Comhairle Contae Chill Dara
Kildare County Council

Date: 04th September 2026.
Our Ref: ED/1390.

Paula Ryan,
c/o Aoife Cullen,
5 Elm Close,
Lucan,
Co. Dublin K78 HV29.

RE: Application for a Declaration of Exempted Development under Section 5 of Planning and Development Act 2000 (as amended) for development at 9 The Dale, Moyglare Hall, Maynooth, Co Kildare W23 E4C8.

Dear Sir/Madam,

I refer to your correspondence received on 10th August 2026 in connection with the above.

Please find attached declaration made under Section 5 of Planning and Development Act 2000 (as amended) in this regard.

Yours sincerely,

PP
Senior Executive Officer,
Planning Department.

Declaration of Development & Exempted Development under Section 5 of the Planning and Development Act 2000 (as amended).

ED/1390

WHEREAS a question has arisen as to whether the proposed internal alterations to the first floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office, together with the enlargement of an existing first floor front elevation window constitute development at 9 The Dale, Moyglare Hall, Maynooth, Co Kildare W23 E4C8 is exempted development,

AS INDICATED on the plans and particulars received by the Planning Authority on 10th August 2026.

AND WHEREAS Paula Ryan requested a declaration on the said question from Kildare County Council,

AND WHEREAS Kildare County Council as the Planning Authority, in considering this application for a declaration under Section 5 of the Planning and Development Act 2000 (as amended), had regard to;

a. Sections 2, 3 and 4 (1) (h) of the Planning and Development Act 2000 (as amended),
b. Articles 6 and 9 of the Planning and Development Regulations, 2001(as amended),
c. The nature, extent and purpose of the proposed works.

NOW THEREFORE Kildare County Council, in exercise of the powers conferred on it by Section 5(2)(a) of the Planning and Development Act 2000 (as amended), hereby decides that the internal alterations to the first-floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office, **IS DEVELOPMENT** as defined in Section 3(1) of the Planning and Development Act 2000 (as amended) and **IS EXEMPTED** development pursuant to Section 4(1)(h) of the Planning and Development Act 2000 (as amended)

AND

The enlargement of an existing first floor front elevation window **IS DEVELOPMENT** as defined in Section 3(1) of the Planning and Development Act 2000 (as amended) and **IS NOT EXEMPTED DEVELOPMENT** as defined by the Planning and Development Act 2000 (as amended) and the Planning and Development Regulations 2001 (as amended)

Please note that any person issued with a declaration under subsection 2(a) of the Planning and Development Act 2000 (as amended) may on payment to the Coimisiún of the prescribed fee, refer a declaration to An Coimisiún Pleanála within 4 weeks of the issuing of the decision.

04th September 2026

pp **Senior Executive Officer,**
Planning Department.

KILDARE COUNTY COUNCIL

PLANNING, ENTERPRISE & ECONOMIC DEVELOPMENT DEPARTMENT

Section 5 referral & declaration on development and exempted development

Planning & Development Act 2000 (as amended)

Reference No. ED/1390

Name Of Applicant(s):	Paula Ryan
Address Of Development:	9 The Dale, Moyglare Hall, Maynooth, Co. Kildare W23 E4C8.
Question to which this Declaration is sought:	Whether the proposed internal alterations to the first floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office, together with the enlargement of an existing first floor front elevation window constitute development.
Due date	02/09/2026

Declaration Question

This is a request for a **DECLARATION** under Section 5(1) of the Planning and Development Act 2000, as amended, to establish whether under Section 5 of the Act:

1. The proposed internal alterations to the first-floor layout of the existing dwelling, including the conversion of the existing en suite and part master bedroom to form a study/home office, together with the enlargement of an existing first floor elevation window from approx. 600mm x 900mm to 1200mm x 1100mm

is or **is not** development and **is** or **is not** exempted development.

Site Location

The subject site is located within the Moyglare Hall housing estate in Maynooth. It is noted that the grounds of Maynooth GAA Club are in close proximity to the site. The existing dwelling is 2 storeys and terraced.

