

CORK COUNTY COUNCIL



PLANNING APPLICATION FORM GUIDELINES

This document is to act as an explanatory leaflet for Cork County Council's Planning Application Form. It provides details of which plans and documents need to be submitted for planning applications as well as instructions on completing site notices, press notices and farm structure records. Each note in the guidelines corresponds directly with the relevant question in the application form. Even though the guidelines are detailed, they are not exhaustive so if you have difficulty in answering any questions on the planning application form then you should contact the planning department for clarification.

The Office of the Planning Regulator has also produced 'A Guide to Making a Planning Application' which may also be helpful and is available at this link. <https://www.opr.ie/wp-content/uploads/2021/01/Planning-Leaflet-4-A-Guide-to-Making-a-Planning-Application.pdf>

All plans and drawings for one or two dwellings, domestic extensions, domestic garages or out-offices and for any other proposed developments of similar size should be submitted on A3 or A4 paper. This is in order to minimize the cost of copying to the council and to the public as well.

When you have completed the application form and are confident that you have included all plans, particulars and the correct fee to make the application then please complete the checklist on page 3 of the form.

It is important to note that from the 5th September 2011 all planning applications will be published on Cork County Council's website www.corkcoco.ie. Under the requirements of Data Protection legislation, contact details of applicants and their agents will be kept confidential. All contact details (Section 1 of the application form) will be removed from the application and will not be made available to the public.

Privacy & Data Protection:

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.

The planning process is an open and public one.

In that context, all planning applications & supporting documentation submitted will be available publicly to view online and at the Planning Authority offices.

The Planning Authority publish weekly lists of planning applications received as well as weekly lists of planning decisions. This information is placed on Cork County Council's website in accordance with the policy of the Planning Authority.

(Tá leagan gaeilge do na treorlíní seo le fáil ag an gcúntar poiblí agus aran nuíomh idirlíon)
6 No. copies of the Planning Application form duly completed should be lodged in the relevant Planning Office and should be accompanied by the following:

[1] SCHEDULE

A Schedule of Plans, Drawings and Maps which includes drawing titles/numbers should be submitted with the application.

[2] SITE LOCATION MAPS

6 no. clearly printed copies of

- (a) A 6" to 1 mile or 1:10,560 scale map minimum size A4
- (b) A 25" or 1:2500 scale map, minimum size A3

All maps should bear the Ordnance Survey Ireland stamp to show that they are licenced by O.S.I. and have been reproduced with the permission of Ordnance Survey Ireland.

These should be based on or taken from an original Ordnance Survey Sheet and should indicate the following:

- a) **Relevant Ordnance Sheet Number**
- b) **Townland**
- c) **Details of features in the vicinity** - to permit identification of the site e.g. buildings, crossroads, field boundaries, landmarks, distances from nearby towns and villages etc.
- d) **Boundaries marked or coloured in red** so as to identify clearly the land or structure to which the application relates.
- e) **Any land which adjoins, abuts or is adjacent** to the land to be developed and which is under the control of the applicant, or the person who owns the land, **outlined in blue**.
- f) **Wayleaves shown in yellow**.
- g) **Boundaries must correspond** exactly with those shown on layout plan
- h) **Location of Site Notice/Site Notices** marked with an "X"(See notes re: position of Site Notice – page 3)

A 'Planning Pack' may be purchased from National Map Services. This pack should contain 6 copies of the 6" & 25" maps which are required to be submitted with your planning application. National Map Services are located at Lane Business Park, Monahan Road, Cork, T12D860. They may be contacted on Tel: 021-4966888, Email: info@nationalmapservices.ie or Web: www.nationalmapservices.ie. Please contact National Map Services directly if you wish to receive any further information on their services (e.g. fees, opening hours, etc.).

[3] SITE LAYOUT PLAN

6 no. clearly printed copies of site layout set to an indicated metric scale of not less than 1:500 showing all the proposed features on site and indicating the following:

- a) **Site boundaries** outlined in red
- b) **Buildings, roads, boundaries, septic tank and percolation areas, bored wells, significant tree stands and other features on, adjoining or in the vicinity** of the land or structure must be shown

- c) **Levels or contours**, where applicable, of the land and the proposed structures relative to Ordnance Survey Datum or a temporary local benchmark must be shown - whichever is more appropriate.
- d) **North Point** must be indicated.
- e) **Indicate distances** of structure from boundaries of site.
- f) **Boundaries** to correspond exactly with those shown on site location map.

[4] DETAILS OF EFFLUENT TREATMENT

Where it is proposed to dispose of wastewater from the proposed development other than to a public sewer, then information regarding the on-site treatment system and evidence as to the suitability of the site for the system proposed must be submitted with your application, e.g. on-site specific proposal, percolation test results, etc. These must be in accordance with the EPA Code of Practice for Domestic Wastewater Treatment Systems March 2021 (Population Equivalent ≤ 10) and Wastewater Treatment Manual - Treatment Systems for Small Communities, Business Centres, Leisure Centres and Hotels (1999), or relevant successor approved standards / guidelines (including design, installation and maintenance).

Please provide at least 2 copies of your proposed Treatment Unit details.

For all Planning Applications received on, or after the 8th January 2010, Planning Authorities must ensure that every individual dwelling that is granted planning permission in an unsewered area has first undergone site suitability assessment using the methodology set out in the EPA Code of Practice and the site assessment has fully met the required standards.

The site assessments are carried out by private operators not Cork County Council. Please note that when hiring private operators to carry out a site assessment test you are entering into a private contract between you, (the applicant), and the private assessor.

In accordance with article 22(2)(c) of the Planning and Development Regulations 2006, applicants are required to submit the site assessment at the time of making the application. The standard Site Characterisation Form must be used to record this information.

It should be noted that applications for multiple-house schemes, where it is proposed to provide an individual treatment system for each house, must be accompanied by an individual site assessment report for each individual site. The submission of a single assessment form in such circumstances will not be accepted.

Please also refer to the notes regarding Question 2.20 for information on water & wastewater connections to the public sewer.

[5] PLANS, ELEVATIONS AND SECTIONS

6 No. clearly printed copies of plans, elevations and sections of proposed structures shall be submitted:

- (a) **All plans etc must be drawn to a metric scale** of not less than 1:200 or other **prior agreed** scale. Please ensure that the scale is clearly indicated on all plans.
- (b) **All plans etc must show the main features of any buildings** which would be contiguous to the proposed structure if it were erected, whether on site or in vicinity (Scale not less than 1:200 as appropriate).

- (c) **If the work is to a Protected Structure or a Proposed Protected Structure** elevations should show the main features of any buildings **within the curtilage** of the structure which would be materially affected by the proposed development.
- (d) Plans relating to work for restoration, alteration or extension of a structure should contain different colours so as to distinguish between existing and proposed development.
- (e) **Floor plans, elevations and sections** shall indicate in figures the principle dimensions (including overall height) of any proposed structure.
- (f) **North Point must be indicated on Floor plans.**

[6] SUPPLEMENTARY APPLICATION FORM – SF1

The supplementary application form is intended only to assist people applying for permission for an individual house in an area where strict planning restrictions apply. Anyone proposing to build a dwelling located within one of the six rural area types as identified in the County Development Plan 2022 should complete this form. These restricted areas can be identified on the maps in the County Development Plan or on the Planning Enquiry System on the council's website. The form is available at our public counter and on our website. Directions for completing the form are available on the form itself. Two copies of this form should be submitted with the planning application form.

Please note that all information / supporting documentation submitted will be available publicly to view online and at the Planning Authority offices. Therefore applicant(s) should ensure that any personal information (i.e. PPSN, Bank Account numbers, date of birth, etc) is removed from the documentation before it is submitted as part of the planning application.

[7] SITE NOTICE

2 No. copies of the Site Notice erected or fixed on the land/structure must also be submitted with your application.

- (a) **Site Notices must be located in a conspicuous position** on or near the main entrance of the land.
- (b) **If there is more than one entrance on the site** then notices must be erected on or near all such entrances or on any part of the land/ structure adjoining a public road
- (c) **If site/structure does not adjoin a public road**, the site notice must be positioned on the land/structure so as to be easily visible and legible by persons outside the land or structure.
- (d) **More than one site notice may need to be erected near the site**, if the erecting of a single site notice is not sufficient to comply with points a, b and c above or does not adequately inform the public of the location of the development. ***For Example:*** If the site does not adjoin a public road or is situated on a lane then a notice should be erected on the nearest public road.
- (e) **Site Notice/Notices must be inscribed or printed in indelible ink on a White background.**
- (f) They should be affixed on rigid durable material and secured against damage from bad weather or any other hazard which may affect the legibility of the site notice.
- (g) **The Site Notice must not be obscured or concealed at any time.**
- (h) **The Site Notice should not be erected on a gate.**

If a second application is submitted on part or all of a site within 6 months of the date of submission of a previous valid application on that site then the Site Notice must be coloured yellow and erected under the same rules as points (a) – (d) and (f) - (h) of note [7] above.

