

STANDARD PLANNING PACK

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LAOIS COUNTY COUNCIL

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BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

ALL INFORMATION SUBMITTED WITH A PLANNING APPLICATION WILL BE AVAILABLE TO VIEW ON THE PUBLIC FILE AND ON THE COUNCIL'S WEBSITE

APPLICATION FORM AND ACCOMPANYING DOCUMENTATION

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application. Therefore, please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to your application form.

ADDITIONAL INFORMATION

It should be noted that each planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the development plan and may request this on a supplementary application form.

Failure to supply the supplementary information will not invalidate your planning application but may delay the decision making process or lead to a refusal of permission. Therefore, applicants should contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

DATA PROTECTION

The use of the personal details of planning applicants, including for marketing purposes, may be unlawful under the Data Protection Acts 1988-2003 and may result in action by the Data Protection Commissioner against the sender, including prosecution.

OTHER STATUTORY CODES

An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with building regulations, which set out basic design and construction requirements.



PLANNING APPLICATION FORM

1. Name of Relevant Planning Authority

LAOIS COUNTY COUNCIL

2. Location of Proposed Development:

Postal address or townland or location (as may best identify the land or structure in question)	
Ordnance Survey Map Ref No. (and the grid reference where available)¹	

3. Type of Planning Permission (please tick appropriate box)

- Permission
 Permission for retention
 Outline Permission
 Permission consequent on Grant of Outline Permission

4. Where planning permission is consequent on grant of outline permission:

Outline Permission Register Reference Number: _____

Date of grant of Outline Permission: ____/____/____

5. Applicant²:

<i>Name(s)</i>	
	Contact details to be supplied at the end of this form. (Question: 24)

6. Where Applicant is a Company (registered under the Companies Acts):

<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration No.</i>	

7. Person/Agent acting on behalf of the Applicant (if any):

<i>Name</i>	
	Address to be supplied at the end of this form (Question 25)

8. Person responsible for preparation of Drawings and Plans³:

<i>Name</i>	
<i>Firm/Company</i>	

9. Description of Proposed Development:

Brief description of nature and extent of development ⁴	<hr/> <hr/> <hr/> <hr/> <hr/>
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10. Legal Interest of Applicant in the land or Structure:

Please tick appropriate box.	A. Owner	B. Occupier
	C. Other	
Where legal interest is 'Other', please expand further on your interest in the land or structure	<hr/> <hr/> <hr/> <hr/>	
If you are not the legal owner , please state the name and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

11. Site Area:

Area of site to which the application relates in hectares	Ha.
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12. Where the application relates to a building or buildings:

Gross floor space ⁵ of any existing building(s) in m ²	
Gross floor space of proposed works in m ²	
Gross floor space of work to be retained in m ² (if appropriate)	
Gross floor space of any demolition in m ² (if appropriate)	

13. In the case of mixed development (e.g. residential, commercial, industrial, etc), please provide breakdown of the different classes of development and breakdown of the gross floor area of each class of development:

Class of Development	Gross floor area in m ²

14. In the case of residential development please provide breakdown of residential mix:

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses							
Apartments							
Number of carparking spaces to be provided							Total

15. Where the application refers to a material change of use of any land or structure or the retention of such a material change of use:

Existing use ⁶ (or previous use where retention permission is sought)	
Proposed use (or use it is proposed to retain)	
Nature and extent of any such proposed use (or use it is proposed to retain)	

16. Social and Affordable Housing

Please tick appropriate box	Yes	No
Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 as amended, applies? ⁷		
<p>If the answer to the above question is “yes” and the development is not exempt (see below), you must specify, as part of your application, the manner in which you propose to comply with Section 96 of Part V of the Act.</p> <p>If the answer to the above question is “yes” but you consider the development to be exempt by virtue of section 97 of the Planning and Development Act 2000⁸, as amended, a copy of the Certificate of Exemption under section 97 must be submitted (or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the application should be submitted).</p> <p>If the answer to the above question is “no” by virtue of section 96(14) of the Planning and Development Act 2000 as amended details indicating the basis on which section 96(14) is considered to apply to the development should be submitted.</p>		

17. Development Details

Please tick appropriate box	Yes	No
Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?		
Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?		
Does the application relate to development which affects or is close to a monument or place recorded under section 12 of the National Monuments (Amendment) Act, 1994 ¹⁰		
Does the proposed development require the preparation of an Environmental Impact Statement ¹¹ ?		
Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area ¹² ?		
Does the application relate to a development which comprises or is for the purposes of an activity requiring an integrated pollution prevention and control licence?		
Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?		
Do the Major Accident Regulations apply to the proposed development?		
Does the application relate to a development in a Strategic Development Zone?		
Does the proposed development involve the demolition of any structure?		

18. Site History

Details regarding site history (if known)

Has the site in question ever, to your knowledge, been flooded?

Yes [] No []

If yes, please give details e.g. year, extent.

Are you aware of previous uses of the site e.g. dumping or quarrying?

Yes [] No []

If yes please give details

Are you aware of any valid planning applications previously made in respect of this land structure?

Yes [] No []

If yes, please state planning reference number(s) and the date(s) of receipt of the planning application(s) by the planning authority if known:

Reference No: _____ Date: _____

If a valid application has been made in respect of this land or structure in the 6 months prior to the submission of this application, then the site notice must be on a yellow background in accordance with Article 19(4) of the Planning and Development Regulations 2001 as amended.

Is the site of the proposal subject to a current appeal to An Bord Pleanala in respect of a similar development¹³?

