

CHECK LIST : APPLICATION FORM

- Council's application form attached.
- All relevant questions answered on the application form
- If the applicant is a company, the names of the company directors and the address and registration number of the company is given
- Land owners consent

IF RELEVANT

- EIS attached
- If housing development, compliance with section 96 (Social & Affordable Housing)
- If the application is for a single rural dwelling, the documentation relating to entitlement to special consideration.

NEWSPAPER NOTICE

- Contained in a newspaper on the approved list
- Advert less than 2 weeks old on date of submission of application
- Full page submitted (original or copy)
- Wicklow County Council heading

CONTENTS

- Name of applicant
- Location, townland or postal address of the land or structure to which the application relates
- Type of application i.e. permission, retention
- A brief description of nature and extent of development
- Planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy at office of Planning Authority during its public opening hours
- Submission/observation may be made within five weeks

IF RELEVANT

- Extension larger than existing house, the size of the extension and existing house stated
- Provision of houses, number of houses stated
- Retention of structure, nature of proposed use and if appropriate period for which it is proposed to retain structure
- Integrated pollution control licence required, an indication of that fact

SITE NOTICE

- One Copy
- Wicklow County Council heading
- Applicants name given
- Type of application marked
- Form correct colour White/Yellow
- Comprehensive description of nature and extent of development
- Planning application may be inspected at offices of Planning Authority
- Submission may be made in writing within five weeks of application on payment of the prescribed fee
- Signed
- Dated less than 2 weeks prior to submission of application

SITE CHARACTERISATION FORM

- Trial hole and percolation tests results submitted.

FEE

- Correct fee submitted
- Basis of fee calculation submitted

LOCATION MAP

- 6 copies of location map of sufficient size to permit identification of the site
- Scale of not less than 1:1000 in built up area or Not less than 1:2500 in all other areas
- Ordnance Survey sheet number given
- Site boundaries clearly marked

DRAWINGS

To a metric scale

- Schedule listing plans, drawings and map submitted
- Plan showing position of site notice/notices

LAYOUT

- 6 Copies of site layout
- Site boundary marked in red
- North Point
- Details of buildings, roads, boundaries, septic tanks and 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. Within 100m of site boundaries
- Rights of way / way leaves shown in yellow
- Land adjoining, abutting or adjacent to the application in control of the applicant or the owner of the land shown in blue
- Scale 1:500
- Contours and levels
- Distance of structures from site boundaries

DEMOLITION

- Elevations
- Height
- Photographs

OTHER DRAWINGS (all to be dimensioned)

- Height of structure
- 6 copies of all elevations scale 1:200
- 6 copies of floor plans scale 1:200
- 6 copies of section scale 1:200

PROTECTED STRUCTURE / ACA (Architectural Conservation Area)

- An indication of the fact on the site and newspaper notices
- Photographs of the structure, plans and other particulars as are necessary to show how the dev would affect the character of structure

APPLICATIONS FOR MATERIAL CHANGE OF USE OR RETENTION OF MATERIAL CHANGE OF USE

- Statement of existing use and proposed use together with particulars of the nature and extent of any proposed structure

EXTENSIONS, ALTERATIONS, RECONSTRUCTION

- Plans to be marked or coloured to distinguish between existing structure and works proposed

EIS

- 6 copies of E.I.S
- Public notices states EIS submitted and are available for public inspection Validated By: _____ Date _____