Please ensure that the Notice/Notices, has/have been fixed on site not more than **14 days before the date that the application is lodged** with the Planning Authority and are not dated after the date of receipt of the application by the planning authority. The Site Notice should remain fixed or erected on site in line with the above requirements for a period of 5 weeks from the date the application is lodged. The Site Notice must be renewed or replaced if it is removed or becomes defaced or illegible within the 5 week period

The date that the notice is erected or fixed at the site must be stated. Either the **signature of the applicant** or **the signature and contact address** of the person acting on behalf of the applicant must be stated on the notice. **The Site Notice/Notices must contain all of the information specified in the explanatory details attached to the Site Notice.**

Nature and extent of development:

- (1) **If the development is for housing** - the number of houses must be stated.
- (2) **Where an application is for a Large Scale Residential Development**, an indication of the fact and should include web address referenced under Article 20A.
- (3) **If the development is for retention of a structure** – then the nature of the proposed use and where appropriate, the period for which it is proposed to retain the structure should be stated.
- (4) **If the development is for works to a “Protected Structure” or a “Proposed Protected Structure”** – this must be clearly stated on the Site Notice.
- (5) **If the development is in a “Strategic Development Zone”**-this must be stated on Site Notice.
- (6) **If the development is of a class prescribed in Schedule 5 of the Planning and Development Regulations, 2001 – i.e. It requires a submission of an Environmental Impact Assessment Report** (large scale residential) – this must be stated in the Site Notice.

Where an Environmental Impact Assessment Report (E.I.A.R.) or Natura Impact Statement (N.I.S.) accompanies the application, the following statement in addition to the other relevant items listed here must be included in the Site Notice:

- [i] “The Environmental Impact Assessment Report / Natura Impact Statement will be submitted to the Planning Authority with the application”
 - [ii] “The Environmental Impact Assessment Report / Natura Impact Statement will be available for inspection or purchase at a fee not exceeding the reasonable cost of making a copy during office hours at the offices of the Planning Authority”
- (7) **The development description** must explain the nature of the proposed development. It must state ‘construction’, ‘alteration’, ‘demolition’, ‘development’, etc and must state the type of land/structure that is the subject of the application. If the development comprises of an extension or alterations to a dwelling then ‘extension to dwelling house’ or ‘alterations to dwelling house’ should be stated in the description.

IMPORTANT NOTE: The Planning Notice must state the following in addition to the other items:

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, County Hall, Carrigrohane Road, Cork, [or Norton House, Skibbereen (for applications relating to the Western Division)] during its public opening hours, i.e. 9.00a.m. to 4.00 p.m. Monday to Friday (excluding public holidays). A submission or observation in relation to the application may be made in writing to the Planning Authority on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the Authority of the application, and such submissions and 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.

Directions for completing the Site Notice are also printed on the reverse side of the Site Notice.

[8] PRESS NOTICE

2 No. copies of the relevant page from an approved newspaper which is circulated in the area and which contains the published planning notice of the applicant's intention to make the application for Planning permission must be submitted with all Planning applications. The page should include the date and the title of the newspaper. (Cork County Council's list of approved newspapers is attached to this document)

The Notice must include the following:

- (a) **Headed "CORK COUNTY COUNCIL"**
- (b) **Name of applicant**
- (c) **Location, Townland or postal address** of land or structure to which application relates.
- (d) **The relevant type/s of permission that apply to the application.**
 - (1) Permission
 - (2) Permission for Retention
 - (3) Permission Consequent on the Grant of Outline Permission.
(This must include the Register No. of the relevant Outline Permission)
- (e) **Nature and extent of development:**
 - (1) **If the development is for housing** - the number of houses must be stated.
 - (2) Where an application is for a **Large Scale Residential Development**, an indication of the fact and should include the web address referenced under Article 20A
 - (3) **If the development is for retention of a structure** – then the nature of proposed use and where appropriate the period for retention must be stated.
 - (4) **If the development is for works to a "Protected Structure" or a "Proposed Protected Structure"** – this must be clearly stated.
 - (5) **If the development is in a "Strategic Development Zone"**-this must be stated on Press Notice.
 - (6) **If the development is of a class prescribed in Schedule 5 of the Planning and Development Regulations, 2001 – i.e. It requires a submission of an Environmental Impact Assessment Report** (large scale residential) – this must be stated in the Press Notice.

Where an Environmental Impact Assessment Report (E.I.A.R.) or Natura Impact Statement (N.I.S.) accompanies the application, the following statements, in addition to the other relevant items listed here, must be included in the Press Notice:

- [i] "The Environmental Impact Assessment Report / Natura Impact Statement will be submitted to the Planning Authority with the application"
- [ii] "The Environmental Impact Assessment Report / Natura Impact Statement will be available for inspection or purchase at a fee not exceeding the reasonable cost of making a copy during office hours at the offices of the Planning Authority".

(f) The Planning Notice must state the following in addition to the other items:

"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 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”.

The development description must explain the nature of the proposed development. It must state ‘construction’, ‘alteration’, ‘demolition’, ‘retention’, etc and must state the type of land/structure that is the subject of the application. If the development comprises of an extension or alterations to a dwelling then ‘extension to dwelling house’ or ‘alterations to dwelling house’ should be stated in the description.

Applications must be submitted to the Planning Authority **within 14 days** of publication of Press Notice otherwise the notice is invalid and the application will be returned as invalid. However, if the last day for submission falls on Saturday, Sunday, Public Holiday or any other day on which the Planning Offices are closed, the press notice will be valid on the next following working day. **The date of publication is day 1 of the 14 days.**

PLANNING FEES

<u>CLASS OF DEVELOPMENT</u>	<u>FEE AMOUNT</u>	<u>MINIMUM AND MAXIMUM FEES FOR APPLICATIONS</u>	
DWELLING	€65.00	MINIMUM DOMESTIC FEE	€34.00
OUTLINE PER DWELLING (3/4 OF FULL FEE)	€48.75	MINIMUM COMMERCIAL FEE	€80.00
PERMISSION CONSEQUENT ON OUTLINE		MINIMUM AGRICULTURAL FEE	€80.00
PERMISSION - ¼ OF FULL FEE (MIN. FEE \$34)		MAXIMUM AGRICULTURAL FEE	€300.00
ATTIC CONVERSION	€34.00	MAXIMUM COMMERCIAL FEE	€38,000.00
SEPTIC TANK/DOMESTIC GARAGE	€34.00	MAXIMUM OUTLINE FEE	€28,500.00
DOMESTIC ENTRANCE	€34.00		
AGRICULTURAL ENTRANCE	€80.00		
AGRICULTURAL BUILDING	€80.00 PER BUILDING OR €1.00 PER SQ. METRE IN EXCESS OF 200 SQ. METRES		
SEPARATE DWELLING UNIT/ANCILLARY ACCOMMODATION UNIT	€65.00		
DEMOLITION	€80.00 OR €10 PER 0.1 HECTARE		
COMMERCIAL APPLICATION	€80.00 OR €3.60 PER SQ. METRE (or whichever is greater.)		
EXTENSION OF DURATION	€62.00		

RETENTION (*regular fee x 3*)

DWELLING	(65 x 3)	€195.00 OR €2.50 PER SQ. METRE (or whichever is greater.)
EXTENSION	(34 x 3)	€102.00 OR €2.50 PER SQ. METRE OF GROSS FLOOR SPACE (or whichever is greater.)
COMMERCIAL	(80 x 3)	€240.00 OR €10.80 PER SQ. METRE (or whichever is greater.)
AGRICULTURAL	(80 x 3)	€240.00 OR €3.00 PER SQ. METRE OF GROSS FLOOR SPACE IN EXCESS OF 200 SQUARE METRES (or whichever is greater.)

LARGE SCALE RESIDENTIAL DEVELOPMENT APPLICATION FEE

PERMISSION HOUSING UNIT - €130 PER HOUSING UNIT	PERMISSION FOR RETENTION HOUSING UNIT - €390 PER HOUSING UNIT
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OTHER USES ON THE LAND, THE ZONING OF WHICH FACILITATES SUCH USE, PER SQUARE METRE OF GROSS FLOOR SPACE TO A MAXIMUM OF 30% OF FLOOR SPACE OF THE ENTIRE DEVELOPMENT

PERMISSION - €7.20 PER SQUARE METRE TO A MAXIMUM OF €32,400.
 PERMISSION FOR RETENTION - €15 PER SQUARE METRE TO A MAXIMUM OF €65,000

SUBMISSION OF AN EIAR/NIS WITH AN LRD APPLICATION – FEE STRUCTURE

SUBMISSION OF AN EIAR WITH LRD APPLICATION - €10,000

SUBMISSION OF AN NIS WITH LRD APPLICATION - €10,000

Where a planning application consists of, or comprises development which, in the opinion of the Planning Authority, is development proposed to be carried out by or on behalf of a voluntary organisation, and which in the opinion of the Planning Authority —

- (a) Is designed or intended to be used for social, recreational, educational or religious purposes by the inhabitants of a locality, or by people of a particular group or religious denomination, and is not to be used mainly for profit or gain,
- (b) Is designed or intended to be used as a workshop, training facility, hostel or other accommodation for persons with disabilities and is not to be used mainly for profit or gain, or
- (c) Is ancillary to development referred to in paragraph (a) or (b), - **a fee shall not be payable when making any such application.**

The notes below correspond directly with the questions on the Planning Application Form.