Yes [] No []

An Bord Pleanala Reference No. _____

19. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development ¹⁴ ?			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please give details:			
Reference No. (if any): _____			
Date(s) of consultation: _____/_____/_____			
Persons involved: _____			

20. Services

Proposed Source of Water Supply					
Existing connection	<input type="checkbox"/>	New connection	<input type="checkbox"/>		
Public Mains	<input type="checkbox"/>	Group Water Scheme	<input type="checkbox"/>	Private Well	<input type="checkbox"/>
Other (Please specify): _____					
Name of Group Water Scheme (where applicable) _____					
Proposed Wastewater Management/Treatment					
Existing	<input type="checkbox"/>	New	<input type="checkbox"/>		
Public Sewer	<input type="checkbox"/>	Conventional septic tank system	<input type="checkbox"/>		
Other on-site treatment system <input type="checkbox"/> Please specify _____					
Proposed Surface Water Disposal					
Public Sewer/Drain	<input type="checkbox"/>	Soakpit	<input type="checkbox"/>		
Watercourse	<input type="checkbox"/>	Other	<input type="checkbox"/>	Please specify _____	

21. Details of Public Notice

Approved newspaper¹⁵ in which notice was published	
Date of publication	
Date on which site notice was erected	

22. Application Fee

Fee Payable	
Basis of Calculation	

23. I hereby declare that, to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning & Development Acts 2000 to 2015 and the Regulations made there-under:

Signed (Applicant or Agent as appropriate)	
Date	

CONTACT DETAILS – NOT TO BE PUBLISHED

24. Applicant address/contact details

Address	
Email address	
Telephone number (optional)	

25. Agent's (if any) address/contact details

Address	
Email address	
Telephone number (optional)	
Should all correspondence be sent to the agent's address? (where applicable) Please tick appropriate box. (Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address) Yes[] No[]	

A contact address must be given, whether that of the applicant or that of the agent.



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SUPPLEMENTARY APPLICATION FORM – A
TO BE COMPLETED FOR ALL COMMERCIAL AND INDUSTRIAL DEVELOPMENTS

1. Specify precisely the nature of the proposed development

2. Specify type of machinery, finished and unfinished products

3. Hours of operation and number of employees

4. Indicate accurately storage and parking areas

5. Submit full details of all signage

6. Submit detailed landscaping and screening proposals



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SUPPLEMENTARY APPLICATION FORM – B TO BE COMPLETED FOR ALL AGRICULTURAL DEVELOPMENTS

1. Distance of proposed development from the public road: Metres

2. State proposed means of waste collection

- Dungstead & Seepage Tank Cu.M. (M³)
Underslat Tanks Cu.M. (M³)
Separate Slurry Tank Cu.M. (M³)
Separate Silage Effluent Tank Cu.M. (M³)

3. State size of concrete yard area associated with proposed development
.....Sq. M.

4. State the Means of Collection of soiled yard water

- Dungstead & Seepage Tank Cu.M. (M³)
Underslat Slurry Tanks Cu.M. (M³)
Separate soiled run-off Tank Cu.M. (M³)

5. State the means of collection of dairy or milking parlour washings

- Dungstead & Seepage Tank Cu.M. (M³)
Underslat Slurry Tanks Cu.M. (M³)
Solied Water Tank Cu.M. (M³)
Separate Dairy Washing Tank Cu.M. (M³)

6. State the means of disposal of soiled water/dungstead seepage:

- Own Tanker
Contract Tanker
Automatic Pump

7. State maximum number and type of animals to be accommodated in the proposed development:

- | | | | |
|----------------|-----------|-------------|-----------|
| Dairy Cows | No: _____ | Beef Cattle | No: _____ |
| Young Cattle | No: _____ | Calves | No: _____ |
| Fattening Pigs | No: _____ | Weaners | No: _____ |

SUPPLEMENTARY APPLICATION FORM – B CONTD.
AGRICULTURAL DEVELOPMENTS

Farrowing Pigs:	No: _____	Dry Sows	No: _____
Gilts	No: _____	Boars	No: _____

8. State proposed Feeding Method:

Self Feed
Easy Feed

9. If the proposed development includes pig housing, state whether dry feed or liquid feed is to be used:

Dry Feed
Liquid Feed

APPENDIX 1

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.

A. ALL Planning Applications (2 No. copies of planning application form)

- The relevant page of newspaper that contains notice of your application.(2 No. copies)
- A copy of the site notice (2 no. copies)
- 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

B. 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 (2 No. copies)

C. Where the application is for residential development that is subject to Part V of the 2000 Act, as amended:

- Specification of the manner in which it is proposed to comply with section 96 of Part V (2 No. copies)

Or

- A certificate of exemption from the requirements of Part V (2 No. copies)

Or

- A copy of the application submitted for a certificate of exemption (2 No. copies)

D. Where the application is for residential development that is not subject to Part V of the 2000 Act, as amended, by virtue of section 96(14) of the Act:

- Information setting out the basis on which section 96(14) is considered to apply to the development. (2 No. copies)

E. 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 (2 No. copies)

F. 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. **(2 No. copies)**

G. 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. **(2 No. copies)**

H. Where an application requires and Environmental Impact Statement:

- 10 copies of Environmental Impact Statement and one electronic copy

I. Applications that are exempt from planning fees:

- Proof of eligibility for exemption¹⁸**(2 No. copies)**

APPENDIX 2
Directions for Completing this Form

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.
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 area 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, as amended, 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, as amended, applications involving development of 9 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.
9. Under Section 96(14) of the Planning and Development Act 2000, as amended, 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 Arts, Heritage and the Gaeltacht 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 Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or are the subject

of preservation orders, contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.

11. An Environmental Impact Statement (EIS) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2013 which exceeds a limit, quantity or threshold set for that class of development. An EIS will also be required by the planning authority in respect of sub-threshold development where the authority considers that the development would be likely to have significant effects on the environment (article 103).
12. An appropriate assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on a European site. It is the responsibility of the planning authority to screen proposed developments to determine whether an appropriate assessment is required and where the authority determines that an appropriate assessment is required, the authority will normally require the applicant to submit a Natura Impact Statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European site it is open to him/her to submit an NIS with the planning application.
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, as amended. An applicant should contact his or her planning authority if he/she wishes to avail of a pre-application consultation. In the case of residential development to which Part V of the 2000 Act, as amended, 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, drawing and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001-2015.
17. The location of the site notice(s) should be shown on site location map.
Note: site notices must not be affixed to gates or other moving structures.
18. See Schedule 9 of Planning and Development Regulations 2001, as amended. 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 as amended Regulations 9, evidence to prove eligibility for exemption should be submitted.

