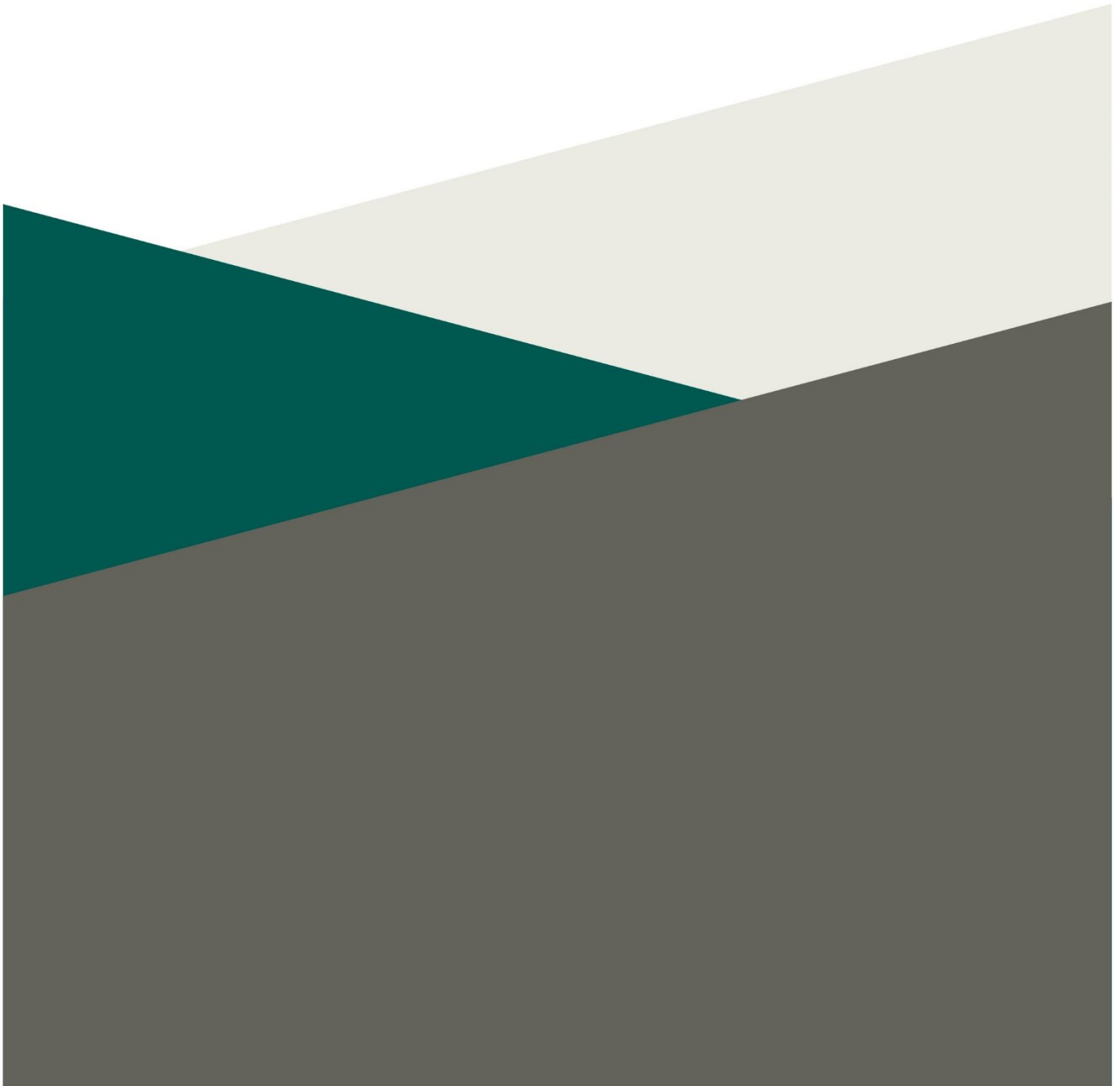




Rialtas na hÉireann  
Government of Ireland

# **Guidance Note for Local Authorities for Regulating Short Term Letting**

July 2019



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## 1. Background

As part of the measures to help address pressures in the private housing rental market, planning legislative reforms to regulate the short term letting sector - as provided for in the [Residential Tenancies \(Amendment\) Act 2019](#)<sup>1</sup> and supplementary regulations made by the Minister for Housing, Planning and Local Government entitled the [Planning and Development Act 2000 \(Exempted Development\) \(No. 2\) Regulations 2019](#)<sup>2</sup> - apply from 1 July 2019. [Circular PL 4/2019](#)<sup>3</sup> issued to all Planning Authorities on 4 June 2019 advising of the introduction of the new legislation on the regulation of short term letting.

The [Strategy for the Rental Sector](#)<sup>4</sup> published in December 2016 recognised the increasing phenomenon of large numbers of properties being withdrawn from the long term rental market for use for tourism related short-term lettings, particularly in the larger urban centres, and the negative impact this was having on both the supply and availability of long-term rental accommodation in the private rental sector and in driving up rents.

