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## Guidelines for Completing the Site Notice

A SAMPLE SITE NOTICE IS AVAILABLE ON REQUEST AND A COPY OF THE TEXT IS AVAILABLE ON THE WEBSITE

1. The name of the Planning Authority to which the planning application will be made, should be inscribed.
2. The name of the applicant for permission (and not his or her agent) should be inscribed.
3. The types of permission that may be sought are - **Permission; Retention Permission; Outline Permission; and Permission consequent on the grant of outline permission.** (If Permission consequent on the grant of outline permission is being sought, the reference number on the planning register of the relevant outline permission should be included). (Delete and tick box as appropriate on sample notice).
4. The location, townland or postal address of the land or structure to which the application relates should be inscribed.
5. The present tense should be used where **Retention** permission is being sought.
6. A *brief* description of the nature and extent of the development should be inscribed, the description shall include:-
  - a. Where the application relates to development consisting of or comprising the provision of houses, the number of houses to be provided. 'Houses' includes buildings designed as 2 or more dwellings or flats, apartments or other dwellings within a building.
  - b. where the application relates to the retention of a structure, the nature of the proposed use of the structure and, where appropriate, the period for which it is proposed to retain the structure.
  - c. where the application relates to development which would consist of or comprise the carrying out of works to a protected structure *or* proposed protected structure, an indication of that fact.
  - d. where an environmental impact statement has been prepared in respect of the planning application, an indication of that fact.
  - e. where the application relates to development which comprises or is for the purposes of an activity requiring an integrated pollution control licence or a waste licence, an indication of that fact.
  - f. where a planning application relates to development in a strategic development zone, an indication of that fact, or

- g. where a planning application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of these Regulations (Major Accident Directive), an indication of that fact.
7. That the planning application may be inspected or purchased at a fee not exceeding the reasonable cost of making a copy at the offices of the Planning Authority during its public opening hours of 9.30 - 15.30 Monday - Friday. A submission or observation in relation to the application may be made in writing the Planning Authority on payment of the prescribed fee within the period of 5 weeks, beginning on the date of receipt by the Authority of the application.

This wording should be indicated on the site notice.

8. Either the signature of the applicant or the signature and **CONTACT ADDRESS** of the person acting on behalf of the applicant shall be inscribed.
9. **The date** that the notice is erected or fixed at the site shall be inscribed.

The site notice will contain the date the site notice is erected to avoid any confusion over duplicate applications being made after the original application.

#### PLEASE NOTE THE FOLLOWING

**N.B.** The site notice shall be inscribed on a **white background**. Where a second application for permission is made on the same site within six months of making a previous application, the site notice of the subsequent application must be inscribed on a **yellow background**. This is to make it clear to third parties that a new application is being made. (This does not apply to a re-submission as result of invalidation).

The applicant must erect the site notice no sooner than 2 weeks before making the application for permission to facilitate third parties in inspecting the application, and the site notice must be maintained in position for at least a period of 5 weeks from the date of receipt of the planning application by Fingal County Council and should be **removed** as soon as may be, after those requirements of the permission regulations have been complied with. (Must be removed after notification of Planning Authority Decision)

The site notice should be renewed or replaced if it becomes illegible or damaged or removed within the 5 week period.

The public opening hours are 9.30 - 15.30, Monday to Friday. The prescribed fee is €20.

Where it appears to the Planning Authority that a site notice will not be visible or easily legible to members of the public by reason of it being positioned on an open gate, the Planning Authority will consider same does not satisfy the requirements of Article 19 of the Planning and Development Regulations 2001, as amended and accordingly any such application will be deemed invalid.

These guidelines are designed to assist in completing the site notice; however, they do not form part of the regulations and do not purport to be a legal interpretation. You are advised to consult the planning and development regulations, 2001 to 2006.