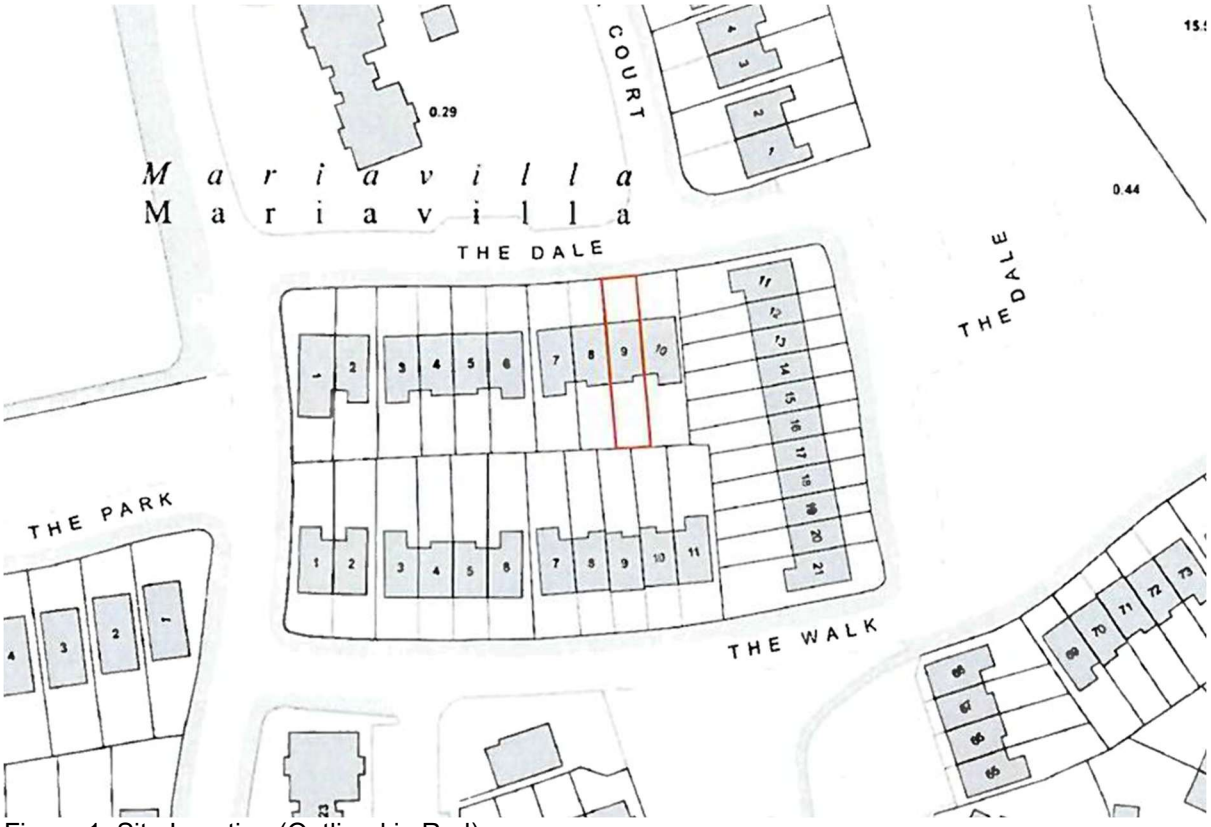


Figure 1: Site Location (Outlined in Red)

Planning History

None.

Relevant Legislative Background

Primary Legislation: Planning and Development Act 2000 (as amended)

Section 2(1)

'works' includes any act or operation of construction, excavation, demolition, extension, alteration, repair or renewal and, in relation to a protected structure or proposed protected structure, includes any act or operation involving the application or removal of plaster, paint, wallpaper, tiles or other material to or from the surfaces of the interior or exterior of a structure.

Section 3(1)

In this Act, development' means, except where the context otherwise requires, the carrying out of any works on, in, over or under land or the making of any material change in the use of any structures or other land.

Section 4(1)

The following shall be exempted development for the purposes of the Act-

(h) development consisting of the carrying out of works for the maintenance, improvement or other alteration of any structure, being works which affect only the interior of the structure or which do not materially affect the external appearance of the structure so as to render the appearance inconsistent with the character of the structure or of neighbouring structures;

Secondary Legislation: Planning and Development Regulations 2001 (as amended)

Article 6(1) [Exempted Development – General]

Subject to article 9, development of a class specified in column 1 of Part 1 of Schedule 2 shall be exempted development for the purposes of the Act, provided that such development complies with the conditions and limitations specified in column 2 of the said Part 1 opposite the mention of that class in the said column 1.

Article 9 (1)(a)(i)

Restrictions on exemption.

9. (1)

Development to which article 6 relates shall not be exempted development for the purposes of the Act—

(a) if the carrying out of such development would—…..(15 items)

EIA and AA Screening

Section 5(7) EIA Screening
The proposed development is not specified in Part 2 of Schedule 5 of the Planning and Development Regulations 2001, as amended. In any event, it is considered, having regard to nature, size and location, the proposed development would not be likely to have significant effects on the environment. Therefore, EIA is not required.

An Appropriate Assessment Screening accompanies this report.

Assessment

- *The proposed internal alterations to the first-floor layout of the existing dwelling, including the conversion of the existing en suite and part master bedroom to form a study/home office.*

Question 1 - Is it development?

The first question to address is whether or not '*the proposed internal alterations to the first-floor layout of the existing dwelling, including the conversion of the existing en suite and part master bedroom to form a study/home office',* would constitute development in accordance with the provisions of the Planning and Development Act, 2000 (as amended).

"*Works*" are defined in Section 2 of the Planning and Development Act 2000 as '*any act or operation of construction, excavation, demolition, extension, alteration, repair or renewal and, in relation to a protected structure or proposed protected structure, includes any act or operation involving the application or removal of plaster, paint, wallpaper, tiles or other material to or from the surfaces of the interior to exterior of a structure*'. It is considered that the proposal would involve works, as construction and demolition works are proposed to be undertaken to the internal wall.

Section 3 of the Act defines "*development*' as the '*carrying out of any works on, in, over or under land, or the making of any material change in the use of any structures or other land'.* It is considered that the proposal constitutes 'development' in this regard.

Question 2 - Is it or is it not exempted development?

Is the development of '*the proposed internal alterations to the first-floor layout of the existing dwelling, including the conversion of the existing en suite and part master bedroom to form a study/home office'* exempted development?

Having regard to:

Section 4(1)
The following shall be exempted development for the purposes of the Act-

(h) development consisting of the carrying out of works for the maintenance, improvement or other alteration of any structure, being works which affect only the interior of the structure or which do not materially affect the external appearance of the structure so as to render the appearance inconsistent with the character of the structure or of neighbouring structures;

It is considered that the proposed works would constitute exempted development under Section 4 (1) (h) of the Planning and Development Act 2000 (as amended), as the proposed works are considered to constitute improvement works that would affect only the interior of the structure.

- *The enlargement of an existing first floor elevation window from approx. 600mm x 900mm to 1200mm x 1100mm*

Question 1 - Is it development?

The first question to address is whether or not '*the enlargement of an existing first floor elevation window from approx. 600mm x 900mm to 1200mm x 1100mm'* would constitute development in accordance with the provisions of the Planning and Development Act, 2000 (as amended).