Further to Action 18 of the Strategy for the Rental Sector, a Working Group was established, involving representatives of all major public stakeholders with a policy interest in short-term lettings, to consider measures aimed at facilitating the short-term letting of accommodation within permanent residences (homesharing), whilst at the same time protecting the existing long-term residential stock in areas of high demand. This was done in order to provide clarity in relation to the appropriate approach - from a planning perspective - for the regulation of short-term tourism related lettings while also recognising the important role of short-term lettings in the provision of tourist accommodation.

Having considered the Working Group's report as well as the recommendations in the report of the Joint Oireachtas Committee on Housing, Planning and Local Government on short-term lettings, the Minister announced plans to regulate short-term lettings in October 2018.

Against this background, the primary objective of the new reforms is to influence the bringing back of houses and apartments in areas designated as “rent pressure zones” under section 24A of the Residential Tenancies Act 2004, as amended, which are currently being used for short-term letting purposes to the traditional long-term rental market, thereby helping to ease the accommodation shortage pressures currently being experienced in this area. The reforms are one of a number of measures being introduced by the Department under the [Rebuilding Ireland](#) programme and they specifically address action 4.31 of

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<sup>1</sup> <http://www.irishstatutebook.ie/eli/2019/act/14/enacted/en/pdf>

<sup>2</sup> <http://www.irishstatutebook.ie/eli/2019/si/235/made/en/pdf>

<sup>3</sup> [https://www.housing.gov.ie/sites/default/files/publications/files/pl\\_04-2019\\_short-term\\_letting\\_regulations.pdf](https://www.housing.gov.ie/sites/default/files/publications/files/pl_04-2019_short-term_letting_regulations.pdf)

<sup>4</sup> [https://www.housing.gov.ie/sites/default/files/publications/files/strategy\\_for\\_the\\_rental\\_sector\\_mar2017\\_web\\_0.pdf](https://www.housing.gov.ie/sites/default/files/publications/files/strategy_for_the_rental_sector_mar2017_web_0.pdf)

Rebuilding Ireland to “provide clarity in relation to the appropriate regulatory approach, from a planning perspective, for short term tourism-related lettings”.

## **2. Purpose of the Guidance**

The Guidance is being issued to local authorities to assist them in implementing and enforcing the new regulations in relation to short-term letting. It is also envisaged that the Guidance will be of practical assistance to members of the public in understanding the new requirements.

## **3. Short-Term Letting Reforms – Primary and Secondary Legislation**

Section 38 of the Residential Tenancies (Amendment) Act 2019 inserts a new section 3A into the [Planning and Development Act 2000, as amended](#),<sup>5</sup> to provide that the short-term letting of a house (the definition of which under the Planning Act also includes apartments) in a rent pressure zone is a material change of use of the property concerned, thereby requiring planning permission, unless otherwise specifically exempted from this requirement.

The Act further provides that the Minister may make regulations in relation to the detailed arrangements to be applied in relation to short term letting, as well as the planning exemptions that may be availed of. Definitions of the terms “rent pressure zone” and “short term letting” are also provided for in section 38 of the Act.

The supplementary new Planning and Development Act 2000 (Exempted Development) (No. 2) Regulations 2019<sup>6</sup> amend the [Planning and Development Regulations 2001, as amended](#)<sup>7</sup> and apply from 1 July 2019. The following is a brief summary of the main requirements arising from the combined provisions in the Act and the Regulations which, for the avoidance of doubt, apply only to rent pressure zones:

- Short-term letting is defined as the letting of a house or apartment, or part of a house or apartment, for any period not exceeding 14 days.
- Residents, including homesharers, will be allowed to let their entire principal private residence (house or apartment) on a short-term basis for a cumulative period of up to 90 days per calendar year where they are temporarily absent from their home.
- Where the 90 day threshold is exceeded, change of use planning permission will be required.
- Where the house or apartment is not a ‘principal private residence’ (i.e. where it is not ordinarily lived in by the owner or leased as a long-term residential

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<sup>5</sup> <https://www.housing.gov.ie/planning/bord-pleanala/planning-Legislation>

<sup>6</sup> <http://www.irishstatutebook.ie/eli/2019/si/235/made/en/pdf>

<sup>7</sup> <https://www.housing.gov.ie/planning/bord-pleanala/planning-Legislation>

accommodation), the 90 day exemption does not apply and change of use planning permission will be required for all short-term letting.

- Homesharing (the letting of a room or rooms in a person's principal private residence) will continue to be permissible on an unrestricted basis and be exempt from the requirements to apply for planning permission.

If a person wishes to let their principal private residence in a rent pressure zone and avail of the new planning exemptions, s/he will need to register this with their local planning authority and fulfil specified reporting obligations. Specific new forms for this purpose (entitled Forms 15-17) are provided for in the [Schedule to the Regulations](#).<sup>8</sup>

However, and this is the main change provided for in the new provisions, where a person owns a property in a rent pressure zone which is **not** their principal private residence and intends to let it for short-term letting purposes, s/he will be required to apply for a change of use planning permission unless the property already has a specific planning permission to be used for tourism or short-term letting purposes. It will be up to the local planning authority to make a determination on such planning applications. Guidance on determining planning applications is provided in section 7.

Where planning permission is received for this purpose, there will be no requirement to notifying the local authority of future short term letting uses as the planning exemptions are not being relied on. The use of the property for short term letting should not be commenced until such planning permission is received.