*Please note that for all applications, **Section 1, 2, 3 & 4 must be completed entirely.***

Section 5 (Non-Domestic & Non-Agricultural Application Details) should only be completed for Business, Enterprise, Industry, Retail & other Commercial Type Development.

Section 6 (Agricultural Application Details) should only be completed for Agricultural Type Development

Please fill in all questions or enter N/A (Not Applicable) in any question/part of a question that is not relevant to your application.

Section 1 – Confidential Contact Information (To be completed for all applications)

Question 1.1 to 1.5 of the application form will not be made available for public viewing.

- **Please note that only one (1) copy of Questions 1.1 – 1.5 (Confidential Contact Information) needs to be submitted with your planning application documentation.**

- 1.1. Please provide the contact address and telephone number of the applicant/s in the boxes provided. Please include the mobile number, email address and fax number if they are available. This question relates to question 2.5 of the application form.
- 1.2. Please provide the contact address and telephone number of the agent who is acting on behalf of the applicant. Please include the mobile number, email address and fax number if they are available. This question relates to question 2.7 of the application form. Please indicate here the address to which all correspondence is to be sent by ticking the appropriate box. If you wish all correspondence to be sent to the agent then please tick ‘Yes’. If you tick ‘No’, then all correspondence will be sent directly to the applicant.
- 1.3. Please provide the contact address and telephone number of the person responsible for the preparation of the drawings and plans. Please include the mobile number, email address and fax number if they are available. This question relates to question 2.8 of the application form.
- 1.4. Where the applicant is a company registered with the C.R.O. under the Companies Act 1963 – 2017, please provide the contact address and telephone number for the company. Please include the mobile number, email address and fax number if they are available. This question relates to question 2.6 of the application form.
- 1.5. Please provide the contact address and telephone number of the owner of the land/structure which is the subject of the application. This information must be provided if the applicant is not the owner. Please include the mobile number, email address and fax number if they are available. This question relates to question 2.10 of the application form. **If you are not the legal owner, then you must supply a letter from the legal owner consenting to the making of the application on the land/structure.**

The provision of additional contact information such as email addresses or phone numbers is voluntary and will only be used by the Planning Authority to contact you should it be deemed necessary for the purposes of administering the application. These details will not be made available to any third party with the exception of An Bord Pleanala for the purpose of administering an appeal.

Section 2 – Application Details (To be completed for all applications)

- 2.1. (a). Enter the name of the Local Authority i.e., Cork County Council
- (b). Place a tick in the relevant box. All applications for the Southern and Northern Divisions should be lodged in the County Hall, Cork. Applications for the Western division should be lodged in Norton House, Skibbereen, Co. Cork. Please contact the Planning Dept. if you have any query regarding this question.
- 2.2. Please enter the Location of the development. Include the Postal address, Townland or Location – whichever best identifies the land/structure involved.
Enter the Ordnance Survey reference and grid reference (if available) at (b).
- 2.3. Place a tick in the relevant box. If the application is for both *permission* and *permission for retention*, then you must tick both boxes.
- 2.4. Where planning permission is consequent on the grant of outline permission, then please enter the planning register no. and the date of the grant of the outline permission.
- 2.5. Please enter only the name/names of the applicant or applicants. **Do not enter applicant's address here.**
- 2.6. Where the applicant is a company (registered under the Companies Acts 1963 to 2017) Please enter the name/s of the director/s of the company that have been supplied to the Companies Registration Office. Please enter the Company Registration No. as supplied by the C.R.O.
- 2.7. Please enter the name of the person to whom all correspondence will be sent. **Do not enter any address details here.** Please ensure that the agent acting on behalf of the applicant can receive correspondence by post from Cork County Council.
- 2.8. Please enter the name of the person who is primarily responsible for the preparation of the plans and drawings. This name may be the same as the agent in Q.2.7 or the name of another person who drew up the plans. **Do not enter this person's address details here.**
- 2.9. The development description must explain the nature of the proposed development. It must state 'construction', 'alteration', 'demolition', development, etc and must indicate what type of land/structure is the subject of the application. If the development comprises of an extension or alterations to a dwelling, then 'extension to dwelling house' or 'alterations to dwelling house' should be stated in the description. The development description should match that on the Press Notice and Site notice.
- 2.10. The applicant must indicate their Legal Interest in the Land/Structure. If you own or occupy the land/structure then please just tick the appropriate box. If you tick box 'C' – 'Other' then you must briefly explain your interest in the land/structure – you may wish to include a separate letter to explain your interest. **If you are not the legal owner (if you have ticked box B or C) then you must supply a letter from the legal owner consenting to the making of the application on the land/structure.**
- 2.11. All measurements must be in metric scale. Please state the area of the site in hectares. Please ensure that the site area entered in question 2.11 on the application form corresponds to the measurements on your maps, layouts, plans and drawings.

- 2.12. All measurements must be in metric scale. Please enter the floor areas in m² for each section of Q.2.12 - where it applies to your application. Gross floor space is always taken as being the **internal floor area**. **It is important to note that demolition of a building or buildings over 40m² within the curtilage of a house incurs a fee for demolition and would in itself warrant the making of a planning application. The demolition of any industrial building, business premises or farmyard building over 100m² also incurs a fee for demolition and would warrant the making of a planning application.**
- 2.13. If your application comprises of a mixed use development (i.e. residential, commercial and/or industrial) then please state the class/type of development in the table provided and state the gross floor area of that class of development in the corresponding box of the table.
- 2.14. For non-residential development please provide details of the proposed operating hours of each element of the proposed use – days of the week and opening / operating hours.
- 2.15. If the application is for a Housing Estate development then please provide details of the house types and a breakdown of the gross floor area for each individual house type. This information may be provided on a separate sheet if necessary.
- 2.16. If your application is for a change of use - e.g. from residential use to commercial use or agricultural use to residential use - then please provide details in the relevant boxes as to the existing use and proposed use of the site and also details of the nature and extent of the proposed development. This must also be completed if your application is for retention of a change of use. Where the existing land or structure is not in use, please state most recent authorised use of the land or structure.
- 2.17. Part V of the Planning and Development Act 2000 (as amended), relates to Housing Supply and is primarily concerned with the provision of houses under the social and affordable housing schemes. A percentage of the total housing development would be allocated for the council's housing schemes under Part V of the Act. If the proposed development is for more than 4 dwelling units then you should answer 'Yes' as Part V of the Act will apply and submit details of the manner in which it is proposed to comply with section 96 of Part V of the Act including, for example,
- (i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and
 - (ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.

If you consider that the development is exempt from Part V because it is for four or fewer houses or for housing on a site less than 0.1 of a hectare then you may apply for an exemption certificate from Cork County Council. Application forms for exemption certificates are available in the public offices of the Planning Dept. and can be downloaded from our website. www.corkcoco.ie

If the answer to question 2.16 is 'no' by virtue of Section 96 (13) – see below- of the Act, then state which part of Section 96 (13) applies.

13) This section shall not apply to applications for permission for— (a) development consisting of the provision of houses by a body standing approved for the purposes of section 6 of the Housing (Miscellaneous Provisions) Act, 1992 , for the provision of housing for persons referred to in section 9 (2) of the Housing Act, 1988 , where such houses are to be made available for letting

only, (b) the conversion of an existing building or the reconstruction of a building to create one or more dwellings, provided that 50 per cent or more of the existing external fabric of the building is retained, or (c) the carrying out of works to an existing house.

2.18. Please tick the relevant boxes to indicate ‘yes’ or ‘no’ to the corresponding questions.

- a) Protected Structures are listed in Volume 2 of the Cork County Development Plan 2022. If the proposed development consists of work to a protected structure, please ensure that this is stated in the press notice and on the site notice.
- b) Please refer to Volume 6 (Maps) of the County Development Plan 2022 and / or the Planning Enquiry System, to see if the site of your development is located within an Architectural Conservation Area.
- c) The Record of Monuments and Places, under section 12 of the National Monuments Amendment Act 1994, is available in the Local Authority offices and Public Libraries. Please note 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 Housing, Local Government and Heritage, 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 information on whether national monuments are in the ownership or guardianship of the Minister or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of Housing, Local Government and Heritage at (085) 8049231 or nationalmonuments@housing.gov.ie
- d) Environmental Impact assessment (EIA). requirements are outlined in Part X of the Planning and Development Act 2000, as amended and part 10 of the Planning and Development Regulations 2001. Please refer to Schedule 5 – Development for the Purposes of Part 10 – at the rear of the regulations to see all types of development that require an E.I.A. See also Schedule 7 of the Regulations for the Criteria for Determining if a development listed in Part 2 of Schedule 5 should be subject to EIA, Schedule 7A re information to be provided by the Applicant for the purposes Screening Sub Threshold Development and Schedule 6 for details on the information to be contained in an EIAR.
If you answer ‘yes’ to this question, then this must be referred to in the development description in the Press Notice and Site Notice. In accordance with the requirements of the Act, EIA documents must be submitted to the EIA Portal – see www.gov.ie for further details on how to do this. A copy of the Confirmation Notice received on submission of documents to the EIA portal must be submitted with the Application. The Office of the Planning Regulator provides useful guidance on EIA screening. See <https://www.opr.ie/planning-practice/> for further details.
- e) European sites of conservation are generally known as ‘Natura 2000’ sites, S.P.A.s (Special Protection Areas), S.A.C.s (Special Areas of Conservation) or Natural Heritage Areas. Most of these sites correspond with special areas of conservation as outlined in the Cork County Development Plan or can be found on the National Parks and Wildlife Service website www.npws.ie.
Each planning application will be screened by the Planning Authority for its impact on these sites. An ‘Appropriate Assessment’ may be required. This is an assessment carried out under Article 6(3) of the habitats directive and must document any potential impacts of a project on the conservation objectives of any ‘Natura 2000’ site. If a Natura Impact Statement is required to be submitted with the planning application, then this must be referred to in the development description on the Press and Site Notice. Intending applicants are advised to seek advice from the Planning Authority prior to making their application. In addition, the Planning Authority has prepared guidelines on *Biodiversity and the Planning Process* which provide additional information about the Appropriate Assessment process.
- f) Natural Heritage Areas (NHAs) and proposed Natural Heritage Areas (pNHAs) are sites that are designated or proposed for designation under the Wildlife (Amendment) Act 2000. These are sites that are of national importance, and they generally support a range of habitats, plant and animal species and, in some cases, geological features. Eight sites have been designated as Natural Heritage Areas and 115 sites are proposed to be designated as Natural Heritage Areas in Co. Cork. There is a list of the sites in Volume 2 of the County Development Plan and the location of the sites can be seen on the Map browser. Both of these are

