

APPLYING FOR PLANNING PERMISSION

BEFORE APPLYING FOR PLANNING PERMISSION, YOU SHOULD READ THE ENCLOSED ***GUIDE TO MAKING A PLANNING APPLICATION*** AND ENSURE THAT YOUR APPLICATION IS MADE IN ACCORDANCE WITH THE GUIDELINES.

ENCLOSED ARE THE FOLLOWING:

- A) A GUIDE TO YOUR PLANNING APPLICATION
 - Including Template Site Notices*
- B) STANDARD PLANNING APPLICATION FORM
- C) A SCHEDULE OF PLANNING FEES

**** WHERE A VALID PLANNING APPLICATION IS MADE IN RESPECT OF ANY LAND OR STRUCTURE AND A SUBSEQUENT APPLICATION IS MADE WITHIN 6 MONTHS, THE SITE NOTICE IN RESPECT OF THE SUBSEQUENT APPLICATION MUST BE ON A YELLOW BACKGROUND)***

DIRECTOR OF SERVICES,
PLANNING, CULTURE & H.R.

WATERFORD CITY COUNCIL.



GUIDE TO MAKING A PLANNING APPLICATION

INTRODUCTION

This guide has been prepared to assist you in meeting the legal requirements of planning applications as outlined in the Planning & Development Act 2000-2006 and the Planning & Development Regulations 2001-2007. **It is important therefore that you read this information guide, that all questions on the application form are fully answered and that all necessary documentation is submitted. If the requirements of the Planning & Development Regulations 2001-2007 are not met, Waterford City Council will not be in a position to assess your application. Your application must be declared invalid and will be returned to you.**

It is important therefore to pay attention to the following:

APPLICATION FORM

All questions to be completed in full.

TYPES OF PERMISSION

There are 4 types of permission:

- (a) **Permission** for development
- (b) **Outline Permission** – a permission in principal. It does not permit the carrying out of works. Outline permission cannot be applied for in the case of a retention of development, in the case of works to a protected or a proposed protected structure, or, for development which comprises or is for the purposes of an activity requiring an IPPC licence or a Waste Licence, or where an E.I.S. is required.
- (c) **Permission for Retention of development**
- (d) **Permission consequent on the Grant of Outline Permission (must refer to Register Reference No. of relevant outline permission -must be made within three years of the date of grant of the outline permission.**

PROTECTED STRUCTURE and ARCHITECTURAL CONSERVATION AREA

A planning application in respect of a protected structure, a proposed protected structure or the exterior of a structure which is located in an architectural conservation area, **shall** be accompanied by such photographs, survey plans and particulars as are necessary to show how the development would affect the character of the structure. (Please submit a total of 10 copies of all maps, plans, drawings, photographs etc. in respect of such planning applications).

Reference to a **PROTECTED STRUCTURE/PROPOSED PROTECTED STRUCTURE** must be included in all public notices.

WATERFORD CITY HOUSING STRATEGY – PART V OF THE PLANNING & DEVELOPMENT ACT 2000

If you are applying for permission for houses or houses and other development, to which Section 96 of the Planning & Development Act, 2000 applies you are required to specify how you propose to comply with a condition which may be applied to a grant of permission, requiring that the applicant or any other person with an interest in the land to which the application relates, enter into an agreement with the planning authority, to achieve the objectives set out in the Housing Strategy. **Applicants considering developments of this nature are advised to enter into pre-planning consultation with officials of the planning authority (including the housing department) prior to making the planning application.**

Circular AHS 04/06 from the Department of the Environment, Heritage and Local Government contains the most recent Guidelines in relation to the implementation by planning authorities of Part V of the Planning & Development Acts 2000 – 2006 . You may download a copy from the Departments website- <http://www.environ.ie>

Circular letter AHS 04/06 requires the applicant to indicate which of the options set out in Section 96(3)(a) or Section 96(3)(b) of the Planning & Development Act, 2000 (as amended by the Planning & Development Act, 2002) it is proposed to use to achieve compliance with Part V. In selecting an option the applicant should have regard to the Housing Strategy and the fact that the planning authority must consider whether the proposal would:-

- **Contribute effectively and efficiently to achieving the objectives of the housing strategy;**
- **Represent the best use of its resources;**
- **Counteract undue segregation in housing between persons of different social backgrounds in the area of the authority;**
- **Be in accordance with the provisions of the Development Plan;**
- **Deliver the social and affordable housing in a timely manner.**

The proposal must be accompanied by the appropriate maps and where the proposal relates to units or sites, the applicant must indicate in writing either the number of units, including types and sizes, to be transferred or the number of sites.

