

Planning Application Form

PLANNING APPLICATION FORM

BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application. Therefore please ensure that each section of this application form is fully completed and signed, entering n/a (not applicable) where appropriate, and that all necessary documentation is attached to the application form.

ADDITIONAL INFORMATION

It should be noted that each planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the development plan and may request this on a supplementary application form.

Failure to supply the supplementary information will not invalidate your planning application but may delay the decision-making process or lead to a refusal of permission. Therefore applicants should contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

OTHER STATUTORY CODES

An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with building regulations, which set out basic design and construction requirements. Also any works causing the deterioration or destruction of the breeding and resting places of bats, otters, natterjack toads, Kerry slugs and certain marine animals constitute a criminal offence unless covered by a derogation licence issued by the Minister for Culture, Heritage and the Gaeltacht (pursuant to Article 16 of the Habitats Directive).

DATA PROTECTION

It is the responsibility of persons or entities wishing to use any personal data on a planning application form for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 to 2018. The Office of the Data Protection Commissioner states that the sending of marketing material to individuals without consent may result in action by the Data Protection Commissioner against the sender including prosecution.

PLANNING APPLICATION FORM

1. NAME OF RELEVANT PLANNING AUTHORITY:
Galway County Council

2. LOCATION OF DEVELOPMENT:	
<i>Postal Address or Town/and or Location (as may best identify the land or structure in question)</i>	Emlaghmore, Ballyconneely, County Galway.
<i>Ordnance Survey Map Ref No (and the Grid Reference where available)</i>	OS Map: OS 3001 ITM – 465810,742472

3. TYPE OF PLANNING PERMISSION (PLEASE TICK APPROPRIATE BOX):
<input checked="" type="checkbox"/> Permission
<input type="checkbox"/> Permission for retention
<input type="checkbox"/> Outline Permission
<input type="checkbox"/> Permission consequent on Grant of Outline Permission

4. WHERE PLANNING PERMISSION IS CONSEQUENT ON GRANT OF OUTLINE PERMISSION: N/A
Outline Permission Register Reference Number:.....
Date of Grant of Outline Permission:...../...../.....

5. APPLICANT²:	
Name(s)	Pat Ridge
	Contact details to be supplied at the end of this form. (Question: 24)

6. WHERE APPLICANT IS A COMPANY (REGISTERED UNDER THE COMPANIES ACTS):	
<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration number</i>	

7. PERSON/AGENT ACTING ON BEHALF OF THE APPLICANT (IF ANY):	
Name	Garvan Hanley, MRIAI, RIBA
	Address to be supplied at the end of this form. (Question 25)

8. PERSON RESPONSIBLE FOR PREPARATION OF DRAWINGS AND PLANS ³ :	
Name	Garvan Hanley MRIAI, RIBA
Firm/Company	Hanley Taite Design Partnership

9. DESCRIPTION OF PROPOSED DEVELOPMENT:	
Brief description of nature and extent of development ⁴	(A) restoration of existing unoccupied farm cottage, (B) raising of the wall plate level of existing farm cottage to allow for habitable loft space to comply with current building regulation standards, (C) forming a single storey extension linking existing cottage and adjoining outhouse, (D) restoration, conversion and extension of an existing outhouse to form part of overall single dwelling, (E) form new permeable parking area, (F) decommissioning of existing septic tank and to install a new proprietary sewage treatment system with filter area to comply with current EPA standards, (G) install a new rainwater harvesting system, (H) install surfacewater soakaways as well as associated site works.

