



**“Checklist” for Lodgement of Planning Applications for Permission/ Outline/ Retention Permission/  
Permission for Continuation of Use/ Permission Consequent on the Grant of Outline Permission**

THIS CHECKLIST IS NOT TO BE REPRODUCED WITHOUT THE CONSENT OF THE PLANNING AUTHORITY, FINGAL COUNTY COUNCIL

The checklist below is designed to assist in making a planning application. For clarification of any details please refer to the relevant Article in the Planning and Development Regulations 2001 to 2013 and the Planning and Development Acts 2000 to 2014.

All valid applications shall include a newspaper notice, a site notice, six copies of all maps, plans, drawings, elevations, sections and other details 10 copies if accompanied by an EIS or an AA, a completed application form or letter and the correct planning application fee. Further copies where appropriate may be requested. Where the appropriate requirements have not been complied with, the planning application shall be invalid.

**N.B. This checklist does not form part of the Regulations and does not purport to be a legal interpretation. You are advised to consult the above Planning and Development Regulations.**

**NOTE: In relation to applications for Dublin Airport lands regarding drawing scales and site notice positioning, the applicant is advised to consult with the Area Planner prior to submission.**

## Newspaper Notice

Article	
17,1,a	The planning application must be lodged “ <b>within</b> ” 2 weeks of date of publication in newspaper.
17,2	Where the last day of the 2 week period referred to above is a weekend, Public Holiday or any other day the offices of the planning authority are closed, the application shall be valid if received on the next day which the offices are open
18,2	The newspaper shall be from the approved list (see website)
<b>Has the following information been included in the newspaper notice</b>	
18,1	Is the ad headed with ‘Fingal County Council’
18,1,a	The Applicants name

Bosca 174, Áras an Chontae, Sord, Fine Gall, Co. Bhaile Átha Cliath / P.O. Box 174, County Hall, Swords, Fingal, Co. Dublin  
Swords Office t: Registry (01) 890 5541 Decisions (01) 890 5670 Appeals (01) 890 5724 f: (01) 890 6779  
e: [planning@fingal.ie](mailto:planning@fingal.ie) [www.fingal.ie](http://www.fingal.ie)

Bóthar an Gharráin, Baile Bhlainséir, Átha Cliath 15 / Grove Road, Blanchardstown, Dublin 15  
Blanchardstown Office t: (01) 870 8436 f: (01) 890 5832 e: [blanch.planning@fingal.ie](mailto:blanch.planning@fingal.ie)

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18,1,b	The Location/townland/postal address of the site as appropriate
18,1,c	That the application is for Permission/Outline/Retention permission/Permission for Continuation of Use/ Permission consequent on the grant of outline with the relevant reference no.
18,1,d	A <u>brief description</u> of the nature and extent of the development
18,1,d,i	No. of dwellings to be provided
18,1,d,ii	If the application is for Retention, the nature of use for structure to be retained & if relevant length of time proposed to be retained.
18,1,d,iii	Indication if works are to be carried out on a Protected Structure
18,1,d,iv	Indication if application will need and IPC or waste license
18,1,d,v	Indication if application is within Strategic Development Zone
18,1,e	The statement following must also be included in the newspaper notice:- The planning application may be inspected or purchased at a fee <u>not exceeding the reasonable cost of making a copy</u> at the offices of the planning authority during its <u>public opening hours</u> and a submission or observation 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 planning authority of this application
98,a (2001 regs)	Indication that an EIS has been submitted, if required in S.176 of Act
98,b (2001regs)	State that the EIS is available for inspection or purchase at a fee not exceeding the reasonable cost of making a copy during office hours at the Planning Authority
22,2,a	Is the page of the newspaper included (only 1 needed)

## Site Notice

### Notes:

*A standard sample form which may be used on site is available on the website*

*Please see Form 1 of the 3<sup>rd</sup> schedule of the Planning and Development (Amendment) (No.3) Regulations 2011 for further information on the contents of the site notice*

*Site Notice is not required for applications for development consisting of construction /erection of transmission or distribution lines for electricity or for telecommunications under Article 17.3*

