

**COMHAIRLE CHONTAE
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**WICKLOW
COUNTY COUNCIL**

COUNTY BUILDINGS
WICKLOW



tel:0404.20148 fax:0404.69462 e.mail:plandev@wicklowcoco.ie

PLANNING APPLICATION FORM

IMPORTANT NOTES

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 map¹⁶
- 6 copies of site or layout plan¹⁶⁺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:

- The written consent of the owner to make the application

Where the application is for residential development that is subject to Part V of the 2000 Act:

- Specification of the manner in which it is proposed to comply with section 96 of Part V

Or

- ❑ A certificate of exemption from the requirements of Part V

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 V of the 2000 Act by virtue of section 96(13) of the Act:

- ❑ Information setting out the basis on which section 96(13) is considered to apply to the development.

Where the disposal of wastewater 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 a material change of use or retention of such a material change of use:

- ❑ Plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of Article 23) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Statement:

- ❑ An Environmental Impact Statement

Applications that are exempt from planning fees:

- ❑ Proof of eligibility for exemption¹⁸

PLANNING APPLICATION FORM
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 or 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.
5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building, that is, floor areas must be measured from inside the external wall.
6. Where the existing use is ‘vacant’ please state most recent authorised use of the land or structure.
7. Part V of the Planning and Development Act 2000 applies where—
 - the land is zoned for residential use or for a mixture of residential and other uses,
 - there is an objective in the Development Plan for the area for a percentage of the land to be made available for social and/or affordable housing, and
 - the proposed development is not exempt from Part V
8. Under section 97 of the Planning and Development Act 2000, applications involving development of 4 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.
9. Under section 96(13) of the Planning and Development Act 2000, Part V does not apply to certain housing developments by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under section 96 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 in 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 to 2004, is in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht 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 Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.

11. An Environmental Impact Statement (EIS) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2011 which exceeds a limit, quantity or threshold set for that class of development. An EIS 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 (article 103).

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 an appropriate assessment is required, 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 a 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 may only occur under Section 247 of the Planning and Development Act 2000. An applicant should contact his or her planning authority if he/she wishes to avail of a pre-application consultation. In the case of residential development to which Part V of the 2000 Act applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part V agreement in principle can be reached in advance of the planning application being submitted.

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 Regulations 2001-2011.

17. The location of the site notice(s) should be shown on site location map.

18. See Schedule 9 of Planning and Development Regulations 2001. If a reduced fee is tendered, details of previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under article 157 of the 2001 Regulations, evidence to prove eligibility for exemption should be submitted.

SUPPLEMENTARY INFORMATION - See Question 20
EXPLANATORY NOTES – SERVICES

Planning applications for single houses with on-site wastewater treatment and disposal systems shall be assessed in accordance with the “**Code of Practice Wastewater Treatment and Disposal Systems Serving Single Houses (p.e. ≤ 10)EPA 2009**” (hereafter referred to as the Code of Practice EPA 2009) and the additional requirements as follows:

1. The minimum site size shall generally be 1500m² where the dwelling is connected to a mains water supply.
2. The minimum site size shall generally be 2000m² where the dwelling is served by an on-site water supply/well.
3. In areas subject to excessive numbers of dwellings served by wastewater treatment & disposal systems there is a likelihood the Planning Authority will seek to limit in the future the number of such systems in such localities to ensure that there is not a build up of contaminants such as nitrates in the water supply. Accordingly the minimum site size requirements in such areas may exceed the site sizes identified in 1 and 2 above to ensure the safety of water supplies.
4. In assessing and designing wastewater treatment & disposal systems regard shall be had to the current “Wicklow Groundwater Protection Scheme”.
5. Wastewater treatment & disposal systems shall generally be located completely within the site and percolation areas & polishing filters shall not be located more than 100m from the dwelling.
6. Discharge of treated effluent to watercourses will not be allowed other than where the proposed wastewater treatment system is required for an existing dwelling with no or inadequate wastewater treatment facilities. Any discharge to a watercourse will be subject to the granting of a Water Pollution Act Discharge Licence.
7. (a) The minimum separation distance of septic tanks, secondary treatment plants, percolation areas & polishing filters from the Vartry and Blessington Reservoirs (or any other reservoir designated by the Council) shall be 200m.
(b) The minimum separation distance of septic tanks, secondary treatment plants, percolation areas & polishing filters from streams/watercourses leading to the Vartry and Blessington Reservoirs (or any other reservoir designated by the Council) shall be 100m.
8. No wastewater treatment system shall be allowed to be located within the exclusion zone of a public water supply.
9. In accordance with S7.1.1 & S7.2.1 of the Code of Practice EPA 2009, the number of bedrooms detailed on the submitted plans shall be used for calculating the design population for standard dwellings. In this regard a standard dwelling is taken to be a dwelling with one livingroom, one kitchen, one sitting room, one utility room, and a number of bedrooms. Any additional rooms delineated on the submitted plans (other than bathrooms) will be taken as bedrooms for the calculation of the design population. For avoidance of doubt this will include areas defined as storage but suitable for conversion, libraries, studies, offices, etc.
10. All applications shall be accompanied by a fully completed Site Characterisation Form as per Annex C.3 of the Code of Practice 2009, including colour photographs, site plans, finished floor levels, ground levels, cross sections, longitudinal sections, and design details relevant to the proposed wastewater treatment & disposal system. The qualifications of the person carrying out the assessment including their professional indemnity insurance should be submitted. These documents shall be site specific and shall not be photocopies from the Code of Practice EPA 2009. In certain circumstances, as detailed in Annex F of the Code of Practice EPA 2009, site improvement works can be carried out to render a site suitable for an on-site wastewater treatment