"*Works*" are defined in Section 2 of the Planning and Development Act 2000 as '*any act or operation of construction, excavation, demolition, extension, alteration, repair or renewal and, in relation to a protected structure or proposed protected structure, includes any act or operation involving the application or removal of plaster, paint, wallpaper, tiles or other material to or from the surfaces of the interior to exterior of a structure*'. It is considered that the proposal would involve works, as construction works are proposed to be undertaken to enlarge the window.

Section 3 of the Act defines "*development*' as the '*carrying out of any works on, in, over or under land, or the making of any material change in the use of any structures or other land'.* It is considered that the proposal constitutes 'development' in this regard.

Question 2 - Is it or is it not exempted development?

Is the development of '*' The enlargement of an existing first floor elevation window from approx. 600mm x 900mm to 1200mm x 1100mm'* exempted development?

Having regard to:

Section 4(1)

The following shall be exempted development for the purposes of the Act-

(h) development consisting of the carrying out of works for the maintenance, improvement or other alteration of any structure, being works which affect only the interior of the structure or which do not materially affect the external appearance of the structure so as to render the appearance inconsistent with the character of the structure or of neighbouring structures;

It is considered that the proposed works would not constitute exempted development under Section 4 (1) (h) of the Planning and Development Act 2000 (as amended), as it is considered that the enlargement of the existing first floor front elevation window at this location would materially affect the external appearance of the structure, so as to render the appearance inconsistent with the character of neighbouring structures.

Conclusion and Recommendation

Having regard to:

a. Sections 2, 3 and 4 (1) (h) of the Planning and Development Act 2000 (as amended),
b. Articles 6 and 9 of the Planning and Development Regulations, 2001(as amended),

It is considered that:

The *internal alterations to the first floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office,*

constitutes development as defined in Section 3(1) of the Planning and Development Act 2000 (as amended) and is **exempted development** as defined by the Section 4 (1) (h) of the Planning and Development Act 2000 (as amended).

AND

It is considered that

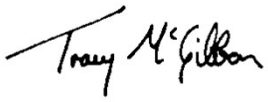
the enlargement of an existing first floor front elevation window

constitutes development as defined in Section 3(1) of the Planning and Development Act 2000 (as amended) and is **not exempted development** as defined by the Planning and Development Act 2000 (as amended) and the Planning and Development Regulations 2001 (as amended)

The applicant should be advised of the above

Signed 

Daniel Waldron Assistant Planner 02/09/2026



Tracy Mc Gibbon
Senior Executive Planner
03/09/2026

Declaration of Development & Exempted Development under Section 5 of the Planning and Development Act 2000 (as amended)

WHEREAS a question has arisen as to whether the proposed internal alterations to the first floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office, together with the enlargement of an existing first floor front elevation window constitute development.

AS INDICATED on the plans and particulars received by the Planning Authority on 10/08/2026

AND WHEREAS *Paula Ryan* requested a declaration on the said question from Kildare County Council,

AND WHEREAS Kildare County Council as the Planning Authority, in considering this application for a declaration under Section 5 of the Planning and Development Act 2000 (as amended), had regard to;

a. Sections 2, 3 and 4 (1) (h) of the Planning and Development Act 2000 (as amended),
b. Articles 6 and 9 of the Planning and Development Regulations, 2001(as amended),
c. The nature, extent and purpose of the proposed works.

NOW THEREFORE Kildare County Council, in exercise of the powers conferred on it by Section 5(2)(a) of the Planning and Development Act 2000 (as amended), hereby decides that -

> The *internal alterations to the first-floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office,*

IS DEVELOPMENT as defined in Section 3(1) of the Planning and Development Act 2000 (as amended) and is **EXEMPTED DEVELOPMEN**T as defined by the Section 4 (1) (h) of the Planning and Development Act 2000 (as amended).

AND

The enlargement of an existing first floor front elevation window

IS DEVELOPMENT as defined in Section 3(1) of the Planning and Development Act 2000 (as amended) and is **NOT EXEMPTED DEVELOPMENT as** defined by the Planning and Development Act 2000 (as amended) and the Planning and Development Regulations 2001 (as amended)

Please note that any person issued with a declaration under Section 5 of the Planning and Development Act 2000 (as amended) may on payment to the Board of

the prescribed fee, refer a declaration to An Coimisiún Pleanála within 4 weeks of the issuing of the decision.

Signed 

Daniel Waldron Assistant Planner 02/09/2026

Appendix 1

APPROPRIATE ASSESSMENT SCREENING REPORT
AND
DETERMINATION

(A) Project Details	
Planning File Ref	ED1390
Applicant name	Paula Ryan
Development Location	9 The Dale, Moyglare Hall, Maynooth, Co. Kildare W23 E4C8.
Site size	
Application accompanied by an EIAR (Yes/NO)	No
Distance from Natura 2000 site in km	Approx 1.2km from Rye River/Carton SAC
Description of the project/proposed development – Whether the proposed internal alterations to the first floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office, together with the enlargement of an existing first floor front elevation window constitute development.	

