

Kildare County Council



Planning Application - Validation Checklist

File Number: Applicant Name:
Development Address:
Permission type: Permission <input type="checkbox"/> Retention <input type="checkbox"/> Outline <input type="checkbox"/> Permission consequent on grant of outline <input type="checkbox"/> Application type: Standard Residential <input type="checkbox"/> LRD <input type="checkbox"/> Agricultural <input type="checkbox"/> Infrastructural / Utility <input type="checkbox"/> Commercial / Other <input type="checkbox"/>

It is a statutory requirement that all planning applications are valid. To avoid unnecessary delays and additional expense, applicants should ensure their planning applications are valid. The Planning Authority has no discretion in the validation process and accordingly all invalid applications will be returned. This checklist should be used in conjunction with the relevant act and regulations.

Ref		Yes	No	N/a	Item
A	Planning Application Form & Particulars				
22(1) & Form No. 2 of Schedule 3	Are all relevant questions on the application form answered, and is the form signed and dated	Yes	No	n/a	1
22(1) & Form No. 2 of Schedule 3	Is the additional contact information section (Items 24 – 26) included, (note: applicants contact phone number is optional)	Yes	No	n/a	2
22	Are the details on the application form consistent with the details on both public notices (newspaper & site notice)	Yes	No	n/a	3
22(2) (c)	If it is proposed to dispose of wastewater from the proposed development other than to a public sewer, has information on the proposed on-site treatment system and evidence as to the suitability of the site for the system proposed (Site Characterisation Report and Site Suitability Report (if required))	Yes	No	n/a	4

22(2) (e) + Act	If application is for houses to which Part V (amended by the Affordable Housing Act 2021) of the Act (social and affordable housing) applies, has the applicant indicated how compliance with the Minister's Guidelines of January 2017 will be achieved. Applicants preferred option, details re units/land and indicative costs must be submitted with the planning application	Yes	No	n/a	5
22(2) (f)	If exempted from Part V requirements, has a copy of a certificate issued by the Planning Authority in accordance with section 97 of the Act been submitted, or if such certificate has been applied for but not issued, has a copy of the application made in accordance with Article 48 been submitted	Yes	No	n/a	6
22(2) (g)(i) and (ii)	If the applicant is not the legal owner of the land or structure concerned- (i) has the written consent of the landowner been provided (signed and dated within the last year), this applies to all planning applications including when Kildare County Council is the landowner. Or, (ii) In the case of a proposed development, or part of a proposed development, that is in, on, over or under a public road, has written confirmation that the proposed development concerned is to be undertaken by a statutory undertaker having a right or interest to provide services in connection with the proposed development been provided. (see Note 1)	Yes	No	n/a	7
22(2) (h)	Has the appropriate fee been provided? If payment is being made by Electronic Funds Transfer (EFT) please reference "PLG001" and include a copy of the transaction with application.	Yes	No	n/a	8
22(4) (a) + 97	Have 6 copies of the application, drawings, maps, details etc been submitted? If proposed development requires an EIAR or relates to a protected structure 10 copies of the application, drawings, maps, details, and particulars must be submitted (Note if EIAR must also submit electronic copy of EIAR)	Yes	No	n/a	9
22 (g) (a)	Has an EIA confirmation notice from the Department been submitted?	Yes	No	n/a	10
B	LRD Applications (supplementary to part A)				
22(1A) & Form No. 19 of Schedule 3	Are all relevant questions on the application form (form no. 19 of Schedule 3, or a form substantially to the like effect) answered?	Yes	No	n/a	11
20A(2)	Has the applicant for an LRD made a copy of an LRD application available for inspection on the Internet at a web address set up for the purpose, commencing on the date of making the LRD application.	Yes	No	n/a	12

