Comhairle Chontae Liatroma
Leitrim County Council

PLANNING APPLICATION FORM

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 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

The Leitrim County Development Plan 2023-2029 sets out local development policies and objectives against which individual development proposed are assessed against. The Planning Authority may therefore need supplementary information (i.e. other than that required in **Part A** of this form) in order to determine whether the application conforms to the development plan policy framework and may request this on a supplementary application form. [See **Part B** of this application form with respect to applications for one off housing in the countryside]

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. If applicants have any queries as to whether or not part B applies, they should contact the Planning Authority directly 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 a development granted planning permission. 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. 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 for 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 this form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988, as amended. The Office of the Data Protection Commissioner states that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

CONTACT

Email: planning@leitrimcoco.ie
Telephone: (071) 9650450
Address: Áras an Chontae, St. Georges Terrace, Carrick-on-Shannon, Co Leitrim, N41 PF67

Comhairle Chontae Liatroma
Leitrim County Council

PART A

1.	**Name of Relevant Planning Authority**:	Leitrim County Council

2.	**Location of Development:**	
	Postal Address or Townland or Location (as may best identify the land or structure in question)	
	Ordnance Survey Map Ref. No. (and the Grid Reference where available)	

3. **Type of planning permission** (please tick appropriate box):

☐	Permission
☐	Permission for Retention
☐	Outline Permission
☐	Permission Consequent on Grant of Outline Permission
☐	Alteration of Existing 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:**	

6. **Where applicant is a company (registered under the companies act):**

Name(s) of company director(s)	
Registered Address (of company)	
Company Registration number	

7.	**Person/agent acting on behalf of the applicant (if any):**	

8.	**Person responsible for preparation of drawings and plans:**	
	Firm/Company	

9. Description of proposed development:

Brief description of nature and extent of development	

10. Legal interest of applicant in the land or structure:

☐	Owner
☐	Occupier
☐	Other
If you are not the legal owner, please state the name of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation , or provide proof of eligibility to apply in accordance with Section 85 of the Act.	

11. Area of site to which the application relates in hectares

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

Gross floor space of any existing building(s) in m^2	
Gross floor space of proposed works in m^2	
Gross floor space of work to be retained in m^2 (if appropriate)	
Gross floor space of any demolition in m^2 (if appropriate)	

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:

Class of Development	*Gross floor area in m^2*

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

Number of	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
Houses							
Apartments							
Number of car parking spaces to be provided							

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:

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

16. Social and affordable housing:

Is the application an application for permission for development to which Part 7 of the Planning and Development Act 2024 applies?	*Y/N*

If the answer to the above question is "yes" but you have obtained a Certificate of Exemption under Part 7 of the Planning and Development Act 2024, please attach a copy of the Certificate.

Or where an application for a certificate of exemption has been made but has not yet been decided, a copy of the Part 7 Acknowledgement letter should be submitted.

☐ Part 7 Exemption Certificate attached, or

☐ Part 7 Acknowledgement letter attached.

If the answer to the above question is "yes" and the development is not exempt, you must provide, as part of your application, details as to how you propose to comply with Sections 244 to 253 of Part 7 of the Act including, for example:

(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 7 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.

(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 7 of the Act

If the answer to the above question is "no" by virtue of Section 254(2) of the Planning and Development Act 2024, as amended, details indicating the basis on which Section 254(2) is considered to apply to the development should be submitted.

17. Development Details:

	Yes/No
Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?	
Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?	
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 1994 or under Section 14 of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023?	
Does the proposed development require the preparation of an Environmental Impact Assessment Report?	
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?	
Does the application relate to a development which comprises or is for the purposes of an activity requiring a licence from the Environmental Protection Agency other than a waste licence?	
Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?	
Do the Major Accident Regulations apply to the proposed development?	
Does the application relate to a development in a Strategic Development Zone or Urban Development Zone?	
Does the proposed development involve the demolition of any structure?	
Does the proposed development relate to a development of Renewable Energy? *If yes, please submit details separately – section, type, Class, size*	

18. Site History:

Has the site in question ever, to your knowledge, been flooded or located in Flood Zone A or Flood Zone B?	*Yes/No*

