

Individual Houses in Rural Areas Supplementary Application Form – SF1

This supplementary form is intended to assist people applying for permission for an individual house within one of the six rural housing policy area types identified in the County Development Plan 2022 as detailed below.

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

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

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

These areas are identified in Figure 5.1 of Volume One of the County Development Plan and on the CDP Map Browser available at www.corkcoco.ie.¹

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

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

The information in this form will help the Council to take into account the applicant's individual circumstances, as well as to ensure that the applicant has a rural generated housing need².

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

² The detailed wording of the relevant planning policies can be found in Chapter 5 of the County Development Plan 2022.

(c) Who should fill out this form?

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

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

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

General Data Protection Regulations

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

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

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

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

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

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

(e) Why would this information help my application?

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

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

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

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

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

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

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

The information in the form does not address all planning issues in a rural area – other normal proper planning and sustainable development considerations will also apply - see Section 5.6 and 5.7 of the County Development Plan.

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

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

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

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

Supplementary Planning Application Form – SF1

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

1. The Applicant(s)

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

Applicant 1					Applicant 2					
1.1	Name (including maiden name, where applicable):				1.10	Name (including maiden name, where applicable):				
1.2	What is your current address?				1.11	What is your current address?				
1.3	How long have you lived at your current address?				1.12	How long have you lived at your current address?				
1.4	With regard to this address, please tick one of the following: -				1.13	With regard to this address, please tick one of the following: -				
	In your ownership					In your ownership				
	Rented					Rented				
	Other (please elaborate)					Other (please elaborate)				
1.5	Age Category (tick one)				1.14	Age Category (tick one)				
	0-19	20-24	25-44	45-59	60+	0-19	20-24	25-44	45-59	60+
1.6	Please state your principal occupation, name and address of employer and location of place of work, including Eircode.				1.15	Please state your principal occupation, name and address of employer and location of place of work, including Eircode.				
1.7	Is this a full time or part time role?				1.16	Is this a full time or part time role?				
1.8	When did you commence this employment?				1.17	When did you commence this employment?				
1.9	Do you have another occupation / job/ role? Please provide details of same and name and address of employer / address of employment including Eircode.				1.18	Do you have another occupation / job/ role? Please provide details of same and name and address of employer / address of employment including Eircode.				

2. Connection to the Local Rural Area:

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

Applicant 1		Applicant 2	
2.1	<p>Have you lived in the local rural area* where the site is situated ?</p> <p>Yes <input type="checkbox"/> No. <input type="checkbox"/></p>	2.5	<p>Have you lived in the local rural area* where the site is situated ?</p> <p>Yes <input type="checkbox"/> No. <input type="checkbox"/></p>
2.2	<p>If yes, please provide details of the address(es), including Eircodes, of all locations where you have lived, together with the relevant dates (Years).</p> <p>Also, please indicate the exact location /address of the house(s) on a map.</p> <p>Please clarify the nature of the occupancy in each case e.g., Living with family, owner occupied, renting etc.</p> <p>(Please use separate page where required).</p>	2.6	<p>If yes, please provide details of the address(es), including Eircodes, of all locations where you have lived, together with the relevant dates (Years).</p> <p>Also, please indicate the exact location /address of the house(s) on a map.</p> <p>Please clarify the nature of the occupancy in each case e.g., Living in with family, owner occupied, renting etc.</p> <p>(Please use separate page where required).</p>
2.3	<p>If you have previously lived in this local rural area, please provide the name and address of local school(s) attended and dates of attendance if relevant.</p>	2.7	<p>If you have previously lived in this local rural area, please provide name and address of local school(s) attended and dates of attendance if relevant.</p>
2.4	<p>If you have previously lived in this local rural area, are you currently or have you previously worked in this local rural area?</p> <p>Please provide full details of nature of work, location of the work and dates of employment etc.</p>	2.8	<p>If you have previously lived in this local rural area , are you currently or have you previously worked in this local rural area?</p> <p>Please provide full details of nature of work, location of the work and dates of employment etc.</p>
<p>*Local Rural Area is generally defined in paragraph 5.4.10 of the County Development Plan 2022 as “townland, parish or catchment of the local rural school to which the applicant has a strong social and/or economic link”</p>			

3. Rural Family Landholding (s) / Agricultural Activity

3.1 Does the site form part of a landholding in the ownership of you or a member of your family?
(Please tick as appropriate) Yes No.

3.2 Do you intend to take over the ownership of a landholding / farm? (tick as appropriate)
Yes – full time Yes -Part time No.
Please clarify when the holding was / is being transferred.

