



## **CORK COUNTY COUNCIL's NATIONAL PLANNING PORTAL (ePlanning) APPLICATION – FORM B**

**This form is for applicants who make a planning application through the LGMA National Planning Portal (ePlanning) only and should be uploaded by you under the correct heading on the portal and along with all other relevant documentation required as part of your planning application. This application form will not be accepted with hard copy planning applications.**

### **Form B comprises of Sections 3 to 8**

**Sections 3 to 7 of this application form should be completed where applicable and uploaded under the Document Type 'Other Assessments' on the LGMA's National Planning Portal (ePlanning) and will be available to view online.**

- ✓ **Section 3 – Data Protection**
- ✓ **Section 4 – Additional Information**
- ✓ **Section 5 – Non-Domestic & Non-Agricultural  
Application Details**
- ✓ **Section 6 – Agricultural Application Details**
- ✓ **Section 7 – Checklist of Other Issues to be Addressed**

**Section 8 of this application form is private and confidential and should be completed where applicable. It should be uploaded separately under Document Type - 'Form B' on the LGMA's National Planning Portal (ePlanning) to ensure it remains private and confidential.**

- ✓ **Section 8 – SF1 Form**

### **Section 3– Data Protection (To be completed for all applications)**

**Please complete this section of the application form where applicable and upload under the Document Type ‘Other Assessments’ on the LGMA’s National Planning Portal (ePlanning).**

#### **3.1. – Data Protection Declaration**

In order for the Planning Authority to process the personal data you have provided, your consent is required. By ticking the box below, you consent to the Planning Authority processing the personal data provided by you in line with the terms of Cork County Council’s Privacy Policy available at <https://www.corkcoco.ie/privacy-statement-cork-county-council> or in hardcopy from any Council office; and to having your information processed for the following purposes:

#### ***Processing of your planning application by the Planning Authority***

☒ I give permission for my personal information to be processed for the purpose stated above

Signed (By Applicant Only)	Conor McCarthy
Date	19.1.2026

Please complete the following questions by ticking (√) Yes or No as appropriate to demonstrate compliance with the General Data Protection Regulation (GDPR) (EU) 2016 and the Data Protection Act 2018. **Note: for definition of the Special Categories of data, please see 3.7. overleaf.**

3.2. Has applicant signed Section 3.1. & 3.7. (where applicable) of application form in relation to Data Protection? ☒ Yes ☐ No

3.3. Have any special categories of data within the meaning of GDPR been provided in relation to the applicant? ☐ Yes ☒ No

If Yes, has the applicant signed the Explicit Consent at Section 3.7.? ☐ Yes ☐ No

3.4. Have any special categories of data been provided in relation to a third party (i.e. family relative aged 18 or over, etc)? ☐ Yes ☒ No

If Yes, has the person to whom the data refers signed the Explicit Consent form (Section 3.7.)? ☐  
Yes ☒ No

3.5. Have any special categories of data been provided in relation to a child below the age of 18? ☐  
Yes ☒ No

If Yes, has the parent of the child signed the Explicit Consent form (Section 3.7.)? ☐ Yes ☐ No

3.6. Where you have provided any special categories of data as referred to above, please specify which documents you have submitted containing this information?

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### **3.7. – GDPR Special Categories of data / Sensitive Personal data - Explicit Consent**

Where Special Categories of personal data / sensitive personal data are provided as part of / in support of a planning application, **explicit consent** to the processing of the special categories of data must be given by the person to whom the data refers, namely the Data Subject.

Where the Data Subject is under 18 years, parental consent must be given on behalf of the Data Subject / Child. Where the Data Subject is 18 years or over, the Data Subject themselves must give their consent.