If yes, please give details e.g. year, extent, proximity to watercourse / waterbody.	
Are you aware of previous uses of the site e.g. dumping or quarrying?	*Yes/No*
If yes, please give details e.g. year, extent, etc.	
Are you aware of any valid planning applications previously made in respect of this land/structure?	*Yes/No*
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: Reference No.: ..... Date of application:.....	
Is the site of the proposal subject to a current appeal to An Coimisiún Pleanála in respect of a similar development?	*Yes/No*
If yes, An Coimisiún Pleanála reference:	

19. Pre-application consultation:

Has a pre-application consultation taken place in relation to the proposed development?	*Yes/No*
Reference No. (if any):	
Date(s) of latest 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	Existing	☐	New	☐
Public Sewer	☐	Conventional septic tank system		☐
Other on-site treatment system (Please specify)				

Proposed Surface Water Disposal		Existing connection	☐	New connection	☐
Public Sewer/Drain	☐	Soakpit	☐	Watercourse	☐
Other (Please specify)					

21. Details of public notice:

Approved newspaper in which notice was published	
Date of publication	
Date on which site notice was erected	

22. Application Fee

Fee payable	
Basis of Calculation	

23. Declaration

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 and Development Act 2024, as amended, and the Regulations made thereunder. Where an application is made in electronic form with the consent of the Planning Authority, valid login credentials will replace the need for a signature and satisfy the declaration.	
Signed *(Applicant or Agent as appropriate)*	
Date	

CONTACT DETAILS — NOT TO BE PUBLISHED

24. APPLICANT ADDRESS/CONTACT DETAILS:

Address	
Email Address	
Telephone number (optional)	

25. AGENT'S (IF ANY) ADDRESS/CONTACT DETAILS:

Address	
Email Address	
Telephone number (optional)	
Should all correspondence be sent to the agent's address (where applicable)? Please tick appropriate box. (Please note that if the answer is 'No', all correspondence will be sent to the applicant's address) Yes ☐ / No ☐ **A contact address must be given, whether that of the applicant or that of the agent.**	

26. LAND OWNERSHIP DETAILS:

Landowners Name	
Landowners Address	
Telephone number (optional)	
Mobile number (optional)	

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
- ☐ Site location map
- ☐ Site layout plan
- ☐ 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 application fee

Where the applicant is not the legal owner of the land or structure in question:

- ☐ Proof of eligibility to apply for planning permission in accordance with Section 85 of the Act

Where an application is for development types listed under Renewable Energy Directives:

- ☐ Details of the class of development by type, scale etc. in any form prescribed under the Planning and Development Act 2024, as amended, or any other Enactment.

Where the application is for residential development that is subject to Part 7 of the 2024 Act:

- ☐ Details of the manner in which it is proposed to comply with Part 7 of the Act including, for example:

  (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 7 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,

or

- ☐ A certificate of exemption from the requirements of Part 7 of the Act

or

- ☐ A copy of the Part 7 acknowledgment letter.

Where the application is for residential development that is not subject to Part 7 of the 2024 Act by virtue of Section 245(2) of the Act:

- ☐ Information setting out the basis on which Section 245(2) is considered to apply to the development.

Where the disposal of wastewater 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.

Applications that refer to a material change of use 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 Regulation 12) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Report:

- ☐ An Environmental Impact Assessment Report, and
- ☐ A copy of the confirmation notice received from the EIA portal

Applications that are exempt from planning fees:

- ☐ Proof of eligibility for exemption

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Leitrim County Council

PLANNING APPLICATION FORM - PART B

Advice:

Part B of the application form should be completed in its entirety for all applications for planning permission to develop single houses in the Leitrim countryside. While the non-completion of Part B will not render an application invalid, failure to complete the form accurately and in full is likely to result in a request for further information. The giving of false or misleading information may adversely affect the favourable consideration of the application by the Planning Authority.

Before completing Part B, you are advised to consult and consider the relevant provisions of the Leitrim County Development Plan 2023-2029, which sets out the Council's policies in relation to rural housing provisions, including applicant criteria for prospective rural housing development in defined Low Capacity Areas.

This part of the application form is to be completed and signed by the applicant and spouse/ intended spouse/ partner/ co-applicant.

Please Note: Whilst all of the information supplied will become part of the public record, it will not be made available under the Data Protection Requirements.

