

Part 1 of this form should 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
- 6 copies of site location map¹⁶
- 6 copies of site or layout plan¹⁶⁺¹⁷
- 6 copies of 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

Note: For large planning applications, the Planning Authority requests that 10 copies of the above documentation should be submitted.

Where the applicant is not the legal owner of the land or structure in question:

- The written consent of the owner to make the application

Where the application is for residential development that is subject to Part V of the 2000 Act:

- Specification of the manner in which it is proposed to comply with section 96 of Part V

Or

- A certificate of exemption from the requirements of Part V

Or

- A copy of the application submitted for a certificate of exemption.

Where the application is for residential development that is not subject to Part V of the 2000 Act by virtue of section 96(13) of the Act:

- Information setting out the basis on which section 96(13) 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 in accordance with the EPA Code of Practice on Wastewater Treatment and Disposal Systems serving Single Houses (October 2009)

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 Article 23) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Statement:

- An Environmental Impact Statement

Applications that are exempt from planning fees:

- Proof of eligibility for exemption¹⁸

NORTH TIPPERARY COUNTY COUNCIL

GUIDANCE NOTES FOR COMPLETING A PLANNING APPLICATION.

Applicants should note that, with effect from **31st March 2007**, the requirements for making a Planning Application are those contained in the Planning and Development Regulations 2001-2002 as amended by the Planning and Development Regulations 2006. These Regulations set out the mandatory requirements for a valid application and Planning Authorities are required to insist that they be complied with in full.

Failure to meet these requirements will result in your Application being rejected as Invalid and returned to you for correction. It is in your own interest, therefore, to make sure that all required information and documentation is submitted to avoid unnecessary delay in processing your Application. While a considerable amount of Information and Documentation is requested, it has been kept to the minimum required to evaluate your proposal and process your Application as quickly as possible.

You will find set out hereunder helpful guidance on how to properly complete your Application Form. Should you have any queries, the staff in the Planning Section will assist you.

Part 1 of the Form must be completed in respect of all applications. Part 2 of the Form should also be completed in respect of all applications for rural houses. All queries on the form(s) must be replied to.

Before making a planning application you are advised to read the County Development Plan 2004 together with subsequent Variations to the Plan, as it relates to your proposal. You are required to state in Part 2, Query No. (8) how your proposal accords with the policies contained in the Plan.

1. Grid reference in terms of the Irish Transverse Mercator.
2. The applicant” means the person seeking the planning permission, not an agent acting on his or her behalf. The full permanent postal address of the Applicant(s) must be given. It is **NOT ACCEPTABLE** to give an address in c/o an Agent, Solicitor or other person. Please do remember to give us your Telephone No., Mobile No., Fax and e-mail where available. This will allow us to contact you at short notice should we need to do so.
3. Where the plans have been drawn up by a firm/company the name of the person primarily responsible for the preparation of the drawings and plans, on behalf of that firm/company, should be given.

4. A brief description of the nature and extent of the development, including reference to the number and height of buildings, protected structures, etc.
5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building; i.e. Floor areas must be measured from inside the external wall.
6. Where the existing use is 'vacant', please state most recent authorised use of the land or structure.
7. Part V of the Planning and Development Act 2000 applies where –
 - the land is zoned for residential use or for a mixture of residential and other uses;
 - there is an objective in the Development Plan for the area for a percentage of the land to be made available for social and/or affordable housing; and
 - the proposed development is not exempt from Part V.
8. Under section 97 of the Planning and Development Act 2000, applications involving development of 4 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.
9. Under section 96(13) of the Planning and Development Act 2000, Part V does not apply to certain housing developments by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under section 96 of the Act
10. The Record of Monuments and Places, under section 12 of the National Monuments Amendment Act 1994, is available, for each county, in the local authorities and public libraries in that county. Please note also that if the proposed development affects or is close to a national monument which, under the National Monuments Acts 1930 to 2004, is in the ownership or guardianship of the Minister for the Environment, Heritage and Local Government or a local authority or is the subject of a preservation order or a temporary preservation order, a separate statutory consent is required, under the National Monuments Acts, from the Minister for the Environment, Heritage and Local Government. For information on whether national monuments are in the ownership or guardianship of the Minister for the Environment, Heritage and Local Government or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of the Environment, Heritage and Local Government (1890 20 20 21).

