

Wexford Borough Council

Planning Application Checklist

This checklist must be completed and submitted with each planning application

Name of Applicant _____

Name of Agent (if any) _____

(Have you included the following with your application? (Tick as appropriate).

1. **Six** number copies of the form of application, **fully** completed and signed?
Please note that the full name of the applicant/s must be supplied
(initials not sufficient)
2. Public Notices:
The original page of newspaper containing the Notice and six copies (see
Note D for example) and six copies of a **white** site notice?
Please note that if this application refers to a site for which a **valid**
application was submitted within the last 6 months, the site notice must be
yellow. If this is the case, have you included six copies of the yellow site
notice?
3. The appropriate planning fee?
4. **Six** number copies of 6" Ordnance Survey map, scale 1:10560, indicating
location of site – **all** maps **must** be original Ordnance Survey maps
carrying
a red stamp or stamped with a licence number from the Ordnance Survey
Office.
The number of the Ordnance Map should be clearly indicated thereon.
}
5. **Six** number copies of 25" Ordnance Survey map, scale 1:1000, with site
boundaries outlined in red? Adjacent land in applicant's control must be
outlined in **blue** and wayleaves in **yellow**. The number of the Ordnance
Map should be clearly indicated thereon – **all** maps must be original
Ordnance
Survey maps carrying a red stamp or stamped with a licence number from
the
Ordnance Survey Office.
6. **Six** number copies of site layout plan scale 1:500, with the site outlined in
red, with the north point showing, also showing the levels or contours,
where applicable? The position of the site notice affixed to the land or

structure must also be shown on the site layout plan or on a separate original map.

7. **Six** number copies of detailed structural drawings, specifications, etc., of the proposed development? These drawings shall be clearly scaled and dimensioned and must be metric scale (to a scale of not less than 1:200). The proposed development should be clearly marked or coloured to distinguish from the existing development.
8. **Six** copies of a **Schedule** listing the plans, drawings and maps described in numbers 4-7 above?
9. Where relevant, **six** copies of a Site Suitability Report, completed on Wexford Borough Council's Site Suitability Report Form, detailing trial hole and percolation test results carried out within the last 12 months, by a suitably qualified and competent person holding adequate professional indemnity insurance? **Six** copies of the treatment plant specification, where relevant?
10. Where relevant, a Certificate issued under Section 97 of the Planning & Development Act, 2000 or, if not issued, a copy of the application made for such a Certificate or proposals to comply with Part V of the Planning & Development Act, 2000-2010?
11. If the application is in respect of a Protected Structure have photographs and plans necessary to show how the development would affect the character of the building been included? The newspaper and site notices must also state that the proposed development is in respect of a Protected Structure. A Declaration under Section 57 of the Planning & Development Act 2000 may also be required.

Note: All plans, maps, drawings etc., **must** indicate the relevant scale.

I/We declare that all of the above information and the accompanying documentation is covered to the best of my/our knowledge.

Signed:

Applicant/Agent on behalf of Applicant

Date: _____

NOTES

- (a) Please quote applicant's name and Planning Register Number on **all** correspondence submitted to the Planning Authority.
- (b) An application for Permission, Permission for Retention and Permission Consequent on the Grant of Outline Permission must include all items from 1 to 8 inclusive and where relevant items 9, 10 and 11.
- (c) An application for Outline Permission must include all items from 1 to 8, excluding item 7, and where relevant, items 9, 10 and 11.
- (d) Example of a Public Notice (advertised in a newspaper circulating in the district in which the land or structure to which the proposed planning application relates is situated. The approved list of newspapers for Wexford Borough Council Planning Authority is:-

Wexford People,
Wexford Echo,
Irish Independent,
Irish Times.
Irish Examiner

Wexford Borough Council I, (applicant's name) am applying to Wexford Borough Council for (Permission Type) for the (Nature and Extent of development) at (Townland and Postal Address). This application can be inspected or purchased at a fee not exceeding the reasonable cost of making a copy at the offices of the Planning Department, Wexford Borough Council, Municipal Offices, Spawell Road, Wexford, during the hours of 9.30 a.m., to 1.00 p.m., and 2.00 p.m., to 4.30 p.m., Monday to Friday (Bank Holidays and Public Holidays excepted). A submission or observation in relation to the application may be made, in writing, to the Planning Authority on payment of a fee of €20 within the period of 5 weeks beginning on the date of receipt by the Authority of the application.

(Note: if the application is for Permission Consequent on the Grant of Permission the Outline Permission planning register number must be quoted on all notices).

N.B. Applications must be received within fourteen days of the date of publication of the newspaper notice (e.g., a newspaper notice published on 7th October must be submitted on or before 20th October).

Please note that if any document is missing, the application must be declared invalid. The Planning Authority does not have any discretion on this matter.

If a site is inspected and the site notice is not on site, the application shall be deemed invalid and returned, even though an acknowledgement has been issued.