Planning Department

Planning Applications – FAQs

All development requires planning permission unless it is Exempted development. “Development” means the carrying out of any works, or in some cases an ending of any material change in the use of any structure or other thing.

1. 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 to make the written consent of the owner to make an application.

2. 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 guidance and advice to help you complete your planning application. The right includes matters such as:
     - whether your development complies with the policies in the Development Plan
   - When do I apply for planning permission?
   - For all planning applications within the Dún-Laoghaire-Rathdown Borough Council, you should apply to Dún-Laoghaire-Rathdown Borough Council, Planning Department, County Hall, Main, Main, Dún-Laoghaire, Co. Dubl.

3. What public notice should I give?
   - Applications must be returned within 2 weeks of publication 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.

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

5. What public notice do I have to give?
   - Planning applications must be notified to the local authority. The notices to the public include:
     - a site notice
     - a newspaper notice
     - a planning application form

6. What should I give the planning authority?
   - 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 helping planning applications is available to assist you in making your application.

7. What public notices do I require?
   - Public notices should be given in accordance with the requirements of the Planning and Development Act 2000. Dún-Laoghaire-Rathdown County Council Planning Department provides explanatory notes on the requirements for planning applications.

8. What plans do I require?
   - 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.

9. What must I include with my application?
   - 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 drainage. Details of any contributions which might apply are available from the FBD and Contributions sections in the Planning Department.

10. Who can make a planning application?
    - The following notes give general guidance on how to make a planning application. As they cannot address all points, they should be regarded as general advice to applicants.

11. What types of planning permission are there?
    - There are various categories of planning permission. The most common application type is for permission or “full permission” as it is often referred to. Outline permission is required if the development will be of significant size or extent, or where refusal would be contrary to the principles of the Development Plan.

12. Who is responsible for the planning application?
    - The fee required is calculated on the basis of 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.

13. What public notice should I give?
    - Applications must be returned within 2 weeks of publication 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.

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?
    - Applications must be returned within 2 weeks of publication 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.

16. What must I include with my application?
    - 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 helping planning applications is available to assist you in making your application.

17. What public notice do I have to give?
    - Applications must be returned within 2 weeks of publication 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.

18. Who is responsible for the planning application?
    - The fee required is calculated on the basis of 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.

19. What must I include with my application?
    - 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 helping planning applications is available to assist you in making your application.

20. What public notice should I give?
    - Applications must be returned within 2 weeks of publication 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.

21. Who is responsible for the planning application?
    - The fee required is calculated on the basis of 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.

22. What must I include with my application?
    - 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 helping planning applications is available to assist you in making your application.

23. What public notice should I give?
    - Applications must be returned within 2 weeks of publication 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.

24. Who is responsible for the planning application?
    - The fee required is calculated on the basis of 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.

25. What must I include with my application?
    - 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 helping planning applications is available to assist you in making your application.

26. What public notice should I give?
    - Applications must be returned within 2 weeks of publication 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.

27. Who is responsible for the planning application?
    - The fee required is calculated on the basis of 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.

28. What must I include with my application?
    - 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 helping planning applications is available to assist you in making your application.

29. What public notice should I give?
    - Applications must be returned within 2 weeks of publication 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.

30. Who is responsible for the planning application?
    - The fee required is calculated on the basis of 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.
Planning Department

Planning Applications – FAQs

All development requires planning permission unless it is exempted development. “Development” means the carrying out of any works, or any addition or alteration to any existing structure or other land. Please refer to the Planning & Development Regulations 2001 in relation to exempted development. If you have a question about planning permission, we recommend you contact the Dún Laoghaire-Rathdown County Council Planning Department. If you require more detailed information, explanatory notes are also included at the end of the planning application form.

1. Where do I apply for planning permission?

For all planning applications within the Dún Laoghaire-Bowthorpe area, you should apply to Dún Laoghaire-Bowthorpe 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 may also need other documents, such as plans, and there will usually be a fee. A checklist guide to helping planning applications is available to assist you in making your application.

3. Are there different types of planning permission?

No. 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 as it is often referred to. Outline Permission allows the Council to direct whether it agrees with your proposal in principle before you proceed to draw up detailed plans. If you have been granted outline permission you will be required to submit exact details and drawings to give your permission consequent on your outline planning application.

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

Pre-planning meetings, either formal or informal, can be arranged by contacting the Planning Department. Staff are available to provide guidance and advice 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, Curran Park, Marine Road, Dún Laoghaire, Co. Dublin, tel no. 280 3122.

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 written consent of the owner to make an application.

