

**Louth County Council**  
**Planning Application – Validation Checklist**  
**VALID [ ]      INVALID [ ]**

File Number: .....      Applicant Name:
Development Address:
Application type: Permission <input type="checkbox"/> Retention <input type="checkbox"/> Outline <input type="checkbox"/> Permission consequent to grant of outline <input type="checkbox"/>

*It is a statutory requirement that all planning applications are valid. Section 26 of the Planning and Development Regulations 2001 (as amended) specifies – where, following consideration of an application a planning authority considers that any of the requirements of **articles 18, 19(1)(a) or 22** and, as may be appropriate, of **article 24 or 25** has not been complied with, or (b) the notice in the newspaper or the site notice, because of its content or for any other reason, is misleading or inadequate for the information of the public, the planning application shall be invalid. Article 22(4) includes that plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of article 23). Reasons for invalidation must relate to the aforementioned articles.*

*Where there are any discrepancies or variations between the details herein and the Planning and Development Regulations 2001(as amended), the Regulations take precedent.*

		Yes	No	N/A	Article
	<b>Section A</b> <b>Planning Application Form &amp; Particulars</b>				
1	Are all relevant questions on the application form answered and is the form signed and dated	Yes	No		22(1)
2	Is the additional contact information section (Items 24 – 29) completed and includes the applicants contact details	Yes	No		22(1)
3	Are the details on the application form consistent with the details on both of the public notices (newspaper & site notice)	Yes	No		22
4	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 been provided (Site	Yes	No	n/a	22(2) (c)

	Characterisation Report)				
5	If the applicant is not the legal owner of the land or structure concerned has the written consent of the land owner been provided. (This applies to all planning applications including when Louth County Council is the land owner.)	Yes	No	n/a	22(2)(g)
6	Where the application is accompanied by an EIAR, has a copy of the confirmation notice been submitted	Yes	No	n/a	22(2)(g)(a)
7	Has the appropriate fee been provided as set out in Schedule 9	Yes	No		22(2)(h)
8	Have 6 copies of the application, drawings, maps, details etc been submitted?  If proposed development requires an EIAR or relates to Protected Structure 10 copies of the application, drawings, maps, details and particulars must be submitted. (Note: <i>Can use discretion in respect of PS as we now consult statutory bodies using soft copies.</i> )	Yes	No		22(4)(a) + 97
<b>SECTION B</b> <b>Newspaper Notice</b>					
9	Relevant page of the newspaper, or a copy of page, including the date and title of the newspaper	Yes	No	n/a	22(2)(a)
10	Is the newspaper in Louth County Council's approved list (see Appendix 1)	Yes	No	n/a	18(2)
11	Has the application been lodged within 2 weeks of the publication of the newspaper notice	Yes	No	n/a	17(1)
12	Headed Louth County Council	Yes	No	n/a	18(1)
13	Name of applicant (Use of initials is not acceptable)	Yes	No	n/a	18(1)(a)
14	Is the location, townland or postal address of development correct and sufficient to ascertain the location of the site	Yes	No	n/a	18(1)(b)
15	Does notice state permission, retention, outline or permission on	Yes	No	n/a	18(1)

	consequent of outline. (If permission consequent of outline is ref number of outline permission given)				(c)
16	Is the brief description of the nature and extent of the development appropriate/adequate.	Yes	No	n/a	18(1)(d)
17	Does newspaper notice include <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 on the date of receipt by the authority of the application”</i>	Yes	No		18(1) (e)  239
18	If the application is for <b>retention</b> , or relates to a <b>LRD, Protected Structure, or includes an EIAR, IPC, Waste Licence, Natura Impact Statement</b> , this <u>must</u> also be stated in the public notices	Yes	No	n/a	
19	Does the description of the proposed development in the newspaper notice consistent the description in the site notice.	Yes	No	n/a	
	<b>Section C</b> <b>Site Notice</b>				
20	Is notice headed Louth County Council	Yes	No		19(1)(a)
21	Is the notice/writing legible and serve its function as a notice of planning application	Yes	No		17(1) (b)
22	Is the full name of applicant given –use of initials is not acceptable	Yes	No		19(1)(a)
23	Does notice state permission, retention, outline or permission on consequent on outline. (If permission consequent on outline is reference number of outline given)	Yes	No	n/a	19(1) (a)
24	Is the location, townland or postal address of development correct and sufficient to ascertain the location of site	Yes	No		19(1) (a)

