

Individual Houses in Rural Areas Supplementary Application Form – SF1

This supplementary form is intended to assist people applying for permission for an individual house within one of the six rural housing policy types identified in the County Development Plan 2014 as detailed below.

(a) Which rural parts of the county have rural housing planning policies?

In County Cork, there are particular rural housing policy objectives for six different rural area types identified across the entire County as follows:

- Metropolitan Cork Greenbelt,
- Rural Area Under Strong Urban Influence and Town Greenbelts,
- Tourism and Rural Diversification Area,
- Stronger Rural Area,
- Transitional Rural Area,
- Structurally Weaker Rural Area.

These areas are identified in Figure 4.1 of the County Development Plan and on the CDP Map Browser only available at www.corkcoco.ie.¹

(b) Why does the Council need this extra information?

To assess whether a person complies with the relevant rural housing policy objective which may exist in the local rural area in which they intend to build a dwelling.

The information in this form will help the Council to take into account the applicant's individual circumstances, as well as to ensure that the applicant has a rural generated housing need.²

(c) Who should fill out this form?

Anyone proposing to build a dwelling in a rural area, listed at (a) over; should complete this form and submit it with the application. The form will be used to establish the applicant's rural generated housing need.

The form should only be completed and signed by the person/persons who intend to build a first home for their permanent occupation.

The signature of someone acting on his or her behalf will not be sufficient.

General Data Protection Regulations

Personal information is collected by Cork County Council to enable the Planning Authority to process your application for planning permission. Legally the Planning Authority can process this information as it has been obtained with your consent & it is necessary in order to comply with statutory/legal obligations.

The protection of your personal data is a key priority for the Council and your data will be processed in line with the Council's Privacy Policy which is available at <https://www.corkcoco.ie/privacy-statement-cork-county-council> or in hardcopy from any Council office.

Should you have any questions about the Council's Privacy Policy or the information that Cork County Council hold about you, please contact the Council by email to dpo@corkcoco.ie or write to the Data Protection Officer, Cork County Council, County Hall, Carrigrohane Road, Cork, Ireland.

¹ These documents and maps can be examined at Council offices (County Hall and Norton House Skibbereen), public libraries or on www.corkcoco.ie

² The detailed wording of the relevant planning policies can be found in the 2014 County Development Plan; particularly Chapter 4.

(d) How do I find out in which Rural Housing Policy Area Type my site is located?

The applicant's own planning consultant / advisor is best placed to investigate any planning policy objectives, to check out planning histories in the area and to explain the exact policies that might apply in a particular area. The Council's Development Management Planners can also assist with explaining the relevant planning policies. In this regard Area Planners hold monthly Pre-Planning Clinics to meet with and advise applicants.

For further information on pre-planning clinics or to make a booking please contact the Planning Department³.

(e) Why would this information help my application?

For persons who have a suitable site and have a genuine rural generated housing need the information submitted will help the Planning Authority to adjudicate on a proposal.

Applicants are advised to include any additional information that would make their individual case as strong as possible. **Please note that all information/supporting documentation submitted will be available publicly online and at the Council Offices to view. Therefore applicant(s) should ensure that any personal information (i.e. PPSN, Bank Account numbers, dates of birth etc) is removed from the documentation before they submit it as part of a planning application.** The Government, in its Sustainable Rural Housing Guidelines⁴ has recommended the use of forms such as this to assist applicants.

(f) Why do I need to give the name of a referee on the form?

When the name of a referee is given in the supplementary application form the Planning Authority can verify and document properly the information submitted.

A suitable referee can be a Clergy person, a Solicitor, a Garda, a Peace Commissioner or a School Principal.

(g) If I answer everything in this form, what happens next?

As explained above, the extra information in this supplementary application form will be useful in making the planning decision. If the Council decides to grant permission on the basis of a person's individual circumstances, it will normally be necessary for the applicants to give a legal undertaking that the dwelling will be used for their permanent occupation. In appropriate cases, this would be included as a formal planning condition.

The information in the form does not address all planning issues in a rural area – other normal proper planning and sustainable development considerations (See Section 4.6 of the County Development Plan) would also apply.

These would include: - planning history, site selection; design; visual impact; road safety; drainage; effluent disposal and water supply; pollution and public safety; impacts on natural, archaeological or built heritage, environmental issues and any other relevant planning policies and standards etc.

You should contact your own planning consultant / advisor for advice on these other aspects of your proposal.