6. Can I 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 consult with an agent such as a planning consultant, quantity 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 application you make. A list 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 sewage. Details of any contributions which might apply are available from the boundary and Contributions section within 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:

- the land concerned and location of proposed structures and details of features in the vicinity, with the site boundaries marked in red
- the Ordnance Survey sheet number of the map (original O.S maps are not acceptable)
- the north point of any map
- the name and address of the person by whom it was prepared

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 (original O.S maps are not acceptable)
- the north point of any map
- the name and address of the person by whom it was prepared

10. What should a site location plan show?

- site boundaries marked in red
- any adjacent lands marked by the applicant marked in blue and unmarked 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 them, approximate height of ground floor above or below existing roads
- 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
- 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 size of any map, plan, section or elevation

11. What about other plans or drawings?

These must include floor plans, elevations and sections of proposed structures, going in Figure the main dimensions, including several levels. Elevations must accompany the main building structures, 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 an easily readable material, printed in a conspicuous position on the land and structure so that it is clearly visible to members of the public, and in a notice in an acceptable local newspaper (e.g. 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 are found on our website.

14. How accurate must the notices be?

You must ensure that your public notices are accurate and unambiguous. If you fail to do so, 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 a week of publication 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?

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.

- Have I completed all sections of the application form?
- Have I paid the correct fee?
- Can my site notice adequately, positioned correctly on site and legible?
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Can I get help to submit my application?
Who can make a planning application?
Can I get advice from Dún Laoghaire-Rathdown County Council?
Where do I apply for planning permission?

2. Where do I apply for planning permission?

For all planning applications within the Dun Laoghaire-Rathdown County Council Planning Department, County Hall, Marine Road, Dun Laoghaire, Co. Dublin.

2. How do I apply for planning permission?

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

3. Are there different types of permissions?

Yes. There are four types of planning permission: 

• full permission
• outline permission
• permission consequent on outline permission
• retention permission

The most common application type is a full permission. It is often referred to as Outline Permission allowing the council to decide whether or not to grant your proposal in principle before you proceed further. If you have been granted outline permission you will be required to submit exact details and drawings to get permission consequent on outline permission.

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

The Planning Department is responsible for administering planning applications. However, you can also seek advice from an agent such as a planning consultant, qualified architect or engineer to make your application.

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 written consent of the owner to make an application.

6. Can I get help to submit my application?

Planning applications forms are accompanied by explanatory notes. If you need advice it is available at the Planning Department. You can also seek advice from an agent such as a planning consultant, qualified architect or engineer to make your 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 sought. A schedule of fees is 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 condition 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 sewers. Details of any contributions which might apply are available from the Planning Department.

8. What do the application forms include?

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

• what the development will look like when finished
• how it will relate to the site and to the adjoining structures and properties
• location map (minimum scale 1:500)
• plan showing the position of the site notice
• city or local plan (minimum scale 1:50)
• other plans and elevations (minimum scale 1:200) (except for outline permission)
• plans and maps are needed in the cases of protected structures or proposed protected structures, ten copies are required

9. What should a site or layout plan 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 be on a location plan used?

• site boundaries marked in red
• adjacent lands controlled by the applicant in blue and adjacent lands marked in yellow
• existing and proposed buildings, structures
• streets, curved free form stands and other features
• proposals for reclamation, alterations or extensions must be clearly marked to identify them from existing structures
• roads and site boundaries and distances from existing and proposed structures to these, approximate height of ground floor of lower or adjacent residential buildings
• buildings and structures in adjoining lands and other features in the vicinity
• existing and proposed water supply and sewage disposal systems
• existing and proposed access, clearly distinguished from public roads, levels or contours of the land

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

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

The Sunday Independent, Sunday World, News of the World, Ireland on Sunday

At least 17 days from the date of publication of the notice on the application form. Sample site notices are also available from the planning department and from our website under printable forms.

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 by erecting a site notice so that it is clearly visible to members of the public and the planning department. The notice must be in an acceptable locally-circulated newspaper, Irish, Irish Independent, 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. You must file to us 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. Ten copies of site notices and one copy of each of the public notices are required. You must give public notice of your proposals prior to the making of the application. This must be done by erecting a site notice so that it is clearly visible to members of the public and the planning department.

16. When must the notice be given?

When must the notice be given?

You must give public notice of your proposals prior to the making of the application. This must be done by erecting a site notice so that it is clearly visible to members of the public and the planning department.

17. Before sending in your application, ask yourself:

• have I considered the development in relation to the landowners, the local community, the adjoining structures and properties, and the nature of the development?
• have I prepared the application form correctly?
• have I completed all sections of the application form?
• have I paid the correct fee?
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