Comhairle Cathrach & Contae Luimnigh
Limerick City & County Council

COMHAIRLE CATHRACH AGUS CHONTAE LUIMNIGH

PLANNING APPLICATION FORM

Limerick City & County Council

Development Management

DATE REC	
FILE REF NO.	
CHECKED BY	
AMOUNT PAID	

Notes to specific questions are detailed on the back of this form.

All submissions are to be sent to:

Development Management Department
Limerick City and County Council
Dooradoyle Road
Dooradoyle
Co. Limerick
Tel: 061 556556
Website: www.limerick.ie/council
Email: planning@limerick.ie

Please note that in accordance with Regulation 15(9) of the Planning & Development Act 2024 (as amended), Limerick City & County Council Development Management Department is obliged to make copies of all applications available for public inspection. Files can be viewed at our offices and at the following Internet site www.eplanning.ie/LimerickCCC

Eplan is used to provide the public with information on the status of planning applications submitted to Local Authorities in addition to a link to all scanned documents. www.eplanning.ie/LimerickCCC

Part 1: To be completed by all applicants

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

It should be noted that each Planning Authority has its own Development Plan, which sets out local development policies and objectives for its own area. The Authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the Development Plan and may request this on a supplementary 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. Therefore, applicants should contact the relevant 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

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 to 2018. The Office of the Data Protection Commissioner states that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

PART 1 | To be completed for all applications

1. Name of Relevant Planning Authority:

2. Location of Proposed Development:

Street Name, Postal Address, Townland or Location:
(as may best identify the land or structure in question)

Ordnance Survey Map Ref No:
(and the Grid Reference[1] where available)

3. Type of planning permission (please tick appropriate box):

☐ Permission

☐ Permission for retention

☐ Outline Permission

☐ Permission consequent on Grant of Outline Permission

☐ Alteration of Existing Permission

4. Where planning permission is consequent on grant of outline permission:

Outline Permission Reference number

Date of Grant of Outline Permission

DD/MM/YYYY

5. Applicant[2]

Name(s):

Contact details to be supplied at the end of this form (Question 24)

6. Where Applicant is a Company *(registered under the Companies Act)*

Name(s) of company director(s):

Registered Address:

Company Registration Number:

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

Name(s):

Address to be supplied at the end of this form. (Question 25)

8. Person responsible for preparation of Drawings and Plans[3]:

Name:

Firm/Company:

9. Description of Proposed Development:

Brief description of nature and extent of development[4]:

10. Legal Interest of Applicant in the Land or Structure:

Applicant's legal interest in the land or structure (*Please tick appropriate box)* ☐ Owner ☐ Occupier ☐ Other

Where legal interest is 'Other', please expand further on your interest in the land or structure:

If you are not the legal owner, please state the name and address of the owner and supply a letter from the owner with consent to make the application as listed in the accompanying documentation:

Name:

Address:

11. Site Area

Area of site to which the application relates in hectares:

12. Where the application relates to a building or buildings:

Gross floor space[5] of any existing building(s) in m²

Gross floor space of proposed works in m²

Gross floor space of work to be retained in m² (if appropriate)

Gross floor space of any demolition in m² (if appropriate)

13. In the case of mixed development *(e.g. residential, commercial, industrial etc.)*, please provide a breakdown of the different classes

Class of Development:

14. In the case of residential development please provide a breakdown of residential mix:

Number of:	Studio	1 bed	2 bed	3 bed	4 bed	4+ bed	Total
Houses							
Apartments							

	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:

Existing use[6] (or previous use where retention permission is sought)	
Proposed use (or use it is proposed to retain)	
Nature and extent of any such proposed use (or use it is proposed to retain)	

16. Social and Affordable Housing

Is the application an application for permission for development to which Part 7 of the Planning and Development Act 2024 (as amended) applies[7]?

Please tick the appropriate box: ☐ Yes ☐ No

- If the answer to the above question is "yes" but you have obtained a Certificate of Exemption under Part 7 of the Planning and Development Act 2024 (as amended)[8], please attach a copy of the Certificate, or where an application for a 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 "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 Sections 244 to 253 of Part 7 of the Act including, for example:
  i) details of such part or parts of the land which is subject to the application for permission or is, or are, specified by the Part 7 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
  ii) 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 appropriated share of any common development works as required to comply with the provisions in Part 7 of the Act.
- If the answer to the above question is "no" by virtue of Section 245(2) of the Planning and Development Act 2024[9] (as amended), details indicating the basis on which Section 245(2) is considered to apply to the development should be submitted.