APPENDIX 3
GUIDANCE NOTES

Notice in Newspaper:

The notice must be published in one or other of the following newspapers:-

Irish Independent
Irish Times
Nationalist and Leinster Times
The Leinster Express

The period between the publication of the notice and the receipt of the application by the Planning Authority must not be greater than 14 days.

The notice shall contain as a heading '***Laois County Council***'.

The notice shall state:-

- -The name of the applicant.
- -The location, townland or postal address of the land or structure to which the application relates (as may be appropriate).
- -Whether the application is for permission for development, permission for retention of development, outline permission for development or permission consequent on the grant of outline permission (stating the reference number on the register of the relevant outline permission).

-a brief description of the nature and extent of the development, including:-

- (i) Where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided.
- (ii) Where the 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.
- (iii) Where the application relates to development which would consist of or comprise the carrying out of works to a protected structure or proposed protected structure, an indication of that fact.
- (iv) Where the application relates to development which comprises or is for the purposes of an activity requiring an integrated pollution prevention and control licence or a waste licence, an indication of that fact, or
- (v) Where a planning application relates to development in a strategic development zone, an indication of that fact, and

That 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 open hours and 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.

This description should be substantially similar to the description in the site notice.

Note: *If the published notice does not comply fully with all of these requirements, the planning application shall be invalid and shall be returned to the applicant.*

DRAFT NEWSPAPER NOTICE

Laois County Council :

We **(name of applicants)** intend to apply for **(type of permission)** for **(description of works)** at **(location of development)**. 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. A submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within a period of 5 weeks beginning on the date of receipt by the authority of the application.

SITE NOTICE

DIRECTIONS FOR COMPLETING THIS NOTICE

1. The name of the planning authority to which the planning application will be made should be inserted here.
2. The name of the applicant for permission (and not his or her agent) should be inserted here.
3. Delete as appropriate. The types of permission which may be sought are:-
 - a. Permission
 - b. Retention Permission
 - c. Outline Permission
 - d. Permission consequent on the grant of outline permission. If this type of permission is being sought, the reference number on the planning register of the relevant outline permission should be included.
4. The location, townland or postal address of the land or structure to which the application relates should be inserted here.
5. Delete as appropriate. The present tense should be used where retention permission is being sought.
6. A brief description of the nature and extent of the development should be inserted here. The description should include:-
 - a. Where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. 'Houses' includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building,
 - b. Where the 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,
 - c. Where the application relates to development which would consist of or comprise the carrying out of works to a protected structure or proposed protected structure, an indication of that fact,
 - d. Where an Environmental Impact Statement or Natura Impact Statement has been prepared in respect of the planning application, an indication of that fact,
 - e. Where the application relates to development which comprises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, an indication of that fact, or
 - f. Where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of these Regulations (Major Accidents Directive), an indication of that fact.
7. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
8. The date that the notice is erected or fixed at the site should be inserted here.

LAOIS COUNTY COUNCIL

SITE NOTICE

I, _____ intend to apply for permission/retention permission/outline permission/permission consequent on the grant of outline permission(Ref. No. of outline permission _____) for development at this site

The development will consist/consists of _____

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.

A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee,€20, within the period of 5 weeks beginning on the date of receipt by the authority of the application, and such submissions or observations will be considered by the planning authority in making a decision on the application. The planning authority may grant permission subject to or without conditions, or may refuse to grant permission.

SIGNED: _____ 7

DATE OF ERECTION OF SITE NOTICE: _____ 8

LAOIS COUNTY COUNCIL

SITE NOTICE OF FURTHER INFORMATION/REVISED PLANS

Name of Applicant _____ 1

Reference No. of the application _____ 2

The development applied for consisted of _____

_____ 3

Significant Further Information/Revised Plans⁴ has/have⁴ been furnished to the planning authority in respect of this proposed development, and is/are⁵ available for inspection or purchase at the offices of the authority during its public opening hours.

A submission or observation in relation to the further information or revised plans may be made in writing to the planning authority within the statutory time limit. A submission or observation must be accompanied by the prescribed fee, except in the case of a person or body who has already made a submission or observation.

Signed: _____ 5

Date of erection of site notice: _____ 6

Directions for completing the site notice of further information/revised plans

1. The name of the applicant for permission (and not his or her agent) should be inserted here.
2. Reference number of the planning application on the register of the planning authority.
3. This description should be identical to that used on the original site notice.
4. Delete as appropriate.
5. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
6. The date that the notice is erected or fixed at the site should be inserted here.

Requirements for Plans, Drawings and Maps:

Plans, drawings and maps accompanying a planning application shall all be in metric scale, which shall be duly identified thereon, and shall comply with the following requirements:-

Site or layout plans shall be drawn to a scale of not less than 1 : 500, the site boundary shall be clearly delineated in red, and buildings, roads, boundaries, septic tank percolation areas, bored wells, significant tree stands and other features on, adjoining or in the vicinity of the land or structure to which the application relates shall be shown, land which adjoins, abuts or is adjacent to the land to be developed and which is under the control of the applicant or the person who owns the land which is the subject of the application shall be outlined in blue and wayleaves shall be shown in yellow.

Other plans, elevations and sections shall be drawn to a scale of not less than 1 : 200, (which shall be indicated thereon) or such other scale as may be agreed with the Planning Authority prior to the submission of the application in any particular case.

The site layout plan and other plans shall show the level or contours, where applicable, of the land and the proposed structures relative to ordnance survey datum or a temporary local benchmark, whichever is the more appropriate.

Drawings of elevations of any proposed structure shall show the main features of any buildings which would be contiguous to the proposed structure if it were erected whether on the application site or in the vicinity, at a scale of not less than 1 : 200, as may be appropriate and where the development would involve work to a protected structure, shall show the main features of any buildings within the cartilage of the structure which would be materially affected by the proposed development.

Plans relating to works comprising reconstruction, alteration or extension of a structure shall be so marked or coloured as to distinguish between the existing structure and the works proposed.

