

# INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

## CAR PORT

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 or large 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 site layout plans at a scale of 1:500 or smaller. A site layout plan shows the detailed layout of the whole site and the relationship of the proposed works with the site boundaries, nearby roads and neighbouring buildings. The site layout plan should indicate the location and length of all existing and proposed boundary walls and fences.

As an alternative the Planning Authority will consider accepting sketch site plans and/or annotated photographs. A sketch site plan should indicate, in metres, the location and length of the car port and its distance from existing boundaries (e.g. fences and walls) and buildings. If submitting a sketch site plan please clearly indicate that it is "Not to scale".

5. 1 copy of existing and proposed elevations and floorplans, scale 1:100 or 1:50. The drawings should show what the car port looks like from the outside and clearly state all external materials.

As an alternative the Planning Authority will consider accepting annotated brochure drawings and/or photographs of car ports of the same design. The annotation should clearly state the dimensions of the proposed works. If submitting photographs of the existing house the photographs should show the complete elevation of the house and have the location and dimensions of the car port clearly indicated. The colour and materials of the frame and roof covering should be clearly indicated.

The Planning Authority will also consider accepting sketch elevations which indicate, in metres, the length and height of all elevations of the car port. Details of finish materials and colours should be clearly indicated. If submitting a sketch elevation please clearly indicate that it is "Not to scale".

6. The correct fee.