

***Office Use Only***

**Pre Planning Ref. No.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Áras Chill Dara, Devoy Park, Naas, Co. Kildare**

**Telephone: 045-980845; Fax. 045-980834; Email: preplanning@kildarecoco.ie**

**Guidance Notes for a Pre-Planning Meeting for a**

**Development OTHER THAN a Single Dwelling**

**The applicant is advised that any advice is given in good faith and without prejudice to the formal consideration of any subsequent planning application.**

**In accordance with Section 247 (3) of the Planning & Development Act 2000 (as amended), “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”.**

The applicant is advised to familiarise themselves with the policies, objectives and development standards of the current Kildare County Development Plan and any relevant Local Area Plans PRIOR to requesting a pre-planning meeting.

Requirements for pre-planning meeting.

A pre-planning meeting will not be arranged where the following information is not submitted with this application form:

**1.** Site Location map to a scale of 1:2500. The site must be easily identifiable and outlined

in red.

**2.** Sketch of proposed layout.

**3.** Photographs of the proposed site. The location where photographs have been taken

shall be clearly indicated on the site layout.

**4.** Sketch of proposed development.

**5.** Indicate any areas for concern you envisage in your proposal as submitted.

**6.** Relevant sections of the County Development Plan or relevant Local Area Plan under which the proposal will be assessed, and indicated objectives/standards and policies, which are applicable to the proposed development.

Upon receipt of a completed request form with the above-mentioned documentation attached, you will be notified of a date and time for a pre-planning meeting.

The detailed requirements in relation to pre-planning meetings are detailed in Chapter 2 of the document “Development Management - Guidelines for Planning Authorities” (June 2007) published by the Stationary Office, Dublin and available online at www.environ.ie



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**Application Form for a Pre-Planning Meeting for a**

**Development OTHER THAN a Single Dwelling**

|  |  |
| --- | --- |
| **Name of Applicant(s)** |  |
| **Address of Applicant(s)** |  |
| **Contact Number** |  |
| **E-Mail Address** |  |

|  |  |
| --- | --- |
| **Name of Agent**  **(*if applicable*)** |  |
| **Address of Agent** |  |
| **Contact Number** |  |
| **E-Mail Address** |  |

**Correspondence to issue to:**

Agent or Applicant

|  |  |  |
| --- | --- | --- |
| **Type of Development** | Housing Development  Strategic Housing Development  Strategic Infrastructure Development  Retail  Industrial  Agricultural  Medical  School / Educational  Other, please specify | **[ ]**  **[ ]**  **[ ]**  **[ ]**  **[ ]**  **[ ]**  **[ ]**  **[ ]**  **[ ]** |

|  |  |
| --- | --- |
| **Location / Address of proposed development** |  |
| **Ordnance Survey Sheet No.** |  |
| **Current Zoning on Land** |  |
| **Detailed description of proposed development** |  |

**Full details of your legal interest in the site: (Note that sites for auction cannot be considered for a pre-planning meeting under Section 2.5 of the Guidelines referred to on the first page of this form. Sites for sale must include a letter from the current landowner consenting to a pre-planning meeting):**

Owner **[ ]**

Option to Purchase  **[ ]**

Other **[ ]**

**If other, please specify:**

**Planning History**

|  |  |
| --- | --- |
| Has the applicant previously attended a pre-planning meeting in relation to this site?  If yes, please provide pre-planning ref. no. | Yes **[ ]**  No **[ ]** |
| Has planning permission previously been sought on the site / landholding (either by the applicant or another person)? | Yes **[ ]**  No **[ ]** |
| If planning was previously sought, please provide the planning reference number and indicate the decision made | Planning Ref. No.  Grant **[ ]**  Refusal **[ ]** |
| If the decision was a refusal, please indicate how you intend to overcome the reason(s) for refusal |  |
| Was the decision appealed to An Coimisiún Pleanála? If yes, please provide reference number and decision |  |
| Proposed No. of Residential Units: |  |
| Proposed Gross floor space for non- Residential development: |  |

|  |
| --- |
| In relation to housing developments on zoned land, please provide a proposal below  on how you intend to comply with any condition that may be imposed under Section  96 (Part V) of the Planning and Development Act 2000. (Please note that if the applicant does not provide a proposal for compliance with Part V (where applicable), a pre-planning meeting will not be arranged). |
|  |

