



## **A Guide To Lodging Planning Applications**

### **Applicant's Checklist**

**YOU ARE ADVISED TO SUBMIT THIS CHECKLIST IN CONJUNCTION WITH YOUR PLANNING APPLICATION**

It is important to note that this is for information purposes and is not a definitive checklist. The onus remains with the applicant to ensure that applications are in full accordance with the Planning and Development Regulations 2001 (as amended).

Dun Laoghaire Rathdown County Council reserves the right to declare an application invalid if all the requirements of the regulations are not complied with.

PLANNING APPLICATIONS CHECKLIST


Site Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Lodged: \_\_\_\_\_ / \_\_\_\_\_

Previous Invalid(s): \_\_\_\_\_

Pre Planning: Yes No

All previous Preplanning ref no's for this site:-  
\_\_\_\_\_  
\_\_\_\_\_

tick: (√) yes or (x) no or (n/a)

**Article 22:**

Application Form completed - Signed by **Applicant/Agent** in accordance with Article 22 and Form No. 2 of Schedule No. 3

\_\_\_\_\_

22 (1)(d) Legal Interest of applicant stated.

\_\_\_\_\_

Letter of consent from owner if applicant not owner

\_\_\_\_\_

**Articles 17 & 19**

**Site Notice (see Form no.1, Schedule 3)**

19(1)(a) Headed DLRCCO

\_\_\_\_\_

19(1)(a) Words "Site Notice" under Dun Laoghaire Rathdown Co. Co.

\_\_\_\_\_

19(1)(b) Correct colour: White

\_\_\_\_\_

19(4) Correct colour: Yellow

\_\_\_\_\_

19(1)(a) Date of erection cited & Notice signed.

\_\_\_\_\_

17(1)(b) Lodged within 2 weeks of date of erection.  
(allowing for Sat/Sun/Bank Hols.)

\_\_\_\_\_

19(1)(a) Statement regarding inspection or purchase of application

\_\_\_\_\_

19(1)(a) Statement regarding Submissions/Observations and time limit within which to submit.

\_\_\_\_\_

19(1)(a) Notice otherwise conforms to prescribed format of Form No. 1, Schedule 3  
(Council's address & opening hours; Agent's address, etc.)

\_\_\_\_\_

19(1)(a) Where E.I.S. submitted a statement of this fact

\_\_\_\_\_

19(1)(a) Protected Structure or Proposed Protected Structure stated?

\_\_\_\_\_

19(1)(a) If retention, is retention stated?

\_\_\_\_\_

19(1)(a) If IPC or Waste Licence needed, an indication of this fact

\_\_\_\_\_

19(1)(a) If related to an "establishment", (see major accident directive) an indication of this fact

\_\_\_\_\_

17(3) Electricity/Telecom Overhead Lines: exempt from site notice.  \_\_\_\_\_

**Articles 17 & 18: Newspaper Notice**

Comments

18(1) Headed Dun Laoghaire Rathdown County Council?  \_\_\_\_\_

18(1)(a) Name of applicant.  \_\_\_\_\_

18(1)(b) Location of townland or postal address of land or structure to which the application relates (as may be appropriate).  \_\_\_\_\_

18(1)(c) Type of permission sought: Permission, Retention, Outline, Consequent on grant of Outline  \_\_\_\_\_

18(1)(c) Reg. Ref of outline permission, (if relevant.)  \_\_\_\_\_

18(1)(d)(1) A brief description of nature & extent of proposed development. (e.g. No. of houses, retention etc).  \_\_\_\_\_

18(1)(d)(iii) Protected Structure or Proposed Protected Structure.  \_\_\_\_\_

18(1)(d)(iv) Integrated Pollution Prevention and Control Licence/Waste Licence.  \_\_\_\_\_

18(1)(e) Statement Re: inspection/purchase & Subs./Observations. (During "Public opening hours")  \_\_\_\_\_

18(1)(d)(v) In Strategic Development Zone?  \_\_\_\_\_

18(2)(a) Approved Newspapers:  
Irish Times, Irish Independent, Herald, Star, Sun,  
Sunday Independent, Irish Examiner, Sunday World, Dublin  
People South, Sunday Business Post, The Sunday Times,  
Irish Daily Mail, Irish Daily Mirror, Dublin Gazette (South),  
Dun Laoghaire Gazette (D/L Electoral area only)  
Irish Mail on Sunday, Southside News.  \_\_\_\_\_

17(1)(a) Lodged within 2 weeks of date of newspaper publication. (Allow for Sat/Sun & Bank Holidays)?  \_\_\_\_\_

**VALIDATION – ARTICLE 26:** Do documents submitted comply with Articles 18, 19 (1)(a) and 22 (and, as Appropriate 24 and 25)  \_\_\_\_\_

26(3)(b) Newspaper ad. / Site notice: inadequate or misleading?  \_\_\_\_\_

**Article 22: Documents to be submitted**

22(2)(a) Relevant newspaper page or copy thereof including date and title.  \_\_\_\_\_