10. LEGAL INTEREST OF APPLICANT IN THE LAND OR STRUCTURE:		
Please tick appropriate box. Where legal interest is 'Other', please expand further on your interest in the land or structure	A. Owner	B. Occupier
	X	
	C. Other	
If you are not the legal owner, please state the name and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation		

11. SITE AREA:	
Area of site to which the application relates in hectares	0.7 ha

12. WHERE THE APPLICATION RELATES TO A BUILDING OR BUILDINGS:	
Gross floor space ⁵ of any existing building(s) in m ²	Existing structures 104 sq.m
Gross floor space of proposed works in m ²	41.5 sq. m.
Gross floor space of work to be retained in m ² (if appropriate)	N/A
Gross floor space of any demolition in m ² (if appropriate)	N/A

13. IN THE CASE OF MIXED DEVELOPMENT (E.G. RESIDENTIAL, COMMERCIAL, INDUSTRIAL, ETC), PLEASE PROVIDE BREAKDOWN OF THE DIFFERENT CLASSES OF DEVELOPMENT AND BREAKDOWN OF THE GROSS FLOOR AREA OF EACH CLASS OF DEVELOPMENT: N/A	
Class of Development	Gross floor area in m ²
N/A	N/A

14. IN THE CASE OF RESIDENTIAL DEVELOPMENT PLEASE PROVIDE BREAKDOWN OF RESIDENTIAL MIX: N/A							
<i>Number of</i>	Studio	1 Bed	2 Bed	3 Bed	4 Bed	4+ Bed	Total
<i>Houses</i>							
<i>Apartments</i>							
<i>Number of car-parking spaces to be provided</i>							Total:

15. WHERE THE APPLICATION REFERS TO A MATERIAL CHANGE OF USE OF ANY LAND OR STRUCTURE OR THE RETENTION OF SUCH A MATERIAL CHANGE OF USE:	
<i>Existing use⁶ (or previous use where retention permission is sought)</i>	
<i>Proposed use (or use it is proposed to retain)</i>	
<i>Nature and extent of any such proposed use (or use it is proposed to retain)</i>	

16. SOCIAL AND AFFORDABLE HOUSING: N/A		
(Please tick appropriate box)	<i>Yes</i>	<i>No</i>
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 applies?</i>		X

<p>If the answer to the above question is 'yes' and the development is not exempt (see below), you must provide, as part of your application, details as to how you propose to comply with section 96 of Part V of the Act including, for example,</p> <p>(i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and</p> <p>(ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.</p> <p>If the answer to the above question is 'yes' but you consider the development to be exempt by virtue of section 97 of the Planning and Development Act 2000⁸, a copy of the Certificate of Exemption under section 97 must be submitted (or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the application should be submitted).</p> <p>If the answer to the above question is 'no' by virtue of section 96(13) of the Planning and Development Act 2000⁹, details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.</p>		N/A
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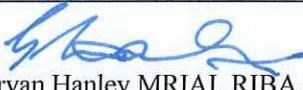
17. DEVELOPMENT DETAILS		
Please tick appropriate box	Yes	No
<i>Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?</i>		X
<i>Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?</i>		X
<i>Does the application relate to development which affects or is close to a monument or place recorded under section 12 of the National Monuments (Amendment) Act 1994¹¹?</i>		X
<i>Does the proposed development require the preparation of an Environmental Impact Assessment Report¹¹?</i>		X
<i>Does the application relate to work within or close to a European Site (under S.I. No. 94 of 1997) or a Natural Heritage Area¹²?</i>	X	
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring an integrated pollution prevention and control licence?</i>		X

<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i>		X
<i>Do the Major Accident Regulations apply to the proposed development?</i>		X
<i>Does the application relate to a development in a Strategic Development Zone?</i>		X
<i>Does the proposed development involve the demolition of any structure?</i>		X

20. SERVICES: N/A
Proposed Source of Water Supply
Existing connection [] New connection [X] Public Mains [] Group Water Scheme [] Private Well [] Other (please specify):Rain water harvesting system..... Name of Group Water Scheme (where applicable):
Proposed Wastewater Management/Treatment
Existing [] New [X] Public Sewer [] Conventional septic tank system [] Other on-site treatment system [X] Please specify.....Tricell Novo and polishing filter.....
Proposed Surface Water Disposal
Public Sewer/Drain [] Soakpit [X] Watercourse [] Other [] Please specify.....

