



## File Retrieval & Planning Reference Number Search Request Form

**Please return the fully completed form (with fee details included) & map to the Planning Section by email only to [planning@donegalcoco.ie](mailto:planning@donegalcoco.ie)**

**Note: The Planning Department do not hold any records on Local Authority estates or S.I. houses, please direct your query to [housingcapital@donegalcoco.ie](mailto:housingcapital@donegalcoco.ie)**

**PERSONAL DETAILS** of person requesting the file retrieval or planning reference search

<b>Name(s):</b>	
<b>Address:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>NOTE:</b> If you are not the original applicant or the agent who prepared the plans and the file pre –dates 11/3/2002, you will need a letter from the original applicant, or the agent or from a solicitor confirming that you are the owner of the property in question before any drawing plans can be released to you. Land folio details are also accepted to prove ownership.	
<b>Payment shall be made by card by ringing the Cash Office on 074 91 53900, ask the cashier for the receipt number and enter the receipt number and amount paid below</b>	
<b>Receipt number of fee paid</b>	
<b>Amount Paid</b> (See Sections A & B for fee details)	

### **What is a File Retrieval Request?**

File retrieval requests are used when you have the planning reference number(s), and you wish to view the file(s) or obtain copies of drawings or the Planning Permission Final Grant.

Did you know you can also search and view planning applications online using the following link <https://www.eplanning.ie/DonegalCC/SearchTypes>

*Files from the year 2004 (May) onwards are online and are available for you to print. A selection of pre 2004 (May) may also be available online.*

### **What is a Planning Reference Number Search Request?**

Planning Reference Number Search requests are used when you **do not** have the planning reference number(s) but want to view the files or obtain the planning reference numbers pertaining to a particular site location.

Is this a Planning File Retrieval Request?	If 'YES', please complete <b>Section A</b>
Is this a Planning Reference Number Search Request?	If 'YES', please complete <b>Section B</b>
<i>Note: In Section B we will ask if you also wish to view the files of the planning application reference numbers have been obtained?</i>	



## Section A – Planning File Retrieval Request

Details	Yes/No	File Number (s)	Fee
Provide the Planning File Reference Numbers you wish to view or retrieve from our archives.			<b>€30</b> <i>Note: No fee is payable for applications received less than 7 years ago.</i>
Do you require a copy of the Planning Permission Final Grant? <i>If Yes – Please provide the file reference numbers.</i>			<b>€15</b> <i>Note: A fee of €15 per copy is payable.</i>
Do you require a copy of the Drawing's? <i>If Yes – Please provide the file reference numbers.</i>			<b>€6 each.</b> <i>Drawing size A0/A1:</i>  <b>€1.50 each</b> <i>Drawing size A3/A4:</i>

**Example 1:** If you want to view/retrieve a 1985 file. The cost for this is €30 for the file retrieval.

**Example 2:** If you want copies of the drawing from a file received more than 7 years ago then you will need to pay the €30 for the file retrieval as well as the cost for the drawings.

**Example 3:** If you want to view/retrieve or get a copy of the planning permission for a 1985 file. The cost for this is €45 (€30 for the file retrieval for viewing and €15 for the copy of the planning permission).

## Section B – Planning Reference Number Search Request

**To assist with retrieving the relevant planning reference numbers and details please be as descriptive as possible.**

**Required:** A map showing the location of the property must accompany this request form *with the area on the map highlighted for our search.*

Ordnance Survey Maps are the **most accurate** for the Local Authority to use for these searches and can be obtained using the following link: <https://osi.ie>

Land Direct maps notating Folio Numbers are often suffice for the search and these can be obtained using the following link: [www.landdirect.ie](http://www.landdirect.ie)

**Eircode of Development Address** or details of a neighbouring Eircode with details provided to identify the site.

**Address of Development** including any local address names used

**Please provide the ITM Coordinates:**

Utilise the following link to navigate to the development address so you can retrieve the ITM Coordinates which are displayed on the bottom left-hand corner.

<https://donegal.maps.arcgis.com/apps/webappviewer/index.html?id=8be91e332a8f47bfbb e83add1550c666>

**Name (s) of person's** who would have applied for the planning permission.



<i>Note: If there are any other names that the permission may have been applied under, please provide these details also. Example partner, sibling, prior owner.</i>	
<b>Development Description</b> (Example: Dwelling, Extension, Agriculture, Shop, Hotel)	
<b>Year Planning Permission</b> was sought or Approximate Year(s) that the permission would have been sought?	

<b>Search Type</b>	<b>Yes/ No</b>	<b>Fee</b>
<b>Map Register Search &amp; Index Card Search</b>  <i>Note: Use this to identify any Planning Application Reference numbers <b>ONLY</b> associated within the site outlined on the map.</i>  <i>Map Register Search - Used when the Planning Application applicant's names are <b>not</b> known.</i>  <i>Index Card Search – Typically used where the name of the original applicant has been provided.</i>		€35.00 per site
<b>Enforcement Register Search</b>  <i>Note: Use this to identify any Unauthorised Development Reference numbers <b>ONLY</b> associated within the site outlined</i>		€35.00 per site
<b>Full Planning Search</b>  <i>Note: Use this to identify any Planning Application Reference Numbers, Unauthorised Development Reference numbers, to identify SAC/SPA &amp; HSA's and Zoning of land.</i>  <i>(Usually requested by banks\solicitors when purchasing a property)</i>		€100.00 per site

**For a Planning Reference Number Search please pay the required fee listed above.**

**Once the search is complete there may be one or more files that you want to view and or look to retrieve from the archives and or look for copies of the Planning Application Permissions \ Drawings. The Planning Office will contact you once the Planning Reference Number Search is complete and advise that a new request is required for file retrieval based on the details found during the Planning Reference Number Search.**

***NB: Roads and Services - Please note that if you are seeking information in relation to Roads and Services, this is a separate request which must be made to the Roads Department at the relevant Public Services Centre.***

***File Viewing: If you wish to view a paper-based planning file an appointment must be made in advance by calling 074 91 53900. All viewings will take place in County House, Lifford, Co. Donegal.***

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<https://www.eplanning.ie/DonegalCC/SearchTypes>