#### **4. Rent Pressure Zones**

As indicated, the new legislative arrangements only apply to short-term lettings in rent pressure zones as designated under section 24A of the Residential Tenancies Act 2004, as amended – which are the areas of highest housing demand and where the most significant rent pressures apply – and will not impact in any way on short-term lettings outside of rent pressure zones where housing pressures and demand are less acute.

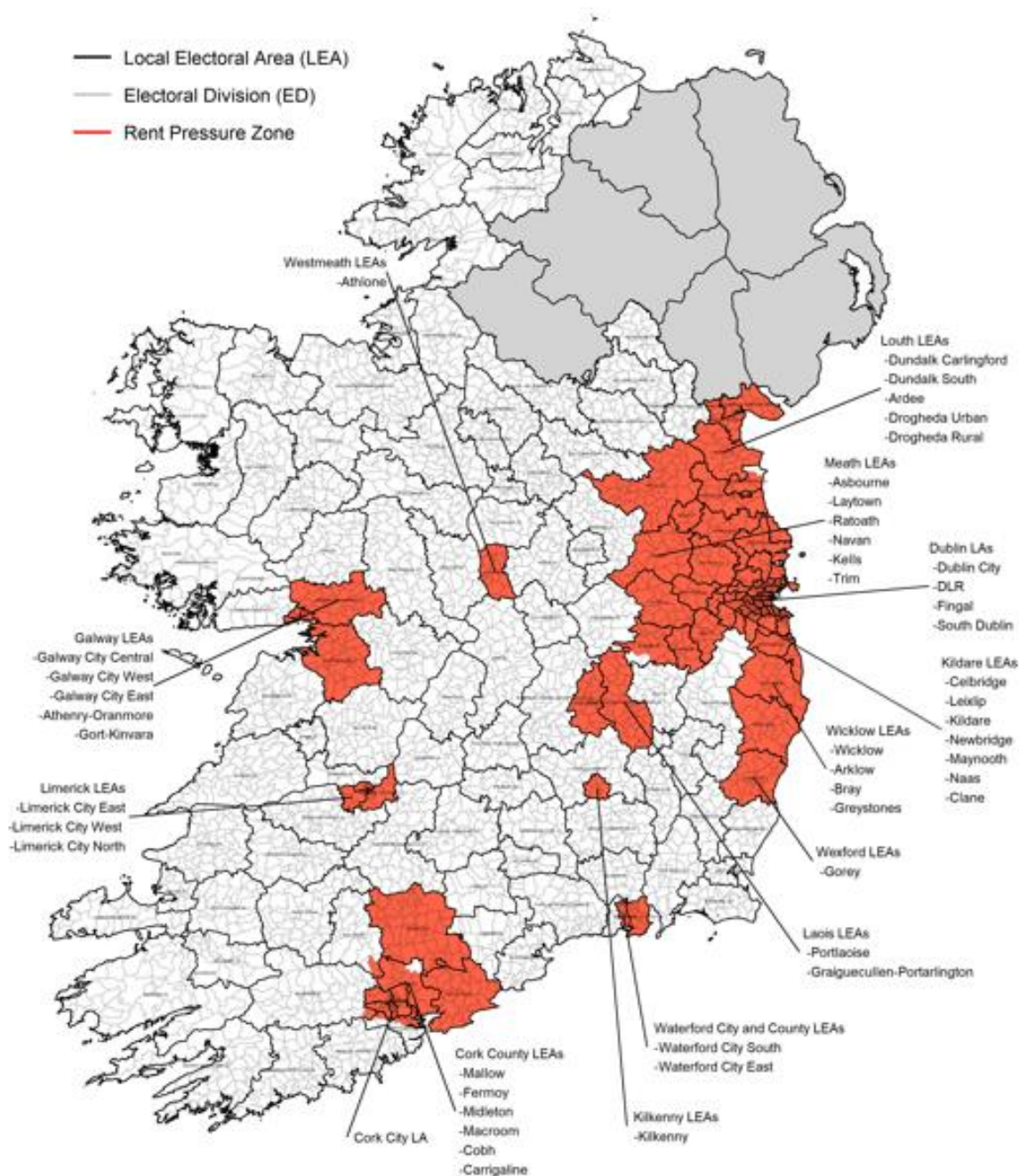
The designation of rent pressure zones has been extended from end 2019 to end 2021 in the recent Residential Tenancies (Amendment) Act 2019. Consequently, the new short-term letting provisions will apply for as long as rent pressure zones are so designated. If, in 2021, there are still rental supply issues and the rent pressure zone designations are further extended, the new legislative provisions in relation to short-term letting will continue to apply.

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<sup>8</sup> <http://www.irishstatutebook.ie/eli/2019/si/235/made/en/pdf>

In a principal private residence within a rent pressure zone, an exemption from the requirement to obtain planning permission is allowed to enable a person to do unlimited homesharing (letting of a room or rooms while the owner or tenant is in residence) and limited short-term letting (the letting of the entire property up to a maximum of 90 days per calendar year while they are temporarily absent). If a resident or homesharer wants to let their entire property for greater than 90 days in a calendar year, then planning permission will be required.

#### **4.1 Current Rent Pressure Zone Designations**



The current designated rent pressure zones are available on the Department's website.

