



**Comhairle Chontae Uíbh Fhailí**  
**Offaly County Council**

Áras an Chontae, Charleville Road,  
Tullamore, Co. Offaly  
R35 F893  
Telephone: 057 935 7414; Email:  
planning@offalycoco.ie

**Guidance Notes for a Pre-Planning Meeting for a  
Single Dwelling**

The applicant is advised that any advice is given in good faith and without prejudice to the formal consideration of any subsequent planning application. In accordance with Section 247 (3) of the Planning & Development Act 2000 (as amended), “The carrying out of consultations shall not prejudice the performance by a Planning Authority of any other of its functions under this Act, or any regulations made under this Act and cannot be relied upon in the formal planning process or in legal proceedings”.

The applicant is advised to familiarise themselves with the policies, objectives and development standards of the current Offaly County Development Plan and any relevant Local Area Plan PRIOR to requesting a pre-planning meeting.

**Requirements for pre-planning meeting.**

**A pre-planning meeting will not be arranged where the following information is not submitted with this application form:**

1. Site Location map to a scale of 1:2500. The site must be easily identifiable and outlined in red.
2. Sketch of proposed layout.
3. Photographs of the proposed site. The location where photographs have been taken shall be clearly indicated on the site layout.
4. Sketch of proposed development.
5. Indicate any areas for concern you envisage in your proposal as submitted.

Upon receipt of a completed request form with the above-mentioned documentation attached, you will be notified of a date and time for a pre-planning meeting.

**Please Note:**

Where an applicant has received a decision to refuse planning permission on a site, it is not appropriate to hold a pre-planning meeting to discuss the refusal. The Planners Report relating to a decision is available for public viewing through the online enquiries system on our website and if the applicant feels they can overcome the refusal reasons, they are welcome to submit a new planning application.

The detailed requirements in relation to pre-planning meetings are detailed in Chapter 2 of the document “Development Management - Guidelines for Planning Authorities” (June 2007) published by the Stationary Office, Dublin and available online at [www.environ.ie](http://www.environ.ie)



**Comhairle Chontae Uíbh Fhailí**  
**Offaly County Council**

Áras an Chontae, Charleville Road,  
Tullamore, Co. Offaly  
R35 F893  
Telephone: 057 935 7414; Email:  
planning@offalycoco.ie

**Application Form for a Pre-Planning Meeting for a  
Single Dwelling**

<b>Name of Applicant(s)</b>	
<b>Address of Applicant(s)</b> Inclusion of EIRCODE is mandatory	
<b>Contact Number</b>	
<b>E-Mail Address</b>	

<b>Name of Agent</b> <i>(if applicable)</i>	
<b>Address of Agent</b>	
<b>Contact Number</b>	
<b>E-Mail Address</b>	

**Correspondence to issue to:**

Agent  or Applicant

<b>Location / Address of proposed development</b>	
<b>Ordnance Survey Sheet No.</b>	
<b>Eircode</b>	
<b>Current Zoning on Land</b>	
<b>Detailed description of proposed development</b>	

**Full details of your legal interest in the site: (Note that sites for auction cannot be considered for a pre-planning meeting under Section 2.11 of the Guidelines referred to on the first page of this form. Sites for sale must include a letter from the current landowner consenting to a pre-planning meeting):**

Owner

Option to Purchase

Related to owner (please detail)

Other

**If other, please specify:** \_\_\_\_\_

**The proposed development is for:** (please tick one of the following)

Own permanent residence

For sale

For letting

Holiday Home use

Other   Please specify \_\_\_\_\_

**Planning History**

Has the applicant previously attended a <b>pre-planning meeting</b> in relation to this site?	Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>
If yes, please provide pre-planning ref. no.	
Has <b>planning permission</b> previously been sought on the site / landholding (either by the applicant or another person)?	Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>
If planning was previously sought, please provide the planning reference number and indicate the decision made	Planning Ref. No. Grant <input type="checkbox"/> <input type="checkbox"/> Refusal <input type="checkbox"/> <input type="checkbox"/>
Was the decision appealed to An Bord Pleanála? If yes please state reference number and decision	

**Checklist**

**Are the following documents enclosed?**

- Site Location map to a scale of 1:2500
- Sketch of proposed layout
- Photographs of the proposed site
- Sketch of proposed development

**Please Note:**

**In periods of high volume of pre-planning requests, Offaly County Council may communicate planning advice through the medium of email.**

