



## Frequently Asked Questions

This leaflet is intended to provide some guidance on frequently asked questions, it is not a definitive legal interpretation of planning law.

### 1. Where do I apply for planning permission?

To the planning authority, Meath County Council, Buvinda House, Dublin Rd, Navan, Co Meath C15 Y291

### 2. How do I apply for planning permission?

You must complete a planning application form and submit it together with the required documents (See Question 9 to 15 below) and the appropriate fee to the planning authority.

### 3. Are there different types of planning permissions?

Yes. There are four types of planning permission. An application may be made for:

- Permission
- Permission for retention
- Outline permission
- Permission consequent on Grant of Outline Permission

The most common type of application made is for permission, often referred to as full permission. There are circumstances when you may want to make an application for outline permission. For example, you may want to see whether the planning authority agrees with your proposal in principle before you go to the trouble of making detailed plans. If you obtain outline permission, you must obtain full permission (consequent on Grant of Outline Permission) before starting work. In most cases, a subsequent application for permission must be made within 3 years of the date of grant of outline permission. However, outline permission cannot be sought for retention of a structure, works to a protected structure or a proposed protected structure or developments which require an Environmental Impact Assessment Report (EIAR), Natura Impact Statement (NIS), integrated pollution control licence or a waste licence.

### 4. Where do I get an application form?

From the planning authority or online at [How to Apply for Planning Permission | Meath.ie](https://www.meath.ie/planning). There may be supplementary forms for agricultural development.

### 5. Can I get advice from the planning authority?

Yes. Advice and guidance is available from the planning authority to help you make your planning application.

The planning process can be complex, particularly if you are unfamiliar with it. Pre-planning meetings give applicants an opportunity to seek advice on their proposed development.

To request a pre-planning consultation, send the following documentation to the council:

- Pre – planning questionnaire
- Site location map scale 1:2500, with site outlined in red
- Your legal interest in the site. If you are not the owner a letter of consent from the owner of the lands, including their postal address, is required
- Local Needs Form is required if the pre-planning application is for a one-off rural dwelling

All documentation must be submitted to our Planning Offices before a meeting or phone call can be arranged. Meetings are generally held every 2nd and 4th Tuesday in the month at our Planning Offices.

The forms are available from the planning offices or can be downloaded at [Before you Apply for planning Permission | Meath.ie](#)

## **6. Who can make a planning application?**

You must have a sufficient legal interest in the site or property to carry out the proposed development, or the written consent of the person who has that legal interest. If a planning application is made by a prospective purchaser or tenant, the owner's written consent, including their postal address, should normally be enclosed with the application.

## **7. What information must be contained in a valid planning application?**

There may be specific requirements depending on the type of development you want permission for. However, in general, a valid application must always:

- Meet all the requirements for public notice (newspaper notice and site notice) (See Questions 14 & 15 of this FAQ document);
- The name and address of the applicant, the correct location, townland or postal address of the land or structure concerned and the legal interest of the applicant;
- Contain all the required plans, maps and drawings and a schedule listing the plans, maps and drawings;
- Be accompanied by the page of the newspaper showing the newspaper notice and a copy of the site notice erected;
- Be accompanied by the appropriate fee.

The statutory 8 week period for deciding an application begins from the time you submit a valid application. When the last day for giving of a decision falls on a weekend, public holiday or other day on which the planning authority is closed, then the decision will be given on the next working day.

## **8. Can I get help in filling in the form?**

Planning application forms come with explanatory notes. You should read these carefully before completing the form. The planning authority can give you advice. You can also get an agent (e.g. a planning consultant, engineer, architect) to make the application on your behalf.

## **9. How much will my application cost?**

A fee is payable with the planning application and must accompany the application or it will be invalid. The amount of the fee depends on the type of development proposed and the type of permission being sought. Please see our website for details on the fee

**10. What documents do I need to submit?**

The documents needed with your application will depend on the type of development. They will need to show, clearly and in sufficient detail, your development proposals, what the development will look like when finished, how it will relate to the site and to adjoining structures and property etc. If you are installing a septic tank, you need to submit documents which are in accordance with the Code of Practice for Wastewater Treatment and Disposal Systems serving Single Houses p.e.:≤; 10 from the E.P.A.

In general, however, you must always submit the following:

- The page of the newspaper showing the newspaper notice, it must show the name of the paper and the date of publication;
- A copy of the site notice erected;
- 6 copies of the location map, showing the position of the site notices (at a scale of not less than 1:1000 in a built- up area and not less than 1:2500 in all other areas);
- 6 copies of a site or layout plan (at a scale of not less than 1:500)
- 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
- Local Needs Form if applicable (the local needs form is only required for one-off housing)
- \*Where appropriate, a certificate issued by the Planning Authority verifying that the development proposed is for no more than 4 houses or for housing development on land of 0.1 hectares or less. If such a certificate has been applied for but not issued, a copy of the application, which itself must meet specific requirements, will suffice.

All drawings of plans, elevations and section must be in metric scale.

