



Guide to submitting a Valid Planning Application

Upon receipt of a Planning Application, the Planning Authority will carry out an initial examination to assess that the application is made in full accordance with the Planning & Development Regulations 2001 - 2022. This ensures that each application is consistent and contains the relevant information to allow an assessment of the proposed development.

The following guide is designed to assist an applicant/ agent in making a Valid Application.

- ❖ Please note this is a non-exhaustive guide and the onus remains on the applicant/ agent to ensure that their application complies fully with the Planning & Development Regulations 2001 - 2022.
- ❖ Please note an application which is initially deemed valid may be deemed invalid at a later stage upon site inspection (e.g. submitted application does not accurately reflect the current site layout etc.).
- ❖ Please note an application for outline permission cannot be made for retention of development, works to a protected or proposed protected structure or works that require an integrated pollution control licence or a waste licence or if it requires an Environmental Impact Assessment Report (EIAR) or an Natura Impact Statement (NIS)
- ❖ Furthermore, an application cannot be considered where there is a current appeal to An Bord Pleanála on the same site for the same development.

Application Form: A valid application must contain the following;

- **Fully completed Application Form** in the approved format.
- **Additional Contact Information Sheet** - include both the applicant and agent's contact details (Questions 24 & 25) Note - this information will not be published.
- Ensure that the applicant's name correlates with the Site Notice and Newspaper Notice.
- Application shall be in the name of individual(s) or a Limited Company.
- Ensure that the application form is signed and dated.

Fee:

- The **appropriate fee** shall be included with the application. Please refer to schedule 9 scale of fees.
- Where an applicant is seeking a waiver of fees in accordance with Article 157 of the Planning & Development Regulations 2001 – 2022 they shall include supporting documentation e.g. a letter confirming their voluntary/ not for profit status from their accountant/ bookkeeper or solicitor.

Additional Documentation:

- Where it is proposed to dispose of waste-water from the proposed development other than to a public sewer, a **site suitability assessment** shall be included for the proposed wastewater treatment system together with information on the proposed on-site treatment system
- In the case of an application for permission for the development of houses or of houses and other development, to which Section 96 of the Act applies, the application must be accompanied by proposals as to how the applicant proposes to comply with the Housing Strategy, (*Under Part V, Section 96 of the Planning and Development Act 2000 as amended, all residential developments on residential zoned lands or zoned lands where residential use is a pre-dominant use e.g. mixed use zoning, are required to provide social and affordable housing to an application for permission for the development of houses on land*)
- Agreement in principle, financial aspects of the Part V proposal, S. 97 Exemption Certificate or a copy of an Exemption Certificate application having been made.
- Where the applicant is not the legal owner of the land or structure concerned, a **letter of consent** from the owner, including their postal address, to make the application must be included.
- A planning application for any development consisting of or mainly consisting of the making of any material change in the use of any structure or other land, or for the retention of any such material change of use must be accompanied by a **statement of the existing use and of the use proposed** together with particulars of the **nature and extent of any such proposed use**.
- If an application is for works to or within the curtilage of a **protected structure or a proposed protected structure** then plans, photos and drawings showing how the development would affect the character of the structure must be submitted as part of the application.

Newspaper Notice:

- Newspaper Notice shall be published in an **Approved Newspaper**. Please see the List of Approved Newspapers which details acceptable newspapers for the various areas of the County available online at [How to Apply for Planning Permission | Meath.ie](#)
- Newspaper Notice shall have "**Meath County Council**" as a **heading**.
- The Newspaper Notice shall contain the **name of the applicant, correct location, townland or postal address of the land or structure, the type of permission sought** (permission, retention permission, outline permission, permission consequent on the grant of outline permission) and a **brief accurate development description**. This information shall correlate with the Site Notice.
- The Newspaper Notice should include the following statement:

"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. A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee, €20.00, within the period of 5 weeks beginning on the date of receipt by the authority of the application"

- The submitted application shall **include the relevant page from the newspaper** or a copy thereof. The title of the newspaper and the date of publication should be clearly legible on the page.

Note: Application to be lodged within 14 days of the publication of the Newspaper Notice. (The day of publication is Day 1). (Please note with regards to notices placed in the Meath Chronicle, the Newspaper Notice will be accepted from the date the paper is available for purchase i.e. Wednesday prior to the Saturday publication date.)

