



ENNIS TOWN COUNCIL COMHAIRLE BAILE NA HINSE
Planning Department, Waterpark House, Drumbiggle, Ennis, Co. Clare.
Tel. (065)6828040 Fax. (065)6843908
Email. planning@ennistowncouncil.ie Website. www.ennistowncouncil.ie
Opening Hours: Monday to Friday 9.00a.m to 4.00pm (Open Lunchtime)

Planning Application Form

COMPLETING THIS PLANNING APPLICATION FORM

This Application Form consists of the following two parts:

- Part 1 To be completed for all applications
- Part 2 Supplementary information, to be completed as appropriate

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:

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 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.

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. Also any works causing the deterioration or destruction of the breeding and resting places of bats, otters, natterjack toads, Kerry slugs and certain marine animals constitute a criminal offence unless covered by a derogation licence issued by the Minister of Arts, Heritage and the Gaeltacht (pursuant to Article 16 of the Habitats Directive)

DATA PROTECTION

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 and 2003. The Office of the Data Protection Commissioner state that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

This form, when completed, should be returned to:

Ennis Town Council, Waterpark House, Drumbiggle, Ennis, Co. Clare.

Tel. (065)6828040. Fax. (065)6843908. Email: planning@ennistowncouncil.ie, website:

www.ennistowncouncil.ie Opening Hours: Monday to Friday 9.00a.m. to 4.00p.m. (Open lunchtime)

PART 1	To be completed for all applications
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1. PLANING AUTHORITY: ENNIS TOWN COUNCIL

2. Location of Proposed Development:

<i>Postal Address or Townland or Location (as may best identify the land or structure in question)</i>	
<i>Ordnance Survey Map Ref No (and the Grid Reference where available)¹ (see page 16)</i>	

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. Applicant:² (see page 17)

Name(s)	
	Contact details to be supplied at the end of this form. (Question: 23)

6. Where Applicant is a Company (registered under the Companies Acts 1963 to 1999):

Name(s) of company director(s)	
Registered Address (of company)	
Company Registration No.	
Telephone No.	
Email Address (if any)	
Fax No. (if any)	

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

Name	
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8. Person responsible for preparation of Drawings and Plans: ^{3(see page 17)}

Name	
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4(see page 17)

9. Description of Proposed Development:

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

<i>Please tick appropriate box to show applicant's legal interest in the land or structure</i>	<i>A. Owner</i>	<i>B. Occupier</i>
	<i>C. Other</i>	
<i>Where legal interest is 'Other', please expand further on your interest in the land or structure</i>		
<i>If you are not the legal owner, please state the name of the owner.</i>		
<i>The owner's address must be included at the end of the form (Question 26) and a letter of consent from the owner to make the application must be supplied as listed in the accompanying documentation.</i>		

11. Site Area:

<i>Area of site to which the application relates in hectares</i>	<i>ha</i>
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5 (see page 17)

12. Where the application relates to a building or buildings:

<i>Gross floor space of any existing building(s) in m²</i>	
<i>Gross floor space of proposed works in m²</i>	
<i>Gross floor space of work to be retained in m² (if appropriate)</i>	
<i>Gross floor space of any demolition in m² (if appropriate)</i>	

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:

<i>Class of Development</i>	<i>Gross floor area in m²</i>

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

Part A

<i>Number of</i>	<i>Studio</i>	<i>1 Bed</i>	<i>2 Bed</i>	<i>3 Bed</i>	<i>4 Bed</i>	<i>4+Bed</i>	<i>Total</i>
<i>Houses</i>							
<i>Apartments</i>							
<i>Number of car-parking spaces to be provided</i>	<i>Existing:</i>		<i>Proposed:</i>		<i>Total:</i>		

Part B

In the case of residential development, (or where residential development forms part of a mixed development) please provide floor area of each house type.

