

## Part 3

# **Instructions & Explanatory Note for Application Form**

This Note should be read fully prior to the completion of the application form for submission to Athlone Town Council's Planning Office.

The Form must be completed in full, any sections that do not apply should be struck through and/or N/A notated. All measurements shall be provided in metric.

### **SECTION 1: ITEMS TO BE SUBMITTED**

1. Completed Application Form.
2. Appropriate Fee.
3. 1 Copies of the newspaper notice.
4. 1 Copies of the site notice.
5. 6 Copies of the site location map to a scale 1:2500 or 1:1000
6. 6 Copies of the layout plans to a scale 1:500.
7. 6 Copies of detailed plans, elevations and sections to a scale of not less than 1:100.
8. Other information as appropriate.

1. **Application Form:** All questions must be answered. Insert the words 'not applicable' where necessary.
2. **Appropriate Fee:** Attached is a schedule of standard fees for planning applications. The method of calculating the fee should be stated together with the class to which the development relates. The amount of fee payable in respect of an outline application is three quarters of the standard fee. The amount of fee payable in respect of an application for retention of unauthorised development is one and a half times the standard fee. The current minimum fee for all applications is €34.00.
3. **Public Notices:** 1 copy of both the newspaper notice and the site notice must be submitted with a planning application.

**Newspaper Notice:** To be published in a newspaper (as per Local Authority approved list) circulating in district in which proposed application relates. Shall contain as a heading the name of the Planning Authority, name of applicant, nature of application (i.e. permission, outline, permission subsequent to outline), location of land, nature or structure and extent of the development. Stating the reference number of the outline permission

**Site Notice:** The site notice, which must be on a durable material near the main entrance, should be securely erected in a conspicuous position on the land or structure so that it can be clearly read by persons using the public road. Where the land or structure does not adjoin a public road, the site notice should be erected so as to be easily visible and legible by persons outside the land or structure. For details of requirements see sample site notices attached.

4. **Site Location Map:** these should be drawn to a scale of 1:2500 or 1:1000 and should be as detailed as possible. They should show the land concerned and the location of the proposed structures with the site boundary outlined in red. The north point and the scale of the maps shown. Any location map that is based on an Ordnance Survey Map should indicate the relevant Ordnance Survey Sheet number. Site location maps should indicate the name and address of the person by whom they were prepared.
5. **Site layout Plans:** these should be drawn to a scale of 1:500 and should clearly show the following;
  - (a) proposed and existing buildings, structures and works; proposals for reconstruction, alteration or extension must be clearly marked or coloured to distinguish them from existing structures.
  - (b) Roads and site boundaries and distances from existing and proposed structures to these level or contours, of the land, the proposed structural relative to Ordnance Survey datum or a temporary local benchmark.
  - (c) Approximate height of ground floor above or below adjoining road levels
  - (d) Buildings and structures on adjoining lands and other features in the vicinity
  - (e) Existing and proposed water supply and sewerage disposal systems.
  - (f) Existing and proposed accesses, clearly distinguished from each other on to public roads
  - (g) For larger developments of developments on scenically sensitive sites contours may need to be shown.
  - (h) Position of the site notice erected for public information
  - (i) The name and address of the person by whom it was prepared.
6. **Detailed Plans, Elevations and Sections:** these should be drawn to a scale of not less than 1:100, which should be indicated thereon. These must include the floor plans, elevations and sections of proposed structures, giving in figures the principal dimensions including overall height. Elevations must include the main features, such as window patterns roof slopes materials of construction finishes color etc. of existing and proposed structures and of any adjoining buildings. Application for (1) change of use (2) extensions (3) retentions shall be colour coded. These documents must also show the name and address of the person by whom they were prepared.
7. **Multiple Dwelling Applications:** Among the details which must be submitted with applications for residential developments are:
  - (1) Site location map to a scale of 1:2500 showing north point and details of existing adjacent development.
  - (2) A complete layout plan showing the arrangements of houses, garages, roads, footpaths, public open spaces, fences and walls.
  - (3) A plan showing the proposals for tree planting and landscaping of open spaces and for the preservation of existing healthy trees and other features.
  - (4) Details of materials and finishes for house types.
  - (5) A colour coded site location map to a scale of 1:1000 indicating housing 'character' areas within larger residential development. Housing densities, average private open space, and average rear gardens sizes to be indicated for each housing 'character' area.
  - (6) A survey map/s, scale 1:500, showing existing and proposed ground contours at 0.5 metre intervals, the finished floor and ground levels to ordnance datum of proposed structures, the position, height and materials of any retaining walls, the location and levels of existing utilities including those within the site and those external to the site which will be affected by the development and the accurate location and survey of all existing site boundaries, trees and other features.