- For **Permission Consequent** the Newspaper Notice shall reference the relevant Outline Permission Planning Register Application Number.
- Where the development relates to works to or within the curtilage of a **Protected Structure or Proposed Protected Structure**, this fact shall be stated.
- Where the development relates to a development within a **Strategic Development Zone**, this fact shall be stated.
- Where the development compromises or is for the purposes of an activity requiring an **integrated pollution control licence (EPA), industrial emissions licence** or a **waste licence** this fact shall be stated.
- Where the application includes a **Natura Impact Assessment (NIS)** or an **Environmental Impact Assessment Report (EIAR)**, this shall be stated on the newspaper notice, noting that they will be submitted to the Planning Authority as part of the application. It shall also be stated that **the NIS and/or EIAR is available for inspection** or purchase for a fee not exceeding the reasonable cost of making a copy of same.

- Any application that is accompanied by an EIAR, must be uploaded to the EIAR National Portal. This Portal is accessible on the Departments website. It is the applicants responsibility to upload the EIAR. If the applicant has completed this step then they will receive a 'Confirmation Notice'. This confirmation notice must be submitted with the application to the Planning Authority and be dated within 2 weeks prior to the lodgement of the application or it will be invalid on receipt.

Site Notice:

- Site Notice shall have "**Meath County Council**" as a **heading**.
- Immediately underneath "Meath County Council" the notice shall have the words "**Site Notice**" as a sub-heading.
- The Site Notice shall contain the **name of the applicant, correct location, townland or postal address of the land or structure, the type of permission sought** (permission, retention permission, outline permission, permission consequent on the grant of outline permission) and a **brief accurate development description**. This information shall correlate with the Newspaper Notice.
- The Site Notice should include the following statement:

"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. A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee, €20.00, within the period of 5 weeks beginning on the date of receipt by the authority of the application, and such submissions or observations will be considered by the planning authority in making a decision on the application. The planning Authority may grant permission subject to or without conditions, or may refuse to grant permission"

- The Site Notice shall be **signed by the applicant or by the agent**. Where a Site Notice is signed by an agent it shall also include the **agent's contact address**.
- The **date of erection** of the notice shall also be displayed on the Site Notice.
- The site notice shall be on a **white background**. If a valid application has been received by the Planning Authority within the previous 6 months, relating to the same site or any portion of the same site, the site notice shall be on a **yellow background**.
- The submitted application shall include **a copy of the Site Notice as erected**

Note: Application to be lodged within 14 days of the erection of the Site Notice. (The day of erection of notice is Day 1).

- For **Permission Consequent** the Site Notice shall **reference the relevant Outline Permission Planning Register Application Number**.
- Where the development relates to works to or within the curtilage of a **Protected Structure or Proposed Protected Structure**, this fact shall be stated.
- Where the development relates to a development within a **Strategic Development Zone**, this fact shall be stated.

- Where the development compromises or is for the purposes of an activity requiring an **integrated pollution control licence (EPA), industrial emissions licence** or a **waste licence** this fact shall be stated.
- Where the application includes a **Natura Impact Assessment (NIS)** or an **Environmental Impact Assessment Report (EIAR)**, this shall be stated on the Site Notice, noting that they will be submitted to the Planning Authority as part of the application. It shall also be stated that the NIS and/ or EIAR is available for inspection or purchase for a fee not exceeding the reasonable cost of making a copy of same.

Site Location Map:

- **6 copies** of the site location map shall be submitted.
- Site Location map to a **scale of not less than 1:1000 for development in a built up area or 1:2500 in all other areas**. Depending on the nature and extent of the development, other scales can be agreed with the Planning Authority prior to submission of an application. Please email the details to planning@meathcoco.ie for consideration.
- The Site Location Map shall show the **site boundary in red**.
- The Site Location Map shall show the **overall landholding of the applicant/ landowner in blue**.
- Any **wayleaves** applicable to the application shall be shown in **yellow**.
- The **North Point** shall be indicated on the map and the relevant **OS Sheet number** shall also be indicated.
- The **position of the Site Notice** shall be indicated. Please note a Site Notice shall be in a public place. It is permissible to erect additional notices where a development is a reasonable distance from the nearest public road. The position of any additional site notices should also be noted on the map.

