

Planning Application Form



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BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

ADDITIONAL INFORMATION (IN ADDITION TO PRESCRIBED 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 its development plan and in this regard Kilkenny County Council requests this information on the additional appendices attached with this application form.

Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, the Planning Authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore, failure to supply this information could delay the decision on an application or lead to a refusal of permission.

Applicants should therefore familiarise themselves with the local policies and objectives, of the Kilkenny County Development Plan, which would apply to the development proposed and decide whether to submit the additional information as required.

STANDARD PLANNING APPLICATION FORM AND ACCOMPANYING DOCUMENTATION (PRESCRIBED INFORMATION):

- ***Please ensure that each section of this application form is fully completed and signed.***
- ***The applicant must enter n/a (not applicable) where appropriate.***
- ***Please ensure that all necessary documentation is attached to your application form as per attached Appendix 4.***
- ***Please read ‘Directions for completing this form’ as per attached Appendix 5.***

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Failure to complete this form or attach the necessary prescribed documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application.

1. Name of Relevant Planning Authority: KILKENNY COUNTY COUNCIL

2. Location of Proposed Development:

*Postal Address **or** Townland **or** Location (as may best identify the land or structure in question)*

Ordnance Survey Map Ref No (and the Grid Reference where available)¹

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: ____/____/____

DATA PROTECTION

The planning process is an open and public one. In that context, all planning applications and accompanying documentation, with the exception of certain contact details, are made available for public inspection/purchase and may be made available on the planning authority's website where this is their policy. Planning authorities also publish weekly lists of planning applications received as well as weekly lists of planning decisions in hard copy and, where this is their policy, on their websites.

It has come to our attention that the publication of planning applications by planning authorities can lead to applicants being targeted by persons in the business sector engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are hereby given an opportunity to indicate a preference with regard to the receipt of direct marketing arising from the lodging of a planning application.

If you are satisfied to receive direct marketing please tick this box.

Direct marketing may be by post, by telephone, by hand or by electronic mail such as email or text message where such details are supplied.

It is the responsibility of those entities wishing to use the personal data on planning applications and decisions lists for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 to 2018 taking account of the preference outlined above.

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5. Applicant² :

Name(s):

*Address(es): Address **must** be supplied at end of this form (Question 24)*

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

Name(s) of company director(s):

Company Registered Address:

Company Registration No:

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

Name:

Address: Contact details may be supplied at end of this form (Question 25)

8. Person responsible for preparation of Drawings and Plans³ :

Name:

Firm/Company

9. Description of Proposed Development:

*Brief description of nature and extent of development*⁴

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	

Where legal interest is 'Other', please expand further on your interest in the land or structure

*The owner's address **must** be included at the end of this form (Question 27) and a letter of consent from the owner to the making of this application must be supplied as listed in the accompanying documentation.*

Consent Letter Attached? Yes [] No []

11. Site Area:

<i>Area of site to which the application relates in hectares</i>	ha
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12. (a) 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>

12. (b) Have you submitted a provisional BER certificate showing how the proposal will comply with Part L of the Building Regulations*? **Yes [] No []**

12. (c)

Where your proposed building is over 1000m², please indicate what considerations have been given to the technical, environmental and economic feasibility of installing alternative energy systems. Please also elaborate on how the use of such systems has been considered in the design of the building*.

12. (d)

Where your development proposal is for 10 or more housing units, please indicate what considerations have been given to the technical, environmental and economic feasibility of installing alternative energy systems for this scheme. Please also elaborate on how the use of such systems has been considered in the design of the units.

“Please note that failure to address the above adequately may result in a Further Information Request”.

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:

Class of Development	Gross floor area in m²

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

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses							
Apartments							

Number of car-parking spaces to be provided	Existing:	Proposed:	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
<i>Is the application an application for permission for development to which Part V of the Planning and Development Acts 2000 (as amended) applies?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to the above question is "yes", you must submit details of your proposal to comply with Section 96 of Part V of the Act as specified in Article 22(2)(e) of the Planning Regulations. Failure to do so will result in invalidation. You are advised to enter into discussions with the Housing Department of Kilkenny County Council prior to lodging your application.
If the answer to the above question is "no" and you are proposing to build a new house on land zoned "Residential" or a mixture of "Residential" and other uses, you are advised to apply for a Section 97 declaration. Failure to apply will result in a request for further information to submit such declaration. 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 Part V does not apply by virtue of section 96(13) of the Planning and Development Acts 2000 (as amended) ⁹ , details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.

