

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

Leitrim County Council has its own County Development Plan, which sets out local development policies and objectives. 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 and may request this on a supplementary application form. [See parts B & C of this 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. If applicants have any queries as to whether or not parts B and / or C apply, they should contact the 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 for Arts, Heritage and the Gaeltacht (pursuant to Article 16 of the Habitats Directive)

DATA PROTECTION

The planning process is an open and transparent one. In that context, all planning applications and accompanying documentation, with the exception of certain contact details, are made available for public inspection/purchase and may be made available on the Planning Authority's website. Leitrim County Council publishes a weekly list of planning applications received/planning decisions made in hard copy format on our website.

It has come to our attention that the publication of planning applications by Planning Authorities can lead to applicants being targeted by persons in the business sector engaged in direct marketing.

However, the use of the personal details of planning applicants, including for marketing purposes, may be unlawful under the Data Protection Acts 1988-2018 and may result in action by the Data Protection Commissioner against the sender, including prosecution.

PLANNING APPLICATION FORM



PART A

1. Name of Relevant Planning Authority:

LEITRIM COUNTY 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</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. Applicant²:

<i>Name(s)</i>	
	Contact Details and Address must be supplied at the end of this form (Question: 25 Page 17)

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

<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration No.</i>	

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

<i>Name</i>	
<i>Address</i>	to be supplied at the end of this form (Question: 26 Page 18)

8. Person responsible for preparation of Drawings and Plans³:

<i>Name</i>	
<i>Firm/Company</i>	
	Contact Details and Address must be supplied at the end of this form (Question 27 Page 18)

9. Description of Proposed Development:

<i>Brief description of nature and extent of development⁴</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 this form (Question 28 page 17) 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>	ha
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12. Where the application relates to a building or buildings:

<i>Gross floor space⁵ 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:

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

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 please supply details:

<i>Existing use⁶ (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:

Please tick appropriate box	Yes	No
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000, as amended, applies?⁷</i>		
<p>If the answer to the above question is “yes” and the development is not exempt (see below), you must provide, as part of your application, details as to how you propose to comply with section 96 of Part V of the Act, including for example,</p> <ul style="list-style-type: none"> <input type="checkbox"/> details of such parts 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; <input type="checkbox"/> 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. <input type="checkbox"/> If the answer to the above question is yes but you consider that paragraph (j) of Section 96(3) would be applicable, evidence of when the site was purchased should be submitted. <p>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, as amended, a copy of the Certificate of Exemption under Section 97 must be submitted (or, where an application for a</p>		

Certificate of Exemption has been made but has not yet been decided, a copy of the application should be submitted).

If the answer to the above question is “*no*” by virtue of Section 96(13) of the Planning and Development Act 2000, as amended, details indicating the basis on which Section 96(13) is considered to apply to the development should be submitted.

17. Development Details:

Please tick appropriate box	Yes	No
<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</i>		
<i>Does the proposed development require the preparation of an Environmental Impact Assessment Report?¹¹ (EIA Portal)</i>		
<i>Does the application relate to work within or close to a European Site or a Natural Heritage Area?¹²</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring an Integrated Pollution Control Licence?</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 structure?</i>		

18. Site History:

Details regarding site history (if known)
Has the site in question ever, to your knowledge, been flooded? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details e.g., year, extent. Are you aware of previous uses of the site e.g., dumping or quarrying? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details.
Are you aware of any valid planning applications previously made in respect of this land/structure?
Yes <input type="checkbox"/> No <input type="checkbox"/> 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: _____ 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.
Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development ¹³ ?
Yes <input type="checkbox"/> No <input type="checkbox"/> <i>An Bord Pleanála Reference No.:</i> _____

19. Pre-application Consultation:

<i>Has a pre-application consultation taken place in relation to the proposed development ¹⁴?</i>
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:
Reference No. (if any): _____
Date(s) of consultation: ____/____/____
Persons involved: _____

20. Local Housing Need:

<i>Have you completed Part B of this application in relation to Local Need?</i>
Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Because of the Personal Nature of the information sought, this information is not available to the general public in accordance with the requirements of the Data Protection Legislation.</i>

21. Statement of Screening for Appropriate Assessment:

<i>Have you completed a Statement of Screening for Appropriate Assessment (SSAA)? [See Part C of the Leitrim County Council Application Form]</i>
Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please elaborate.

<i>If yes have you attached the SSAA with this application?</i>
Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please elaborate.