APPLICATION FOR SINGLE HOUSE IN THE LEITRIM COUNTRYSIDE.

1. Name of applicant/s ……..

2. Name of co-applicant. ……..

3. Location of Current Residence[1]. ……..

4. Status of Current Residency (please indicate) ……..

   a) Owner ☐ b) Tenant ☐

   c) Sharing with family ☐ d) Sharing with Others ☐

   e) Other (please specify) ……..

5. How long are you living at your present address(es)? ……..
   a) Applicant: _____Years and _____Months

   a) Co-Applicant/Spouse: _____Years and _____Months

[1] Townland, village or town. Full mailing address not required.

6. Please give details of place(s) of residence over the past seven years.

……

……

7. Your Occupation(s) (Nature of Employment).

(a) Applicant……..... (b) Co-Applicant/Spouse……

8. Name(s) and address(es) of present Employer(s)

……

……..

Contact Telephone No.: ……..

9. Actual Place of Work. (Full address) ……....

10. The proposed site is located within: (Please tick)
(Please refer to Volume III of the Leitrim County Development Plan 2023-2029)

☐ Area of Outstanding Natural Beauty or Areas of High Visual Amenity

☐ Natural Heritage Area or proposed Natural Heritage Area

☐ Special Protection Area or Special Area of Conservation

☐ Area of Low Capacity (Refer to Map No. 3 – *Rural Housing Map – Areas of Low Capacity* of Volume III of the Leitrim County Development Plan 2023-2029)

☐ None of the above designations apply

11. State if and when you last lived in the general area (within a 4km radius of the site) wherein the site is located.

……..

12. Name and address of the landowner(s) of the site. (If the applicant is not the landowner of the site, a letter of consent from the landowner to the making of the application, must be enclosed).

……..

……..

13. Submit a site map to a scale of not less than 1:2500 showing the <u>total</u> landholding of the landowner from whom the site has been/or is being acquired. The landholding to be outlined in Blue (even if the landholding is your own)

Map of Landholding attached Yes ☐ No ☐

14. If the Applicant or Co-applicant is the landowner, state when the site was acquired, and from whom {full name and address to be provided}

……..

……..

15. Relationship, if any, to landowner ……..

16. It is also necessary to state clearly whether or not you are disposed towards entering into a legal agreement under Section 257 of the Planning and Development Act 2024, as amended, restricting the main occupancy of the dwelling house to yourself or members of your immediate family and/or restricting the development of the remaining land as indicated in blue on the overall landholding map submitted to the Planning Authority

Willing to Enter into Section 257 Agreement Yes ☐ No ☐

Restricting occupancy Yes ☐ No ☐

Restricting development of land Yes ☐ No ☐

17. What links have you and/or your spouse/intended spouse/partner/co-applicant to the area wherein the proposed site is located? (Attach details if required)

……..

……..

18. Name and address (Exact Townland) of immediate family that live in the area where the proposed site is located - (if applicable).

……..

……..

19. How long have these members of the immediate family/families lived in the area?

……..

20. Area (in Ha.) of total landholdings of family/families in the area ……. (ha)
(include location map(s) outlined in blue, at a scale of not less than 1:2500).

21. Please provide a brief outline of need for construction of a dwelling at this location.

……..

……..

……..

22. Details of all previous applications made on the landholding from which the site is to be annexed.

……..

23. A statement of any future proposals with respect to the above-mentioned landholding should be submitted.

……..

……..

……..

24. Have you/your Agent had regard to the "Design Guide for the Siting and Design of Houses within the Leitrim Countryside" document, prepared and adopted by Leitrim County Council**,** when preparing the design of the proposed dwelling?

i. Yes ☐ No ☐

ii. If No, why not? ……..

……..

25. Submit a detailed landscaping proposal for the site, inclusive of planting schedule and implementation timeframe. The details shall be indicated on a site layout plan to a scale of 1:500. In addition, you are required to include details of the location, type and condition of the existing trees on site. Those, to be retained, to be shown in Green and those to be removed, in Red. Full details, to be indicated on a site layout plan to a scale of 1:500, of the existing trees and hedgerow plantings to be retained shall also be submitted to the Planning Authority.

