



PLANNING APPLICATION FORM

Opening Hours: 9.00am – 3.30pm Monday to Friday excluding Public Holidays

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 your application form.

SUPPLEMENTARY 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 in 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

OTHER STATUTORY CODES

An applicant will not be entitled solely by reason of a planning permission to carryout 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, Kerry slugs and certain marine animals constitute a criminal offence unless covered by a 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 2003. 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.

The planning process is an open and public one. In that context, all planning applications are made available for public inspection and we (the planning authority) publish weekly lists of planning applications received as well as weekly lists of planning decisions. This information may also be placed on a website where this is the policy of the planning authority.

1. Name of Relevant Planning Authority:

WICKLOW COUNTY COUNCIL

2. Location of Proposed Development:

<i>Postal Address or Townland or Location (as may best identify the land or structure in question)</i>	
<i>Ordnance Survey Map Ref No (and the Grid Reference where available)¹</i>	

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

- Permission
- Permission for retention
- Outline Permission
- Permission consequent on Grant of Outline Permission

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

Outline Permission Register Reference Number: _____

Date of Grant of Outline Permission: ____/____/____

5. Applicant²:

<i>Name(s)</i>	
	Address MUST be supplied at the end of this form. (Question: 27)

6. Where Applicant is a Company (registered under the Companies Acts 1963 to 1999):

<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration No.</i>	

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

<i>Name</i>	
	Address MUST be supplied at the end of this form. (Question: 25)

8. Person responsible for preparation of Drawings and Plans³:

<i>Name</i>	
<i>Firm/Company</i>	

9. Description of Proposed Development:

<i>Brief description of nature and extent of development⁴</i>	
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10. Legal Interest of Applicant in the Land or Structure:

<i>Please tick appropriate box to show applicant's legal interest in the land or structure</i>	<i>A. Owner</i>	<i>B. Occupier</i>
	<i>C. Other</i>	
<i>If you are not the legal owner, please state the name and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation.</i>		

11. Site Area:

<i>Area of site to which the application relates in hectares</i>	ha
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12. Where the application relates to a building or buildings:

<i>Gross floor space⁵ of any existing building(s) in m²</i>	
<i>Gross floor space of proposed works in m²</i>	
<i>Gross floor space of work to be retained in m² (if appropriate)</i>	
<i>Gross floor space of any demolition in m² (if appropriate)</i>	

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:

<i>Class of Development</i>	<i>Gross floor area in m²</i>

14. In the case of residential development please provide breakdown of residential mix:

<i>Number of</i>	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
<i>Houses</i>							
<i>Apartments</i>							
<i>Number of car-parking spaces to be provided</i>							Total:

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:

<i>Existing use⁶ (or previous use where retention permission is sought)</i>	
<i>Proposed use (or use it is proposed to retain)</i>	
<i>Nature and extent of any such proposed use (or use it is proposed to retain)</i>	

16. Social and Affordable Housing

Please tick appropriate box	Yes	No
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 applies?⁷</i>		
<p>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.</p> <p>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 2000⁸, 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).</p> <p>If the answer to the above question is “no” by virtue of section 96(13) of the Planning and Development Act 2000⁹, details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.</p>		

17. Development Details

<i>Please tick appropriate box</i>	Yes	No
<i>Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?</i>		
<i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?</i>		
<i>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, 1994¹⁰</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Statement¹¹?</i>		
<i>Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area¹²?</i>		
<i>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?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i>		
<i>Do the Major Accident Regulations apply to the proposed development?</i>		
<i>Does the application relate to a development in a Strategic Development Zone?</i>		
<i>Does the proposed development involve the demolition of any structure?</i>		

18. Site History

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.

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: _____

Reference No.: _____ Date: _____

Reference No.: _____ Date: _____

If a valid planning application has been made in respect of this land or structure in the 6 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 2001 as amended.

Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development¹³?

Yes No

An Bord Pleanála Reference No.: _____

19. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development ¹⁴?

