

# PRE-APPLICATION CONSULTATION APPLICATION FORM

Section 247 Planning and Development Act 2000 (as amended)



**Cork City Council**  
City Hall, Cork  
T12 T997

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](mailto:preplanning@corkcity.ie).

Incomplete pre-application application forms may be returned.

Official use only	
Reference no.	

Type of Pre-Application Consultation	<input checked="" type="checkbox"/>
Residential development of more than 10 housing units, and/or Non-residential development of more than 1,000 sq. m gross floor space	<input type="checkbox"/>
Strategic Housing Development (SHD) * (see definition on page 4)	<input type="checkbox"/>
All other development	<input type="checkbox"/>

<b>Address of Proposed Development</b>	
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<b>Details of Proposed Development</b>	
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<b>Name of Applicant</b>	
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<b>Agent / Person acting on behalf of Applicant (if any)</b>	
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<b>Is the Applicant the owner of the land or structure?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>If No, is written consent from the land owner included?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**NOTE: written consent from the landowner is required where Applicant is not the landowner**

<b>Details of previous pre-application consultations and site history</b> Please list any known reference number of any pre-application consultation, planning application, An Bord Pleanála appeal, Planning Enforcement history or Section 5 Declaration on the site	
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<b>Is required documentation included?</b> See below	Yes		No	
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Required documentation	<input checked="" type="checkbox"/>
Address of the property or lands concerned	
Site location map (scale 1:1,000 to 1:2,500)	
Written consent of land owner if applicant is not the owner	
Detailed description of proposed development (size, nature, etc)	
Drawings of proposed development incl. site layout plan	
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.

<b>Signed (Applicant or Agent)</b>	
<b>Date</b>	

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

## ADDITIONAL CONTACT INFORMATION

Applicant (the person seeking the pre-application consultation)	
Name	
Address	
Phone	
Email	

Agent / person acting on behalf of the Applicant	
Name	
Address	
Phone	
Email	

To whom should all correspondence be sent?	Applicant	Agent

1. Pre-application consultations will be conducted either by e-mail, telephone call or in person (as appropriate).
2. In the case of pre-application consultations for Strategic Housing Developments, the consultations must be conducted in person in accordance with the relevant legislation.

## STRATEGIC HOUSING DEVELOPMENT (SHD) \*

- (1) the development of 100 or more houses on land zoned for residential use or for a mixture of residential and other uses,
- (2) the development of student accommodation units which, when combined, contain 200 or more bed spaces, on land the zoning of which facilitates the provision of student accommodation or a mixture of student accommodation and other uses thereon,
- (3) development consisting of shared accommodation units that, when combined, contain 200 or more bed spaces, and on land the zoning of which facilitates the provision of shared accommodation or a mixture of shared accommodation thereon and its application for other uses,
- (4) development that contains developments of the type to which all of the foregoing paragraphs, or any two of the foregoing paragraphs, apply, or
- (5) the alteration of an existing planning permission granted under section 34 (other than under subsection (3A)) where the proposed alteration relates to development specified in *paragraph (1), (2), (3) or (4)*, each of which may include other uses on the land, the zoning of which facilitates such use, but only if—
  - (i) the cumulative gross floor space of the houses, student accommodation units, shared accommodation units or any combination thereof comprises not less than 85 per cent, or such other percentage as may be prescribed, of the gross floor space of the proposed development or the number of houses or proposed bed spaces within student accommodation or shared accommodation to which the proposed alteration of a planning permission so granted relates, and
  - (ii) the other uses cumulatively do not exceed—
    - (I) 15 square metres gross floor space for each house or 7.5 square metres gross floor space for each bed space in student accommodation or shared accommodation in the proposed development or to which the proposed alteration of a planning permission so granted relates, subject to a maximum of 4,500 square metres gross floor space for such other uses in any development, or
    - (II) such other area as may be prescribed, by reference to the number of houses or bed spaces in student accommodation or shared accommodation within the proposed development or to which the proposed alteration of a planning permission so granted relates, which other area shall be subject to such other maximum area in the development as may be prescribed.