If the applicant fails to specify how it is proposed to comply with Part V, the planning application must be considered invalid and returned to the applicant.

EXEMPTION FROM PART V

Under section 97 of the Planning and Development Act 2000, applications involving development of 4 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.

Where the application relates to permission for development to which Part V of the Planning and Development Act 2000 applies, and the applicant is claiming that the development is **exempt** by virtue of S. 97, the application must be accompanied, where appropriate, by a certificate issued by the planning authority in accordance with section 97 of the Act, **or** if such certificate has been applied for but not issued, a copy of the application made in accordance with Article 48.

An application form for such a Certificate of Exemption is available from the Planning Department.

Under section 96(13) of the Planning and Development Act 2000, Part V does not apply to certain housing developments by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under section 96 of the Act

Where applicant is claiming that an application for residential development is not subject to Part V on the basis that section 96(13) of the Act applies, information setting out the basis for the claim must be submitted.

NEWSPAPER NOTICE

- Within the period of two weeks* before you make the planning application, you are obliged to give notice of your intention to make the application in a newspaper approved by Waterford City Council.

** e.g. Publication date Friday 10th March - last day for lodging application Thursday 23rd.*

Where the last day of the 2 week period is a Saturday, Sunday, a public holiday (within the meaning of the Organisation of Working Time Act, 1997 (No. 20 of 1997), or any other day on which the offices of the planning authority are closed, the application shall be valid if received on the next following day on which the offices of the planning authority are open.

- The following is the current list of [approved newspapers](#) for planning notices (as the list is reviewed each March you are advised to check the Council's website to ensure you are aware of the current approved list):

●Irish Times, ●Irish Independent, ●The Irish Examiner, ●Waterford News & Star, ●Munster Express, ●Waterford Today.

The newspaper notice must contain the information detailed at end of document.

Where a planning authority considers that the notice in the newspaper, because of its content or for any other reason, is misleading or inadequate for the information of the public, the planning application shall be invalid.

SITE NOTICE

- Within the period of 2 weeks*^(see newspaper notice) before you make the application, you are required to erect a site notice.
- You are advised to use the enclosed form of site notice prepared by Waterford City Council. Full details of directions for completing and erecting the site notice is contained on the back of each notice.
- **The site notice must be removed following the decision of the planning authority.**
- **The position of the site notice** or notices must be indicated on the site location map submitted with the planning application.

Where a planning authority considers that the site notice, because of its content or for any other reason, is **misleading or inadequate** for the information of the public, the **planning application shall be invalid.**

NOTICES

If, in the opinion of the planning authority, further information received, or revised plans submitted, contains significant additional data, the applicant will be required to **publish** a notice in an approved newspaper informing the public of the submission of further information or revised plans, **and** to erect a special site notice. Copies of these notices (newspaper and site) must be submitted to the planning authority within a period specified by the planning authority in the request letter. A template Further Information site notice is attached.

FEE

The scale of fees payable is prescribed in law and is contained in Schedule 9 of the Planning & Development Regulations, 2001. If the correct fee does not accompany your application, your application will be declared **invalid and returned** to you together with any fee paid. Minimum and maximum fees apply.

The appropriate fee (calculated in accordance with Schedule 9 of the Planning Regulations) together with details of how the fee was calculated must be entered on the application form.

Where an exemption from fees is being claimed under Article 157 of the Planning & Development Regulations, evidence to prove eligibility for the exemption should be submitted. It is not sufficient to state that the application is a registered charity.

PLANS, MAPS AND DRAWINGS TO ACCOMPANY YOUR APPLICATION:

Each planning application must be accompanied by **six** copies of such plans and particulars as are necessary to describe the works to which the application relates, including site location map, site plan / layout, floor plans, elevations and sections as detailed in the Planning & Regulations 2001 – 2007. Guidance on the nature and extent of such plans and particulars are set out in the **Validation Checklist** available on the Council's website www.waterfordcity.ie

INFRASTRUCTURAL SERVICES

In the case of multiple housing and larger developments, development proposals must be accompanied by complete details (including layout, longitudinal and cross sections as appropriate) of associated infrastructure such as roads, water, waste water and storm water disposal.