<i>House Type</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
<i>Floor Area in m²</i>							

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:

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

16. Social and Affordable Housing:

<i>Please tick appropriate box</i>	<i>Yes</i>	<i>No</i>
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000⁷ (see page 17) applies?</i>		
<i>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.</i>		
<i>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 2000, 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).⁸(see page 17)</i>		
<i>If the answer to the above question is “no” by virtue of section 96(14) of the Planning and Development Act 2000, details indicating the basis on which section 96(14) is considered to apply to the development should be submitted.⁹ (see page 17)</i>		

17. Development Details

<i>Please tick appropriate box</i>	<i>Yes</i>	<i>No</i>
<i>Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?</i>		
<i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?</i>		
<i>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, 1994¹⁰ (see page 17)</i>		
<i>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?</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Statement¹¹(see page 18) ?</i>		
<i>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?</i>		

<i>Please tick appropriate box</i>	<i>Yes</i>	<i>No</i>
<i>Does the application relate to a development, which comprises or is for the purposes of an activity requiring a waste licence?</i>		
<i>Do the Major Accident Regulations apply to the proposed development?</i>		
<i>Does the application relate to a development in a Strategic Development Zone?</i>		
<i>Does the proposed development involve the demolition of any habitable house?</i> ^{12(see page 18)}		

18. Site History

Details regarding site history (if known)
<p>Has the site in question ever, to your knowledge, been flooded? Yes [] No []</p> <p>If yes, please give details e.g. year, extent.</p> <p>Are you aware of previous uses of the site e.g. dumping or quarrying? Yes [] No []</p> <p>If yes, please give details.</p> <p>_____</p> <p>_____</p> <p>_____</p>
Are you aware of any valid planning applications previously made in respect of this land/structure
<p>Yes [] No []</p> <p>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:</p> <p>Reference No.: _____ Date: _____</p> <p>Reference No. _____ Date: _____</p> <p>Reference No. _____ Date: _____</p> <p>If a valid planning 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.</p>

Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development?¹³(see page 18)

Yes [] No []

An Bord Pleanála Reference No.: _____

19. Pre-application Consultation

Has a pre-application consultation taken place in relation to the proposed development?¹⁴
(see page 18)

Yes [] No []

If yes, please give details:

Reference No. (if any): _____

Date(s) of consultation: ____/____/____

Persons involved: _____

20. Services

Proposed Source of Water Supply

Existing connection [] *New connection* []

Public Mains [] *Group Water Scheme* [] *Private Well* []

Other (please specify):

Name of Group Water Scheme (where applicable)

Proposed Wastewater Management/Treatment	
<i>Existing [] New []</i>	
<i>Public Sewer [] Conventional septic tank system []</i>	
<i>Other on-site treatment system [] Please specify</i>	

Proposed Surface Water Disposal	
<i>Public Sewer/Drain [] Soakpit []</i>	
<i>Watercourse [] Other [] Please specify _____</i>	

21. Details of Public Notice

<i>Approved newspaper in which notice was published¹⁵ (see page 19)</i>	
<i>Date of publication</i>	
<i>Date on which site notice was erected</i>	

22. Application Fee (see page 19 of this form)

<i>Fee Payable</i>	
<i>Basis of Calculation</i>	

**ADDITIONAL CONTACT INFORMATION.
NOT TO BE MADE AVAILABLE WITH APPLICATION.**

- **Please note: The Applicant's address must be submitted on this page.**
- **If the applicant/agent wishes to submit additional contact information, this may be included here.**
- **This page will not be published as part of the planning file.**

23. Applicant

<i>Name Address (Required)</i>	
<i>Telephone No.</i>	
<i>Email Address</i>	
<i>Fax No.</i>	

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

<i>Agent Name Address</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax. No.</i>	
<p><i>Should all correspondence be sent to the above address? (please tick appropriate box)</i> <i>(Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)</i></p> <p>Yes [] No []</p>	

25. Person responsible for preparation of Drawings and Plans:

<i>Name Address</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax No. (if any)</i>	

26. Owner (required where applicant is not the owner):

<i>Name Address (required)</i>	
<i>Telephone No.</i>	
<i>Email Address (if any)</i>	
<i>Fax. No. (if any)</i>	

PART 2 SUPPLEMENTARY INFORMATION | To be completed as appropriate

1. With reference to Question No. 11 i.e. “Site Area”: - please complete

<i>Area of site to which the application relates in hectares</i>	² <i>m</i>
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2. With reference to Question No. 13 i.e. “Floor Area Breakdown”: - please complete the following table(s):

In the case of application for Residential Development the floor area of each house/apartment type proposed should be indicated separately:

<i>Unit Type</i>	<i>No. of Units</i>	<i>Floor Area (per unit)</i>	<i>Gross Floor Area</i>

In the case of application for Non Residential Development the floor area of each unit type of proposed development should be indicated separately.

