

INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

NEW AND/OR REPLACEMENT WINDOWS AND DOORS

1. 1 copy of the completed planning application form signed and dated.
2. 1 copy of the land ownership certificate signed and dated.
3. 1 copy of a location plan (Ordnance Survey based) at a scale of 1:1250 or 1:2500. The plans should show the direction of North. The application site should be edged clearly with a red line and a blue line should edge any other land owned by the applicant.

An alternatively scaled plan can be used for rural properties and large application sites if the 1:1250 or 1:2500 scales do not show at least two main roads and surrounding buildings.

4. 1 copy of existing and proposed elevations, scale 1:100 or 1:50. The elevation drawings shall show what the host building (including roof) looks like from the outside and specify the window details including: the materials; the number of and configuration of the panes of glass; the means of opening; and the dimensions of the frames including astragals. Cross-sections showing frame dimensions should be submitted

As an alternative the Planning Authority will consider accepting annotated photographs and brochure drawings. Annotated photographs should show complete elevations and clearly indicate the windows to be replaced; the annotation should make clear the compass direction of the elevation e.g. North West elevation. Annotated brochures should clearly state the materials to be used; the number of and configuration of the panes of glass; the means of opening i.e. sash and case, casement etc.; and the dimensions of the frames including astragals. Cross-sections showing frame dimensions should be submitted.

5. The correct fee.