- (7) Facilities such as childcare units and service / function centres in larger developments to be indicated on plans.
- (8) Boundary treatment shall be agreed in advance of grant of permission and all screen walls shall be designed and detailed to comply with the current standards of the free standing block walls. Cross sectional details shall accompany design calculations.
- (9) Phased programme for the completion of the development.
- (10) Furthermore, the council reserve the right to require the submission of a detailed "context map" indicating the manner in which the specific housing development will tie into adjacent developments, before considering the application.
- (11) A plan showing the layout of proposed watermains, details of pip sizes and the positions of valves and hydrants. The proposed watermain layout should show watermains in the footpath fronting each proposed house.  
Junctions on the watermains within the scheme shall be fully valved to facilitate isolation of sections of the mains. Dead ends shall be kept to a minimum. Each house water service shall be shown fitted with a water service control unit, as approved by Westmeath County Council, and stopcock-both fitted in the footpath. The sequence should be as follows:-  
watermain→Control Unit→Stopcock→House.  
An electromagnetic Flow Meter and radio transmitter suitable for connection to Westmeath County Council telemetry system shall be provided and installed on the main supply to the scheme .  
All watermains shall be provided with marker tape laid 300mm vertically above crown of watermain.
- (12) A plan showing the layout of proposed foul sewer network. Invert levels (to Ordnance datum) should be shown. All foul sewers servicing more than one property must be located on public space. Each house should have its own individual connection to the main sewer, which should be shown on the plan. A manhole shall be placed on the service pipe, within the house site, not more than 12 metres from junction with the main foul sewer.
- (13) A plan showing the layout of proposed surface water sewer network. All surface water sewers servicing more than one house must be on public space. Each house should have its own individual connection to the main surface water sewer which should be shown. A manhole shall be placed on the on the service pipe within the house site, not more than 12 metres from the junction with the main surface water sewer. All road gullies shall be shown on the plans.
- (14) Details of road system including junction layout, road widths and operating speeds, traffic calming design and speed control devices, emergency vehicle links, cycle facilities together with proposals for integrating estate roads in the roads hierarchy of the area.
- (15) Details of pedestrian path system to include access for disabled persons.
- (16) A plan showing the layout of public lighting.
- (17) Longitudinal sections and cross sections of roads, showing details of proposed road construction, levels and gradients.
- (18) Longitudinal sections of proposed foul and surface water sewers showing ground levels, invert levels at manholes, gradients, pipe diameters, types and classes of pipes, types of joints(flexible or rigid) and types of bedding and surround. Scale: Horizontal 1:500 Vent: 1:100.
- (19) Longitudinal sections of proposed watermains showing pipe diameters, types and classes of pipes and details of valves and hydrants.
- (20) Surface water drainage design calculations sufficient to be interpreted by the Local Authority, which shall include evidence that the surface water outfall drain is capable of taking the additional surface water discharge downstream of the site.
- (21) Proposals for the treatment of existing surface and underground watercourses within the development area.

- (22) Cross section of road, verge and path showing the proposed location of all underground services at a scale of 1:20. This cross section shall indicate depths, spacing and type all proposed services and shall include for manhole construction.
- (23) If it is proposed to lay foul or surface water sewer in footpath \ verge the width of footpath \ verge shall be 3.5m minimum. If both foul and surface are laid in footpath \ verge the minimum width shall be increased to 4.0m.
- (24) Provide a separate plan of the ducting layout for electrical, telephone and T.V. services, indicating the location of manholes, minipillar, kiosks, and the like associated with these networks.
- (25) The certified results of soil CBR and frost susceptibility tests shall be submitted and design calculations of road pavement construction.
- (26) Details of proposed road working and type sign posting for the development.
- (27) Proposed development name and numbering system for houses.
- (28) Total cross chamber of estate roads to be avoided and will only be allowed in exceptional circumstances.
- (29) In the case of the schemes which are likely to give rise to significant intensification of traffic movements on the surrounding road network, a traffic impact report will be required.