accessible online via the Council website at this link - <https://www.corkcoco.ie/en/resident/planning-and-development/cork-county-development-plan-2022-2028>

The Planning Authority has prepared guidelines on *Biodiversity and the Planning Process* which provide additional information in relation to the development likely to impact on such sites. The guidelines are available on the Council website www.corkcoco.ie.

- g) An Integrated Pollution Control Licence (IPC) {formally an IPPC Licence} & Industrial Emissions Directive Licence (IED) are licences issued by the E.P.A. to cover various types of emissions. Please refer to the Environmental Protection Agency (EPA) website for further information on these licences. If your development consists of any activity that requires an IPC or IED licence, then you must indicate this here. If you answer ‘yes’ to this question, then this must be referred to in the development description in the Press Notice and Site Notice.
- h) See above.re EPA licences.
- i) A waste licence allows the holder to dispose of waste legally. These licences are issued by the E.P.A. and all queries regarding the application process etc should be directed toward the E.P.A. If your development consists of any activity that requires a Waste licence, then you must indicate this here. If you answer ‘yes’ to this question then this must be referred to in the development description in the Press Notice and Site Notice.
- j) The Major Accident Regulations apply to developments which need to put plans in place for the control of major accident hazards involving dangerous substances. If you answer ‘Yes’ to this question then you must submit 4 no. copies of the information specified in the 3rd schedule of the Major Accident Regulations. If you answer ‘yes’ to this question then this must be referred to in the development description in the Press Notice and Site Notice.
- k) The Planning and Development Act 2000, as amended makes provision for the creation of Strategic Development Zones (SDZ) by Order of the Government where specified development is of economic or social importance to the state. S.D.Z.s provide for the integrated and coordinated development of sites within a fixed planning framework. At present there is only one SDZ in County Cork. Monard is envisaged as a new town on the edge of Cork City. It is a 390 hectare, predominately rural area, located on the Cork-Mallow rail line, 2 km north of the City and 3 km east of Blarney. Please refer to the maps on our Planning Enquiry System to see this SDZ. If you answer ‘yes’ to this question, then this must be referred to in the development description in the Press Notice and Site Notice.
- l) Demolition of a house or any structure over 40 square metres on a domestic site **or** over 100 square metres on a non-domestic site (i.e. agricultural, commercial, or industrial site) incurs a fee. Fees for demolition are calculated under Class 13 development. If you answer ‘yes’ to this question, then this must be referred to in the development description in the Press Notice and Site Notice.
- m) The Planning and Development (Amendment) (Large Scale Residential Development) Act 2021 provides for ‘Large Scale Residential Developments’. LRDs are defined in the Acts as developments of 100 houses or more, or the development of student accommodation that includes 200 or more bedspaces. LRDs may also include a development of 100 or more houses and student accommodation, or student accommodation of 200 or more bedspaces and houses. See the Act for further details. Planning Applications for LRDs must follow a set procedure as set out on the Act, including the requirement to obtain an opinion from the Planning Authority prior to the submission of an application. Further details are set out in the Act, available via this link. -<https://www.irishstatutebook.ie/eli/2021/act/40/enacted/en/pdf>.
The Planning Authority has prepared further guidance on Large Scale Residential Developments and this is available on the planning section of the website and at this link <https://www.corkcoco.ie/en/resident/planning-and-development/large-scale-residential-developments-lrd>
- n) Wetlands are a type of ecosystem where the soil is saturated by water to varying degrees at different time of the year and are defined in Article 5 of the Planning and Development Regulations as *natural or artificial areas where biogeochemical functions depend notably on constant or periodic shallow inundation, or saturation, by standing or flowing fresh, brackish or saline water*.
The Planning Authority has prepared Guidelines on *Biodiversity and the Planning Process* which includes a section on Wetlands. The guidelines are available on the Council website www.corkcoco.ie.

Planning permission and screening for Environmental Impact Assessment is required for the drainage and or reclamation of wetlands with an area greater than 0.1ha. EIA is mandatory for such development where the area involved exceeds 2.0ha. The Department of Housing, Local Government and Planning prepared Draft Guidelines on the Drainage and Reclamation of Wetlands in 2011 which may also be helpful.

- 2.19. Please fill in as much detail as is known to you for all sections of the Site History question. All planning applications are screened by the Planning Authority in relation to published information on flood risks. Applicants may need to submit supplementary information where a flood risk is identified in relation to the site. You may need to refer to the council's website to view the Planning Enquiry System and confirm any valid planning applications that have been made on the site in question.

It is important to note that if a valid planning application has been made in respect of the subject site or structure in the 6 months prior to the submission of this application, then the site notice must be on a YELLOW BACKGROUND in accordance with Article 19(4) of the Planning and Development Regulations 2001 as amended.

Please note that if the site of the proposal is subject to a current appeal to An Bord Pleanála in respect of a similar development, the appeal must be **determined or withdrawn before** another similar application can be made.

- 2.20. It is possible to arrange a planning consultation with an area planner prior to submitting your application. Planning Clinics are held in the local area offices and can be arranged by contacting the planning department. Planners may also take phone calls on prospective planning applications. Section 247 of the Planning and Development Act 2000, as amended requires that the applicant has to have an interest in the land concerned and that he/she wishes to consult about a proposed development. If a pre-application consultation was conducted on your application, then please provide details about the pre-planning consultation took place. You must state the reference no., dates and persons involved in the pre-planning consultation. ***It is important to note that an official Pre-Planning Consultation conducted under section 247 of the Planning and Development Act 2000, as amended, will have a specific reference number and a record of the time and place of the meeting will be kept by the Planning Authority and these details will be associated with the planning file, should an application be made subsequently.***

- 2.21. The Services question is concerned with water supply, wastewater treatment and surface water disposal. For each question please state the existing situation that is currently in place on the site if any and then proceed to tick the appropriate box regarding what is proposed. For example if there is no existing wastewater treatment unit on the site and you wish to put a biocycle unit in place; write 'none' in the box next to Existing Wastewater Treatment then tick the box next to 'New' and give details of the name and type of biocycle unit that you intend to install. A separate sheet showing any of the service details may be submitted if needed. (Refer to note 4 on p3 of these guidelines for details on wastewater treatment).

Please note that where a Package Treatment Plant is proposed and will be discharging to waters, either surface or ground waters, a licence under the Water Pollution legislation will be required (discuss with Council's Environmental Section).

If you're proposed source of water supply is by connecting to a Group Water Scheme, a letter of consent for connection to same should be submitted with your planning application.

If the proposed development would involve serving more than one house with a Borehole water supply, the Development Plan requires the submission of a professional hydrogeologists report. See Section 7 of the application form for further details.

All applications for new development are required to submit a Drainage Impact Assessment. See Section 7 of the application form for further details. The Planning Authority has prepared a guidance note on Surface Water Management explaining what is required. The note is available on the Website at this link: surface-water-management-advice-note-13.12.2022.pdf (corkcoco.ie)

Irish Water is now your contact point for all water and wastewater connections to the Public Infrastructure. You are strongly advised to contact Irish Water with a pre-connection enquiry as early as possible in the project. Initial contact can be made before any application for planning permission has been made to the relevant Local Authority.

The pre-connection enquiry process enables you to obtain upfront knowledge of whether a connection is technically feasible or not, as well as an explanation of the work needed in order to facilitate the connection. The outcome of the pre-connection enquiry may influence your planning permission application; for example, a connection may require an on-site pumping station which itself might need planning permission.

