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| **Date Received** |  |
| **Reference No.** |  |

 Planning Development Management Cork City Council

City Hall, Cork,

T12 T99

**Email:** **preplanning@corkcity.ie**

**Pre-planning Consultation Application Form (Section 247)**

Section 247 Planning and Development Act 2000 (as amended)

**Information submitted with your application form will be available to view on the council’s website** [**www.corkcity.ie**](http://www.corkcity.ie/) **once a planning application has been submitted.**

**You should submit your application to** **preplanning@corkcity.ie.** **Incomplete pre-application application forms will be returned.**

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| **Type of Pre-application Consultation (tick as appropriate)** |  |
| Residential development of more than 10 housing units, and/or non-residential development of more than 1,000 sq. m gross floor space |  |
| All other development |  |
| NOTE: If you are applying for a pre-application consultation for a Large-scale Residential Development you must use Form 18 instead - [Large-scale Residential Developments (LRD) - Cork City Council](https://www.corkcity.ie/en/council-services/services/planning/planning-application-process/large-scale-residential-developments.html) |

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| **Address of Proposed Development**  |  |

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| **Details of Proposed Development** Please describe the proposed development e.g. type(s) of dwelling(s), height, no. of units etc. |  |

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| **Name of Applicant** |  |

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| **Agent / Person acting on behalf of Applicant (if any** |  |

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| **Is the Applicant the owner of the****land or structure?** | **Yes** |  | **No** |  |

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| If **No**, is written consent from the landowner included? | **Yes** |  | **No** |  |

**NOTE: written consent from the landowner is required where Applicant is not the landowner**

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| **Details of previous pre-application consultations and the site history**Please list any known reference number of any pre-application consultation, planning application, An Bord Pleanála appeal, planning enforcement history or section 5 exempted development declaration on the site. |  |

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| **Is the following required documentation included?** |  |
| Address of the property or lands concerned |  |
| Site location map (scale 1:1,000 to 1:2,500) |  |
| Site layout plan with **exact** location of the proposed development on the site |  |
| Written consent of land owner if applicant is not the owner |  |
| Detailed description of proposed development (type, size, nature, etc) |  |
| Drawings of proposed development |  |
| For change of use applications include existing and proposed drawings |  |
| Additional information (photographs, etc) |  |

**Please note:**

1. The nature and scale of your proposal will dictate the level of detail required by Cork City Council to conduct productive pre-application consultations. The more information and detail you can provide, the more productive your consultation is likely to be.

2. Cork City Council maintains a record of pre-application consultations which will be a matter of public record once a planning application is submitted.

3. Pre-application consultations are advisory, and any advice is given in good faith based on information available at the time. Section 247 of the Planning and Development Act 2000 (as amended) states that 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.

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| **Signed (Applicant or Agent)** |  |
| **Date** |  |

**Once this form and documents are received you will be contacted in relation to your consultation.**

**Additional Contact Information (Confidential)**

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| **Applicant (the person seeking the pre-application consultation)** **This must be completed** |
| **Name** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

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| **Agent / Person acting on behalf of the Applicant** |
| **Name** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

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| **To whom should all contact & correspondence be with?****be sent?** | **Applicant** |  | **Agent** |  |

**Only the designated contact will be contacted. Anyone else wishing to discuss the file must have written consent.**

**Pre-application consultations will be conducted either by e-mail, telephone call, Microsoft teams, or in person if necessary.**