

**WATERFORD CITY AND COUNTY COUNCIL**

Planning &amp; Development Act 2000(as amended)

Planning Department,  
Menapia Building,  
The Mall,  
Waterford.

Phone: 0761 102020 Fax: 0761 099701

Email: [planning@waterfordcouncil.ie](mailto:planning@waterfordcouncil.ie)**BEFORE FILLING OUT THIS FORM PLEASE NOTE THE FOLLOWING:**

**PLANNING APPLICATION FORM** *Please ensure that each section of this application form is fully completed and signed. The applicant should enter n/a (not applicable) where appropriate.*

*Please ensure that all necessary documentation is attached to your application form.*

Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application.

*It should be noted that the planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms with the development plan and may request this on a supplementary application form.*

*Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, the planning authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore failure to supply this information could delay the decision on an application or lead to a refusal of permission.*

Applicants should therefore contact the relevant planning authority to determine what local policies and objectives would apply to the development proposed and whether additional information is required.

*Please note that the policies and objectives relating to Waterford City and County are contained in the Waterford City Development Plan, Waterford County Council Development Plan, Local Area Plans, and Variations to the Development Plans. These documents are accessible on the council's website [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie). Applicants should familiarise themselves with the requirements of relevant plans and policies prior to submitting the planning application.*

Planning applications should be submitted to Waterford City and County Council, Planning Department, Menapia Building, The Mall, Waterford. Public opening hours 9.30 a.m. to 1 p.m. and 2 p.m. to 4 p.m. (Monday to Friday) excluding public holidays. Telephone 0761 102020, email [planning@waterfordcouncil.ie](mailto:planning@waterfordcouncil.ie)

## DATA PROTECTION

The planning process is an open and public one. In that context, all planning applications are made available for public inspection and Waterford City and County Council publishes weekly lists of planning applications received as well as weekly lists of planning decisions. This information is also placed on the Council's website.

It has come to our attention that the publication of planning applications by planning authorities can lead to applicants being targeted by persons in the business sector engaged in direct marketing. In response to a request from the Data Protection Commissioner, you are hereby given an opportunity to indicate a preference with regard to the receipt of direct marketing arising from the lodging of a planning application.

**If you are satisfied to receive direct marketing please tick this box.**

 

Direct marketing may be by post, by telephone, by hand or by electronic mail such as email or text message where such details are supplied. It is the responsibility of those entities wishing to use the personal data on planning applications and decisions lists for direct marketing purposes to be satisfied that they may do so legitimately under the requirements of the Data Protection Acts 1988 & 2003 taking account of the preference outlined above.

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**PLANNING APPLICATION FORM**

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**1. WATERFORD CITY AND COUNTY COUNCIL****2. LOCATION OF PROPOSED DEVELOPMENT:**

*Postal Address or Townland or Location (as may best identify the land or structure in question)*

*Ordnance Survey Map Ref No (and the Grid Reference where available)<sup>1</sup>*

**3. TYPE OF PLANNING PERMISSION SOUGHT (PLEASE TICK APPROPRIATE BOX):**

Permission

Permission for retention

Outline Permission

Permission consequent on Grant of Outline Permission

**4. WHERE PLANNING PERMISSION IS CONSEQUENT ON GRANT OF OUTLINE PERMISSION:**

Outline Permission Register Reference Number: \_\_\_\_\_

Date of Grant of Outline Permission: \_\_\_\_/\_\_\_\_/\_\_\_\_

**5. APPLICANT<sup>2</sup>:**

<i>Name(s)</i>	
	Contact details to be supplied at the end of this form (Question: 24)

**6. WHERE APPLICANT IS A COMPANY (REGISTERED UNDER THE COMPANIES ACTS):**

<i>Name(s) of company director(s)</i>	
<i>Registered Address (of company)</i>	
<i>Company Registration Number</i>	

**7. PERSON/AGENT ACTING ON BEHALF OF THE APPLICANT (IF ANY):**

<i>Name</i>	
	Address to be supplied at the end of this form. (Question 25)

