



**CORK COUNTY COUNCIL**

**APPLICATION FOR EXTENSION OF DURATION OF  
PLANNING PERMISSION**

**Planning and Development Act 2000, as amended**

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

**A. Applicant: (from question 1 of Application Form)**

Applicant 1		Applicant 2	
Address (Required)		Address (Required)	
Telephone No.		Telephone No.	
Mobile No. (if any)		Mobile No. (if any)	
Email Address (if any)		Email Address (if any)	

**B. Person/Agent acting on behalf of the Applicant (if any): (From question 2 of the Application Form)**

<b>Name:</b>			
<b>Address:</b>			
<b>Telephone No.</b>			
<b>Mobile No. (if any)</b>			
<b>Email Address (if any)</b>			
Should all correspondence be sent to the above address? Please tick <input checked="" type="checkbox"/> appropriate box. (Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)			
<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

# **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](http://www.corkcoco.ie)**

### **(Tá leagan gaeilge don foirm seo le fáil ag an gcúntar poiblí agus aran nuíomh idirlíon)**

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application. Therefore please ensure that each section of this application form is fully completed and signed, entering N/A (not applicable) where appropriate, and that all necessary documentation is attached to your application form.

It should be noted that Cork County Council has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms to the development plan. The Authority may request this on a supplementary application form.

Failure to supply the supplementary information will not invalidate your planning application but may delay the decision-making process or lead to a refusal of permission. Therefore applicants should contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

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### **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](mailto: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.**

## Application Form to extend the appropriate period of a planning permission Cork County Council - Explanatory Notes

In accordance with Section 42 of the Planning and Development Act, 2000 as amended, and Regulations made thereunder, a Planning Authority shall extend a permission as appropriate provided that the application is made in accordance with Regulations made under the Act and the Authority is satisfied with the below criteria.

1. The development must have commenced
2. Substantial works must have been carried out
3. The development will be completed within a reasonable time.

The following criteria also applies:

- The application is made prior to the end of the expiry of appropriate period.
- The application to extend the appropriate period must be made not earlier than 1 year before the expiration of the appropriate period, except in cases outlined in Section 42(1B).
- An application shall not be made more than twice and the combined duration of the extensions shall not exceed 5 years.
- An application to further extend the planning permission ( 2<sup>nd</sup> extension application ) shall not be for a period exceeding 2 years or until 31<sup>st</sup> December, 2023, whichever first occurs.
- As per Section 42(8) of the Planning and Development Act 2000, as amended, “ A planning authority shall not extend the appropriate period under this section in relation to a permission if an environmental impact assessment or appropriate assessment would be required in relation to the proposed extension concerned”
- The power to extend the appropriate period shall not apply to the grant of an Outline Permission granted under Section 34 of the Planning and Development Act, 2000, as amended.
- Fee payable for applications to extend the appropriate period is €62. Cheques/Bankdrafts should be drawn in favour of Cork County Council. Third party cheques will not be accepted.

**Please note that these notes are intended for the guidance of applicants only and do not purport to be a legal interpretation of the various Acts and Regulations referred to.**

- Section 1 Confidential Contact Information – to be completed.
- Section 2 Application Form – to be completed and signed.
- Section 3 Data Protection - **to be completed and signed by applicant only.**
  - Question 3.7 GDPR Special Categories of data/ Sensitive Personal data\*\* Explicit Consent – **To be completed when Special Categories of personal data / sensitive data are provided as part of / in support of a Extension of Duration application, explicit consent to the processing of the special categories of data must be given by the person to whom the data refers, (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 include:** 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.

- To facilitate the processing of this application, in addition to the above fee; two copies of the application form and two copies of the relevant site location map showing site boundaries should be submitted.
- Applications for the Northern and Southern Divisions should be forwarded to Planning Department, Cork County Council, County Hall, Carrigrohane Road, Cork, T12 R2NC. Applications for the Western Division should be forwarded to Planning Department, Cork County Council, Norton House, Skibbereen, Co. Cork, P81 AT28.



**CORK COUNTY COUNCIL**

**For official use only**

Receipt no.	
Cash/Cheque	
Date	
Plan. Ref. no.	

**APPLICATION FOR EXTENSION OF DURATION OF  
PLANNING PERMISSION**

**Planning and Development Act 2000, as amended**

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

**1. Applicant: (address to be entered at Section 1 Question A at the front of this form)**

<i>Name(s)</i>	
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**2. Person/Agent acting on behalf of the Applicant (if any): (address to be entered at Section 1 Question B at the front of this form )**

<i>Name</i>	
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**3. Location of Proposed Development:**

Postal Address <b>or</b> Townland <b>or</b> Location (as may best identify the land or structure in question)	
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**4. Legal Interest of Applicant in the Land or Structure:**

<i>Please tick appropriate box to show applicant's legal interest in the land or structure</i>	<b>A. Owner</b> <input type="checkbox"/>	<b>B. Contracted to Purchase</b> <input type="checkbox"/>
	<b>C. Lessee</b> <input type="checkbox"/>	<b>D. Other</b> <input type="checkbox"/>
<i>Where legal interest is 'Other', please expand further on your interest in the land or structure</i>		

**5. Description of Development to which Permission relates:**

<i>Please state development description as permitted</i>	
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**6. Date Permission was granted**

**Planning Reference No. of Permission**

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**7. Date of Expiry of Permission**

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**8. Particulars of substantial works completed to date pursuant to the Permission granted**

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**9. Details why the development cannot be reasonably completed before the planning permission expires**

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**10. Details of the proposed works to be carried out during the extended period if granted**

Any further details or documentation may be attached separately.

