

Planning Application – Validation Checklist for Applicants

This checklist has been compiled for ease of reference and to assist in making a planning application, it is not a legal document or a legal interpretation of relevant planning legislation. The checklist should therefore be read in conjunction with relevant sections and articles in the Planning and Development Act 2000 (as amended) and the Planning and Development Regulations 2001 (as amended).

It is a statutory requirement that all planning applications are valid. To avoid unnecessary delays and additional expense, the onus is on applicants to ensure their planning applications are valid.

No.	Art./Sec.	PART A: NOTICE OF PLANNING APPLICATION	Yes	No	N/A
1	Art.17(1)	The application must be submitted within 2 weeks of the publication of the newspaper notice (date of publication inclusive).	Yes	No	
2	Art.17(1)	The application must be submitted within 2 weeks of the erection of the site notice (date of erection inclusive).	Yes	No	
		PART B: PLANNING APPLICATION FORM			
3	Art.22(1) & Form No. 2 in Sch. 3	Are all relevant questions on the application form answered, and is the form signed and dated.	Yes	No	n/a
4	Art.22(1) & Form No. 2 in Sch. 3	Is the additional contact information section (Items 24 – 26) included, <i>(note: applicants contact phone number is optional)</i>	Yes	No	n/a
5	Art.22	Are the details on the application form largely consistent with the details on both public notices <i>(newspaper & site notices)</i>	Yes	No	n/a
6	Art.22(2) (c)	If it is proposed to dispose of wastewater from the proposed development other than to a public sewer, has information on the proposed on-site treatment system and evidence as to the suitability of the site for the system proposed (Site Characterisation Report and Site Suitability Report (if required)	Yes	No	n/a
7	Art.22(2) (e)	If application is for houses to which Part V (Section 96) of the Act (social and affordable housing) applies, has the applicant indicated how compliance with Part V will be achieved i.e. Applicant's preferred option, Part V methodology and/or agreement with Council's Housing Department, details on units/land to be provided, and indicative costs. <i>(Refer to Ministerial Guidelines Part V issued in 2017).</i>	Yes	No	n/a
8	Art.22(2) (f)	If exempted from Part V requirements, has a copy of a certificate issued by the Planning Authority in accordance with Section 97 of the Act been submitted, or if such certificate has been applied for but not issued, has a copy of the application made in accordance with Article 48 of the Regulations been submitted.	Yes	No	n/a
9	Art.22(2) (g)(i)	If the applicant is not the legal owner of the land or structure concerned has the written consent of the landowner been provided. This applies to all planning applications including when Carlow	Yes	No	n/a

		County Council is the landowner.			
10	Art.22(2)(g)(ii)	In the case of a proposed development, or part of a proposed development, that is in, on, over or under a public road, has written confirmation that the proposed development concerned is to be undertaken by a statutory undertaker having a right or interest to provide services in connection with the proposed development been provided.	Yes	No	n/a
11	Art.22(4)(a), 97 & 238	Has application, and all required drawings, maps, details etc. been submitted? <i>Hard copy application: If hard copy planning application is submitted, 6 copies of the application, drawing, maps etc. must be submitted. Also, if proposed development requires an EIAR or NIS, or relates to a protected structure, 10 copies of the application, drawings, maps, details, and particulars must be submitted (Note if EIAR or NIS submitted electronic copies of same are also required).</i>	Yes	No	n/a
12	Art.22 (ga)	Has an EIA confirmation notice from the Department been submitted?	Yes	No	n/a
13	Art.22(2)(h) & Sch 9	Has the appropriate fee been provided?			
14	Art.22(4)(b)	If application consists/mainly consists of a material change of use, it should be accompanied by a statement of the existing use and of the proposed use together with particulars of the nature and context of any such proposed use			
No.	Art./Sec.	PART C: NEWSPAPER NOTICE	Yes	No	N/A
15	Art.22(2)(a)	Has relevant page or a copy of the relevant page (including name and date of publication) from the newspaper been submitted.	Yes	No	n/a
16	Art.18(1)	Is the newspaper notice headed Carlow County Council?	Yes	No	n/a
17	Art.17(1)(a)	Is the print of sufficient size to be legible and to serve its function as a newspaper notice of the planning application?	Yes	No	n/a
18	Art.18(1)(a)	Is the full name of applicant given?	Yes	No	n/a
19	Art.18(1)(b)	Is the location, townland or postal address of development correct and sufficient to ascertain the location of the site?	Yes	No	n/a
20	Art.18(1)(c)	Does the newspaper notice state permission, retention, outline, or permission on consequent of outline (<i>If consequent of outline is ref number of outline permission given</i>)?	Yes	No	n/a
21	Art.18(1)(d), & Art. 98 & 239	Is the brief description of the nature and extent of the proposed development appropriate/adequate (if relating to the provision of houses, the no. of houses to be provided must be indicated)? Where the application relates to works to a protected structure or includes an EIAR or NIS, this must be indicated in the newspaper notice. If the application relates to an activity requiring an integrated pollution control licence, and industrial emissions licence or a waste licence, this must also be indicated in the newspaper notice.	Yes	No	n/a
22	Art.18(1)(e), & Art. 98 & 239	Does newspaper notice state: <i>“that 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 that 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</i>	Yes	No	n/a