3.3 Please state the owner of the holding and indicate that person's relationship to the applicant?
(e.g., father of applicant 1, brother of applicant 2, owned by applicant 2, niece of applicant 1, Other (please elaborate))

3.4 If you have answered yes to question under 3.1 or 3.2, please state the extent of the entire holding (in hectares).
NB: Include any 'outside' farm holdings if relevant

3.5 Please state when the above holding was acquired (year)

3.6 Please attach registry map(s) of the entire holding, including 'outside' farm holdings, referred to above. The following locations must be clearly marked

- Location of the original home
- Locations of any other family dwellings
- Any other planning permissions(s) on the holding (including sites that have been sold
- Locations of all principle agricultural buildings

3.7 Are you personally engaged in Agriculture?

Applicant 1		Applicant 2	
Full time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full time	Yes <input type="checkbox"/> No <input type="checkbox"/>
Part time	Yes <input type="checkbox"/>	Part time	Yes <input type="checkbox"/>

3.8 If you are engaged in Agriculture, what is the nature of the farming / agricultural business being carried out?

Note: Please attach a map of the relevant agricultural holding (if any) with the locations of principal agricultural buildings clearly marked.

3.9 If neither applicant is involved in farming the land, give the name and address of the principal person farming the landholding.

4. Other landholdings

4.1 If the site does not form part of a family landholding, please submit details of the full name and address (including Eircode) of the landowner and a registry map of the total landholding from which the site is being annexed.

5. Other Rural Occupations / Local connections

5.1	<p>Please indicate any of the following that apply** and include all relevant supporting information/ documentation with the SF1 form, including the following:</p> <ul style="list-style-type: none"> • Full name and address of employer and nature of employment. • Details of the length of time that you have been employed (dates). • Map showing location of employment (identified on a map). <p>Use space a separate sheet if necessary:</p>		
		Applicant 1	Applicant 2
(a)	Working full-time in farming, forestry, inland waterway, marine related occupations.	Yes No	Yes No
(b)	Rural based sustainable tourism	Yes No	Yes No
(c)	Farming / Natural Resources related occupations	Yes No	Yes No
(d)	Permanent employment which is essential to the delivery of social and community services and intrinsically linked to this particular rural area	Yes No	Yes No
(e)	Full-time home-based business in Rural Area: (Relevant information required as per Objective RP5-9 of the County Development Plan 2022 shall be submitted where this category applies)	Yes No	Yes No
(f)	<p>Details relating to the relevant category above can be complete here or on separate sheet</p> <p>Employer Name and Address</p> <p>Role</p> <p>Dates</p> <p>Work Location (include a map)</p>		
	<p>** The categories listed above do not apply to all of the Rural Housing Policy Area Types as listed within Chapter 5 of the 2022 County Development Plan. Please Refer to the 2022 County Development Plan for same.</p>		

7. Signatures & Referee.

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

Applicant 1		Applicant 2											
7.1	<p>I confirm that the details given in this form (and in any attachments) are correct and that if permission is granted for this dwelling, it will be my place of permanent residence.</p> <p>Signed:.....</p> <p>Date:</p>	7.2	<p>I confirm that the details given in this form (and in any attachments) are correct and that if permission is granted for this dwelling, it will be my place of permanent residence.</p> <p>Signed:</p> <p>Date:</p>										
7.3	<p><u>GDPR</u></p> <p>I confirm that I am aware that the information provided for in this form plus all supporting documentation will be available publicly to view online and at the Planning Authority offices.</p> <p>I confirm that I have completed Section 3 Data Protection on my application form for Planning Permission.</p> <p>Signed</p> <p>Date</p>	7.4	<p><u>GDPR</u></p> <p>I confirm that I am aware that the information provided for in this form plus all supporting documentation will be available publicly to view online and at the Planning Authority offices.</p> <p>I confirm that I have completed Section 3 Data Protection on my application form for Planning Permission.</p> <p>Signed</p> <p>Date</p>										
7.5	<p>Referee:</p> <p>An independent Referee* is required to verify all of the information given in this form and its attachments and must agree to being contacted by the Planning Authority to verify same.</p> <p>The Referee* should complete this section of the form (using Block Capitals) and sign below to confirm their verification of the information.</p> <table border="1"> <tr> <td>Name of Referee:</td> <td></td> </tr> <tr> <td>Address:</td> <td></td> </tr> <tr> <td>Contact Phone Number:</td> <td></td> </tr> <tr> <td>Occupation:</td> <td></td> </tr> <tr> <td>Signature of Referee:</td> <td></td> </tr> </table> <p>(* Clergy person, Lawyer, Garda, Peace Commissioner or School Principal)</p> <p>Please note this information will be made available on the public planning file.</p>			Name of Referee:		Address:		Contact Phone Number:		Occupation:		Signature of Referee:	
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