Yes No

If yes, please give details:

Reference No. (if any): _____

Date(s) of consultation: ____/____/____

Persons involved: _____

20. Services (See supplementary information – Explanatory notes - page 5 and 6)

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

Public Sewer/Drain Soakpit

Watercourse Other Please specify _____

21. Details of Public Notice

<i>Approved newspaper¹⁵ in which notice was published</i>	
<i>Date of publication</i>	
<i>Date on which site notice was erected</i>	

N.B. The notice must be placed in one of the following papers:- The Daily Mail, The Echo (South Wicklow only), The Evening Herald, The Examiner, The Irish Independent, The Irish Times, The Mirror, The Star, The Wicklow People, The Wicklow Times.

22. Application Fee

<i>Fee Payable</i>	
<i>Basis of Calculation</i>	

Fees are as stated in the Planning & Development Regulations 2001. Below is a partial guide of the various fee classes and amounts for applications for PERMISSION.

Class 1	Dwellings	€65 per dwelling
Class 2	Domestic extension/other improvement	€34 each
Class 3	Agricultural structures	€80 (min) €300 (max) See Regulations
Class 4	Other Buildings (office/ commercial/ industrial/ holiday homes)	€3.60 per m ² – min €80 per building
Class 5a	Intensive agriculture	€ per hectare
Class 5b	Initial afforestation	€ per hectare
Class 5c	Replacement of broadleaf forest with conifers	€ per hectare – min €80
Class 5d	Peat extraction	€ per hectare
Class 6	Use of land for mining or deposit of waste	€50 per 0.1 hectare – min €500
Class 7	Use of land for campsite/parking/storage	€50 per 0.1 hectare – min €80
Class 8	Plant/machinery/tanks/other storage structure	€50 per 0.1 hectare – min €200
Class 9	Advertising structures	€20 per m ² – min €80
Class 10	Overhead electricity an telecom lines	€50 per 1000m – min €80
Class 11	Golf or pitch and putt course	€50 per hectare
Class 12	Burial ground	€50 per hectare – min €200
Class 13	Any other developments	€10 per 0.1 hectare - min €80

The maximum fee for PERMISSION is €38,000

Applications for OUTLINE PERMISSION are 75% of the above amounts

Applications for PERMISSION CONSEQUENT ON OUTLINE are 25% of the above amounts.

Applications for RETENTION are 300% of the above amounts, except in the case of houses larger than 78m² or extensions larger than 41m² when the fee is €2.50 per m² (min fee of €195). The maximum fee for RETENTION is €125,000.

The minimum fee for any application is €34

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 & Development Act 2000, as amended, and the Regulations made thereunder:

<i>Signed (Applicant or Agent as appropriate)</i>	
<i>Date</i>	

Schedule of Drawings

<i>Title</i>	<i>Drawing Size</i>	<i>Drawing No.</i>	<i>Scale</i>
<i>Site Identification Map</i>			
<i>Site Layout plan</i>			

CONTACT DETAILS – NOT TO BE PUBLISHED.

24. Applicant Address/ Contact Details :

<i>Address (Required)</i>	
<i>Email Address</i>	
<i>Telephone number (optional)</i>	

25. Agents (if any) Address/ Contact Details

<i>Address</i>			
<i>Telephone No.</i>			
<i>Email Address (if any)</i>			
<i>Fax No. (if any)</i>			
Should all correspondence be sent to the above 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	<input type="checkbox"/>	No	<input type="checkbox"/>

A contact address must be given, whether that of the Applicant or that of the Agent.

a. Please indicate under which headings of Page 7 of application notes you consider you are entitled to special consideration?

b. Total area of land owned by applicant or their family Hectares / acres

c. Location of the above lands? Address / townland

d. How many houses are there on these lands?

e. Is a 2:500 map outlining in blue the above lands and the locations of the existing houses (if any) enclosed Yes No (if no, state why)

f. If the site is from lands not owned by the family, is a 1:2500 map of the holding from which the site is taken together with the location of all houses on this holding enclosed? Yes No (if no, state why)

g. Are the locations of the family home and the locations of relatives dwellings in the vicinity marked on the above maps Yes No (if no, state why)

h. Has planning permission been granted to the applicant(s) or partner for a dwelling previously? Yes No

i. If the answer to Q. g. is yes, give details of reference number, location and date granted

j. Does the applicant (or partner) own a house? Yes No Address
(or have you ever owned a house in the County?)

k. Detail the places of residence of the applicant(s) and partners over the past **10 years** (in the case of a returning emigrant, please submit details of place of residence for the 10 years prior to emigrating Ireland)

