

ADMINISTRATIVE VALIDATION OF PLANNING APPLICATION

Please Note:

- o This involves a cross-check with technical validation sheets.
- o Please take a few moments to familiarise yourself with the application.
- o The following assessment of each application received should be undertaken to determine if the application is valid.
- o Each question should be carefully considered as any outstanding information not identified at validation stage cannot be requested at a later stage.

SECTION 1 – FORMS AND NOTICES

1. PLANNING APPLICATION FORM

- (a) All questions on prescribed form completed.....Yes ☒ No ☐
- (b) Where applicant not legal owner, letter of consent from the owner of the site..... Yes ☐ No ☐ N/A ☒
- (c) All Questions on Supplementary section completed (rural areas only).....Yes ☐ No ☐ N/A ☒

*Note: An application cannot be invalidated where failure to complete Supplementary Information is the **only** deficiency in the documentation submitted. However, a note should be affixed to the inside cover of the file to include a request to complete Supplementary Information Section with any further information request to issue.*

2. HOUSING STRATEGY

- Housing Strategy applies.....Yes ☐ No ☒ N/A ☐
- If yes, has Housing Strategy documentation been submitted..... Yes ☐ No ☐
- If no, application being made invalid for non-submission of this documentation..... Yes ☐ No ☐

I wish to confirm that this application does not comply with the Housing Strategy as per the Planning & Development Acts 2000 – 2010

Signed: _____
SO Planning

3. PLANNING APPLICATION FEE

Calculation of fees: Class 4

Fee Due: €80.00 Balance of Fees Due: _____

Appropriate fee submitted?.....Yes ☒ No ☐

Receipt Details: € 80.00 Date: 21/8/14 Rec. No. 62325

Balance of Fees - Receipt Details: € _____ Date: _____ Rec. No. _____

Refund Due?..... Yes ☐ No ☒ Refund memo date: _____

I wish to confirm that the appropriate fee has been paid/appropriate refund has been organised

Signed: neal 11/9/2014
SO Planning

4. DEVELOPMENT CONTRIBUTIONS

General Development Contribution Scheme:

Amenity Levy applies: €343 ☐ €515 ☐ Other ☐ No ☐

If other – calculation: paid under 06/3080.

N.B. Dwelling – over 130 sq.m. connected to septic tank/wastewater treatment unit/soil polishing filter etc. = €343

Dwelling – regardless of size connected to public mains & public sewer = €515

Commercial – see list of development contribution scheme

(no levies for extension or Agric. check list for all other developments)

(a) General Development Contribution Scheme:

Yes ☐ No ☒

*(Applies to all applications within the boundaries of
An Daingean L.A.P. or Tralee Environs)*

5. WATER SUPPLY

Please tick as appropriate:

Public Mains ☐ Group Scheme ☐ Bored Well ☐ Other ☐

If Group Scheme indicated, has a letter of consent from Secretary of Group Scheme been submitted?..... Yes ☐ No ☐

If 'public' ticked on application form but tech. validation sheet indicates no public supply available, is clarification necessary?..... Yes ☐ No ☐

Place note on inside cover of file 'clarification re. water supply required'.

6. WASTE TREATMENT

Public Sewer available?..... Yes ☐ No ☐

Wastewater Treatment Unit proposed?..... Yes ☐ No ☐

Proposal differs from that indicated on Tech. Validation sheet –

clarification necessary?..... Yes ☐ No ☐

Place note on inside cover of file 'clarification re. waste treatment required'.

Upgraded site characterisation submitted?..... Yes ☐ No ☐

Site characterisation form submitted by an approved assessor?..... Yes ☐ No ☐

7. NEWSPAPER NOTICE

N.B One no. copy of the relevant page of the newspaper, including the date and title, must be submitted. Notice must be published in an approved newspaper i.e. Kerryman, Kerry's Eye, Irish Examiner, Irish Independent, The Star, The Irish Sun.

(a) Has the Notice been published in an approved newspaper..... Yes ☒ No ☐

(b) Has the notice been published within **2 weeks** of submitting the application..... Yes ☒ No ☐

N.B. Where the last day of the 2nd week period is either a Saturday/Sunday/Public Holiday/other day on which the offices are closed, the notice is valid if received on the next following day on which the offices are open.

