Monaghan County Council

Planning Application – Validation Checklist

It is a statutory requirement that all planning applications are valid. Section 15(3) of the Planning and Development Regulations 2026 states that:

"Where, following consideration of an application under paragraph (1), a planning authority considers that –

a) any of the requirements of this chapter have not been complied with, or

b) the notice in the newspaper or site notice, because of its content or for any other reason, is misleading or inadequate for the information of the public,

the planning application shall be invalid.

Where there are any discrepancies or variations between the details herein and the Planning and Development Regulations 2026, the Regulations take precedence.

		Yes	No	N/A	Regulation
	Section A **Planning Application Form & Particulars**				
1	Are all relevant questions on the application form answered and is the form signed and dated	*Yes*	*No*		11(1)
2	Is the additional contact information section (Items 24 – 25) completed and includes the applicants contact details	*Yes*	*No*		11(1)
3	Are the details on the application form consistent with the details on both of the public notices (newspaper & site notice)	*Yes*	*No*		
4	If it is proposed to dispose of wastewater from the proposed development other than to a public sewer, has information on the proposed on-site treatment system and evidence as to the suitability of the site for the system been provided (Site Characterisation Report)	*Yes*	*No*	*n/a*	11(3)(c)

5	Has proof of eligibility to make the application in accordance with section 85 of the 2024 Act been provided? If the applicant is not the legal owner of the land or structure has a letter from the owner giving consent to make the application been provided?	*Yes*	*No*	*n/a*	11(f)
6	Where the application is accompanied by an EIAR, has a copy of the confirmation notice been submitted	*Yes*	*No*	*n/a*	11(3)(g)
7	Has the appropriate fee been provided as set out in Schedule 9	*Yes*	*No*		11(3)(h)
8	If the application is a paper copy have 4 copies of the application, drawings, maps, details etc. been submitted?	*Yes*	*No*	*n/a*	
	SECTION B **Newspaper Notice**				
8	Relevant page of the newspaper, or a copy of page, including the date and title of the newspaper	*Yes*	*No*	*n/a*	11(3)(a)
9	Is the newspaper in Monaghan County Council's approved list (see Appendix 1)	*Yes*	*No*	*n/a*	6
10	Has the application been lodged within 2 weeks of the publication of the newspaper notice	*Yes*	*No*	*n/a*	5(1)
11	Headed Monaghan County Council	*Yes*	*No*	*n/a*	6
12	Name of applicant (Use of initials is not acceptable)	*Yes*	*No*	*n/a*	6(a)
13	Is the location, townland or postal address of development correct and sufficient to ascertain the location of the site	*Yes*	*No*	*n/a*	6(b)
14	Does notice state permission, retention, outline or permission consequent on grant of outline (if permission consequent of outline is ref number of the outline permission stated)	*Yes*	*No*	*n/a*	6(c)
15	Is the brief description of the nature and extent of the development appropriate/adequate	*Yes*	*No*	*n/a*	6(d) [(i) to (vii)]

16	Does newspaper notice include "that the planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy, at the offices of the planning authority during its public opening hours and that a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application"	*Yes*	*No*		6(e)
17	Description of development shall include the following (as relevant to the application): - No. of housing units to be provided (6(d)(i) - If the application is for retention this must be stated along with period proposed to retain structure (if relevant(6(d)(ii) - If works relate to a Protected Structure (6(d)(iii) - If application relates to an activity requiring an integrated pollution control licence, an industrial emissions licence, a waste licence, a waste water discharge licence, or an abstraction licence (6(d)(iv) - Where application relates to an LRD indicate same and include web address 6(d)(vi) - Where the application relates to Renewable Energy Development indicate same 6(d)(vii)	*Yes*	*No*	*n/a*	
18	Is the description of the development in the newspaper notice consistent with the description in the site notice.	*Yes*	*No*	*n/a*	

	Section C Site Notice				
20	Is notice headed Monaghan County Council	*Yes*	*No*		7(1)(a)
21	Is the notice/writing legible and serve its function as a notice of planning application	*Yes*	*No*		7(1)(b)
22	Is the full name of applicant given – use of initials is not acceptable	*Yes*	*No*		7(1)(a)

23	Does notice state permission, retention, outline or permission consequent on grant of outline (if permission consequent on outline is reference number of outline given)	*Yes*	*No*	*n/a*	7(1)(a)
24	Is the location, townland or postal address of development correct and sufficient to ascertain the location of site	*Yes*	*No*		7(1)(a)
25	Is the brief description of the nature and extent of the development appropriate/adequate.	*Yes*	*No*		6(1)(d)
26	Description of development shall include the following (as relevant to the application): - No. of housing units to be provided (6(d)(i) - If the application is for retention this must be stated along with period proposed to retain structure (if relevant(6(d)(ii) - If works relate to a Protected Structure (6(d)(iii) - If application relates to an activity requiring an integrated pollution control licence, an industrial emissions licence, a waste licence, a waste water discharge licence, or an abstraction licence (6(d)(iv) - Where application relates to a LRD indicate same and include web address 6(d)(vi) Where the application relates to Renewable Energy Development indicate same 6(d)(vii)	*Yes*	*No*	*n/a*	6(d)

