

SAMPLE NEWSPAPER NOTICE

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| WATERFORD CITY AND COUNTY COUNCIL | |
| I /we _____ | 1 |
| intend to apply for _____ | 2 |
| for _____ | 3 |
| at _____, Waterford | 4 |
| <p>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 (Menapia Building, The Mall, Waterford), during its public opening hours (9.30 am to 1 pm and 2 pm to 4 pm). A submission or observation in relation to the application may be made in writing to the planning authority on payment of the prescribed fee (€20) within the period of 5 weeks beginning on the date of receipt by the authority of the application.</p> | |

1. **Insert name of the applicant only (not the agent).**

2. **Insert the appropriate type of permission:**

The types of permission which may be sought are:

- (i) permission,
- (ii) retention permission.
- (iii) Outline permission
- (iv) Permission consequent on the grant of outline permission. If this type of permission is being sought, the **reference number on the planning register of the relevant outline permission** should be included.

3. Insert brief description of the **nature** and **extent** of the development.

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

GUIDE TO PREPARING A NEWSPAPER NOTICE

In order to adequately describe the proposed development in the newspaper notice, the following is required:

The Planning Regulations require that a brief **description of the nature and extent of the development** should be provided. The description shall include:

- (i) where the application relates to development consisting of or comprising the provision of **houses**, the number of houses to be provided . 'Houses' include buildings designed as 2 or more dwellings or flats, apartment or other dwellings within a building;
- (ii) 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;
- (iii) 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,
- (iv) where an **Environmental Impact Statement** has been prepared in respect of the planning application, an indication of the fact,
- (v) where the application relates to development which comprises or is for the purposes of an activity requiring an **integrated pollution prevention and control licence** or a **waste licence**, an indication of that fact, or
- (vi) where a planing application relates to development consisting of the provision of, or modifications to an establishment within the meaning of Part 11 of the Planning Regulations (**Major Accidents Directive**) an indication of that fact.

Note: It is recommended that where **buildings** are being proposed, that the number of buildings, including height (i.e. **number of storeys**) is referred to in public notices.

Within the period of two weeks* before making the planning application, an applicant is obliged to give notice of intention to make the application in a newspaper approved by Waterford City and County Council.

** e.g. Publication date **Friday 10th March** - last day for lodging application **Thursday 23rd**. The day of publication must be counted as the first day when calculating the fourteen days. Where the last day of the 2 week period is a Saturday, Sunday, a public holiday (within the meaning of the Organisation of Working Time Act, 1997 (No. 20 of 1997), or any other day on which the offices of the planning authority are closed, the application shall be valid if received on the **next** following day on which the offices of the planning authority are open.*

WATERFORD CITY AND COUNTY COUNCIL

(Planning & Development Regulations, 2001, – Article 18, as amended)

**Approved list of newspapers for the publication of
notice of intention to make a planning application**

NEWSPAPERS ACCEPTED ON COUNTY WIDE BASIS

The Irish Times

The Irish Independent

The Irish Examiner

**Electoral Area Tramore - Waterford City West, Waterford City South,
Waterford City East**

Newspapers accepted on County Wide Basis as above

Waterford News And Star

The Munster Express

ELECTORAL AREA COMERAGH

Newspapers accepted on County Wide Basis as above

Waterford News & Star

The Munster Express

The Dungarvan Leader

The Dungarvan Observer

Electoral Area of Dungarvan Lismore

Newspapers accepted on County Wide Basis as above

The Dungarvan Leader

The Dungarvan Observer