Plans and drawings of floor plans, elevations and sections shall indicate in figures the principle 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.

Any map or plan which is based on an ordnance survey map shall indicate the relevant ordnance survey sheet number.

The north point shall be indicated on all maps and plans other than drawings of elevations and sections.

Plans and drawings shall indicate the name and address of the person by whom they were prepared.

A planning application for development consisting of or comprising the carrying out of works to a protected structure, or proposed protected structure or to the exterior of a structure which is located within an architectural conservation area or an area specified as an architectural conservation area in a draft of a proposed development plan or a proposed variation of a development plan, shall be accompanied by such photographs, plans and other particulars as are necessary to show how the development would affect the character of the structure.

The Planning Authority may require an applicant to provide additional copies of any plan, drawing, map, photograph or other particulars which accompanies the planning application.

Outline Application:

An outline application shall, in addition to the relevant page in the newspaper, copy of site notice, 6 copies of site location map (scale 1:2500/1:100) indicating the position of the site notice, etc., certificate under Part V of the Act and appropriate fee, be accompanied only by such plans and particulars as are necessary to enable the

Planning Authority to make a decision in relation to the siting, layout or other proposals for development in respect of which a decision is sought.

PART V OF HOUSING PLANNING AND DEVELOPMENT ACTS 2000 to 2014
HOUSING SUPPLY

Indicate in detail your proposals to comply with the current Housing Strategy adopted by Laois County Council.

The Strategy requires that 12% of land zoned for residential purposes is made available for social / affordable housing.

Sections 96 (14) (b) and (c) and Sections 97 (3) as amended of the Acts state that an agreement is not required for applications for permission for:-

The conversion of an existing building or the reconstruction of a building to create one or more dwellings, provided that at least 50% of the existing external fabric of the building is retained;

The carrying out of works to an existing house;

‘stand alone’ developments for housing on land of 0.1 hectares or less.

In the case of each ‘stand alone’ development referred to above, an exemption certificate should be sought by the developer from the Planning Authority under Section 97 of the Acts confirming that the developments concerned are exempt from the requirements of Part V.

NOTE:

NOTES OUTLINED ABOVE IN APPENDIX 3 ARE STRICTLY GUIDANCE NOTES. TO ENSURE YOU MAKE A VALID APPLICATION PLEASE REFER TO THE PLANNING & DEVELOPMENT REGULATIONS 2001 - 2015 WHICH CAN BE PURCHASED DIRECTLY FROM THE GOVERNMENT PUBLICATIONS OFFICE, POSTAL TRADE SECTION, 51 ST. STEPHEN’S GREEN, DUBLIN 2. TEL 01 6476834/35/36/37



Comhairle Chontae Laoise
Laois County Council

Explanatory Notes

Site Assessment in accordance with E.P.A. Code of Practice for Wastewater Treatment and Disposal Systems serving Single Houses (p.e.≤ 10)

Items 1-6 to be submitted with ALL Site Suitability Assessment irrespective of whether the Applicant/Agent or Laois County Council is carrying out the Site Suitability Assessment

1. 2 no. 6" Ordnance Survey Maps or 2 no. Discovery Series Maps.

- a. The proposed site must be outlined in red.

2. 2 no. Site Location Maps of the area to a scale of 1/2500.

- a. The proposed site must be outlined in red, the north point indicated and the relevant Ordnance Survey Sheet number should be included.
- b. Access to the site and position of site notice should be clearly shown.
- c. The site location map must show all up to date development on adjacent sites within **250m radius**. It should include buildings, wells, septic tanks, proprietary treatment systems and percolation areas, streams and water courses denoting distances to relevant site.

3. 2 no. Site Layout Plans to minimum scale of 1/500.

- a. The proposed site must be outlined in red, the north point indicated and it should show contours/levels.
- b. All developments existing and proposed on site must be shown, including location of wells, septic tanks, proprietary treatment systems and percolation areas and existing and proposed buildings, streams, water courses and measurements

MAPS OR DRAWINGS THAT SHOW INACCURACIES OR CONFLICTING INFORMATION WILL NOT BE ACCEPTED, AND YOUR REPORT WILL BE RETURNED FOR CLARIFICATION.

THE NAME AND ADDRESS OF THE PERSON WHO PREPARED ALL MAPS AND DRAWINGS SHOULD BE INDICATED ON THEM.

4. Written confirmation from the landowner to the effect that:

(a) Council officials are permitted onto the lands for inspection purposes

Or

(b) Council Officials are permitted onto the lands for testing purposes

And

Please ensure that there are no livestock on the site or entry lands to the site for the duration of the site visits. (Refer to the attached consent form.)

5. Direct access to the site must be provided.

6. A Site Notice (enclosed) must be erected on site.

PLEASE NOTE THAT WHERE THE APPLICANT/AGENT INTENDS TO CARRY OUT THE SITE SUITABILITY ASSESSMENT ITEMS 7-10 MUST ALSO BE SUBMITTED TOGETHER WITH ITEMS 1-6 ABOVE

7. Photographs

1. Site area prior to dig
2. Site area during dig
3. T & P test and site characterization test been carried out.

8. Assessors Qualifications & Professional indemnity (Min €1,000,000)

9. The following maps are required

1. National Vulnerability Map
2. Aquifer Maps
3. Soils Maps
4. Bedrock Maps
5. Ground Water Protection Scheme

10. 3 no. copies of SSA Report including the manufacturer/suppliers report

Failure to comply with any of the above may result in a Further Information Request and a requirement for test holes to be re-opened at Planning stage.

Any query in relation to Site Suitability Assessment should be directed to (057) 8664114.