Please note this list is subject to periodic review and change. Any further rent pressure zones designated in the future will also be noted on the Departments website and will be subject to the short-term lettings provisions outlined in this Guidance.

## **5. Enforcement**

These new short term letting arrangements have been introduced under the planning code and each planning authority's enforcement unit is responsible for monitoring and enforcing these new requirements in their respective functional areas.

In order for the new provisions to have the desired affect and achieve their objective of bringing properties back into the long-term letting market having regard to the current shortage of accommodation in this sector, it will be essential that the relevant planning authorities (i.e. those where Rent Pressure Zones are located) actively implement and enforce the new provisions utilising the powers available to them to investigate unauthorised short term letting activity. Planning authorities should have dedicated resources in place to deal with the enforcement of short term lettings, funding for which is being provided by the Department. In this regard, planning authorities are reminded of their statutory obligations and the broad enforcement powers available to them under Part VIII of the Planning and Development Act, in particular section 156 (Penalties for Offences), section 157 (Prosecution of Offences), section 158 (Offences by bodies corporate), section 159 (Payment of fines to planning authorities) etc., and the importance of taking a proactive approach to enforcement.

As outlined in Circular PL 4/ 2019, given the provision of dedicated funding to planning authorities to support the enforcement and implementation of these provisions, it is expected that positive results will accrue in terms of increasing the number of properties available for long term letting in the areas concerned. In this regard, planning authorities will be required to submit an initial progress report 6 months after the commencement of enforcement activity and further reports at subsequent appropriate intervals.





### **5.1 How the short term letting legislation helps with Enforcement**

- The legislative provisions assist by strengthening the legislative framework with regard to short term letting and clarifying the planning requirements for this type of use.
- The legislation itself will assist by acting as a deterrent to those individuals who may be considering short-term letting activity in rent pressure zones.
- The provisions requiring registration and advance notification of the proposed activity will also assist the concerned planning authorities in monitoring and enforcement of short term letting activity in their areas generally.
- Failure to register and notify the local planning authority as required is a breach of the planning code and will result in planning enforcement under Part VIII of the Planning Acts.
- The legislation requires persons engaging in homesharing and/ or short term letting in their principal private residence to make a statutory declaration that the reporting and notification information being submitted to their planning authority is true and correct. In this connection, persons engaging in short-term letting of a property which is not their principal private residence should not make a false declaration for the purpose of trying to avail of the planning exemptions in respect of a 'second property' or commercially-let property. The statutory declaration will also apply to the dates



and aggregate number of days outlined in the notifications submitted to the planning authority, which must not exceed 90 days per calendar year. If a person makes a false declaration for the purposes of the reporting obligations associated with the short term letting regulations it will be an offence prosecutable under both the Statutory Declaration Act 1938 in addition to an offence under the Planning Act and the Planning and Development Regulations 2001, as amended.

- The legislation also provides a broad provision empowering planning authorities to request such other information as they may reasonably require for the purposes of establishing that the information submitted in the specified reporting forms in the regulations is true and correct. This provision allows planning authorities to require the submission of supplementary documentary evidence as they deem necessary - such as bills etc. - to demonstrate that the property is the principal private residence of the applicant.
- It is also important to note that the Regulations do not place any reporting requirements on persons letting out a room or rooms in a house or apartment on a short term basis that is not their principal private residence on the basis that such persons are not entitled to avail of the planning exemptions provided for in these regulations and must apply for planning permission.

## **5.2 Enforcement Measures**

Planning authorities can avail of a range of measures to enforce against unauthorised short term letting activity such as:

- reviewing available information from relevant online platforms,
- following up on complaints received from members of the public,
- targeted enforcement of particular areas,
- physical inspections of properties,
- collating and cross-checking information from a range of data sources,
- checking if properties already have relevant permissions etc.

## **5.3 How the public can help with Enforcement**

Members of the public and local residents are likely to be the people most affected by unauthorised short-term letting in their neighbourhoods. They are also more likely to be aware if nearby properties are being used for short-term letting.

Planning authorities should facilitate members of the public in reporting potential breaches of the short -term letting provisions. For instance, local authorities in rent pressure zones

should display information in relation to the new planning arrangements for short-term lettings on their website and provide clear instructions to enable members of the public to make a complaint in relation to a potential breach in the regulations.

Where a person believes that unauthorised activity may have been, is being or may be about to be carried out, they can make a complaint, in writing, to their local planning authority (contact details for all planning authorities are provided in the Appendix 2 to this guide).

Complaints about planning enforcement should be made in writing, to the local planning authority. Complaints made should be as specific as possible, ideally setting out:

- the nature and extent of the alleged unauthorised development/ short term letting;
- the location and full address of the alleged unauthorised development;
- a timeline (i.e. how long the development has been ongoing or when the alleged breach took place);
- the effects of the development (on you, the environment, the surrounding area etc.);
- other breaches that might be taking place i.e. breaches of other legal requirements.

Under the Planning Acts, it is obligatory for planning authorities to follow up and investigate substantive written complaints of breaches of the planning code, unless they consider the complaint to be trivial or vexatious.