27	Does site notice include the following (as set out in Form No.2): The planning application may be inspected, or purchased at a fee not exceeding the reasonable cost of making a copy, at the offices of the planning authority during its public opening hours. Additionally, in accordance with Regulation 15 of the Planning and Development (Control of Development - Planning Authorities) Regulations 2026 the application will be made available online by the Planning Authority.	*Yes*	*No*	*n/a*	7(1)(a)

	A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee, €20, and accompanied by the relevant declaration within the period of 5 weeks beginning on the date of receipt by the authority of the application, and such submissions or observations will be considered by the planning authority in making a decision on the application. The planning authority may grant permission subject to or without conditions, or may refuse to grant permission. (Note if application includes EIAR or NIS must also include in this paragraph)				
28	Is site notice signed and dated by applicant or if signed by person acting on behalf of the applicant is this agents/person's address given	*Yes*	*No*	*n/a*	7(1)(a)
29	Has the application been lodged within 2 weeks of the erection of the site notice	*Yes*	*No*	*n/a*	5(1)(b)
30	If application is a second valid application within 6 months of the date of making the a previous valid application on same site, substantially consisting of the site or part of the site, is the site notice on a yellow background	*Yes*	*No*	*n/a*	7(4)

	Section D **Site Location Map**				
31	Any map or plan which is based on an Ordnance Survey map shall indicate the relevant Ordnance Survey sheet number	*Yes*	*No*	*n/a*	12(1)(h)
32	Must be of sufficient size and containing details of features in the vicinity to permit the identification of the subject site - to a scale of not less than 1:1000 in built up areas and 1:2500 in all other areas, or such other scale as may be agreed with the planning authority prior to the submission of the application.	*Yes*	*No*	*n/a*	11(3)(b)
33	Entire site clearly identify by boundary outlined in red	*Yes*	*No*	*n/a*	11(3)(b)(i)
34	Are any lands, which adjoin, abut or adjacent to the land to be developed and which are under the control of the applicant, **or** the person who owns the land which is the subject of the application, outlined in blue	*Yes*	*No*	*n/a*	11(3)(b)(ii)
35	Are any wayleaves shown and are they in yellow	*Yes*	*No*	*n/a*	11(3)(b)(iii)
36	Is the position of site notice(s) shown on all the Site Location Map	*Yes*	*No*	*n/a*	11(3)(b)(iv)
	Section E **Site Layout**				
37	Is scale not less than 1:500 e.g. scale 1:100, 1:200, 1:500. (For major developments an alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application)	*Yes*	*No*	*n/a*	12(1)(a)
38	Is site outlined in red and are all proposed works within the red line	*Yes*	*No*	*n/a*	12(1)(a)

39	Is the site layout clear and does it indicate/label the proposed development and is it consistent with the description of the proposed development in the public notices (newspaper/site notice)	*Yes*	*No*	*n/a*	12(1)(a) and 6(d)
40	Are buildings, roads, boundaries, septic tanks, percolation areas, bored wells, significant tree stands and other features on, adjoining or in the vicinity of the land or structure to which the application relates shown	*Yes*	*No*	*n/a*	12(1)(a)
41	The site layout plan shall show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey data or a temporary local benchmark, whichever is more appropriate	*Yes*	*No*	*n/a*	12(1)(c)
42	North point shown on all site and floor plans only (Not Ordnance Survey Maps)	*Yes*	*No*		12(1)(i)

43	Elevations of any proposed structure shall show the main features of any buildings would would be contiguous to the proposed structure at a scale of not less than 1:200, as may be appropriate	*Yes*	*No*	*n/a*	12(1)(d)
44	Are distances of any proposed structure(s) from all boundaries to the site shown in figures , and are they in metric scale	*Yes*	*No*	*n/a*	12(1)(g)
45	Is north point shown on the site layout?	*Yes*	*No*	*n/a*	12(1)(i)
	Section F **Plans/Elevations/Sections**				
46	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,	*Yes*	*No*	*n/a*	12(1)(b)
47	Are levels or contours**, where applicable, of the land and the p**roposed structures relative to Ordnance Survey datum or a temporary local benchmark, whichever is more appropriate,	*Yes*	*No*	*n/a*	12(1)(c)