PLEASE NOTE THAT WHERE THE APPLICANT/AGENT INTENDS TO ENGAGE LAOIS COUNTY COUNCIL TO CARRY OUT THE SITE SUITABILITY ASSESSMENT THE FOLLOWING APPLIES:

Following the submission of the APPLICATION FORM FOR SITE ASSESSMENT IN ACCORDANCE WITH E.P.A CODE OF PRACTICE WASTEWATER TREATMENT AND DISPOSAL SYSTEMS SERVING SINGLE HOUSES (p.e. ≤10) and the completion of a desktop study on your application site, Laois County Council will **notify you of a date and time for the excavation of the test holes, under the supervision of Laois County Council personnel.**

- Requirement for “P. Test Holes” and “T. Test Holes” and the trial hole will be advised on site during excavation at the scheduled date and time.
- 1 cubic metre or 1,000 litres of water is required. This should be placed adjacent to the T and P test holes after they have been dug.

If for any reason you wish to postpone or cancel the site suitability assessment or excavation of the trial holes, **a minimum of 4 working days notice is required** otherwise you may be liable for the re-visit fee of €250.

However allowances will be made in emergencies.

If a site has previously undergone the site suitability assessment, a retest of the site will be carried out subject to the following action being undertaken:

- Significant site improvement works are carried out on site and detail supplied to Laois County Council.

The Test Fee - €550 per test.

(Where a result has previously issued on the same site any subsequent test will incur a full fee.)

A message may be left on the following telephone no: 057 8664114 at anytime.

Failure to comply with any of the above will result in delays in processing the application and in carrying out the test.

TEST HOLES REQUIRED

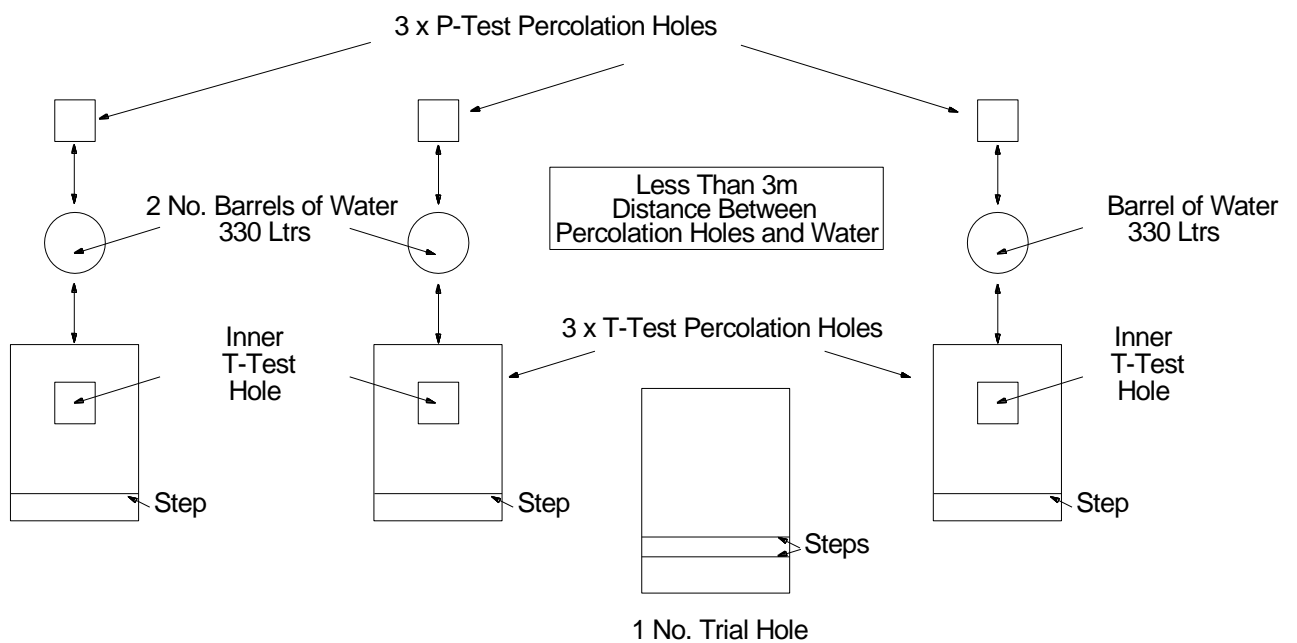
All 7 test holes must be excavated adjacent to the proposed percolation area of the site.

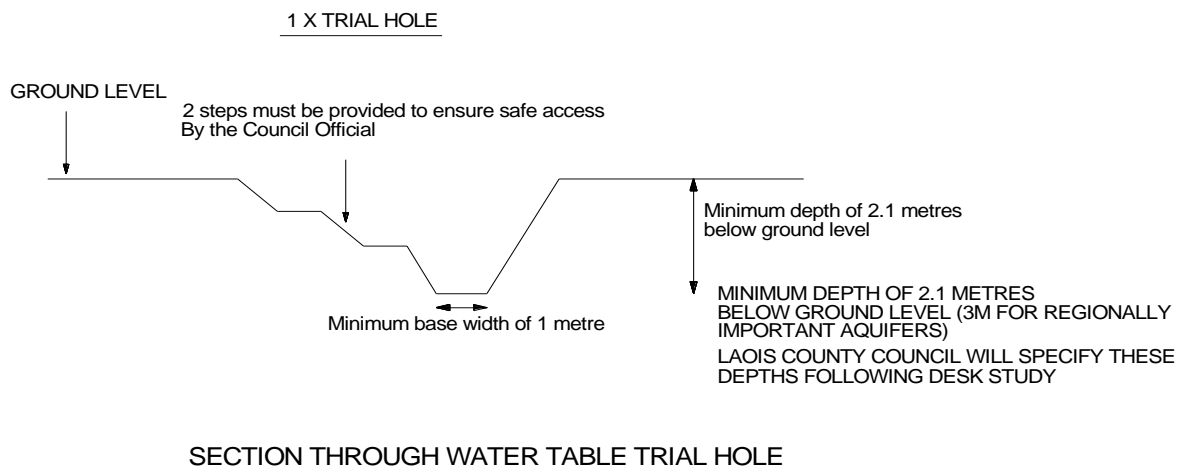
There must be a minimum of **1000 litres** of water and a bucket provided at the T and P test holes.