#### **5.4 Step by step Guide to Enforcement**

- Planning Authorities should prioritise the investigation of properties where it appears that they are in use primarily for the purpose of short-term lettings.
- The normal enforcement provisions of Part VIII of the Planning and Development Act 2000 (as amended) should be used to enforce any breaches of planning control as they relate to short-term letting accommodation.
- Where it comes to the attention of the planning authority that an unauthorised use for the purposes of short-term letting is, or may be taking place in breach of the new exemptions contained in the [Planning and Development Act 2000 \(Exempted Development\) \(No. 2\) Regulations 2019](#), a warning letter should be issued to the “Owner(s)/Occupier(s)” of the property concerned by both registered and ordinary post outlining the allegation e.g..
  - “It is alleged that the property at (insert address) is being operated for short term letting purposes in breach of the exemptions contained in the Planning and Development Act 2000 (as amended) (‘the 2000 Act’) and the Planning and Development Regulations 2001, as amended.

- This warning letter should be followed up by site inspections to ascertain whether there is any concrete substance to the case. Information should also be searched on online platforms to see if the property concerned is available to book for short-term letting purposes and the date range involved. The planning authority may also wish to review other data sources, for example checking if the property is registered as a rental property with the Residential Tenancies Board. Requests can also be made under section 8 of the Planning and Development Act 2000 (as amended) where appropriate requiring the occupier of the property to provide further information.
- Following the completion of the initial investigation, a decision should be made as to whether to issue an Enforcement Notice under section 154 of the Planning and Development Act 2000 requiring the cessation of the unauthorised use concerned. If the breach is deemed to be sufficiently serious, injunction proceedings under section 160 of the Planning and Development Act 2000 can also be considered.
- If the Enforcement Notice or the warning of injunction proceedings is not complied with, appropriate legal proceedings should be initiated under section 157-160 of the Planning and Development Act 2000, as amended.

## **5.5 Penalties for non-compliance with statutory requirements**

- Serious breaches of the planning code incur significant fines (€10m) and imprisonment (2yrs) or both.
- Generally, less serious offences under the Planning Acts (which will apply in the case non-compliance with the short term letting arrangements) carry a maximum penalty of €5,000 or 6 months imprisonment or both.
- Where the person continues the offence after conviction, they are guilty of a further offence for each day it continues and this carries a maximum fine of €1,500.

## **6. Examples of Short term lettings**

### **6.1 Short term letting not requiring planning permission, subject to the notification/registration requirements.**

Mr A lets 2 bedrooms in his principal private residence out each weekend of the year. As Mr A is letting less than 4 rooms and remains in the property while the 2 bedrooms are let, he can use his property in this manner for an unlimited number of nights in the year. As a one off provision, Mr A must complete Form 15 (see forms at Appendix 3) to notify the local planning authority of his intention to let rooms in his principal private residence. As Mr A

remains in the property while the rooms have been let there is no ongoing notification requirements

Mr B works abroad for 70 nights every summer. He rents his apartment (principal private residence) out for the entire period that he is away for bookings of 14 days or less at a time. He lives in the property for the rest of the calendar year. In this scenario, Mr B has 20 nights of his nightly let allowance left. Accordingly, Mr B must return Form 15 (annual notification) and Form 17 (end of year notification) to his local planning authority each year.

Ms C spends various periods of the year away from home. In 2020, she will rent her property to holiday makers on seven separate occasions. The property will be let for 13 nights in January, 7 nights in March, 14 nights in April, 7 nights in May, 28 nights in June (made up of 4 bookings of 1 week each), 21 nights in July (made up of 3 bookings of 1 week each) and 1 booking for 30 nights in August (Total: 120 nights). Ms C lives in the property for the rest of the calendar year. The 30 night booking in August does not constitute a short term let as the duration of the stay is more than 14 nights. Ms C will use all of the 90 night allowance for short term letting in that calendar year. Consequently Ms C must return Form 15 (annual notification), Form 16 (90 day cap reached) and Form 17 (end of year notification) to her local authority each year. Ms C has to return Form 15 no later than 4 weeks of the start of the year. As Ms C intends to let her property in January 2020, Ms C could send this notification in December 2019 in order to give the notification two weeks prior to the proposed use. Form 16 must be returned within two weeks of the 90 day threshold being reached. Form 17 must be returned no later than 4 weeks after the end of the year.

Ms D works abroad for most of the year. In 2020, she will short term let her property to a business traveller for 42 nights. She also propose to find a long-term tenant to reside in her property for 3½ months. Ms D does not need to apply for planning permission as neither the 42 night stay nor the 3 and ½ month stay constitutes a short term let as the duration of the stay is more than 14 nights. Therefore in this scenario, the notification obligations do not apply.

## **6.2 Short term letting requiring planning permission**

Mr E spends half of the year abroad on holiday. In 2020 Mr E will rent out his property to holiday makers for periods of 14 days or less at a time for a total of 21 nights in March, 21 nights in April, 28 nights in May, 3 nights in July, 14 nights in August and 35 nights in September (Total: 122 nights). Mr E lives in the property for the rest of the calendar year. Mr E will exceed his short term letting allowance (90 nights) by 32 nights. Therefore planning permission will be required as a result of the additional 32 nights over the 90 day threshold. The notification obligations apply up until the point planning permission is received.