25	Is the brief description of the nature and extent of the development appropriate/adequate.	Yes	No		19(1) (a)
26	If the application is for <b>retention</b> , or relates to a <b>LRD, Protected Structure, or includes an EIAR, IPC, Waste Licence, Natura Impact Statement</b> or comprising the provision of houses, the number of houses to be provided, a number of , this <u>must</u> also be stated in description of the public notices  <i>*Housing Units 18(1)(d)(i) Retention 18(1)(d)(ii) Protected Structures 18(1)(d)(iii) LRD 18(1)(d)(vi); Waste 18(1)(d)(iv)</i>	Yes	No	n/a	18d *
27	Does site notice include <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 Louth County Council, Town Hall, Crowe Street, Dundalk 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 application includes EIAR or NIS must also include in this paragraph)	Yes	No	n/a	19(1) (a)
28	Is site notice signed and dated by applicant or if signed by person acting on behalf of the applicant is this agents/person’s address given	Yes	No	n/a	19(1) (a)
29	Has the application been lodged within 2 weeks of the erection of the site notice	Yes	No	n/a	17(1) (b)
30	If application is a 2 <sup>nd</sup> valid application within 6 months on same site, substantially consisting of the site or part of the site, is the site notice on a yellow background	Yes	No	n/a	19(4)

<b>Section D</b> <b>Site Location Map</b>					
31	Any map or plan which is based on an Ordnance Survey map shall indicate the relevant Ordnance Survey sheet number	Yes	No	n/a	23(1) (g)
32	Must be of sufficient size and containing details of features in the vicinity to permit the identification of the subject site - to a scale of not less than 1:1000 in built up areas and 1:2500 in all other areas or rural areas or such other scale as may be agreed with the planning authority prior to the submission of the application.	Yes	No	n/a	22(2) (b)
33	Entire site clearly identify by boundary outlined in red	Yes	No	n/a	22(2) (b)(i)
34	Are any lands, which adjoin, abut or adjacent to the land to be developed and which are <u>under the control of the applicant, or the person who owns the land which is the subject of the application,</u> outlined in blue	Yes	No	n/a	22(2) (b)(ii)
35	Are any wayleaves shown and are they in yellow	Yes	No	n/a	22(2) (b)(iii)
36	Is the position of site notice(s) shown on all the Site Location Map	Yes	No	n/a	22(2) (b)(iv)
<b>Section E</b> <b>Site Layout</b>					
37	Is scale not less than 1:500 e.g. scale 1:100, 1:200, 1:500. (For major developments an alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application)	Yes	No	n/a	23(1) (a)
38	Is site outlined in red and are all proposed works within the red line	Yes	No	n/a	23(1) (a)
39	Is the site layout clear and does it indicate/label the proposed development and is it consistent with the description of the	Yes	No	n/a	23(1) 18(1)

	proposed development in the public notices (newspaper/site notice)				(d)
40	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 application relates shown	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (a)
41	The site layout plan shall show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey data or a temporary local benchmark, whichever is more appropriate	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (c)
42	North point shown on all site and floor plans only (Not Ordnance Survey Maps)				23 (1)(g)
43	<b>Site Layouts, plans, maps and drawings]</b> where a structure or feature is contiguous to the proposed development (adjoining / touching / sharing a common boundary); the accuracy should be the same as if it were within the red line boundary. The same scale must be used for the entirety of any individual map or drawing submitted	<i>Yes</i>	<i>No</i>		23(1)(d)
44	Are distances of any proposed structure(s) from all boundaries to the site shown in figures , and are they in metric scale	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (f)
45	Is north point shown on the site layout?	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1)(h)
<b>Section F</b> <b>Plans/Elevations/Sections</b>					
46	Plans, elevations and sections shall be drawn to a scale of not less than 1:200 (which shall be indicated thereon), or such other scale as may be agreed with the planning authority prior to the submission of the application in any particular case,	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (b)

47	Are levels or contours, <b>where applicable, of the land and the proposed structures</b> relative to Ordnance Survey datum or a temporary local benchmark, whichever is more appropriate,	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (c)
48	Do drawings of elevations of any proposed structure show the main features of any buildings which would be contiguous to the proposed structure if it were erected, whether on the application site or in the vicinity, at a scale of not less than 1:200, as may be appropriate (on application or in the vicinity)	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (d)
49	Are plans marked or coloured to clearly distinguish between the existing structure and the proposed works	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (e)
50	Are principal dimensions of all plans, elevations and sections shown including overall height and are they in metric scale	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (f)
51	Are principal dimensions of all floor plans shown and are they in metric scale	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (f)
52	Is north point shown on all site plans, floor plans and drawings (other than elevations and sections)	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1) (h)
53	Have plans/elevations of structure(s) to be demolished been submitted.  If protected structure - must also include floor plans.	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(1)
<b>Section G</b> <b>Protected Structures/Architectural Conservation Area</b>					
54	A planning application for development consisting of, or comprising of, <b>works to a protected structure, or proposed protected structure, or to the exterior of a structure which is located within an architectural conservation area</b> , shall, in addition to meeting the requirements of a standard application, be accompanied by photographs, plans and other particulars as are	<i>Yes</i>	<i>No</i>	<i>n/a</i>	23(2)