21. DETAILS OF PUBLIC NOTICE:	
Approved newspaper¹⁵ in which notice was published	Galway Advertiser
Date of publication	13/11/2025
Date on which site notice was erected	25/11/2025

22. APPLICATION FEE:	
Fee Payable	€103.75
Basis of Calculation	Class 2. Domestic extensions, alterations, conversions. Other improvements. €34, or €2.50 per sq. m., whichever is the greater. Extension floor area of 41.5 sq. m. x €2.50 = €103.75.

23. DECLARATION:	
<i>I hereby declare that.. to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning & Development Act 2000, as amended, and the Regulations made thereunder.</i>	
Signed (Applicant or Agent as appropriate)	 Garvan Hanley MRAI, RIBA, Agent
Date	25/11/2025

18. SITE HISTORY

Details regarding site history (if known)

Has the site in question ever, to your knowledge, been flooded?

Yes [] No [X]

If yes, please give details e.g. year, extent.

Are you aware of previous uses of the site e.g. dumping or quarrying? Yes [] No [X]

If yes, please give details.

Are you aware of any valid planning application previously made in respect of this land/structure?

Yes [X] No []

The full planning history of the site is set out in the Design Statement, accompanying this form.

If yes, please state planning reference number(s) and the date(s) of receipt of the planning application(s) by the planning authority if known:

Reference No.: Date:

If a valid planning application has been made in respect of this land or structure in the 6 months prior to the submission of this application, then the site notice must be on a yellow background in accordance with article 19(4) of the Planning and Development Regulations 2001 as amended.

Please note that the site notices for this application being made under Section 37L of the Act have been erected on a yellow background as a separate application has been made under Section 177E of the Act.

Is the site of the proposal subject to a current appeal to An Coimisiun Pleanála in respect of a similar development³?

Yes [] No [X]

An Coimisiun Pleanála Reference No.:

19. PRE-APPLICATION CONSULTATION:

Has a pre-application consultation taken place in relation to the proposed development⁴?

Yes [X] No []

If yes, please give details: Held online via Microsoft Teams.

Reference No. (if any): ABP-322856-25

Date(s) of consultation: 04/09/2025

Persons involved: For ACP: Daniel O'Connor, Sarah O'Mahony, Conor McGrath. For Applicant: Garvan Hanley, Moya Ridge.

CONTACT DETAILS - NOT TO BE PUBLISHED

24. APPLICANT ADDRESS/CONTACT DETAILS:	
<i>Address</i>	Mr. Pat Ridge, Aillebrack, Ballyconneely, Co. Galway, H71 XF90
<i>Email address</i>	ridgepatrick@gmail.com
<i>Telephone number (optional)</i>	N/A

25. AGENT'S (IF ANY) ADDRESS/CONTACT DETAILS:	
<i>Address</i>	Garvan Hanley, Hanley Taite Design Partnership, Virginia Shopping Centre, Virginia, Co. Cavan, A82 W5W5
<i>Email address</i>	garvan@hanleytaite.com
<i>Telephone number (optional)</i>	049 8543540
Should all correspondence be sent to the agent's address (where applicable)? Please tick appropriate box. (Please note that if the answer is 'No', all correspondence will be sent to the applicant's address)	
Yes [<input checked="" type="checkbox"/>] No [<input type="checkbox"/>]	

A contact address must be given, whether that of the applicant or that of the agent.

This form should be accompanied by the following documentation:

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 map¹⁶
- 6 copies of site or layout plan^{16,17}
- 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:N/A

- Details of the manner in which it is proposed to comply with section 96 of Part V of the Act including, for example,
 - (i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and
 - (ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act.

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: N/A

- 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 a public sewer: N/A

- 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):N/A

- 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 of use: N/A

- 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 Assessment Report:

- An Environmental Impact Assessment Report, and
- A copy of the confirmation notice received from the EIA portal in accordance with article 97B(2) of the permission regulations

Applications that are exempt from planning fees: N/A

- Proof of eligibility for exemption¹⁸