**8. PERSON RESPONSIBLE FOR PREPARATION OF DRAWINGS AND PLANS<sup>3</sup>:**

<i>Name</i>	
<i>Firm/Company</i>	

**9. DESCRIPTION OF PROPOSED DEVELOPMENT:**

<i>description of the nature and extent of the proposed development<sup>4</sup></i>	
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<b>10. LEGAL INTEREST OF APPLICANT IN THE LAND OR STRUCTURE:</b>		
<i>Please tick appropriate box. Where legal interest is 'Other', please expand further on your interest in the land of structure</i>	<b>A. Owner</b>	<b>B. Occupier</b>
	<b>C. Other</b>	
<b><i>If you are not the legal owner, please state the name and address of the owner and supply a letter from the owner of consent to make the application as listed in the accompanying documentation.</i></b>		
<b><i>If Owner, state when the land/structure was acquired.</i></b>		
<b><i>And from whom acquired</i></b>		

<b>11. SITE AREA:</b>	
<i>Area of site to which the application relates in hectares</i>	.....ha

<b>12. WHERE THE APPLICATION RELATES TO A BUILDING OR BUILDINGS:</b>	
<i>Gross floor space<sup>5</sup> of any existing building(s) in m<sup>2</sup></i>	
<i>Gross floor space of proposed works in m<sup>2</sup></i>	
<i>Gross floor space of work to be retained in m<sup>2</sup> (if appropriate)</i>	
<i>Gross floor space of any demolition in m<sup>2</sup> (if appropriate)</i>	

<b>13. IN THE CASE OF MIXED DEVELOPMENT (E.G. RESIDENTIAL, COMMERCIAL, INDUSTRIAL, ETC), PLEASE PROVIDE BREAKDOWN OF THE DIFFERENT CLASSES OF DEVELOPMENT AND BREAKDOWN OF THE GROSS FLOOR AREA OF EACH CLASS OF DEVELOPMENT:</b>	
<i>Class of Development</i>	<i>Gross floor area in m<sup>2</sup></i>

**14. IN THE CASE OF RESIDENTIAL DEVELOPMENT PLEASE PROVIDE BREAKDOWN OF RESIDENTIAL MIX:**

**DOMESTIC/SMALL DEVELOPMENT AREAS :**

Description :	Area	Description :	Area	Description :	Area	Other: (Specify)	Area	Other : (Specify)	Area
House	m <sup>2</sup>	Extension:	m <sup>2</sup>	Shed:	m <sup>2</sup>		m <sup>2</sup>		m <sup>2</sup>
Garage:	m <sup>2</sup>	Apartment:	m <sup>2</sup>	Change of Use:	m <sup>2</sup>		m <sup>2</sup>		m <sup>2</sup>

**HOUSING ESTATE AREAS :**

House Type	Type A	Type B	Type C	Type D	Type E	Type ____	Type ____	Type ____	Type ____
Area	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Number of									

**APARTMENT AREAS ::**

Apt. Type	Type A	Type B	Type C	Type D	Type E	Type ____	Type ____	Type ____	Type ____
Area	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Number of									

Car Parking spaces provided : Existing : \_\_\_\_\_ Proposed : \_\_\_\_\_ Total: \_\_\_\_\_

For large developments a separate schedule of areas should be submitted.

**15. WHERE THE APPLICATION REFERS TO A MATERIAL CHANGE OF USE OF ANY LAND OR STRUCTURE OR THE RETENTION OF SUCH A MATERIAL CHANGE OF USE:**

<i>Existing use<sup>6</sup> (or previous use where retention permission is sought)</i>	
<i>Proposed use ( or use it is proposed to retain)</i>	
<i>Nature and extent of any such proposed use (or use it is proposed to retain)</i>	

**16. SOCIAL AND AFFORDABLE HOUSING:**

Please tick appropriate box	Yes	No
<i>Is the application an application for permission for development to which Part V of the Planning and Development Act 2000 (as amended) applies?<sup>7</sup></i>		
If the answer to the above question is "yes" and the development is not exempt (see below), you must provide, as part of your application, details as to how you propose to comply with Section 96 of Part V of the Act (as amended) including, for example, (i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and (ii) details of the calculations and methodology for calculating		

values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions in Part V of the Act (as amended).