11. An Environmental Impact Statement (EIS) is required for classes of development prescribed by Article 93 and Schedule 5 of the Planning and Development Regulations 2001-2006. In accordance with Article 103 of the Planning and Development Regulations 2001, an EIS may also be required for developments below the prescribed threshold if the planning authority considers that the development is likely to have significant effects on the environment or, where the development would be located on or in an area, site, etc. set out in Article 103(2), it considers that the development would be likely to have significant effects on the environment of that area, site, etc.
12. Demolition of a habitable house requires planning permission.
13. The appeal must be determined or withdrawn before another similar application can be made.
14. A formal pre-application consultation may only occur under Section 247 of the Planning and Development Act 2000. While it is not mandatory, a pre-planning consultation is recommended. The applicant should contact the planning authority to arrange specific times and locations. In the case of residential development to which Part V of the 2000 Act applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part V agreement in principle can be reached in advance of the planning application being submitted.
15. The list of approved newspapers, for the purpose of giving notice of intention to make a planning application, is available from the planning authority to which the application will be submitted.
16. All plans, drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001-2006.
17. The location of the site notice(s) should be shown on site location map. Please note that the required Site Notice **MUST** be erected before your application is submitted. As with the Newspaper Notice this must not be erected more than two weeks prior to submitting your application. Your site notice must be erected in accordance with the Site Notice contained within the Planning and Development Regulations 2006 attached and be maintained in position for **FIVE WEEKS** from the date your valid application is received by the Planning Authority.

IMPORTANT NOTE: YOUR SITE WILL BE INSPECTED AT LEAST ONCE DURING THAT FIVE WEEK PERIOD AND IF YOUR NOTICE IS NOT PROPERLY DISPLAYED, OR DOES NOT FULLY MEET THE REQUIREMENTS OF THE REGULATIONS, **YOUR APPLICATION WILL BE AUTOMATICALLY INVALIDATED** AND WILL BE RETURNED TO YOU TO RECOMMENCE THE PROCESS. IT IS NOT POSSIBLE TO RECTIFY A FAILURE TO MEET THE NOTICE REQUIREMENTS BY BELATEDLY ERECTING OR CORRECTING A SITE NOTICE.

On receipt of notification of the Planning Authorities decision on your planning application, the site notice(s) must be removed.

18. See Schedule 9 of Planning and Development Regulations 2001. If a reduced fee is tendered, details of previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under Article 157 of the 2001 Regulations, evidence to prove eligibility for exemption should be submitted.

Caithfear an cháipéisíocht seo a leanas a chur le Cuid 1 den fhoirm seo:

Tabhair faoi deara go mbeidh d'iarratas neamhbhailí mura bhfuil an cháipéisíocht chuí leis.

GACH Iarratas Pleanála

- Leathanach cuí an nuachtáin ina bhfuil fógra d'iarratais
- Cóip den fhógra suímh seo
- 6 chóip den léarscáil suímh¹⁶
- 6 chóip den phlean suímh nó leagain amach¹⁶⁻¹⁷
- 6 chóip de na pleananna agus na nithe eile a theastaíonn chun cur síos a dhéanamh ar na hoibreacha lena mbaineann an fhorbairt (lena n-áirítear líníochtaí mionsonraithe de na pleananna urláir, ingearchlónna agus gearrthacha – ach amháin i gcás chead imlíneach)
- an Táille Pleanála cuí

Nótáil: D'iarratais phleanála mór, éilíonn an tÚdarás Pleanála go gcuirfear isteach 10 gcóip den cháipéisíocht thuas.

Murab é an t-iarrthóir úinéir dleathach na talún nó an struchtúir i gceist:

- Toiliú scríofa an úinéara chun an t-iarratas a dhéanamh

Más d'fhorbairt chónaithe atá faoi réir Chuid V d'Acht 200 an t-iarratas:

- Sainiú ar an mbealach a bhfuil sé beartaithe cloí le cuid 96 de Chuid V

nó

- Teastas díolúine ó cheanglais Chuid V

nó

- Cóip den iarratas a cuireadh isteach ar theastas díolúine.