	necessary to show how the development would affect the character of the structure.				
55	In the case of work to a Protected Structure or proposed protected structure, do drawings show the main features of any buildings within the curtilage of the structure which would be materially affected by the proposed development,	Yes	No	n/a	23(1) (d)
56	If application relates to a protected structure, 10 copies of the application, drawings, maps, details and particulars must be submitted. (Note: <i>Can use discretion as we now consult statutory bodies using soft copies.</i> )	Yes	No	n/a	22(4) (a)
<b>Section H</b> <b>Part V (Social and Affordable Housing)</b>					
57(a)	If application is for houses to which Part V of the Act (social and affordable housing) applies, [ <u>4 or more houses or a site with an area greater than 0.1 hectare</u> ] has the applicant indicated how compliance will be achieved?	Yes	No	n/a	22(2) (i)
57(b)	(a) Has compliance with the requirements of Part v (social and affordable housing) (where applicable) been given.	Yes	No	n/a	22(2) (i)
57(c)	(b) Have details of the manner in which it is proposed to comply with section 96 of part v of the act been given including calculations and methodology.	Yes	No	n/a	22(2)(ii)
57(d)	(c) Has a copy of an exemption certificate in compliance with section 97 of part v of the act been provided (where appropriate) or evidence of an exempt certificate application having been made (where appropriate)	Yes	No	n/a	22(2) (f)

<b>Section I</b>					
<b>LRD Large Residential Development only – over 99 units</b>					
<b>58(a)</b>	Is copy of an LRD application available for inspection on the Internet at a web address set up for the purpose for the period commencing on the date of making the LRD application and included reference in Notices and expiring 8 weeks following the sending by the planning authority to the applicant of a copy of its decision on the LRD application.	<i>Yes</i>	<i>No</i>	<i>n/a</i>	20A (2)
<b>58(b)</b>	Where it is proposed to connect the development to a public water or wastewater network, or both, evidence that Irish Water has confirmed that it is feasible to provide the appropriate service or services and that the relevant water network or networks have the capacity to service the development	<i>Yes</i>	<i>No</i>	<i>n/a</i>	22 (2A) (a)
<b>58(c)</b>	Where the Planning Authority has issued an LRD opinion to the LRD applicant that the documents enclosed with the request for the LRD meeting do not constitute a reasonable basis on which to make the LRD application, has the LRD application been accompanied by a statement of response to the issues set out in the LRD opinion,	<i>Yes</i>	<i>No</i>	<i>n/a</i>	22 (2A) (b)
<b>58(d)</b>	Has a schedule of accommodation that details the number and type of housing units proposed, unit floor areas, bedrooms and bed spaces for the individual units, the private amenity space associated with each unit, the storage space associated with each unit, the principal dimensions and the aggregate floor area of each room and in the case of apartments whether the unit is dual or single aspect been submitted.	<i>Yes</i>	<i>No</i>	<i>n/a</i>	22 (2A) (c)
<b>59(e)</b>	Has any information specified by the Planning Authority under article 16A(7)	<i>Yes</i>	<i>No</i>	<i>n/a</i>	22 (2A) (d)

<b>SECTION J</b>					
<b>Miscellaneous</b>					
<b>60</b>	Site Layouts, plans, maps and drawings] where a structure or feature is contiguous to the proposed development (adjoining / touching / sharing a common boundary); the accuracy should be the same as if it were within the red line boundary. The same scale must be used for the entirety of any individual map or drawing submitted	<i>Yes</i>	<i>No</i>		Circular Letter: PL 06/2022  23(1)(d)
<b>61</b>	If there is a current appeal to An Bord Pleanála on the same site for a similar development, the application is invalid			<i>n/a</i>	S37 (5)
<b>62</b>	Outline permission cannot be sought for: <ul style="list-style-type: none"> <li>• Protected structures</li> <li>• Retention permissions,</li> <li>• IPC or Waste Licence</li> <li>• Major Accident Directive</li> </ul>			<i>n/a</i>	21 (a,b,c)
<b>63</b>	Retention permission cannot be sought if the development requires an EIAR, determination for EIAR or an Appropriate Assessment			<i>n/a</i>	Act 34 (12)

**Comments/ Recommendation**

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This validation was carried out by: .....

Date.....