PERCOLATION AND WATER TEST RESULTS

Where it is proposed to dispose of wastewater from the proposed development to a treatment system, information on the on-site treatment system proposed and evidence as to suitability of the site for the system proposed must be submitted. A site suitability report detailing trial hole and percolation test results carried out by a suitably qualified and competent person holding adequate professional indemnity insurance must be submitted.

SUSTAINABLE URBAN HOUSING ;DESIGN STANDARDS FOR NEW APARTMENTS

In September 2007 the Department of the Environment , Heritage & Local Government published the above Guidelines for Planning Authorities . A copy of the Guidelines may be download from the website of the Department by following this link :

<http://www.environ.ie/en/Publications/DevelopmentandHousing/Planning/FileDownLoad,15335.en.pdf>

You are advised to consult these Guidelines, the primary aim of which is to promote sustainable urban housing, by ensuring that the design and layout of new apartments will provide satisfactory accommodation for a variety of household types and sizes - including families with children – over the medium to long term.

Accordingly, the Guidelines provide recommended minimum standards for:

- Floor areas for different apartment types;
- Storage spaces;
- Sizes for apartment balconies/patios, and
- Room dimensions for certain rooms.

Planning applications

In order that planning authorities can monitor compliance with the standards recommended in these guidelines, developers of proposed apartment schemes are requested to submit the following data regarding the number and size of apartment units (for each building) with planning applications:

- a) Total number of proposed apartments:
- b) Floor/storage area data, in a format similar to the following table:

Unit Type	Proposed no. of units	Floor area of each unit	Storage area provided with each unit
1-bedroom	5	50 sq m.	3.5 sq m.
2-bedroom	20	76 sq m.	8 sq m.

Note: Figures shown are illustrative only

It would also be helpful if a 1:100 scale, dimensioned floor plan drawing is submitted for each apartment type (one, two or three-bedrooms, duplexes etc.), on which typical furniture layouts are indicated. For example, if an apartment is designed to accommodate 5 people, the layout of living/dining rooms should demonstrate that adequate seating – including visitor seating – can be accommodated. Storage areas and private balconies should be indicated (but not included as part of room measurements); again, the storage areas should be capable of accommodating bulky items, such as a child's buggy.

Applicants should also document how other Development Plan quantitative standards – such as the provision of communal open space and parking spaces – are being complied with as part of the proposed development.

While planning applications which do not include the type of information recommended above cannot be invalidated, applicants are advised that failure to submit the information with the planning application may result in delays, as the information be sought by means of a further information request.

Where applications submitted in respect of proposed changes to previously permitted (but not completed) apartment developments, applicants should demonstrate how such changes affect the overall scheme e.g. how the target average size of unit is being complied with as a result of the revised layout.

[WATERFORD CITY DEVELOPMENT PLAN 2007 \(effective date 8th July 2007\)](#)

Applicants are advised to refer to the City Development Plan which:

- Clearly states the policies and objectives of the Planning Authority on development within the City;
- Contains comprehensive guidelines on Design Standards.

[DEVELOPMENT CONTRIBUTIONS](#)

Where public services (e.g. water/sewerage/roads/traffic management/recreation and amenity, etc) are provided/will be provided which benefit the development in the City, it is the City Council's policy to require payment of a contribution towards the cost of such infrastructure. The determination of contributions in respect of individual services is based mainly on the objectives outlined in the Waterford City Development Plan. The contribution rates, which will be subject to annual adjustment using the Wholesale Price Indices – Building and Construction (Capital Goods) published by the Central Statistics Office, are set out in the Development Contribution Scheme accessible on the Council's website www.waterfordcity

Special contributions are also payable where specific exceptional costs have been/will be incurred by Waterford City Council.

Contributions are payable **prior to commencement of developments.**

[THE PERIOD FOR DEALING WITH YOUR PLANNING APPLICATION](#)

Waterford City Council has a period of 8 weeks to assess and decide on your planning application. Before the 8 week period expires, the Council must either grant permission, refuse permission or request further information .

The City Council **cannot determine** your application **within the first 5 weeks.** This is to allow third parties an opportunity to inspect and make submission on your application.

If all further information requested is submitted to the City Council, and clarification is not required, the City Council has 4 weeks to make a decision on your application.

If, in the opinion of the planning authority, further information received, or revised plans submitted, contains significant additional data, the applicant will be required to **publish** a notice in an approved newspaper informing the public of the submission of further information or revised plans, **and** to erect a site notice . Copies of these notices must be submitted to the planning authority within a period specified by the planning authority in the request letter. The period for dealing with the application will commence on the date of receipt by the planning authority of the notices.