<b>Article</b>	
17,1,b	Has the site notice been erected no sooner than two weeks before making the application
19,1,a	Is notice in the required format- see Form 1 in 3 <sup>rd</sup> Schedule of the 2006 Regulations (as amended) by Part 21, Article 27, Form 1 for the Planning and Development (Amendment) (No. 3) Regulations, 2011 (or use standard sample form on Website)
<b>Has the following information been included in the site notice as per Sch 3 form 1 as amended by Part 21, Article 27, Form 1 of the Planning and Development (Amendment) (No. 3) Regulations, 2011</b>	
Sch. 3 form 1(1)	Is the notice headed 'Fingal County Council'
Sch. 3 form 1(2)	Applicants name
Sch. 3 form 1(3)	Permission/Outline/Retention Permission/Permission for Continuation of Use/ Permission Consequent of Outline with the relevant reference no.
Sch. 3 form 1(4)	Location/townland/postal address as appropriate of site
Sch. 3 form 1(5)	The present tense should be used where Retention Permission is being sought
Sch. 3 form 1(6)	<p>A <u>BRIEF</u> DESCRIPTION OF DEVELOPMENT:</p> <p>Nature and extent of development</p> <p>No of houses to be provided</p> <p>If the application is for retention, the nature of use of the structure to be retained &amp; if appropriate, the period for which it is proposed to retain the structure</p> <p>Indication if works are to be carried out on a Protected Structure/ Proposed Protected Structure</p> <p>Indication that an EIS or a Narura Impact Statement has been prepared</p> <p>Indication if application will need an IPC or waste license</p> <p>Indication if application relates to development within Part 11 of these regulations (Major Accidents Directive) (Article 133)</p> <p>The following statement must also be included in the Site Notice:- The planning application may be inspected or purchased at the offices of the planning authority during its public opening hours (9.30-16.30 Monday to Friday). 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. The Planning Authority may grant permission subject to or without conditions, or may refuse to grant permission.</p>
Sch. 3	Is the notice signed and dated, if signed by the agent the address of the agent

form 1(7)	should be included.
Sch. 3 form 1(8)	“Date of erection of the site notice” to be included at end of site notice.
	<b>NOTE: All site notices <u>shall</u> be removed by the applicant following notification of decision by the Planning Authority.</b>
22,2,a	Is a copy of the site notice enclosed with application (only 1 needed)
22,2,(b) (iv)	Is a plan showing the location of site notice included
19,3	Is the one site notice sufficient to adequately inform the public
19,4	Is this a second <u>valid</u> application made within 6 months from date of lodgement, if so the site notice shall be on yellow paper. This does not apply to previously invalid applications, but does apply to all valid applications including those that were withdrawn.

## Application General - The Application Form

(If using the Fingal County Council Application Form (on website) please complete all sections, *otherwise* ensure that all information required under the Planning and Development Regulations 2006 to 2011 has been included in a form substantially to the like effect of form no. 2 of schedule 3 as amended by Part 21, Article 27, Form 2 of the Planning and Development (Amendment) (No. 3) Regulations, 2011. The application form includes the following and some additional items which must be included.

Part 21	Form 2
Article 27	Name of relevant Planning Authority
	Permission/Outline/Retention Permission/Permission for Continuation of Use/Permission Consequent on the Grant of Outline with the relevant reference no. and date of Grant of Outline Permission if required.
	Name and address, telephone no. and email (if any), of applicant
	Name and address, telephone no. and email (if any), of agent
	Address for correspondence
	If the applicant is a Company- the names of Directors, and the address and Registration number of company shall be included
	Location/townland/postal address as appropriate to site  Legal interest of applicant in site/structure
	If applicant not owner, name and address of owner (letter of consent from the owner will be required)

	Area of site (in hectares)
	Gross floor space of existing buildings in m <sup>2</sup>
	Gross floor space of proposed buildings in m <sup>2</sup> Gross floor space of proposed works in m <sup>2</sup> Gross floor space of work to be retained in m <sup>2</sup> Gross floor space of any demolition in m <sup>2</sup>
	No of houses to be provided (if any)
	Indication if application will need an IPC or waste license
	Indication if works are to be carried out on a Protected Structure
	<p>Details of the manner in which it is proposed to comply with section 96 of Part V of the Act including, for example,</p> <ul style="list-style-type: none"> <li>(i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and</li> <li>(ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.</li> </ul>
	Appropriate fee (Sch 9) (validation subject to appropriate fee)

**It is advisable to use Fingal County Council's application form (on single sided pages) to ensure all necessary information is submitted.**

## Outline Applications

**Note:** Not accepted for retention, works on protected structure or development which will need an IPC or waste licence, or for which an EIS is required (See Section 176 of Act (as amended))\*.