Failure to submit a Part V proposal with this planning application will result in the invalidation of your application.

If the answer to the above question is “yes” but you consider the development to be exempt by virtue of section 97 of the Planning and Development Act 2000<sup>8</sup>, (as amended) a copy of the Certificate of Exemption under section 97 must be submitted (or, where an application for a certificate of exemption has been made but has not yet been decided, a copy of the application should be submitted).

If the answer to the above question is “no” by virtue of section 96(13) of the Planning and Development Act 2000<sup>9</sup>, (as amended) details indicating the basis on which section 96(13) is considered to apply to the development should be submitted.

## 17. DEVELOPMENT DETAILS

***Please tick appropriate box***

**Yes**

**No**

*Does the proposed development consist of work to a protected structure and/or its curtilage or proposed protected structure and/or its curtilage?*

*Does the proposed development consist of work to the exterior of a structure which is located within an architectural conservation area (ACA)?*

*Was the structure included in the NIAH (National Inventory of Architectural Heritage) Inventory of County Waterford? If yes provide Registration No. If unsure, please contact the Conservation Officer of Waterford City and County Council.*

*Does the application relate to development which affects or is close to a monument or place recorded under section 12 of the National Monuments (Amendment) Act, 1994<sup>10</sup>*

*Does the proposed development require the preparation of an Environmental Impact Statement<sup>11</sup>?*

*Does the application relate to work within or close to a European Site (under S.I. No.94 of 1997) or a Natural Heritage Area? If a Natura Impact Statement is required to be submitted with this application, you must provide ten hard copies & one electronic copy.*

*Does the application relate to a development which comprises or is for the purposes of an activity requiring an integrated pollution prevention*

<i>and control licence?</i>		
<i>Does the application relate to a development which comprises or is for the purposes of an activity requiring a waste licence?</i>		
<i>Do the Major Accident Regulations apply to the proposed development?</i>		
<i>Does the application relate to a development in a Strategic Development Zone?</i>		
<i>Does the proposed development involve the demolition of any structure?</i>		
<i>Does the proposed development require a Transport Assessment in accordance with thresholds set out in the Traffic Management Guidelines issued by the Department of the Environment, Heritage and Local Government.</i>		
<i>Does the site lie within a natural Heritage Area, a Special Area of Conservation or a Special Protection Area for birds?</i>  <i>If YES, please submit an assessment of the ecological impact of the proposed development</i>		
<i>Does the proposed development pose a risk of damaging or disturbing species listed in Annex 1V of the Habitats Directive? (List available on <a href="http://www.npws.ie">www.npws.ie</a>). If YES, a Derogation Licence should be submitted with your application.</i>		

## **18. SITE HISTORY**

### **Details regarding site history (if known)**

Has the site in question ever, to your knowledge, been flooded?

Yes  No

If yes, please give details e.g. year, extent.

Are you aware of previous uses of the site e.g. dumping or quarrying?

Yes  No

If yes, please give details.

### **Are you aware of any valid planning applications previously made in respect of this land/structure?**

Yes  No

If yes, please state planning reference number(s) and the date(s) of receipt of the planning application(s) by the planning authority if known:



Reference No.: \_\_\_\_\_ Date: \_\_\_\_\_

If a valid planning application has been made in respect of this land or structure in the 6 months prior to the submission of this application, then the site notice must be on a yellow background in accordance with Article 19(4) of the Planning and Development Regulations 2001 as amended.