22(2A) (a)	Where it is proposed to connect the development to a public water or wastewater network, or both, has evidence that Irish Water has confirmed that it is feasible to provide the appropriate service or services and that the relevant water network or networks have the capacity to service the development been submitted?	Yes	No	n/a	13
22(2A) (b)	Where, under section 32D of the Act, the planning authority issued an LRD opinion to the prospective LRD applicant that the documents enclosed with the request for the LRD meeting do not constitute a reasonable basis on which to make the LRD application, has the LRD application been accompanied by a statement of response to the issues set out in the LRD opinion?	Yes	No	n/a	14
22(2A) (c)	Has a schedule of accommodation that details the number and type of housing units proposed, unit floor areas, bedrooms and bed spaces for the individual units, the private amenity space associated with each unit, the storage space associated with each unit, the principal dimensions, and the aggregate floor area of each room and in the case of apartments whether the unit is dual or single aspect been submitted?	Yes	No	n/a	15
22(2A) (d)	Has the information, if any, specified by the planning authority under article 16A(7) been submitted?	Yes	No	n/a	16
16A(1)	Has a preplanning meeting under section 247(1A) of the Act taken place?	Yes	No	n/a	17
16A(4)	Has an LRD meeting under section 32(B) of the Act taken place?	Yes	No	n/a	18
18(1) (d)(vi)	Has the newspaper notice indicated the fact that the application relates to an LRD and included the web address referred to in article 20A?	Yes	No	n/a	19
C	Newspaper Notice				
22(2) (a)	Has relevant page or a copy of the relevant page (including name and date of publication) from the newspaper been submitted in hard copy format?	Yes	No	n/a	20
17(1)	Has the application been lodged within 2 weeks of the publication of the newspaper notice (date of publication inclusive)?	Yes	No	n/a	21
18(1)	Is the notice headed Kildare County Council?	Yes	No	n/a	22
17(1) (a)	Is the print of sufficient size to be legible and serve its function as a notice of planning application?	Yes	No	n/a	23
18(1) (a)	Is the full name of applicant given – the use of initials is not acceptable?	Yes	No	n/a	24
18(1) (b)	Is the location, townland or postal address of development correct and sufficient to ascertain the location of the site?	Yes	No	n/a	25
18(1) (c)	Does notice state permission, retention, outline, or permission on consequent of outline. (If consequent of outline is ref number of outline permission given)?	Yes	No	n/a	26

18(1) (d) 239	Is the brief description of the nature and extent of the development appropriate/adequate? Note if the application is for retention, or relates to a protected structure, or includes an EIAR, IPC, Waste Licence, Natura Impact Statement, this must also be stated in the public notices.	Yes	No	n/a	27
18(1) (e) 239	Does newspaper notice state <i>“that the planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy, at the offices of the planning authority during its public opening hours and that a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee within the period of 5 weeks beginning on the date of receipt by the authority of the application”</i> (Note if application includes EIAR or NIS must also include in this paragraph)	Yes	No	n/a	28
18(2)	Is the newspaper in Kildare County Council’s approved list (see Appendix 1)?	Yes	No	n/a	29
17(1) (a)&(b)	Does the description of the proposed development in the newspaper notice match the description in the site notice?	Yes	No	n/a	30
D	Site Notice				
19(1)(a) & Form No. 1 of Schedule 3	Is notice headed Kildare County Council	Yes	No	n/a	31
17(1) (b)	Is the notice/writing legible and serve its function as a notice of planning application	Yes	No	n/a	32
19(1) (a)	Is the full name of applicant given – the use of initials is not acceptable	Yes	No	n/a	33
19(1) (a)	Does notice state permission, retention, outline, or permission on consequent on outline. (If consequent on outline is reference number of outline given)	Yes	No	n/a	34
19(1) (a)	Is the location, townland or postal address of development correct and sufficient to ascertain the location of site	Yes	No	n/a	35
19(1) (a) 239	Is the brief description of the nature and extent of the development appropriate/adequate? Note if the application is for retention, or relates to a protected structure, or includes an EIAR, IPC, Waste Licence, Natura Impact Statement, this must also be stated in the public notices.	Yes	No	n/a	36
19(1) (a) 239	Does site notice state <i>“The planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy, at the offices of Kildare County Council, Áras Chill Dara, Devoy Park, Naas, Co. Kildare, during its public opening hours. A submission or observation in relation to the application may be made in writing to the Planning Authority on payment of the prescribed fee, €20, within the period of 5 weeks beginning on the date of receipt by the authority of the application, and such submissions or observations will be considered by the Planning Authority in making a decision on the application. The Planning Authority may grant permission subject to or without conditions, or may refuse to grant permission”</i> . (Note if application includes EIAR or NIS must also include in this paragraph)	Yes	No	n/a	37

19(1) (a)	Is site notice signed and dated by applicant or if signed by person acting on behalf of the applicant is this agents/person's address given	Yes	No	n/a	38
17(1) (b)	Has the application been lodged within 2 weeks of the erection of the site notice (date of erection inclusive)	Yes	No	n/a	39
19(4)	If application is a 2 nd valid application within 6 months on same site, substantially consisting of the site or part of the site, is the site notice on a yellow background (not applicable to applications under section 42 of the Act (E.O.D))	Yes	No	n/a	40
E	Site Location Map				
22(2) (b)	Is scale 1:1000 for urban areas or 1:2500 for rural areas and of sufficient size and containing details of features in the vicinity to permit the identification of the subject site. (An alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application)	Yes	No	n/a	41
22(2) (b)(i)	Is the site clearly outlined in red	Yes	No	n/a	42
22(2) (b)(ii)	Are any lands, which adjoin, abut or adjacent to the land to be developed and which are under the control of the applicant, or the person who owns the land, which is the subject of the application, outlined in blue	Yes	No	n/a	43
22(2) (b)(iii)	Are any wayleaves shown and are they in yellow	Yes	No	n/a	44
22(2) (b)(iv)	Is the position of site notice(s) shown	Yes	No	n/a	45
19(3)	Are additional site notices required, if yes, applicant should be informed immediately	Yes	No	n/a	46
23(1) (g)	Any map or plan which is based on an Ordnance Survey map shall indicate the relevant Ordnance Survey sheet number	Yes	No	n/a	47
23(1) (h)	Is the north point shown (Note this is not required on Ordnance Survey Maps)	Yes	No	n/a	48
22(2) (b)(i)	Are the application site boundaries the same on the site location map and the site layout	Yes	No	n/a	49
F	Site Layout				
23(1) (a)	Is scale not less than 1:500 e.g., scale 1:100, 1:200, 1:500. (For major developments an alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application)	Yes	No	n/a	50
23(1) (a)	Is site outlined in red and are all proposed works within the red line	Yes	No	n/a	51
23(1) 18(1) (d)	Is the site layout clear and does it indicate/label the proposed development and is it consistent with the description of the proposed development in the public notices (newspaper/site notice)	Yes	No	n/a	52
23(1) (a)	Are buildings, roads, boundaries, septic tanks, percolation areas, bored wells, significant tree stands and other features on, adjoining or in the vicinity of the land or structure to which the application relates shown	Yes	No	n/a	53