Landscaping scheme submitted Yes ☐ No ☐

26. Where the applicant refers to "Group Water Scheme" in response to Q 22, Part A, Application form, then a letter of consent from the Trustees of the Group Water Scheme shall be submitted, (regardless of whether the water source for the GWS is private or public)

a. Group water Scheme Yes ☐ No ☐

b. Letter of Consent included Yes ☐ No ☐

Where the applicant refers to the fact that the proposed source of water is a bored well, then the location of the bored well should be indicated on the site layout plan.

27. Indicate, on a Site Layout Plan, the available sight distances from a point 3 meters back from the roadside edge. Full extent of sight visibility, along both vertical and horizontal alignment of the road, to be provided. The removal of any existing hedgerow material as necessary to achieve the required sight distances should also be included. Full details of the extent of necessary work (trimming back, reduction in height, removal, etc.) should be fully specified. Any necessary letter(s) of consent from adjoining landowner(s) should also be submitted. Said letter to be referenced to the submitted drawing:

a. Site Layout Plan provided; Yes ☐ No ☐

b. Letter(s) of consent provided Yes ☐ No ☐

28. Is the site an elevated or exposed site? Yes ☐ No ☐

If yes:

A contour survey, at 0.5m intervals, of the site shall be submitted. Provide a contour survey of the overall site proposed for development, together with a longitudinal section through the proposed development site, showing, inter alia, the following: -

- finished floor level and proposed ridge level of the dwelling and any other structure.
- existing level of the public road.
- existing level(s) of any dwelling(s) adjacent to the proposal.

If no:

Provide spot levels across the site specifying: -

- Existing ground level at the centre point of the location of the proposed house
- proposed finished floor level and ridge level of the house
- existing road level at the entrance to the site and at the centre point of the roadway, along the frontage of the site.

I/We the undersigned, declare that to the best of my/our knowledge, the information contained above is correct, true and accurate.

Applicants(s) Signature(s): …… ……..

Date: …… ……..

(**To be signed by applicant(s) only and not his/her/their Agent**)

OFFICE USE ONLY

REFNO: ___/_____

Directions for completing Part A of the 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 7 of the Planning and Development Act 2024, as amended, applies where: –
    - to all land granted planning permission for housing (irrespective of zoning)
    - 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 7.
8. Under Section 254 of the Planning and Development Act 2024, as amended, applications involving development of 4 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part 7.
9. Under Section 245(2) of the Planning and Development Act 2024, as amended, Part 7 does not apply to, inter alia, certain housing developments carried out by approved housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under Chapter 2 of Part 7 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 Authority and public libraries in Co. Leitrim. 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 Housing, Local Government and Heritage 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 Housing, Local Government and Heritage. For information on whether national monuments are in the ownership or guardianship of the Minister for Housing, Local Government and Heritage or a Local Authority or are the subject of preservation orders, contact the National Monuments Section, Department Housing, Local Government and Heritage Phone (085) 8049231 or E-mail nationalmonuments@housing.gov.ie
11. An Environmental Impact Assessment Report (EIAR) is required to accompany a planning application for development of a class set out in the Planning and

Development (Part 6) (Screening Classes, Thresholds, Criteria and Examination) Regulations 2026 which exceeds a limit, quantity or threshold set for that class of development. An EIAR will also be required by the Planning Authority in respect of sub-threshold development where the Authority considers that the development would be likely to have significant effects on the environment, having regard to the relevant provisions of the Planning and Development (Part 6) (Screening Classes, Thresholds, Criteria and Examination) Regulations 2026 .

12. An Appropriate Assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on the qualifying interest and conservation objectives of a European site. It is the responsibility of the Planning Authority to screen proposed developments to determine whether an Appropriate Assessment is required and where the Authority determines that an Appropriate Assessment is required, the Authority will normally require the applicant to submit a Natura impact statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European site, it is open to him/her/them to submit a NIS with the planning application.
13. The appeal must be determined or withdrawn before another similar application can be made.
14. A formal pre-application consultation is required for certain categories of development as prescribed under under Section 89 of the Planning and Development Act 2024, as amended. For other categories of development, a pre-planning consultation may be requested from the Planning Authority in accordance with the provisions of Section 90 of the Act. The applicant should contact the Planning Authority to arrange specific times and locations. In the case of residential development to which Part 7 of the Act applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part 7 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 2026, as amended.