If a response to a further information / clarification request is not submitted within 6 months, the application will be declared withdrawn.

Please note that the nine days of Christmas/New Year i.e. from 24th December to 1st January inclusive are excluded from the 8 weeks and 4 weeks time period.

[PUBLIC AVAILABILITY OF YOUR APPLICATION](#)

When you apply for planning permission, your application particulars will be published on a weekly list which will be displayed in the offices of the Planning Department, all public libraries and on Waterford City Council's website. Your application including all submissions, the decision and any reports, must be made available for public inspection. A member of the public may purchase a full copy of your application including plans, maps and drawings from the City Council.

CONTACTING THE PLANNING OFFICE

- The Offices of the Planning Department of Waterford City Council are situated at Wallace House;
- Maritana Gate, Canada Street, Waterford, and are open from 9.30 a.m. until 1.00 p.m. and 2.00 p.m. to 4.00 p.m. each day from Monday to Friday (excluding public holidays);
- The planning offices may be contacted by phone (051-849562) from 9.00 a.m. to 5.00 p.m. and by email planning@waterfordcity.ie
- You can also visit Waterford City Council's website at www.waterfordcity.ie

IMPORTANT

If your application does not contain all of the information and documents required by virtue of the Planning & Development Regulations 2001-2007, it must be declared invalid. It will be returned to you together with your fee and the reasons why it is invalid. Your application will not be assessed and you will be directed to remove the site notice erected. If you wish to proceed further with the application, you will have to resubmit it again (with possibly new newspaper notices) and be subject to a further checking process to determine whether or not it is valid.

CHECKLIST

Please note that if the appropriate documentation is not included, your application will be deemed invalid.

ALL Planning Applications

- The relevant page of newspaper that contains notice of your application
- A copy of the site notice
- 6 copies of site location map
- 6 copies of site or layout plan
- 6 copies of plans and other particulars required to describe the works to which the development relates (include detailed drawings of floor plans, elevations and sections-except in the case of outline permission)
- The appropriate Planning Fee

Where the applicant is not the legal owner of the land or structure in question:

- The written consent of the owner to make the application

Where the application is for residential development that is subject to Part V of the 2000 Act:

- Specification of the manner in which it is proposed to comply with section 96 of Part V

Or

- A certificate of exemption from the requirements of Part V

Or

- A copy of the application submitted for a certificate of exemption.

Where the application is for residential development that is not subject to Part V of the 2000 Act by virtue of section 96(13) of the Act:

- Information setting out the basis on which section 96(13) is considered to apply to the development.

Where the disposal of wastewater for the proposed development is other than to public sewer:

- Information on the on-site treatment system proposed and evidence as to the suitability of the site for the system proposed.

Where the application refers to a protected structure/proposed protected structure/ or the exterior of a structure which is located within an architectural conservation area (ACA):

- Photographs, plans and other particulars necessary to show how the development would affect the character of the structure.

Applications that refer to a material change of use or retention of such a material change use:

- Plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of Article 23) and other particulars required describing the works proposed.

Where an application requires an Environmental Impact Statement:

- An Environmental Impact Statement

Applications that are exempt from planning fees:

- Proof of eligibility for exemption.

You will also find a [Validation Checklist](#) on our website (and available from our office) which has been designed to help you ensure that your application complies with the Planning & Development Regulations. You should use this checklist to proof your application before lodging it with the Planning Authority. Our staff will use the same checklist to validate your application on receipt.

THESE GUIDANCE NOTES DO NOT PURPORT TO BE A LEGAL INTERPRETATION OF THE PLANNING & DEVELOPMENT ACTS, 2000 -2007 OR THE PLANNING & DEVELOPMENT REGULATIONS, 2001-2006.

COPIES OF THE ACT AND REGULATIONS CAN BE PURCHASED FROM THE GOVERNMENT PUBLICATIONS OFFICE, DUBLIN or may be downloaded from www.enviro.ie

WATERFORD CITY COUNCIL

(Planning & Development Regulations, 2001 – Article 18)

**Approved list of newspapers for the publication of
notice of intention to make a planning application**

1. Irish Times
2. Irish Independent
3. The Irish Examiner
4. Waterford News & Star
5. Munster Express
6. Waterford Today

March 2007

Directions for preparation and publication of newspaper notice

- Article 17**
- (1) (a) An applicant shall, within the period of **2 weeks** before the making of a planning application, give notice of the intention to make the application in a newspaper in accordance with article 18.
- (2) Where the last day of the 2 week period referred to in sub-article (1) is a Saturday, Sunday, a public holiday (within the meaning of the Organisation of Working Time Act, 1997 (No. 20 of 1997), or any other day on which the offices of the planning authority are closed, the application shall be valid if received on the next following day on which the offices of the planning authority are open.

