Comhairle Contae **Lú**
Louth County Council

Retention of change of use to short-term letting

Form No. 24 *Article 22(1B)*

Planning Application Form solely for the retention of change of use to short-term letting

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application. Therefore, please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to the application form. In line with the National Planning Statement on Short-Term Letting (STL) 2026, you must provide sufficient evidence of continuous use for a period of not less than 7 years, which may include Revenue documentation or other proof of established STL use with this form.

DATA PROTECTION

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 to 2018. The Data Protection Commission states that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

PLANNING APPLICATION FORM FOR RETENTION OF CHANGE OF USE TO SHORT-TERM LETTING

PLANNING APPLICATION FOR RETENTION OF CHANGE OF USE TO SHORT-TERM LETTING **ADDITIONAL INFORMATION**	
1. FLOOR SPACE: *Estimated floor space of the structure concerned in m^2*	
NOTE: *Estimated floor space means the approximate area ascertained by a visual inspection of the structure concerned.* *Where an estimated floor space is provided, the gross floor space at question 12 of the substantive application form (Form No. 2 of Schedule 3) is not required.*	
2. DESCRIPTION OF PROPOSED DEVELOPMENT: *Brief description of nature and extent of development including –* • *the maximum number of people planned to be accommodated within the property when at full capacity,* • *the periods of operation as a short-term letting e.g. year-round, seasonally, etc., and* • *the management of the property e.g. letting agent, owner-run, etc.*	
3. PREVIOUS USE OF LAND OR STRUCTURE:	
4. DECLARATION I hereby declare that, to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning and Development Act 2000 (as amended), and the Regulations made thereunder. Where an application is made in electronic form with the consent of the planning authority under article 22(3) of the Planning and Development Regulation 2001 (as amended) valid login credentials will replace the need for a signature and satisfy the declaration.	
Signed (Applicant or Agent as appropriate):	
Date:	