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N.B. This checklist was designed as an aid to submitting complete and accurate planning applications. Reference should be made to the Statutory Planning & Development Regulations.

MAYO COUNTY COUNCIL
PLANNING & DEVELOPMENT REGULATIONS 2001-2007
PLANNING APPLICATION VALIDATION CHECKLIST

Applicants Name: _____
 Applicants Address: _____
 Application Type: _____ Date Submitted: _____
 Permission: Permission for Retention:
 Outline Permission: Permission Following the Grant of Permission:
 Relevant previous planning reference number: _____

Development Details:

Validation Checklist:

Act of Regulations	Validation Query	N/A	Yes	No
22(4)(b)	If the application relates to a development consisting mainly of any material change of use, is there a statement of the existing uses and the proposed uses together with a description of the extent and nature of the proposed use			
97	If proposal requires an EIS, have 10 copies been submitted?			
22(2)(h)	Is the appropriate fee enclosed, including how the fee was calculated?			
	Has the application form been signed and dated?			

NEWSPAPER NOTICE				
22(2)(a)	1. Has notice been published in an approved newspaper and a FULL PAGE COPY (including title of paper and date) been submitted? 2. Has a copy of the erected site notice been included with the application?			

Act of Regulations	Validation Query	N/A	Yes	No
17(1)	Have application documents been received WITHIN 2 weeks of publication date?			
<i>Does newspaper notice show:</i>				
18(1)	The name of the relevant planning authority as a heading			
18(1)(a)	Applicant(s) name matching question 1 on application form			
18(1)(b)	Location, townland (as per O.S. Map description) or postal address of the development site.			
18(1)(c)	Application type (matching type on application form and is relevant ref. no.)			
18(1)(d)	Description of nature and extent of the proposed development .			
18(1)(d)(i)	For housing developments, is the number of houses (meaning the number of dwellings to be provided) stated?			
18(1)(d)(ii)	In the case of retention, 1. Does the notice state the nature of the proposed use of the structure? 2. <i>Where appropriate</i> , the period for which the proposed structure is to be retained?			
18(1)(d)(iii)	Where the structure is a protected structure, does the notice state this fact?			
18(1)(d)(iv)	Where the development compromises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, does the notice state this fact?			
18(1)(d)(v)	Where the application relates to a development in a Strategic Development Zone, does the notice state that fact?			
18(1)(e)	Does the notice state that the application may be inspected or purchased at the offices of the planning authority?			
18(1)(e)	Does the notice state that an observation or submission can be made to the planning authority in writing on payment of the prescribed fee(currently p20) within 5 weeks of receipt of the application by the planning authority?			
98(a)	Where an EIS has been required to be prepared to accompany the application, is a statement of that fact included in the notice?			
98(b)	Where an EIS has been prepared, does the notice state that it may be inspected or purchased for a fee not exceeding the reasonable cost of copying?			

SITE NOTICE

17(1)(b)	Was site notice(s) erected within a 2 week period before lodgement of the application?			
19(1)(a)	Is the notice set out substantially to the like effect as shown in Form No. 1 of the regulations?			
19(1)(b)	Is the notice printed in indelible ink on white background, fixed to durable material and protected from the effects of bad weather?			
19(1)(c)	Is the notice fixed in a conspicuous place on or near each entrance to the site or structure and easily legible by persons using the public road?			
19(3)	The applicant may be required by the local authority to erect further site notices pursuant to the conditions outlined in 19(1)(c).			
22(2)(a)	Is one copy of the site notice (appropriate colour) included?			
<i>Does site notice show:</i>				
19(4)	Where a valid planning application has been received by the local authority within six months of any similar subsequent application on the same land/structure, the site notice must be printed on a yellow background			
	If so, is the site notice on a yellow background?			