The 7 no. test holes should be excavated as follows:

- 1 x Trial Hole**
- 3 x T-Test Holes**
- 3 x P-Test Holes**

Below is a typical Plan view of a Site Ready for Site Suitability Testing





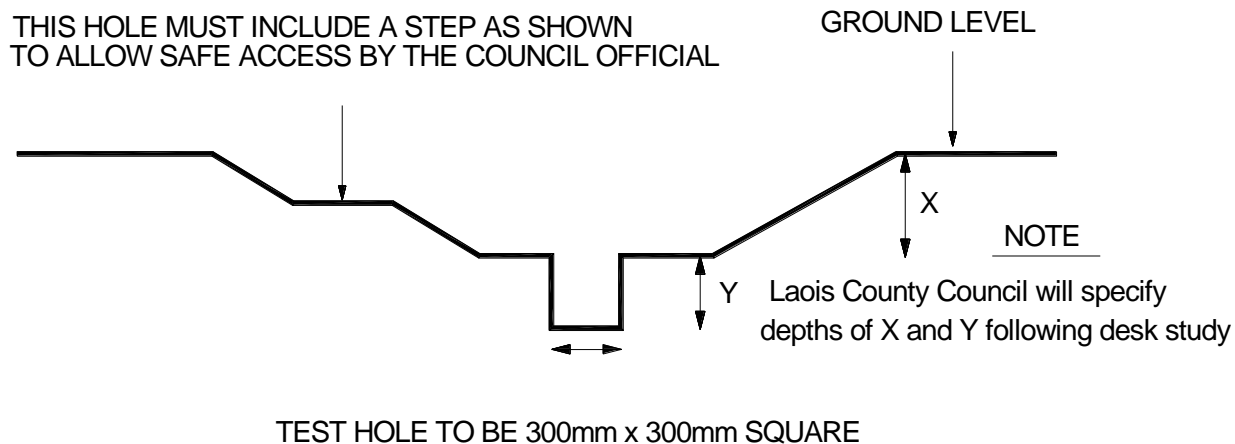
REQUIREMENTS:

- Number:** 1 water table trial hole per site.
- Location:** To be dug **ADJACENT** to the proposed percolation area.
- Size:** At least 1m square, by a minimum of 2m deep (or 3m for regionally important Aquifer). These depths will be specified by Laois County Council Official following desk study.
- Perimeter:** The area around the perimeter of any excavated hole should be clear of any soil for Health and Safety reasons, and to prevent the hole from collapsing. The clear distance should be greater than or equal to the depth of the excavated hole, i.e. if the trial hole depth is 2.1m, the excavated soil should not be placed within 2m of the hole perimeter.
- Shoring:** Temporary shoring may be necessary to prevent slippage and any shoring should not extend more than 1.4m below ground level. Shoring should not interfere with the flow of water into the hole.
- Steps:** 2 steps as shown above and a clear path around the hole perimeter must be provided to ensure safe access by the council official into the trial hole.

Covers: Each hole may be covered separately to prevent the ingress of surface or rainwater.

Time: Test holes must be dug at least 48 hours prior to testing.

3 x T-Test Holes



Section through the percolation T-Test Hole

Three T-Test holes at least 1.0m square shall be dug to the same depth as the invert of the proposed percolation pipes. A step as shown above and a clear path around the hole perimeter must be included to allow safe access by the council official. An inner percolation test hole measuring 300mm square x 400mm deep shall then be dug by hand in the base of these holes.

These test holes shall be dug **ADJACENT** to the proposed percolation area and at least 3m from the trial hole. The main hole may be dug by mechanical excavator but the inner percolation test holes shall be dug by hand as squarely as possible and to the exact dimensions as given above.

REQUIREMENTS:

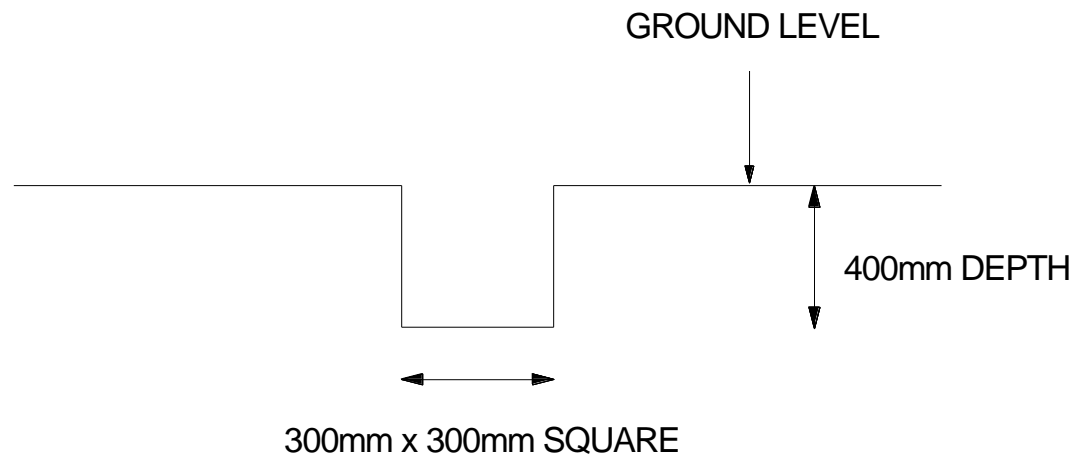
Number: 3 x T-Test holes per site.

Location: Adjacent to the percolation area, at least 3.0m from the trial hole and 3m from any other test hole.

Perimeter: The area around the perimeter of the excavated holes should be secured and clear of any soil for Health & Safety reasons, and to help prevent the hole from collapsing. The clear distance should be greater than or equal to the depth of the excavated hole i.e. if the T hole depth is 900mm, the excavated soil should not be placed within 900mm of the hole perimeter.

Steps: 1 Step must be provided to ensure safe access by the council official into each T hole.

3 x P-TEST HOLES



SECTION THROUGH PERCOLATION P-TEST HOLE

Three P Test holes 300mm square must be dug to a depth of 400mm below ground level. These test holes are to be manually dug.

These test holes shall be dug **ADJACENT** to the proposed percolation area and at least 3m from the trial hole. Both these test holes shall be dug by hand as squarely as possible and to the exact dimensions as given above.

