



Planning Application - Validation Checklist

Application is: **Valid** (subject to site notice inspection) [] **Invalid** []

File number: _____	Date Received: _____
Application Type:	
Permission <input type="checkbox"/>	Retention <input type="checkbox"/>
Outline <input type="checkbox"/>	Permission consequent on grant of outline <input type="checkbox"/>
Planning Area:	
North West <input type="checkbox"/>	North East <input type="checkbox"/>
South West <input type="checkbox"/>	South Central <input type="checkbox"/>
	South East <input type="checkbox"/>
Engineering Area:	
North West <input type="checkbox"/>	North East <input type="checkbox"/>
South West <input type="checkbox"/>	South East <input type="checkbox"/>
	Pre-extension City <input type="checkbox"/>

It is a statutory requirement that all planning applications are valid. To avoid unnecessary delays and additional expense, applicants should ensure their planning applications are valid. The Planning Authority has no discretion in the validation process and accordingly all invalid applications will be returned.

Part 1 - Administrative Validation

No.	Art. Reg.	Validation Criteria to be Met	Yes	No	N/a
1	22 (4) (a) + 97	Have 6 copies of the application, drawings, maps, details etc been submitted? Note: If proposed development requires an Environmental Impact Assessment Report (EIAR) and/or Natura Impact Statement (NIS), 10 copies of the EIAR & NIS are to be submitted along with one electronic copy.	Yes Yes Yes	No No No	
2	22 (1)	Are all relevant questions on the application form answered? Is the form signed and dated?	Yes Yes	No No	
3	22 (2) (a)	Has relevant page from the newspaper been submitted with the notice identified?	Yes	No	
4	18 (2)	Is the newspaper a Cork City Council approved one? Irish Examiner Evening Echo Irish Independent Irish Times Carrigdhoun The Corkman Cork Independent	Yes	No	
5	17 (1) 17 (2)	Has the application been lodged within 2 weeks of the publication of the newspaper notice? Note: Where the last day of the 2-week period is a Saturday, Sunday or public holiday the application shall be valid if received on the next following day on which the offices are open.	Yes	No	
6	22(2)(a)	Has a copy of the site notice been submitted?	Yes	No	
7	22(2) (e) + Act	If application is for units to which Part V of the Act (social and affordable housing) applies, has the applicant indicated how compliance will be achieved? Note: Please see Part V Briefing Statement on www.corkcity.ie .	Yes	No	n/a
8	22 (2) (f)	If exempt from Part V, has a copy of the exemption cert issued in accordance with	Yes	No	n/a

		section 97 of the Act been submitted? Or if the cert has been applied, a copy of the application made in accordance with Article 48 been submitted?			
9	22 (2) (g) (i)	If the applicant is not the legal owner of the land or structure concerned, has the written consent of the landowner been provided? Note: This applies to all planning applications including when Cork City Council is the landowner. Note: Where Article 22(2)(g)(ii) applies, written confirmation that the proposed development concerned is to be undertaken by a statutory undertaker having a right or interest to provide services in connection with the proposed development shall be submitted.	Yes	No	n/a
Additional Requirements / Supporting Documentation					
10		Are all the details on the application form consistent with the details on both newspaper notice and site notice?	Yes	No	
11		Is a schedule listing of all drawings included?	Yes	No	
12		Pre-planning consultation minutes if relevant?	Yes	No	n/a
13		Has one copy of the Confidential Contact Information been submitted?	Yes	No	
14		If the applicant is a company is the company name in accordance with the name registered with the Companies Registration Office? Is the company registration number stated on the planning application form?	Yes	No	n/a
15		If the application is for redevelopment of a family home, has the Supplementary Application Form been submitted?	Yes	No	n/a
16		If application is for a single house in a rural area, has the Rural Areas Single House Supplementary Application Form and any other supporting documentation been submitted?	Yes	No	n/a
17		If the application is for an agricultural development has the Agricultural Application Details form been submitted?	Yes	No	n/a
18		If the application is of a large scale nature please include a USB stick containing a soft copy of the application in pdfs.			