system. Where site improvement works are carried out full details of these works shall be submitted with the planning application for the single house development. Not all sites are suitable for effluent disposal or can be made suitable by carrying out site improvement works. The Planning Authority may deem certain sites unsuitable (e.g. sites prone to flooding) in addition to those specified in S6.5 of the Code of Practice EPA 2009.

11. Sand Filter Systems and Sand Polishing Filters will only be permitted if the applicant can demonstrate that they can employ a Contractor who has competency in sourcing the sand to the requirements of Table 8.2 & Table 10.2 of Code of Practice EPA 2009 and has specialist experience in constructing such filters.
12. Any applications for filters shall include design details of :
 - i) the manifold and lateral drain system (including details of where such materials can be sourced).
 - ii) the pump & pumping chamber.
13. The sides of mounds must be lined with an impermeable membrane from the top of the mound to 300mm below existing ground level.
14. For planning applications for extensions to a dwelling with an existing wastewater treatment system the Council will generally require the wastewater treatment system to be upgraded to comply with the Code of Practice EPA 2009 in each of the following individual circumstances:
 - i. The proposed Gross Floor Area of the extension is in excess of 33% of the GFA of the existing dwelling.
 - ii. The number of bedrooms is being increased by > 50%.
 - iii. The existing dwelling is semi-derelict.
 - iv. The existing wastewater treatment system at the date of application would not comply with the previous codes of practice NSAI SR6 1991 or Wastewater Treatment Manuals Treatment Systems for Single Houses EPA 2000. Where circumstances (i) to (iv) above do not apply the Planning Authority may still require the upgrading of wastewater treatment systems in particular circumstances in the interests of public health. The upgrading of a system prior to or during the course of an application for an extension to an existing dwelling to meet the provisions of SR6 : 1991 or the EPA Manual 2000 is unacceptable and only upgrading to the current standards will be permissible.

NOTE:

- **The “Code of Practice Wastewater Treatment and Disposal Systems Serving Single Houses (p.e. ≤ 10) EPA 2009” offers advice on the construction & installation and the operation & maintenance of wastewater treatment & disposal systems in Chapters 11 & 12. The supplier of the wastewater treatment & disposal system should also provide advice on such matters.**
The applicant/owner of a single house is responsible for the correct installation and proper on-going maintenance of a permitted wastewater treatment and disposal system for a single house. The Planning Authority in granting such developments does so in the knowledge of the applicant’s responsibilities in this regard. Under the Local Government (Water Pollution) Acts 1977 – 1990 it is an offence to cause pollution of surface water and/or groundwater due to the malfunctioning of a wastewater treatment & disposal system.
- **Where the population equivalent (p.e.) is > 10 the Planning Authority will generally require on site wastewater treatment and disposal systems to be assessed and designed in accordance with the Code of Practice “Wastewater Treatment Manuals Treatment Systems for Small Communities, Business, Leisure Centres & Hotels EPA 1999”. References in this code to the “Wastewater Treatment Manuals Treatment Systems for Single Houses EPA 2000” shall be taken as a reference to the “Code of Practice for Wastewater Treatment & Disposal Systems Serving Single Houses EPA 2009”. The Planning Authority will require additional testing in addition to that required in these codes where considered necessary.**