*To commence the pre-connection enquiry process, you must complete a pre-connection enquiry form. To get the form, please visit www.water.ie/connections to download the form. Alternatively, you can call Irish Water on **1850 278 278** and a form can be sent to you. The pre-connection enquiry form will be accompanied by guidance notes for completing the form. Forms can be returned via post to Irish Water, PO Box 860, South City Delivery Office, Cork City, or by email to newconnections@water.ie. Please note that if you are sending Irish Water your pre-connection enquiry form and any associated documentation by email, the maximum file size that Irish Water can receive in any one email is 35MB.*

- 2.22. Cork County Council has a list of approved newspapers for the publication of notice of intention to make a planning application; it is attached to the rear of these notes. Please refer to this list and choose which newspaper would best suit the publication of your press notice. Enter the date of publication and the date on which the site notice was erected in the relevant boxes. Applications must be submitted to the Planning Authority **within 14 days** of publication of the Press Notice otherwise the notice is invalid and the application will be returned as invalid. **The date of publication is day 1 of the 14 days.**
- 2.23. Please enter the appropriate fee amount and show how you calculated it. If you need help in calculating the fee then please contact either the registration section or the drawing office of the Planning Dept. Schedule 9 of the Planning and Development regulations 2001 is attached to the rear of these notes. It contains the classes of development and the fees that apply to them. Please indicate how you propose to pay or have paid your planning fee. Please also refer to page 23 of these guidelines for the procedure to follow when paying by an Electronic Fund Transfer (E.F.T.)
- 2.24. If the information in the form is correct and accurate to the best of your knowledge, then please sign and date the declaration. This may be done by the applicant or the agent.

Section 3 – Data Protection (To be completed for all applications)

The General Data Protection Regulation (GDPR) (EU) 2016 and the Data Protection Act 2018 changes data protection law in Ireland, strengthening the rights of the individuals and increasing the obligations on organisations in how they collect, use and protect personal data. At the centre of the new law is the requirement for organisations and businesses to be fully transparent about how they are using and safeguarding personal data, and to be able to demonstrate accountability for their data processing activities.

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.

Please note that consent must be given from the applicant in order for the Planning Authority to process the personal data which has been provided with the planning application. The applicant must sign & date section 3.1 of the planning application form. **Please also note that the planning consultant / agent cannot sign this declaration on behalf of the applicant.**

Please complete questions 3.2 – 3.5 by ticking Yes or No as appropriate to demonstrate compliance with the Data Protection Act 2018.

If you have answered “Yes” to any question from 3.3 – 3.5, Explicit Consent (section 3.7) is required by the Planning Authority to process the sensitive personal data you have provided. **It is important to note that this consent must be given by the Data Subject.**

If you have answered “Yes” to any question from 3.3 – 3.5, Please complete 3.6 specifying which documents you have submitted which contain sensitive personal data.

3.7 GDPR Special Categories of data/Sensitive Personal data - Explicit Consent

Where Special Categories of personal data are provided as part of / in support of a planning application, **explicit consent** to the processing of the special categories of data must be given by the person to whom the data refers, namely the Data Subject.

Where the Data Subject is under 18 years, parental consent must be given on behalf of the Data Subject/Child. Where the Data Subject is 18 years or over, the Data Subject themselves must give their consent.

Special Categories of data / Sensitive Personal Data are:

- Race
- Ethnic origin
- Political opinions
- Religion
- Philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Concerning a natural person's sex life
- Sexual orientation

In order for the Planning Authority to process the sensitive personal data provided with the planning application, Explicit Consent must be received from the data subject. The data subject must sign & date the planning application form at section 3.7.

Please note that the planning consultant / agent cannot sign this declaration on behalf of the applicant.

Please also note that failure to comply with / complete Section 3 in its entirety may delay the processing of your planning application.

Section 4 – Additional Information (To be completed for all applications)

- 4.1. Please tick the relevant box to indicate what you intend to do with the development should you receive planning permission.
If the use is for Short Term/Holiday Letting, this must be stated in the Press Notice and Site Notice.
- 4.2. (i) Please provide details of the materials and colours to be used in the internal structures of the development. Materials would include wood, concrete, glass etc.
(ii) Please provide details of the materials, colours and finish of the external structures of the development. Materials would include wood, concrete, glass etc.
- 4.3. Where an application is for an extension to a dwelling yet consists of an ‘ancillary accommodation unit’ or separate dwelling unit then a fee of €65 is payable. Please tick the relevant box. It is also necessary to state ‘ancillary accommodation unit’ or separate dwelling unit in the development description in your Press Notice and Site Notice.
- 4.4. Please indicate if you own any land that surrounds, adjoins or is near to the site in question.
- 4.5. Your landholding should be outlined in blue on the site location maps that you have submitted. For example, if you own a farm and this application is only concerned with one site on your land then the site boundaries should be outlined in red and the rest of your land outlined in blue.
- 4.6. Under Section 37A of the Planning and Development Act 2000, as amended, applications for Strategic Infrastructure Development shall be made directly to An Bord Pleanála. If you have any query regarding this issue please refer to An Bord Pleanála’s website www.pleanala.ie.
- 4.7. Please tick ‘Yes’ and complete questions 6.8 & 6.9 (Agricultural Application Details) of the application if stables form a part of the proposed development.

Section 5 - NON-DOMESTIC & NON-AGRICULTURAL APPLICATION DETAILS

Q.5.1 to Q.5.7 of the form must be completed if the application relates to Business, Enterprise, Industry, Retail or other Commercial Type Developments. You may use a separate sheet to answer some of the questions on the form. If you choose to do this, then be sure to reference the relevant sheets in the spaces provided on the form.

- 5.1. Please state the intended use of the development. Describe the nature of the business that will be conducted on the premises. List all raw materials that will be used on the site. Describe the industrial or manufacturing processes that will be carried out on the premises and list any manufactured goods produced.

- 5.2. If smoke, dust, noise, odours, or any other emission is produced as a result of the processes on site then please give details of them and state how you will control these emissions. State if you have an IPC licence for the control of any waste/emissions.
- 5.3. List all liquid effluents and solid wastes that are produced or would be produced as a result of the processes associated in the development. Describe the methods that you intend to use in order to dispose of any effluents or solid waste produced on site. Make sure that you also describe how any sewage is treated and/or disposed of on site.

Please note that if a connection for surface water and/or a foul sewer is required then the size, description and the gradient of drains must be shown on plans.

- 5.4. All applications for new development should incorporate Sustainable Drainage Systems (SuDS), in accordance with the provisions of Chapter 11 of the County Development Plan. A Drainage Impact Assessment is required in support of application. See the Plan for further details. You can also discuss your proposals at the pre planning stage. The Planning Authority as prepared a guidance note on Surface Water Management explaining what is required. The note is available on the Website at this link [surface-water-management-advice-note-13.12.2022.pdf \(corkcoco.ie\)](https://www.corkcoco.ie/surface-water-management-advice-note-13.12.2022.pdf).
- 5.5. (a) Provide details as to how many people would be employed on the site.
(b) Provide details, to the best of your knowledge as to how much traffic will be generated on the site. Remember to take employees and customer traffic into consideration.
- 5.6. Give details of how the development is supplied by water. Describe how the water is used in the manufacturing and cooling systems and give details of the temperatures of the water. State the amount of water used every day and how the water is disposed. State if you have a licence for the disposal of the water.
- 5.7. Please state how the development will be supplied by energy/power i.e. oil, gas, mains electricity etc.
- 5.8. If you need to store raw materials or finished products on site please give details of the nature of these materials and specify if these items are to be stored indoors, outdoors, in open or covered storage. Be sure to provide storage details for any hazardous materials. Please list any safety procedures and protocols that you have in place for these materials.

Section 6 - AGRICULTURAL APPLICATION DETAILS

Questions 6.1 to 6.22 of the application form are concerned with Agricultural Development. If your application includes construction of domestic stables, please also complete question 6.8 & 6.9.

The Office of the Planning Regulator has prepared a useful guidance document on Agricultural and Farm Development which applicants may find useful and it is available at this link: [Planning-Leaflet-9-Agricultural-and-Farm-Development-The-Planning-Issues.pdf \(opr.ie\)](https://www.opr.ie/planning-leaflet-9-agricultural-and-farm-development-the-planning-issues.pdf).

- 6.1. There are 21 River/Lake Water Management Units (WMU's) (Whole or part) in Cork County. These are made up of **Water Bodies** which are a coherent subunit in the River Basin. W.M.U.'s are used to manage the Water Bodies. Water Bodies have been defined and delineated by the EPA as part of the Water Framework Directive. The **Water Body** is the only unit reportable to Europe. All action/measures under the Water Framework Directive must be reported at **Water Body** level, i.e. farm inspections, septic tank inspections, discharge license reviews, planning applications (granting and refusal), WSIP program, etc.

The Water Body code is an alphanumeric code (e.g. IE_SW_19_755) and can be obtained from the following website www.wfdireland.ie by clicking on water maps.