³ The Council's Main Planning Office is at County Hall, Cork, Tel. No. 021-4285957 and The West Cork Planning Office is at Norton House, Skibbereen Tel. No. 028-40340.

⁴ Sustainable Rural Housing – Guidelines for Planning Authorities (April 2005).

Supplementary Planning Application Form – SF1

In order for the Planning Authority to process the personal data you have provided, your consent is required. In this regard, please ensure that you complete **Section 3 – Data Protection** on the Application form for Planning Permission.

1. The Applicant(s)

(Please complete these details for each applicant. For more than two applicants, add separate sheet(s).)

APPLICANT 1					APPLICANT 2					
1.1	Name (including maiden name, where applicable):				1.6	Name (including maiden name, where applicable):				
1.2	How long have you lived at your current address?				1.7	How long have you lived at your current address?				
	With regard to this address, please tick one of the following: -					With regard to this address, please tick one of the following: -				
	In Your Ownership <input type="checkbox"/>					In Your Ownership <input type="checkbox"/>				
	Rented <input type="checkbox"/>					Rented <input type="checkbox"/>				
	Other (please elaborate) <input type="checkbox"/>					Other (please elaborate) <input type="checkbox"/>				
1.3	Age Category: <i>(tick one)</i>				1.8	Age Category: <i>(tick one)</i>				
	0 – 19	20 – 24	25 – 44	45 – 59	60+	0 – 19	20 – 24	25 – 44	45 – 59	60+
1.4	Principal Occupation:				1.9	Principal Occupation:				
1.5	Name and Address of Place of Work:				1.10	Name and Address of Place of Work:				

2. Connection to the Local Rural Area: Please give as complete a picture as possible of each applicant's local rural connection – if any. Include maps where required. Additional details can be given on extra sheets if necessary.

APPLICANT 1		APPLICANT 2	
2.1	Have you lived in the local rural area* where the site is situated? YES NO	2.2	Have you lived in the local rural area* where the site is situated? YES NO
2.1a	If yes, please print the address(es) of all locations where you have lived, together with the relevant dates (Years). Also, please indicate the exact location /address of the house(s) on a map. (Please use separate page, where required)	2.2a	If yes, please print the address(es) of all locations where you have lived, together with the relevant dates (Years). Also, please indicate the exact location /address of the house(s) on a map. (Please use separate page, where required)
2.1b	If yes, give name and address of school(s) attended and years of attendance DATES:	2.2b	If yes, give name and address of school(s) attended and years of attendance DATES:

*Local Rural Area is generally defined in the 2014 County Development Plan as “townland, parish or catchment of the local rural school to which the applicant has a strong social and/or economic link”

3. Rural Family Landholding(s) / Agricultural Activity

3.1	Does the site form part of a landholding in the ownership of you or a member of your family? YES NO							
	Do you intend to take over the ownership and running of a landholding/farm on a full-time basis? YES NO							
3.1a	Please state the owner of the holding and indicate that person's relationship to the applicant? (e.g., <i>father of applicant 1, brother of applicant 2, owned by applicant 2, niece of applicant 1, Other (please elaborate)</i>)							
3.1b	If you have answered yes to either question under 3.1, state the extent of the entire holding (in hectares) NB: Include any 'outside' farm holdings if relevant							
3.1c	Please state when the above holding was acquired (year)							
3.1d	Please attach registry map(s) of the entire holding , including ' outside' farm holdings , referred to above. The following locations must be clearly marked <ul style="list-style-type: none"> • Location of the original home • Locations of any other family dwellings • Any other planning permissions(s) on the holding (including sites that have been sold) • Locations of all principle agricultural buildings 							
3.2	Are you personally engaged in agriculture?							
	APPLICANT 1	YES	NO	(tick one)	APPLICANT 2	YES	NO	(tick one)
	FULL TIME:	YES	NO	(tick one)	FULL TIME:	YES	NO	(tick one)
3.2a	PART TIME:							
	YES	NO	(tick one)	PART TIME:	YES	NO	(tick one)	
3.2a	If yes, what is the nature of the farming / agricultural business being carried out? Note: Please attach a map of the relevant agricultural holding (if any) with the locations of principal agricultural buildings clearly marked.							

