



Cavan County Council
Comhairle Chontae an Chabháin

Cavan County Council

Planning Checklist

Before sending in your application, please ensure:

- Application Form fully completed, signed and dated.
- Appropriate Fee
- The relevant page of the approved newspaper in which the notice was published.
- (1) copy of the Site Notice – signed and dated [i.e. the date it was erected]. Are all works shown on lodged drawings described in full in the public notices, also details on application form agree with public notices.
- (6) copies of the Location Map of sufficient size and detail to identify site to which the application relates.
- (6) copies of such plans, including a Site or Layout Plan and drawings of floor plans, elevations and sections which comply with the requirements of the Regulations and describe the works to which the application relates.
- All maps, plans and drawings in metric and to correct scale.
- Schedule listing the drawings in No. (6).
- A Section 97 Certificate (if applicable).
- Plans showing the name and address of the person who prepared them.
- All plans show the north point.
- Where the application relates to an extension to existing premises, ensure the plans clearly differentiate between that existing to that proposed.
- Where water supply is from a group Scheme, ensure a letter of consent from the secretary has been submitted.
- Written consent from the owner of the land/structure if the applicant is not the owner.
- Certificate of Incorporation is submitted (Companies only)
- Where applicable ensure relevant information re agricultural structures have been submitted (no. of animals, slurry pit size etc) – that the relevant form has been fully completed.

In the case of certain types of applications the following documentation should also be submitted.

- In cases of multiple housing developments, has regard been had to the standards as set out in “An Foras Forbartha Recommendation for Site development Work, 1984”.
- Plans show how the necessary vision lines can be achieved – has the necessary letters of consent been submitted.
- Where applicable ensure that details of car parking proposals shown on the plans.
- Details of surface water disposal is shown on the plans.
- Where site does not adjoin a public road, has documentary evidence of right-of-way been submitted.

- Is an E.I.S. required
- If the development involves a protected structure or works within the curtilage of a protected structure, application to be accompanied by photographs, plans etc as necessary to show the effect of development on the character of the structure.

Note: This is not a definitive checklist – The onus remains with the applicant to ensure that applications are in full accordance with the Planning & Development Regulations 2001. Cavan County Council reserve the right to declare an application invalid if all the requirements of the regulations are not complied with.