SITE LOCATION MAP

22(4)(a)	Are there 6 copies included?			
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Act of Regulations	Validation Query	N/A	Yes	No
22(2)(b)	Is the location plan at 1:1000 for built up areas and 1:2500 in all other areas or such other scale agreed with the planning authority prior to submission?			
22(2)(b)	Is the location plan sufficiently clear and detailed i.e. containing local features so as to allow ready identification of the site to which the application relates?			
22(2)(b)	<ol style="list-style-type: none"> 1. Is the site to which the development(s) relates outlined in <i>red</i>? 2. Has adjacent land, that is in the control of the applicant but not part of the site seeking planning permission delineated in <i>blue</i>. 3. Are Wayleaves that affect the site delineated in yellow? 			
22(2)(b)(iv)	Is the position of the site notice(s) clearly indicated on site location map(s)?			
22(2)(c)	Where it is proposed to dispose of wastewater from the proposed development other than a public sewer, information on the on-site treatment system proposed and evidence as to the suitability of the site must be submitted?			
22(2)(G)	Where the applicant is not the legal owner of the land or structure, the written consent of the owner must be submitted with the application?			
23(1)	Are all drawings to metric scale (m, cm, mm etc)			
23(1)(h)	Do all supplied maps/plans indicate a north point? Do maps show O.S. No. as required?			

SITE LAYOUT PLAN				
23(1)	Are all drawings to metric scale?			
22(4)(a)	Are there 6 copies included?			
22(2)(c)	Is the position of the site notice(s) clearly indicated?			
23(1)(a)	Is site or layout drawing to a scale of 1:500 or greater?			
23(1)(a)	Is the site boundary clearly delineated in red on the site plan?			
23(1)(a)	Does the site plan clearly show buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant tree stands and other features in the vicinity of the site?			
23(1)(c)	Do the site layout and other plans show levels or contours relative to an ordnance survey or temporary datum?			
23(1)(e)	For extensions, alterations and reconstruction projects, are the proposed works clearly distinguished from the existing structure?			
23(1)(f)	Are the plans, drawings etc. clearly dimensioned, showing overall heights of structures and distance to site boundaries?			
23(1)(h)	Do all plans show a north point?			
23(1)(i)	Do all drawings show the name of the person who drew them?			

PLANS & ELEVATION DRAWINGS				
24	Is the application for Outline Permission?			
23(1)	Are all drawings to metric scale?			
22(3)(a)	Are there 6 copies of all drawings included?			
23(1)(b)	Are all drawings, other than the site location and layout plans at a scale of 1:200 or greater?			
23(1)(d)	Do the elevations show the main features of buildings that are contiguous to the proposed structure?			
23(1)(e)	For extensions, alterations and reconstruction projects, are the proposed works clearly distinguished from the existing structure?			
23(1)(f)	Are all plans, drawings etc. clearly dimensioned, showing overall heights of structures and the distance to site boundaries?			
23(1)(h)	Do all plans show a north point?			
23(1)(i)	Do all drawings show the name of the person who drew them?			
23(2)	If application is for works to or in a listed/protected structure, have			

Act of Regulations	Validation Query	N/A	Yes	No
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	photos and drawings been submitted?			
PART 5: HOUSING STRATEGY				
22(1)(h)	If the development is for housing, is a statement of how compliance with Section 96(2) of the Act will be achieved included? Consultants in relation to this provision must take place prior to lodgement of the application.			
22(2)(e)	If the development is eligible for exemption from Part V, is the certificate or a copy of the application for a certificate enclosed?			

SCHEDULE				
22(2)(d)	Is there a schedule listing all drawings, documents and particulars?			

RECOMMENDATION ON DOCUMENTATION SUBMITTED

File valid File invalid

Validation completed by _____

Date _____

Notes:

- If the answer to any of the questions relating to the regulations (sections highlighted in column 1) is NO, then the application is INVALID.
- List of approved newspapers: Connaught Telegraph, Western People, Mayo News, Irish Independent, Mayo Echo, Irish Times.

Act of Regulations	Validation Query	N/A	Yes	No
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