If the development applies to a protected structure or to the exterior of a structure within an architectural conservation area, the application must be accompanied by photographs, plans and other details, which will show how the development will affect the character of the structure.

**11. What should a location map show?**

A location map is available at [www.osi.ie](http://www.osi.ie) and must show:

- The land concerned and location of proposed structures, with the site boundary clearly shown in red,
- Other land in the vicinity of the proposed development and which is in the ownership of the applicant or landowner outlined in blue and way leaves outlined in yellow,
- The Ordnance Survey sheet number of the map,
- The north point and scale of the map

**12. What should a site or layout plan show?**

A site or layout plan must show:

- The site boundary in red,
- Existing buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant tree stands and other features, on adjoining or in the vicinity of land or

- structure (to a scale of not less than 1:500),
- The levels or contours, where applicable, of the land and of the proposed structure,
  - The north point and scale of the map,
  - The name and address of the person by whom it was prepared.

### **13. What about other plans and drawings?**

Other plans and drawings must comply with the following,

- Plans, elevations and sections must be drawn to a scale of not less than 1:200 (or another scale agreed in advance with the planning authority in writing).
- Drawings of elevations of any proposed structure must show the main features of the buildings adjoining the proposed structure at a scale of not less than 1:200
- Proposals for reconstruction, alteration or extension must be clearly marked to distinguish them from existing structures.
- Floor plans, elevations and sections of proposed structures, must give in metric, figures of the principal dimensions (including overall height).
- The north point should be shown on all plan drawings.
- The name and address of the person who prepared the plans and drawings should be provided.

### **14. What public notice must I give?**

You must give public notice of your proposals not more than 2 weeks prior to making an application. This must be done.

- By publishing a notice in a locally circulating 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](#)) and
- By erecting a site notice, which must be on durable, weatherproofed material. It must be in a conspicuous position on the land or structure, so as not to be obscured at any time. Where there is more than one entrance to the site further site notices will be required. A site notice must be at least A4 size, printed in indelible ink on a white background for a first notice. If you apply for permission for a subsequent development on the same site within 6 months of the first application, the site notice must be in yellow.

### **15. What needs to be in the newspaper and site notices?**

These must identify the name of the person applying for permission, the type of permission applied for and specify the nature and extent of the proposed development. The location, townland or postal address of the site to which the application relates must be included in the notices. Full details of the information to be contained in the notices are given in the explanatory notes to the application forms.

Please see our website for a samples of the site and newspaper notice. (ADD LINK)

### **16. What is the process for a Large-scale Residential Development application**

The Government, in line with their commitment to end and replace the Strategic Housing Development (SHD) process, established a new application process (LRD). Under this new arrangement, LRD applications are made directly to the local authority. The Planning and Development (Amendment) (Large-scale Residential Development) Act 2021 came into effect as of 17th December 2021, which is the commencement date for dealing with LRD applications. New Regulations and Fee Structures also came into effect on 17th December 2021.

'Large-scale Residential Development' or LRD applications are applications made to local authority for

- the development of 100 or more houses,
- the development of student accommodation that includes 200 or more bed spaces,
- both the development of 100 or more houses and of student accommodation, or
- both the development of student accommodation that includes 200 or more bed spaces and of houses.

LRD applications are restricted to lands which facilitate residential development and do not apply to lands designated as Strategic Development Zones. Any other uses proposed within the development are required to be compliant with the Land Use zoning objectives designated by the Development Plan. Non-residential developments proposed within an LRD application is restricted to 30% of the total floor area.

For full details on the Large-scale Residential Development please see the information on our website at [Large-scale Residential Developments \(LRDs\) | Meath.ie](#)

#### **17. Before sending in your application ask yourself:**

- Do I need to ask the planning authority for advice on my proposal or on making the application?
- Am I making the correct type of application i.e. for permission, retention permission, outline permission or permission consequent on grant of outline permission?
- Have I completed the application form correctly? Ensure that the development description on the application form clearly details the proposed development.
- Have I enclosed all the correct documents, with the required amount of detail and the correct number of copies?
- Have I paid the correct fee?
- Is my newspaper notice in compliance with the Regulations, in an approved paper and within the time limit?
- Is my site notice in compliance with the Regulations, erected within the time limit, and sited correctly?
- Have I included all necessary information (e.g. do I need to include results of percolation tests for a septic tank)?
- Do I need to meet any other non-planning requirements? (e.g. fire safety certificate under the building regulations, consent to connect to a public sewer or water)?

#### **18. Development Contributions**

In addition to the fee payable at the time of application, it may be a condition of planning permission that a development contribution be paid to the planning authority towards the cost of infrastructure (e.g. public roads, social infrastructure and surface water drainage infrastructure) which facilitates your development. Development contributions differ from place to place and from different types of development. They are separate from any fees that may be payable for connection to services such as water and sewerage. A copy of the Development Contributions Scheme is available online at [Development Contribution Schemes | Meath.ie](#)