Ms F has purchased a property in order to continuously let it out to tourists. In 2020, Ms F will short term let her property for a total of 310 nights. Ms F requires planning permission as she is short term letting in a property which is not her principal private residence. The notification obligations do not apply.

## **7. Guidance on determining planning applications**

There are two scenarios in which an application for a change of use planning permission for short-term letting in a rent pressure zone may be sought:

1. The use of a property which is not a person's principal private residence for short-term letting purposes (usually either a second property or a commercially-let property).
2. Short-term letting use in a principal private residence of greater than 90 days in a calendar year.

### **7.1 General Considerations**

In making a decision on any planning application, a planning authority must consider matters of proper planning and sustainable development of the area, having regard to –

- the provisions of the relevant development plan,
- relevant Ministerial or Government policies and guidelines,
- the views of statutory consultees, and
- the views of members of the public.

The planning authority should consider a number of factors when deciding on these applications including, but not limited to:

- The overarching Government Housing Policy to retain/return residential properties to the long term housing market.
- Making the most efficient use of existing residential housing stock.
- Whether the property is situated in an area experiencing high rent inflation.
- Whether there is a sufficient supply of rental properties available for longer-term rental in the area to meet local need.
- General housing demand and need in the area, including the extent of the local authority's social housing list – (HAP or RAS tenancies).
- Proliferation of short-term letting properties with planning permission in the area and the wider cumulative impacts of new applications received.
- Residential amenity considerations such as noise and disturbance to neighbours.

- Nature and character of the location –for example town/rural or primarily residential/ commercial.
- Concentration of short term letting properties in apartment developments.

## **7.2 Other potential factors to be considered in exceptional circumstances**

- Balancing the competing demands – residential & tourism accommodation - including where there is a shortage of traditional tourist accommodation.
- Is the standard or nature of the existing residential accommodation (e.g. older apartment schemes, more rural tourist-focused locations (within an RPZ)), better suited for short-term lettings or has the property been advertised for long-term rental for residential purposes at a reasonable rental level for a significant period of time without success resulting in vacancy (as supported by evidence).

The planning authority will be responsible for considering what weight should be applied to these and other considerations which may be applicable on a case-by-case basis.

## **8. Guidance on other matters**

### **8.1 Application for permission or retention**

For the purposes of the short term letting regulations, a premises used for a short term letting use is a commercial building. Accordingly, in the case of a new short-term letting use, a person should apply for change of use planning permission from a residential use to a commercial short term letting use. For an existing unauthorised short term letting use, retention permission should be sought.

### **8.2 Fees**

The fees for applying for planning permission are set out in Schedule 9 of the Planning and Development Regulations 2001, as amended. These provide that a planning application for a commercial building - for example relating to an application for change of use of a building from residential to commercial use - is €3.60 for each square metre with a minimum fee of €80 for each building. A fee of €10.80 for each square metre, subject to a minimum fee of €240, applies in cases where retention permission is sought.

### **8.3 Appeals**

An application for permission for change of use for short-term letting is made in the same manner as any other application for planning permission to a local authority under the Planning and Development Act 2000, as amended, and the same right of appeal to An Bord Pleanála applies.

### **8.4 What Cap applies in 2019?**

The full 90 day Cap for short-term letting in a principal private residence is allowed in 2019 and on a calendar year basis from January 2020 onwards.

### **8.5 Forms**

The notification forms for short term lettings are included in the Regulations and are attached at Appendix 3.

#### **(Homesharing)**

The notification obligation in respect of homesharing applies to a person who is engaging in short term letting to which article 6(5)(a)(i) of the Regulations apply i.e. the letting of a room or rooms (maximum 4 rooms) in a house/ apartment that is a principal private residence. It is a one off notification which is provided for under article 6(5)(b) of the Regulations.

- **Form 15** - If the use is already existing prior to 1 July 2019, the form should be returned within 4 weeks of the commencement of the legislation on 1 July 2019. If the use commences after this date, this form should be returned 2 weeks prior to the proposed commencement of such use in that year.

#### **(Short term letting)**

This notification obligation applies to a person who is engaging in short term letting to which article 6(5)(a)(ii) of the Regulations applies i.e. the letting of an entire principal private residence on a short term basis.

- **Form 15 (2019)** - In 2019, if the use is already existing, the form should be returned within 4 weeks of the commencement of the legislation on 1 July 2019. If the use commences after this date, this form should be returned 2 weeks prior to the proposed commencement of such use in that year.
- **Form 15 (2020 onwards)** - Annual Notification. This form should be returned no later than 4 weeks of the start of each year for existing uses or 2 weeks prior to the first instance of the proposed such use for new uses.
- **Form 16**- This form is only required to be completed if the 90-day cap is reached during the year. It should be returned no later than 2 weeks after the event.
- **Form 17**- End of year notification. This form should be returned no later than 4 weeks after the end of each calendar year.

## **9. Register of Notifications**

Each planning authority must maintain a register of all notifications received. However, this is not a public register. The Department may request periodic statistics in relation to notifications received.