(B) Identification of Natura 2000 sites which may be impacted by the proposed development			
			Yes/No If answer is yes, identify list name of Natura 2000 site likely to be impacted.
1	**Impacts on sites designated for freshwater habitats or species.** <u>Sites to consider</u>: River Barrow and Nore, Rye Water/Carton Valley, Pollardstown Fen, Ballynafagh lake	*Is the development within a Special Area of Conservation whose qualifying interests include freshwater habitats and/or species, or in the catchment (upstream or downstream) of same?*	No
2	**Impacts on sites designated for wetland**	*Is the development within a Special Area of*	No

	habitats - bogs, fens, marshes and heath. Sites to consider: River Barrow and Nore, Rye Water/Carton Valley, Pollardstown Fen, Mouds Bog, Ballynafagh Bog, Red Bog, Ballynafagh Lake	*Conservation whose qualifying interests include wetland habitats (bog, marsh, fen or heath), or within 1 km of same?*	
3	**Impacts on designated terrestrial habitats.** Sites to consider: River Barrow and Nore, Rye Water/Carton Valley, Pollardstown Fen, Ballynafagh Lake	*Is the development within a Special Area of Conservation whose qualifying interests include woodlands, dunes or grasslands, or within 100m of same?*	No
4	**Impacts on birds in SPAs** Sites to consider: Poulaphouca Resevoir	*Is the development within a Special Protection Area, or within 5 km of same?*	No

Conclusion:
If the answer to all of the above is **No**, significant impacts can be ruled out for habitats and bird species.
No further assessment in relation to habitats or birds is required.
If the answer is **Yes** refer to the relevant sections of **C**.

(G) SCREENING CONCLUSION STATEMENT *Selected relevant category for project assessed by ticking box.*		
1	AA is not required because the project is directly connected with/necessary to the conservation management of the site	
2	No potential significant affects/AA is not required	
3	Significant effects are certain, likely or uncertain. Seek a Natura Impact Statement Reject proposal. (Reject if potentially damaging/inappropriate)	

Justify why it falls into relevant category above (based on information in above tables)
Having regard to the scale and nature of the proposed works, it is not considered that there will be any impact on the nearest SAC.

Name:	Daniel Waldron
Position:	Assistant Planner
Date:	02/09/2026

COMHAIRLE CONTAE CHILL DARA

KILDARE COUNTY COUNCIL

Director of Services Order

I, Alan Dunney, Director of Services of Planning, Enterprise & Economic Development, by the powers conferred on the Chief Executive of Kildare County Council under Section 151 of the Local Government Act 2001, as amended by the Local Government Reform Act 2014, and which powers are delegated to me pursuant to Section 154 of the Local Government Act 2001 (as amended) by Chief Executive's Order number: CE63325, do hereby make the following Order:

ORDER NO: DO67628 **Section:** Planning

SUBJECT: ED/1390
Paula Ryan, c/o Aoife Cullen, 5 Elm Close, Lucan, Co. Dublin K78 HV29. Exempt Development Application for whether the proposed internal alterations to the first floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office, together with the enlargement of an existing first floor front elevation window constitute development at 9 The Dale, Moyglare Hall, Maynooth, Co Kildare, W23 E4C8.

SUBMITTED: File Ref. ED1390 with recommendation from the Senior Executive Planner and reports from the Council's Technical Officers.

ORDER: **I hereby order the following** Kildare County Council, in exercise of the powers conferred on it by Section 5(2) of the Planning and Development Act 2000 (as amended) hereby decides that the internal alterations to the first-floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office is development and is exempted development and the enlargement of an existing first floor front elevation window is development and is not exempted development.

MADE THIS 4TH DAY

OF SEPTEMBER YEAR 2026

SIGNED: Alan Dunney

DIRECTOR OF SERVICES

Comhairle Contae Chill Dara
Kildare County Council

Date: 10th August 2026
Our Ref: ED/1390

Paula Ryan,
c/o Aoife Cullen,
5 Elm Close,
Lucan,
Co. Dublin K78 HV29.

RE: Application for a Declaration of Exempted Development under Section 5 of Planning and Development Act 2000 (as amended) for development at 9 The Dale, Moyglare Hall, Maynooth, Co. Kildare K78 HV29.

Dear Madam,

I acknowledge receipt of your application for a Declaration of Exempted Development under Section 5 of Planning and Development Act 2000 (as amended) received on 6th August 2026 in connection with the above.

Yours sincerely,

pp Norma O'Connor

Senior Executive Officer,
Planning Department.

Kildare County Council

Declaration of Exempt Development under Section 5,

of the Planning and Development Act 2000 as amended

Incomplete application forms will be deemed invalid and returned

All responses must be in block letters

Section 1	Details of Applicants

1. Name of Applicant(s) A. Surname..Ryan..... Forenames..Paula.....
Phone No.[redacted]..... E-Mail Address [redacted].....
2. Address ..9.The Dale..Moyglare Hall. Maynooth..Co..Kildare.W23.E4C8.....
.....

Section 2	Person/Agent acting on behalf of applicant (if applicable)

1. Name of Person/Agent: Surname..Cullen..... Forenames..Aoife.....
Phone No.[redacted]..... E-Mail Address [redacted].....
2. Address...5.Elm.Close..Lucan..Co..Dublin K78.HV29.....
.....

Section 3	Company Details (if applicable)

1. Name of Company .....
Phone No..... E-Mail Address .....
2. Company Reg. No.....
3. Address.....
.....

Section 4	Details of Site

1. Planning History of Site..No previous planning applications.....
2. Address of Subject Site (including Eircode).....9.The Dale..Moyglare Hall. Maynooth..Co..Kildare.W23.E4C8.....
.....
.....
3. Ordnance Survey Sheet No..3126-C.....
4. Please state the Applicants interest in the site ..Owner.....
.....

Kildare County Council
Planning Department
10 AUG 2026
RECEIVED

5. What is the question to which this Declaration is sought.....
Whether the proposed internal alterations to the first floor layout of the existing dwelling, including the conversion of the existing ensuite and part of master bedroom to form a study/home office, together with the enlargement of an existing first floor front elevation window from approximately 600mm x 900mm to 1200mm x 1100mm, constitute development which is exempted development under Planning and Development Act 2000 (as amended) and the Planning and Development Regulations 2001 (as amended).