48	Do drawings of elevations of any proposed structure 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 (on application or in the vicinity)	*Yes*	*No*	*n/a*	12(1)(d)
49	Are plans marked or coloured to clearly distinguish between the existing structure and the proposed works	*Yes*	*No*	*n/a*	12(1)(f)
50	Are principal dimensions of all plans, elevations and sections shown including overall height and are they in metric scale	*Yes*	*No*	*n/a*	12(1)(g)
51	Is north point shown on all site plans, floor plans and drawings (other than elevations and sections)	*Yes*	*No*	*n/a*	12(1)(i)
52	Has a site plan/elevations of structure(s) to be demolished been submitted. If protected structure - must also include floor plans.	*Yes*	*No*	*n/a*	11(6)

53	If development includes the demolition of a structure an impact assessment of the demolition is required to be included with the application Note this does not apply to Protected Structures, proposed Protected Structures, or a structure within an ACA	*Yes*	*No*	*n/a*	11(7)
	Section G **Protected Structures/Architectural Conservation Area**				
54	A planning application for development consisting of, or comprising of, **works to a protected structure**, or **proposed protected structure**, or to the **exterior of a structure which is located within an architectural conservation area**, shall, in addition to meeting the requirements of a standard application, be accompanied by photographs, plans and other particulars such as an impact assessment as are necessary to show how the development would affect the character of the structure.	*Yes*	*No*	*n/a*	12(2)

55	In the case of work to a Protected Structure or proposed protected structure, do drawings show the main features of any buildings within the curtilage of the structure which would be materially affected by the proposed development,	*Yes*	*No*	*n/a*	12(1)(e)
	Section H **Part 7 (Social and Affordable Housing)**				
56(a)	If application is for houses to which Part 7 of the Act (social and affordable housing) applies, [*4 or fewer houses or a site with an area greater than 0.1 hectare*] has the applicant indicated how compliance will be achieved?	*Yes*	*No*	*n/a*	11(3)(e)
56(b)	Has a copy of an exemption certificate in compliance with section 254 of Part 7 of the act been provided (where appropriate) or evidence of an exempt certificate application having been made (where appropriate)	*Yes*	*No*	*n/a*	11(3)(e)(ii)
	Section I				

	LRD Large Residential Development only – over 99 units				
57(a)	Is copy of an LRD application available for inspection on the Internet at a web address set up for the purpose for the period commencing on the date of making the LRD application and included reference in Notices and expiring 8 weeks following the sending by the planning authority to the applicant of a copy of its decision on the LRD application.	*Yes*	*No*	*n/a*	9(2)

57(b)	Where it is proposed to connect the development to a public water or wastewater network, or both, evidence that Uisce Éireann has confirmed that it is feasible to provide the appropriate service or services and that the relevant water network or networks have the capacity to service the development	*Yes*	*No*	*n/a*	11(4)(a)
57(c)	Where the Planning Authority has issued an LRD opinion to the LRD applicant that the documents enclosed with the request for the LRD meeting do not constitute a reasonable basis on which to make the LRD application, has the LRD application been accompanied by a statement of response to the issues set out in the LRD opinion,	*Yes*	*No*	*n/a*	11(4)(b)
57(d)	Has a schedule of accommodation that details the number and type of housing units proposed, unit floor areas, bedrooms and bed spaces for the individual units, the private amenity space associated with each unit, the storage space associated with each unit, the principal dimensions and the aggregate floor area of each room and in the case of apartments whether the unit is dual or single aspect been submitted.	*Yes*	*No*	*n/a*	11(4)(c)
58	Has any information specified by the Planning Authority under regulation 4(5) of the 2026 Regulations been included	*Yes*	*No*	*n/a*	11(4)(d)
	SECTION J				

	Miscellaneous				
59	If there is a current appeal to An Coimisiún Pleanála on the same site for a similar development, the application is invalid			*n/a*	S.176 of 2024 Act

60	Outline permission can only be sought for developments of up to 4 housing units			*n/a*	s.96 2024 Act
61	Retention permission cannot be sought if the development requires an EIAR, determination for EIAR or an Appropriate Assessment			*n/a*	S.95(8)(b) and (c)
	Section K **Application where certain aspects of development not confirmed**				
62	Has the opinion issued by the Planning Authority under section 94(1) of the Act been included and has Form No.12 of Schedule 1 been included with the application?				28(1)
63	Have plans or particulars or both of each approach proposed in respect of unconfirmed aspect or category been included with the application?				28(2)(a)
64	Has information in respect of the range within which each aspect or category will fall to enable the planning authority make a decision on the application been included?				28(2)(b)
65	Where an application is accompanied by an opinion under section 94(1) of the Act do the public notices indicate the certain aspects of the development are unconfirmed in the planning application and that an opinion under section 94(1) of the Act accompanies the application				28(3)(a)

Appendix 1.

APPROVED LOCAL NEWSPAPERS

- Anglo Celt
- Dundalk Democrat (Municipal District of Carrickmacross – Castleblayney Only)
- Irish Independent
- Irish Daily Star
- Irish Times