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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: _____

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 – 2017.

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. Services

Proposed Source of Water Supply

a. Existing connection [] **OR** New connection []

b. **TO**: Public Mains [] Group Water Scheme [] Private Well []

c. Other (please specify):

Name of Group Water Scheme (where applicable):

Is letter, from Secretary of GWS, consenting to connection enclosed?

Yes [] No []

Proposed Wastewater Management/Treatment

a. Existing connection [] **OR** New connection []

b. **TO**: Public Sewer []

c. Other on-site treatment system [] Please specify _____

d. Conventional septic tank system []

If an existing septic tank have you demonstrated that the existing system is capable of accommodating and assimilating any extra loading as a result of the proposed development

Yes [] No []

Is your application form accompanied by an up to date site characterisation form and professional indemnity certificate?²⁰

Yes [] No []

Proposed Surface Water Disposal

Public Sewer/Drain []

Soakpit []

Watercourse []

Other [] Please specify _____

20. Sightlines

Have you submitted with the application a site layout plan of the proposed development, to a scale of 1:500 indicating the provision of adequate sightlines in both directions measured as directed by the National Roads Authority, Design Manual for Roads and Bridges, Road Geometry Handbook, Section 2.22?

Please tick the appropriate box Yes No

If your proposal involves works to lands not in your ownership or control please submit particulars of sufficient legal interest in the lands required for those works

21. Pre-Application Consultation

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

Yes

If yes, please give details:

Reference No. (if any): _____ Date of Consultation: _____

Persons in attendance: _____

22. Details of Public Notice

Approved newspaper¹⁵ in which notice was published:

Date of publication:

Date on which site notice was erected:

23. Application Fee

Fee Payable

Basis of Calculation – State Class

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: _____

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.

(P.T.O. AND COMPLETE ATTACHED APPENDICES WHERE APPROPRIATE)

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ADDITIONAL CONTACT INFORMATION**THIS PAGE MUST BE PRINTED SEPARATELY AS IT WILL NOT BE PUBLISHED AS PART OF THE PLANNING FILE****Please Note:-**

- The applicant's address must be submitted on this page.
- If the applicant/agent wishes to submit additional contact information, this may be included here.

24. Applicant:

Name:	
Address (Required):	
Telephone No:	
E-mail Address:	

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

Name:	
Address:	
Telephone No:	
Fax No:	
E-mail Address:	
Should all correspondence be sent to the agent's address? Yes { } No { }	
(Please note that if the answer is "no", all correspondence will be sent to the applicant's address)	

26. Person responsible for preparation of drawings and plans:

Name:	
Address:	
Telephone No:	
Fax No:	
E-mail Address:	

27. Site Owner (required where applicant is not the owner of the site)

Name:	
Address:	
Telephone No:	
E-mail Address:	

APPENDIX 1: SUPPLEMENTARY INFORMATION – TO BE COMPLETED FOR ALL INDIVIDUAL RURAL HOUSE APPLICATIONS

If your application is for a single house in the country the following information is required for both single and joint applications.

	First Applicant		Second Applicant	
1. Name of Applicant				
2. Name & address of current employment				
3. Occupation				
4. Actual place of work				
5. Distance of work from present residence				
6. Distance of work from proposed residence				
7. Is the proposed dwelling for applicants own occupation?	Yes	No	Yes	No
	Yes	No	Yes	No
8. Is the proposed dwelling/site for sale?				

9. Please indicate in the event of a grant of planning permission if you would be willing to accept an occupancy condition restricting first occupancy of the proposed house as a place of permanent residence to yourself? **Yes { }** **No { }**

10. Is the applicant the owner of the proposed site? **Yes { }** **No { }**

If the applicant is not the owner of the proposed site, please state the full name and address of the person from whom the site will be acquired.

