



Planning

Ref: _____

VALIDATION CHECKLIST

NEWSPAPER NOTICE	
22(2)(a)	Has one relevant page, or a copy of the relevant page of the newspaper been submitted?
18(1)	Approved Newspaper? Is the advert headed LAOIS County Council?
18(1)(a)	Is the name of the applicant included?
18(1)(b)	Is location, townland or postal address of the land/structure to which the application relates stated and correct?
18(1)(c)	Is it stated– permission/ retention permission/outline permission/permission consequent on the grant of outline permission stating the reference number on the register of the relevant outline permission?
18(1)(d)(i)	Is a brief description of the nature and extent of development outlined and correct? Including where appropriate number of houses.
18(1)(d)(ii)	Where application relates to the retention of a structure, the nature of the proposed use of the structure and where appropriate the period for which it is proposed to retain the structure.
18(1)(d)(iii)	Is it stated that the development involves works to a Protected Structure/Proposed Protected Structure (where appropriate)
18(1)(d)(iv)	Is it stated that the development requires an IPPC or Waste Licence? (if applicable)
18(1)(e)	Is it stated that <i>the planning application may be inspected or Purchased at a fee not exceeding the reasonable cost of making a copy at the offices of the planning authority during its public opening hours and that a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application?</i>
17(1) (a)	Has notice been submitted within two week timeframe? Is site notice located/legible on/from a public road?
2001-97 - Art. 239	Are 10 copies of the NIS/EIS submitted
2001-98(a)	Is it stated that an NIS/EIS will be submitted with the application if applicable
2001-98 (b)	Is it stated that the NIS/EIS may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy at the offices of the planning authority.
SITE NOTICE	
22(2)(a)	Has one copy of site notice been submitted?
19(1)(a)	Is site notice in the form set out at form No. 1 of schedule 3, Or a form substantially to the like effect? <ul style="list-style-type: none"> Is the type of Permission sought indicated? Does site notice and newspaper description match? Are agents details included if notice is signed by agent?
17(1)	Has notice been submitted within two week timeframe?
19(4)	Is the correct colour notice submitted?
APPLICATION FORM	
22(1)	<ul style="list-style-type: none"> Is the application form set out at form No. 2 of schedule 3, or a form, substantially to the like effect? Is data protection page included? Are contact details included?

	<ul style="list-style-type: none"> • Are all questions answered? • Is application form signed? 	
SUITABILITY OF SITE		
22(2)(c)	Where it is proposed to dispose of wastewater from the proposed development other than to a public sewer, has information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed been submitted?	
	Has percolation test results been submitted?	
	Has septic tank / treatment system details been submitted?	
LEGAL INTEREST		
22(2)(g)	Where applicant is not legal owner of land or structure , has written consent of owner been submitted?	
FEES		
22(2)(h)	Has appropriate fee as set out in schedule 9 been paid? Has evidence of eligibility of exemption of fee been submitted where applicable?	
PART V		
22(2)(e)	Does the application comply with Part V requirements? (if applicable)	
	Details on how the applicant intends to discharge his/her Part V obligation as regards a selection of a preferred option from the options under legislation, Details in relation to the units or land to be provided; and Indicative costs	
22(2)(f)	Has an application for Section 97(exemption of Part V requirement) been submitted to the Planning Authority	
48 & 49	<u>If Section 97 application is submitted this must be referred to SSO/SEP immediately</u>	
SITE LOCATION (NOT LESS THAN 1:1000 in built up areas, 1:2500 in all other areas – other scales may be agreed with PA)		
22(2)(b)(i)	Are site boundaries identified in red?	
22(2)(b)(ii)	Is any land which adjoins, abuts, or is adjacent to the land to be developed and is under the control of the applicant or person who owns the land identified in blue?	
22(2)(b)(iii)	Are wayleaves identified in yellow?	
22(2)(b)(iv)	Is position of the site notice included?	
23(1)(g)	Do Ordnance Survey-based plans or maps contain relevant Ordnance Survey sheet numbers/ITN co-ordinates?	
22(2)(b)	Are location maps (1:1000-built-up areas– and 1: 2500 in all other areas) included and acceptable?	
SITE LAYOUT 1:500 (NOT LESS THAN 1:500 or as agreed with the P.A)		
23(1)(a)	Are site boundaries identified in red?	
23(1)(a)	Are site layout plans included? And do they indicate the following: <ul style="list-style-type: none"> • Roads/Buildings • Boundaries • Septic Tanks and Percolation Areas • Bored Wells or other significant features (wayleaves in yellow) • Etc., adjoining or in the vicinity of the application site? 	
23(1)(c)	Does the site or layout plan and other plans show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey datum or a temporary local benchmark?	

3(1)(f)	Do the site or layout plans indicate the distance of all proposed structures from the boundaries of the site as defined in red?	
23(1)(h)	Is the north point included on Layout map?	
	Is the name and details of agent on site layout?	
DRAWINGS OF ELEVATIONS AND PLANS (NOT LESS THAN 1:200 or as agreed with the P.A.).		
23(1)(b)	Are plans, elevation and sections submitted.	
23(1)(d)	Are drawings of elevations of any proposed structure showing the main features of any buildings which would be contiguous to the proposed structure if it were erected on the application site or in the vicinity at a scale of not less than 1:200 as may be appropriate included and acceptable?	
23(1)(e)	Are plans relating to works comprising reconstruction/alteration/extension of a structure marked or coloured so as to distinguish between the existing structure and the proposed works?	
23(1)(f)	Plans and drawings of floor plans, elevations and sections shall indicate in figures the principal dimensions of any proposed structure (including overall height)?	
23(1)(h)	Is the north point included on floor plans?	
	Do floor plans and elevations correlate?	
22(4)(b)(i)	Where a material change of use or a retention of such change of use – a statement of the existing use and of the use proposed together with particulars of the nature and extent of any such proposed use.	
22(5)	In relation to demolition works are Elevations submitted?	
OTHER ITEMS		
22(4)(a)	Are 6 copies included?	
23(1)	Is metric scale used?	
PROTECTED STRUCTURES AND ARCHITECTURAL CONSERVATION AREAS		
18(1)(d)(iii)	Is it stated that the development involves work to a Protected Structure/Proposed Protected Structure?	
23(2)	Are photographs/plans included to show the affect the proposed development would have on a Proposed Protected Structure/Protected Structure or to the exterior of a structure which is located within an Architectural Conservation Area (ACA)?	
22(5)	In relation to demolition of a Protected Structure, are Elevations and Floor Plans submitted?	
ADDITIONAL CHECKS(Not purpose for invalidation)		
	<ul style="list-style-type: none"> • Has a letter from the secretary from the Group Water Scheme been submitted where appropriate? • Is a schedule listing all drawings included? • When the application is for Retention Permission, check with Enforcement Team - is there an Unauthorised Development file associated with same? 	
COMMENTS:		
Signed Technical: _____		
Signed Administrative: _____		