- 6.2. State the distance between the farmyard and the nearest third party dwelling. This should also be shown on a site layout or a farm layout. Third party here means any land or structure that is neighbouring your land and is not in your ownership.
- 6.3. State the distance between the farmyard and the nearest watercourse, i.e. stream or river. This should also be shown on a site layout or a farm layout.
- 6.4. State what the proposed building/development will be used for when it is completed.
- 6.5. State the distance of the proposed building from any dwelling that is neighbouring your site but is not in your ownership or on your land. Show buildings to the front, rear and on either side of your development. These buildings should also be shown on the site layout map or a farm layout map.
- 6.6. Please complete the relevant boxes in order to show the number and type of animals to be accommodated on the farm.
- 6.7. Please complete the relevant boxes in order to show the number and type of animals involved in intensive agricultural enterprises.
- 6.8. Please complete the relevant boxes in order to show the number and type of animals to be accommodated in the proposed building.
- 6.9. This question must be completed for any stables that are part of a residential, commercial and/or agricultural application. Please tick the boxes indicating the intended use of the stables in your development.
- 6.10. Please provide details of the quantities and types of silage that are produced on the farm each year.
- 6.11. Please provide details of the open feeding yards and the open soiled yards to which the farm animals have regular access. You should show this on a site layout map or farm layout map.
- 6.12. Please state the number of hectares in your ownership. (This must be stated here but should also be highlighted or outlined in blue on a site location map.)
- 6.13. Please state how the farm is supplied with water. Make sure that your answer corresponds with question 2.20 of this form.
- 6.14. Please answer Yes or No. (You should include the date of the most recent visit if you are aware of it.)
- 6.15. Please refer to S.I. No. 31 of 2014 - also known as the Nitrates Regulations – & any subsequent regulations to ensure that the proposed development is compliant with E.U. Regulations. Indicate Yes or No here.
- 6.16. Please indicate if soil analysis tests have been carried out on your land. You may enter the most recent date if known.
- 6.17 – 6.22. For these questions you may show details on either your Farm Structures Record which is found to the rear of the Application Form or on your Site/farm layout and Site location maps.

The notes below should also help to complete your application for agricultural development. They are suggestions as to how your application/plans should be set out and were compiled with the cooperation of

Council's Environment section. This will assist the Planning Dept. in processing your application and help to avoid any unnecessary delays.

As a minimum the plan/proposal shall contain;

- A site layout drawing to scale 1:500 which shall clearly identify all existing & proposed structures, wells & watercourses, within the site boundary, cross referenced to a **Farm Structures List** or **Record** with each structure getting a unique reference number. The site layout drawing shall also indicate all structures adjoining or in the vicinity of the site, in particular any adjoining or nearby dwellings, wells & watercourses.
- A Farm Structures List or Record identifying all existing and proposed structures on site including; buildings, tanks, yards, silos, aprons etc., their respective floor areas (& gross capacities for tanks calculated from internal measurements of tank) and proposed and existing uses. A blank Farm Structures Record is attached which may be used.
- A Drainage Impact Assessment should be submitted, including the appropriate SuDS Selection Sheet. The site layout drawing shall identify the drainage systems for storm water from roofs & clean concrete areas in blue. The Planning Authority as prepared a guidance note on Surface Water Management explaining what is required. The note is available on the Website at this link: [surface-water-management-advice-note-13.12.2022.pdf \(corkcoco.ie\)](https://www.corkcoco.ie/13.12.2022.pdf)
- The site layout drawing shall identify the drainage system for soiled water, silage effluent, etc., both existing & proposed, including diversion chambers, in red, & where these will discharge. Soiled yard areas shall be clearly identified on plans & specified on Farm Structures Record.
- The site layout drawing shall identify regular movement routes for livestock, particularly where dairy cows are moving on a twice-daily basis, & what provision is to be made for handling soiled water from these areas.
- The plans, elevations and sections submitted shall clearly show the detail of the development which is proposed & how this fits in with the existing structures on site.
- The plan / application shall indicate the number, type & age of all livestock to be accommodated on the farm, identify the number, type & age of animal accommodated in each structure in the farmyard and where the effluents generated are collected and stored. Please indicate whether the effluent storage tanks are open, covered, slatted, or within existing or proposed covered structures.
- Provide details of any other livestock housing, not on this site, used by the applicant during the winter period, including location map & details of facilities.
- The plan / application shall indicate the net or adjusted acreage [Hectares] in your control or ownership and the acreage available for the land spreading of organic fertilizers.
- The plan / application should identify the number & type of animals to be housed on straw bedded areas or on partially straw bedded areas. Also clarify how farmyard manure from these bedded areas will be managed during the housing period.
- If organic fertiliser, (slurry, poultry manure, sludge, etc), is imported or exported from the farm details shall be provided as to type, quantity, source/destination of such material & where such material is stored on farm, prior to land spreading, if relevant.
- The volume of slurry, effluent & soiled water generated in the farmyard shall be calculated in accordance with S.I. No. 31 of 2014, European Union (Good Agricultural Practice for Protection of Waters) Regulations 2014 or any subsequent regulations.
- The storage capacity of the slurry, effluent & soiled water storage facilities (existing or proposed) in the farmyard shall be calculated in accordance with S.I. No. 31 of 2014, European Union (Good Agricultural Practice for Protection of Waters) Regulations 2014 or any subsequent regulations.
- If straw bedded facilities are proposed for livestock then feeding & exercise areas shall be clearly identified & provision made for collection & storage of slurry & soiled water from these areas.
- The plan shall clearly show how the applicant will comply with S.I. No. 31 of 2014, European Union (Good Agricultural Practice for Protection of Waters) Regulations 2014 or any subsequent regulations in terms of slurry, effluent & soiled water storage capacity.

- If an overground steel or concrete tank is proposed an earthen bund may be required to protect any vulnerable watercourses from accidental discharges from the tank. The integrity of such tanks is not in question; however human error may lead to valves being left open leading to spillages. A simple remote earthen bund is sufficient for this purpose.
- All plans shall be countersigned by the client before submission to the Planning Department. This ensures that the client takes ownership & responsibility for the proposals submitted.
- Provision shall be made in plans for bunding of diesel tanks.
- All proposed construction work shall comply with Department of Agriculture, Food & Marine specifications. These specifications can be accessed on their website or by contacting the Department.
- Construction waste shall be disposed of in accordance with the Waste Management Acts 1996 to 2011. If construction waste is to be removed off site it shall be disposed of to a licenced or permitted facility.
- Please ensure that all copies of documentation submitted are clear & legible.

The regulations referred to can be found on the Department of Housing, Planning & Local Government website (www.environ.ie) or a copy can be obtained from the Government Publications Office.

NOTES ON THE COMPLETION OF THE FARM STRUCTURES RECORD

Classification of buildings to be used in the preparation of this farm structures list is to be as per Planning & Development Regulations 2001 S.I. 600/2001, Agricultural Developments.

The following is a brief description of the various classes used in the table, for complete descriptions see the above named regulations.

- | | |
|----------------|--|
| Class 6 | Works consisting of a roofed structure for the housing of cattle, sheep, goats, donkeys, horses, deer or rabbits. |
| Class 7 | Works consisting of a roofed structure for the housing of pigs, mink or poultry. |
| Class 8 | Works consisting of roofless cubicles, open loose yards, self-feed silo or silage areas, feeding aprons, assembly yards, milking parlours or structures for the making or storage of silage or any other structures of a similar character or description. |
| Class 9 | Works consisting of any store, barn, shed, glass-house or other structure, not being of a type specified in class 6, 7 or 8 as above. |

A: EXISTING STRUCTURES IN FARMYARD

Provide accurate internal dimensions for all buildings and structures in the farmyard and clear descriptions of their use, (e.g. “Haybarn” “Cubicle House” “Walled Silo”). Dimensions should be given to the nearest single decimal point (e.g. 3.2 metres, not 3.185 metres). Likewise, all yards should be accurately measured, and recorded. A second form should be used if there is not adequate space. All buildings, structures and yards must be clearly identified and shown on the associated drawing. The column entitled “Discharge to” is to contain the identification number of the effluent tank to which the effluent created in that structure discharges to.

B: PROPOSED NEW STRUCTURES

Provide accurate dimensions and descriptions of all proposed new buildings, structures and yards. (N.B. for proposed slurry and soiled water stores, see Box “D” notes below). All proposed buildings, etc., must be clearly identified and shown on the associated drawing. The column entitled “Discharge to” is to contain the identification number of the effluent tank to which the effluent created in that structure is proposed to discharge.

C: EXISTING SLURRY AND SOILED WATER STORES

Provide accurate dimensions for all existing slurry, effluent, or soiled water stores, or manure pits or dungsteads. These must also be clearly identified and shown on the associated drawing. The capacity of each tank should be calculated and shown to the nearest cubic metre. [Note that the depth of any tank must be measured by using a rod, stick or staff. Under no circumstances should any person enter a tank even if empty.] The column entitled “description” is to provide a description of the physical construction type of the tank. The column entitled “effluent type stored” is to contain details of the type of effluent which is to be stored, whether it is slurry, silage effluent, parlour washings, soiled water, etc.

D: PROPOSED SLURRY AND SOILED WATER STORES

Dimensions of all proposed slurry, effluent and soiled water stores etc. These must also be clearly identified and shown on the associated drawing. The capacity of each tank should be calculated and shown to the nearest cubic metre. The column entitled “description” is to provide a description of the physical construction type of the tank. The column entitled “effluent type stored” is to contain details of the type of effluent which is to be stored, whether it is slurry, silage effluent, parlour washings, soiled water, etc.

