



To: Directors of Planning Services, City and County Councils
CC: Chief Executives, City and County Councils
Senior Planners, City and County Councils
Directors of Regional Assemblies
An Bord Pleanála

Circular Letter: PL 06/2022

03 October 2022

Planning Applications – Site Layouts, plans, maps and drawings

Following engagement with the Ombudsman, Planning Authorities in undertaking their functions in accordance with the Planning and Development Act 2000, as amended and its associated regulations, are requested to note the following:

Site Layouts, plans, maps and drawings

Planning Authorities are requested to make it clear to Applicants that the same scale must be used for the entirety of any individual map or drawing submitted in accordance with Article 22 and 22A of the planning and Development Regulations 2001, as amended (the Regulations). Where a structure or feature is contiguous to the proposed development (adjoining / touching / sharing a common boundary), the accuracy should be the same as if it were within the red line boundary in accordance with Article 23(1)(d) of the regulations.

It is open for members of the public to lodge submissions or observations on a planning application within the five week statutory period under Article 29 of the Regulations and this may include raising issues regarding data included within or data omitted from a planning application. Where questions arise regarding the accuracy of information included in any map or drawing, including information relating to buildings or structures located outside of the application site, the Planning Authority should ensure that the submitted documents are sufficiently detailed to permit the application to be assessed, having regard to the merits of the individual case. Where the Planning Authority considers that it requires more detail from an applicant, the Planning Authority may request further information in accordance with Article 33 of the Regulations and if the material provided contains significant additional data, the Planning Authority may seek further submissions from members of the public in accordance with Article 35 of the Regulations.



Any enquiries relating to this Circular should be emailed to Planning@housing.gov.ie or by contacting Planning Policy Section on (01) 888 2000.

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