*\* (If it is considered that the application, while below the threshold for an EIS, is likely to have a significant impact on the environment, a notice under Article 96 (2) can be issued advising the applicant that an outline application cannot be made, and an EIS will be required- when such a notice is issued the application is regarded to have been withdrawn.)*

Not accepted for an application relating to development. Within Part 11 of the Regulations (Major Accidents Directive) (Article 134).

Article	SITE LOCATION MAP
22,2,b	6 copies of site location map
22,2,b	Is map of sufficient size (A3 likely needed in rural areas) and containing details of features in the vicinity
22,2,b	Is the scale correct- min <b>1:1000 urban areas, 1:2500 rural areas</b> , or <u>scale agreed</u> with the Planning Authority
22,2,b	Is the boundary marked in red, total land ownership in blue and wayleaves in yellow
23,1,h	north point on location map
23,1,g	If based on O.S. sheet, the relevant OS sheet number  <b>Please note as per Circular Letter PD 8/2002 from the DOE, issued on May 16<sup>th</sup> 2002;- Ordnance Survey Ireland has advised that compliance with the relevant copyright laws requires that planning authorities do not accept, into public records, Ordnance Survey Ireland and Government of Ireland copyright material that is not either an original or a copy clearly marked showing a copyright licence number.</b>
22,2.B.iv	Is the position of the site notice indicated on the map
	SITE PLAN
23,1,h	north point on site plan
23,1,a	Site plans shall be drawn to a scale of not less than 1:500 (or agreed before hand with the Planning Authority) boundaries shall be marked in red, and all buildings, roads, boundaries, septic tanks, percolation areas, bored wells, significant tree stands and other features <b>on, adjoining or in the vicinity of</b> the land or structure to which the application relates..
23,1,c	Are levels or contours (where applicable) of site area and proposed structures shown relative to OS datum or a temporary local benchmark, whichever is more appropriate.
24	Is the application accompanied by <i>plans and particulars as are necessary</i> to make a decision in relation to the siting, layout or other proposals for development in respect of which a decision is sought
23,1,e	If application relates to reconstruction, alteration or extension of structure, the proposed works shall be marked or coloured to distinguish from existing.
23,2	If within a proposed or existing Conservation Area, is sufficient information (photos, plans) information submitted to show how the development would affect the character of the structure

# Applications for Permission

**NOTE: In relation to applications for Dublin Airport lands regarding drawing scales and site notice positioning, the applicant is advised to consult with the Area Planner prior to submission.**

Article	SITE LOCATION MAP
22,2,b	6 copies of site location map
22,2,b	Is map of sufficient size (A3 likely needed in rural areas) and containing details of features in the vicinity
22,2,b	Is the scale correct- min <b>1:1000 urban areas, 1:2500 rural areas</b> , or <u>scale agreed</u> with the Planning Authority
22,2,b	Is the boundary marked in red, total land ownership in blue and wayleaves in yellow
22,2b,iv	Is the position of site notice indicated on map
23,1,g	<p>If based on O.S. sheet, the relevant OS sheet number</p> <p><b>Please note as per Circular Letter PD 8/2002 from the DOE, issued on May 16<sup>th</sup> 2002;- Ordnance Survey Ireland has advised that compliance with the relevant copyright laws requires that planning authorities do not accept, into public records, Ordnance Survey Ireland and Government of Ireland copyright material that is not either an original or a copy clearly marked showing a copyright licence number.</b></p>
23,1,h	north point on location map
	<b>SITE PLAN / BLOCK PLAN / SITE LAYOUT PLAN</b>
22,3a	6 copies of plans
23,1,h	north point on site plan
23,1,a	Site plans shall be drawn to a scale of not less than 1:500 (or agreed before hand with the Planning Authority) boundaries shall be marked in red, and all buildings, roads, boundaries, septic tanks, percolation areas, bored wells, significant tree stands and other features <b>on, adjoining or in the vicinity of</b> the land or structure to which the application relates..
23,1,c	Are <b>levels or contours</b> (where applicable) of site area and proposed structures shown relative to OS datum or a temporary local benchmark, whichever is more appropriate.
23,1,f	Are the <b>distances of the structure from the boundaries</b> of the site marked