22(2)(a) 1 x Copy of Site Notice.  \_\_\_\_\_

- 22(2)(b) 6 x Site location maps not less than 1:1,000 / 1:2,500 as appropriate or as otherwise agreed, showing clearly:
- (i) the land or structure to which application relates outlined in **red**.  \_\_\_\_\_
  - (ii) any land abutting or adjacent to land to be developed and under control of applicant or person who owns land the subject of the application outlined in **blue**.  \_\_\_\_\_
  - (iii) Wayleaves (if any) coloured **yellow**.  \_\_\_\_\_
  - (iv) Position of site notice(s)  \_\_\_\_\_

22(2)(c) Where wastewater disposal is other than to a public sewer; information on treatment system and evidence of suitability of such system  \_\_\_\_\_

**22(2)(e) Part V**

- 1. **S.97 Exemption Certificate or copy of application for one or details of**  V/ \_\_\_\_\_
- 2. **Proposed options under Section 96 (3) of the Act**  \_\_\_\_\_
- 3. **The number of units and cost per unit (estimated to be total cost per unit to the Planning Authority.**  \_\_\_\_\_

22(2)(h) Appropriate fee: cheque/receipt.   € \_\_\_\_\_

22(4)(a) 6 x copies of all Plans & Drawings received  **6**

Protected Structure or Proposed Protected Structure and ACAs & cACA  **13**  
13 x copies of plans, drawings, photos.

23 x copies for SDZ (note: 9 copies for minor developments within SDZ)  **23**  **9**

**Planning drawing issue sheet checked**

**Current Appeal: S.37 (5)(a) of 2000 Act:** (is there a current appeal on the same site)

**Article 21: Outline Permission** (not possible for the following):

21(b) Protected Structure or Proposed Protected Structure.

21(a) Retention/continuance of use.

21(c) Relating to I.P.C./Waste Licence.

Relating to an "establishment"

Comments

22(2)(c) Where wastewater disposal is other than to a public sewer; information on treatment system and evidence of suitability of such system  \_\_\_\_\_

**Article 23:**

- 23(1)(a) Site or layout plans at a scale of not less than 1:500 or other agreed scale  \_\_\_\_\_
- 23(1)(a) Site boundary delineated in **red**.  \_\_\_\_\_
- 23(1)(a) Buildings, roads, boundaries, septic tanks and percolation areas bored wells, significant tree stands and other features on adjoining land or in vicinity of the subject site shown on site plan.  \_\_\_\_\_
- 23(1)(b) Other plans, including floor plans, elevations and sections drawn at a scale of not less than 1:200 (or other agreed scale) indicated thereon.  \_\_\_\_\_
- 23(1)(c) Site layout plan and other plans indicating contours/levels and proposed structures relative to O.S. Datum or temporary local benchmark (as appropriate).  \_\_\_\_\_
- 23(1)(d) Drawings of elevations of proposed structure showing main features of contiguous buildings on application site or in vicinity to scale not less than 1:200  \_\_\_\_\_
- 23(1)(d) Where work proposed to protected structure or proposed protected structure drawings showing main features of any building within curtilage of structure materially affected by proposal.  \_\_\_\_\_
- 23(1)(e) Proposed and existing structures clearly distinguished.  \_\_\_\_\_
- 23(1)(f) Plans & drawings of floor plans, elevations and sections, shall indicate in figures the principal dimensions (including overall height) of any proposed structure and the site, and site or layout plans shall indicate the distances of any such structure from the boundaries of the site.  \_\_\_\_\_
- 23(1)(g) Do Ordnance Survey based plans & maps show relevant O.S. sheet number?  \_\_\_\_\_
- 23(1)(h) Is North point shown on all plans & drawings (except elevations & sections) other than O.S. maps/plans in (g) above?  \_\_\_\_\_
- 23(2) Protected Structure (or proposed) or exterior of structure in an Architectural Conservation Area:  
13 X Relevant photos, plans and other particulars. necessary to show how the development would affect the character of the structure.  \_\_\_\_\_

**Environmental Impact Statement:**

Comments

Is one required? Check Thresholds.  \_\_\_\_\_

**Article 24: Outline Permission Applications**

Do plans enable a decision to be made in relation to siting, layout or other proposals?  \_\_\_\_\_

**Article 25:**

**Electricity Undertaking:** Article 22(4) shall **NOT** apply  
**Consisting of Overhead Lines** Article 23(1)(a) (b) (c) (d) (e) (f) shall **NOT** apply  
**For Conducting Electricity :** Article 23(1)(g) (h) **SHALL** apply.

**Article 25(2): Electricity Lines**

6 x Plans of not less than 1:100 showing support structures.  \_\_\_\_\_

**Strategic Infrastructure Development:**

Does the application come within the Seventh Schedule of the Planning Act (i.e. Strategic Infrastructure Development Threshold)?  \_\_\_\_\_

**Summary:**

This application complies with Articles   
17, 18, 19, 22, 23, 24, 25 & 26 of the Planning & Development Regulations 2001 (as amended).  
\_\_\_\_\_

**SIGNED :-**

**DATE :-**

**Additional Comments:**

---

---

---

---