



COMHAIRLE CATHRACH CHORCAÍ

CORK CITY COUNCIL

Planning & Development Act (Exempted Development) (Act of 2000))
Regulations 2025
(S.I. 648 of 2025)
NOTIFICATION FORM

1. Applicant's Details

Applicant:	
Company Details (where relevant):	

2. Details of Proposed Change of Use

Property Address: (including townland & Eircode)			
Total Number of Residential Units (s)			
Total Residential Floorspace (m²)			
Breakdown Details	Size of Unit (m²)	No. of Bedrooms	Floor? e.g. ground floor, 1st floor etc
Unit No. 1			
Unit No. 2			
Unit No. 3			
Unit No. 4			
Unit No. 5			
Unit No. 6			
Unit No. 7			
Unit No. 8			
Unit No 9			

3. Details Of Site

Applicant(s) legal interest in site of proposed development:	
Proposed date of commencement of works:	

Estimated date of completion of works:	
Period of time structure has been vacant:	
Please describe what <u>class</u> of structure the structure has at some point been used for? Class 1: Shop Class 2: Financial services, professional services or other services that are provided primarily to visiting members of the public Class 3: Office Class 6: Residential club, guest house or hostel Class 12: Public House	
Please give the <u>name</u> that the premises was last called:	
Please describe the <u>works</u> that will be carried out both internally and externally to the structure:	

4. Declaration

I/We confirm the following to be true in the provision of this Notification to the Planning Authority;

	Qualifying Details	Please tick
1	The structure concerned was completed prior to the making of the Planning and Development (Amendment) (No. 2) Regulations 2018 i.e. 8 th February 2018	
2	The change of use, and any related works, be completed by 31 st December 2028	
3	The structure has been vacant for a period of two years immediately prior to when the development takes place.	
4	The structure has at some time been used for the purpose of its current class, being Class 1, 2, 3, 6 or 12	
5	Subject to 5 below, any related works, a) shall primarily affect the interior of the structure, b) retain 50 per cent or more of the existing external fabric of the building, and c) not materially affect the external appearance of the structure so as to render its appearance inconsistent with the character of the structure or of neighbouring structures.	
6	Any related works for the alteration of existing ground floor shop fronts shall be consistent with the fenestration details and architectural and streetscape character of the remainder of the structure or of neighbouring structures.	

7	No development shall consist of or comprise the carrying out of works to the ground floor area of any structure which conflicts with any objective of the relevant local authority development plan or local area plan, pursuant to the Part 1 of the First Schedule to the Act, for such to remain in retail use, with the exception of any works the purpose of which is to solely provide on street access to the upper floors of the structure concerned.	
8	No development shall consist of or comprise the carrying out of works which exceeds the provision of more than 9 residential units in any structure	
9	Dwelling floor areas and storage spaces shall comply with the minimum floor area requirements and minimum storage space requirements of the "Sustainable Urban Housing: Design Standards for New Apartments – Guidelines for Planning Authorities" issued under section 28 of the Act or any subsequent updated or replacement guidelines	
10	Rooms for use, or intended for use, as habitable rooms shall have adequate natural lighting.	
11	No development shall consist of or comprise the carrying out of works to a protected structure, as defined in section 2 of the Act, save where the relevant planning authority has issued a declaration under section 57 of the Act to the effect that the proposed works would not materially affect the character of the structure or any element, referred to in section 57(1)(b) of the Act, of the structure.	
12	No development shall contravene a condition attached to a permission under the Act or be inconsistent with any use specified or included in such a permission	
13	No development shall relate to any structure in any of the following areas: a) an area to which a special amenity area order relates b) an area of special planning control c) within the relevant perimeter distance area, as set out in Table 2 of Schedule 8, of any type of establishment to which the Major Accident Regulations apply.	
14	No development shall relate to matters in respect of which any of the restrictions set out in sub-paragraph (iv), (vii), (viiA), (viiB), (viiC), (viii) or (ix) of article 9(1)(a), or paragraph (c) or (d) of article (9)(1) of the Planning & Development Regulations 2001, as amended, would apply.	
15	No development shall consist of or comprise the carrying out of works for the provision of an onsite wastewater treatment and disposal system to which the code of practice made by the Environmental Protection Agency pursuant to section 76 of the Environmental Protection Agency Act 1992 relates and entitled Code of Practice – Wastewater Treatment and Disposal Systems Serving Single Houses together with any amendment to that Code or any replacement for it.	

Signature of Applicant (s)/Agent: _____

Date: _____

This application form must be accompanied by:

Copy of location map, scale not less than 1:1000 in built up areas and 1:2500 in all other areas (which shall be marked thereon), clearly outlining in red the land to which the application relates and the boundaries thereof.

All maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001-2015. (must contain both required scale and north point)

The application should be sent to the following address:

Planning Development Management Section, Cork City Council, City Hall, Anglesea Street, Cork.

CONTACT DETAILS – NOT FOR PUBLICATION

Notifier/Property Owner	
Contact Address: Eircode:	
Telephone:	
E-mail address:	

Person/Agent acting on behalf of the Applicant (if any):

Name(s):	
Address:	
Telephone:	
E-mail address:	
Should all correspondence be sent to the above address? (Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)	Yes ☐ No ☐

DATA PROTECTION

"Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protections policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/>.

We request that you read these as they contain important information about how we process personal data.