



Oifigí an Chontae  
Bóthar Átha Í  
Ceatharlach, R93E7R7

County Buildings  
Athy Road  
Carlow R93E7R7

T: 059-9170346  
E: See [Carlow.ie/contact-us](http://Carlow.ie/contact-us)  
W: [carlow.ie](http://carlow.ie)

## **APPLICATION FORM** **FOR PRE-PLANNING CONSULTATION**

Section 247 of the Planning and Development Act 2000 (as amended)

### **IMPORTANT NOTES**

Please fully read the notes provided in Parts **A** to **C** below prior to completing this application form

#### **PART A: REQUIRED INFORMATION THAT MUST BE SUBMITTED WITH THIS APPLICATION FORM**

**Pre-planning consultation may be declined by the Planning Authority if the following required information is not submitted:**

- A fully completed copy of this application form, with all questions and sections fully responded to.
- Site location map (1:1000 scale for urban area or 1:2500 scale for rural area) with the proposed development site clearly delineated in red.
- Draft drawings/sketches of proposed site layout and elevations.
- Photographs of the proposed development site, with details of the location they were taken and the direction of views shown.

Please note that a free pre-planning report for your site can be generated by using the Planning Department's Pre-planning Enquiry System, which is available by using the following link - <https://carlow.preplanning.ie/> Any pre-planning report generated should also be submitted with this application form.

Completed applications forms, along with the required documentation referred to above, should be returned to:  
- by email to [preplanning@carlowcoco.ie](mailto:preplanning@carlowcoco.ie) or by post to Carlow County Council, Planning Department, County Buildings, Athy Road, Carlow, R93 E7R7. Upon receipt of the required information, you will be notified of a date and time for a pre-planning consultation.

#### **PART B: SCOPE OF PRE-PLANNING CONSULTATION**

- Pre-planning consultation is given in good faith and based on the information available at the time the consultation is held, and it does not prejudice any subsequent planning application, nor bind the Planning Authority in its assessment of any planning application received on foot of pre-planning consultation.
- Pre-planning consultation may be carried out in-person, by email, by phone, and online via Microsoft Teams.

- Pre-planning advice and guidance will only be provided on the proposed development detailed in this application form. General planning advice and guidance on other matters not relating to the proposed development will not be provided.
- Please note that the Planning Authority will keep a record in writing of the pre-planning consultation, including the names of those who participated, and a copy of such record will be placed and kept with the documents to which any planning application in respect of the proposed development relates. The Planning Authority's record of the pre-planning consultation is only made available to the public when a planning application is submitted for the proposed development.
- Further details on the pre-planning consultation process can be found in Chapter 2 of the 'Development Management - Guidelines for Planning Authorities' (June 2007), available to view and download at - <https://www.gov.ie/en/publication/4b409-development-management-guidelines/>

### **PART C: DEVELOPMENT PLAN PROVISIONS**

- The applicant (or their agent) is advised to familiarise themselves with the policies, objectives and development standards of the Carlow County Development Plan 2022-2028 (CDP) and any relevant Local Area Plans, prior to requesting a pre-planning meeting/consultation. The CDP is available to view and download at - <https://consult.carlow.ie/en/consultation/carlow-county-development-plan-2022-2028>
- If the proposed development relates to a one-off house in the countryside, you are advised to review the Council's rural housing policy and relevant qualifying criteria in Section 3.16 of the Carlow County Development Plan 2022-2028, which is available to view and download at - <https://consult.carlow.ie/en/consultation/carlow-county-development-plan-2022-2028/chapter/chapter-3-housing>
- Further details on the rural housing policy, including the documentary proof that must be submitted with a planning application to demonstrate a 'Category 1: Functional Economic Requirement' **OR** a 'Category 2: Functional Social Requirement' for a one-off house in the countryside, are included in the Council's document 'Qualifying Criteria for Rural Housing in the Countryside', available to view and download at - <https://carlow.ie/media/558/download?inline>
- Notwithstanding any other planning considerations, failure to comply with the provisions of the Rural Housing Policy will result in a planning application being refused permission.

<b>1.</b>	<b>Name of applicant:</b>	
		<i>Contact details to be provided in section 11 at the end of this application form</i>
<b>2.</b>	<b>Name of person/agent acting on behalf of applicant (if any):</b>	
		<i>Contact details to be provided in section 12 at the end of this application form</i>



	<b>REFER TO PART C ABOVE OF THIS APPLICATION FORM FOR DETAILS.</b> <i>If yes, complete parts (i) and (ii) below.</i>
<b>i.</b>	Is the site located within Rural Housing Policy Zone 1 or 2?
<b>ii.</b>	If the site is located within Rural Housing Policy Zone 1, please indicate which category you consider is applicable to you i.e. Functional Economic Requirement or Functional Social Requirement.

