

Check List

Documents to be lodged, tips, and things to remember before lodging a planning application:

- Application form fully completed and signed by the applicant and the person who prepared the plans
- Appropriate fee
- One copy of the site notice must be submitted with the application and the notice must be erected on site at each entrance to the farmyard
- One page of the newspaper in which notice of intended developments was published
- Six copies of site location map 1:10,560 (possibly)
- Six copies of site location map 1:2500
- Six copies of existing site layout plan at 1:500
- Six copies of proposed site layout plan at 1:500
- Six copies of detailed drawings of proposed developments: plans, sections, end views and elevations, usually to 1:100 and showing dimensions. They will accept 1:50, 1:100 or 1:200
- Submit calculations for slurry, soiled water and effluent capacities and requirements
- Existing and proposed site layout plans (1:500) can be together on one drawing as long as the difference between the existing and proposed structures is clear
- Location of site notice must be shown on 1:10560 and 1:2500 location plans on the site layout plan(s) and on floor plans
- Site layout plans should show the North point – on all plans and on floor plans
- To avoid having to submit the newspaper notice a second time, make sure it refers to the townland in which the proposed development is going to be located. The postal address could be different
- The application must be lodged within two weeks of the notice appearing in the newspaper
- Levels may be requested in some situations
- Retention: Existing buildings/structures needing planning permission are charged at three times the normal fee. Buildings/structures over five years old do not require retention
- A planning permission lasts for five years so allow for future developments
- Plans must show the name and address of the person who prepared them
- Show details of clean and soiled water drainage on the site layout plans