

COMHAIRLE CHONTAE CEATHARLOCHA  
CARLOW COUNTY COUNCIL

C A R L O W  
C O U N T Y C O U N C I L  
COMHAIRLE CHONTAE CHEATHARLOCHA



COUNTY BUILDINGS, ATHY ROAD, CARLOW.

Tel: Phone:059-9170346 / Fax: 059-9170836

Website: [www.carlow.ie](http://www.carlow.ie)

**Application Form for Section 5 Declaration on Development & Exempted Development**

1. Name of applicant: \_\_\_\_\_

2. Address of applicant: \_\_\_\_\_

3. Name and address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Location of Development: Townland: \_\_\_\_\_

Postal Address: (if different from Townland): \_\_\_\_\_

5. Name and Address of Agent: \_\_\_\_\_

\_\_\_\_\_

6. Outline clearly the description of the development / proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Is this a Protected Structure or within the curtilage of a Protected Structure: \_\_\_\_\_  
\_\_\_\_\_

8. List any previous applications relating to the site: \_\_\_\_\_

9. Are you aware of aware of any enforcement proceedings relating to this site: \_\_\_\_\_  
\_\_\_\_\_

10. Please state applicant's interest in this site: \_\_\_\_\_

11. List of plans, drawings etc. submitted with this application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Applicant)

**Note: This application must be accompanied by:**

**Payment of Fee:** This application must be accompanied by the statutory fee of €80

**Lodgement:** The application should be forwarded to:  
Planning Department  
Carlow County Council  
Athy Road  
Carlow

**OFFICE USE ONLY**

**Date Received:** \_\_\_\_\_ **Date Decision Due:** \_\_\_\_\_

**Date of Decision:** \_\_\_\_\_ **Recommendation:** \_\_\_\_\_

**Advice Note:**

This is a non-statutory advice note prepared by Carlow County Council for the purposes of advising applicants what information is required for a decision to be made under Section 5 by the Planning Authority.

Under Section 5 of the Planning and Development Act 2000 as amended any person may request in writing from the Planning Authority as declaration as to what, in any particular case, is or is not development or is or is not exempted development within the meaning of the Planning and Development Act 2000 as amended.

The Planning Authority is required to make a decision within 4 weeks of receipt of a Declaration Request under Section 5, along with the prescribed fee, however the Planning Authority can also request Additional Information if it is considered that insufficient information has been submitted.

Therefore, it is advised that the following information should be submitted to enable the Planning Authority to make a qualified decision within the prescribed period:

- A site location map (Scale 1:2500 in rural area and 1:1000 in an urban area), with the site clearly outlined in red.
- Site Layout Map (Scale 1:500) in compliance with Article 23 of the Planning and Development Regs 2001 as amended.
- Drawings (Scale 1:50) Where development involves any construction of a new structure, increase in size of existing structure or alterations to an existing structure, scaled floor plans and elevations. Drawings should differentiate between the original building, all extension and proposed development.