Comments:

Admin Validation carried out by: _____
Signature

Print Name: _____

Date: _____

Part 2 - Technical Validation

Item	Reg Article	Validation Criteria to be met	Yes	No	n/a
Newspaper Notice					
1	18 (1)	Is the notice headed Cork City Council ?	Yes	No	
2	18 (1) (a)	Is the full name of applicant stated? Note: Initials not accepted.	Yes	No	
3	18 (1) (b)	Is the location, townland or postal address of development correct and sufficient to ascertain the location of the site?	Yes	No	
4	18 (1) (c)	Does notice state permission, retention, outline or permission on consequent of outline. If permission consequent of outline is ref number of outline permission given?	Yes	No	n/a
5	18 (1) (d) 98 (a) (b)	Is the brief description of the nature and extent of the development appropriate/adequate? <ul style="list-style-type: none"> • If the development includes demolition this must be stated in the description • If the application is for retention, or relates to a protected structure, or includes an EIAR, IPC, Waste Licence, NIS, this must also be stated. • Where the application includes an EIAR or NIS it shall also be stated that the EIAR NIS and / or NIS is available for inspection or purchase for a fee not exceeding the reasonable cost of making a copy of same. 	Yes	No	
6	18 (1) (e), 98 (a), (b), & 239	Does newspaper notice state <i>“that the planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy, at the at the offices of Cork City Council, City Hall, Cork 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	
7	17 (1) (a), (b)	Does the description of the proposed development in the newspaper notice match the description in the site notice and other details e.g. name, address?	Yes	No	
Site Notice					
8	19 (1) (a)	Is notice headed Cork City Council ?	Yes	No	
9	19 (1) (a)	Is the full name of applicant given? Initials not accepted.	Yes	No	
10	19 (1) (a)	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
11	19 (1) (a)	Is the location, townland or postal address of development correct and sufficient to ascertain the location of site?	Yes	No	
12	19 (1) (a) & Form No. 1 of Schedule 3	Is the brief description of the nature and extent of the development appropriate/adequate? <ul style="list-style-type: none"> • If the development includes demolition this must be stated in the description • If the application is for retention, or relates to a protected structure, or includes an EIAR, IPC, Waste Licence, NIS, this must also be stated. • Where the application includes an EIAR or NIS it shall also be stated that the EIAR NIS and / or NIS is available for inspection or purchase for a fee not exceeding the reasonable cost of making a copy of same. 	Yes	No	

13	19 (1) (a)	Does site notice state <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 Cork City Council, City Hall, Cork 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> ?	Yes	No	
14	19 (1) (a)	Is the site notice signed by applicant? Or, if signed by person acting on behalf of the applicant, is this agent’s/person’s address given?	Yes Yes	No No	
15	17(1) (b)	Has the application been lodged within 2 weeks of the date of the site notice?	Yes	No	
16	19(4)	If an application is a 2nd <u>valid</u> application made within 6 months of a previous valid application and is in respect of land substantially consisting of the site or part of the site to which the first mentioned application related, is the site notice on a yellow background?	Yes	No	n/a
Site Location Map					
17	22(2) (b)	Is scale 1:1000 for urban areas or 1:2500 for rural areas and of sufficient size and containing details of features in the vicinity to permit the identification of the subject site?	Yes	No	
18	22 (2) (b) (i)	Is the land / structure to which application relates & the boundaries outlined in red ?	Yes	No	
19	22 (2) (b) (ii)	Are any lands, which adjoin, abuts or is adjacent to the land to be developed and which are under the control of the applicant, or the person who owns the land which is the subject of the application, outlined in blue ?	Yes	No	n/a
20	22 (2) (b) (iii)	Are any wayleaves shown and are they in yellow?	Yes	No	n/a
21	22 (2) (b) (iv)	Is the position of site notice(s) shown?	Yes	No	
22	23 (1) (g)	Does any map or plan which is based on an Ordnance Survey map indicate the relevant Ordnance Survey sheet number ?	Yes	No	n/a
23	23(1) (h)	Is the north point shown?	Yes	No	
24	22 (2) (b) (i)	Are the site boundaries the same on the site location map and the site layout?	Yes	No	
Site Layout					
25	23(1) (a)	Is scale not less than 1:500 ?	Yes	No	
26	23(1) (a)	Is site outlined in red and are all proposed works within the red line?	Yes	No	
27	23 (1) 18 (1) (d)	Is the site layout clear ? Does it indicate/label the proposed development? Is it consistent with the description of the proposed development in the newspaper and site notice?	Yes Yes Yes	No No No	
28	23 (1) (a)	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?	Yes	No	n/a
29	23(1) (c)	Does 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?	Yes	No	n/a