6. Under what Section of the Planning and Development 2000 as amended and/or what provision of the Planning and Development Regulations 2001 as amended is exemption sought *(specific details required)*...Section 4(1)(h) of the Planning and Development Act 2000, relating to works for the maintenance, improvement or other alteration of a structure which affect only the interior or which do not materially affect the external appearace of the structure so as to render the appearance inconsistent with the character of the structure or neighbouring structures.....
The proposed window will align with the existing first floor bedroom window, and the existing brick coursing will be continued over the enlarged opening to integrate the alteration with the existing facade.

7. Please give any additional information that may be relevant (*Use separate page if necessary*).....
Although the existing window opening is being enlarged, the proposed alteration has been carefully designed to integrate with the existing architectural character of the dwelling and does not render the appearance inconsistent with the character of the structure or neighbouring structures.

Section 5	**The following must be submitted for a valid application**

(Please Tick)

1.	Site Location Map (1:2500 Rural Areas) (1:1000 Urban Areas)	X
2.	A Site Layout Plan (Scale 1:500) in full compliance with Article 23 of Planning and Development Regulations 2001 as amended	X
3.	Drawings of the development (Scale 1:50) in full compliance with Article 23 of Planning and Development Regulations 2001 as amended	X
4.	All drawings to differentiate between the original building, all extensions and proposed development	X
5.	Fee of 80 Euro	X

Section 6	**Declaration**

I, Aoife Cullen certify that all of the above information is correct and I have submitted all the required documents as outlined at Section 6 above.

Signature: Aoife Cullen Date: 07.08.2026

Kildare County Council
Planning Department
10 AUG 2026
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Comhairle Contae Chill Dara
Kildare County Council

Data Protection Act 2018
PRIVACY STATEMENT

Who are we?
Kildare County Council (the Council) is the democratically elected unit of Local Government in County Kildare and is responsible for providing a range of services to meet the economic, social and cultural needs of the people of our County. In order to provide the most effective and targeted services to meet the needs of the citizens, communities and businesses of County Kildare we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being offered, information sought may include 'personal data' as defined by the Data Protection Acts and the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past; current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect process and use certain types of personal data to comply with regulatory or legislative requirements or to carry out functions in the public interest.

Why do we have a Privacy Statement?
This privacy statement has been created to demonstrate the Council's commitment that personal data you may be required to supply to us, to enable us to provide services, is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, identified and legitimate purposes
- Processed for purposes which we have identified or purposes compatible with the purposes that we have identified.
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Personal data collected and processed must be accurate and (where necessary) kept up to-date.
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Processed in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

More detail is available in our Data Protection Policy at http://kildare.ie/CountyCouncil/DataProtection/ or you can request a hard copy at 045 980 200.

What is the activity referred to in this Privacy Statement?
Kildare County Council performs the role of Planning Authority for the County. The planning application process is a statutory requirement which allows for the relevant parties and public to participate in the proper development of the lands in the County.

Kildare County Council
Planning Department
10 AUG 2026
RECEIVED

Comhairle Contae Chill Dara
Kildare County Council

What is the basis for making the processing of this personal data lawful?

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Kildare County Council in accordance with Article 6(1)(e) of the General Data Protection Regulation,2016. Specifically the lawful basis for this process is the Planning & Development Acts 2000- 2017 and the Planning and Development Regulations 2001 - 2017. In addition there are also certain delegated functions under the local Government Reform Act 2014.

We require contact details

In order to communicate with you, you will be asked for contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier to communicate. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. These contact details may also be used to verify your identity.

What other types of personal data do we need to undertake this activity?

(a) Data subject - Name, address, contact number, copy of payment receipt, local needs information & supporting documentation which may include documents such as birth certificate, baptismal certificate, credit union details, copy of driving licence, copy of passport, school documentation etc.
(b) Third parties related to the land - name, address, land ownership
(c) Third parties - information related to submissions made to the Planning Authority (Elected Representatives)
Medical records and potentially other sensitive data can be processed under the rural housing local need aspect of this activity. This information is not requested; however it may be voluntarily submitted as part of the application.

What will happen if the personal data is not provided?

All information requested as part of the application process, (excluding the **rural housing** local need information) is mandatory as part of the application process and is required for the application to be considered valid. Any application deemed invalid will not proceed. If the local need information is not submitted, the planner may refuse or request further information on the file in order to satisfy the Planning Authority that the applicant is compliant with the Rural Housing policy of the Kildare County Development Plan 2023-2029.

Am I the only source of this personal data?

In some instances to assist with the delivery of the activity or to comply with regulatory or legislative requirements personal data is sourced from a third party. This **may apply** to this activity.

Kildare County Council
Planning Department
10 AUG 2026
RECEIVED

Comhairle Contae Chill Dara
Kildare County Council

Data may be sourced during the planning application process from public sources such as the Property Registration Authority and other publically available information that Kildare County Council may hold.

Is personal data submitted as part of this activity shared with other organisations?

The Council may, to fulfil statutory or regulatory obligations or in the public interest, from time to time, have to share personal data with other organisations or entities (in Ireland or abroad). Where this is required the Council shall have regard to your rights, to the security and integrity of the data and will minimise the data shared.

Sharing **APPLIES** to this activity.

As part of this process, the planning application data which is publicly available may be forwarded to external agencies/consultees such as ESB, Irish Rail, etc. to review and make a submission if they wish. If an application is to be appealed Kildare County Council are required under the Planning and Development Acts to give all details submitted as part of the planning application to An Coimisiún Pleanála, who then become the joint data controller for the information they hold.

Data **IS NOT** transferred to another country.

Data is transferred to (if there are no countries listed, it is not intended to transfer the personal data abroad)

How long is my data kept for?

The Council has a detailed record retention policy which outlines time periods for which your personal data will be retained and what will happen to it after the required retention period has expired. A copy of Record Retention Policy can be accessed via the following link: **http://www.lgma.ie/sites/default/files/2002_national_retention_policy_for_local_authority_records_2.pdf**

Do you need to update your records?