(c) Has all of the following information been included in the notice:

• As a heading, the name of the Planning Authority..... Yes ☒ No ☐

• Name of Applicant..... Yes ☒ No ☐

• Correct location, townland or postal address of the site..... Yes ☒ No ☐

N.B. Refer to Technical Validation Sheet

• Type of Permission being applied for i.e. permission/outline permission/

permission consequent on the grant of outline/retention permission.....Yes ☒ No ☐

• Development Description

A full and accurate description of the development should be given, including the following, where applicable:

- Development relates to a **Protected Structure** (or proposed).....Yes ☐ No ☒
- Development relates to an activity requiring **IPC/waste licence**.....Yes ☐ No ☒
- Development accompanied by an **EIS/NIS**Yes ☐ No ☒

If yes, please state how many copies of the EIS/NIS were submitted

- For multi-residential developments, no. of units given is correct.....Yes ☐ No ☒
- Has the correct clause been included i.e.

'.....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 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 on the date of receipt by the Authority of the application.'

(Site notice ends)

8. SITE NOTICE

- (a) Copy of Notice in the statutory template form submitted?.....Yes ☒ No ☐
- (b) Has the site notice been erected within 2 weeks of submitting the application?.....Yes ☒ No ☐
- (c) Is the application a subsequent application made within 6 months of a previous valid application?.....Yes ☐ No ☒
- (d) If 'yes' to (c) does the application require a yellow site notice?.....Yes ☐ No ☒

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9. FINAL CHECK

Does the name, development address and development description on application form, newspaper notice and site notice correspond?.....Yes ☒ No ☐

SECTION 2 – TECHNICAL VALIDATION

N.B. Any deficiencies in the maps and/or drawings will be identified on page 1 of the technical validation sheet.

10. MAPS & DRAWINGS

- (a) Have six no. copies of all maps and drawings been submitted?.....Yes ☒ No ☐
- (b) Site Location Map correct?.....Yes ☒ No ☐
 - Map outlining boundaries of applicant/landowner's overall landholding which adjoins/abuts/or is adjacent to the site outlined in blue, submitted?.....Yes ☒ No ☐
- (c) Site Layout Map correct?.....Yes ☒ No ☐
 - Location of site notice indicated on same?.....Yes ☒ No ☐
- (d) Possible overlap identified?.....Yes ☐ No ☒

Relevant overlap planning reg no/s: _____
- (e) Floor plans, elevations & sections correct?.....Yes ☒ No ☐
- (f) Name of person who prepared plans indicated on all drawings?.....Yes ☒ No ☐
- (g) For development relating to a protected structure, photographs supplied?.....Yes ☐ No ☒

Note: Failure to submit photographs for development relating to a protected structure does not however render the application invalid. This outstanding documentation should, however, again be noted on file to be requested with any further information request to issue.

11. TOWNLAND

(a) Townland correct?..... Yes ☒ No ☐

If no, please give correct townland: _____

12. SPECIAL AREA OF CONSERVATION/SPECIAL PROTECTED AREA

Development is within a Natura 2000 site (SAC/SPA)?..... Yes ☐ No ☒

If yes, highlight on sticker no. 3 on inside cover of file

TO BE COMPLETED AND SIGNED AS APPROPRIATE:

VALID APPLICATION:

The application as submitted complies with each of the requirements listed and is accompanied by all relevant documentation and is therefore deemed to be a valid application.

Signed: Christina Lally Date: 29/8/14

Application confirmed as valid:

Signed: _____ Date: _____

Application validated as an instant application?

Yes ☐ No ☒ If 'yes' date: _____

PLANNING REG. NO. 14/862 IS HEREBY ASSIGNED THERETO.

Note: Completion of validation to be signed off on sticker 2 on the inside cover of file.

INVALID APPLICATION:

The application as submitted does not comply with each of the requirements listed/is not accompanied by all relevant documentation and is therefore deemed to be an invalid application.

Signed: _____ Date: _____

Application confirmed as invalid:

Signed: _____ Date: _____

Application invalidated as an instant application?

Yes ☐ No ☐ If 'yes' date: _____

Date of letter informing applicant/agent of reasons for invalid and application returned on: _____

Application fee refund to be made payable to:

Applicant..... ☐

Agent..... ☐

NB If the fee has been paid by the applicant, but an agent has submitted the application, please request the paying order to be made out to the applicant, c/o the agent, regardless of what has been indicated on the application form.