<b>7.</b>	<b>DETAILS OF THE PROPOSED DEVELOPMENT</b>	<b>PLEASE TICK APPROPRIATE BOX</b>	<b>YES</b>	<b>NO</b>
<b>i.</b>	<b>Does the proposed development relate to development to which Section 96 of Part V of the Planning and Development Act 2000 (as amended) applies?</b> <i>If yes, you must include a proposal with this application form on how to you intend to comply with Section 96 of Part V.</i>			
<b>ii.</b>	<b>Does the proposed development consist of works to a protected structure and/or its curtilage?</b>			
<b>iii.</b>	<b>Does the proposed development consist of work to the exterior of a structure which is located within an Architectural Conservation Area (ACA)?</b>			
<b>iv.</b>	<b>Does the application relate to development which affects or is close to a monument or place recorded under section 12 of the National Monuments (Amendment) Act.</b>			
<b>v.</b>	<b>Does the application relate to work within or close to a European Site (under S.I. No.94 of 1997) or a proposed Natural Heritage Area?</b>			
<b>vi.</b>	<b>Does the proposed development require the preparation of an Environmental Impact Assessment Report or Natura Impact Statement?</b>			
<b>vii.</b>	<b>Does the application relate to a development which comprises or is for the purposes of an activity requiring an integrated pollution prevention and control licence?</b>			
<b>viii.</b>	<b>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste license?</b>			
<b>ix.</b>	<b>Do the Major Accident Regulations apply to the proposed development?</b>			

<b>8.</b>	<b>SITE HISTORY</b>
<b>i.</b>	<b>List any previous planning application(s) relating to the site, including reg. ref. number(s), and any appeals to An Bord Pleanála.</b>
<b>ii.</b>	<b>Are you aware of aware of any previous or existing planning enforcement proceedings relating to the site?</b>
<b>iii.</b>	<b>Please give details of previous or existing uses of the site.</b>
<b>iv.</b>	<b>Are you aware of the site ever having been flooded? <i>If yes, give details, year and extent.</i></b>
<b>v.</b>	<b>Are you aware of any previous pre-planning consultations for the site? <i>If yes, give details and Planning Authority's pre-planning reference number.</i></b>

<b>vi.</b> Does the proposed development require public water or foul drainage services? <i>If yes, give details of requirements, and whether a Pre-connection enquiry has been made to Uisce Éireann.</i>

<b>9.</b> If planning permission was previously refused on the site, please detail how it is intended to overcome the reason(s) for refusal.

10.		Please tick appropriate box	Yes	No
i.	<p>Please confirm that you have reviewed the details provided in this application form and that all questions and sections have been fully responded to and completed.</p> <p><b><u>PRE-PLANNING CONSULTATIONS MAY BE DECLINED BY THE PLANNING AUTHORITY IF ALL REQUIRED INFORMATION IS NOT SUBMITTED.</u></b></p>			
ii.	<p>Please confirm that you have read the relevant policies, objectives and development standards of the Carlow County Development Plan 2022-2028, including Council’s Rural Housing Policy, as applicable to the proposed development. <i>Refer to Part C above of this application form for further details.</i></p>			

**ADDITIONAL CONTACT DETAILS – NOT TO BE PUBLISHED**

**Please note:**

- The applicant's address and telephone number must be included on this page.
- These details must be submitted on this separate page as they will not be publicly available.

<b>11.</b>	<b>Address of applicant:</b> <i>(person seeking the declaration and not an agent on their behalf)</i>		
		<b>Tel. No:</b>	<b>E-mail:</b>
<b>12.</b>	<b>Address of person/agent acting on behalf of applicant (if any):</b>		
		<b>Tel. No:</b>	<b>E-mail:</b>
<b>13.</b>	<p><b>Should all correspondence be sent to the agent's address where included in section 11 above?</b> (Please tick appropriate box)</p> <p>Yes [ <input type="checkbox"/> ]      No [ <input type="checkbox"/> ]</p> <p><i>(Please note that if the answer is 'No', all correspondence will be sent to the applicant's address provided in section 10).</i></p>		

<b>14.</b>	<b>Site landowner (required where the applicant is not the owner of the site)</b>		
	<b>Address of owner</b>		
		<b>Tel. No:</b>	<b>E-mail:</b>