LIMERICK CITY & COUNTY COUNCIL
PLANNING APPLICATION CHECKLIST

Planning Application Reference Number «file_number»

X Indicates the regulation of the Planning and Development (Control of Development – Planning Authorities) Regulations 2026 with which the application does not comply.

	NEWSPAPER NOTICE	
11(3)(a)	Has one relevant page, or a full page copy of the relevant page of the newspaper been submitted	
	Is the newspaper notice acceptable?	
6	Approved Newspaper?	
6	Is advert headed Limerick City & County Council?	
6(a)	Is the name of the applicant/s included?	
6(b)	Is street name, townland or postal address stated and correct?	
6(c)	Is it stated– planning permission/permission for retention/outline permission/permission consequent on the grant of outline permission/alteration of existing permission stating the reference number on the register of the relevant outline/existing permission?	
6(d)	Is a brief description of the nature and extent of development outlined?	
6(e)	Is it stated that the planning application may be inspected or Purchased at a fee not exceeding the reasonable cost of making a copy at the offices of the Planning Authority during its public opening hours and that a submission or observation in relation to the application may be made to the Authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the Authority of the application?	
5(1)(a)	Has notice been submitted within two week timeframe?	
	SITE NOTICE	
11(3)(b)	Has one copy of site notice been submitted?	
7(1)(a)	Is site notice in the form set out at form No. 2, or a form substantially to the like effect?	
	Is the site notice headed Limerick City & County Council?	
	Do the site notice and newspaper development descriptions match?	
7(1)(b) & 7(4)	Is site notice the correct colour?	
	Is the agents address included on the site notice if signing it on behalf of the applicant?	
5(1)(b)	Has notice been submitted within two week timeframe?	
	PLANNING APPLICATION FORM	
11(1)(a)	Is the application form set out at Form 3 of Schedule 1, or a form, substantially to the like effect?	
	Has the planning application form been fully completed?	
	SUITABILITY OF SITE	
11(3)(c)	Where it is proposed to dispose of wastewater from the proposed development other than to a public sewer, has information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed been submitted?	
	ADDRESS	
6(b)	Is street name, location, townland, postal address and Eircode (if available) of the property, land, structure to which the application relates stated and correct?	
	LEGAL INTEREST	
11(3)(g)	Where the applicant is not the legal owner of the property, land or structure concerned, has written consent of the owner make the application been submitted?	
	IPPCL/WASTE LICENCE	
6(d)(iv)	Is it stated that the development comprises or is for the purposes of an activity requiring an integrated pollution control licence, an industrial emissions licence, a waste licence, a waste water discharge licence or an abstraction licence? - If applicable	
	FEES	
11(3)(h)	Has appropriate fee as set out in Schedule 1 been paid	
6(a)	Is the name of the applicant/s included?	
	PART 7	
11(3)(e)	Does the application comply with Part 7 requirements? (if applicable)	
	NATURA IMPACT STATEMENT (NIS)	
239(a)	Has it been stated on the newspaper notice & site notice that a Natura Impact Statement (NIS) will be submitted to the Planning Authority with the application?	
	ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIAR)	
	Has 1 electronic copy of the EIAR been submitted with the planning application?	
15(2)(b)(i)	Has a copy of the confirmation notice received from the EIA portal been submitted with the planning application?	
	Has it been stated on the newspaper/site notice that an Environmental Impact Assessment Report (EIAR) will be submitted to the Planning Authority with the planning application?	
	Has it been stated on the newspaper/site notice that the EIAR will be available for inspection or purchase at a fee not exceeding the reasonable cost of making a copy during office hours at the offices of the Planning Authority?	
	ADDITIONAL CHECKS	
	Has a letter from the secretary from the Group Water Scheme been submitted where appropriate? (Requirement of Limerick City & County Council)	
	Is a schedule listing all drawings included? (Requirement of Limerick City & County Council)	