23(1) (c)	The site layout plan shall show the level or contours, where applicable, of the land and the proposed structures relative to Ordnance Survey data or a temporary local benchmark, whichever is more appropriate	Yes	No	n/a	54
23(1) (f)	Are distances between the proposed structure(s) and all boundaries to the site shown, and are they in metric scale	Yes	No	n/a	55
23(1) (h)	Is north point shown on the site layout	Yes	No	n/a	56
G	Plans/Elevations/Sections				
23(1) (b)	Is scale not less than 1:200 or to a recognised scale? e.g., 1:200, 1:100 and 1:50. (For major developments an alternative scale may be used but must be agreed with the Planning Authority prior to lodgement of planning application)	Yes	No	n/a	57
23(1) (c)	Are finished floor levels shown on the floor plans or on the site plan?	Yes	No	n/a	58
23(1) (d)	Do elevations of any proposed structure show the main features of any buildings contiguous to the proposed structure if it were erected, whether on the application site or in the vicinity	Yes	No	n/a	59
23(1) (e)	Are plans marked or coloured to clearly distinguish between the existing structure and the proposed works	Yes	No	n/a	60
23(1) (f)	Do plans and drawings of floor plans, elevations and sections indicate, in figures, the principal dimensions (including overall height) of any proposed structure and are they in metric	Yes	No	n/a	61
23(1) (h)	Is north point shown on all floor plans	Yes	No	n/a	62
23(1)	Have plans/elevations of structure(s) to be demolished been submitted. If protected structure must also include floor plans	Yes	No	n/a	63
H	Protected Structures/Architectural Conservation Area				
23(2)	A planning application for development consisting of, or comprising of, works to a protected structure, or proposed protected structure, or to the exterior of a structure which is located within an architectural conservation area, shall, in addition to meeting the requirements of a standard application, be accompanied by photographs, plans and other particulars as are necessary to show how the development would affect the character of the structure	Yes	No	n/a	64
22(4) (a)	If application relates to a protected structure, 10 copies of the application, drawings, maps, details, and particulars must be submitted.	Yes	No	n/a	65
I	Miscellaneous				
Act S37(5)	If there is a current appeal to An Bord Pleanála on the same site for a similar development the application is invalid			n/a	66

Appendix 1

Notes to Applicants/Agents

(1) This checklist is intended to assist all parties in the validation process, it is not a legal interpretation of planning legislation. Nothing in this checklist shall be construed as negating Applicant's/Agents statutory obligations or requirements under any enactments or regulations.

(2) Applicants/Agents are required to ensure that site location maps submitted are in compliance with OSI Copyright, any compliance failure may result in legal prosecution been taken by OSI.

(3) Regardless of the scale of the maps and drawings, all texts and notes should be of an appropriate scale so as to be legible. In addition, for all plans, maps and texts indelible ink should be used to avoid any deterioration in the quality of the documents.

List of Approved Newspapers for Newspaper Notice in Co. Kildare

County Wide -

National Daily Papers:

Irish Independent, Irish Times, Irish Examiner, Irish Star

National Sunday Papers:

Sunday Business Post, Sunday Independent, Sunday Times

Local Papers:

Leinster Leader, Kildare Nationalist

Clane / Maynooth &

Celbridge / Leixlip

MDs Only -

Liffey Champion

NOTE 1:

Article 22(2)(g)(ii)

ONLY USED FOR MAJOR INFRASTRUCTURE WORKS ALONG PUBLIC ROADS

“Aimed at providing the necessary legal certainty in this regard so that wind farm operators, as well as other statutorily approved utility service providers (electricity, broadband, telecommunications etc.), who lay cables or pipes along public roads for the purposes of providing such utility services can proceed with making planning applications without the need to submit the consent of adjoining landowners” - Circular Letter PL 01/2021