

Guide to preparing Notices of Significant Further Information

1. Introduction

In certain cases an applicant will be requested by the Planning Authority to provide further information as part of a planning application and to give public notice of the submission of this further information where deemed necessary having regard to the requirements of the Article 35 of Planning & Development Regulations 2001, as amended. A public notice in this regard means:

- The publication of a notice in an approved newspaper advising of the submission of “Further Information” and submission of a copy of the notice to the Planning Authority.
- To erect or fix a “Site Notice of Further Information” on the land or structure to which the further information relates and submission of a copy of the site notice to the Planning Authority.

The format and content of the site and newspaper notices is largely prescribed under Article 35 (1) of the Planning & Development Regulations 2001, as amended.

This guide sets out the format and content requirements for public notices for the submission of Significant Further Information and will discuss when such notices are required. This guide does not address matters relevant to applications subject to Environmental Impact Statement or Natura Impact Statement.

2. When are public notices informing of the submission of Further Information required

The Planning Authority will require an applicant to give public notice of the submission of further information following receipt of:

- further information or evidence following a request under Article 33 of the Planning & Development Regulations 2001, as amended.
- revised plans, drawings or particulars following a request under Article 34 of the Planning & Development Regulations 2001, as amended.

in the event that the Planning Authority consider the further information or revised plans contain significant additional data, including information in relation to effects on the environment.

In certain cases the requirement to give public notice of the submission of further information may be included in the request for further information and / or revised plans.

3. Requirements for Site Notice

Article 35 (1) (b) Planning & Development Regulations 2001, as amended, requires that a site notice be provided in the form set out in Form No. 4 of Schedule 3 (of said Regulations) or a form substantially to the like effect and to submit a copy of the notice to the Planning Authority.

The site notice must include the following information:

- Name of applicant
- Reference number of the application
- A description of “What the development applied for consisted of”. This should be the same as the original development description.
- A statement that:
 - Significant Further Information or Revised Plans has or have been furnished to the Planning Authority in respect of this proposed development, and is/ or are available for inspection or purchase at the offices of the authority during its public opening hours.

- 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 of €20, except in the case of a person or body who has already made a submission or observation.
- The site notice must be signed by the applicant or the person acting on behalf of the applicant. Where the person acting on behalf of the applicant signs the site notice the name and address of this person must be inserted.
- The date of erection of the site notice.

The site notice does not require a description of the content of the further information or revised plans. However in certain cases, such **as where a new element is being introduced into the application or there is a significant alteration**, a brief description of the further information (new element / alteration) should be included in the notice.

It is recommended that a summary of the new element is inserted between the second last and last paragraph of the site notice (See Appendix B for worked example).

It is required that the site notice of further information be erected on site. The following requirements apply with regard to same. This follows the Planning and Development Regulations 2001, as amended requirements for erection of the original site notice under Article 19.

1) The site notice of further information shall be;

- 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 subject to point 2 below,
- securely erected or fixed in a conspicuous position on or near the main entrance to 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 above requirements or does not adequately inform the public, the authority may require the applicant to erect or 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.

4) The Site Notice must remain on site for a minimum period of 2 weeks from the date of submission of the Significant Further Information Notices to the Planning Authority and must be removed following a notification of a decision under Article 31 of the Regulations.

4. Requirements for Newspaper Notice

Article 35 (1) (a) Planning & Development Regulations 2001, as amended sets out the format and content requirements for a newspaper notice of further information. Please note that the newspaper notice wording differs from the prescribed wording for the site notice and differs from the prescribed wording for the newspaper advert that would accompany the planning application when made.

Copying the site notice wording for use in the newspaper notice is not acceptable.

The newspaper notice must be published in an approved newspaper and must contain as a heading the name of the Planning Authority(South Dublin County Council), marked “Further Information” or “Revised Plans” as appropriate and must state:

- name of applicant
- the location, townland or postal address of the land or structure to which the application relates (as may be appropriate).
- the reference number of the application on the register
- that significant further information or revised plans, as appropriate, in relation to the application has or have been furnished to the planning authority, and is or are available for inspection or purchase at a fee not exceeding the reasonable cost of making a copy, at the offices of the authority during its public opening hours,
- that a submission or observation in relation to the further information or revised plans may be made in writing to the planning authority on payment of the prescribed fee, not later than 2 weeks after the receipt of the newspaper notice and site notice by the Planning Authority.

The newspaper notice does not require a description of the content of the further information or revised plans. However in certain cases, such as where a new element is being introduced into the application, a description of the further information (new element) should be included.

It is recommended that the new element is inserted between the second last and last paragraph of the newspaper notice (See Appendix C for worked example).

5 Timeframe for decision

In cases where notices of further information is sought a Planning Authority is obliged under the Planning and Development Act 2000, as amended, to make its decision within 4 weeks beginning on the day on which the public notices are received by the Planning Authority. Public notices that do not meet the legislative requirements will be returned. The Planning authority cannot make its decision until after 2 weeks from the receipt of valid notices as 2 weeks is the period provided for submissions/observations on the further information/revised plans.

Appendix A: Site Notice of Further Information

South Dublin County Council

Site Notice of Further Information/Revised Plans⁴

Name of Applicant

.....¹

Reference Number of the Application

.....²

The development applied for consisted of

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.....³

Significant Further Information / Revised Plans⁴ has/ have⁴ been furnished to the Planning Authority in respect of this proposed development, and is/are⁴ available for inspection or purchase at the offices of the authority during its public opening hours.

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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 of €20, except in the case of a person or body who has already made a submission or observation.

Signed:⁵ Date of erection of site notice:⁶

For directions on completing this notice please see below;

Directions for Completing this Site Notice

1. The name of the applicant for permission (and not his or her agent) should be inserted here.
2. Reference number of the planning application on the register of the planning authority should be inserted here.
3. This description should be identical to that used on the site notice submitted with application when lodged.
4. Delete as appropriate.
5. 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.
6. The date that the Site Notice is erected or fixed at the site shall be inserted here.
7. It is recommended that a brief summary of the new or revised element is inserted between the second last and last paragraph of the site notice (See Appendix B for worked example).

Appendix B:

Worked Example of Site Notice and Newspaper Notice of Further Information where a new element is to be included

South Dublin County Council

Site Notice of Further Information/~~Revised Plans~~

Name of Applicant: S. Citizen

Reference Number of the Application SD18D/0999

The development applied for consisted of

Permission to extend and alter a dwelling house and associated site works

Significant Further Information / ~~Revised Plans~~ has / ~~have~~ been furnished to the Planning Authority in respect of this proposed development, and is/~~are~~ available for inspection or purchase at the offices of the authority during its public opening hours.

The significant further information includes for permission, retention of alterations to the side roof of the dwelling.

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 of €20, except in the case of a person or body who has already made a submission or observation.

Signed: S. Citizen

Date of erection of site notice: dd/mm/yy

Appendix C – Newspaper Notice – worked example

South Dublin County Council

Further Information

Planning permission is sought by S. Citizen under Planning Register Reference No SD18D/0999 to extend and alter a dwelling house and associated site works at [Insert location, or postal address of the land or structure to which the application relates].

Significant further information in relation to the application has been furnished to the planning authority and is available for inspection or purchase at a fee not exceeding the reasonable cost of making a copy, at the offices of the authority during its public opening hours.

The significant further information includes for permission for retention of alterations to the side roof of the dwelling.

A submission or observation in relation to the further information or revised plans may be made in writing to the planning authority on payment of the prescribed fee of €20, not later than 2 weeks after the receipt of the newspaper notice and site notice by the planning authority.