



KILKENNY COUNTY COUNCIL

Planning Department

PLANNING APPLICATION FORM

Planning and Development Act 2024

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 1**.*
- *Please read 'Directions for completing this form' as per attached **Appendix 2**.*

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)

3. Type of planning permission (please tick appropriate box):

- ☐ Permission
- ☐ Permission for Retention
- ☐ Outline Permission
- ☐ Permission consequent on Grant of Outline Permission
- ☐ Alteration of Existing Permission



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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.

5. Applicant:

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 Plans:

Name:
Firm/Company:

9. Description of Proposed Development:

Brief description of nature and extent of development:

10. Legal Interest of Applicant in the Land or Structure:

Please tick appropriate box to show applicant's legal interest in the land or structure	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 or provide proof of eligibility to apply in accordance with section 85 of the Act.*

Consent Letter Attached? Yes ☐ No ☐

11. Site Area:

Area of site to which the application relates in hectares	ha
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12. (a) Where the application relates to a building or buildings:

Gross floor space ⁵ of any existing building(s) in m ²	
Gross floor space of proposed works in m ²	
Gross floor space of work to be retained in m ² (if appropriate)	
Gross floor space of any demolition in m ² (if appropriate)	

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 m ²



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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
<i>Houses</i>							
<i>Apartments</i>							

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:

Existing use (or previous use where retention permission is sought):
Proposed use (or use it is proposed to retain):
Nature and extent of any such proposed use (or use it is proposed to retain):

16. Social and Affordable Housing

Please tick appropriate box Is the application an application for permission for development to which Part 7 of the Planning and Development Act 2024 applies? Yes ☐ No ☐ <i>If the answer to the above question is "yes", but you have obtained a Certificate of Exemption under Part 7 of the Planning and Development Act 2024 please attach a copy of the Certificate,</i> <i>(or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the Part 7 Acknowledgement letter should be submitted).</i> ☐ Part 7 Exemption Certificate attached, or ☐ Part 7 Acknowledgement letter attached <i>If the answer to the above question is "yes" and the development is not exempt, you must provide, as part of your application, details as to how you propose to comply with sections 244 to 253 of Part 7 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 7 agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area
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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

If the answer to the above question is "no" by virtue of section 254(2) of the Planning and Development Act 2024, details indicating the basis on which section 254(2) is considered to apply to the development should be submitted.

17. Development Details

Please tick appropriate box	Yes	No
Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?		
Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA) ?		
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, 1994 or under Section 14 of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023 ?		
Does the application relate to work within or close to a European Site (under S.I. No.94 of 1997) or a Natural Heritage Area ?		
Does the proposed development require the preparation of an Environmental Impact Assessment Report ?		
Does the application relate to a development which comprises or is for the purposes of an activity requiring a licence from the Environmental Protection Agency other than a waste licence?		
Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence ?		
Do the Major Accident Regulations apply to the proposed development?		
Does the application relate to a development in a Strategic Development Zone or Urban Development Zone ?		
Does the proposed development involve the demolition of any structure ? If so, please state the extent and nature of building to be demolished.		
Does the proposed development relate to a development of Renewable Energy ? If yes, please submit details below:		
Section: Type: Class: Size:		



18. Site History

Details regarding site history (if known)

Has the site in question ever, to your knowledge, been flooded or located in Flood Zone A or Flood Zone B?

Yes ☐ No ☐

If yes, please give details e.g. year, extent, proximity to watercourse / waterbody.

Are you aware of previous uses of the site e.g. dumping or quarrying?

Yes ☐ No ☐

If yes, please give details e.g. year, extent.

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: _____

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 Regulation 7(4) of the Planning and Development (Control of Development – Planning Authorities) Regulations 2026 (as amended).

Is the site of the proposal subject to a current appeal to An Coimisiún Pleanála in respect of a similar development?

Yes ☐ No ☐

An Coimisiún 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): _____



7794010

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 ☐ Conventional septic tank system ☐

d. Other on-site treatment system ☐ Please specify: _____

If it is 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?

Yes ☐

No ☐

NOTE:

Site Access:

The applicant is advised to keep the application site safe to inspect by keeping the trial hole area free from animals and by leaving any access gate closed but unlocked for a period of 8 weeks following the lodging of the application. This will allow for unimpeded and safe site assessment by the Planning Authority and may assist in preventing delays in the assessment of your application.

Where the above is not possible, please leave a phone number under Question 27 where the applicant/key holder can be easily contacted at short notice.

Proposed Surface Water Disposal

a. Existing connection ☐ **OR** New connection ☐

b. **TO**: Public Sewer/Drain ☐ Soak pit ☐ Watercourse ☐

c. 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 ☐



7794010

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 development?

Yes ☐

No ☐

If yes, please give details:

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

Persons in attendance: _____

22. Details of Public Notice

Approved newspaper 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 and Development Act 2024, as amended, and the Regulations made thereunder. Where an application is made in electronic form with the consent of the Planning Authority, valid login credentials will replace the need for a signature and satisfy the declaration.

Signed: _____

Date: _____

Applicant or Agent as appropriate

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. FOR APPENDICES AND CONTACT SHEET)



APPENDIX 1:

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
- location map
- or layout plan
- 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:

- Proof of eligibility to apply for planning permission in accordance with section 85 of the Act

Where the application is for development types listed under the Renewable Energy Directives:

- Details of the class of development by type, scale etc. in any form prescribed under the Planning and Development Act 2024 or any other Enactment.

Where the application is for residential development that is subject to Part 7 of the Planning and Development Acts 2024 (as amended):

- Details of the manner in which it is proposed to comply with Part 7 of the Act including, for example:
 - (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 7 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, or
- A certificate of exemption from the requirements of Part 7 of the Act, **or**
- A copy of the part 7 acknowledgement letter.

Where the application is for residential development that is not subject to Part 7 of the 2024 Act by virtue of section 245(2) of the Act

- Information setting out the basis on which section 245(2) 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 Regulation 12) 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 exemption



APPENDIX 2: DIRECTIONS FOR COMPLETING THIS FORM

For guidance on completing this application form, please refer to the Office of the Planning Regulator (OPR) Leaflet 4, "[***A Guide to Making a Planning Application***](#)". Before submitting an application, applicants should also check the Kilkenny County Council planning webpages for the current application form, guidance notes and any relevant legislative updates.



ADDITIONAL CONTACT INFORMATION

THIS PAGE MUST BE PRINTED SEPARATELY AS IT WILL NOT BE PUBLISHED AS PART OF THE PLANNING FILE

Ref: P. ____ / ____
(Office use only)

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	



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E-mail Address	
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27. Site Owner (required where applicant is not the owner of the site):

Name	
Address	
Telephone No	
E-mail Address	
Emergency Phone Number for Site Access:	