

Planning Applications – FAQs

All development requires planning permission unless it is Exempted development. “Development” means the carrying out of any works on, in over or under land or the making of any material change in the use of any structure or other land. Please refer to the Planning & Development Regulations 2001 in relation to exempted development. If a question arises as to what constitutes development or exempted development within the meaning of the Act, any person may, on payment of the prescribed fee, request in writing from the Planning Authority, a declaration on this question.

The following notes give general guidance on how to make a planning application. As they cannot address all points, they cannot be regarded as legal interpretations and you are advised to contact the Dún Laoghaire-Rathdown County Council Planning Department if you require more detailed information. Explanatory notes are also included at the end of a planning application form.

1. Where do I apply for planning permission?

For all planning applications within Dún Laoghaire-Rathdown, you should apply to Dún Laoghaire-Rathdown County Council, Planning Department, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.

2. How do I apply for planning permission?

Applications should be made on the official planning application form. Copies of the form are available from the Planning Department. You will also need other documents, such as plans, and there will usually be a fee. A checklist guide to lodging planning applications is available to assist you in making your application.

3. Are there different types of permission?

Yes. There are four types of planning permission. An application may be made for:

- permission
- outline permission
- permission consequent on outline permission
- retention permission

The most common application type is for permission or “full permission” as it is often referred to. Outline permission allows the Council to decide whether it agrees with your proposal in principle before you prepare detailed plans.

If you have been granted outline permission you will be required to submit exact details and drawings to get permission consequent on approval before starting work.

4. Can I get advice from Dún Laoghaire-Rathdown County Council?

Pre-planning meetings, either formal or informal, can be arranged by contacting the Planning Department. Staff are available to provide advice and guidance to help you complete your planning application. This might include matters such as:

- whether your development complies with the policies in the Development Plan
- what documents you are required to submit
- the fee required

Information and advice are available at the public counter in the County Hall, Ground Floor, Marine Road, Dún Laoghaire, Co. Dublin, tel. no. 205 4700.

5. Who can make a planning application?

In order to make a planning application, you must have sufficient interest in the land to allow you to carry out the development or make the application or have the written consent of the owner to make an application.

6. Can I get help to submit my application?

Planning application forms are accompanied by explanatory notes. If you need advice it is available at the public counter. You can also seek advice from an agent such as a planning consultant, qualified architect or engineer to make the application.

7. How much will my application cost?

A fee is payable with most planning applications. The amount of the fee depends on the nature and size of the development and the type of permission being sought. Full details of fees are contained in the explanatory notes on the application form, available from the planning department.

In addition to the fee payable for the application, you may be required, by conditions attached in the grant of permission, to pay a development contribution to the planning authority towards the costs of services such as water supply, roads and sewerage. Details of any contributions which might apply are available from the Bonds and Contributions section in the planning department.

8. What documents do I need to submit?

This depends on the nature of the development. You must show clearly and in sufficient detail:

- your development proposals
- what the development will look like when finished
- how it will relate to the site and to the adjoining structures and properties

In general, you must always submit:

- location map (minimum scale 1:1000)
- a plan showing the position on the land of the site notice
- site or layout plan (minimum scale 1:500)
- other plans and elevations (minimum scale 1:200) (except for outline permission)
- copies of public notices
- appropriate fee

Six copies of plans and map are needed. In the cases of protected structures or proposed protected structures, thirteen copies are required.

9. What should a location map show?

- the land concerned and location of proposed structures and details of features in the vicinity, with the site boundary shown in red
- the Ordnance Survey sheet number of the map (note: original O.S. maps are acceptable only)
- the north point and scale of the map
- the name and address of the person by whom it was prepared

10. What should a site or layout plan show?

- site boundaries marked in red
- any adjacent lands controlled by the applicant marked in blue and wayleaves marked in yellow
- existing and proposed buildings, structures
- works, significant tree stands and other features;
- proposals for reconstruction, alterations or extension must be clearly marked or coloured to identify them from existing structures
- roads and site boundaries and distances from existing and proposed structures to these, approximate height of ground floor above or below adjoining road levels
- buildings and structures on adjoining lands and other features in the vicinity
- existing and proposed water supply and sewage disposal systems
- existing and proposed access, clearly distinguished from each other, on to public roads, levels or contours of the land and proposed structures relative to Ordnance Survey datum or temporary local benchmark
- position of site notice erected for public information
- the Ordnance Survey sheet number
- the north point of any map
- the name and address of the person responsible for its preparation
- the scale of any map, plan, elevation or section

11. What about other plans or drawings?

These must include floor plans, elevations and sections of proposed structures, giving in figures the main dimensions, including overall height. Elevations must include the main building features, such as materials of construction, window patterns, roof slopes, finishes, colours, etc., of existing and proposed structures and of any adjoining buildings.

12. What public notice should I give?

You must give public notice of your proposals prior to the making of the application. This must be done both

- by erecting a site notice, which must be on durable material, erected in a conspicuous position on the land and structure so that it is clearly visible to members of the public and*
- by a notice in an accepted locally-circulated newspaper; Irish, Irish Independent, Evening Herald, Daily Star, The Sunday Independent, Sunday World, News of the World, Ireland on Sunday*

13. What needs to be in the newspaper and site notice?

Details of the information to be contained in the notices are given in the explanatory notes accompanying the planning application form. Sample site notices are also available from the planning department and from our website under printable forms.

14. How accurate must the notices be?

You must ensure that your public notices are accurate and unambiguous. If you fail to, or if the planning department considers the notices misleading or inadequate for public information, your application will be declared invalid and returned to you.

15. Must I give the planning authority copies of my planning notices?

Yes. One copy of each public notice must accompany the application. For the newspaper notice you must provide the local authority with the full page showing the date of the publication.

16. When must the notice be given?

Applications must be received within 2 weeks of publications of a newspaper notice or erection of a site notice. In the case of the latter, it must be kept in position, in a legible condition, for at least 5 weeks after submission of the application.

17. Before sending in your application ask yourself:

- should I initially seek advice from the planning department on my proposal/application before submitting it?*
- am I making the correct type of planning application, ie. for permission or outline permission?*
- have I completed all sections of the application form?*
- have I paid the correct fee?*
- is my site notice adequate, positioned correctly on site and legible?*
- is my newspaper notice adequate, in an accepted newspaper and within the time limit?*
- have I included all necessary information?*
- have I (or my agent) signed the form?*
- do I need to meet any other non-planning requirements? (eg. fire safety certificate, consent to connect to a public sewer, exemption cert. under section 97 of the Planning and Development Act 2000 with the requirement for social and affordable housing).*

A quick review of these questions will help to ensure that your application is completed and validated.