REQUIREMENTS:

Number: 3 x P Test percolation holes per site.

Location: To be dug adjacent to the proposed percolation area, at least 3.0 m from the trial hole and at least 3.0 m from any other test hole.

Covers: Each hole may be covered separately to prevent the ingress of surface or rainwater.

Time: Test holes to be dug at least 48 hours prior to test being carried out.



**Comhairle Chontae Laoise
Laois County Council**

APPLICATION FORM FOR

**SITE ASSESSMENT IN ACCORDANCE WITH E.P.A CODE OF PRACTICE WASTEWATER
TREATMENT AND DISPOSAL SYSTEMS SERVING SINGLE HOUSES (p.e. ≤10)**

1. Applicant Name: _____

2. Contact Tel. No: _____

3. Applicant Address: _____

4. Address for Correspondence: _____

5. Email Address: _____

6. Description of Proposed Development: _____

No of Sites: _____

No. Of Bedrooms per dwelling: _____

7. Location of proposed dwelling: _____

8. Site Area (Acres / Hectares): _____

9. Has the site or any part of the site undergone percolation test by Laois County Council or any other agent:

Yes: No:

If yes, please state reference no.:
If yes, please outline what site improvement works/changes have been made prior to this application:

10. Name and address of Landowner: _____
(Refer to attached form)

11. Source of Water Supply for Proposed Development:
(Please tick appropriately)

Proposed bored well
Existing well
New public mains connection
Existing public mains connection
Group Water Scheme
Name of Scheme _____

12. Name of Public/Group Water Supply Scheme within 1KM (if applicable) _____

PLEASE ENSURE THAT THE FOLLOWING ARE ENCLOSED WITH YOUR COMPLETED APPLICATION FORM, FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING RETURNED TO YOU.

13. Fee of €550 enclosed Yes: No:

14. 2 no. 6" Ordnance Survey Maps or 2 no. Discovery Series Maps.
a. The proposed site must be outlined in red.

15. 2 no. Site Location Maps of the area to a scale of 1/2500.
a. The proposed site must be outlined in red, the north point indicated and the relevant Ordnance Survey Sheet number should be included.
b. Access to the site and position of site notice should be clearly shown.
c. The site location map must show all up to date development on adjacent sites within **250m radius**. It should include buildings, wells, septic tanks, proprietary treatment systems and percolation areas, streams and water courses denoting distances to relevant site.

16. 2 no. Site Layout Plans and Cross Section to minimum scale of 1/500.
a. The proposed site must be outlined in red, the north point indicated and it should show contours/levels.
b. All developments existing and proposed on site must be shown, including location of wells, septic tanks, proprietary treatment systems and percolation areas and existing and proposed buildings, streams, water courses and measurements
c. Cross section drawing of the site.

17. Written confirmation from the landowner to the effect that:
a. Council officials are permitted onto the lands for inspection purposes
Or
b. Council Officials are permitted onto the lands for testing purposes
And

Please ensure that there are no livestock on the site or entry lands to the site for the duration of the site visits. (Refer to the attached consent form.)

18. Direct access to the site must be provided.

19. A Site Notice (enclosed) must be erected on site.

- Please be advised that on completion of the desk top study Laois County Council will advise the applicant of date and time for trial holes to be excavated on site under the supervision of Laois County Council Official .
- If for any reason you wish to postpone or cancel the Site Suitability Assessment or excavation of trial holes, a minimum of 4 working days notice is required or you may be liable for a revisit fee of €250. However for exceptional or emergency situations there will be allowances.
- Any query in relation to Site Suitability Assessment should be directed to (057) 8664114.
- A message may be left on the above telephone number after 5pm and at weekends.

SIGNED APPLICANT/AGENT: _____

DATE: _____

Completed applications should be submitted to:

**The Planning Section,
Áras an Chontae,
Laois County Council,
Portlaoise,
Co. Laois.**

<u>OFFICIAL USE ONLY</u>	
Is form satisfactorily completed:	Yes <input type="checkbox"/> No <input type="checkbox"/>

SIGNED: _____	DATED: _____

<u>OFFICIAL USE ONLY</u>	
Date and time of requested excavation of trial holes on site:	

SIGNED: _____	DATE: _____



**Comhairle Chontae Laoise
Laois County Council**

NOTIFICATION FORM FOR

**SITE ASSESSMENT IN ACCORDANCE WITH E.P.A. CODE OF PRACTICE WASTEWATER
TREATMENT AND DISPOSAL SYSTEMS SERVING SINGLE HOUSES (p.e. ≤10)**

- 1.** Applicant Name: _____
- 2.** Contact Tel. No: _____
- 3.** Applicant Address: _____

- 4.** Address for Correspondence: _____

- 5.** Email Address: _____
- 6.** Date and Time of P & T and site characterisation test to be carried out. _____
- 7.** Name of Assessor: _____
- 8.** Description of Proposed Development: _____
- No of Sites: _____
- 9.** Location of proposed dwelling: _____
- 10.** Site Area (Acres / Hectares): _____
- 11.** Has the site or any part of the site undergone percolation test by Laois County Council or any other agent: Yes: No:
- If yes, please state reference no.: _____

If yes, please outline what site improvement works/changes have been made prior to this application:

12. Name and address of Landowner:
(Refer to attached form)

13.

±

Source of Water Supply for Proposed Development:
(Please tick appropriately)

- Proposed bored well
Existing well
New public mains connection
Existing public mains connection
Group Water Scheme
Name of Scheme _____

14. Name of Public/Group Water Supply Scheme within 1KM (if applicable)

PLEASE ENSURE THAT THE FOLLOWING ARE ENCLOSED WITH YOUR COMPLETED NOTIFICATION, FAILURE TO DO SO WILL RESULT IN YOUR NOTIFICATION BEING RETURNED TO YOU.

15. ASSESSORS QUALIFICATIONS & EVIDENCE OF PROFESSIONAL INSURANCE INDEMNITY (€1,000,000)

16. 2 no. 6" Ordnance Survey Maps or 2 no. Discovery Series Maps.