Más d'fhorbairt chónaithe nach bhfuil faoi réir Chuid V d'Acht 2000 de bharr chuid 96(13) den Acht an t-iarratas:

- Eolas a leagan amach an bunús ar a meastar go bhfuil cuid 96(13) i bhfeidhm ar an bhforbairt.

Más chuig áit eile seachas séarach poiblí atá sé i gceist fuíolluisce ón bhforbairt a chur:

- Eolas maidir leis an gcóras cóireála ar an suíomh a bheartaítear agus cruthúnas maidir le hoiriúnacht an tsuímh don chóras a bheartaítear de réir Cód Cleachtais an EPA maidir le Córais um Chóireáil agus Díúscairt Fuíolluisce do Thithe Aonair (Deireadh Fómhair 2009)

Má thagraíonn an t-iarratas le struchtúr cosanta/struchtúr a bheartaítear a chosaint/nó taobh amuigh struchtúir atá suite i gceantar caomhnaithe ailtireachta (ACA):

- Grianghraif, pleananna agus nithe eile a theastaíonn chun tionchar na forbartha ar shaintréith an struchtúir a léiriú.

Iarratais a bhaineann le bunathrú in úsáid nó coinneáil an bhunathraithe sin atá in úsáid:

- Pleananna (lena n-áirítear plean suímh nó leagain amach agus líníochtaí na bpleananna urláir, ingearchlónna agus gearrthacha a chloíonn le hAlt 23) agus nithe eile a theastaíonn chun cur síos a dhéanamh ar na hoibreacha a bheartaítear.

Má theastaíonn Ráiteas ar an Tionchar ar an gComhshaol ón iarratas:

- Ráiteas ar an Tionchar ar an gComhshaol

Iarratais atá díolúnaithe ó tháille pleanála:

- Cruthúnas ar cháilitheacht do dhíolúine

COMHAIRLE CONTAE THIOBRAID ÁRANN THUaidH

NÓTAÍ TREORACHA CHUN IARRATAS PLEANÁLA A CHOMHLÁNÚ.

Ba chóir go dtabharfadh iarrthóirí san áireamh, le héifeacht ón **31 Márta 2007**, gurb iad na riachtanais chun Iarratas Pleanála a dhéanamh iad siúd sna Rialacháin um Pleanáil agus Forbairt 2001-2001 arna leasú ag na Rialacháin um Pleanáil agus Forbairt 2006. Leagan na Rialacháin seo na ceanglais éigeantacha amach d'iarratas bailí agus caithfidh na hÚdaráis Phleanála a iarradh go gcloífear leo go hiomlán.

Mura sásaítear na ceanglais seo, diúltófar d'iarratas de bharr a bheith neamhbhailí agus cuirfear ar ais chugat é le ceartú. Is ar mhaithe leat féin atá sé, dá bhrí sin, a chinntiú go bhfuil an t-eolas agus an cháipéisíocht ar fad a theastaíonn curtha isteach chun aon mhoill neamhriachtanach i bpróiseáil d'iarratas a sheachaint. Cé go n-iarrtar go leor eolais agus cáipéisíochta, coinnítear chuig íosmhéid é chun measúnú a dhéanamh ar do thogra agus chun d'iarratas a phróiseáil chomh tapa agus is féidir.

Gheobhaidh tú anseo thíos treoir úsáideach maidir leis an bhFoirm Iarratais a chomhlánú i gceart. Má bhíonn aon cheist agat, cuideoidh foireann na Rannóige Pleanála leat.

Caithfear Cuid 1 den Fhoirm a chomhlánú maidir le gach iarratas. Caithfear Cuid 2 den Fhoirm a chomhlánú chomh maith maidir le gach iarratas do thithe tuaithe. Caithfear freagra a thabhairt ar gach ceist ar an bhfoirm/na foirmeacha.

Roimh iarratas pleanála a dhéanamh moltar duit Plean Forbartha Contae 2004 a léamh mar aon le leaganacha eile an Phlean, mar a bhaineann sé le do thogra. Caithfidh tú a lua i gCuid 2, Iarratas Uimh. (8) an chaoi a bhfuil do thogra ag teacht leis na beartais sa Phlean seo.

