



19th June 2023

Planning Applications and Validations

Dear Agents,

The Planning Section endeavours to enhance its customer service to all users. As many of you are aware the 'e-planning' system for Louth was launched last December. The system has many benefits not least the savings on printing, particularly for larger applications. Since its introduction, the number of users has been increasing steadily. There have been some teething problems as people get used to the new system and hopefully this mail shot will assist users of the new portal.

The rate of invalidation this year is at c. 25% and it is hoped that information contained herein will help to significantly reduce this percentage. To assist in this regard, the Planning Authority is making available the [Validation Checklist](#) that is used for the validation process under the Planning and Development Regulations, 2001 (as amended). You are advised to use it as a checklist prior to submitting any planning application.

The submission of planning applications on the e-planning system is welcomed and extremely efficient. Please be aware that once you submit your application **there is no mechanism for you or the Planning Authority to update the information in any way.** You are advised not to submit an application online until you are completely satisfied that you have all the documentation uploaded as it is not possible to add documentation later.

The more common type of invalidation reasons and relevant article of the Planning Regulations (as amended) are outlined below:-

- Planning application forms not fully or incorrectly completed as per Article 22 (1)
- Description of public notices not consistent with the plans and particulars submitted
- Insufficient dimensions of proposed structures to boundary of site as per Article 23
- Lands, which adjoin, abut or adjacent to the land to be developed and which are under the control of the applicant, **or** the person who owns the land which is the subject of the application are not outlined in their entirety in blue as per Article 22
- North point not shown on all site and floor plans as per Article 23
- No levels or contours indicated on plans as per Article 23
- Part V details of calculations and methodology for calculating values of land, site costs as per Article 22 (2) (ii) not submitted

While the Planning Authority endeavours to accommodate agents' queries in relation to the online applications, validation of planning files, site notices, fees and others matters, please

be mindful that the Planning Section is very busy and must prioritise functions that are subjected to statutory timelines. Please find attached a link to [Frequently Asked Questions](#) which should be used for online planning applications. Only if this FAQ does not provide an answer to your query should you then, contact the Planning Section, so as to help prioritise the queries we receive.

Louth County Council's website gives details in relation to [registering](#) for ePlanning. Also, there is a helpful video explaining how to use the ePlanning system <https://youtu.be/uQwoa-Zzr2c>.

Many of you will have attended a presentation delivered to Agents on 3 May 2023 regarding the use of the portal. For those, who wish to review this or may have missed the presentation, please find a link [here](#)

The naming convention when uploading documents to the online portal should follow existing naming convention for plans and particulars e.g. site layout plan, site location map, proposed elevations, etc. This helps identify a particular document with ease.

For queries in relation to the ePlanning Portal, the LGMA can be contacted on planningportaltickets@localgov.ie

Please note payment by EFT should only be used where the Planning Application Fee is €2,000 or more.

You are also advised that the Planning Section strongly recommends that you engage in a pre-planning consultation prior to making a planning application. The purpose of this consultation is to advise on relevant planning policy including zoning objectives or rural housing categories as applicable. Additional documentation may be required for a particular type of development and this consultation can highlight such requirements thus reducing the need to seek further information. A Pre-Planning Consultation Form should be submitted along with any relevant documentation to explain the nature and type of development proposed. Where a meeting is held, agents are advised that applicants should be present at these meetings in so far as possible. This form and relevant documents must be returned to planninggroup@louthcoco.ie where you will then be facilitated with a consultation or a meeting with a planner within 4 weeks of receipt of the request, where possible. The request should not be sent to individual planners but rather to the aforementioned email as this is monitored and entered onto a database for allocation.

Hopefully this mail shot is of assistance and helps us to continue on our journey of improving and enhancing the planning service delivery for County Louth.

The Planning Team

Louth County Council