***Is the site of the proposal subject to a current appeal to An Bord Pleanála in respect of a similar development<sup>13</sup>?***

Yes [ ] No [ ]

An Bord Pleanála Reference No.: \_\_\_\_\_

**19. PRE-APPLICATION CONSULTATION:**

***Has a pre-application consultation taken place in relation to the proposed development<sup>14</sup>?***

Yes [ ] No [ ]

If yes, please give details:

Reference No. (if any): \_\_\_\_\_

Date(s) of consultation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Persons involved: \_\_\_\_\_

***Please attach a copy of the pre-application record.***

**20. SERVICES:**

***Proposed Source of Water Supply***

Existing connection [ ] New connection [ ]

Public Mains [ ] Group Water Scheme [ ] Private Well [ ]

Other (please specify): \_\_\_\_\_

Name of Group Water Scheme (where applicable) \_\_\_\_\_

***Proposed Wastewater Management/Treatment***

Existing [ ] New [ ]

Public Sewer [ ] Conventional septic tank system [ ]

Other on-site treatment system [ ] Please specify \_\_\_\_\_

**Proposed Surface Water Disposal**

Public Sewer/Drain [ ] Soakpit [ ]

Watercourse [ ] Other [ ] Please specify \_\_\_\_\_

**21. DETAILS OF PUBLIC NOTICE:**

*Approved newspaper<sup>15</sup> in which notice was published*

*Date of publication  
NOTE: A list of approved newspapers is available with this planning application pack.*

*Date on which site notice was erected  
This date must correspond with the date on the site notice.*

**NOTE: Site Notice must not be erected more than 2 weeks prior to the submission of a planning application and shall be maintained in position for a period of 5 weeks from the date of receipt of the planning application by the planning authority and shall be renewed or replaced if it is removed or becomes defaced or illegible within that period. The notice must be removed following the notification of the planning authority decision.**

**22. APPLICATION FEE:**

*Fee Payable*

*Basis of Calculation*

Class of development	Gross floor area in m	Fee applicable

**23. DECLARATION:**

I hereby declare that, to the best of my knowledge and belief, the information given in this form is correct and accurate and fully compliant with the Planning & Development Act 2000, as amended, and the Regulations made thereunder.

Signed (1)  
(Applicant or Agent  
as appropriate)

Signed (2)  
(Applicant or Agent  
as appropriate)

Date

**NOTE: Where signature of Agent is affixed, the application must be accompanied by a letter from the applicant authorising the agent to sign the application form.**

An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with Building Regulations, which set out basic design and construction requirements.

PROVIDING FALSE INFORMATION MAY RESULT IN PROSECUTION.

PLEASE NOTE: THE SUPPLEMENTARY FORM MUST BE COMPLETED AND SUBMITTED WITH THIS FORM IF APPLICATION IS FOR DWELLING(S) IN A RURAL AREA. THE SUPPLEMENTARY FORM IS NOT REQUIRED FOR EXTENSIONS OR HOUSING ESTATES. DON'T FORGET TO FILL OUT CONTACT DETAILS SHEET OVERLEAF.

Applications for **Agricultural Developments** and **Industrial Developments** must submit additional relevant forms (available on WC&CC website or from the Planning Department) with this application.

**CONTACT DETAILS - NOT TO BE PUBLISHED**

<b>24. APPLICANT ADDRESS / CONTACT DETAILS:</b>	
<i>Address</i>	
<i>Email Address</i>	
<i>Telephone number (optional)</i>	

<b>25. AGENT'S (IF ANY) ADDRESS / CONTACT DETAILS</b>	
<i>Address</i>	
<i>Email address</i>	
<i>Telephone number (optional)</i>	
<b>Should all correspondence be sent to the agent's address? (where applicable)?</b> Please tick appropriate box. (Please note that if the answer is 'No', all correspondence will be sent to the Applicant's address)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>26. PERSON RESPONSIBLE FOR PREPARATION OF DRAWINGS AND PLANS:</b> <u>          </u> (if this person is as in Q 25 above, indicate by entering "Same as Q 25")
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<u>Address</u>	
<u>Telephone No.</u>	
<u>Email Address:</u>	