<i>Please Note: SSAA should be noted in Appendix 1 accompanying documentation (See Part C of Application Form)</i>

22. Services:

<i>Proposed Source of Water Supply</i>	
Existing connection [] New connection []	
Public Mains [] Group Water Scheme [] Private Well []	
Other (please specify): _____	
<i>Name of Group Water Scheme (where applicable)</i> _____	
<i>Proposed Wastewater Management/Treatment</i>	
Existing [] New []	
Public Sewer [] Conventional septic tank system []	
Other on-site treatment system [] Please specify _____	
<i>Proposed Surface Water Disposal</i>	
Public Sewer/Drain [] Soak pit []	
Watercourse [] Other [] Please specify _____	

23. Details of Public Notice:

<i>Approved newspaper¹⁵ in which notice was published</i>	
<i>Date of publication</i>	
<i>Date on which site notice was erected</i>	

24. Application Fee:

<i>Fee Payable</i>	
<i>Basis of Calculation¹⁸</i>	

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

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

Please Note: This is not the end of the application form.

Please proceed to complete Sections 25-28 and Part B, where the application relates to a single house in the Leitrim Countryside, (pages 20-25).

Part C relates to the completion of an Appropriate Assessment Screening Statement.

Part A of 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
- 6 copies of site location map¹⁶
- 6 copies of site or layout plan¹⁶⁺¹⁷
- 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

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

- The written consent of the owner to make the application¹⁸

Where the application is for residential development that is subject to Part V of the Planning & Development Act 2000, as amended:

Details of the manner in which it is proposing to comply with Section 96 of Part V of the Act including for example

- details of such parts 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;
- 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.
- If the answer to the above question is “yes” but you consider that paragraph (J) of Section 96(3) would be applicable, evidence of when the site was purchased should be submitted.

Or

- ❑ A Certificate of Exemption from the requirements of Part V

Or

- ❑ A copy of the application submitted for a Certificate of Exemption.

Where the application is for residential development that is not subject to Part V of the 2000 Act by virtue of section 96(13) of the Act:

- ❑ Information setting out the basis on which Section 96(13) 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 Article 23) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Assessment Report:

- ❑ 10 copies of the Environmental Impact Assessment Report.

Before lodging an application you must notify the Department of Housing, Local Government & Heritage by submitting details of the proposed development for inclusion on the EIA Portal . Information on this process can be found at

<https://www.gov.ie/en/publication/4e94c-eia-portal-information-for-applicants/>

Applications that are exempt from planning fees:

- ❑ Proof of eligibility for exemption¹⁸

Appendix 1 – Accompanying Documentation “Please Note: that all information supplied will become part of the public record, available without restriction to the general public” other than material which contains personal data under the Data Protection Legislation. See **Question 25-28** [page 17] & **Part B** [pages 18-23]

Note: Part B should be completed for all applications for single houses in the Leitrim countryside.

APPENDIX 1 – ACCOMPANYING DOCUMENTATION

PLEASE LIST ALL/ANY ACCOMPANYING DOCUMENTATION SUBMITTED IN SUPPORT OF THIS APPLICATION

	Supporting Documentation	Office Use
1		
2		
3		
4		
5		
6		

The details of any Supporting Document should be completed to a high level and the Planning Authority will determine whether it is appropriate to publish under the Data Protection Requirements.

PART A continued: ADDITIONAL CONTACT INFORMATION
NOT TO BE MADE AVAILABLE TO THE GENERAL PUBLIC 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 also be included.
- This page will not be published as part of the planning file.

25. Applicant²:

<i>Address (Required)</i>	
<i>Telephone No.(optional)</i>	
<i>Email Address (if any)</i>	

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

<i>Address</i>	
<i>Telephone No.(optional)</i>	
<i>Email Address (if any)</i>	
<p>Should all correspondence be sent to the Agent’s address? (Please tick appropriate box) (Please note that if the answer is ‘No’, all correspondence will be sent to the Applicant’s address)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

27. Person responsible for preparation of Drawings and Plans:

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

28. Owner (required where applicant is not the owner)¹⁹:

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

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

.....
.....

¹Townland, village or Town. Full mailing address not required.