## **10.Further Information**



Further information in relation to the regulation of short term letting is available on the Departments website at the following link:

<https://www.housing.gov.ie/planning/private-rented-housing/new-regulation-short-term-letting>

## Appendix 1 Short term Letting Infographic



## Appendix 2- Contact Numbers for Local Authorities

[Carlow County Council](#), Athy Road, Carlow. R93 E7R7. Ph: +353 (0)59 917 300. Email: [secretar@carlowcoco.ie](mailto:secretar@carlowcoco.ie)

[Cavan County Council](#), Courthouse, Farnham Street, Cavan, H12 R6V2. Ph: 049-4378300. Email: [eolas@cavancoco.ie](mailto:eolas@cavancoco.ie)

[Clare County Council](#), Áras Contae an Chláir, New Road, Ennis, Co. Clare, V95 DXP2. Ph: (065) 6821616. Email: [customerservices@clarecoco.ie](mailto:customerservices@clarecoco.ie)

[Cork City Council](#), Cork City Council, City Hall, Anglesea Street, Cork, T12 T997. Ph: +353 21 4924000.

[Cork County Council](#), County Hall, Carrigrohane Road, Cork, Ireland, T12 R2NC. Ph: [\(021\) 4276891](tel:0214276891).

[Donegal County Council](#), Anne Marie Conlon, Communications Officer, Donegal County Council, County House, Lifford, Co. Donegal, F93 Y622. Ph: 074 91 53900. Email: [amconlon@donegalcoco.ie](mailto:amconlon@donegalcoco.ie)

[Dublin City Council](#), Civic Offices, Wood Quay, Dublin 8, D08 RF3F. Ph: (01)222 2222. Email: [customerservices@dublincity.ie](mailto:customerservices@dublincity.ie)

[Dun Laoghaire/Rathdown County Council](#), Dún Laoghaire-Rathdown County Council County Hall, Marine Road, Dún Laoghaire, Co.Dublin, A96 K6C9. Ph: (+ 353) 01 2054700. Email: [info@dlrcoco.ie](mailto:info@dlrcoco.ie)

[Fingal County Council](#), County Hall, Main Street, Swords, Co. Dublin, K67 X8Y2. Ph: (01) 890 5000. Email: [customerareunit@fingal.ie](mailto:customerareunit@fingal.ie)

[Galway City Council](#), City Hall, College Road, Galway, H91 X4K8. Ph: +353 91 536400. Email: [customerservice@galwaycity.ie](mailto:customerservice@galwaycity.ie)

[Galway County Council](#), Áras an Chontae, Prospect Hill, Galway, H91 H6KX. Ph: +353 (0)91 509000. Email: [customerservices@galwaycoco.ie](mailto:customerservices@galwaycoco.ie)

[Kerry County Council](#), County Buildings, Rathass, Tralee, Co. Kerry. Ph: 066 7183500. Email: [info@kerrycoco.ie](mailto:info@kerrycoco.ie)

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[Longford County Council](#), Great Water St. , Longford, N39 NH56. Ph: 043-3343300. Email: [info@longfordcoco.ie](mailto:info@longfordcoco.ie)

[Louth County Council](#), County Hall, Millennium Centre, Dundalk, A91 KFW6. Ph: 1890 202 303. Email: [info@louthcoco.ie](mailto:info@louthcoco.ie)

[Mayo County Council](#), Ground Floor, Mayo County Council , Aras an Chontae, The Mall, Castlebar. Ph: (094)904 72 04. Email: [Planning@mayococo.ie](mailto:Planning@mayococo.ie)

[Meath County Council](#), Buvinda House, Dublin Road, Navan, County Meath, C15 Y291. Ph: +353 (046) 9097000. Email: [customerservice@meathcoco.ie](mailto:customerservice@meathcoco.ie)

[Monaghan County Council](#), County Offices, The Glen, Monaghan, H18 YT50. Ph: [00353 47 30500](tel:003534730500). Email: [info@monaghancoco.ie](mailto:info@monaghancoco.ie)

[Offaly County Council](#), Áras an Chontae, Charleville Road, Tullamore, Co. Offaly, R35 F893. Ph: (057) 9346800. Email: [webmaster@offalycoco.ie](mailto:webmaster@offalycoco.ie)

[Roscommon County Council](#), Áras an Chontae, Roscommon, County Roscommon, F42 VR98. Ph: 090 6637100. Email: [info@roscommoncoco.ie](mailto:info@roscommoncoco.ie)

[Sligo County Council](#), County Hall, Riverside, Sligo, Ireland, F91 Y763. Ph: 071 9111 111. Email: [info@sligococo.ie](mailto:info@sligococo.ie)

[South Dublin County Council](#), County Hall Tallaght, Dublin 24, D24 YNN5. Ph: [+353 1 414 9000](tel:+35314149000). Email: [info@sdublincoco.ie](mailto:info@sdublincoco.ie)

[Tipperary County Council](#), Civic Offices, Clonmel, Civic Offices, Nenagh, Co. Tipperary. Ph: [+353\(0\)761 065000](tel:+353(0)761065000). Email: [customerservices@tipperarycoco.ie](mailto:customerservices@tipperarycoco.ie)

[Waterford City & County Council](#), Communications Office, 2nd Floor, City Hall, The Mall, Waterford, X91 PK15. Ph: 0761 10 20 20. Email: [contact@waterfordcouncil.ie](mailto:contact@waterfordcouncil.ie)