	<b>PLANS, DRAWINGS &amp; ELEVATIONS</b>
22,4,a	6 copies of all plans and drawings included
22.5	Demolition = Elevations only required, unless a Protected Structure
23,1,b	All plans/drawings at a scale of not less than 1:200 and the scale clearly marked on all plans/drawings, unless otherwise agreed with the Planning Authority prior to lodgement, (numbers below 200 in round figures are valid).
23,1,d	Elevations of any proposed structure shall show the main features of any buildings which would be <b>contiguous</b> to the proposed structure whether within the site or in the vicinity, at a scale not less than 1:200. Where proposed development involves work to a Protected/Proposed Protected Structure, elevations shall show the main features of any buildings within the curtilage of the structure which would be materially affected by the proposed development.
23,1,f	All plans/drawings, elevations, sections shall indicate in figures <b>the principal dimensions, including overall height</b> of any proposed structures
23,1,e	If application relates to reconstruction, alteration or extension of structure, the proposed works shall be <b>marked or coloured to distinguish from existing</b> .
23,1,i	All drawings, plans, elevations, sections shall contain the name and address of person who prepared them
23,2	If the proposed development is within a proposed or existing Conservation Area, or works on a proposed or existing Protected Structure, has sufficient information (photos, plans) information submitted to show how the development would affect the character of the structure – this shall include a detailed survey of the existing condition and a survey of the impact of the proposed works (see separate sheet)
	<b>MISCELLANEOUS</b>
22,2,d	Schedule listing all drawings
22,3,a	Are any other particulars required

## Applications for Change of Use

Article	
22,2,b	6 copies of site location map
22,2,b	Is map of sufficient size (A3 likely needed in rural areas) and containing details of features in the vicinity
22,2,b	Is the scale correct- min <b>1:1000 urban areas, 1:2500 rural areas</b> , or <u>scale agreed</u> with the Planning Authority
22,2,b	Is the boundary marked in red, total land ownership in blue and wayleaves in yellow



23,1,h	North point on all maps, other than elevations and sections
22,2,b	6 copies of a Site Plan (with location of site notice marked)
23,1,g	<p>If based on O.S. sheet, the relevant OS sheet number</p> <p><b>Please note as per Circular Letter PD 8/2002 from the DOE, issued on May 16<sup>th</sup> 2002;- Ordnance Survey Ireland has advised that compliance with the relevant copyright laws requires that planning authorities do not accept, into public records, Ordnance Survey Ireland and Government of Ireland copyright material that is not either an original or a copy clearly marked showing a copyright licence number</b></p>
23,1,h	north point on location maps, other than elevations and sections.0
23,1,a	Boundaries marked in red, and all buildings, roads, boundaries septic tanks, percolation areas, bored wells, significant tree stands and other features <b>on, adjoining or in the vicinity of</b> the land or structure to which the application relates.
22,4,b,i	Statement of existing use and of use proposed with particulars of the nature and extent of proposed use
22,4,b,ii	Where development relates to carrying out of works on, in, over or under the structures or land, 6 copies of such plans and such other particulars as are necessary to describe the works proposed – (refer to permission requirements above)

## Applications for Electricity Transmission

Article	
22,2,b	6 copies of site location map
22,2,b	Is map of sufficient size (A3 likely needed in rural areas) and containing details of features in the vicinity
22,2,b	Is the scale correct- min <b>1:1000 urban areas, 1:2500 rural areas</b> , or <u>scale agreed</u> with the Planning Authority
22,2,b	Is the boundary marked in colour – i.e. route of line
23,1,h & 25,3,b	North point on location map
23,1,g,b	<p>If based on O.S. sheet, the relevant O.S. sheet number</p> <p><b>Please note as per Circular Letter PD 8/2002 from the DOE, issued on May 16<sup>th</sup> 2002;- Ordnance Survey Ireland has advised that compliance with the relevant copyright laws requires that planning authorities do not accept, into public records, Ordnance Survey Ireland and Government of Ireland</b></p>

	<b>copyright material that is not either an original or a copy clearly marked showing a copyright licence number</b>
25,2	6 copies of plans or drawings submitted
25,2	Drawings at a scale not less than 1:100
25,2	Drawings to standard necessary to describe the form of structure or apparatus which will support the lines