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
- Natural Heritage Area (Protected)
- 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 16km 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 total 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)⁸

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 47 of the Planning and Development Act 2000, 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 47 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)

<p>OFFICE USE ONLY</p> <p>REFNO: ____/____</p> <p>DATE RECEIVED: ____/____/____</p>
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PLANNING APPLICATION FORM - PART C

APPROPRIATE ASSESSMENT UNDER ARTICLE 6 (3) OF THE HABITATS DIRECTIVE

Advice:

The requirements set out below in terms of the format of the submission must be complied with in its entirety for all¹ applications for permission. While the non-compliance with Part C will not render an application invalid, failure to comply is likely to result in a request for further information to include a request for a ‘Statement for Appropriate Assessment’. The absence of this information may result in a refusal of planning permission. The giving of false or misleading information will adversely affect the favourable consideration of the application.

Information supplied will become part of the public record, available without restriction to the General Public.

1. Before making a submission in respect to the requirements set out in Part C, you are advised to consult and consider the relevant provisions and information set out in the following documents:

- County Development Plan including the accompanying Strategic Environmental Assessment and Appropriate Assessment:

https://www.leitrimcoco.ie/eng/services_a-z/planning-and-development/development-plans/leitrim-county-development-plan-2023-2029/

- here you will find details in respect to the environment and Natura 2000 sites in particular.

- The National Parks and Wildlife website:

<http://www.npws.ie/maps-and-data>

- here you can download maps and site synopsis of selected Natura 2000 sites

- Northern Ireland Department of Agriculture, Environment and Rural Affairs:

<https://www.daera-ni.gov.uk/landing-pages/protected-areas>

- here you can view maps and site synopsis of selected Natura Sites in Northern Ireland.

¹ Virtually all of County Leitrim is within a 15Km zone of a Natura 2000 site. Accordingly, a statement of screening will be required in most instances, unless, in certain exceptional circumstances, the application is of such a nature that it would clearly have no potential for a significant effect on the “conservation objectives” of any Natura 2000 site.

- Appropriate Assessment of Plans and Projects in Ireland Guidance for Planning Authorities, (Dec. 2009) issued by the Department of Environment, Heritage and Local Government,

http://www.npws.ie/sites/default/files/publications/pdf/NPWS_2009_AA_Guidance.pdf

- here you will find guidance on the Appropriate Assessment process.

- <http://catchments.ie> :

- this collaboration website between the Department of Housing, Local Government and Heritage, the Environmental Protection Agency, and the Local Authority Waters Programme provides spatial data (at <https://gis.epa.ie/EPAMaps/>) and data reports on water ecological quality as guided by the Water Framework Directive

2. The applicant must provide a “Statement for Screening” prepared by a suitably qualified person as set out in the Appropriate Assessment Guidance document referred to above. The “Statement for Screening” must follow the following format:-
 - a) A description of the plan or project and local site or plan area characteristics.
 - b) Identification of all Natura 2000 sites located within 15Km of the applicant site (or > 15Km where appropriate) to include Natura sites within the County and adjoining Counties. This should be accompanied by a compilation of information on the Natura site “qualifying interests” and “conservation objectives”. This should be in the form of maps to suitable scales and the map should be cross referenced to a schedule indicating: the “site code” and “site name”, the “qualifying interests” and the “conservation objectives”.
 - c) Assessment of likely effects – direct, indirect and cumulative – undertaken on the basis of available information as a desk study or field survey or primary research as necessary.
 - d) Screening statement with conclusions.
3. Where the “Statement for Screening” concludes that the potential for significant effects on Natura 2000 site(s), arising from the project cannot be ruled out, a full “Statement for Appropriate Assessment” must be prepared in accordance with the Appropriate Assessment Guidelines mentioned above and lodged with the application.
4. The names, addresses and qualifications of the persons who prepared the “Statement for Screening”/” Statement for Appropriate Assessment” must be provided.
5. The submission on Part C must be signed by the applicant and any co-applicant.

This advisory note is subject to modification – modifications will be placed on Leitrim County Council web site from time to time.

Please note: You should note on Appendix 1 of the Application Form that a Statement of Screening for Appropriate Assessment has been prepared in accordance with Part C and is accompanying this application.

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 V of the Planning and Development Act 2000, 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 V.
8. Under Section 97 of the Planning and Development Act 2000, 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 V.
9. Under section 96(13) of the Planning and Development Act 2000, as amended, 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 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 Email 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 Schedule 5 of the Planning and Development Regulations 2001, as amended, 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 (article 103).
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 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 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 may only occur under Section 247 of the Planning and Development Act 2000, as amended. 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, as amended, 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, as amended.
17. The location of the site notice(s) should be shown on site location map.
18. See Schedule 9 of Planning and Development Regulations 2001, as amended. 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 as amended, evidence to prove eligibility for exemption should be submitted.
19. 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.