17. Development Details

	Yes	No
• Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?	☐	☐
• Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?	☐	☐
• 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 1994 or under Section 14 of the Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023?[10]	☐	☐
• Does the proposed development require the preparation of an Environmental Impact Assessment Report[11]?	☐	☐
• Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area[12]?	☐	☐
• Does the application relate to a development which comprises or is for the purposes of an activity requiring a licence from the Environmental Protection Agency other than a waste licence?	☐	☐
• Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?	☐	☐
	☐	☐

- Do the Major Accident Regulations apply to the proposed development?
- Does the application relate to a development in a Strategic Development Zone or Urban Development Zone?
- Does the proposed development involve the demolition of any structure?
- Does the proposed development relate to a development of Renewable Energy? If yes, please submit details separately – Section, type, Class, Size

18. Site History

	Yes	No
Details regarding site history (if known)		
Has the site in question ever, to your knowledge, been flooded?	☐	☐
If yes, please give details e.g. year, extent.		
Are you aware of previous uses of the site, e.g. dumping or quarrying?	☐	☐
If yes, please give details		
Are you aware of any valid planning applications previously made in respect of this land/structure?	☐	☐

If yes, please state planning reference number(s) and the date(s) of receipts of the planning application(s) by the planning authority if known:

Reference No.: Date:

Reference No.: Date:

Reference No.: Date:

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 Regulation 7(4) of the Planning and Development Regulations 2026.

Is the site of the proposal subject to a current appeal to An Coimisiún Pleanála in respect of a similar development[13]?	☐	☐
If yes, please state the reference number:		

19. Pre-application consultation

Has a pre-planning consultation taken place in respect to the proposed development[14]?	☐	☐

If yes, please give details:

Reference No. (if any):

Date(s) of consultation:

Person(s) involved:

20. Services

Proposed Source of Water Supply

Existing Connection	☐	New Connection	☐	Public Mains	☐
Group Water Scheme	☐	Private Well	☐	Other	☐

If other, please specify:

Name of Group Water Scheme (where applicable)

Proposed Wastewater Management Treatment

Existing	☐	New	☐	Public Sewer	☐
Conventional Septic Tank System	☐	Other on-site Treatment System	☐		

If other, please specify:

Proposed Surface Water Disposal

Public Sewer/Drain	☐	Soakpit	☐	Watercourse	☐	Other	☐

If other, please specify:

21. Details of Public Notice

Approved newspaper[15] in which notice was published:

Date of publication: Date on which site notice was erected:

22. Application Fee

Fee payable:

Basis of calculation:

Method of payment:

☐	☐	☐	☐
Cash	Credit/Debit Card	Cheque/Postal Order	EFT*

*If paying by EFT, a narrative is to be included, i.e. development address/applicant name, to ensure fee is linked to the application

23. 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 Plannning & Development Act 2024 (as amended), and the Regulations made thereunder. Where an application is made in electronic form with the consent of the Planning Authority, valid login credentials will replace the need for a signature and satisfy the declaration.

Signed *(Applicant or Agent as appropriate)*:

Date:

CONTACT DETAILS - NOT TO BE PUBLISHED

Contact details

The provision of contact details such as email addresses or phone numbers will only be used by the Planning Authority to contact you should it be deemed necessary for the purposes of administering the application.

These details will not be made available to any third party with the exception of An Coimisiún Pleanála in the event of an appeal, where again it will only be by An Coimisiún Pleanála for the purposes of administering the appeal.

24. Applicant address/contact details. Note: A contact address must be provided.

Address:
Email address:
Telephone Number (optional):

25. Agent's (if any) address/contact details

Should all correspondence be sent to agent's address (where applicable)? (Please tick appropriate box) Yes ☐ No ☐

(Please note that if the answer is 'No', all correspondence will be sent to the Applicant's Address)

IMPORTANT

A contact address must be given, whether that of the applicant or that of the agent.

NOTES

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 map[16]
- ☐ 6 copies of site or layout plan[16+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

- ☐ Other than where Section 85(1)(d) of the Act applies, the written consent of the owner to make the application

Where an application is for development types listed under Renewable Energy Directives:

- ☐ Details of the class of development by type, scale etc. in any form prescribed under the Planning and Development Act 2024 (as amended) or any other Enactment.

