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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 (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.

Please see the [Supplementary Application Form](#) which identifies specific informational requirements which are considered necessary for the assessment of Rural Housing : Level 10 and Single Housing in Level 6-9 settlements and clusters.

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.

The Wicklow County Development Plan 2016 -2022, and Town/ Local Area Plans are available to view at <https://www.wicklow.ie/Living/Services/Planning/Development-Plans-Strategies>.

A Preplanning Guide for one off-rural housing is available online at

<https://www.wicklow.ie/Living/Services/Planning/Planning-Applications/Pre-planning/Pre-Planning-Guides>.

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, Kerry slugs and certain marine animals constitute a criminal offence unless covered by a derogation licence issued by the Minister for Culture, 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 to 2018. The Office of the Data Protection Commissioner states that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

Planning applications may contain personal data/sensitive personal data. Wicklow County Council has put in place procedures to ensure compliance with Data Protection Legislation. If applicants wish elected representatives to make representations on their behalf and access information to their planning application they must expressly give their consent to do so by completing a data protection consent form in the attached planning pack

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 Number.</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>	A. Owner	B. Occupier
	C. Other	
<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?</i>⁷		
If the answer to the above question is 'yes' and the development is not exempt (see below), you must provide, as part of your application, details as to how you propose to comply with section 96 of Part V of the Act including, for example, <i>(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 V 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, and</i> <i>(ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.</i> 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 2008 , 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). If the answer to the above question is 'no' by virtue of section 96(13) of the Planning and Development Act 2009 , details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.		

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 Assessment Report¹¹?</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 development ¹³?

Yes ☐ No ☐

An Bord Pleanála Reference No.: _____

19. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development¹⁴?

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

Public Mains [] Group Water Scheme [] Private Well []

Existing connection [] New connection []

Other (please specify): _____

Name of Group Water Scheme (where applicable) _____

Proposed Wastewater Management/Treatment

Public Sewer [] Conventional septic tank system []

Existing [] New []

Other on-site treatment system [] Please specify _____

Proposed Surface Water Disposal

Public Sewer/Drain [] Soakpit []

Watercourse [] Other [] Please specify _____

21. Details of Public Notice

Approved newspaper ¹⁵ in which notice was published	
Date of publication	
Date on which site notice was erected	

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

Fee Payable	
Basis of Calculation	

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 m2 – min €80 per building
Class 5a	Intensive agriculture	€5 per hectare
Class 5b	Initial afforestation	€5 per hectare
Class 5c	Replacement of broadleaf forest with conifers	€5 per hectare – min €80
Class 5d	Peat extraction	€5 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 m2 – 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:	
Signed (Applicant or Agent as appropriate)	
Date	

Schedule of Drawings

Title	Drawing Size	Drawing No.	Scale
Site Identification Map			
Site Layout plan			

CONTACT DETAILS – NOT TO BE PUBLISHED.

24. Applicant Address/ Contact Details :

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

25. Agents (if any) Address/ Contact Details

<i>Address</i>	
<i>Email Address</i>	
<i>Telephone number (optional)</i>	
<i>Fax No. (if any)</i>	
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.

Supplementary Application Form :

The Wicklow County Development Plan has **specific objectives** in relation to **Rural Housing : Level 10** and **Housing within Level 6 to Level 9 settlements/ clusters**. Where relevant the attached questions/ details should be completed and submitted with the application to avoid unnecessary delays.

Supplementary Information – Single Rural House.

The following information should be provided with the Planning Application.

i. Details of your links with the particular rural area in which you wish to build :

ii. A copy of your long birth certificate .

iii. School Records. Such records should confirm your place of residence at the time of school attendance.

iv. Documentation to verify your place of residence over the last 10years, such as bank records, P60's, utility bills, insurance documentation, motor tax (which should be appropriately redacted) etc

v. A sworn declaration confirming that you have never either individually or jointly with any other person (directly or indirectly), previously purchased or built or inherited a house **or** details of any residential property currently or previously owned by you (and/or your partner where relevant) and details of why this property does not suit your current housing needs.

vi. Details of any previous planning permissions granted to you (and/or your partner where relevant) for residential development.

vii. A map showing:

- ✓ The location of your family home
- ✓ Your current residence (if different from above),
- ✓ All lands within your family ownership
- ✓ Any dwellings on this land
- ✓ The location of relative's dwellings or holdings in the area.

viii. Employment Details of Applicant/ Partner.

	Applicant	Partner
Name of Employer		
Occupation		
Employer		
Location		

- ix. Written confirmation that you are willing to enter into an agreement with the Planning Authority under Section 47 of the Planning & Development Act 2000 (as amended) 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

- x. If you are indicating entitlement to special consideration on the basis of categories 5, 6 , 7, 11 and 14 of Objective HD 23 **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

- xi. If you are indicating entitlement to special consideration on the basis of category 12 of Objective HD23, **please submit supporting documentation**, including copies of legal documents, as appropriate, showing that the family home was disposed of by Court Order

Please note:

The above is not a definitive list and you are advised to submit sufficient information / documentation which clearly outlines your particular circumstances and your particular need to reside in the rural area. Preplanning Advice with respect to Housing in Rural Areas can be viewed online at <https://www.wicklow.ie/Living/Services/Planning/Planning-Applications/Pre-planning/Pre-Planning-Guides>.

