



COMHAIRLE CATHRACH CHORCAÍ

CORK CITY COUNCIL

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VALID APPLICATION CHECKLIST

Please note this is for information purposes and is not a definitive checklist. This should be used in conjunction with the Planning & Development Regulations 2001 (as amended). Cork City Council reserves the right to declare an application invalid if it is not compliant with all of the required regulations.

MANDATORY DOCUMENTATION	YES	NO
1 No. Copy of Confidential Contact Information		
6 No. Copies of Planning Application Form		
2 No. Copies of Site Notice		
2 No. Copies of relevant page of Newspaper Notice		
6 No. Copies of site location map		
6 No. Copies of site or layout plan		
Appropriate Planning Fee (fees list attached)		

**N.B. All the above must be submitted for a Valid application
Any application received without the above will be deemed INVALID**

ADDITIONAL DOCUMENTATION	YES	NO	N/A
Supplementary Form			
Letter of Consent from Landowner			
Part V proposal			
Part V Exemption Certificate			
Rural Areas Single House Application Form (along with all relevant supporting documentation)			
Pre- Application Consultation Minutes			
Agricultural Application Details			
EIS (10 copies of all documentation)			
On-site Treatment System			
Protected Structure/ ACA (10 copies of all documentation)			
Conservational Method Statement			
Material Change of Use/ Retention of material Change of Use			
Proof of eligibility of fee exemption			

Should any of the above be required and is omitted from the application, it will be deemed INVALID

Application Form Checklist			
	Yes	No	N/A
Location of Development (full address)			
Type of Permission			
Name of Applicant			
Company			
Full detailed development description			
Landowner			
Letter of Consent from Landowner			
Part V applies*			
Part V Proposal included*			
Part V Exempt. Cert included*			
Protected Structure**			
Previous Planning Applications			
Pre-Application Consultation			
EIS			
Supplementary Form			

****Protected Structures are detailed on the public mapping portal on the Cork City Council website. To access, click 'mapping portal', select 'planning enquiry, use the layer list to toggle Protected Structures (shown as green stars) N.B. NIAH buildings are not Protected Structures. Please follow the steps above to confirm if a P.S. before submitting.**

Site Notice Checklist			
	Yes	No	N/A
Location of Development			
Headed Cork City Council			
Name of Applicant			
Type of Permission			
Development Description			
Protected Structure			
Prescribed Wording			
Signed (if signed by agent, contact details must be listed)			
Date within 14 days of submission			
Yellow Site Notice			

N.B. Site Notices should be erected for a 5 week period and will be inspected by Cork City Council

Newspaper Notice Checklist			
	Yes	No	N/A
Approved Newspaper (list attached)			
Published within 14 days of submission			
Headed Cork City Council			
Name of Applicant			
Type of Permission			
Location of Development			
Development Description			
Protected Structure			
Prescribed Wording			

Technical Checklist			
	Yes	No	N/A
Location Map, scale not less than 1:1000 in built up areas and both 1:2500 and 1:10560 for rural areas, with site outlined in <u>red</u> and any land that adjoins abuts adjacent and is in applicants ownership shall be in <u>blue</u> wayleaves in yellow.			
Position of site notice marked on Site Location Map			
Site plan/ layout plan to a scale not less 1:500			
Site plan: entire site boundary delineated in red			
Site plan to show any buildings, roads, boundaries etc. adjoining or in vicinity of the subject site			
Site plan and other plans indicating contours and/or levels where applicable			
Site and layout plans indicate the distances of any structure from the boundaries of the site			
Proposed and existing structures clearly distinguished			
Other plans, including elevations and sections, drawn to a scale of now less than 1:200			
Plans and drawings of floor plans, elevations and sections shall indicate in figures the principal dimensions			
North point shown on all plans and maps			
Elevation drawings showing proposed structure and contiguous building to the proposed on site or in the vicinity at a scale of not less than 1:200			
All proposed works should be within the red boundary highlighted on the site layout map			

***New Housing or conversion of an existing building or the reconstruction of a building to create one or more dwelling if more than 50% of the external fabric is being changed-one of the following shall be submitted.**
Please note that the above is not required for applications sites outside of the Residential Zoned lands set out in the Development Plan.

- Where Section 96 of Part V of the Planning and Development Act 2000 applies the following shall be included, for example,
 - i) Details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and
 - ii) Details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act
- Social Housing Exemption Certificate application accompanied by a **completed statutory declaration** and 2 site Location Maps.