- Article 18 (1)**
- A notice published in accordance with article 17(1)(a) shall be published in a **newspaper approved for this purpose** in accordance with sub-article (2), shall contain as a **heading the name of the planning authority** to which the planning application will be made and shall state-
- (a) the name of the applicant,
- (b) the location, townland or postal address of the land or structure to which the application relates (as may be appropriate),
- (c) whether the application is for
- (1) permission for development
- (2) permission for retention of development
- (3) outline permission for development
- (4) or permission consequent on the grant of outline permission (stating the reference number on the register of the relevant outline permission),
- (d) a brief description of the nature and extent of the development, including-
- (i) where the application relates to development consisting of or comprising the provision of houses, the **number of houses** to be provided.
- (ii) Where the application relates to the **retention of a structure**, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,
- (iii) Where the application relates to development which would consist of or comprise the carrying out of works to a **protected structure or proposes protected structure**, an indication of that fact,
- (iv) Where the application relates to development which comprises or is for the purposes of an activity requiring an **integrated pollution prevention and control licence or a waste licence**, an indication of that fact, or
- (v) Where a planning application relates to development in a **strategic development zone**, an indication of that fact, and
- (e) A statement that the planning application may be **inspected or purchased** at a fee not exceeding the reasonable cost of making a copy, at the offices of the planning authority during its public opening hours and a submission or observation in relation to the application may be made to the authority in writing on payment of the prescribed fee (**€20**) within the period of **5 weeks** beginning on the date of receipt by the authority of the application.

A. 98 Where an EIS (Environmental Impact Statement) has been required to be prepared to accompany the application, a statement of this fact must be contained in the notice, together with a statement that the EIS submitted may be inspected or purchased, for a fee not exceeding the reasonable cost of making a copy, during office hours at the Planning Authority.

WATERFORD CITY COUNCIL ¹
SITE NOTICE

I/We²,intend to apply for:

**Permission / Retention Permission /Outline
Permission / Permission Consequent on the Grant of Outline
Permission(Ref. No. of outline permission)³**

For development at this site

4

This development will consist/consists⁵ of

6

The planning application may be inspected or purchased at the offices of the Planning Authority at Wallace House, Maritana Gate, Canada Street, Waterford during public opening hours {9.30 a.m. to 1 p.m. and 2 p.m. to 4 p.m. Monday – Friday (excl. public holidays)}.

A submission or observation in relation to the application may be made in writing to the Planning Authority on payment of the **prescribed fee (€20) within the period of five weeks beginning on the date of receipt by the Authority of the planning application.**

SIGNED: _____ 7

DATE OF ERECTION OF SITE NOTICE: _____ 8

Directions for completing this notice

1. The name of the planning authority to which the planning application will be made should be inserted here.
2. The name of the applicant for permission (and not his or her agent) should be inserted here.
3. Delete as appropriate. The types of permission which may be sought are-
 - (a) permission,
 - (b) retention permission,
 - (c) outline permission,
 - (d) permission consequent on the grant of outline permission. If this type of permission is being sought the reference number on the planning register of the relevant outline permission should be included.
4. The location, townland or postal address of the land or structure to which the application relates should be inserted here.
5. Delete as appropriate. The present tense should be used where retention permission is being sought.
6. A description of the nature and extent of the development should be inserted here. The description shall include-
 - (a) where the application relates to development consisting of or comprising the **provision of houses**, the **number of houses** to be provided. 'Houses' includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building.
 - (b) where the application relates to the **retention** of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure,
 - (c) where the application relates to development which would consist of or comprise the carrying out of works to a **protected structure or proposed protected structure**, an indication of that fact,
 - (d) where an **environmental impact statement** has been prepared in respect of the planning application, an indication of that fact,
 - (e) where the application relates to development which comprises or is for the purposes of an activity requiring an **integrated pollution control licence** or a **waste licence**, an indication of that fact, or
 - (f) where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of these Regulations (Major Accidents Directive), an indication of that fact.
7. Either the **signature** of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
8. The **date that the notice is erected or fixed at the site** should be inserted here.

