

Athlone Town Council



Planning Application Form

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

STANDARD PLANNING APPLICATION FORM AND ACCOMPANYING DOCUMENTATION:

Please ensure that each section of this application form is fully completed and signed.

The applicant should enter n/a (not applicable) where appropriate.

Please ensure that all necessary documentation is attached to your application form.

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.

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. However, if it is not supplied, the planning authority not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore, failure to supply this information could delay the decision on an application or lead to a refusal of permission.

Applicants should, therefore, contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

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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 original site location maps
- 6 site or layout plans
- 6 sets of plans and other particular 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

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 or complies 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 waste water 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.

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.

Application that refers to a material change of use or retention 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 exemption.

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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 structure, 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 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 in 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 as EIS may also be required for developments below the prescribed threshold of 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-planning application consultation may only occur under Section 247 of the Planning and Development Act 2000. While it is not mandatory, a pre-planning application 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-planning 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 planning applications 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.
18. See Schedule 9 of Planning and Development Regulations 2001. If a reduced fee is tendered, details of previous relevant payments and planning permission should be given. If exemption from payment of fees is being claimed under Article 157 of the 2001 Regulations, evidence to provide legibility for exemption should be submitted.