	Is the company registration number stated on the planning application form?	
	Is the company name in accordance with the name registered with the Companies Registration Office (CRO)?	
	If applying for Alteration of Existing Permission, submit the determination of same which was issued by the Planning Authority	
	Has a Certificate of Pre-Planning been submitted for applications >10 residential units or commercial developments >1000sq meters?	
	SITE LOCATION MAP	
11(3)(b)(i)	Are the site boundaries marked in red?	
11(3)(b)(ii)	Is any land which adjoins, abuts, or is adjacent to the land to be developed identified in blue?	
11(3)(b)(iii)	Are wayleaves identified in yellow?	
11(3)(b)(iv)	Is position of the site notice/s included?	
12(1)(h)	Do Ordnance Survey-based plans or maps contain relevant Ordnance Survey sheet numbers?	
11(3)(b)	Are location maps (1:1000-built-up areas– and 1: 2500 in all other areas) included and acceptable?	
	SITE LAYOUT 1:500 (Other scales may be **agreed** with the Planning Authority)	
12(1)(a)	Does the site layout submitted, scale at the correct scale?	
12(1)(a)	Are the site boundaries marked in red?	
12(1)(a)	Are site layout plans included? And do they indicate the following: - Roads/Buildings - Boundaries - Wastewater Treatment System/Septic Tank & Percolation Area - Bored wells or other significant tree stands and other features on adjoining or in the vicinity of the land or structure to which the application relates	
12(1)(c)	Does the site or layout plan and other plans show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey datum or a temporary local benchmark?	
12(1)(g)	Do the site or layout plans indicate the distance of all proposed structures from the boundaries of the site as defined in red?	
12(1)(i)	Is the north point included on the site layout plan and orientated correctly?	
	DRAWINGS OF ELEVATIONS AND PLANS **(Applications for dwellings/dwelling extensions are only accepted at 1:50 & 1:100)**	
12(1)(b)	Are plans, (1:200 or as agreed with PA, 1:50 and/or 1:100, included acceptable? Are sections, (1:200 or as agreed with PA, 1:50 and/or 1:100, included acceptable? Are elevations, (1:200 or as agreed with PA, 1:50 and/or 1:100, included acceptable?	
12(1)(d)	Are drawings of elevations of any proposed structure showing the main features of any buildings which would be contiguous to the proposed structure if it were erected on the application site or in the vicinity at a scale of not less than 1:200 as may be appropriate included and acceptable?	
12(1)(f)	Are plans relating to works comprising reconstruction/alteration/extension of a structure marked or coloured so as to distinguish between the existing structure and the proposed works?	
12(1)(g)	Plans and drawings of floor plans, elevations and sections shall indicate in figures the principal dimensions of any proposed structure (including overall height)?	
12(1)(i)	Is the north point included on plans and orientated correctly?	
	OTHER ITEMS	
	Is the applicant/agent consent form uploaded?	
12(1)	Is metric scale used?	
	PROTECTED STRUCTURES AND ARCHITECTURAL CONSERVATION AREAS (ACA)	
6(d)(iii)	Is it stated that the development involves work to a Protected Structure/Proposed Protected Structure?	
12(2)	Are photographs, plans **and** an impact assessment included to show the effect the proposed development would have on a Protected Structure/Proposed Protected Structure or to the exterior of a structure which is located within an Architectural Conservation Area (ACA)?	
	LARGE-SCALE RESIDENTIAL DEVELOPMENTS (LRD)	
6(d)(vi)	Does the newspaper indicate the application is a Large-Scale Residential Development and include the applicant's website referred to in Regulation 11?	
	Do the site notice(s) indicate the application is a Large-Scale Residential Development and include the applicant's website referred to in Regulation 11?	
11(2)	Is the application accompanied by the Form 4 outlined in Schedule 1?	
11(4)(a)	Has a Confirmation of Feasibility from Uisce Éireann been submitted with the application?	
	Has a Letter of Opinion/Certificate issued from the Planning Authority referred to in Article 88(2) of the Act been included in the application?	
11(4)(b)	Has a Statement of Response to the Planning Authorities opinion letter been included in the application? – where applicable	
11(4)(c)	Has a schedule of accommodation been included?	
11(4)(d)	Has any information specified in the Planning Authorities Letter of Opinion under Regulation 4(5) been included? – where applicable	

COMMENTS

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INTERNAL USE ONLY

CSO AREA: .....

FEE CALCULATION: .....

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SIGNED_____

DATE: _____