

PLANNING APPLICATION – CHECKLIST

		Office use only	
1.	Is the notice published in a newspaper from the approved list?	Yes [] No []	Yes [] No [] Request: _____ Date: _____
2.	Is the notice published within the period of 2 weeks before the date on which the application was received?	Yes [] No []	Yes [] No [] Request: _____ Date: _____
NEWSPAPER NOTICE			
3.	Does the notice contain as a heading 'Laois County Council'?	Yes [] No []	Yes [] No [] Request: _____ Date: _____
	(a) Does it contain the name of the applicant?	Yes [] No []	Yes [] No [] Request: _____ Date: _____
	Does it contain the location, townland or postal address of the land or structure to which the application relates?	Yes [] No []	Yes [] No [] Request: _____ Date: _____
	Does the notice state whether the application is for permission for development, permission for retention of development, outline permission for development or permission consequent on the grant of the outline permission (stating the reference number on the register of the relevant outline permission)?	Yes [] No []	Yes [] No [] Request: _____ Date: _____
	The nature and extent of the development, including		

Where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided,

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

Where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

Where the application relates to development which would consist of or comprise the carrying out of works to a protected structure of proposed structure, an indication of that fact.,

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

Where the application relates to development which comprises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, an indication of that fact.

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

Where a planning application relates to development in a strategic development zone, an indication of that fact.

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

4. Does the notice state that the planning application may be inspected or purchased at the offices of the Planning Authority and a submission or observation in relation to it may be made to the Authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the Authority of the application?

Office use only	
Yes []	Yes [] No []
No []	Request: _____
	Date: _____

SITE NOTICE

5. Is the notice in accordance with the prescribed form or a form substantially to like effect?

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

6. Is the wording in indelible ink on a white background?

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

7. If the application is one that is made within 6 months of a previous application on a site which is substantially the same, is the notice on a yellow background?

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

8. Does the notice state the date of erection on the site and is it signed by the applicant or agent of the applicant?

Yes []	Yes [] No []
No []	Request: _____
	Date: _____

9. Was it erected within the period of 14 days prior to receipt of the application?

Yes []	Yes []	No []
No []	Request: _____	
	Date: _____	

CONTENT OF PLANNING APPLICATION

10 Is the application form fully completed and all questions on it answered?

Yes []	Yes []	No []
No []	Request: _____	
	Date: _____	

11 Where the applicant is a registered company, are the names of the company directors and the address and registration number of the company given?

Yes []	Yes []	No []
No []	Request: _____	
	Date: _____	

12 Is the application form signed by the applicant or agent?

Yes []	Yes []	No []
No []	Request: _____	
	Date: _____	

13 Is the relevant page of the newspaper in which notice of the application has been published, included with the application?

Yes []	Yes []	No []
No []	Request: _____	
	Date: _____	

14 Was it published within the period of 14 days prior to receipt of application?

Yes []	Yes []	No []
No []	Request: _____	
	Date: _____	

15 Is there a location map showing the position of a site notice or notices on the site?

Yes []	Yes []	No []
No []	Request: _____	
	Date: _____	

16 Are there 6 copies of a location map to a scale of not less than 1 : 1000 in built up areas and 1 : 2500 in all other areas, duly marked or coloured so as to identify clearly the land or structure to which the application relates and the boundaries thereof?

		Office use only	
Yes []	No []	Yes []	No []
		Request: _____	
		Date: _____	

17 Are there 6 copies of plans, site layout plans, drawings of floor plans, elevations and sections drawn in metric scale and complying with the following requirements:

Yes []	No []	Yes []	No []
		Request: _____	
		Date: _____	

Site layout plans drawn to scale of not less than 1 : 500 showing the site boundary outlined in red and the remainder of any adjoining land under the control of the applicant outlined in blue.

Other plans, elevations and sections shall be drawn to a scale of not less than 1 : 200.

A schedule listing all plans, drawings, maps etc.

18 Do all maps indicate the Ordinance Survey sheet number and north point?

Yes []	No []	Yes []	No []
		Request: _____	
		Date: _____	

19 Do they contain the name and address of the person by whom they were prepared?

Yes []	No []	Yes []	No []
		Request: _____	
		Date: _____	

20 Where applicable, is there a certificate under Section 97 of the Act (Housing Strategy)?

Yes []	No []	Yes []	No []
		Request: _____	
		Date: _____	

21 Is the appropriate fee included?

Yes []	No []	Yes []	No []
		Request: _____	
		Date: _____	

PERCOLATION TEST

22 Where applicable, has a percolation test certificate been submitted?

Yes []	No []	Yes []	No []
		Request: _____	
		Date: _____	