



## Pre-Planning Application Form

Completed application form & supporting documentation to be returned to the Planning Authority by email only to [planning@donegalcoco.ie](mailto:planning@donegalcoco.ie)

*Please note that any advice is given in good faith and without prejudice to the formal consideration of any subsequent planning application. Section 247 (3) of the Local Government (Planning & Development Act 2000 (as amended) states that “the carrying out of consultations shall not prejudice the performance of the planning authority of any other of its functions under the Act, or any regulations made under this Act and cannot be relied upon in the formal planning process or in legal proceedings”. Formal consideration of an application is necessarily more extensive than consideration at the pre-application stage including because of consideration of any internal technical reports e.g., environment section or submissions from a third party or prescribed body.*

<b>Name of Applicant:</b>		
<b>Nature &amp; Extent of proposed Development:</b>		
<b>Is this proposed development a Residential development of 10 or more housing units (houses, apartments, duplexes, or a mix of these types)?</b>	<b>Yes</b>	<b>No</b>
<b>Is this proposed development non-residential development of more than 1,000 square metres?</b>	<b>Yes</b>	<b>No</b>
<b>Full address of where development is to be located including Townland and Eircode (if available):</b>		
<b>Area of site:</b>		
<b>Planning History</b> - list any relevant planning application reference numbers:		
<b>Is your legal interest in this site as Owner?</b>	<b>Yes</b>	<b>No</b>
<b>Is your legal interest in this site as Other?</b>	<b>Yes</b>	<b>No</b>



If Yes, please provide details:	<b>Details:</b>	
Is the land for sale?	<b>Yes</b>	<b>No</b>
If the land for is sale, please select one of the following:	<b>Publicly – Yes</b>	<b>Publicly – No</b>
	<b>Privately – Yes</b>	<b>Privately –No</b>
<b>Agent Details</b>		
Agent Name:		
List of people anticipated to attend pre-planning consultation:		

Signature of Applicant/Agent:	
Date:	

### Documents to accompany this application form

- **Required:** Ordnance Survey map or site location map minimum 1:2500 scale which clearly outlines the location and extent of the proposal site. Failure to do so will result in your pre-planning consultation application being returned to you (Ordnance Survey maps can be obtained from <https://osi.ie/>).
- **Required:** A letter of consent from the owner of the lands if not the owner.
- Any other supporting information including photographs, sketches, or preliminary drawings as appropriate.



## Please note

1. Consultations entail maintaining a record, which will be placed and kept with documents to which any **subsequent planning application** relates and will be publicly viewable.
2. Pre-planning consultations are available only to parties who have a legal interest in the site of the proposed development. If you do not have a **legal interest** in the proposed site, you must obtain letter of consent from the owner of the lands.
3. It should also be noted that pre-planning requests should relate to a specific proposal for the land in question. Those that are speculative in the sense that they refer to lands/ property with the applicant requesting advice in general together with queries relating to sites that are up for auction and seeking advice for “**development potential**” for their lands cannot be dealt with by the planning authority.
4. If an applicant has a **private** preliminary agreement with the owner but the site is not up for auction to the public, the planning authority can give pre-planning advice once the applicant submits a **written letter of consent from the landowner** to the applicant engaging with the Planning Authority in a pre-planning consultation in relation to the site.
5. Site visits are **not** conducted for pre planning queries for **single houses**
6. Pre-planning consultations are **not** provided where a site is up for **auction**.
7. LRD pre-planning applications should be submitted on a separate application form.
8. An applicant is obliged to have engaged in at **least one pre-planning meeting** prior to making a planning application where a proposed development:
  - a. consists of or includes either or both residential development of more than 10 housing units or
  - b. non-residential development of more than 1,000 square metres gross floor space, or
  - c. such other development as may be prescribed.



## PRE-PLANNING CONTACT INFORMATION

### **NOT TO BE MADE AVAILABLE WITH APPLICATION**

**Please note:**

- 1) The applicant's address **must** be submitted on this page.

<b>Applicant:</b>	
<i>Address (Required)</i>	
<i>Eircode</i>	
<i>Telephone No.</i>	
<i>Email Address</i>	

<b>Person/Agent acting on behalf of the Applicant (if any):</b>	
<i>Address (Required)</i>	
<i>Eircode</i>	
<i>Telephone No.</i>	
<i>Email Address</i>	

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