30	23 (1) (f)	Are distances between the proposed structure(s) and all boundaries to the site shown? Are they in metric scale?	Yes Yes	No No	
31	23(1) (h)	Is north point shown on the site layout?	Yes	No	
Plans/Elevations/Sections					
32	23 (1)	Are all plans, drawings in metric scale ? Note: Ensure floor plans, elevations and sections all correspond (i.e. positions of windows, doors, etc). Note: Ensure that the plans and drawings correspond with the development description.	Yes Yes Yes	No No No	n/a
33	23(1) (b)	Is scale not less than or to a recognised scale, e.g. 1:200, 1:100 or 1:50 ? Note: The scale shall be indicated on plans, elevations and sections. Note: For major developments an alternative scale may be used but must be agreed in writing with the Planning Authority prior to lodgement of planning application.	Yes	No	
34	23(1) (c)	Are finished floor levels shown on the floor plans or on the site plan?	Yes	No	
35	23(1) (d)	Do elevations of any proposed structure show the main features of any buildings contiguous to the proposed structure if it were erected, whether on the application site or in the vicinity?	Yes	No	n/a
36	23(1) (e)	Are plans marked or coloured to clearly distinguish between the existing structure and the proposed works?	Yes	No	
37	23(1) (f)	Are principal dimensions of all plans, elevations and sections shown including overall height? Are they in metric scale?	Yes Yes	No No	
38	23(1) (f)	Are principal dimensions of all floor plans shown and are they in metric scale ?	Yes	No	n/a
39	23(1) (h)	Is north point shown on all floor plans?	Yes	No	n/a
Other Documents					
40	23 (2)	If the application is for development consisting of, or comprising of, works to a protected structure , or proposed protected structure, or to the exterior of a structure which is located within an architectural conservation area , are there photographs, plans and other particulars included showing how the development would affect the character of the structure?	Yes	No	n/a
41	22 (2) (c)	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? Note: As per the EPA Code of Practice Domestic Waste Water Treatment Systems (Population Equivalent ≤ 10). Note: This would be required in the case of outline permission.	Yes	No	n/a
42	22 (4) (b)	If the application is for development consisting of or mainly consisting of the making of any material change in the use of a structure or land, or for the retention of any such material change of use , it shall be accompanied by a statement of the existing use and the use proposed together with particulars and details.	Yes	No	n/a
43	22 (2) (ga)	If the application is accompanied by an EIAR , is a copy of the confirmation notice included? Note: Any application that is accompanied by an EIAR, must be uploaded the EIAR National Portal.	Yes	No	n/a

44	99 (1) & (2), 172(3) Act	Where a planning application in respect of development of a class prescribed under article 93 is not accompanied by an EIAR, it shall be invalid, and the provisions of article 26 shall apply. Note: Where an exemption has been granted under section 172(3) of the Act, sub-article (1) shall not apply.	Yes	No	n/a
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Fees					
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45	22(2) (h)	Has the appropriate fee been paid? Note: See <i>Appendix 1</i> for a list of fees. Where fees need to be calculated please complete the Calculation of Fees template on <i>Appendix 2</i> . Fee Paid: _____ Receipt No: _____	Yes	No	n/a
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Site History	
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List any current appeals Note: No application for permission for the same development or for development of the same description as an application for permission for development which is the subject of an appeal to the Board can be made S37(5) of Act.	
List any previous planning applications	
List any Section 5 referrals	
List any pre-planning	