SUPPLEMENTARY INFORMATION - See Question 26

EXPLANATORY NOTES – SINGLE RURAL HOUSE

Residential development will be considered in the countryside **only** when it is for the provision of a necessary dwelling in the following circumstances:

1. A permanent native resident seeking to build a house for his/her own family and not as speculation. A permanent native resident shall be a person who was either born and reared in the family home in the immediate vicinity of the proposed site (including permanent native residents of levels 8 and 9 i.e. small villages and rural clusters), or resided in the immediate environs of the proposed site for at least 10 consecutive years prior to the application for planning permission.
2. A son or daughter, or niece/nephew considered to merit the same position as a son/daughter within the law (i.e. when the uncle/aunt has no children of his/her own), of a permanent native resident of a rural area, who can demonstrate a definable social or economic need to live in the area in which the proposal relates and not as speculation.
3. A son or daughter, or niece/nephew considered to merit the same position as a son/daughter within the law (i.e. when the uncle/aunt has no children of his/her own), of a permanent native resident of a rural area, whose place of employment is outside of the immediate environs of the local rural area to which the application relates and who can demonstrate a definable social or economic need to live in the area to which the proposal relates and not as speculation.
4. Replacing a farm dwelling for the needs of a farming family, not as speculation. If suitable the old dwelling may be let for short term tourist letting and this shall be tied to the existing owner of the new farm dwelling were it is considered appropriate and subject to the proper planning and development of the area.
5. A person whose principle occupation is in agriculture and who owns and farms substantial lands in the immediate vicinity of the site.
6. An immediate family member (i.e. son or daughter) of a person described in 5, who is occupied in agriculture in the immediate vicinity.
7. A person whose principle occupation is in a rural resource based activity (i.e.: agriculture, forestry, mariculture, agri-tourism etc.) and who can demonstrate a need to live in the immediate vicinity of this activity.
8. Renovation or conversion of existing dilapidated buildings of substance, in a scale, density and manner appropriate to the rural area and its scenic amenities. Any such developments shall be in accordance with the Rural Design Standards set out in Section 6.4).
9. A close relative who has inherited, either as a gift or on death, an agricultural holding or site for his/her own purposes and not for speculation and who can demonstrate a definable social and or economic need to live in the area to which the proposal relates.
10. The son or daughter of a landowner who has inherited a site for the purpose of building a one-off rural house and where the land has been in family ownership as at 11th October 2004 for at least 10 years prior to the application for planning permission and not as speculation.
11. An emigrant, returning to their local area, seeking to build a house for his/her own use not as speculation.
12. Persons whose work is intrinsically linked to the rural area and who can prove a definable social and economic need to live in the rural area and who has resided in the immediate area for at least 10 consecutive years prior to the application.
13. A permanent native resident who has to dispose of their dwelling, following divorce or a legal separation.
14. Permanent native residents of moderate and small growth towns, seeking to build a house in their native town or village within the 50kmph / 30 mph speed limit on the non national radial roads, for their own use and not as speculation as of 11th October 2004.
15. A person whose business requires them to reside in the rural area and who can demonstrate the adequacy of the business proposals and the capacity of the business to support them full time.
16. Permanent native residents of the rural area who require a new purpose built specially adapted house due to a verified medical condition and who can show that their existing home cannot be adapted to meet their particular needs

Consideration for rural housing will also be given to those persons who were permanent native residents of a rural area but due to the expansion of an adjacent town / village, the family homeplace is now located within the development boundary of the town / village. A person whose lands have been zoned or designated as development

lands in the extension of the development boundary shall not benefit from such consideration in this regard. This shall relate to lands subsumed within individual development boundaries of settlements adopted in the previous 12 years.