Kildare County Council must take reasonable steps to ensure that personal data we have about our customers is correct and up to date.
In addition, if the data held by us is found to be inaccurate you have the right to rectify/correct this.
If you find that personal data we have about you is inaccurate or needs to be updated (for instance, you may have changed your name, address, contact details etc.) then please contact us so that we can correct it. You can do this by:

Kildare County Council
Planning Department
10 AUG 2026
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Comhairle Contae Chill Dara
Kildare County Council

Writing to us at: Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F
Emailing us at customercare@kildarecoco.ie

When making a request to update your record please provide evidence to support this - for example a copy of a document containing your new address – utility (Gas, Electricity, Phone) bill etc.

Your rights:

You have the right to obtain confirmation as to whether data concerning you exists, to request access to personal data held about you, to be informed of the content and source of data and check its accuracy.
If the data held by us is found to be inaccurate you have the right to rectify/correct this – see above on how to update your records.

You also, subject to certain conditions being met, have the right to object to or seek restriction of the processing of personal data and to request the erasure of personal data held by the Council.

Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data.
To exercise these rights logon to **http://kildare.ie/CountyCouncil/DataProtection/** , use one of the forms at our Counter or contact us.

Kildare County Council - Access to Information Officer

Phone	045 982 200
E-mail	dataprotection@kildarecoco.ie or customercare@kildarecoco.ie
Postal Address	Áras Chill Dara, Devoy Park, Naas, Co Kildare. W91 X77F.

Right of Complaint to the Data Protection Commissioner

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Comhairle Contae Chill Dara
Kildare County Council

Lo Call Number	1890 252 231
E-mail	info@dataprotection.ie
Postal Address	Data Protection Commissioner Canal House Station Road Portarlington, Co. Laois. R32 AP23.

Changes to Privacy Statement

We may make changes to this Statement. If we make any changes they will be posted on this page and we will change the "Last Updated" date below.

Last Updated 25 May 2018.

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Paula Ryan
9 The Dale,
Moyglare Park,
Maynooth,
Co. Kildare,
W23 E4C8



Planning Department
Kildare County Council
Aras Chill Dara
Devoy Park
Naas
Co. Kildare
W91 X77F

1st August 2026,

Re: Section 5 Declaration – Request for Determination as to Exempted Development

Dear Sir/Madam,

I wish to request a declaration under Section 5 of the Planning and Development Act 2000 (as amended) as to whether the proposed alterations to my existing dwelling constitute exempted development.

The proposed works involve minor internal alterations to the first-floor layout and a corresponding alteration to one window on the front elevation. The existing first-floor layout is to be reconfigured by converting the existing ensuite and a portion of the master bedroom into a larger study/home office. As a result of these internal alterations, the existing obscure-glazed ensuite window is proposed to be replaced with a larger window to serve the new study/home office.

The existing window measures approximately **600 mm × 900 mm**, and it is proposed to replace this with a **1200 mm × 1100 mm** window. The proposed window has been carefully positioned to align with the existing master bedroom window, maintaining the proportions and rhythm of the front elevation. The existing brick coursing above the window will also be continued across the new opening so that the alteration blends seamlessly with the existing façade.

The accompanying drawings clearly illustrate the extent of the proposed works and include:

- Existing and proposed first-floor plans
- Existing and proposed front elevations
- Existing and proposed Section A-A

I consider these works to be minor in nature, with the principal changes being internal to the dwelling. The external alteration is limited to the enlargement of one existing window, which has been carefully designed to integrate with the existing appearance of the house. For this reason, I am seeking a declaration under Section 5, as I do not believe that a full planning application is necessary for this modest alteration.

I trust the enclosed information is sufficient to enable the Council to make its determination. Should any further information or clarification be required, I would be happy to provide it.

Yours faithfully,

Paula Ryan

Paula Ryan

Kildare County Council
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Norma O'Connor

From: Aoife Cullen <efioa3@gmail.com>
Sent: Saturday 8 August 2026 11:58
To: plancerts
Subject: KCC -256251 - Section 5 Declaration Application
Attachments: KCC-256251 - Section 5 Form.pdf; KCC - 256251 - Site Location Map 1-1000 @ A4.pdf; KCC - 256251 - Site Layout Plan 1-500 @ A4.pdf; KCC - 256251 - Existing Drawings 1-50 @ A1.pdf; KCC - 256251 - Proposed Drawings 1-50 @ A1.pdf; KCC -256251 - Cover Letter.pdf; KCC - 256251 - 9 The Dale , Moyglare Park, Maynooth, Co. Kildare.png

Categories: Norma

You don't often get email from efioa3@gmail.com. Learn why this is important

Warning from Kildare County Council IT Department STOP ! THINK ? CHECK

This email originated from outside Kildare County Council. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sir/Madam,

Please find attached a Section 5 Declaration application in respect of the proposed alterations to 9 The Dale, Moyglare Park, Maynooth, Co. Kildare.

The application seeks a determination as to whether the proposed internal alterations to the first-floor layout, together with the enlargement of an existing first-floor front elevation window, constitute exempted development under Section 4(1)(h) of the Planning and Development Act 2000 (as amended).