Zonings and Designations					
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Zoning City Development Plan 2022 – 2028					
Seveso Site	Yes	No	Protected Structure PS No:	Yes	No
ACA - Architectural Conversational Area	Yes	No	NIAH - National Inventory of Architectural Heritage	Yes	No
Archaeological Area	Yes	No	SAC - Special Area of Conservation	Yes	No
SAA - Special Amenity Area	Yes	No	N/M20 Study Area	Yes	No
NHA - Natural Heritage Area	Yes	No	National Roads	Yes	No
Part V	Yes	No	Airport Safety Zone	Yes	No
Other					



Comhairle Cathrach Chorcai Cork City Council

Halla na Cathrach, Corcaigh - City Hall, Cork - T12 T997

File No: _____

Application is: Valid (subject to site notice inspection) []

 Invalid []

COMMENTS:

Technical Validation carried out by: _____
Signature

Print Name: _____

Date: _____

Appendix 1 - Fees

Class of Development:	Fee (for permission):	Fee (for retention):
1. Provision of dwelling: <ul style="list-style-type: none"> • New Dwelling • New apartment • Change of use to dwelling or apartment 	€65 (per dwelling unit)	€195 (per dwelling unit)
2. Domestic extensions/alterations: <ul style="list-style-type: none"> • Domestic extension • Apartment extension • Vehicle entrance/driveway • Domestic elevation change • Shed/store/garage • Any other domestic works 	€34 (per unit)	€102 (per unit) or €2.50 per m ² , whichever is greater
3. Agricultural buildings	€80 (minimum)	€240 (minimum)
4. Commercial buildings: <ul style="list-style-type: none"> • Retail, office, industrial, etc.... • Commercial change of use 	€3.60 per m ² (€80 minimum)	€10.80 per m ² (€240 minimum)
5. Intensive Agriculture	€5 per hectare (€80 minimum)	€15 per hectare (€240 minimum)
6. Mining or refuse/waste deposit	€50 per 0.1 hectare (€500 minimum)	€150 per 0.1 hectare (€1500 minimum)
7. The use of land for: <ul style="list-style-type: none"> • Car-parking • Keeping or placing of tents, caravans or campervans • Storage of vehicles 	€50 per 0.1 hectare (€80 minimum)	€150 per 0.1 hectare (€240 minimum)
8. Plant, machinery and tanks for storage purposes	€50 per 0.1 hectare (€200 minimum)	€150 per 0.1 hectare (€600 minimum)
9. Advertising and signage	€20 per m ² or part thereof (€80 minimum)	€60 per m ² or part thereof (€240 minimum)
10. Overhead electricity or communication lines	€50 per 1000m or part thereof (€80 minimum)	€150 per 1000m or part thereof (€240 minimum)
11. Golf or pitch & putt course	€50 per hectare	€150 per hectare
12. Use of land as burial ground	€50 per hectare (€200 minimum)	€150 per hectare (€600 minimum)
13. Developments not within the above classes: <ul style="list-style-type: none"> • Elevation/façade changes • Demolition • Landscape/layout changes • Change to opening hours • Commercial vehicle entrance • Other minor alterations 	€10 per 0.1 hectare (€80 minimum)	€30 per 0.1 hectare (€240 minimum)

Notes:

1. Maximum fees payable on a planning application
 - Permission application: €38,000
 - Outline application: €28,500
 - Retention application: €125,000
 - Reduced fee application: €9,500

2. Outline permission fees
 - ¾ of standard permission fee (minimum: €34)

3. Permission consequent on the grant of outline permission fees:
 - ¼ of standard permission fee (minimum: €34)

4. Applications that are exempt from planning fees, proof of eligibility for exemption is required. (Voluntary organisations may qualify for an exemption from the fee).