SUPPLEMENTARY INFORMATION – SINGLE HOUSE LEVELS 6-9

Note : You are directed to review the Restrictions on Single House Development in Levels 6-8 as set out in Chapter 3 of the Wicklow County Development Plan 2016-2022, which is available to view online at <https://www.wicklow.ie/Living/Services/Planning/Development-Plans-Strategies>.

EVEL 6- RURAL TOWNS- Avoca, Donard, Kilmacanogue, Newcastle, Roundwood, Shillelagh

	Rural Town name	Inside town boundaries?	Site area	House floor area
Level 6				
	Current place of residence Level in hierarchy:	Period	Owned, rented etc?	
	Current place of employment	Period	Family connection to town (if applicable – see notes)	

LEVEL 7- LARGE VILLAGES -Barndarrig, Ballinacash, Coolboy, Glenealy, Hollywood, Kilpedder / Willowgrove, Kiltegan, Knockananna, Laragh, Manor-Kilbride, Redcross, Stratford-on-Slaney

	Large Village name	Inside village boundaries?	Site area	House floor area
Level 7				
	Current place of residence Level in hierarchy:	Period	Owned, rented etc?	
	Current place of employment	Period	Family connection to village (if applicable – see notes)	

LEVEL 8- SMALL VILLAGES - Annacurragh, Annamoe, Askanagap, Ballyconnell, Ballycoog, Ballyknockan, Ballynacarrig-Brittas Bay, Connary, Coolafancy, Coolattin, Coolkenno, Crossbridge, Donaghmore, Grangecon, Greenan, Johnstown, Kilquiggan, Kirikee, Knockanarrigan, Lackan, Moneystown, Rathdangan, Talbotstown, Thomastown, Valleymount

Level 8	Small Village name	Inside village boundaries?	Site area	House floor area
	Current place of residence	Period	Owned, rented etc?	Distance to application village (map required)
	Level in hierarchy:			
Family connection to application small village (if applicable – see note 8)				
	Current place of employment	Period From	Period To	

LEVEL 9 : RURAL CLUSTERS Ballinglen, Ballyduff, Ballyfolan Ballynultagh, Baltyboys, Boleynass, Barraniskey, Carrigacurra, Crab Lane, Croneyhorn, Davidstown, Glenmalure, Goldenhill, Gorteen, Kilamoat, Kilcarra, Killiskey, Kilmurray (NMKY), Kilmurray (Kilmacanogue), Kingston, Macreddin, Moyne, Mullinacluff, Oldcourt, Park Bridge, Rathmoon, Redwells, Stranakelly, Tomacork, Tomriland.

Level 9	Rural cluster name	Inside cluster boundaries?	Site area	House floor area
	Current place of residence	Period	Owned, rented etc?	Distance to application rural cluster (map required)
	Level in hierarchy:			
Family connection to application rural cluster (if applicable)				
	Current place of employment	Period		

Multi House Developments Levels 6-8

Please refer to restrictions set out in Chapter 3 of the Wicklow County Development Plan which is available to view online at : <https://www.wicklow.ie/Living/Services/Planning/Development-Plans-Strategies>. Any application should include a statement to confirm that the development will be undertaken in accordance with such restrictions.

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 site⁴

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.

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_____ 2

Reference number of the application_____ 3

The development applied for consisted of_

_____ 4

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.

Signed: _____ 6

Date of erection of site notice: _____ 7

DATA PROTECTION CONSENT FORM

The Data Protection Act 1988 and the Data Protection (Amendment) Act 2003 safeguard the privacy rights of individuals in relation to their personal data. Wicklow County Council has put in place procedures that ensure compliance with the Data Protection Acts.

Reference No.: _____

Name: I, _____ give my permission to Councillor /Deputy _____ to assess all records submitted in relation to my application/case for _____ (insert as appropriate – planning application/housing application/tenancy or other. If other, please specify)

I understand and accept that this will include access to personal data and records submitted, which may be considered sensitive personal data as provided for under the Data Protection Acts.

I further give permission to Cllr/Deputy _____ to have access to any reports/recommendations relating to any decision on my application/Case.

Signed:

APPLICANT(S)

DATE

I confirm that I am accessing data, as set out above, solely for the purpose of representing the signed applicant at their request

Signed:

COUNCILLOR/DEPUTY

DATE

OFFICE USE ONLY:

Received from Cllr /Deputy _____

Signed: _____
Staff Member

Date: _____