Comhairle Contae Chill Mhantáin
Wicklow County Council

PLEASE READ NOTES BELOW BEFORE COMPLETING FORM

REQUEST TO THE PLANNING AUTHORITY TO ALTER THE TERMS OF A PERMISSION

Content of Application to Alter a Permission

An Application under Section 140 1(a) of the Planning & Development Act 2024 (as amended) to alter a permission shall contain the information set out under Part A below.

The application should also be accompanied by the appropriate fee being €62.00.

In making the application you should be guided by the provisions of Sections 140 to 142 of the Planning and Development Act 2024 (as amended) and, in particular, applications to alter a permission must be accompanied by the details set out in Part A:

Part A

(i) The particulars of the alteration requested,
(ii) sufficient information to allow the deciding authority to assess the request,
(iii) Compliance with Regulation 30(1) (a) to (g) of the Planning and Development (Control of Development-Planning Authorities) Regulations 2026
(iv) compliance with Regulation 12(1)(a) to (i) of the Planning and Development (Control of Development-Planning Authorities) Regulations 2026, i.e.

12.(1) Plans, drawings and maps accompanying a planning application in accordance with Regulation 11 shall all be in metric scale and comply with the following requirements:

(a) site or layout plans shall be drawn to a scale (which shall be indicated thereon) of not less than 1:500 or such other scale as may be agreed with the planning authority prior to the submission of the application, the site boundary shall be clearly delineated in red, and 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 shall be shown,

(b) other 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,

(c) the site layout plan and other plans shall show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey datum or a temporary local benchmark, whichever is more appropriate,

(d) drawings of elevations of any proposed structure shall 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,

(e) where the development would involve work to a protected structure or proposed protected structure, drawings shall show the main features of any buildings within the curtilage of the structure which would be materially affected by the proposed development,

(f) plans relating to works comprising reconstruction, alteration or extension of a structure shall be so marked or coloured as to distinguish between the existing structure and the works proposed,
(g) plans and drawings of floor plans, elevations and sections shall indicate in figures the principal dimensions (including overall height) of any proposed structure and the site, and site or layout plans shall indicate the distances of any such structure from the boundaries of the site.
(h) any map or plan which is based on an Ordnance Survey map shall indicate the relevant Ordnance Survey sheet number, and
(i) the north point shall be indicated on all maps and plans other than drawings of elevations and sections and maps or plans referred to in paragraph (g).

Note: Section 140(1)(a) is only applicable to alter the terms of a permission where

any part of the development to which the permission relates that has been carried out is in compliance with the permission, or provided that any part of the development to which the permission relates that has been carried out is in compliance with the permission.

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OFFICE USE ONLY	
Date Received	
Register Reference	
Entered On	
Entered By	
Fee Received	

REQUEST UNDER SECTION 140(1)(a) OF THE PLANNING & DEVELOPMENT ACT 2024 (AS AMENDED) TO ALTER A PERMISSION

(i) Applicant Details

Name of Applicant:	
Address of Applicant:	

Note: Phone number and email to be filled in on separate sheet

(ii) Agent Details

Name of Agent (where applicable)	
Address of Agent:	

Note: Phone number and email to be filled in on separate sheet

(iii) Contact Preference

Please indicate the address to which any correspondence in relation to the application should be sent to, either (i) or (ii) above.

(i) ☐ (ii) ☐

(iv) Existing Permission Details

Planning Register Reference (PRR)	
Location (Townland/Postal Address) of the structure or other land to which the permission relates	
Date of grant of permission	

(v) Proof / confirmation of eligibility to make application in accordance with Section 85(1) (as modified by S140(2) of the Planning and Development Act 2024 (as amended)

Tick as appropriate	Section 85(1) Paragraph	Eligible
	(a)	The owner of land on which development is situated
	(b)	A person (other than a mortgagee not in possession) who has a legal or beneficial interest in the land on which the development is situated or proposed to be situated
	(c)	A person who has a power conferred, or an obligation imposed, by statute to carry out the development concerned whether or not any preconditions to the exercise of that power have been satisfied
	(d)	A person has a power conferred by statute to acquire land compulsorily for the purposes of the development concerned whether or not any preconditions to the exercise of that power have been satisfied, or
	(e)	A person makes the application with the consent in writing, or on behalf, of— (i) the owner of the land on which the development is situated or proposed to be situated, (ii) a person (other than a mortgagee not in possession) who has a legal or beneficial interest in the land on which the development is situated or proposed to be situated, or (iii) a person who has a power, or who is under an obligation, referred to in *paragraph (c)* or *(d)*.

(vi) Where this request is accompanied by an EIAR, evidence of compliance with the environmental impact assessment portal information requirements or submission of a copy of the confirmation notice from EIA portal is required.

Please attach details to form

(vii) The particulars of the alteration requested.

Note: Further details can be supplied on a separate sheet

(vii) Confirmation that the application is accompanied by plans, drawings and maps in metric scale complying with any requirements of paragraphs 1(a) to (i) of Regulation 12 of the Planning and Development (Control of Development - Planning Authorities) Regulations 2026.

(viii) Fee: _____

Signature of Applicant:	
Date:	

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ADDITIONAL CONTACT INFORMATION
NOT TO BE MADE AVAILABLE WITH APPLICATION

Please note:

- This page will not be published as part of the planning file.

Applicant:

Telephone No.	
Email Address	

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

Telephone No.	
Email Address	