		on the date of receipt by the authority of the application” (Note if planning application includes an EIAR or NIS this must also be noted in this paragraph)			
23	Art.18(2)	Is the notice in Carlow County Council’s approved list i.e. Irish Times, Irish Independent, Carlow Nationalist.	Yes	No	n/a
24	Art.17(1)(a)&(b)	Does the description of the proposed development in the newspaper notice largely match the description in the site notice?	Yes	No	n/a
No.	Art./Sec.	PART D: SITE NOTICE	Yes	No	N/A
25	Art.19(1)(a) & Form No. 1 in Sch 3	Is the site notice headed Carlow County Council?	Yes	No	n/a
26	Art.17(1)(b)	Is the notice and print size legible and to serve its function as a site notice of the planning application?	Yes	No	n/a
27	Art.19(1)(a)	Is the full name of applicant given?	Yes	No	n/a
28	Art.19(1)(a)	Does notice state permission, retention, outline, or permission on consequent on outline (<i>If consequent on outline is reference number of outline given</i>).	Yes	No	n/a
29	Art.19(1)(a), & Art. 98 & 239	Is the brief description of the nature and extent of the proposed development appropriate/adequate (if relating to the provision of houses, the no. of houses to be provided must be indicated)? Where the application relates to works to a protected structure or includes an EIAR or NIS, this must be indicated in the site notice. If the application relates to an activity requiring an integrated pollution control licence, and industrial emissions licence or a Waste Licence, this must also be indicated in the site notice.	Yes	No	n/a
30	Art.19(1)(a), & Art. 98 & 239	Does site notice state: <i>“The planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy, at the offices of Carlow County Council, County Buildings, Athy Road, Carlow, during its public opening hours. A submission or observation in relation to the application may be made in writing to the Planning Authority on payment of the prescribed fee, €20, within the period of 5 weeks beginning on the date of receipt by the authority of the application, and such submissions or 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”</i> . (Note if planning application includes an EIAR or NIS this must also be noted in this paragraph)	Yes	No	n/a
31	Art.19(1)(a)	Is site notice signed and dated by applicant, or if signed by person acting on behalf of the applicant is this person’s (agent) address given?	Yes	No	n/a
32	Art.19(4)	If the planning application is a 2 nd valid application within 6 months on the same site, substantially consisting of the site or part of the site, is the site notice on a yellow background (not applicable to applications under Section 42 of the Act (extension of duration)	Yes	No	n/a
No.	Art./Sec.	PART E: SITE LOCATION MAP	Yes	No	N/A
33	Art.22(2)(b)	Is scale 1:1000 for urban areas or 1:2500 for rural areas and of sufficient size and containing details of features in the vicinity to permit the identification of the subject site. (<i>An alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application</i>).	Yes	No	n/a