***Checklist***

**Are the following documents enclosed?**

**[ ]** Site Location map to a scale of 1:2500

**[ ]** Sketch of proposed layout

**[ ]** Photographs of the proposed site

**[ ]** Sketch of proposed development

|  |  |  |
| --- | --- | --- |
| **Part V Pre Planning Guidance** | **Kildare County Council**  **Comhairle Contae Chill Dara** | **[crst50pc.jpg (14482 bytes)](http://www.kildare.ie/)** |

1. **Legislation**

Planning applications for residential development of 10 units or more on zoned land must satisfy the requirements of Part V of the Planning and Development Act, 2000 (as amended), for the provision of social/affordable housing. Where an application for permission for development to which Part V of the Planning and Development Act 2000 (as amended) applies the application must be accompanied with details as to how it is proposed to comply with Section 96 of Part V of the Act. Failure to do so may result in the application being deemed invalid or a request for additional information.

If the proposal is considered exempt under of Section 97 of the Planning and Development Act 2000 (as amended), a copy of the Certificate of Exemption under Section 97 must be submitted (or, where an application for a certificate of exemption has to be decided, a certified copy of the application must be submitted). If it is considered that under Section 96(13) of the Planning and Development Acts (as amended), that the planning application is for a development to which Part V Acts (as amended) does not apply details indicating the basis for such opinion must be submitted.

1. **Pre Planning Contact Details**

Applicants are strongly advised to avail of the pre-planning process to complete a pre-planning Part V proposal with the Housing Department. Failure to complete this process prior to the lodgement of an application may result in Part V proposals being sought by way of requests for further information.

Please contact the following with any queries you have - Adrienne Cassidy (045 980325) or Siobhán Scully (045 980612)

1. **Requirements for Valid Planning Applications**

One of the following **must** be submitted:

1) Where Section 96 of Part V of the Planning and Development Act 2000 (as amended) applies the following must be included, with your application form

1. 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
2. Given that at the planning application stage the detailed design cannot be finally determined and authorised until a grant of planning permission, an applicant for a housing development must only provide details of the calculations and methodology for estimating 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.

Six Options under (i) above include:

1. Transfer of land, with a map, to the same scale as the site location map, indicating the part or parts of the site proposed for transfer to the planning authority.
2. Transfer of Housing on the application site with a list of the units and types of housing including floor plans and areas within the proposed development that are proposed to be transferred.
3. Transfer of Housing off-Site, with a list of the units and types of housing elsewhere in the functional area of the planning authority that are proposed to be transferred, and the indicative location of such units.
4. Lease of Housing (on or off-site) with a list of the units and types of housing, including floor plans and areas, within the proposed development or elsewhere in the functional area of the planning authority that it is proposed to lease.
5. Combination of Option 1 and any other options or options.
6. Combination of any of Options 2 - 4.

2) 1 x Social Housing Exemption Certificate or

3) 1 x Social Housing Exemption Certificate application accompanied by a statutory declaration and 2 Site Location Maps

(Scale of 1:1000), or

4)Where Section 96(13) of the Planning and Development Act 2000 (as amended) applies, details and evidence indicating the basis on which Section 96(13) is considered to apply should be submitted.

1. **General Requirement**

The type of units required will depend on the location and demand for housing need in the vicinity of the subject site. The type of units required will be discussed at the pre-planning meeting. It is desirable that where Part V compliance is by means of on-site transfer of completed units, that the units are dispersed throughout the development. Please refer to the County Development Plan, the policy document 'Quality Housing for Sustainable Communities' and 'Sustainable Urban Housing: Design Standards for New Apartments' in relation to minimum design guidelines.