Appendix 2 – Calculation of Application Fees

File No: _____

Site Area:		No of Houses/Units:		
Unit of Measurement:	Hectares:			
	Square Metres:			
Application Type:	Permission	Yes		No
	Permission for Retention	Yes		No
	Outline Permission	Yes		No
	Permission Consequent	Yes		No
Fee Category:	Residential	Yes		No
	Commercial	Yes		No
	Demolition	Yes		No
	Ancillary Works	Yes		No
	Agricultural	Yes		No
	Other, please specify			
Fee Class(es):				
Breakdown of Fee:				
Fee Payable:	€	Fee Paid	€	
Fee Due:	€	Refund	€	
Signature of person who calculated the fee:				

Appendix 3



Cork City Council



Site Notice Inspection Validation Sheet

Planning Application: _____

Reg Article	Article Transcription	Criteria Met / Action Required
19 (1) (a) Details correct?	Name of applicant, type of permission, location / address, description of development, info on making submission, signature & date.	
19 (1)(b) Legibility of Notice	Is the site notice inscribed or printed in indelible ink on a white background, affixed on rigid, durable material and secured against damage from bad weather and other causes?	
19 (1) (c) Visibility from Public Road	Is the site notice securely erected or fixed in a conspicuous position on or near the main entrance to the land or structure concerned from a public road, or where there is more than one entrance from public roads, on or near all such entrances, or on any other part of the land or structure adjoining a public road, so as to be easily visible and legible by persons using the public road, and shall not be obscured or concealed at any time?	
19 (2) Not on Public Road	If the land or structure to which a planning application relates to does not adjoin a public road, is the site notice in a conspicuous position so as to be easily visible and legible by persons outside the land or structure and is not obscured or concealed at any time?	
19 (3) 2nd Notice Required?	If a single site notice is not sufficient to comply with the requirements of sub-articles (1) and (2), or does not adequately inform the public, the authority may require the applicant to erect or fix such further site notice or notices in such a manner and in such terms as it may specify and to submit to the authority such evidence as it may specify in relation to compliance with any such requirements.	
19 (4) Yellow Notice Required?	Where a valid planning application is made in respect of any land or structure, and a subsequent application is made within 6 months from the date of making the first-mentioned application..... the site notice for the subsequent application shall be inscribed or printed in indelible ink on a yellow background and affixed on rigid, durable material and be secured against damage from bad weather and other causes.	

I inspected the above site notice on _____ and can confirm that the site notice was:

Acceptable

Not Acceptable

Signed:

Position:

Appendix 4 - Additional Notes

- **Outline permission** cannot be sought for the following type of applications:
 - protected structures
 - retention permissions
 - IPC
 - waste licenceRef: Article 21(a), (b), (c) of Planning and Development Regulations 2001 as amended
- **Retention permission** cannot be sought if the development requires:
 - an EIAR
 - determination for EIAR or
 - an Appropriate AssessmentRef: Section 34(12) of Planning and Development Act as amended
- If an application is for **outline permission**, only site location and site layout maps are required for most outline applications. For larger developments indicative elevations are required.
- If application is for **permission consequent** on the grant of outline, it must be within 3 years of the date of grant of the outline permission or up to 5 years if specified by the Planning Authority.
Ref: S36(3)(a) of the Planning and Development Act (as amended)
- Drawings of floor plans are not required to be submitted in respect of a structure, other than a protected structure or a proposed protected structure, that is **proposed to be demolished**.
Ref: Article 22(5) of Planning and Development Regulations 2001 as amended
- This checklist is intended to assist all parties in the validation process, it is not a legal interpretation of planning legislation. Nothing in this checklist shall be construed as negating Applicant's/Agent's statutory obligations or requirements under any enactments or regulations.
- Applicants/Agents are required to ensure that site location maps submitted are in compliance with **OSI Copyright**, any compliance failure may result in legal prosecution been taken by OSI.
- Regardless of the scale of the maps and drawings, all texts and notes should be of an appropriate scale so as to be legible. In addition for all plans, maps and texts, indelible ink should be used to avoid any deterioration in the quality of the documents.