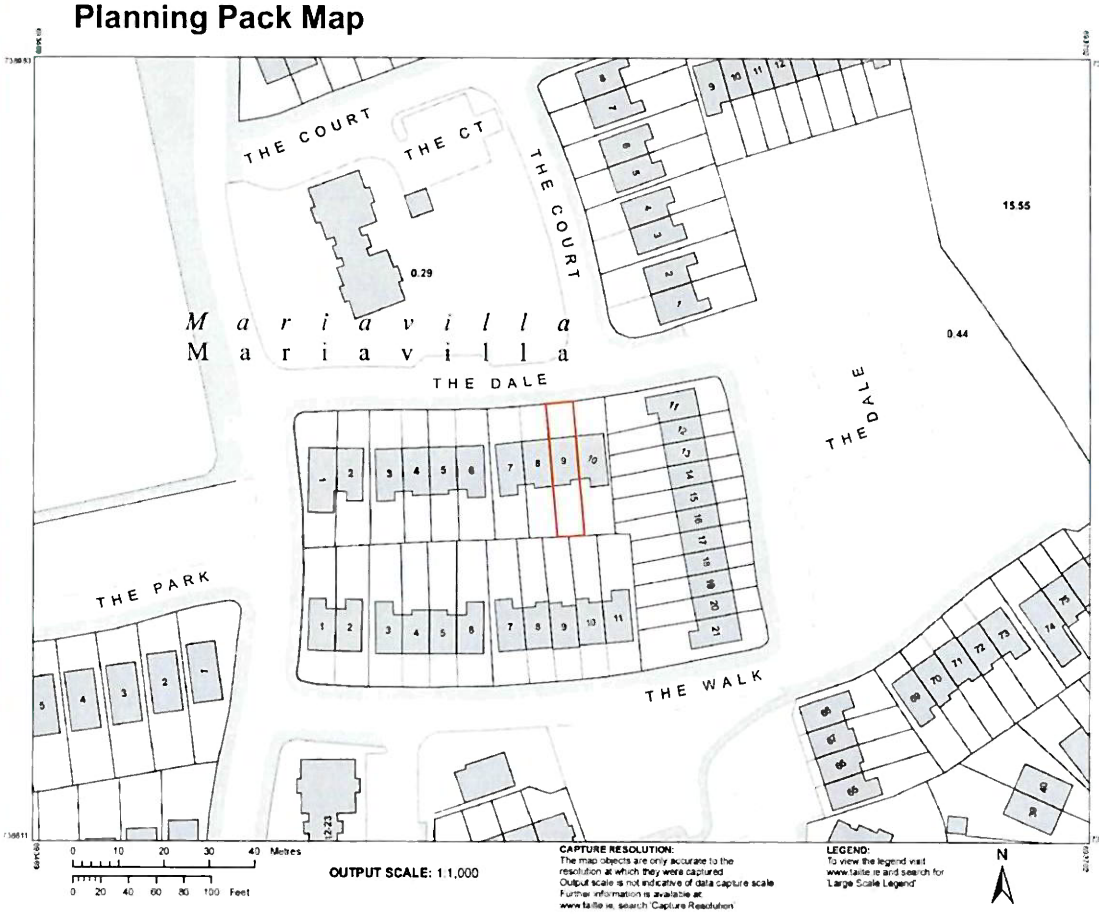
Please find attached the completed Section 5 application form, covering letter, site location map, site layout plan, existing and proposed drawings, and supporting photograph.

I would be grateful if you could confirm receipt of this email and advise if any further information or documentation is required to validate the application. The €80 Section 5 fee was paid by bank transfer Thursday the 6th of August, the payment reference KCC - 256251 Paula Ryan.

Kind regards,

Aoife Cullen

Planning Pack Map



Tailte Éireann

CENTRE COORDINATES:
ITM 693586,738897

PUBLISHED: 31/07/2026
ORDER NO.: 50550990_1

MAP SERIES: 1:2,500
MAP SHEETS: 3126-C

COMPILED AND PUBLISHED BY:
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Phoenix Park,
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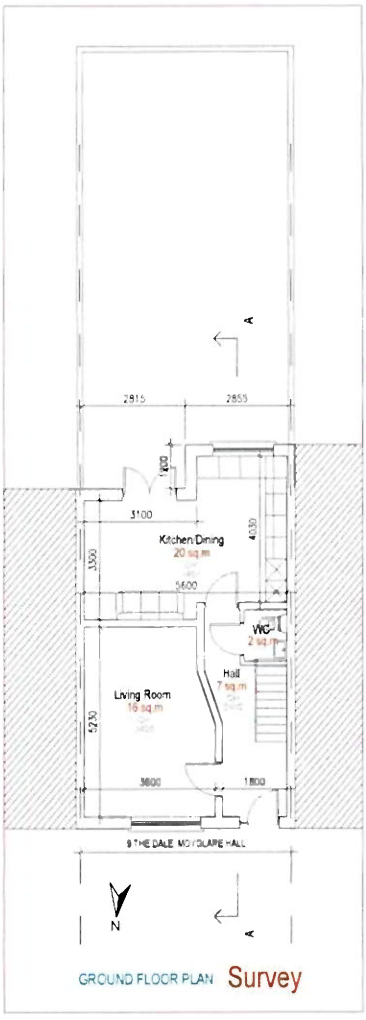
LEGEND:
To view the legend visit www.tailte.ie and search for 'Large Scale Legend'.