**A CONTACT ADDRESS MUST BE GIVEN, WHETHER THAT OF THE APPLICANT OR THAT OF THE AGENT.**

## Notes to Applicant

- All questions on this form **MUST** be completed insofar as they relate to your particular proposal. Failure to do so will render your application invalid.
- An applicant will not be entitled solely by reason of a planning permission to carry out the development. The applicant may need other consents, depending on the type of development. For example, all new buildings, extensions and alterations to, and certain changes of use of existing buildings must comply with building regulations, which set out basic design and construction requirements.
- Please note that in accordance with Section 251 of the Planning and Development Act 2000:-

“Where calculating any appropriate period or other time limit referred to in this Act or in any other regulations made under this Act, **the Period between the 24<sup>th</sup> day of December and the 1<sup>st</sup> day of January, both days inclusive, shall be disregarded.**” (Not applicable to Development Plan matters)

**Please note that if the appropriate documentation is not included, your application will be deemed invalid.**

***This form should be accompanied by the following documentation:***

**ALL Planning Applications**

- The relevant page of newspaper that contains notice of your application
- A copy of the site notice
- 6 copies of site location map<sup>16</sup>
- 6 copies of site or layout plan<sup>16+17</sup>
- 6 copies of plans and other particulars required to describe the works to which the development relates (include detailed drawings of floor plans, elevations and sections – except in the case of outline permission)
- Schedule of Plans/Drawings being submitted
- The appropriate Planning Fee

**Where the applicant is not the legal owner of the land or structure in question:**

- The written consent of the owner to make the application<sup>18</sup>

**Where the application is for residential development that is subject to Part V of the 2000 Act:**

- Details of the manner in which it is proposed to comply with Section 96 of Part V of the Act including, for example,
  - (i) details of such part or parts of the land which is subject to the application for permission or is or are specified by the Part V agreement, or houses situated on such aforementioned land or elsewhere in the planning authority's function area proposed to be transferred to the planning authority, or details of houses situated on such aforementioned land or elsewhere in the planning authority's functional area proposed to be leased to the planning authority, or details of any combination of the foregoing, and
  - (ii) details of the calculations and methodology for calculating values of land, site costs, normal construction and development costs and profit on those costs and other related costs such as an appropriate share of any common development works as required to comply with the provisions on Part V of the Act

***Or***

- A certificate of exemption from the requirements of Part V

***Or***

- A copy of the application submitted for a certificate of exemption.

**Where the application is for residential development that is not subject to Part V of the 2000 Act by virtue of section 96(13) of the Act:**

- Information setting out the basis on which section 96(13) is considered to apply to the development.

**Where the disposal of wastewater for the proposed development is other than to a public sewer:**

- Information on the on-site treatment system proposed.
- A Site Suitability Assessment of the site for the proposed system.
- 2 Copies of Longitudinal Section including the dwelling, the treatment unit and percolation area.
- 2 copies of site characterisation form as per the EPA Code of Practice.

**Where the application refers to a protected structure/ proposed protected structure/ or the exterior of a structure which is located within an architectural conservation area (ACA):**

- Photographs, plans and other particulars necessary to show how the development would affect the character of the structure.

**Applications that refer to a material change of use or retention of such a material change of use:**

- Plans (including a site or layout plan and drawings of floor plans, elevations and sections which comply with the requirements of Article 23) and other particulars required describing the works proposed.

