

Applicants name: _____

Planning Reg. Ref. No: _____

CHECK LIST

APPLICATION FORM

- Councils application form attached.
- All questions answered on the application form (If relevant)
- Application form signed by applicant/agent.
- If the applicant is a company, the names of the company directors and the address and registration number of the company is given.

IF RELEVANT

- EIS attached
- If housing development, compliance with section 96
- If the application is for a single rural dwelling, the documentation relating to entitlement to special consideration is attached.
- Percolation test results submitted
- If applicant is not the legal owner of land or structure, written consent required from owner to make application.

NEWSPAPER NOTICE

- Contained in a newspaper on the approved list
- Advert less than 2 weeks old on date of submission of application
- Full page original submitted
- Bray Town Council heading

CONTENTS

- Name of applicant
- Location, townland or postal address of the land or structure to which the application relates
- Type of application i.e. permission, retention
- Comprehensive description of nature and extent 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

IF RELEVANT

- Submission/observation maybe made within five weeks
- Extension larger than existing house, the size of the extension and existing house stated
- Provision of houses, number of houses stated

- Retention of structure, nature of proposed use and if appropriate period for which it is proposed to retain structure
- If protected structure, Indication of that fact
- Integrated pollution control licence required ,an indication of that fact
- If application relates to development in Strategic Development Zone, an indication of that fact.

SITE NOTICE

- One copy
- Bray Town Council's heading
- Applicants name given
- Type of application marked
- Form correct colour White/Yellow
- Comprehensive description of nature and extent 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.
- Submission may be made in writing within five weeks of application on payment of the prescribed fee of €20.00.
- Signed by applicant, if by agent, name & address of agent.
- Dated less than 2 weeks prior to submission of application
- Site notice checked Signed: _____ Date: _____

FEE

- Correct fee submitted
- Basis of fee calculation submitted

CURRENT APPEAL

- Is there a current appeal on same site for same development to An Bord Pleanála.

DRAWINGS

- To a metric scale (A23)
- Plan showing position of site notice/notices

LOCATION MAP

- 6 copies of location map of sufficient size to permit identification of the site
- Scale of not less than 1:1000 in built up areas
- Or
- Not less than 1:1250 in all other areas
- Ordnance Survey sheet number given
- Site boundaries clearly marked in red.
- Original OS Maps – if copies licence number given e.g. AR.....

LAYOUT

- 6 Copies of site layout
- Site boundary marked in red
- Indicate the distances of any such structure from the boundaries of the site
- Details of buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant tree strands and other features on, adjoining or in the vicinity of the land or structure to which the application relates.
- Wayleaves shown in yellow
- Land adjoining, abutting or adjacent to the application in control of the applicant or the owner of the land shown in blue
- Scale 1:500

OTHER DRAWINGS (all to be dimensioned)

- 6 copies of all elevations scale 1:200
(showing main features of any contiguous buildings)
- 6 copies of floor plans scale 1:200
(North point on all plans)
- 6 copies of section scale 1:200

If a protected structure - 10 copies of all drawings & reports required

APPLICATIONS FOR MATERIAL CHANGE OF USE OR RETENTION OF MATERIAL CHANGE OF USE

- Statement of existing use and proposed use together with particulars of the nature and extent of any proposed use

EXTENSIONS, ALTERATIONS, RECONSTRUCTION

- Plans to be marked or coloured to distinguish between existing structure and works proposed.

OTHER REQUIREMENTS

- Flood Risk Assessment submitted if lands over 0.25 hectare.

In the case of an application accompanied by an EIS

- 6 copies of E.I.S.
- Newspaper notice, states EIS submitted
- Site notice states EIS submitted

IF ANY OF THE RELEVANT INFORMATION IS NOT SUBMITTED THE APPLICATION WILL BE DEEMED INVALID AND RETURNED.