<i>Unit Type</i>	<i>No. of Units</i>	<i>Gross Floor Area</i>
<i>Retail</i>		
<i>Office</i>		
<i>Industry/Warehouse</i>		
<i>Licensed Premises/ Restaurant</i>		
<i>Other</i>		

3. With reference to Question No. 18 i.e. “Site History”: - please complete:

Does the site in question flood periodically? Yes [] No []
If yes, please give details:

(a) *Year of most extreme flooded* _____

Highest top flood level (in accordance with Malin O.D) _____

Other relevant information _____

Indicate previous uses of the site:

Recent _____

Historical _____

Have any of the following activities ever take place on this site:

Dumping Yes [] No []

Quarrying Yes [] No []

Other activity with potential to contaminate Yes [] No []

If "Yes" give details _____

4. With Reference to Question No. 19 i.e. "Pre-Application Consultation": - please complete:

Person(s) involved:

On behalf of applicant _____

Persons involved on behalf of Planning Authority _____

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 Act 2000, as amended, and the Regulations made thereunder:

<i>Signed</i> <i>(Applicant or Agent as appropriate)</i>	
<i>Date</i>	

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.

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

Application Check List	Please Tick as appropriate	Office use only
The relevant page of newspaper that contains notice of your application		
A copy of the site notice		
6 copies of site location map <small>(see page 17)</small>		
6 copies of site or layout plan <small>(see page 17)</small>		
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		
The Planning Application is signed		
<p>Where the applicant is not the legal owner of the land or structure in question:</p> <p>The written consent of the owner to make the application</p>		
<p>Where the application is for residential development that is subject to Part V of the 2000 Act:</p> <p>Specification of the manner in which it is proposed to comply with section 96 of Part V <i>Or</i></p>		
<p>A certificate of exemption from the requirements of Part V</p> <p><i>Or</i></p>		
<p>A copy of the application submitted for a certificate of exemption.</p>		
<p>Where the application is for residential development that is not subject to Part V of the 2000 Act by virtue of section 96(14) of the Act:</p> <p>Information setting out the basis on which section 96(14) is considered to apply to the development.</p>		
<p>Where the disposal of wastewater for the proposed development is other than to a public sewer:</p> <p>Information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed.</p>		

Application Check List (continued)	Please Tick as appropriate	Office use only
<p>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):</p> <p>Photographs, plans and other particulars necessary to show how the development would affect the character of the structure.</p>		
<p>Applications that refer to a material change of use or retention of such a material change of use:</p> <p>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.</p>		
<p>Where an application requires an Environmental Impact Statement:</p> <p>An Environmental Impact Statement</p>		
<p>Applications that are exempt from planning fees:</p> <p style="text-align: right;">(see page 18)</p> <p>Proof of eligibility for exemption</p>		

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 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(14) 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 or guardianship 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 by 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, an EIS may also be required for developments below the prescribed threshold if 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-application consultation may only occur under Section 247 of the Planning and Development Act 2000. While it is not mandatory, a pre-planning 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-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, 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. The applicant/agent should make the owner aware that the letter will be placed on a public planning file and may be placed on the planning authority's website where this is the policy of the planning authority.
19. See Schedule 9 of Planning and Development Regulations 2001. 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 Regulations, evidence to prove eligibility for exemption should be submitted.

Fees for Planning Applications

Under Schedule 9 of the Planning & Development Regulations 2001 the following scale of fees will apply from 11th March 2002 to all planning applications.

The fee payable in respect of an application for Outline Permission shall be three-quarters of the amount indicated in the Column entitled 'Amount of Fee' in the table below. An application for Permission Consequent to the Grant of Outline Permission shall be three-quarters of the amount indicated in the Column entitled 'Amount of Fee' in the table below and subject also to the minimum fee payable.