	Address	Period

l. Employment details of applicant(s) / partners

Name	Occupation	Employer	Location

m. Why do you specifically need to live in this rural area?

n. Details of connections with this particular area e.g. how long you have lived here, schools attended, membership of local organisations etc

o. Are you willing to enter into an agreement with the Planning Authority under Section 47 of the Planning & Development Act 2000 restricting the occupancy of the dwelling to the applicant(s) and their heirs, or to other such persons primarily employed or engaged in agriculture in the vicinity or to other such classes of persons as the Planning Authority may agree to in writing, for a duration of 7 years?
Note: Any such agreement may include a clause to allow the unhindered sale of the dwelling by a lending institution in exercise of its powers as a mortgager
If you are indicating entitlement to special consideration on the basis of category d, are you willing to enter an agreement under Section 47 on both the proposed and existing home?

	Yes	No
	<input type="text"/>	<input type="text"/>
	Yes	No
	<input type="text"/>	<input type="text"/>

p. If you are indicating entitlement to special consideration on the basis of categories e, f, g, l and o, **please submit a separate page(s) and supporting documentation** detailing nature of occupation / business, the ability of this business to support you / your family full-time and necessity to live in this rural area to carry out this employment

q. If you are indicating entitlement to special consideration on the basis of categories i or j, **please submit supporting documentation**, including copy of the Land Registry details of the site, showing that this land has been gifted / inherited by you

r. If you are indicating entitlement to special consideration on the basis of category l, **please submit supporting documentation**, including copies of legal documents, as appropriate, showing that the family home was disposed of by Court Order

Level 1	Zoning	Site area	House floor area		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Level 2	Zoning	Site area	House floor area		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Level 3	Zoning	Site area	House floor area		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Level 4	Zoning	Current place of residence	<input type="text"/>	Period	<input type="text"/>
	<input type="text"/>				
	Site area	Current place of employment	<input type="text"/>	Period	<input type="text"/>
	<input type="text"/>				
	House floor area	<input type="text"/>			
Level 5	Zoning	Current place of residence	<input type="text"/>	Period	<input type="text"/>
	<input type="text"/>				
	Site area	Current place of employment	<input type="text"/>	Period	<input type="text"/>
	<input type="text"/>				
	House floor area	<input type="text"/>			
Level 6	Rural Town name	Inside town boundaries?	Site area	House floor area	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Current place of residence	Period	Owned, rented etc?		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Level in hierarchy:				
	Current place of employment	Period	Family connection to town (if applicable – see notes)		
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Level 7	Village name	Inside village boundaries?	Site area	House floor area	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Current place of residence	Period	Owned, rented etc?		
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	Level in hierarchy:				

Current place of employment	Period	Family connection to village (if applicable – see notes)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Level 8

Village name	Inside village boundaries?	Site area	House floor area
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current place of residence	Period	Owned, rented etc?	Distance to application village (map required)
<input type="text"/> Level in hierarchy:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family connection to application small village (if applicable – see note 8)			
<input type="text"/>			

Current place of employment	Period From	Period To
<input type="text"/>	<input type="text"/>	<input type="text"/>

Level 9

Rural cluster name	Inside cluster boundaries?	Site area	House floor area
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current place of residence	Period	Owned, rented etc?	Distance to application rural cluster (map required)
<input type="text"/> Level in hierarchy:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Family connection to application rural cluster (if applicable)			
<input type="text"/>			

Current place of employment	Period
<input type="text"/>	<input type="text"/>

Level 10 Please go directly to page ‘**SUPPLEMENTARY QUESTIONS SINGLE RURAL HOUSE**’
Question 23

