



Guide to preparing Notices of Significant Further Information



Contents

1. Introduction	2
2. When are public notices informing of the submission of Further Information required	2
3. Requirements for Site Notice	3
4. Requirements for Newspaper Notice	5
5 Timeframe for decision	6
Appendix A: Article 35 (1) Planning & Development Regulations 2001, as amended	7
Appendix B: Site Notice of Further Information	10
Appendix C: Worked Example of Site Notice and Newspaper Notice of Further Information where a new element is to be included	13
Appendix D: List of Approved Newspapers.....	16

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 (see Appendix A).

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 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 template is attached as Appendix B. An electronic form of the Site Notice

Template is available on the Council website at:

http://www.tipperarycoco.ie/sites/default/files/Forms/TCC%20Site%20Notice%20Further%20Information_Revised%20Plans.pdf

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, a description of the further information (new element) should be included for.

For example if an applicant is seeking permission to extend a dwelling and the Planning Authority issue a request for further information under Article 33 of the Planning and Development Regulations 2001, as amended, that (inter alia) advises the applicant that the dwelling has been previously altered and extended without a grant of permission, the applicant has the option of incorporating the planning permission for retention of the altered and extended dwelling into the application as significant further information.

It is recommended that the new element is inserted between the second last and last paragraph of the site notice (See Appendix C 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 (See Appendix D for list of same) and must contain as a **heading the name of the planning authority, 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: Article 35 (1) Planning & Development Regulations
2001, as amended**

35.(1) Where a planning authority receives further information or evidence following a request under article 33, or revised plans, drawings or particulars following a request under article 34, or otherwise receives further information, evidence, revised plans, drawings or particulars in relation to the application, and it considers that the information, evidence, revised plans, drawings or particulars received, as appropriate, contain significant additional data, including information in relation to effects on the environment, the authority shall-

(a) require the applicant, within a specified period, to publish a notice in an approved newspaper, containing as a heading the name of the planning authority, marked ~~Further Information~~ or ~~Revised Plans~~, as appropriate, and stating -

(i) the name of the applicant,

(ii) the location, townland or postal address of the land or structure to which the application relates (as may be appropriate),

(iii) the reference number of the application on the register,

(iv) 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, and

(v) 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 under (a) and (b) of this sub-article or, in the case of a planning application accompanied by an EIS, within 5 weeks of receipt of such notices by the planning authority, and to submit a copy of the notice to the planning authority

(b) require the applicant, within the period specified in (a) of this sub-article for publication of the newspaper notice, to erect or fix a site notice on the land or structure to which the further information relates, in the form set out in Form No. 4 of Schedule 3 or a form substantially to the like effect and to submit a copy of the notice to the planning authority.

(c) as soon as may be, send notice and a copy of the further information, evidence, revised plans, drawings or particulars, to any person or body specified in article 28, as appropriate, indicating that a submission or observation in relation to the further information or evidence or revised plans, drawings or particulars received may be made in writing to the authority not later than 2 weeks after receipt of the newspaper notice and site notice by the planning authority within the period specified in paragraph (a),

(d) as soon as may be, notify any person who made a submission or observation in relation to the planning application in accordance with article 29(1), indicating-

(i) 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 cost of making a copy, at the offices of the authority during its public opening hours,

(ii) that a submission or observation in relation to the further information or evidence or revised plans, drawings or particulars received may be made in writing to the authority within the period specified in paragraph (a),

(iii) that no fee or further fee shall be payable on condition that any submission or observation referred to in sub-paragraph (ii) is accompanied by a copy of the acknowledgement by the authority of the receipt of a submission or observation referred to in article 29.

(2) Where a planning authority considers that the notices published in accordance with sub-article (1)(a) and (b) do not adequately inform the public, the authority may require the applicant to give such further notices in such a manner and in such terms as the authority may specify.

(3) Sub-articles (1)(b) and (c), (2) and (3) of article 19 shall apply to a site notice erected or fixed under sub-article (1)(b).

(5) The planning authority shall as soon as may be acknowledge receipt of any submissions or observations referred to in sub-article (1)(a)(v) in the form set out at Form No. 3 of Schedule 3, or a form substantially to the like effect.

(6) (a) A planning authority may, with the consent of any person or body referred to in sub-article (1), send notice under that sub-article, in electronic form.

(b) Where the planning authority so consents, a submission or observation referred to in sub-article (1) may be made in electronic form.

Appendix B: Site Notice of Further Information

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.

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

Tipperary County Council

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

Name of Applicant: Joe Bloggs
Reference Number of the Application 15600000

The development applied for consisted of

Permission to extend and alter 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 for retention of alterations to the rear 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: Joe Bloggs

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

Tipperary County Council

Further Information

Planning permission is sought by Joe Bloggs under Planning Register Reference No 15600000 to extend and alter his dwelling house and associated site works at **[Insert location, townland 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 rear 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.