34	Art.22(2) (b)(i)	Is the site clearly outlined in red?	Yes	No	n/a
35	Art.22(2) (b)(ii)	Are any lands, which adjoin, abut or adjacent to the land to be developed and which are under the control of the applicant, or the person who owns the land, which is the subject of the application, outlined in blue?	Yes	No	n/a
36	Art.22(2) (b)(iii)	Are any wayleaves shown and are they in yellow?	Yes	No	n/a
37	Art.22(2) (b)(iv)	Is the position of site notice(s) shown?	Yes	No	n/a
38	Art.19(3)	Are additional site notices required, if yes, applicant should be informed immediately? <i>(Additional site notices may be required if site does not adjoin a public road).</i>	Yes	No	n/a
39	Art.23(1) (g)	Any map or plan which is based on an Ordnance Survey map (Tailte Éireann) shall indicate the relevant Ordnance Survey (Tailte Éireann) sheet number	Yes	No	n/a
40	Art.23(1) (h)	Is the north point shown (Note this is not required on Ordnance Survey Maps)	Yes	No	n/a
41	Art.22(2) (b)(i)	Are the application site boundaries the same on the site location map and the site layout plan?	Yes	No	n/a
PART F: SITE LAYOUT PLAN					
42	Art.23(1) (a)	Is the scale of the site layout plan no less than 1:500 i.e. at a scale of 1:100, 1:200, 1:500. <i>(For major developments an alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application)</i>	Yes	No	n/a
43	Art.23(1) (a)	Is site outlined in red and are all proposed works within the red line?	Yes	No	n/a
44	Art.23(1) 18(1) (d) & 19(1)	Is the site layout plan clear and does it indicate/label the proposed development and is it consistent with the description of the proposed development in the public notices (newspaper/site notices)?	Yes	No	n/a
45	Art.23(1) (a)	Are buildings, roads, boundaries, septic tanks, percolation areas, bored wells, significant tree stands and other features on, adjoining or in the vicinity of the land or structure to which the planning application relates shown?	Yes	No	n/a
46	Art.23(1) (c)	The site layout plan shall show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey (Tailte Éireann) data or a temporary local benchmark, whichever is more appropriate	Yes	No	n/a
47	Art.23(1) (f)	Are distances between the proposed structure(s) and all boundaries to the site shown, and are they in metric scale?	Yes	No	n/a
48	Art.23(1) (h)	Is north point shown on the site layout?	Yes	No	n/a
No.	Art./Sec.	PART G: PLANS/ELEVATIONS/SECTIONS	Yes	No	N/A
49	Art.23(1) (b)	Is the scale of any plans/elevations/sections no less than 1:200 i.e. 1:50, 1:100 and 1:200 as appropriate. <i>(For major developments an alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application)</i>	Yes	No	n/a
50	Art.23(1) (c)	Are finished floor levels shown on the floor plans or on the site layout plan?	Yes	No	n/a

51	Art.23(1) (d)	Do elevations of any proposed structure show the main features of any buildings contiguous to the proposed structure if it were erected, whether on the application site or in the vicinity at a scale not less than 1:200 as may be appropriate?	Yes	No	n/a
52	Art.23(1) (e)	Are plans marked or coloured to clearly distinguish between the existing structure(s) and the proposed works?	Yes	No	n/a
53	Art.23(1) (f)	Do plans and drawings of floor plans, elevations and sections indicate, in figures, the principal dimensions (including overall height) of any proposed structure and are they in metric?	Yes	No	n/a
54	Art.23(1) (h)	Is north point shown on all floor plans?	Yes	No	n/a
55	Art.22(5) & 23(1)	Have plans/elevations of structure(s) to be demolished been submitted? (If protected structure must also include floor plans)	Yes	No	n/a
PART H: PROTECTED STRUCTURES/ARCHITECTURAL CONSERVATION AREA					
56	Art.23(2)	A planning application for development consisting of, or comprising of, works to a protected structure, or proposed protected structure, or to the exterior of a structure which is located within an architectural conservation area, shall, in addition to meeting the requirements of a standard planning application, be accompanied by photographs, plans and other particulars as are necessary to show how the development would affect the character of the structure	Yes	No	n/a
PART I: MISCELLANEOUS					
57	Act S.37(5)	If there is a current appeal to An Bord Pleanála on the same site for a similar development the application is invalid			n/a
58	Art.21(a), (b) & (c)	Outline permission cannot be sought for the following type of planning applications/developments: retention permissions, protected structures, Integrated Pollution Control licence, or waste licence			n/a
59	Act S.34(12)	Retention permission cannot be sought if the development requires an EIAR or an Appropriate Assessment.			n/a
60	Art.236(1)	In addition to the provisions of Article 21, an outline application may not be made in respect of development which requires an NIS.			n/a
61	Act S.32A-G & S.247(1A) Art.16A, Art. 18(1)(d)(vi) Art. 20A Art.22(1A) & (2A) Form No. 19 Sch.3	For large-Scale Residential Development applications (LRDs), including requirements regarding (1) pre-application consultation, (2) LRD Meeting with Planning Authority, (3) LRD Opinion, and (4) Submission of an LRD Application, relevant guidance can be found at: https://carlow.ie/planning-and-building/development-management/pre-planning-consultation Relevant provisions of the Act and Regulations refer including Sections 32A to G and 247(1A) in the Act, and Articles 16A, 18(1)(d)(vi), 20A and 22(1A) to (2A) in the Regulations.			