All drawings and plans must have metric scales and dimensions.

- 8. Applicants should note that all development commenced after 1<sup>st</sup> June 1992 and which requires planning permission must be carried out in accordance with the Building Control Act 1991a and the Building Regulations made thereunder.

#### **Maps/Plans – Outlining & Colour Coding**

A number of maps will be submitted with any application, and will require colour coding.

1:2500, 1:1250 Site location maps: Site outlined in **red**

1:500 Site/Block Plans: Site outlined in red, extensions to be marked in **orange**

Extensions to structure: Block work to be **hatched** on floorplans

Other lands in control of applicant or vendor to be marked in **blue** on 1:2500 site location map

Other applications previously made by applicant or vendor to be marked in **green**

Any rights of way or known way-leaves to be marked in **yellow**

Any sterilised land to be marked in broken **red** line.

## **SECTION 2: EXPLANATORY NOTES FOR PLANNING APPLICATION QUESTIONS**

### **PART I**

- Q1 Full Address
- Q2 Full Address
- Q3 Full Address
- Q4 State in full.
- Q5 Legal Interest in the site.
- Q6 Full Address
- Q7 Type of application

### **PART II**

- Q8 State what is proposed e.g. dwelling, extension, shed, housing development, agricultural shed etc
- Q9
  - (a) State number
  - (b) Footprint in M sq.
  - (c) Site Area as in 1:2500 plan
  - (d) Any previous applications e.g. outlines, withdrawn applications, refusals etc
  - (e) Confirm development is within 1:500 plan and on elevational drawings
  - (f) Level to common datum point – usually centre line of adjacent public road near access to development
  - (g) Level to common datum point – usually centre line of adjacent public road near access to development
  - (h) Distance in metres
  - (i) Can be confirmed with Area engineer Offices
  - (j) Distances in metres to all surrounding properties. The measurement should be to the nearest part of a adjoining structure
- Q10 Please state.
- Q11
  - (a) State present use or previous use of land or structure. If previous use applicant must state how long use has been abandoned.
  - (b) State proposed use
- Q12 Please state.
- Q13
  - (a) Indicate all lands in blue
  - (b) All lands
  - (c) All lands

- Q14 (a) Indicate date of legal transfer of land to your title (see Q4.)  
(b) State name and full address  
(c) Submit original signed copy  
(d) State Land Registry Folios in respect of lands in your/vendors ownership in County Westmeath.  
(e) State present address and whether you own property  
(f) State reasons for choosing the site  
(g) State distance of present residence and proposed residence  
(h) State occupation and work place.

### **PART III**

- Q15  
(a) e.g. Mains, well, group water scheme etc  
(b) Submit original signed copy

- Q16  
(a) State method, if proprietary scheme include ...  
(b) Results of Trial Hole and Percolation Tests and Professional Indemnity Insurance.

- Q17 e.g. soak-aways etc

### **PART IV**

- Q18  
(a) Outline in blue on 1:2500 scale map  
(b) Land Registry Folio Nos.  
(c) State  
(d) State  
(e) Cubic?  
(f) Cubic?  
(g) Acknowledge (Yes or No)

### **PART V**

- Q19  
(f) for weekdays, weekends bank –holidays  
(g) State

- Q20  
Please state.

- Q21  
(a) Specify  
(b) Specify

**Ensure that you sign and date the application form!**

**Check that you have filled in all the required information, as any omission will delay the processing of the application**

**Applications should be addressed to:**

Athlone Town Council,  
Planning Office,  
Civic Centre  
Church St,  
Athlone,  
Co. Westmeath.

**Please note that applications not complying with the above guidelines may be returned in full to the applicant.**