

## **CHECKLIST – Application Form**

- Wicklow County Council application form
- All relevant questions answered on the application form
- If the applicant is a company: names of the company directors, the address & registration number of the Company is given
- Land owner consent

### ***IF RELEVANT***

- If housing development, compliance with section 96 (Social & Affordable Housing)
- If site zoned residential or town centre exemption certificate/application

### **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
- Correct 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

### **SITE NOTICE**

- One Copy
- Wicklow County Council heading
- Applicants name given
- Type of application marked. If two types of permission are being applied for e.g. retention & permission, both types are ticked
- Correct location, townland or postal address of the land or structure to which the application relates.
- Form correct colour White/Yellow
- Comprehensive description of nature and extent of development
- Planning application maybe inspected at a fee not exceeding the reasonable cost of making a copy at offices of Planning Authority during it public opening hours
- 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 five weeks beginning on the date of receipt by the authority of the application
- Such submission 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 by the Applicant/ Agent
- If Agent, are Agent's contact details on site notice?
- Dated less than 2 weeks prior to submission of application

### ***IF RELEVANT (FOR BOTH SITE NOTICE AND NEWSPAPER NOTICE)***

- Protected Structure, an indication of that fact
- Waste licence, an indication of that fact
- Natura Impact Statement, an indication of that fact & that it may be inspected or purchased at a fee not exceeding the reasonable.....
- EIAR, an indication of that fact & that it may be inspected or purchased at a fee not exceeding the reasonable cost....
- Integrated pollution control licence required, an indication of that fact

### **FEE**

- Correct fee submitted

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**SITE CHARACTERISATION FORM**

- Trial hole and percolation tests results 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 1:10000 & 1:2500 in all other areas
- Ordinance Survey sheet number given
- Site boundaries clearly marked
- Originals / Receipt / Licence Number / Authorised Internet Map

**DRAWINGS**

- 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 boundary
- Right 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 / Photographs
- Height
- Shown on site layout

**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)**

- Photographs of the structure, plans and other particulars as are necessary to show how the dev would affect the character of structure

**EIAR**

- If EIAR submitted, evidence of the notification to the EIA Portal

**EXTENSIONS, ALTERATIONS, RECONSTRUCTION**

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

Validated By: \_\_\_\_\_ Date: \_\_\_\_\_