3.2b	If neither applicant is involved in farming the land, give the name and address of the principal person farming the landholding
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4. Other Rural Occupations / Local Connection

4.1	Please indicate any of the following that apply**, specifying the length of time that you have been employed in same and the location of that employment. All relevant supporting information/documentation shall be submitted with the SF1 form where any of the following apply:	APPLICANT 1		APPLICANT 2	
	Working full-time in farming, forestry, inland waterway, marine related occupations Dates:	YES	NO	YES	NO
	Work Location (incl. map showing same):	(tick one)		(tick one)	
	Rural-based sustainable tourism: Dates:	YES	NO	YES	NO
	Work Location (incl. map showing same):	(tick one)		(tick one)	
	Farming/natural resource related occupations: Dates:	YES	NO	YES	NO
	Work Location (incl. map showing same):	(tick one)		(tick one)	
	Permanent employment which is essential to the delivery of social and community services and intrinsically linked to this particular rural area: Dates:	YES	NO	YES	NO
Work Location (incl. map showing same):	(tick one)		(tick one)		
Full-time home-based business in Rural Area: (Relevant information required as per Objective RCI 4-7 shall be submitted where this category applies)	YES	NO	YES	NO	
		(tick one)		(tick one)	
** The categories listed above do not apply to all of the Rural Housing Policy Area Types as listed within Chapter 4 of the 2014 County Development Plan. Please Refer to the 2014 County Development Plan for same.					

5. Rural Generated Housing Need (Please give as complete a picture as possible of each applicant's local rural generated housing need (if any). Additional details should be given on extra sheets, where necessary.

APPLICANT 1		APPLICANT 2	
5.1	<p>Do you currently own, or have you ever owned, any residential properties?</p> <p>YES NO (tick one)</p> <p>If yes, please give relevant address(es) on an attached sheet and indicate periods of ownership.</p>	5.4	<p>Do you currently own, or have you ever owned, any residential properties?</p> <p>YES NO (tick one)</p> <p>If yes, please give relevant address(es) on an attached sheet and indicate periods of ownership.</p>
5.2	<p>Have you ever received planning permission for a Dwelling in a rural area*?</p> <p>YES NO (tick one)</p> <p>If yes, please give details, including relevant planning register number(s):</p>	5.5	<p>Have you ever received planning permission for a Dwelling in a rural area*?</p> <p>YES NO (tick one)</p> <p>If yes, please give details, including relevant planning register number(s):</p>
5.3	<p>Have you previously built a home in a rural area?</p> <p>YES NO (tick one)</p> <p>If yes, please indicate the location (including map) and include the relevant planning register number(s):</p>	5.6	<p>Have you previously built a home in a rural area?</p> <p>YES NO (tick one)</p> <p>If yes, please indicate the location (including map) and include the relevant planning register number(s):</p>
5.7	<p>In the event that permission may be granted, please note that an occupancy condition restricting the occupancy of the proposed house, as a place of permanent residence, may be applied.</p>		
5.8	<p>Are there any other exceptional circumstances that would support your case for a dwelling at this rural location?</p> <p>YES NO (If yes, please set out these special circumstances in the space below or on a separate sheet)</p> <p>(tick one)</p>		

6. Signatures & Referee To be signed by the applicant(s). Signatures of agents or representatives are not accepted.

APPLICANT 1		APPLICANT 2	
6.1	<p>I confirm that the details given in this form (and in any attachments) are correct and that if permission is granted for this dwelling, it will be my place of permanent residence.</p> <p>Signed:</p> <p>Date:</p>	6.2	<p>I confirm that the details given in this form (and in any attachments) are correct and that if permission is granted for this dwelling, it will be my place of permanent residence.</p> <p>Signed:</p> <p>Date:</p>
6.3	<p>GDPR I confirm that I am aware that the information provided for in this form plus all supporting documentation will be available publicly to view online and at the Planning Authority offices</p> <p>I confirm that I have completed Section 3 Data Protection on my application form for Planning Permission.</p> <p>Signed:</p> <p>Date:</p>	6.4	<p>GDPR I confirm that I am aware that the information provided for in this form plus all supporting documentation will be available publicly to view online and at the Planning Authority offices</p> <p>I confirm that I have completed Section 3 Data Protection on my application form for Planning Permission.</p> <p>Signed:</p> <p>Date:</p>
6.5	<p>Name, address and telephone number of a person * who can be contacted to verify all of the information given in this form and attachments.</p> <p>(* Clergy person, Lawyer, Garda, Peace Commissioner or School Principal)</p>		