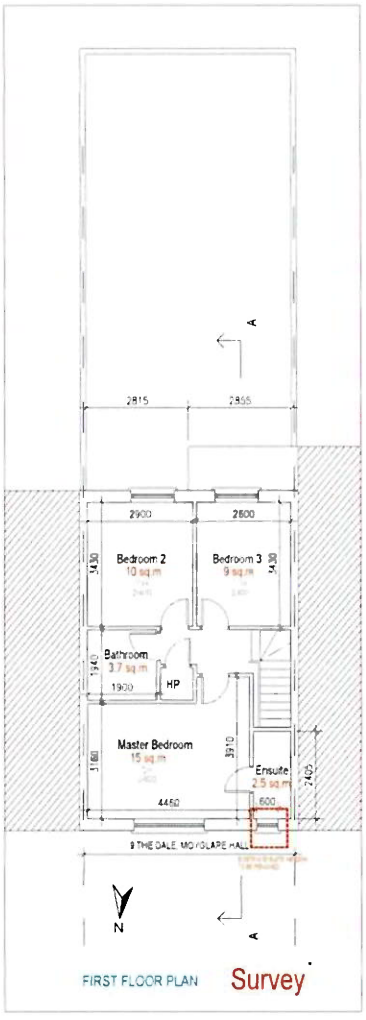
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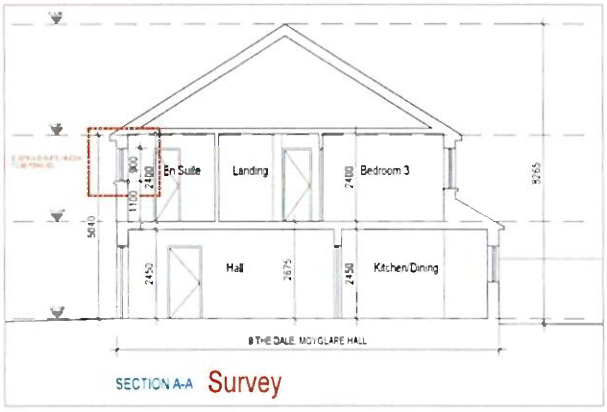
Site Layout Plan 1:500 @ A4



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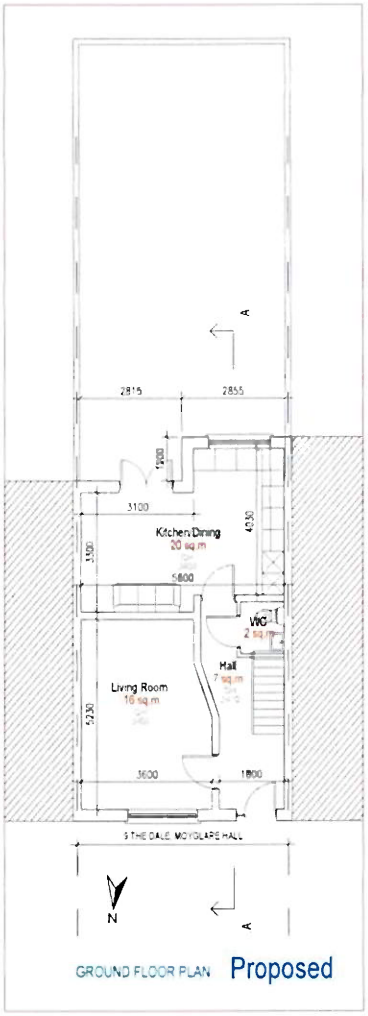




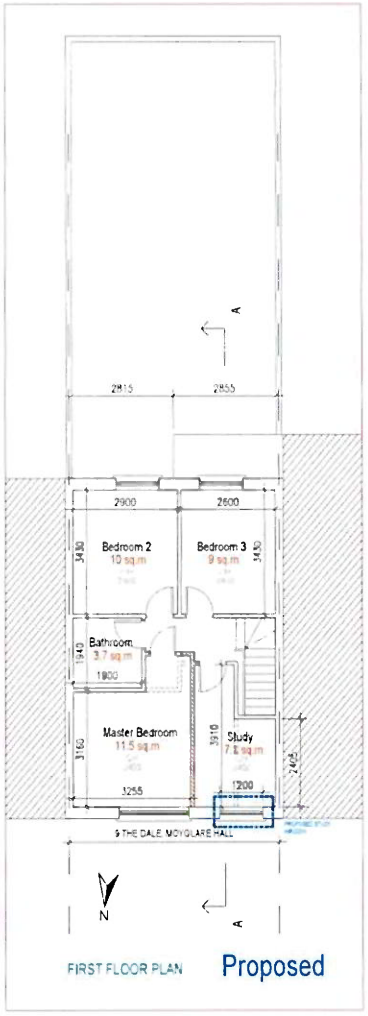


Existing Plans, Section A-A & Front Elevation
1:50 @ A1

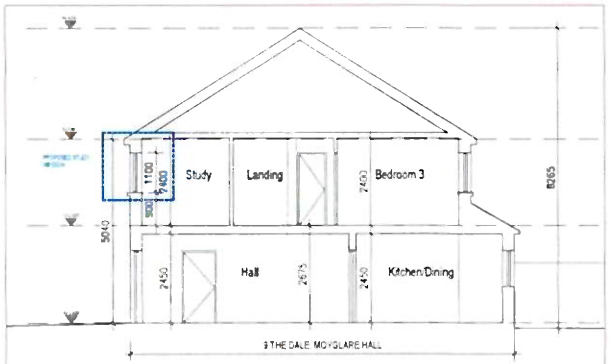
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GROUND FLOOR PLAN Proposed



FIRST FLOOR PLAN Proposed



SECTION A-A Proposed



FRONT ELEVATION Proposed

Proposed Plans, Section A-A & Front Elevation
1:50 @ A1

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BOIHSR	SECTION 5 FEE - KC	80.00			BANK	2035257	1	0	06/08/2026

06/08/2026 — Section 5 fee - KC IP + €80.00

Sender Name:	Aoife Cullen
Sender ID:	Not provided by sender
Payee IBAN:	IE69BOFI90123911066806
Payee Name:	KILDARE COUNTY COUNCIL ARAS CHILL DARA
Payee ID Code:	Not provided by sender
Payment Reference:	REVITR26080616227924128
Name of Sender's Reference Party:	Not provided by sender
ID Code of Sender's Reference Party:	Not provided by sender
Purpose of the Credit Transfer:	Not provided by sender
Name of the Payee's Reference Party:	Not provided by sender
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