**Where an application requires an Environmental Impact Statement:**

- 10 copies of the Environmental Impact Statement + 1 electronic copy

Where the proposed development requires a Transport / Traffic Assessment in accordance with thresholds set out in the Traffic Management Guidelines issued the Department of the Environment, Heritage and Local Government, the Department of Transport and the Dublin Transportation Office:

- A Transport / Traffic Assessment

**Applications that are exempt from planning fees:**

- Proof of eligibility for exemption<sup>19</sup>

**Directions for completing this form.**

1. Grid reference in terms of the Irish Transverse Mercator.
2. "The applicant" means the person seeking the planning permission, not an agent acting on his or her behalf.
3. Where the plans have been drawn up by a firm/company the name of the person primarily responsible for the preparation of the drawings and plans, on behalf of that firm/company, should be given.
4. A brief description of the nature and extent of the development, including reference to the number and height of buildings, protected structures, etc.
5. Gross floor space means the area ascertained by the internal measurement of the floor space on each floor of a building; i.e. floor areas must be measured from inside the external wall.
6. Where the existing land or structure is not in use, please state most recent authorised use of the land or structure.
7. Part V of the Planning and Development Act 2000 applies where –
  - the land is zoned for residential use or for a mixture of residential and other uses;
  - there is an objective in the Development Plan for the area for a percentage of the land to be made available for social and/or affordable housing; and
  - the proposed development is not exempt from Part V.
8. Under section 97 of the Planning and Development Act 2000, applications involving development of 9 or fewer houses or development on land of less than 0.1 hectare may be exempt from Part V.
9. Under section 96(13) of the Planning and Development Act 2000, Part V does not apply to certain housing developments by approved voluntary housing bodies, certain conversions, the carrying out of works to an existing house or the development of houses under an agreement made under section 96 of the Act
10. The Record of Monuments and Places, under section 12 of the National Monuments Amendment Act 1994, is available, for each county, in the local authorities and public libraries in that county. Please note also that if the proposed development affects or is close to a national monument which, under the National Monuments Acts 1930 to 2004, is in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or is the subject of a preservation order or a temporary preservation order, a separate statutory consent is required, under the National Monuments Acts, from the Minister for Arts, Heritage and the Gaeltacht. For information on whether national monuments are in the ownership or guardianship of the Minister for Arts, Heritage and the Gaeltacht or a local authority or are the subject of preservation orders, contact the National Monuments Section, Department of Arts, Heritage and the Gaeltacht.
11. An Environmental Impact Statement (EIS) is required to accompany a planning application for development of a class set out in Schedule 5 of the Planning and Development Regulations 2001-2011 which exceeds a limit, quantity or threshold set for that class of development. An EIS will also be required by the planning authority in respect of sub-threshold development



where the authority considers that the development would be likely to have significant effects on the environment (article 103).

12. An appropriate assessment of proposed development is required in cases where it cannot be excluded that the proposed development would have a significant effect on a European site. It is the responsibility of the planning authority to screen proposed developments to determine whether an appropriate assessment is required and where the authority determines that an appropriate assessment is required, the authority will normally require the applicant to submit a Natura impact statement (NIS). Where the applicant considers that the proposed development is likely to have a significant effect on a European site it is open to him/her to submit a NIS with the planning application.
13. The appeal must be determined or withdrawn before another similar application can be made.
14. A formal pre-application consultation may only occur under Section 247 of the Planning and Development Act 2000. Applicants are advised to avail of a pre-application consultation. In the case of residential development to which Part V of the 2000 Act applies, applicants are advised to avail of the pre-application consultation facility in order to ensure that a Part V agreement in principle can be reached in advance of the planning application being submitted.
15. The list of approved newspapers, for the purpose of giving notice of intention to make a planning application, is available from the planning authority to which the application will be submitted.
16. All plans, drawings and maps submitted to the planning authority should be in accordance with the requirements of the Planning and Development Regulations 2001-2015.
17. The location of the site notice(s) should be shown on site location map.
18. The applicant/agent should make the owner aware that the letter will be placed on a public planning file and may be placed on the planning authority's website. Where this is the policy of the planning authority.
19. See Schedule 9 of Planning and Development Regulations 2001. If a reduced fee is tendered, details of previous relevant payments and planning permissions should be given. If exemption from payment of fees is being claimed under article 157 of the 2001 Regulations, evidence to prove eligibility for exemption should be submitted.