**11. Was an Environmental Impact Assessment or Appropriate Assessment or both of these assessments required before the permission for the development was granted?**

YES

NO

**12. The date or projected date of commencement of the development to which Permission relates:**

**13. Additional period by which the permission is sought to be extended by: Note a maximum of 5 years is permitted under the current legislation. If you are seeking a further extension, a maximum of 2 years is permitted or until December 2023, whichever first occurs.**

**14. Anticipated completion date:**

**The following information must be submitted in addition to questions 1-14 where application is being made to Further Extend the period of a permission**

**15. Particulars of the work ( if any ) carried out pursuant to the permission since the permission was extended or further extended:**

**16. The period by which the permission is sought to be further extended:**

**17. The date the development is expected to be completed:**

**18. The circumstances beyond the control of the person carrying out the development due to which the development has not been completed during the period by which the permission has been further extended:**

**The following information must be submitted in addition to questions 1-18 where application is being made to FURTHER EXTEND under Section 42(1B) in the Planning and Development Act 2000, as amended.**

**19. The date on which the permission ceased to have effect or will cease to have effect, as the case may be:**

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**20. Particulars of the substantial works carried out or which will be carried out pursuant to the permission before the expiration of the appropriate period, as extended or further extended.**

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**21. A statement setting out the reasons why the development cannot be reasonably completed within the appropriate period, as extended or further extended:**

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**22. I hereby declare that, to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning and Development Acts 2000 to 2010, as amended, and the Regulations made thereunder:**

<i>Signed (Applicant or Agent As appropriate)</i>	
Date	



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

**3.1. – Data Protection Declaration**

In order for the Planning Authority to process the personal data you have provided, your consent is required. By ticking the box below, you consent to the Planning Authority processing the personal data provided by you in line with the terms of Cork County Council’s Privacy Policy available at <https://www.corkcoco.ie/privacy-statement-cork-county-council> or in hardcopy from any Council office; and to having your information processed for the following purposes:

***Processing of your Extension of Duration application by the Planning Authority***

*I give permission for my personal information to be processed for the purpose stated above*

Signed (By Applicant Only)	
Date	

Please complete the following questions by ticking (✓) Yes or No as appropriate to demonstrate compliance with the General Data Protection Regulation (GDPR) (EU) 2016 and the Data Protection Act 2018

**Note: for definition of the Special Categories of data, please see 3.7. overleaf.**

3.2. Has applicant signed Section 3.1. & 3.7. (where applicable) of application form in relation to Data Protection?  Yes  No

3.3. Have any special categories of data within the meaning of GDPR been provided in relation to the applicant?  Yes  No

If Yes, has the applicant signed the Explicit Consent at Section 3.7.?  Yes  No

3.4. Have any special categories of data been provided in relation to a third party (i.e. family relative aged 18 or over, etc)?  Yes  No

If Yes, has the person to whom the data refers signed the Explicit Consent form (Section 3.7.)?  Yes  No

3.5. Have any special categories of data been provided in relation to a child below the age of 18?  Yes  No

If Yes, has the parent of the child signed the Explicit Consent form (Section 3.7.)?  Yes  No

3.6. Where you have provided any special categories of data as referred to above, please specify which documents you have submitted containing this information?

### **3.7. – GDPR Special Categories of data / Sensitive Personal data - Explicit Consent**

Where Special Categories of personal data / sensitive 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 include:

- 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 you have provided, your consent is required. By ticking the box below, you consent to the Planning Authority processing the personal data provided by you in line with the terms of Cork County Council's Privacy Policy available at <https://www.corkcoco.ie/privacy-statement-cork-county-council> or in hardcopy from any Council office; and to having your information processed for the following purposes:

#### **Sensitive personal data being submitted in support of Extension of Duration Application**

*I give permission for my sensitive personal data submitted to the Planning Authority to be processed for the purpose stated above.*

Signed *****	
Date	

**\*\*\*\*\* This must be signed by the person to whom the sensitive data refers, i.e Applicant / 3<sup>rd</sup> Party / Parent of a child under 18 years**

You have the right to withdraw your consent by contacting the Planning Department, Ground Floor, County Hall, Carrigrohane Road, Cork. Tel: (021) 4276891 Email: [planninginfo@corkcoco.ie](mailto:planninginfo@corkcoco.ie) or by contacting the Planning Department, Norton House, Cork Road, Skibbereen, Co. Cork. Tel: (028) 40340 Email: [westcorkplanninginfo@corkcoco.ie](mailto:westcorkplanninginfo@corkcoco.ie)  
However if consent to the use of personal data is withdrawn during the planning application decision-making process this information cannot be considered as part of the decision making process. Once a decision has been made, an applicant is not entitled to withdraw consent, as the right of erasure does not apply to a situation where processing is required for compliance with a legal obligation or for the performance of a task carried out in the public interest.

**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 submitted as part of the planning application.