Name: _____

Address: _____

11. You are required to submit an OS Map (to an appropriate scale) showing all of the landholding of which the site of the proposed application forms a part

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12. Have you applied for Planning Permission before? Yes { } No { }

13. If yes, please submit details below.

a) Reference number/s _____

b) Has house been built? Yes: No:

c) If yes. Who resides in it? _____

(name and relationship to applicant(s) if any)

14. Please indicate how you comply with the Rural Housing Policy for the area your development is to be located in and demonstrate (see notes below)

Important Notes on compliance with policy:

- If the basis for your compliance is a connection with either the area or with people intrinsically linked to the area (applicable in Areas Under Urban Influence and Stronger Rural Areas as defined in the County Development Plan 2014-2020 – ‘Rural Settlement Strategy’), please substantiate your compliance/relationship, including maps indicating the location of homesteads of either yourself (family home) and/or people you are linked to relative to the proposed site, together with the period of time you/they have been resident in the area.

- Where compliance with the Rural Settlement Strategy for the area based on your employment in the area, please substantiate by submitting a letter from your employer and indicate whether your employment is:

Permanent: Temporary:

Contract: Duration: _____

APPENDIX 2 : TO BE COMPLETED FOR ALL AGRICULTURAL DEVELOPMENTS

1. Total acreage of farm: _____ (Please outline in blue on site map, scale 1:10,560)

2. Type of slurry holding facility involved, e.g. Slurry tank, slatted house, etc.

3. Will slurry holding facility be underground or over-ground? _____

4. Capacity of holding facility: (1) Existing: _____ cubic metres

(2) Proposed: _____ cubic metres

5. Length of storage time possible in slurry holding facility:

(1) Existing: _____ weeks

(2) Proposed: _____ weeks

6. Means of disposal: (Please tick appropriate box)

(1) Slurry

(2) Soiled Water

(3) Silage Effluent

(4) Clean Water

7. Type and number of animals housed in existing farm building:

Type: _____ No: _____

Type: _____ No: _____

Type: _____ No: _____

8. Number and type of animals to be housed in proposed farm buildings:

Type: _____ No: _____

Type: _____ No: _____

Type: _____ No: _____

9. Floor area of existing farm building: _____ square metres

10. Floor area of proposed development: _____ square metres

APPENDIX 3 : TO BE COMPLETED FOR ALL INDUSTRIAL/COMMERCIAL DEVELOPMENTS

1. Specify precisely the nature of the proposed development:

2. Specify details of raw material involved in process:

3. Means of storage of raw material:

4. (a) Hours of Operation _____

(b) Number of Employees _____

5. Nature of waste product: **Please tick if appropriate**

(a) Water Borne (b) Solid Waste

(c) Atmospheric emissions

6. Method of storage of waste product:

7. Method of disposal of waste product:

8. Number of car spaces to be provided in accordance with Development Plan standards:
(Please indicate on site layout plan) _____

9. Details of any inflammable materials involved in process:

10. Licence Number under Water Pollution Act for disposal of effluent to sewer or water course: _____

11. Details of atmospheric emissions:

12. Noise rating of machinery:

Note: You are advised that a Traffic Assessment Plan may be required.

APPENDIX 4:

THE APPLICATION MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTATION:

Please note that if the appropriate documentation is not included, **your application will be deemed invalid.**

ALL Planning Applications

- The relevant page of newspaper that contains notice of your application
- A copy of the site notice
- 6 copies of site location map¹⁶
- 6 copies of site or layout plan¹⁶⁺¹⁷
- 6 copies of plans and other particulars required to describe the works to which the development relates (include detailed drawings of floor plans, elevations and sections – except in the case of outline permission)
- The appropriate Planning Fee

Where the applicant is not the legal owner of the land or structure in question:¹⁸

- The written consent of the owner to make the application

Where the application is for residential development that is subject to Part V of the Planning and Development Acts 2000 (as amended):

- Specification of the manner in which it is proposed to comply with section 96 of Part V, **or**
- A certificate of exemption from the requirements of Part V, **or**
- A copy of the application submitted for a certificate of exemption.

Where the application is for residential development that is not subject to Part V of the Planning and Development Acts 2000 Act (as amended) by virtue of section 96(14) of the Act:

- Information setting out the basis on which section 96(14) is considered to apply to the development.

Where the disposal of wastewater for the proposed development is other than to a public sewer:

- Information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed.

Where the application refers to a protected structure/ proposed protected structure/ or the exterior of a structure which is located within an architectural conservation area (ACA):

- Photographs, plans and other particulars necessary to show how the development would affect the character of the structure.