1. Tagairt eangaí i dtéarmaí Trasteilgean Mercator na hÉireann.
2. Ciallaíonn “an t-iarrthóir” an duine a bhfuil an cead pleanála á lorg acu, nach bhfuil ina ghníomhaire ar a s(h)on. Caithfear seoladh buan iomlán an Iarrthóra/na nIarrthóirí a thabhairt. **NÍL SÉ INGHLACTHA** seoladh f/ch Gníomhaire, Dlíodóir nó duine eile a thabhairt. Ná dearmad d'uimhir ghutháin, uimhir fóin póca, facs agus seoladh ríomhphoist a thabhairt dúinn. Nuair a bheidh siad seo againn beimid in ann teagmháil a dhéanamh leat gan mhoill má chaithimid.
3. Nuair atá na pleananna réitithe ag an ngnólacht/gcuideachta, ba chóir ainm an té a réitigh na líníochtaí agus pleananna, ar son na gnólachta/cuideachta sin, a thabhairt.
4. Cur síos gairid ar chineál agus méid na forbartha, lena n-áirítear tagairt le líon agus airde na bhfoirgneamh, struchtúr cosanta, etc.

5. Is é atá i gceist le hollspás urláir an t-achar tógtha suas ag toise inmheánach an spáis urláir ar gach urlár i bhfoirgneamh; i.e. Achar urláir le tomhais ó thaobh istigh an bhalla seachtraigh.
6. Nuair atá an úsáid i láthair na huaire 'folamh', luaigh úsáid údaráithe is déanaí na talún nó an struchtúir.
7. Beidh Cuid V den Acht um Pleanáil agus Forbairt 2000 i bhfeidhm nuair –
 - atá an talamh criosaithe d'úsáid chónaithe nó do mheascán úsáidí cónaithe agus eile;
 - atá sé ina chuspóir den Phlean Forbartha don cheantar céatadán den talamh a chur ar fáil do thithíocht shóisialta agus/nó inacmhainne; agus
 - nach bhfuil an fhorbairt a bheartaítear díolúnaithe ó Chuid V.
8. Faoi alt 97 den Acht um Pleanáil agus Forbairt 2000, d'fhéadfadh iarratais a bhaineann le forbairt 4 theach nó níos lú ar thalamh níos lú ná 0.1 heicteár bheith díolúnaithe ó Chuid V.
9. Faoi alt 96(13) den Acht um Pleanáil agus Forbairt 2000, ní bhaineann Cuid V le forbairtí tithíochta áirithe ag comhlachtaí tithíochta deonacha faofa, conversions áirithe, déanamh oibreacha ar theach nó ar fhorbairt tithe atá ann faoin chomhaontú a rinneadh faoi alt 96 den Acht.
10. Tá an Taifead ar Shéadchomharthaí agus Áiteanna ar fáil faoi alt 12 d'Acht na Séadchomharthaí Náisiúnta 1994, do gach contae, in údaráis áitiúla agus i leabharlanna poiblí sa chontae sin. Tabhair faoi deara chomh maith go bhfuil toiliú reachtúil ar leith ag teastáil faoi Achtanna na Séadchomharthaí Náisiúnta, ón Aire Comhshaoil, Oidhreachta agus Rialtais Áitiúil ó fhorbairt bheartaithe a bhfuil tionchar aici ar nó atá gar do shéadchomhartha náisiúnta atá, faoi Achtanna na Séadchomharthaí Náisiúnta 1930 go 2004, faoi úinéireacht nó faoi choimirce an Aire Comhshaoil, Oidhreachta agus Rialtais Áitiúil nó údaráis áitiúil nó atá faoi réir ordaithe caomhnaithe nó ordú caomhnaithe sealadach. Chun eolas a fháil maidir lena bhfuil séadchomharthaí náisiúnta faoi úinéireacht nó faoi choimirce an Aire Comhshaoil, Oidhreachta agus Rialtais Áitiúil nó údarás áitiúil nó atá faoi réir ordaithe caomhnaithe, déan teagmháil le Rannóg na Séadchomharthaí Náisiúnta, sa Roinn Comhshaoil, Oidhreachta agus Rialtais Áitiúil (1890 20 20 21).
11. Teastaíonn Ráiteas ar an Tionchar ar an gComhshaol (EIS) do ranganna forbartha a leagtar amach in Airteagal 93 agus i Sceideal 5 de na Rialacháin um Pleanáil agus Forbairt 2001-2006. De réir Airteagal 103 de na Rialacháin um Pleanáil agus Forbairt 2001, d'fhéadfaí EIS a iarradh d'fhorbairtí faoin tairseach a leagadh amach má

mheasann an t-údarás pleanála go bhfuil sé dealraitheach go mbeadh éifeachtaí suntasacha ag an bhforbairt ar an gcomhshaol nó, dá suífi an fhorbairt ar cheantar nó i gceantar, suíomh, etc. a leagadh amach in Airteagal 103(2), agus má mheastar go mbeadh éifeachtaí suntasacha ag an bhforbairt ar chomhshaol an cheantair, an tsuímh, etc. sin.

