

What should the Documents submitted with my Planning Application show?

Site Location Map (6 copies) - The Site Location Map must be marked or coloured so as to identify clearly the land or structure to which the application relates and the boundaries thereon. The Site Location Map must be on an Ordnance Survey map with the number of the Ordnance Survey map clearly indicated thereon, together with the north point. The scale of the map should be not less than 1:1000 in built-up areas and 1:2500 in all other areas

Site/Layout Map (6 copies) - The site boundary should be clearly marked in red and the plan should show buildings, boundaries, septic tanks and percolation areas, bored wells, services and other features in the vicinity of the land or structure to which the application relates. In this regard all features within 100m of the proposed development should be indicated. The position of the site notice should also be shown. The scale of the layout map should not be less than 1:500.

Plans & Drawings (6 copies) (except for Outline Permission) - Plans and Drawings should contain detailed structural drawings of floor plans, elevations and sections and such other particulars as are necessary to describe the works or structure to which the application relates. These must be drawn to a scale not less than 1:200.

Public/Site Notice - A copy of the site notice must be submitted with each planning application. The site notice must be placed on site for five weeks from the date of receipt of the planning application. If it becomes illegible or is removed, it must be replaced immediately as failure to do so will invalidate the application. The site notice must be located at the site entrance to the proposed development and/or where the private road meets the public road and at all entrances to the site.

Newspaper Notice - The original page or a copy of the page to include the date of the newspaper in which notice of the application was published must be submitted with the application. The application must be lodged with the Planning Department within two weeks of the publication date of the newspaper.