SUPPLEMENTARY INFORMATION – See Question 27 EXPLANATORY NOTES – Single House

- Level 1** Bray
Level 2 Wicklow / Rathnew
Level 3 Arklow Greystones / Delgany
Level 4 Blessington Newtownmountkennedy
Level 5 Ashford Auhgrim Baltinglass Carnew Enniskerry Kilcoole Rathdrum , Tinahely
Level 6 Avoca Donard Dunlavin Kilmacanogue Newcastle Roundwood Shillelagh
Level 7 Barndarrig Ballinaclash Coolboy Glenealy Hollywood Johnstown/Thomastown Kilpedder / Willowgrove Kiltegan Knockananna Laragh/Glendalough Manor Kilbride Redcross Shillelagh Stratford-on-Slaney
Level 8 Annacurragh Annamoe Askanagap Ballyconnell Ballycoog Ballyknockan Ballynacarrig-Brittis Bay Connary Coolafancy Coolkenno Donaghmore Grangecon Greenan Kirikey Knockanarrigan Lackan Moneystown Rathdangan Vallemount
Level 9 Ballinglen Ballyduff Ballyfolan Ballynultagh Baltyboys Boleynass Barraniskey Carrigacurra Crab Lane Coolattin Croneyhorn Crossbridge Glenmalure Goldenhill Gorteen Kilamoat Kilcarra Killiskey Kilmurray (NMKY) Kilmurray (Kilmac) Kilquiggan Kingston Macreddin Moyne Mullinacluff Oldcourt Park Bridge Rathmoon Redwells Stranakelly Talbotstown Tomacork Tomriland
Level 10 Rural areas i.e. any location outside the development boundary of any settlement listed above
See page entitled 'SUPPLEMENTARY QUESTIONS SINGLE RURAL HOUSE' (Question 23)

Policies (single house)

- Level 1** There are no restrictions on building, buying or occupying houses
- Level 2** There are no restrictions on building, buying or occupying houses
- Level 3** There are no restrictions on building, buying or occupying houses
- Level 4** Any new single house developments shall be restricted to those living and/or working in the County for 1 year.
- Level 5** Any new single house developments shall be restricted to those living and/or working in the County for 1 year.
- Level 6** Any new single house developments shall be restricted to County Growth i.e. those persons that have been permanently living and/ or working in County Wicklow for at least 3 years prior to the application for planning permission/ purchase of house.
- Level 7** Any new single house developments shall be restricted to Local Growth i.e. Housing demand generated by those persons who are **permanent native residents** of any location from Level 6 – 10 in the County settlement hierarchy
- Level 8** Any new single house developments shall be for those with :
- **proven need** for new housing,
 - who meet the **Local Growth** definition,
- Level 9** Any new single house developments shall be for those with a **proven need** for new housing.
- Residents of Level 1-8 will **only** be eligible for permission in Level 9 if the applicant
- has a **proven need** for new housing, and

- is a son/daughter of a parent that was born and raised and resided for a period of not less than 10 years in that rural cluster or its surrounding rural area.

Level 10 All new single house developments shall be restricted to those persons that qualify for rural housing under Section 6.3.2 of this Plan.

See page entitled ‘SUPPLEMENTARY QUESTIONS SINGLE RURAL HOUSE’

DEFINITIONS

Regional Growth

Housing demand generated from inside or outside County Wicklow (‘open market’)

County Growth

Housing demand generated by those persons that have been permanently living and/or working in County Wicklow for at least 3 years prior to the application for planning permission / purchase of the house

Local Growth

Housing demand generated by those persons who are permanent native residents of any location from Level 6 – 10 in the County settlement hierarchy

Proven Need

This is defined as those in need of new housing, in particular:-

- first time home owners;
- someone that previously owned a home in County and is no longer in possession of that home by reason of transfer/sale of the home following legal separation / divorce, the transfer of a home attached to a farm to a family member or the past sale of a home following emigration.

Permanent Native Resident

A person is considered a permanent native resident of a given location if they were born and reared in the family home at that location, or resided at that location for at least 10 consecutive years prior to the application for planning permission / purchase of the house.