Applications that refer to a material change of use or retention of such a material change of use:

- Plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of Article 23) and other particulars required describing the works proposed.

Where the applicant considers that the application may require an Environmental Impact Assessment Report or a Natura Impact Statement, they should submit;

- An Environmental Impact Assessment Report (EIAR) – must be accompanied by Portal Confirmation Notice
- A Natura Impact Statement

Applications that are exempt from planning fees:

- Proof of eligibility for exemption¹⁹

APPENDIX 5: DIRECTIONS FOR COMPLETING THIS FORM

1. Grid reference in terms of the Irish Transverse Mercator.
2. "The applicant" means the person seeking the planning permission, not an agent acting on his or her behalf.
3. Where the plans have been drawn up by a firm/company the name of the person primarily responsible for the preparation of the drawings and plans, on behalf of that firm/company, should be given.
4. A brief description of the nature and extent of the development, including reference to the number and height of buildings, protected structures, etc.
5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building, that is, floor areas must be measured from inside the external wall.
6. Where the existing use is 'vacant' please state most recent authorised use of the land or structure.
7. Part V of the Planning and Development Act 2000 (as amended) applies where-
 - the land is zoned for residential use or for a mixture of residential and other uses,
 - there is an objective in the Development Plan for the area for a percentage of the land to be made available for social and/or affordable housing, and
 - the proposed development is not exempt from Part V
8. Under section 97 of the Planning and Development Acts 2000 (as amended), applications involving development of 9 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.
9. Under section 96(13) of the Planning and Development Act 2000 (as amended), Part V does not apply to certain housing developments by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under section 96 of the Act.
10. The Record of Monuments and Places, under section 12 of the National Monuments Amendment Act 1994, is available, for each county, in the local authorities and public libraries in that county. Please note also that if the proposed development affects or is close to a national monument which, under the National Monuments Acts 1930 to 2004, is in the ownership or guardianship of the Minister of Arts, Heritage and the Gaeltacht or a local authority, or is the subject of a preservation order or a temporary preservation order, a separate statutory consent is required, under the National Monuments Acts, from the Minister for Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.
11. An Environmental Impact Assessment Report (EIAR) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001 (as amended) which exceeds a limit, quantity or threshold set for that class of development. An EIAR will also be required by the planning authority in respect of sub-threshold development where the authority

considers that the development would be likely to have significant effects on the environment (article 103). Planning applications accompanied by an EIAR must attach (as part of the planning application) 'Portal Confirmation Notice'.

12. An appropriate assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on a European site. It is the responsibility of the planning authority to screen proposed developments to determine whether an appropriate assessment is required and where the authority determines that an appropriate assessment is required, the authority will normally require the applicant to submit a Natura Impact Statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European site it is open to him/her to submit a NIS with the planning application.
13. The appeal must be determined or withdrawn before another similar application can be made.
14. A formal pre-application consultation may only occur under Section 247 of the Planning and Development Acts 2000 (as amended). An applicant should contact his or her planning authority if he/she wishes to avail of a pre-application consultation. In the case of residential development to which Part V of the 2000 Act (as amended) applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part V agreement in principle can be reached in advance of the planning application being submitted.
15. The list of approved newspapers, for the purpose of giving notice of intention to make a planning application, is available from the planning authority to which the application will be submitted.
16. All plans, drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001 (as amended).
17. The location of the site notice(s) should be shown on the site location map.
18. See Schedule 9 of Planning and Development Regulations 2001 (as amended) . If a reduced fee is tendered, details of previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under article 157 of the 2001 (as amended) Regulations, evidence to prove eligibility for exemption should be submitted.
19. Demolition of a habitable house requires planning permission.
20. The applicant/agent should make the land owner aware that the letter of consent will be placed on a public planning file and may be placed on the Planning Authority's web site where this is the policy of the Planning Authority.
21. All Site Characterisation Tests must be carried out and completed by a qualified person with professional indemnity insurance. A list of qualified persons is available on the website.

**PLEASE CHECK OUR WEB PAGE AT KILKENNYCOCO.IE FOR REGULAR
UPDATES ON NEW LEGISLATION AND/OR REVISIONS TO APPLICATION
FORMS AND GUIDANCE NOTES, ETC.**