28. SUPPLEMENTARY INFORMATION – COMMERCIAL/INDUSTRIAL DEVELOPMENTS

<p>a. No. of proposed employees</p>	<input style="width: 80px; height: 25px;" type="text"/>	<p>b. Proposed hours of operation</p>	From	<input style="width: 80px; height: 25px;" type="text"/>	To	<input style="width: 80px; height: 25px;" type="text"/>							
<p>c. Estimated traffic movements See Note 25(i)</p>	Private cars Vans/ trucks	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Peak per day</th> <th style="width: 50%;">Peak per hour</th> </tr> <tr> <td style="height: 25px;"></td> <td style="height: 25px;"></td> </tr> <tr> <td style="height: 25px;"></td> <td style="height: 25px;"></td> </tr> </table>	Peak per day	Peak per hour					<p>d. Is premises accessible to those with impaired mobility</p>	Yes	<input style="width: 40px; height: 25px;" type="text"/>	no	<input style="width: 40px; height: 25px;" type="text"/>
Peak per day	Peak per hour												
<p>e. Is parking, including truck parking, provided in accordance with the County Development Plan? See Note 25 (ii)</p>	Yes	<input style="width: 80px; height: 25px;" type="text"/>	No	<input style="width: 40px; height: 25px;" type="text"/>	No of spaces	<input style="width: 40px; height: 25px;" type="text"/>							
<p>f. What processes will be carried out (if industrial)? What goods will be stored (if warehousing)? What type of retailing or services?</p>													
<p>g. Details of type and amount of solid waste to be generated See Note 25 (iii)</p>													
<p>h. Details of on-site waste storage See Note 25 (iv)</p>													
<p>i. Proposals for recovering reusing or recycling waste See Note 25 (v)</p>													
<p>j. Proposals for disposal of waste (including location) See Note 25 (vi)</p>													
<p>k. Details of liquid effluent and proposed treatment See Note 25 (vii)</p>													
<p>l. Details of air emissions, proposed treatment, and assessment of impact on adjacent lands</p>													
<p>m. Will the development produce noise at nearby dwellings in excess of EPA recommendations? See Note (viii)</p>			Yes	<input style="width: 40px; height: 25px;" type="text"/>	No	<input style="width: 40px; height: 25px;" type="text"/>							
<p>n. Noise rating of machinery See Note 25 (ix)</p>	DB(a)	<input style="width: 40px; height: 25px;" type="text"/>	At	<input style="width: 40px; height: 25px;" type="text"/>	m.	o.							
				<p>o. Have background noise surveys at adjacent residences been carried out? See Note 25 (x)</p>	Yes	<input style="width: 40px; height: 25px;" type="text"/>	No	<input style="width: 40px; height: 25px;" type="text"/>					
<p>p. Mitigation measures proposed See Note 25 (xi)</p>													
<p>q. Oil retailing and storage: has a full assessment of the impact of leaks on groundwater been submitted? See Note 25 (xii)</p>													
<p>r. What is the site coverage ratio? See Note 25 (xiii)</p>	<input style="width: 80px; height: 25px;" type="text"/>	<p>What is plot ratio? See Note 25 (xiv)</p>	<input style="width: 80px; height: 25px;" type="text"/>	<p>s. Are details of advertising signs included?</p>	Yes	<input style="width: 40px; height: 25px;" type="text"/>	no	<input style="width: 40px; height: 25px;" type="text"/>					
<p>t. If retail development, does it conform with the Retail Planning Guidelines? See Note 25 (xv)</p>			Yes	<input style="width: 80px; height: 25px;" type="text"/>	No	<input style="width: 40px; height: 25px;" type="text"/>							

WICKLOW COUNTY COUNCIL.¹

SITE NOTICE

I, _____², intend to apply for permission / retention permission / outline permission/ permission consequent on the grant of outline permission (Ref. No. of outline permission)³ for development at this site

_____⁴

The development will consist/consists⁵ of _____

_____⁶

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. The planning application may be viewed online at www.wicklow.ie, under planning online enquiries.

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, 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.

Signed: _____⁷

Date of erection of site notice _____⁸

WICKLOW COUNTY COUNCIL

SITE NOTICE OF FURTHER INFORMATION/ REVISED PLANS

Name of applicant _____

Reference number of the application

The development applied for consisted of

Significant Further Information/ Revised Plans⁵ has/have⁵ been furnished to the planning authority in respect of this proposed development, and is/are⁵ available for inspection or purchase at the offices of the authority during its public opening hours.

A submission or observation in relation to the further information or revised plans may be made in writing to the planning authority within the statutory time limit*. A submission or observation must be accompanied by the prescribed fee, except in the case of a person or body who has already made a submission or observation. The planning application may also be viewed online at www.wicklow.ie, under planning online enquiries.

Signed: _____⁶

Date of erection of site notice: _____⁷

*** A submission or observation in relation to the application may be made in writing to the planning authority within the period of 2 weeks beginning on the date of receipt by the authority of the revised newspaper and site notices.**