Section 7: Checklist of Other Issues to be addressed.

In the case of certain types of development, the *Objectives* of the County Development Plan require certain matters to be addressed as part of the development consent process. These items are detailed in the Plan and include the items listed below. **Where possible these should be addressed as part of the initial Planning Application, where relevant to the type of development for which permissions is being sought. Failure to submit the information may result in a delay in the processing of an application as it may be necessary to seek additional information.**

Note: this list reflects the specific requirements of the Objectives of the Plan. Depending on the nature and scale of the development being proposed, other aspects of the plan may also require additional matters to be considered, in addition to those in the list below.

For any particular item, further details on what is required are available in the Development Plan itself. Further clarification and guidance can also be sought as part of the pre planning process.

For some issues there are also more detailed national policy / guidance / manual documents that explain the issues and requirements in more detail, and these will also need to be consulted and taken into account.

Issues requiring further supporting reports / documentation:

1. Statement of Housing Mix for developments of 5 or more dwelling units.
2. Building Height Assessment for development of more than four stories in height
3. An Assessment of the Demand for School Places
4. Borehole Water Supply Assessments - Hydrogeologists report
5. Drainage Impact Assessment and the provision of Sustainable Drainage Systems (SuDS)
6. Flood Risk Assessment
7. Proposals for Enhanced and Inclusive Permeability
8. Proposals for complying with the Design Manual for Urban Roads and Streets.
9. Mobility Management Plans and Public Transport Assessments for large scale developments
10. Traffic and Transport Assessment (TTA) and Road Safety Audits for certain types of development
11. Proposals for EV charging points
12. Preparation of a Community Report and details of the public consultation undertaken in relation to Wind Energy developments.
13. Green Infrastructure Statement / Green Infrastructure Plan / Landscape Design Rationale
14. Impact Assessment for Views and Prospects
15. Contaminated Land Risk Assessment
16. Resource and Waste management Plan for all construction and demolition projects (see below) .
17. Archaeological assessment
18. Supplementary application form for rural housing.
19. Requirements of the Arterial Drainage Acts (see below).

Resource & Waste Management Plan

A Resource & Waste Management Plan (RWMP) must be submitted for all construction and demolition projects to inform the planning consent process as per the “*EPA Best Practise Guidelines for the preparation of resource & waste management plans for construction & demolition projects*” and in accordance with Chapter 15 of the County Development Plan.

The preparation of the Resource Waste Management Plan needs to include the following phases of the project:

- Prior to Construction – including the stages of design, planning and procurement in advance of works on site, and
- During Construction – relating to the effective management of resources and wastes during construction and demolition operations.

There are two categories of RWMP

Tier 1: Smaller scale projects. For these developments, a simplified RWMP is appropriate in accordance with the template below, available at the following link

<https://www.corkcoco.ie/en/resident/environment/construction-demolition-waste>

Tier 2: Larger scale projects including Strategic Infrastructure Developments, Strategic Housing Developments etc. These types of projects require a bespoke RWMP which follows the requirements set out in Section 4 & 5 of the “*EPA Best Practise Guidelines*” and meet the minimum content requirements set out in Appendix C of the same guidelines.

General Information

- a) Name of Applicant
- b) Contact details of Applicant/Contractor/Developer/Sub contractor
- c) Contact details of person responsible for preparing the Resource Waste Management Plan
- d) Site Location and address of the Development
- e) Describe the nature of the Development
- f) Planning Register Reference

Tier 1 Projects:– Sample Template for Resource & Waste Management Plan

The following is a general guide as to the details that should be included in the Resource & Waste Management Plan being submitted as part of the Planning Application.

Project Description

- a) Site description including details of the existing site layout.
- b) Details of any site clearance and/or demolition proposed
- c) Description of the construction elements and infrastructure including in the planning application
- d) Describe the designing out waste initiatives used, and waste prevention methods implemented for the project
- e) Identification of each waste stream generated including the List of Waste (LoW) codes for each stream and the predicted quantity of material generated in tonnes.
- f) Detail how the predicted quantities of material generated will be reused and recycled or other recovery and disposal methods proposed.

Other Comments

Please include any other comments that may be relevant to the Resource & Waste Management Plan.

Requirements of the Arterial Drainage Acts.

In addition to the requirements around flood risk assessment, the Office of Public Works (OPW) have a number of statutory consent processes required under the Arterial Drainage Acts and SI 122, namely;

- [Section 50: Arterial Drainage Amendment Act, 1945 & EU \(Assessment and Management of Flood Risks\) Regulations SI 122 of 2010](#)
- [Section 9: Arterial Drainage Amendment Act, 1995](#)
- [Section 47: Arterial Drainage Act, 1945](#)

Details are outlined in Chapter 11 of Volume 1 of the County Development Plan 2022 and via the links provided above.

As the outcome of these consent processes may impact on the design and layout of proposed development, it is recommended that this consent be put in place prior to submission of a planning application but in any event, prior to the commencement of development and pre-application engagement with OPW is encouraged. A grant of permission does not obviate the need for such OPW consent/ licence as may be required. Following a grant of permission, should the OPW consent process require changes to the proposed development, these changes should be notified to the Planning Authority and may require submission of a revised planning application.

You may contact the Planning Department of Cork County Council should you need further assistance with this form.

An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with building regulations, which set out basic design and construction requirements.

Fully completed application forms should be submitted to the relevant planning office.

CORK COUNTY COUNCIL

County Hall Office

*Planning Dept. TEL: (021) 4276891
County Hall, FAX: (021) 4276321
Carrigrohane Road,
Cork
T12 R2NC*

West Cork Planning Office

*Norton House, TEL: (028) 40340
Cork Road, FAX: (028) 21660
Skibbereen,
Co.Cork
P81 AT28*

WEB ADDRESS: www.corkcoco.ie

APPROVED LIST OF NEWSPAPERS FOR THE PUBLICATION OF NOTICE OF INTENTION TO MAKE A PLANNING APPLICATION

Name of Newspaper	Area for which Approved
Irish Examiner	County Wide
Irish Independent	County Wide
Irish Times	County Wide
The Evening Echo	County Wide
The Corkman North Cork Edition Muskerry Edition Avondhu Edition	North Cork Area Muskerry Area including Macroom, Ballyvourney & Ovens
The Southern Star	County Wide excluding North Cork Area
The Mallow/Vale Star	North Cork Area including Charleville, Mallow, Buttevant, Liscarroll, Doneraile, Killavullen, Castlemagner, Mourneabbey, Newtownshandrum, <u>Milford</u> , Kilbrin, Ballyclough, Churchtown, Tullylease, Dromahane, Freemount, Ballyhea, Kanturk, Doneraile, Twopothouse
The East Cork Journal	Aghada, Whitegate, Cobh, Midleton, Youghal, Killeagh, Cloyne, Castlemartyr, Glanmire, Carrigtwohill, Ballycotton
The Avondhu	Fermoy & Mitchelstown Areas, Carrignavar, Glenville
The Carrighoun	Carrigaline, Passage West, Monkstown, Ringaskiddy, Douglas, Crosshaven, Kinsale, Tracton, Ballygarvan

SCHEDULE 9
Part 12
FEEES FOR PLANNING APPLICATIONS
 Section 1

Interpretation

1. For the purposes of this Schedule, where appropriate, the “provision” of a house, building or other structure means-
- (a) the carrying out of works
 - (b) the making of a material change in the use of a structure, or
 - (c) the retention of an unauthorised development.
2. (a) Subject to paragraph (b), at references 6,7,11 and 12 of column 1 of Section 2 of this Schedule “use of land” shall include the retention of an unauthorised use of land, and the carrying out of works, or the retention of structures, on, in or under the land which are incidental to the use.
- (b) At reference 11 of column 1 of Section 2 of this Schedule, “use of land” shall not include the carrying out of works for the provision of a club house or related facilities for persons using the golf course or pitch and putt course, or the retention of any such structures.

Section 2

Scale of Fees for Planning Applications update

Column 1 Class of Development	Column 2 Amount of Fee	Column 3 Amount of Fee for Retention Permission
1. The provision of a house	€65	€195 or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater
2.(a) Any works for the carrying out of maintenance, improvement or other alteration of an existing house (including any works for the provision of an extension or the conversion for use as part of the house of any garage, store shed or other structure)	€34	€102, or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater.
(b) Any other works including the erection, construction or alteration of structures, within or bounding the curtilage of an existing house, for purposes ancillary to the enjoyment of the house as such.	€34	€102, or €2.50 for each square metre of gross floor space for which permission is sought, whichever is the greater.