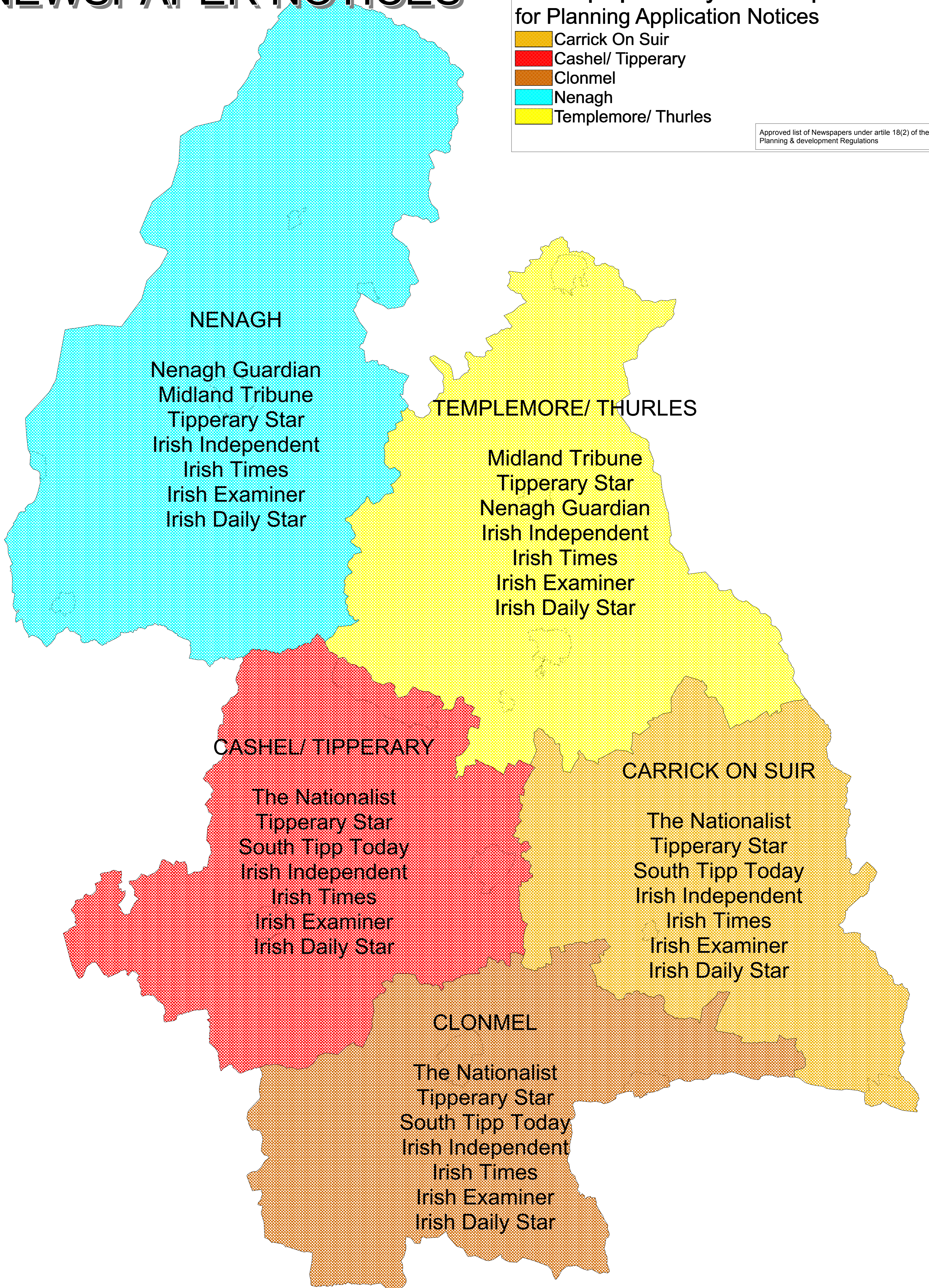
Appendix D: List of Approved Newspapers

NEWSPAPER NOTICES

Newspaper's by Municipal Area for Planning Application Notices

- Carrick On Suir
- Cashel/ Tipperary
- Clonmel
- Nenagh
- Templemore/ Thurles

Approved list of Newspapers under article 18(2) of the
Planning & development Regulations





Comhairle Contae Thiobraid Árann
Tipperary County Council

Tipperary
County Council,
Civic Offices,
Limerick Road,
Nenagh,
Co. Tipperary

Tipperary
County Council,
Civic Offices,
Emmet Street,
Clonmel,
Co. Tipperary

t 0761 06 5000
e add email here
@tipperarycoco.ie
www.tipperarycoco.ie

