

**DÚN LAOGHAIRE RATHDOWN COUNTY COUNCIL**



**APPLICATION FOR PRE-PLANNING CONSULTATION**

Section 247 Planning and Development Act, 2000 (as amended)

**Planning & Organisational Innovation Department  
County Hall, Marine Road, Dún Laoghaire, Co. Dublin  
Telephone: 01 2054871 Email: [preplanning@dlrcoco.ie](mailto:preplanning@dlrcoco.ie)**

**PLEASE NOTE THAT INFORMATION SUBMITTED WITH YOUR APPLICATION FORM WILL ONLY BE AVAILABLE TO VIEW ON THE COUNCIL'S WEBSITE [www.dlrcoco.ie](http://www.dlrcoco.ie) , ONCE A PLANNING APPLICATION HAS BEEN SUBMITTED.**

**The submission of applications by email is welcomed.**

**NB: INCOMPLETE PRE-PLANNING APPLICATION FORMS WILL BE RETURNED**

**1. FULL ADDRESS of PROPOSED DEVELOPMENT:**

<b>1. FULL ADDRESS of PROPOSED DEVELOPMENT:</b>

<b>2. Please tick the box or boxes, which relate to your proposed development:</b>	
Note: You may need to tick more than one box – e.g. An extension to a Protected Structure would require two boxes to be ticked.	
<b>House Extension and/or Family Flat (Granny Flat)</b>	
<b>New House in Side Garden / Single House Development</b>	
<b>New Vehicular Entrance or Alterations to Existing Entrance</b>	
<b>Works to a Protected Structure (or Proposed Protected Structure)</b>	
<b>Works within an Architectural Conservation Area (or Candidate ACA)</b>	
<b>Housing / Apartment Development of 2 to 10 Units</b>	
<b>Housing / Apartment Development of over 10 Units &amp; up to 99 Units</b>	
<b>Student Accommodation / Build to Rent Accommodation</b>	
<b>Commercial Development up to 100sqm</b>	
<b>Commercial Development over 100sqm</b>	
<b>Telecommunications or Advertising Structures</b>	
<b>OTHER (Specify Briefly)</b>	

**3. NAME OF APPLICANT:**

*Address to be supplied in **Question 9** of this form*

**4. AGENT/PERSON ACTING ON BEHALF OF THE APPLICANT (IF ANY):**

*Address to be supplied in **Question 10** of this form*

**5. THE SITE:**

**NOTE: A SITE LOCATION PLAN showing the site outlined in red is required.**

Is the site currently for sale?

Yes  No

Legal Interest in Land or structure

Are you the owner of the land or structure\*

Yes  No

**NOTE: Written consent from the land owner is required where the applicant is not the owner.**

**6. DETAILED DESCRIPTION OF PROPOSED DEVELOPMENT:**

*Site Area (Hectares)*

*Number of Residential Dwellings Proposed*

*Commercial Floor space (sq. metres)*

*No. of Student bed spaces \**

*Development Description:*

<b>7. Previous Pre-Planning Discussions and Site History:</b>
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Please list any known reference number of any previous pre-planning discussion, planning applications, An Bord Pleanála appeals, Enforcement History or Section 5 declaration on the site.

<b>8. Does the site include any tree preservation orders or significant stands of trees? If so please include details.</b>

### **REQUIRED DOCUMENTATION TO BE SUBMITTED WITH THIS FORM**

- **A SITE LOCATION MAP (Scale 1:1,000 for Urban Areas, 1:2,500 for Rural Areas) WITH THE EXTENT OF THE SITE CLEARLY OUTLINED IN RED AND ANY LAND ABUTTING OR ADJACENT TO LAND TO BE DEVELOPED AND UNDER THE CONTROL OF APPLICANT OUTLINED IN BLUE (1 copy).**
- **WRITTEN CONSENT FROM THE LAND OWNER IS REQUIRED WHERE THE APPLICANT IS NOT THE OWNER (1 copy).**
- **A DETAILED WRITTEN DESCRIPTION OF THE PROPOSED DEVELOPMENT, SIZE, NATURE OF DEVELOPMENT ETC (1 copy).**
- **DRAWINGS OF THE PROPOSED LAYOUT (SITE LAYOUT/ELEVATION DRAWINGS ETC.) (1 copy).**
- **ANY OTHER SUPPORTING INFORMATION (PHOTOGRAPHS, PRELIMINARY DRAWINGS, LEVELS ETC.) (1 copy).**

