

# INFORMATION REQUIRED WHEN SUBMITTING A PLANNING APPLICATION

## APPLICATIONS FOR GARAGES, SHEDS, SUMMER HOUSES ETC.

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 dimensions of all existing and proposed detached buildings within the garden.

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 dimensions of the building 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 scaled building drawings at either 1:100 or 1:50 showing the floor plan and all elevations of the building. The external materials should be clearly stated.

As an alternative the Planning Authority will consider accepting annotated brochure drawings and/or photographs of the building. The annotation should clearly state the length, width, maximum height and eaves height of the building.

The Planning Authority will also consider accepting sketch elevations which indicate, in metres, the dimensions of all elevations of the building. 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.