

## Application Form in respect of Pre-Application Consultations

### 1. Type of Development (please tick relevant category)

Domestic Extension	
Rural House	
Residential	
Commercial	
Industrial	
Educational	
Other (please state)	

### 2. Applicant:

Name of Applicant:	
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*Contact details to be provided in Section 9 of this form*

### 3. Name of Person/Agent (if any) Acting on Behalf of the Applicant:

Name:	
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*Contact details to be provided in Section 10 of this form*

### 4. Location of Proposed Development:

Address (including Eircode if available):
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### 5. Applicant's Interest in the Site:

Please tick appropriate box to show the applicant's legal interest in the land or structure:	Owner	Occupier	Other
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Where legal interest is “Other”, please expand further on the applicant’s interest in the land or structure. Please note that queries relating to sites that are for sale/ auction and those seeking advice on the development potential for lands cannot be dealt with by the Planning Authority			
State Name and Address of the Site Owner: <b>If the applicant is not the legal owner</b> , you are required to supply a letter of consent, signed by the site owner to engage in pre-planning consultation.			

**6. Description of Proposed Development**

Please provide a description of the proposed development.

**7. Planning history of site:**

Please list any known reference number of any previous pre-planning discussion, planning applications, An Bord Pleanála appeals, enforcement history or Section 5 declarations on the site.

**8. Maps, Plans and Drawings**

<p>The following should be submitted with this request:</p> <ul style="list-style-type: none"> <li>• A site location map. The scale required is 1:1000 for urban areas and 1:2500 for rural areas.</li> <li>• Pre-planning requests for rural houses should illustrate the location of the applicant’s family home in addition to the application site.</li> <li>• Drawings of the proposed development which are available (such as site layout, elevation drawings, floor plans).</li> <li>• Any other available supporting information such as photographs, reports.</li> </ul> <p>Please note that individual sites, the subject of a pre-planning consultation request, may not be inspected so you should provide sufficient information (photos, survey etc.) to allow for a meaningful assessment.</p>
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List of drawings/documents submitted:

**ADDITIONAL CONTACT INFORMATION  
THIS WILL NOT BE MADE AVAILABLE PUBLICLY WITH THE  
APPLICATION AND WILL BE USED FOR COMMUNICATION PURPOSES  
ONLY.**

**9. Name, address and contact details of the Applicant:**

Name:	
Address:	
Contact details:	

**10. Name, address and contact details of the Agent/Person (if any) Acting on Behalf of the Applicant:**

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Name:	
Address:	
Contact details:	

### **IMPORTANT NOTES**

**Please read carefully before submitting your application form**

**Please note that advice or opinions offered at consultations are given in good faith and cannot prejudice the performance by the Planning Authority of any of its functions.**

Section 247 of the Planning and Development Act, 2000 (as amended) states the following in this regard:

“The carrying out of consultations shall not prejudice the performance by a planning authority of any other of its functions under this Act, or any Regulations made under this Act and cannot be relied upon in the formal planning process or in legal proceedings”.

The Planning Authority maintains a record of pre-planning consultations which will be a matter of public record once a planning application is lodged. Caution should therefore be exercised in submitting documentation which you do not wish to have publicly available.

## **Pre Planning Advice Note: Universal Design**

The Planning and Strategic Infrastructure Department is committed to promoting practices ensuring that accessibility, Universal Design and reasonable accommodation for people with disabilities are taken into account.

Universal Design relates to the design and management of buildings and spaces so that they can be readily accessed, understood and used by everyone regardless of their age, size, ability or disability. An environment (or any building, product or services in that environment) should be designed to meet the needs of all people who wish to use it. This approach also promotes social inclusion and can eliminate or reduce the need for expensive changes or retro fits to meet the needs of particular groups at a later stage.

It is also useful to note that the Building Regulations Part M, deals with access for disabled people, including ensuring that new dwellings (houses, flats and apartments) and extensions are visitable by disabled people. This includes ensuring adequate provision shall be made for people to access and use a building, its facilities and its environs. All new developments are required to incorporate the principles of universal design as set out below<sup>1</sup>.

### **Principle 1: Equitable Use:**

The design is useful and marketable to people with diverse abilities.

### **Principle 2: Flexibility in Use**

The design accommodates a wide range of individual preferences and abilities.

### **Principle 3: Simple and Intuitive Use**

Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

### **Principle 4: Perceptible Information**

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

### **Principle 5: Tolerance for Error**

The design minimizes hazards and the adverse consequences of accidental or unintended actions.

### **Principle 6: Low Physical Effort**

The design can be used efficiently and comfortably and with a minimum of fatigue.

### **Principle 7: Size and Space for Approach and Use**

Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

### **Useful links and references:**

[www.fingal.ie/housing](http://www.fingal.ie/housing)

[www.universaldesign.ie](http://www.universaldesign.ie)

[www.agefriendlyireland.ie](http://www.agefriendlyireland.ie)

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<sup>1</sup> Source: <http://universaldesign.ie/>