**NOTE 1: The inclusion of drawings/plans which are to scale is strongly recommended.**

**NOTE 2: The Planning Authority maintains a record of pre-planning consultations which will be a matter of public record once a planning application is lodged. Caution should therefore be exercised in submitting documentation which you do not wish to have publicly available.**

**ADDITIONAL CONTACT INFORMATION**  
**THIS WILL NOT BE MADE AVAILABLE PUBLICLY WITH THE APPLICATION AND WILL BE USED FOR COMMUNICATION PURPOSES ONLY.**

**9. APPLICANT (the person seeking planning permission and not an agent on their behalf)**

**Name: (Required)**

**Address: (Required)**

**Telephone No.:**

**Email Address:**

**10. Person/Agent acting on behalf of the Applicant (if any):**

**Name: (Required)**

**Address: (Required)**

**Telephone No.:**

**Email Address:**

**Should all correspondence be sent to the above address? (please tick appropriate box)**

Yes  No\*

**\*If the answer is No, all correspondence will be sent to the Applicant's address stated in Question 8.**

**If the applicant/agent wishes to submit additional contact information this may be included here:**

## **IMPORTANT NOTES**

**Please read carefully before submitting your application form**

**Please note that advice or opinions offered at consultations are given in good faith and cannot prejudice the determination of a subsequent planning application.**

Section 247 of the Planning and Development Act, 2000 (as amended) states the following in this regard:

**“The carrying out of consultations shall not prejudice the performance by a planning authority of any other of its functions under this Act, or any Regulations made under this Act and cannot be relied upon in the formal planning process or in legal proceedings”**

1. Pre-planning consultations may be sought through the online system or in writing and will be conducted either by e-mail, telephone call or in person (as appropriate).
2. All applications for a pre-planning consultation **MUST** be accompanied by a completed pre-planning application form and other required documentation. Incomplete applications or applications accompanied by insufficient documentation will be returned. Insufficient or inadequate supporting documentation can also result in Further Information being sought and a significant delay with the assessment of your application.
3. Please note that individual sites, the subject of a pre-planning consultation request, may not be inspected so you should provide sufficient information (photos, survey etc.) to allow for a meaningful assessment. This is especially important for proposals relating to works to a Protected Structure, works within the curtilage of a Protected Structure and works within an Architectural Conservation Area.
4. On receipt of complete pre-planning requests, an acknowledgement will be issued including PAC reference number; this number should be quoted in any subsequent correspondence.
5. DRAINAGE GUIDELINE INFORMATION:

If relevant to your application, information to be provided and policy compliance requirements in relation to drainage:

- The position of surface water sewer(s) in or adjacent to the site to be established (The Council require an unobstructed minimum wayleave of 6.0m over all public sewers) and a drawing to be submitted showing existing and proposed site drainage (note: separation of foul and surface water drainage is a requirement where a separate public drainage systems exist").
- Surface Water Drainage proposals to be in accordance with the requirements of the County Development Plan". (The CDP incorporates specific reference to the GSDSDS, SuDS Manual, Green Roof Guidance document, Stormwater Audit and other policies such as riparian corridors).
- Flood Risk Assessments to be submitted in accordance with requirements set out Appendix 13 of the CDP (Strategic Flood risk Assessment).

- Applicants are advised to contact Irish Water directly through their Pre-Application process to ascertain Irish Water's water supply and foul drainage requirements.

**DATA PROTECTION:**

**The publication of applications by planning authorities may lead to applicants being targeted by persons engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are given an opportunity to indicate a preference with regard to the receipt of direct marketing arising from the lodging of this application.**

**If you are satisfied to receive direct marketing please tick this box.**

**It is the responsibility of those wishing to use the personal data on applications for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 & 2003 taking account of the preference outlined above.**