	Class of Development	Amount of Fee	Amount of Fee for Retention Permission
1	The provision of a house	€65	€195, or €2.50 for each sq. meter of gross floor space for which permission is sought, whichever is the greater.
2	Any works for maintenance improvement or alteration of an existing house (including provision of an extension or the conversion for use as part of the house or any garage, store, shed or other structure). Any other works, including the erection, construction or alteration of structures, within the curtilage of an existing house, for purposes ancillary to the enjoyment of the house as such.	€34 €34	€102, or €2.50 for each sq. metre of gross floor space for which permission is sought, whichever is the greater. €102, or €2.50 for each sq. metre of gross floor space for which permission is sought, whichever is the greater.
3	The provision of buildings or other structures for the purposes of agriculture or the keeping of greyhounds.	(i) In the case of buildings, €80.00 for each building, or €1.00 for each sq. metre of gross floor space to be provided in excess of 50 sq. metres in the case of a building for the keeping of	(i) In the case of buildings, €240.00 for each building, or €3.00 for each sq. metre of gross floor space to be provided in excess of 50 sq. metres in the case of a building for the keeping of greyhounds or 200 sq. metres in any other case, whichever is

		greyhounds or 200 sq. metres in any other case whichever is the greater. (ii) In the case of any other structures €80.00 for each structure subject to a maximum of €300.	the greater (ii) In the case of any other structures €240 for each structure subject to a maximum of €900.00.
4	The provision of buildings other than buildings coming within class 1, 2 or 3.	€80 for each building, or €3.60 for each sq. metre of gross floor space to be provided, whichever is the greater.	€240 for each building, or €10.80 for each sq. metre of gross floor space to be provided, whichever is the greater.
5	The use of uncultivated land or semi-natural areas for intensive agriculture purposes (b) Initial afforestation (c) The replacement of broad-leaf high forest by conifer species (d) Peat extraction	€5 for each hectare of site area 5 for each hectare of site area €80, or €5 for each hectare of site area, whichever is the greater 5 for each hectare of site area	€15 for each hectare of site area €15 for each hectare of site area €240, or €15 for each hectare of site area, whichever is the greater €15 for each hectare of site area
6	The use of land for – The winning and working of minerals The deposit of refuse or waste	€500, or €50 for each 0.1 hectare of site area, whichever is the greater	€240, or €150 for each 0.1 hectare of site area, whichever is the greater
7	The use of land for – the keeping or placing of any tents, camper-vans, caravans or other structures (whether or not movable or collapsible) for the purpose of caravanning or camping or the sale of goods	€80, or €50 for each 0.1 hectare of site area, whichever is the greater	€204, or €150 for each 0.1 hectare of site area, whichever is the greater

	the parking of motor vehicles the open storage of motor vehicles or other objects or substances		
8	The provision on, in, over or under land of plant or machinery, or of tanks or other structures (other than buildings) for storage purposes	€200, or €50 for each 0.1 hectare of site area, whichever is the greater	€600, or €150 for each 0.1 hectare of site area, whichever is the greater
9	The provision of an advertisement structure of the use of an existing structure or other land for the exhibition of advertisements	€80, or €20 for each sq. metre, or part thereof, of advertising space to be provided, whichever is the greater	€240, or €60 for each sq. metre, or part thereof, of advertising space to be provided, whichever is the greater
10	The provision of overhead transmission or distribution lines for conducting electricity, or overhead telecommunications lines	€80, or €50 for each 1,000 metre length, or part thereof, whichever is the greater	€240, or €60 for each sq. metre, or part thereof, of advertising space to be provided, whichever is the greater
11	The use of land as a golf course or a pitch and putt course	€50 for each hectare of site area	€150 for each hectare of site area
12	The use of land as a burial ground	€200, or €50 for each hectare of site area, whichever is the greater	€600, or €150 for each hectare of site area, whichever is the greater
13	Development not coming within any of the foregoing classes	€80, or €10 for each 0.1 hectare of site area, whichever is the greater	€240, or €30 for each 0.1 hectare of site area, whichever is the greater

Maximum and minimum fees for planning applications.

The maximum fee payable to a Planning Authority by an applicant in respect of an Outline application shall be €28,500 unless the provisions relating to reduce fees apply.

The maximum fee payable to a Planning Authority by an applicant in respect of an application for a Permission for Retention of an unauthorised development applies shall be €125,000.

The maximum fee payable to a Planning Authority by an applicant in respect of any planning application other than an application mentioned in paragraph 1 or 3 shall be €38,000.

The minimum fee payable to a Planning Authority by an applicant in respect of a planning application shall be €34.

A planning application will be deemed invalid if the fee is not paid.