<p>3. The provision of buildings or other structures for the purposes of agriculture or the keeping of greyhounds.</p>	<p>(i) In the case of buildings €80 for each building, or €1 for each square metre of gross floor space to be provided in excess of 50 square metres in the case of a building for the keeping of greyhounds or 200 square metres in any other case, whichever is the greater, (ii) in the case of any other structures, €80 for each structure, subject to a maximum of €300</p>	<p>(i) In the case of buildings, €240 for each building, or €3 for each square metre of gross floor space to be provided in excess of 50 square metres in the case of a building for the keeping of greyhounds or 200 square metres in any other case, whichever is the greater, ii) in the case of any other structures, €240 for each structure, subject to a maximum of €900</p>
<p>4. The provision of buildings other than buildings coming within class 1, 2 or 3.</p>	<p>€80 for each building, or €3.60 for each square metre of gross floor space to be provided, whichever is the greater.</p>	<p>€240 for each building, or €10.80 for each square metre of gross floor space to be provided, whichever is the greater.</p>
<p>5. (a) The use of uncultivated land or semi-natural areas for intensive agricultural purposes. (b) Initial afforestation. (c) The replacement of broad-leaf high forest by conifer species. (d) Peat extraction</p>	<p>€5 for each hectare of site area €5 for each hectare of site area €80 or €5 for each hectare site area, whichever is the greater €5 for each hectare of site area</p>	<p>€15 for each hectare of site area €15 for each hectare of site area €240 or €15 for each hectare site area, whichever is the greater €15 for each hectare of site area</p>
<p>6. The use of land for— (a) the winning and working of minerals, (b) the deposit of refuse or waste.</p>	<p>€500 or €50 for each 0.1 hectare of site area, whichever is the greater</p>	<p>€1500 or €150 for each 0.1 hectare of site area, whichever is the greater.</p>
<p>7. The use of land for— (a) the keeping or placing of any tents, campervans, caravans or other structures (whether or not movable or collapsible) for the purpose of caravanning or camping or the sale of goods, (b) the parking of motor vehicles, (c) the open storage of motor vehicles or other objects or substances</p>	<p>€80, or €50 for each 0.1 hectare of site area, whichever is the greater.</p>	<p>€240 or €150 for each 0.1 hectare of site area, whichever is the greater</p>
<p>8. The provision on, in over or under land of plant or machinery, or of tanks or other structures (other than buildings) for storage purposes.</p>	<p>€200, or €50 for each 0.1 hectare of site area, whichever is the greater.</p>	<p>€600, or €150 for each 0.1 hectare of site area, whichever is the greater.</p>
<p>9. The provision of an advertisement structure or the use of an existing structure or other land for the exhibition of advertisements</p>	<p>€80, or €20 for each square metre, or part thereof, of advertising space to be provided, whichever is the greater.</p>	<p>€240, or €60 for each square metre, or part thereof, of advertising space to be provided, whichever is the greater.</p>

10. The provision of overhead transmission or distribution lines for conducting electricity, or overhead telecommunications lines.	€80, or €50 for each 1000 metres length, or part thereof, whichever is the greater.	€240, or €150 for each 1000 metres length, or part thereof, whichever is the greater.
11. The use of land as a golf course or a pitch and putt course	€50 for each hectare of site area	€150 for each hectare of site area.
12. The use of land as a burial ground.	€200, or €50 for each hectare of site area, whichever is the greater.	€600, or €150 for each hectare of site area, whichever is the greater.
13. Development not coming within any of the foregoing classes.	€80, or €10 for each 0.1 hectare of site area, whichever is the greater.	€240, or €30 for each 0.1 hectare of site area, whichever is the greater.
14. The provision of large scale residential development (a) Pre-application consultation (b) Basic fee structure: - each housing unit Note: In respect of an application comprising student accommodation, or shared accommodation the above structure range and fee per unit should be applied on the pro rata basis of the fee for 1 housing unit = the fee for 2 bed spaces of student accommodation or shared accommodation. (c) Fee structure for other uses on the land, zoning of which facilitates such use: per square metre of gross floor space to a maximum of 30% of floor space of the entire development. (d) Submission of an EIAR / NIS fee structure	€1,500 €130 per unit €7.20 per square metre to a maximum of €32,400 €10,000	€390 per unit €15 per square metre to a maximum of €65,000 €10,000

Section 3

Maximum and minimum fees for planning applications

1. The maximum fee payable to a planning authority by an applicant in respect of an outline application shall be €28,500.

2. The maximum fee payable to a planning authority by an applicant in respect of an application to which article 161 applies shall be €9,500.
3. The maximum fee payable to a planning authority by an applicant in respect of an application for permission for retention of unauthorised development applies shall be €125,000.
4. The maximum fee payable to a planning authority by an applicant in respect of any planning application other than an application mentioned in paragraph 1, 2 or 3 shall be €38,000.
5. The minimum fee payable to a planning authority by an applicant in respect of a planning application shall be €34 and, in any case where the planning authority make a refund in respect of a planning application, the refund shall not be such as to reduce the balance of the fee to less than €34.
6. The maximum fee payable to a planning authority by an applicant in respect of an application for Permission for a large scale residential development shall be €80,000.

SCHEDULE 10

Miscellaneous Fees

Column 1	Column 2 Amount of Fee
Submission or observation on a planning application.	€20
Request for a declaration under section 5 of the Act.	€80
Application under section 42 of Act	€62

In accordance with the requirements of the Government's National Payments Plan, please note that as from 19th September 2014, Cork County Council can no longer accept or issue cheques to businesses.

This is in accordance with e-Day requirements.

The alternative payment options currently available when paying your planning application fee are as follows:-

1. Credit Card payments
2. Postal Order
3. Bank Draft
4. Cash
5. Electronic transfer*

*The Planning Department can accept payment of your planning application fee by Electric Fund Transfer (EFT) in accordance with the following protocol only.

1. All payments must be in Euro.
2. On the bank transfer, the payer must give the following payment-reference information:
 - state that it is a **planning application fee**
 - the applicant's name

- payer name/ company name where payer is not the applicant
3. Each payment must be followed by a remittance notice detailing:
 - date and amount paid to Cork County Council’s bank account
 - name and address of applicant
 - details of what the payment is for
 - where a payment is to cover a number of different transactions,
 - a schedule/breakdown of the payment must be provided.

The remittance notice must be e-mailed to: planninginfo@corkcoco.ie, a copy of the notice should accompany the planning application when submitted

4. Please allow up to two working days for payment to reach our bank account and ensure that the fee has been paid before the application is submitted.
5. To ensure full reception of the amount, fee payments must be made without charge to the payee.

Note: The Planning Department cannot accept any responsibility for payments made into Cork County Council’s account that cannot be identified due to lack of information.

Should you have any queries please contact the Planning Department at planninginfo@corkcoco.ie

EFT Bank Details

Account Name: - Cork County Council
Bank Sort Code: - 93 41 78
Bank Branch: AIB Bank, 66 South Mall, Cork
Account Number: 80919018
BIC: AIBKIE2D
IBAN: IE37 AIBK 934178 80919018

Pre-Planning Clinics and Pre-Application Consultation

Under Section 247 of the Planning and Development Act 2000 anyone who has an interest in land may request a pre-application consultation regarding a proposed development.

Pre-Planning Clinics

Cork County Council provides ***Pre-Planning Clinic Meetings*** under Section 247 of the 2000 Act. These Pre-Planning Clinic meetings must therefore adhere to the following criteria in order to comply with the legislation:

- Official Pre-Planning Clinic Meetings will be given a specific reference number which can be linked with the Planning Application (Q2.19) should one be submitted as a result of that pre-planning meeting.
- A record of the time, place and all details of the meeting must be recorded at the pre-planning clinic and be made available to the public when the decision is made.
- All written (2 copies) and electronic requests for pre-planning appointments must be accompanied by:
 - A Cover letter which includes the name & address, telephone number of the owner/applicant, detailed connections to the area, if working / born in the area, for how long etc.
 - Details of the nature of the proposed development.
 - A Site Location Map – showing clearly the location of the land. (If the site is part of a family farm, submit a map outlining the full farm landholding and all current dwellinghouses on the land)
 - Draft Site Plans and House design plans (photographs may be accepted instead of drawings)
 - Confirmation of land ownership or written consent to the Planning Authority from the landowner to provide pre-planning advice

Requests for Pre-Planning Clinics will not be accepted unless the above documents are included!

Each appointment will be acknowledged by letter/email giving a pre-planning number. A separate appointment is required for each proposed development/application.

To arrange a pre-planning meeting within the Southern & Northern Divisions of Cork County Council, please submit your request (including all details outlined above) to:

Pre-Planning Clinic Appointments
Planners Reception
Planning Department
Cork County Council
County Hall
Carrigrohane Road
Cork
T12 R2NC

planninginfo@corkcoco.ie

021-4285957 or 021-4285960

To arrange a pre-planning meeting within the Western Division of Cork County Council, please submit your request (including all details outlined above) to:

Pre-Planning Enquiries Section
Planning Department
Cork County Council
Norton House
Cork Road
Skibbereen
Co Cork
P81 AT28

westcorkplanninginfo@corkcoco.ie

028-40340

Meetings on topics other than Pre-Planning may be arranged at the discretion of the planner. These meetings must also be arranged by appointment either by letter, phone or email.

Pre-Planning Phone Calls may be accepted by the planner if they are in the office. If they are not available then a message will be taken and the planner will return the call when they can. Pre-Planning topics which can be dealt with over the phone and which normally don't require a meeting may include site selection within a family landholding and sites for sale. Zoning and settlement policy queries should initially be directed to the staff in the public offices where the applicant may be advised to contact the area planner.