Directions for erecting this notice

- (1) A site notice erected or fixed on any land or structure in accordance with article 17(1)(b) shall be – (a) in the form set out at Form No. 1 of Schedule 3, or a form substantially to the like effect, (b) subject to sub-article (4), inscribed or printed in indelible ink on a white background, affixed on rigid, durable material and secured against damage from bad weather and other causes, and (c) subject to sub-article (2), securely erected or fixed in a conspicuous position on or near the main entrance, or on any other part of the land or structure concerned from a public road, or where there is more than one entrance from public roads, on or near all such entrances, or on any other part of the land or structure adjoining a public road, so as to be easily visible and legible by persons using the public road, and shall not be obscured or concealed at any time.
- (2) Where the land or structure to which a planning application relates does not adjoin a public road, a site notice shall be erected or fixed in a conspicuous position on the land or structure so as to be easily visible and legible by persons outside the land or structure, and shall not be obscured or concealed at any time.
- (3) Where a planning authority considers that the erection or fixing of a single site notice is not sufficient to comply with the requirements of sub-articles (1) and (2), or does not adequately inform the public, the authority may require the applicant to erect/fix such further site notice or notices in such a manner and in such terms as it may specify and to submit to the authority such evidence as it may specify in relation to compliance with any such requirements.

In addition to the requirements of article 17(1)(b), a site notice shall be maintained in position on the land or structure concerned for a period of 5 weeks from the date of receipt of the planning application by the planning authority, shall be renewed or replaced if it is removed or becomes defaced or illegible within that period and shall be removed by the applicant following the notification of the planning authority decision under article 31.

WATERFORD CITY COUNCIL ¹

**SITE NOTICE OF FURTHER
INFORMATION/REVISED PLANS**

Name of applicant.....²

Reference number of the application.....³

The development applied for consisted of _____

—

4

Significant Further Information/Revised Plans⁵ has/have⁵ been furnished to the planning authority in respect of this proposed development, and is/are⁵ available for inspection or purchase at the offices of the planning authority at Wallace House, Maritana Gate, Canada Street, Waterford, during public opening hours { 9.30 a.m. to 1 p.m. and 2 p.m. to 4 p.m. Monday – Friday (exc. public holidays) }.

A submission or observation in relation to the further information or revised plans may be made in writing to the planning authority within the statutory time limit. A submission or observation must be accompanied by the prescribed fee (€20) , except in the case of a person or body who has already made a submission or observation.

SIGNED: _____⁶

DATE OF ERECTION OF SITE NOTICE: _____⁷

Directions for completing this notice

1. The name of the planning authority to which the planning application was made should be inserted here.
2. The name of the applicant for permission (and not his or her agent) should be inserted here.
3. Reference number of the planning application on the register of the planning authority.
4. This description should be identical to that used on the original site notice .
5. Delete as appropriate.
6. Either the signature of the applicant or the signature and contact address of the person acting on behalf of the applicant should be inserted here.
7. The date that the notice is erected or fixed at the site should be inserted here.

Directions for erecting this notice

- (4) A site notice erected or fixed on any land or structure in accordance with article 17(1)(b) shall be – (a) in the form set out at Form No. 1 of Schedule 3, or a form substantially to the like effect, (b) subject to sub-article (4), inscribed or printed in indelible ink on a white background, affixed on rigid, durable material and secured against damage from bad weather and other causes, and (c) subject to sub-article (2), securely erected or fixed in a conspicuous position on or near the main entrance, or on any other part of the land or structure concerned from a public road, or where there is more than one entrance from public roads, on or near all such entrances, or on any other part of the land or structure adjoining a public road, so as to be easily visible and legible by persons using the public road, and shall not be obscured or concealed at any time.
- (5) Where the land or structure to which a planning application relates does not adjoin a public road, a site notice shall be erected or fixed in a conspicuous position on the land or structure so as to be easily visible and legible by persons outside the land or structure, and shall not be obscured or concealed at any time.
- (6) Where a planning authority considers that the erection or fixing of a single site notice is not sufficient to comply with the requirements of sub-articles (1) and (2), or does not adequately inform the public, the authority may require the applicant to erect/ fix such further site notice or notices in such a manner and in such terms as it may specify and to submit to the authority such evidence as it may specify in relation to compliance with any such requirements.