Where the application is for residential development that is subject to Part 7 of the Act

- ☐ Details of the manner in which it is proposed to comply with Part 7 of the act including, for example:
  I. Details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part 7 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
  II. 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 of Part 7 of the Act.

OR

- ☐ A certificate of exemption from the requirements of Part 7 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 7 of the Act by virtue of section 245(2) of the Act:

- ☐ Information setting out the basis on which section 245(2) is considered to apply to the development

Where disposal of water 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 material change of use or retention of such a material change of use:

- ☐ Plans (including a site or layout plan or drawings of floor plans, elevations and sections which comply with the requirements of Regulation 11(3)(b) of the Planning and Development Regulations 2026) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Assessment Report:

- ☐ An Environmental Impact Assessment Report, and
- ☐ A copy of confirmation notice received from the EIA portal in accordance with Regulation 11(3)(h) of the Planning and Development Regulations 2026.

Applications that are exempt from planning fees:

- ☐ Proof of eligibility for exemption[18]

DIRECTIONS FOR COMPLETING THIS 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/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. Where the application is accompanied by an opinion on unconfirmed details. The application shall include an indication of that fact.
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 land or structure is not in use, please state most recent authorized use of the land or structure.
7. Part 7 of the Planning and Development Act 2024 (as amended) applies where –
    - There is an application for the development of houses on land
    - The proposed development is not exempt from Part 7
8. Under Section 254 of the Planning and Development Act 2024 (as amended), applications involving 4 or fewer houses or development on land of less than 0.1 hectares may be exempt from Part 7.
9. Under Section 245(2) of the Planning and Development Act 2024 (as amended), Part 7 does not apply to certain housing development by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house, the development of holidays homes, student accommodation or the development of houses under an agreement made under Section 245 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 of that county. Please note also that if the proposed development affects, or is close to a national monument which, under the National Monuments Acts 1930-2004, 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 of Housing, Local Government and Heritage.
11. An Environmental Impact Assessment Report (EIAR) and the confirmation notice from the EIA portal are required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2018 which equals or exceeds, as the case may be, a limit, quantity or threshold set forth at class of development. An EIAR and confirmation notice from the EIA portal 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.
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 it is, 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 an 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 is required for applications outlined in Section 89(1) of the Planning and

Development Act 2024 (as amended). An applicant should contact their planning authority if they wish to avail of a pre-application consultation. In the case of residential developments where Part 7 of the 2024 Act apply, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part 7 agreement in principle can be reached in advance of the planning application being submitted. In the case where a mandatory consultation is prescribed in the Planning and Development Act 2024 (as amended), this consultation must be completed prior to lodging a planning application.

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 (Control of Development – Planning Authorities) Regulations 2026.
17. The location of the site notice(s) should be shown on the site location map.
18. See Regulation 4 of the Planning and Development (Planning Authority Fees) Regulations 2026. If a reduced fee is tendered, details of the previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under Regulation 3 of the Planning and Development (Planning Authority Fees) Regulations 2026, evidence to prove eligibility for exemption should be submitted.
19. If the site contains or is immediately adjacent to a recorded monument and/or known archaeological remains, site investigations should not be carried out without archaeological advice and/or mitigation. The presence of a recorded monument can be checked by referring to printed maps available in the county libraries and area offices, or on the Department of Housing, Local Government and Heritage's website www.archaeology.ie. Please note that the markers on the website are for the midpoint of the monument and the recorded monument may be considerably more extensive, particularly in instances where there are no upstanding remains. The site assessor could also contact the council archaeologist prior to proceeding with any site investigation involving ground disturbance.
20. In the case of repeated valid applications on the same site or on part or the same site by the same applicant may be entitled to a partial refund of fees in respect of the subsequent application if all of the conditions as specified in Regulation 8 of the Planning and Development (Planning Authority Fees) Regulations 2026 are complied with. Please see Regulation 8 of the Planning and Development (Planning Authority Fees) Regulations 2026 for the full list of criteria for such a refund as all conditions must be complied with for a refund to be issued.

    Please note that an application for such a refund must be received by the planning authority within **eight weeks** of the planning authority's **decision** in respect of the subsequent application, **not** the issuing of the grant of permission. This applies even if the decision is appealed to An Coimisiún Pleanála.

Note: Demolition of a habitable house requires planning permission.



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