Site Layout:

- **6 copies** of the site layout plan shall be submitted.
- The site layout shall be drawn to a **scale of not less than 1:500 (or other scales can be agreed with the planning authority prior to submission of the application)**
- The **site boundary** shall be delineated in red and correlate with the site boundary as shown on the site location map.
- The site layout plan shall indicate the any buildings, roads boundaries, **septic tanks**, percolation areas, bored wells, significant tree stands and other features on, **adjoining or in the vicinity of the land or structure** to which the application relates
- The site layout plan shall show the level or **contours** of the land and the proposed structures relative to **Ordnance Survey datum or a temporary local benchmark**.
- The site layout plan shall indicate the **distance of all proposed structures from the boundaries** of the site as defined in red.
- The **North Point** shall be indicated on the site layout plan.
- Where it is proposed to **demolish** a structure, the footprint of said structure shall be clearly shown on the Site Layout.

Plans, Elevations & Sections:

- **6 copies** of the plans, elevations and sections shall be submitted. Plans in **metric scale** of at least 1:200 or greater
- For extensions, alterations and retention applications, the proposed works shall be clearly **distinguished** from the existing structure/ structure which does not form part of the current application
- All plans, drawings etc. shall show the **overall dimensions** and **overall ridge height** of the structures.
- Where the development would involve work to a **protected structure or proposed protected structure**, the drawings shall show the main features of any buildings within the curtilage of the structure which would be materially affected by the proposed development
- Where it is proposed to **demolish a Protected Structure or Proposed Protected Structure**, the application shall include floor plans, elevations and section.

Additional Information

The following information would be extremely beneficial when submitting an application to the Planning Authority. The inclusion of this information will help avoid unnecessary delays in the decision making process and will significantly reduce the likelihood of a request for Further Information on an application.

For All Applications

- TTS1 Traffic & Transport Statement
- TTS2 Further Information Traffic & Transport Statement (To be completed where any of the thresholds described in Table 2.1 of NRA Guidelines for Traffic and Transport Assessment are reached)
- Sight lines and letters of consent relating to maintenance of sight lines. It may be useful to provide a map extract showing the extent of 3rd party land concerned. Sight lines should be to the nearest road edge.
- Where a derogation is sought in terms of sight lines, documentary evidence in the form of a traffic/ speed survey
- Where a development is likely to increase the loading on an existing wastewater treatment system or retention permission is sought for an existing wastewater treatment system, it would be beneficial to include a short report on the existing system, percolation area etc regarding functionality, capacity etc.
- Foul drainage/Storm Drainage/Water Supply details
- OS Licence Number, where applicable

Additionally for Rural Housing Applications

- Bona Fides - evidence that the applicant complies with the relevant policies of the County Development Plan in terms of the area in which it is proposed to construct a dwelling, please see Section 9.4 of the Meath County Development Plan 2021 – 2027.
- Completed Local Need Form, including supporting documents.

Personal Data

Please be advised that the planning process is an open and transparent one and as such information supplied with a planning application will be available to the public and also published to the online planning portal. Information provided to support an applicants Local Need is required as part of the planning assessment, however this information is kept in a private file and not publicly available.

Applicants are reminded to;

- Please ensure that any personal information such as PPS No./ Bank Account details or personal information relating to a third party is redacted.
- Please do not submit original personal documents e.g. birth certificate Contact details to be included at Questions 24 & 25 on the application form.
- Personal data relating to an application will be destroyed within 1 month of the Notification of Final Grant issuing. If an applicant/ agent wishes to collect this information they must make arrangements to collect it within 1 week of the date of the Notification of Final Grant. Photographic ID (Passport/ Driving Licence) will be required and the Planning Authority must be satisfied with same.

- In the case of a refusal, Personal data relating to an application will be destroyed within 1 month of the Notification of Decision issuing. If an applicant/ agent wishes to collect this information they must make arrangements to collect it within 1 week of the date of the Notification of Final Grant. Photographic ID (Passport/ Driving Licence) will be required and the Planning Authority must be satisfied with same.

Common Reasons for Invalidation of a Planning Application

The most common reasons for an invalid application are outlined below:

- Incorrect or omitted townland(s)
- Newspaper Notice published in a newspaper which is not approved for the particular area of the subject site.
- Development description does not correlate between the site notice and newspaper notice
- Development description inaccurate
- Newspaper Notice out of date i.e. published more than 2 weeks before the application is submitted to the planning authority
- Applicant's name unacceptable e.g. using first initial of Christian name, not a legal entity etc.
- Applicant's name does not correlate across public notices and application form
- In the case of a company as the applicant, the company name does not match the Company Registrations Office record
- Reference to a Protected structure omitted
- Principal dimensions not indicated
- Site Location map misleading e.g. several red lines appearing on location map
- Incorrect Fee e.g. no fee included where demolition comprises part of the application
- EIAR Portal notification out of date
- Site location and site layout maps don't correlate