[Westmeath County Council](#), Áras An Chontae, Mount Street, Mullingar, N91 FH4N. Ph: 044-9332000. Email: [customercare@westmeathcoco.ie](mailto:customercare@westmeathcoco.ie)

[Wexford County Council](#), County Hall, Carricklawn, Wexford, Y35 WY93. Ph: 053 919 6000. Email: [customerservice@wexfordcoco.ie](mailto:customerservice@wexfordcoco.ie)

[Wicklow County Council](#), County Buildings, Whitegates, Wicklow Town, A67 FW96. Ph: (0404) 20100. Email: [corporate@wicklowcoco.ie](mailto:corporate@wicklowcoco.ie)

## Appendix 3- Forms

### Form No. 15

Article 6(5)

#### START OF YEAR NOTIFICATION FORM FOR HOMESHARING/ SHORT TERM LETTING UNDER ARTICLE 6(5)(b)OR ARTICLE 6(5)(f) OF THE REGULATIONS

PART A- NOTICATION DETAILS REQUIRED	
1. ADDRESS AND EIRCODE OF RELEVANT PROPERTY:	
2. NAME OF RELEVANT PLANNING AUTHORITY:	
3. NAME OF PERSON/S MAKING THE NOTIFICATION:	
4. DOCUMENTATION TO CONFIRM THE PROPERTY IS A PRINCIPAL PRIVATE RESIDENCE:	
5. IF YOU ARE NOT THE LEGAL OWNER OF THE PROPERTY, HAVE YOU ATTACHED THE OWNERS CONSENT TO USE THE PROPERTY FOR SHORT TERM LETTING	
6. IS THE PROPERTY BEING USED FOR:  (i) HOMESHARING (TO WHICH ARTICLE 6(5)(a)(i) REFERS),  (ii) SHORT TERM LETTING (TO WHICH ARTICLE 6(5)(a)(ii) REFERS),  (iii) OR BOTH	
(iv) DATE IN THE YEAR WHICH FIRST INSTANCE OF SHORT	

	TERM LETTING WILL OCCUR:	
(v)	TOTAL INTENDED DAYS IN THE YEAR SHORT TERM LETTING WILL OCCUR:	
(vi)	INTENDED PERIODS IN THE YEAR FOR SHORT TERM LETTING:	

PART B - CONTACT DETAILS (PERSON MAKING THE NOTIFICATION)	
NAME:	
ADDRESS & EIRCODE:	
TELEPHONE NUMBER &/or MOBILE NUMBER:	
E-MAIL ADDRESS:	

PART C- CONTACT DETAILS (LEGAL OWNER)*	
NAME:	
ADDRESS & EIRCODE:	
TELEPHONE NUMBER &/or MOBILE NUMBER:	
E-MAIL ADDRESS:	

\*Complete Part C if the person making the notification is not the legal owner of the property

I \_\_\_\_\_ hereby declare that the property indicated at (1) above is my principal private residence and that all information contained in this form is true and correct.

Signed .....

Date of Notification .....

**NOTIFICATION FORM FOR SHORT TERM LETTING UNDER ARTICLE 6(5)(g)(i) OF  
THE REGULATIONS WHERE THE 90 DAY THRESHOLD IS EXCEEDED \***

\*This form is only required to be completed by a person who lets their principal private residence while they are temporarily absent from the property for a cumulative period of 90 days.

PART A - 90 DAY NOTIFICATION OF SHORT TERM LETTING TO WHICH ARTICLE 6(5)(a)(ii) APPLIES	
1. ADDRESS AND EIRCODE OF RELEVANT PROPERTY:	
2. DATE ON WHICH THE 90 CAP FOR SHORT TERM LETTING WAS REACHED:	
3. PERIODS PROPERTY WAS USED FOR SHORT TERM LETTING:	

PART B - CONTACT DETAILS	
NAME:	
ADDRESS & EIRCODE:	
TELEPHONE NUMBER &/or MOBILE NUMBER:	
E-MAIL ADDRESS:	

I \_\_\_\_\_ hereby declare that the property indicated at (1) above is my principal private residence and that all information contained in this form is true and correct.

Signed .....

Date of Notification .....



**END OF YEAR NOTIFICATION FORM FOR SHORT TERM LETTING UNDER  
ARTICLE 6(5)(g)(ii) OF THE REGULATIONS \***

\*This form is to be completed by any person who has let their principal private residence for short term letting purposes during the calendar year.

PART A - END OF YEAR NOTIFICATION OF SHORT TERM LETTING TO WHICH ARTICLE 6(5)(a)(ii) APPLIES	
1. ADDRESS AND EIRCODE OF RELEVANT PROPERTY:	
2. TOTAL NUMBER OF DAYS DURING THE YEAR SHORT TERM LETTING OCCURED:	
3. PERIODS DURING THE YEAR SHORT TERM LETTING OCCURED:	

PART B- CONTACT DETAILS	
NAME:	
ADDRESS & EIRCODE:	
TELEPHONE NUMBER &/or MOBILE NUMBER:	
E-MAIL ADDRESS:	

I \_\_\_\_\_ hereby declare that the property indicated at (1) above is my principal private residence and that all information contained in this form is true and correct.

Signed .....

Date of Notification .....