SUPPLEMENTARY INFORMATION – See Question 28
EXPLANATORY NOTES – COMMERCIAL/INDUSTRIAL DEVELOPMENTS

Note 25 (i)	Not all questions will be relevant to each type of commercial/industrial application. For instance the “estimated traffic movements” or “what processes will be carried out” will not apply to small retail or services applications. However, solid waste questions should be answered by all developments, and small services developments with extractor fans or air conditioning would need to address noise and air emission issues. Finally, the purpose of this supplementary form is to elicit information on as many relevant issues as possible to enable a full assessment to be made of the application without the need to seek FURTHER INFORMATION.
Note 25 (ii)	As part of the application, proposals for sightlines, entrance details, and for turning vehicles (especially trucks) within the site should be submitted.
Note 25 (iii)	Computation of the number of spaces required should be in accordance with County Development Plan 2010-2016 standards- see www.wicklow.ie Chapter 11, Section 11.7.3
Note 25 (iv)	This should state whether the waste is inert (stone, clay, rubble, etc) packaging (paper, plastic, etc), organic (food, putrefying matter, etc), hazardous, etc
Note 25 (v)	Waste storage must be covered and screened and should include separate cells for reusable or recyclable materials.
Note 25 (vi)	Proposals for recycling or disposal of waste should include the name and permit/licence number of the disposal/recycling contractor and the licence number of the disposal facility it is proposed to use.
Note 25 (vii)	Disposal of effluent to a watercourse, sewer, or percolation area will normally require a licence under the Waste Pollution Acts (1977 -1990). Composition and quantities should be stated, and if significant a base line survey should be submitted.
Note 25 (viii)	Noise requirements are dealt with in EPA publication “Guidance Note for Noise (LC8:1995). Wicklow County Council normally requires that noise levels generated by a development should not exceed 45dB(A)Leq (15min) at night-time / Sundays/Pubic Holidays, and 55 dB(A) during office hours, when measured at the nearest or critically affected residences.
Note 25 (vix)	Machinery manufacturers usually have noise ratings of their products, expressed as the noise level measured at a fixed distance.
Note 25 (x)	Any application with significant noise levels (e.g. extractor fans or air conditioners close to dwellings) will require baseline surveys and noise impact assessments.
Note 25 (xi)	Noise can be mitigated by:- increased distance (noise decreases by 6dB for every doubling of the distance), solid walls, etc.
Note 25 (xii)	OIL RETAILING AND STORAGE: Underground tanks are a complex issue and the Environment Section of Wicklow County Council should be contacted for guidance. For overground storage, tanks should be impermeably banded with a bund volume of 110% of the tank size.
Note 25 (xiii)	Site coverage is the ratio of the combined area of the footprint of the structures together with roads, parking and yard./storage areas, to the overall site. Plot ratio is the ratio of the Gross Floor Area of structures to the area of the overall site. The site coverage of industrial buildings should not exceed 80% and sites should include a minimum landscaped strip of 10m along the roadside boundary. For office/mixed use developments, the site coverage should be 50% (though this can be higher within the commercial core of settlements), and the site should incorporate extensive landscaping especially on critical external boundaries. Well designed car parking areas with spaces broken up by significant landscaped areas and having different surface textures, may be accepted as part of the landscaped area.
Note 25 (xiv)	Signs cannot be erected unless included in a planning permission.
Note 25 (xv)	The Retail Planning Guidelines require, inter alia, that the “sequential approach” should be adopted i.e., retail developments should locate within town centres, and only if this is not feasible should they be on the edge of the core area. Only in the unlikely event of these options being infeasible, can an edge of town site be considered.

DIRECTIONS FOR COMPLETING THIS SITE NOTICE.

1. The name of the planning authority to which the planning application will be made should be inserted here.
2. The name of the applicant for permission (and not his or her agent) should be inserted here.
3. Delete as appropriate. The types of permission which may be sought are—
 - (a) permission,
 - (b) retention permission,
 - (c) outline permission,
 - (d) permission consequent on the grant of outline permission. If this type of permission is being sought, the reference number on the planning register of the relevant outline permission should be included.
4. The location, townland or postal address of the land or structure to which the application relates should be inserted here.
5. Delete as appropriate. The present tense should be used where retention permission is being sought.
6. A brief description of the nature and extent of the development should be inserted here.
The description should include—
 - (a) where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. ‘Houses’ includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building,
 - (b) where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,
 - (c) where the application relates to development which would consist of or comprise the carrying out of works to a protected structure or proposed protected structure, an indication of that fact,
 - (d) where an environmental impact statement or Natura impact statement has been prepared in respect of the planning application, an indication of that fact,
 - (e) where the application relates to development which comprises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, an indication of that fact, or
 - (f) where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of these Regulations (Major Accidents Directive), an indication of that fact.
7. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
8. The date that the notice is erected or fixed at the site should be inserted here.

Directions for completing this notice.

SITE NOTICE OF FURTHER INFORMATION/ REVISED PLANS

1. The name of the planning authority to which the planning application was made should be inserted here.
2. The name of the applicant for permission (and not his or her agent) should be inserted here.
3. Reference number of the planning application on the register of the planning authority.
4. This description should be identical to that used on the site notice (Form no. 1).
5. Delete as appropriate.
6. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.

The date that the notice is erected or fixed at the site should be inserted here.

Sample newspaper notice.

Wicklow County Council

1 (*name of applicant*) seeks (*type of permission*) for (*description of development*) at (*location of development*). The planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy at the offices of Wicklow County Council, County Buildings, Wicklow during its public opening hours and a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application.

Please note that this is a sample newspaper notice for applications with no special features.

Applicants / Agents should always check Article 18 of the Planning & Development Regulations 2001-2011 to satisfy themselves that all of the requirements of this Article have been complied with.