

## Comhairle Chontae Dhun Laoghaire – Rath an Duin Dun Laoghaire – Rathdown County Council

### APPLICATION FORM FOR PROPOSED PURCHASE OF LAND FROM THE COUNCIL

1. Name of Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Phone No./ Email Address (if any): \_\_\_\_\_  
\_\_\_\_\_
4. Address of site: \_\_\_\_\_  
\_\_\_\_\_
5. Description of site: \_\_\_\_\_  
\_\_\_\_\_
6. Reason for Purchasing Site: \_\_\_\_\_  
\_\_\_\_\_
7. Area of site: \_\_\_\_\_
8. Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- This application form is to be accompanied by an application fee as follows:

Application Fee: €350 Non-domestic (Non-Refundable)  
€200 Domestic (Non- Refundable)

Application Fee to be made payable to Dun Laoghaire Rathdown County Council.

Please note: (I) If an application is refused the above fees will apply to any re-application. (II) A separate application must be made for each site it is proposed to purchase.

- **N.B:** A site map highlighting the area to be acquired **MUST** be submitted with this form.



## **Guidance Notes For Applicants**

In order to process your application, the following procedure is followed by the Council:

1. It has to be established that the site in question is in the ownership of the Council.
2. The Council's Service Departments have to be consulted as to whether or not they have an objection to the purchase.
3. Following the receipt of favourable reports from the Service Departments, the application is forwarded to the Council's Valuer in order that the Terms and Conditions of the proposed purchase may be negotiated with the applicant.
4. When Terms and Conditions are agreed the proposed purchase is brought before the Area Committee Meeting of the Council.
5. Following approval at the Area Committee Meeting, the Council must approve the proposed purchase in accordance with Statute at the monthly Meeting of the Council.
6. The Council's Legal Services Department and legal representatives of the applicant must then transfer the property.
7. The applicant is liable for all the Council's professional fees (Legal fees, Valuation fees and any other fee) incurred in the proposed purchase of land.

Applicants are advised that this procedure takes a number of months and that applicants should not enter into any commitments in relation to the site prior to the approval by the Elected Members (Councillors)

***In order to process the application, the appropriate fee must be paid in advance. The payment of the application fee does not prejudice in any way the right of the Elected Members of the County Council to approve or disapprove a subsequent purchase. In any event no refund of the application fee will be made.***

