			Permission consequent on Grant of Outline Permission
			Alteration of existing permission

4. Where planning permission is consequent on grant of outline permission:

Outline Permission Register Reference Number:	
Date of Grant of Outline Permission:	

5.	Applicant:	

6. Where applicant is a company (registered under the companies act):

Name(s) of company director(s)	
Registered Address (of company)	
Company Registration number	

7.	Person/agent acting on behalf of the applicant (if any):	

8. Person responsible for preparation of drawings and plans:

Firm/Company	

9. Description of proposed development::

Brief description of nature and extent of development	

10. Legal interest of applicant in the land or structure:

			Owner
			Occupier
			Other
If you are not the legal owner, please state the name of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation , or provide proof of eligibility to apply in accordance with section 85 of the Act.			

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

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

Gross floor space of any existing building(s) in m2	
Gross floor space of proposed works in m2	
Gross floor space of work to be retained in m2 (if appropriate)	
Gross floor space of any demolition in m2 (if appropriate)	

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^2*

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							

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 (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:

Is the application an application for permission for development to which Part 7 of the Planning and Development Act 2024 (as amended) applies?	*Y/N*

If the answer to the above question is "yes" but you have obtained a Certificate of Exemption under Part 7 of the Planning and Development Act 2024 (as amended) please attach a copy of the Certificate.

(or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the Part 7 Acknowledgement letter should be submitted).

☐ Part 7 Exemption Certificate attached, or

☐ Part 7 Acknowledgement letter attached

If the answer to the above question is "yes" and the development is not exempt, you must provide, as part of your application, details as to how you propose to comply with sections 244 to 253 of Part 7 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 7 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.

If the answer to the above question is "no" by virtue of section 254(2) of the Planning and Development Act 2024 (as amended), details indicating the basis on which section 254(2) is considered to apply to the development should be submitted.

17. Development Details:

	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 or under Section 14 of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023?	
Does the proposed development require the preparation of an Environmental Impact Assessment Report?	
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?	
Does the application relate to a development which comprises or is for the purposes of an activity requiring a licence from the Environmental Protection Agency other than a waste 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 or Urban Development Zone?	
Does the proposed development involve the demolition of any structure?	
Does the proposed development relate to a development of Renewable Energy? *If yes, please submit details separately – section, type, Class, size*	

18. Site History:

Has the site in question ever, to your knowledge, been flooded or located in Flood Zone A or Flood Zone B?	*Yes/No*
If yes, please give details e.g. year, extent, proximity to watercourse / waterbody.	
Are you aware of previous uses of the site e.g. dumping or quarrying?	*Yes/No*

If yes, please give details e.g. year, extent.	
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 application:.....	
Is the site of the proposal subject to a current appeal to An Coimisiún Pleanála in respect of a similar development***?***	*Yes/No*
If yes, An Coimisiún Pleanála reference……..	

19. **Pre-application consultation:**

Has a pre-application consultation taken place in relation to the proposed development?	*Yes/No*
Reference No. (if any):	
Date(s) of latest consultation:	
Persons involved:	

20. **Services**

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)	

Proposed Wastewater Management/Treatment	Existing	☐	New	☐
Public Sewer	☐	Conventional septic tank system		☐
Other on-site treatment system (Please specify)				

Proposed Surface Water Disposal		Existing connection	☐	New connection	☐
Public Sewer/Drain	☐	Soakpit	☐	Watercourse	☐
Other (Please specify)					

21. **Details of public notice:**

Approved newspaper in which notice was published	
Date of publication	
Date on which site notice was erected	

22. **Application Fee**

Fee payable	
Basis of Calculation	

23. **Declaration**

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 and Development Act 2024, as amended, and the Regulations made thereunder. Where an application is made in electronic form with the consent of the Planning Authority, valid login credentials will replace the need for a signature and satisfy the declaration.	
Signed *(Applicant or Agent as appropriate)*	
Date	

CONTACT DETAILS — NOT TO BE PUBLISHED

24. **APPLICANT ADDRESS/CONTACT DETAILS:**

Address	
Email Address	
Telephone number (optional)	

25. **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) Yes ☐ No ☐ **A contact address must be given, whether that of the applicant or that of the agent.**	