- a. The proposed site must be outlined in red.

17. 2 no. Site Location Maps of the area to be to a scale of 1/2500.

- a. The proposed site must be outlined in red, the north point indicated and the relevant Ordnance Survey Sheet number should be included.
- b. Access to the site and position of site notice should be clearly shown.
- c. The site location map must show all up to date development on adjacent sites within **250m radius**. It should include buildings, wells, septic tanks, proprietary treatment systems and percolation areas, streams and water courses denoting distances to relevant site.

18. 2 no. Site Layout Plans to minimum scale of 1/500.

- a. The proposed site must be outlined in red, the north point indicated and it should show contours/ levels.

- Laois County Council requires minimum 5 days notice of test date
- Site notice (enclosed) must be erected on site
- Please contact the Planning Department when the test has been completed.
- If for any reason you wish to postpone or cancel the Site Suitability Assessment, a minimum of 1 working day's notice is required. Out of office hours, a message may be left at the following number 057 8664114
- Completed Notification Form to be returned to Planning Department, Laois County Council, Áras an Chontae, JFL Avenue, Portlaoise, Co. Laois

SIGNED: _____
Applicant/Agent

Date: _____

<u>OFFICIAL USE ONLY</u>	
Is form satisfactorily completed:	Yes <input type="checkbox"/> No <input type="checkbox"/>
<hr style="border: none; border-top: 1px solid black;"/> <hr style="border: none; border-top: 1px solid black;"/> <hr style="border: none; border-top: 1px solid black;"/>	
SIGNED: _____	DATED: _____

<u>OFFICIAL USE ONLY</u>	
Date and time of requested excavation of trial holes on site:	
<hr style="border: none; border-top: 1px solid black;"/>	
SIGNED: _____	DATE: _____



LANDOWNER CONSENT FORM

I _____ CONSENT TO THE FOLLOWING:

1. COUNCIL STAFF ARE PERMITTED ONTO MY LANDS FOR TESTING PURPOSES.
2. THERE ARE NO LIVESTOCK ON THE SITE OR ENTRY LANDS TO THE SITE.

SIGNED: _____
LANDOWNER



SITE NOTICE

SITE SUITABILITY ASSESSMENT

APPLICANT NAME:

LOCATION (TOWNSLAND):

DATE:

SCALE OF PLANNING FEES

DOMESTIC DWELLING	€65
EXTENSION	€34
OUTLINE	€48.75
APPROVAL	€34
CHANGE OF HOUSE DESIGN	€34
RETENTION (extension etc)	€102 or €2.50 for per sqm of gross floor space for which permission is sought, whichever is the greater.
RETENTION (dwelling)	€195 or €2.50 per sqm of gross floor space for which permission is sought, whichever is the greater fee.
COMMERCIAL DEVELOPMENT	€3.60 per sqm
Minimum Charge	€80
COMMERCIAL RETENTION	€10.80 per sqm
OUTLINE - INDUSTRIAL	€2.70 per sqm
AGRICULTURAL	€1 per sqm in excess of 200 sqm
Minimum Charge	€80
Maximum Charge	€300
MINIMUM FEE	€34
APPEAL – COMMERCIAL	
APPLICANT	€660
3RD PARTY	€220
REFERRAL	€210
SUBMISSION	€50
ORAL HEARING	€50
SCAFFOLDING LICENCE	€1,250.00 per annum
SIGN LICENCE (public)	€630.00 per annum
SIGNS ON PRIVATE PROPERTY	€20 per sqm (minimum fee - €80)
SITE SUITABILITY TEST	€550
SITE SUITABILITY RETEST	€250
COPY OF PLANNING PERMISSION	€9.25
COPY OF REPORT	€6.00
RETRIEVAL OF OLD FILES	€63.50

LAOIS COUNTY COUNCIL
COMHAIRLE CHONTAE LAOISE

**Application for Certificate under Section 97 of the Planning and Development
Acts 2000 to 2014**

1. NAME: _____

2. ADDRESS:

3. TELEPHONE
NUMBER

4. LOCATION OF
SITE

(Map to be submitted, scale 1:1000 or 1:2500 as appropriate)

Site area: _____ (Hectares)

5. NAME AND ADDRESS OF PERSON WHO PREPARED PLANS AND DRAWINGS:

6. NUMBER OF DWELLINGS TO BE PROVIDED: _____

7. PARTICULARS OF LEGAL AND BENEFICIAL OWNERSHIP OF THE LAND OVER THE LAST 5
YEARS IN WHICH IT IS PROPOSED TO CARRY OUT THE DEVELOPMENT IN WHICH THE
APPLICATION RELATES AS ARE WITHIN THE APPLICANT'S KNOWLEDGE OR PROCUREMENT:

1. DETAILS OF ANY PERSONS WITH WHOM THE APPLICANT IS ACTING IN CONCERT:

9. PARTICULARS OF:

(i) Any interest that the applicant has, or had at any time during the said period, in any land in the immediate vicinity of the land on which it is proposed to carry out such development, in the preceding 5 years:

(ii) Any interest that any person with whom the applicant is acting in concert has, or had at any time during the said period, in any land in the said immediate vicinity of which the applicant has knowledge:

10. ARE YOU AWARE OF ANY FACTS OR CIRCUMSTANCES THAT WOULD CONSTITUTE GROUNDS UNDER subsection (12) FOR THE REFUSAL BY THE PLANNING AUTHORITY TO GRANT A CERTIFICATE?

Yes No

If Yes give details



STATUTORY DECLARATION



I, _____ of

_____ Make OATH that all the foregoing statements and particulars in this application form are true, complete and accurate in every respect, to the best of my knowledge and belief.

SWORN AT _____ in the COUNTY OF LAOIS this day of _____ before me Commissioner of Oaths and I know the despondent.

Signature: _____

COMMISSIONER OF OATHS

Signature: _____

Name: _____

APPLICANT

NOTES: *Please see copy of Section 97 of the Planning and Development Act, 2000 as amended for your information.*