12. Teastaíonn cead pleanála chun teach cónaithe a leagan.
13. Caithfear an t-achomharc a dheimhniú nó a aistharraingt sula ndéanfar iarratas eile den chineál céanna.
14. Ní féidir comhairliúchán réamhiarratais a dhéanamh ach faoi Alt 247 den Acht um Pleanáil agus Forbairt 2000. Cé nach bhfuil sé éigeantach, moltar comhairliúchán réamhiarratais. Ba chóir go ndéanfadh an t-iarrthóir teagmháil leis an údarás pleanála chun amanna agus suíomhanna ar leith a shocrú. I gcás forbartha cónaithe lena mbaineann Cuid V d'Acht 2000, moltar d-iarrthóirí leas a bhaint as an áis chomhairliúcháin réamhiarratais lena chinntiú gur féidir teacht ar chomhaontú Chuid V roimh an t-iarratas pleanála a chur isteach.
15. Tá liosta na nuachtán faofa, chun críocha fógra rúin ar iarratas pleanála a dhéanamh, ar fáil ón údarás pleanála lena bhfuil an t-iarratas le cur chuige.
16. Ba chóir go mbeadh gach plean, líníocht agus léarscáil a chuirtear isteach chuig an údarás pleanála bheith de réir cheanglais na Rialachán um Pleanáil agus Forbairt 2001-2006.
17. Ba chóir láthair an fhógra/na bhfógraí suímh a léiriú ar an léarscáil suímh. Tabhair faoi deara go gCAITHFEAR an Fógra Suímh a chur suas roimh an t-iarratas a chur isteach. Mar aon leis an bhfógra Nuachtáin, níor cheart é a chur suas níos mó ná coicís sula gcuirtear an t-iarratas isteach. Caithfear d'fhógra suímh a chur suas de réir an Fhógra Suímh atá sna Rialacháin um Pleanáil agus Forbairt 2006 atá ceangailte agus caithfear é a fhágáil ann ar feadh **CÚIG SEACHTAINE** ón dáta a fhaigheann an tÚdarás Pleanála d'iarratas bailí.

NÓTA TÁBHACHTACH: DÉANFAR INIÚCHADH AR DO SHUÍOMH AR A LAGHAD UAIR AMHÁIN I RITH NA TRÉIMHSE CÚIG SEACHTAINE AGUS MURA BHFUIL D'FHÓGRA LE FEICEÁIL I gCEART, NÓ MURA SÁSAÍONN SÉ RIACHTANAIS NA RIALACHÁN, **BEIDH D'IARRATAS NEAMHBHAILÍ GO hUATHOIBRÍOCH** AGUS CUIRFEAR AR AIS CHUGAT É CHUN AN PRÓISEAS A THOSÚ ARÍS. IS FÉIDIR TEIP I SÁSAMH NA RIACHTANAS A CHUR INA CHEART TRÍ FÓGRA SUÍMH A CHUR SUAS DÉANACH NÓ É A CHEARTÚ.

Nuair a fhaigheann na hÚdaráis Phleanála scéal maidir le cinneadh ar d'iarratas pleanála, caithfear an fógra/na fógraí suímh a bhaint.

18. Feic Sceideal 9 de na Rialacháin um Pleanáil agus Forbairt 2001. Má chuirtear táille laghdaithe isteach, ba chóir sonraí maidir le híocaíochtaí agus ceadanna pleanála cuí roimhe sin a chur isteach. Má tá díolúine ó íocaíocht táillí á éileamh daoí Airteagal 157 de Rialacháin 2001, ba chóir fianaise a chur ar fáil chun cáilitheacht don díolúine a chruthú.