



Declaration Regarding ~~Development~~ / ~~Exempted~~ Development
(Section 5 of Planning & Development Acts 2000, As Amended)

APPLICATION FORM

- Name of person seeking declaration [Applicant] WILLIAM & SONIA PHILLIPS
- Postal Address of Property /Site or Building to which the declaration sought relates
2. CNOC BOFIN, DROMOD, Co. LEITRIM
N41 TY03
- Applicant's legal interest in the land or structure. [Give details] OWNER
AND OCCUPIERS
- State whether or not the applicant is the owner of the property in question [Yes] or [No] and if {No} please provide the information under item 11 at the end of this form YES
- State if owner / occupiers are aware of the current application for Declaration under S 5 of the Act [Y] / [N] YES
- Type of declaration sought
 - That the proposal is or is not development within the Act [Yes] or [No] and if {yes}
 - That the development is or is not Exempt development [Yes] or [No]
- Provide full description of the question / matter / subject which arises wherein a declaration on the question is sought? THE DWELLING WAS RECENTLY DAMAGED BY FIRE (PHOTOS OF DAMAGE ATTACHED) THE NECESSARY REPAIR WORKS INCLUDE REPLACING FIRE DAMAGED SECTION OF THE ROOF EXTERNALLY AND THE REST OF THE WORKS ARE INTERNAL. THE PRESENT FLOOR TO CEILING HEIGHT AT G.F. LEVEL IS 2.68m. THE APPLICANT WISHES TO PLACE THE NEW FLOOR JOISTS 225mm LOWER WHICH WILL RESULT IN A 2.425 F/C HEIGHT AT G.F. LEVEL. THEY ALSO WISH TO CONVERT 40m² OF THE ATTIC SPACE TO PROVIDE HABITABLE ACCOMODATION CONSISTING OF AN ESUITE BEDROOM AND A SITTING ROOM / STUDY AREA. THE ATTIC AREA HAS EXISTING PERMITTED VELUX WINDOWS THAT CAN BE USED TO PROVIDE NATURAL LIGHT AND FIRE ESCAPE OPENINGS. THE PROPOSED REDUCTION IN HEIGHT OF THE FLOOR JOISTS WHEN THE CEILINGS ARE REPLACED WILL ALLOW THE ATTIC CONVENTION ACHIEVE THE REQUIRED FLOOR TO CEILING HEIGHTS TO MEET BUILDING REGULATIONS!

IN SUMMARY APPLICANTS LOOKING FOR A DECLARATION THAT THE FOLLOWING IS EXEMPT FROM PLANNING

- 1) LOWERING INTERNAL CEILING JOISTS BY 225mm TO REDUCE GROUND FLOOR TO CEILING HEIGHT FROM 2.68m TO 2.425m AS PART OF WORKS TO REPAIR FIRE DAMAGE
- 2) CONVERTING 40m² OF ATTIC SPACE TO PROVIDE HABITABLE ACCOMMODATION INCLUDING REPLACING 2 NO EXISTING VELUX WINDOWS WITH FIRE ESCAPE COMPLIANT VELUX

C GRAY & ASSOCIATES LTD.

Signature:

ARCHITECTURAL ENGINEERING & SURVEYING SERVICES

Date: 20th March 2026



To give as full account as possible of this matter, the applicant is advised to set out the matter on which the declaration is sought, as comprehensively as possible.

Please submit the following with this application:

- A fee of €80.00
- A site map to a scale of not less than 1:2500 based on the Ordnance Survey map for the area, shall be provided to identify the lands in question
- A site layout map **NO ALTERATIONS PLANNED EXTERNALLY**
- Dimension drawings **NO ALTERATION PLANNED TO DWELLING EXTERNALLY**
- A photo / sketch of your proposal **PHOTOS ATTACHED**

The applicant is advised that notwithstanding the completion of the above application form, that the planning authority may require the applicant to submit further information with regard to the request in order to enable the authority to issue the declaration on the question.

The applicant is also advised that the Authority may also request other persons, other than the applicant to submit information on the question which has arisen and on which the declaration is sought.

FOR OFFICE USE ONLY

Fee of €80.00 Paid. **[Yes]** / [No]

Decision: **Exempted Development**

E.O. No and date: **26/JF/185 dated 16/04/2026**
