



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Planning Permission Applications

Procedure No. 008

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INTRODUCTION

The purpose of this document is to outline the requirements for making planning applications to local authorities for Health Service Executive, Mid-Western Area works.

Scope

The procedure applies to planning applications made on behalf of the Health Service Executive, Mid-Western Area for demolition, alteration, extension or construction of new buildings and the making of a material change of use of land or buildings. This procedure covers work to both temporary and permanent buildings owned by the Health Service Executive, Mid-Western Area.

Responsibility

It is the responsibility of the applicant to ensure that the following procedure is followed. The applicant must have legal authority from the HSE to make the application on its behalf. If the planning application is made by a prospective purchaser, the HSE's written consent shall be enclosed with the application.

Definitions

Outline Planning Permission: Outline planning is a proposal a less detailed application giving a proposal in principal. A subsequent application for permission must be made within 3 years for the date of grant of outline permission. However outline permission cannot be sought for retention of a structure, works to a protected structure.

Full Planning Permission: Is in accordance with this procedure

PROCEDURE

To obtain planning permission a planning application must be made to the local planning authority. The application cannot be accepted until the required information is submitted in full. If the application is incomplete, it will be returned to as invalid.

1.0 Planning applications must be made to the appropriate planning authority for the area

i.e. the County Council, Borough Council, City Council or Town Council.

2.0 A planning application form must be completed and submitted together with the required documents as outlined below together with the appropriate fee to the planning authority. Application forms are available from the planning authority. There are different forms for different types of development – domestic, agricultural, industrial, etc.

3.0 Advice and guidance is available from the planning authority to help make the planning application. For example, the staff there will clarify:

- Site location and development options
- Whether the proposals are likely to comply with the planning authority's development plan and design standards,
- The documents (and the number of copies) required with the application and the amount of detail needed,
- What fee should be paid
- Public notice requirements.

If you need to, you can contact the planning authority before making your application to ensure that it is complete, that all documents are attached, and that all other requirements have been met. The larger the development, the greater is the need for prior consultation.

4.0 Information to be contained in a valid planning application

There may be specific requirements depending on the type of development; however, in general, a valid application must always:

- Meet all the requirements for public notice (newspaper notice and site notice)
- The name and address of the applicant, the area and location of the land or structure concerned and the legal interest of the applicant;
- Contain all the required plans, maps and drawings;
- Be accompanied by the page of the newspaper showing the newspaper notice and a copy of the site notice erected;
- Be accompanied by the appropriate fee.

The statutory 8-week period for deciding an application begins from the time the valid application is submitted. When the last day for giving of a decision falls on a weekend, public holiday or other day on which the planning authority is closed, then the decision will be given on the next working day. In calculating any time limit, the period between the 24 December and 1 January is disregarded.

5.0 Planning application forms come with explanatory notes. These should be read carefully before completing the form.

6.0 A fee is payable with the planning application and must accompany the application or it will be invalid. The amount of the fee depends on the type of development proposed and the type of permission being sought. A flat rate fee is payable for an application to construct a new house while fees for commercial developments are based on floor area.

Reduced rates apply to applications for outline permission and a refund of fees may arise for certain repeat applications. The fees for applications for permission to retain unauthorised development are 3

times greater than the normal fee. Full details of fees are given in the explanatory notes to the application form.

In addition to the fee payable at the time of application, it may be a condition of planning permission that a development contribution be paid to the planning authority towards the costs of infrastructure (e.g. roads, water supply or sewerage) which facilitates your development. Development contributions differ from place to place and for different types of development. They are separate from any fees that may be payable for connection to services such as water and sewerage. You can ask the planning authority for details.

7.0 What documents do I need to submit?

The documents needed with your application will depend on the type of development. They will need to show, clearly and in sufficient detail, your development proposals, what the development will look like when finished, how it will relate to the site and to adjoining structures and property etc. If you are installing a septic tank, you may need to submit trial hole and percolation test results. If you are applying for certain types of agricultural development, you may need to submit signed agreements with landowners regarding effluent spreading. The planning authority can clarify the documents and detail needed.

In general, however you must always submit the following:-

- The page of the newspaper showing the newspaper notice;
- A copy of the site notice erected;
- 6 copies of the location map (at a scale of not less than 1:1000 in built-up area and not less than 1:2500 in all other areas;
- a plan showing the position on the land of the site notice;
- 6 copies of a site or layout plan (at a scale of not less than 1:500)

All maps must be in metric scale.

If the development applies to a protected structure or to the exterior of a structure within an architectural conservation area, the application must be accompanied by photographs, plans and other details, which will show how the development will affect the character of the structure.

8.0 A location map must show:–

- The land concerned and location of proposed structures, with the site boundary clearly shown in red,
- Other land in the vicinity of the proposed development and which is in the ownership of the applicant or landowner outlined in blue and wayleaves outlined in yellow,
- The Ordnance Survey sheet number of the map,
- The north point and scale of the map,
- The name and address of the person by whom it was prepared.

9.0 A site of layout plan must show:–

- The site boundary in red,
- Existing buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant tree stands and other features, on adjoining or in the vicinity of land or structure (to a scale of not less than 1:500),
- The levels or contours, where applicable, of the land and of the proposed structure
- The Ordnance Survey sheet number, if applicable
- The north point and scale of the map,
- The name and address of the person by whom it was prepared.

10.0 Other plans and drawings must comply with the following:–

- Plans, elevations and sections must be drawn to a scale of not less than 1:200 (or another scale agreed with the planning authority).

- Drawings or elevations of any proposed structure must show the main features of the buildings adjoining the proposed structure at a scale of not less than 1:200.
- Proposals for reconstruction, alteration or extension must be clearly marked to distinguish them from existing structures.
- Floor plans, elevations and sections of proposed structures, must give in figures the principal dimensions (including overall height).
- The north point and scale of the maps should be shown.
- The Ordnance Survey sheet number, if applicable should be shown.
- The name and address of the person who prepared the plans and drawings should be provided.

11.0 You must give public notice of your proposals 2 weeks prior to making the application. This must be done:-

- By publishing a notice in a locally circulating newspaper (the planning authority will provide you with a list of approved newspapers for this purpose) and
- By erecting a site notice, which must be on durable, weatherproof material. It must be in a conspicuous position on the land or structure, so as not to be obscured at any time. Where there is more than one entrance to the site further site notices will be required. A site notice must be A4 size, printed in indelible ink on a white background for a first notice. If you apply for permission for a subsequent development on the same site within 6 months of the first application, the site notice must be in yellow.

The newspaper and site notices must identify the name of the person applying for permission, the type of permission applied for and specify the nature and extent of the proposed development. The location, townland or postal address of the site to which the application relates must be included in the notices. Full details of the information to be contained in the notices are given in the

explanatory notes to the application forms. The planning authority will provide you with a site notice form, which sets out the details, which must be included on a site notice.

References: PL2: Making a Planning Application October 2002 by Department of Environment and local government