Special Categories of data / Sensitive Personal data include:

- Race
- Ethnic origin
- Political opinions
- Religion
- Philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data
- Health data
- Concerning a natural person's sex life
- Sexual orientation

In order for the Planning Authority to process the sensitive personal data you have provided, your consent is required. By ticking the box below, you consent to the Planning Authority processing the personal data provided by you in line with the terms of Cork County Council's Privacy Policy available at <https://www.corkcoco.ie/privacy-statement-cork-county-council> or in hardcopy from any Council Office; and to having your information processed for the following purposes:

#### **Sensitive personal data being submitted in support of Planning Application**

☒ *I give permission for my sensitive personal data submitted to the Planning Authority to be processed for the purpose stated above.*

Signed *****	
Date	19.1.2026

**\*\*\*This must be signed by the person to whom the sensitive data refers, i.e Applicant / 3<sup>rd</sup> Party / Parent of a child under 18 years**

You have the right to withdraw your consent by contacting the Planning Directorate, Ground Floor, County Hall, Carrigrohane Road, Cork. Tel: (021) 4276891 Email: [planninginfo@corkcoco.ie](mailto:planninginfo@corkcoco.ie) or by contacting the Planning Department, Norton House, Cork Road, Skibbereen, Co. Cork. Tel: (028) 40340 Email: [westcorkplanninginfo@corkcoco.ie](mailto:westcorkplanninginfo@corkcoco.ie)

However, if consent to the use of personal data is withdrawn during the planning application decision-making process this information cannot be considered as part of the decision-making process. Once a decision has been made, an applicant is not entitled to withdraw consent, as the right of erasure does not apply to a situation where processing is required for compliance with a legal obligation or for the performance of a task carried out in the public interest.

## Section 4 – Additional Information (To be completed for all applications)

**Please complete this section of the application form where applicable and upload under the Document Type ‘Other Assessments’ on the LGMA’s National Planning Portal (ePlanning).**

**4.1. If Permission is granted do you intend to: Please tick ✓ as appropriate:**

Sell the house/site	✓
Use the house as your permanent house for year round occupation	
Let the house long-term	
Let the house short-term	
Use as a second home/holiday home	
Other : (Please state intended use)	

**Note: If the use is for Short Term/Holiday Letting, this must be stated in the Press Notice and Site Notice**

**4.2. Materials and External Finishing:**

(i) Description of buildings and materials used in them:	Nature	Colour
(a) Floors	Refer to architectural pack	Refer to architectural pack
(b) Walls and partitions	Refer to architectural pack	Refer to architectural pack
(c) Roof	Refer to architectural pack	Refer to architectural pack
(ii) Nature and colour of proposed external facing materials:	Nature	Colour
(a) Roofs	Refer to architectural pack	Refer to architectural pack
(b) Front Walls	Refer to architectural pack	Refer to architectural pack
(c) Side Walls	Refer to architectural pack	Refer to architectural pack
(d) Rear Walls	Refer to architectural pack	Refer to architectural pack
(e) Road boundary walls	Refer to architectural pack	Refer to architectural pack
(f) Other boundary walls	Refer to architectural pack	Refer to architectural pack
(g) Buildings other than main buildings	Refer to architectural pack	Refer to architectural pack

**4.3. Where an application is for an extension to a dwelling, please tick ✓ if it is intended to use it as a separate dwelling unit / ancillary accommodation unit.**

YES

☐

NO

☒

**If so, then please note that a fee of €65 is payable.**

**Note: This must also be stated in Press Notice and Site Notice.**

**4.4. Do you own any of the land which adjoins, abuts or is adjacent to the site?**

YES		NO	✓
YES		NO	

**4.5. If yes, have you outlined it in blue on the site location maps submitted?**

**4.6. Are you satisfied that the proposed development does not constitute a ‘Strategic Infrastructure Development’ as defined in the Planning & Development Acts 2000 – 2010? (Please tick)**

**YES**

☒

**4.7. If stables are part of the proposed development please tick ✓ the ‘Yes’ box and complete question 6.8 & 6.9 on Section 6 (Agricultural Application Details) of this application form.**

**YES**

☐

**NO**

☒

## Section 5- NON-DOMESTIC & NON-AGRICULTURAL APPLICATION DETAILS

**Please complete this section of the application form where applicable and upload under the Document Type 'Other Assessments' on the LGMA's National Planning Portal (ePlanning).**

*This section is only to be completed for **Business, Enterprise, Industry, Retail & other Commercial Type Development**. Please ensure that you complete questions 5.1 to 5.7 if your application relates to development of a commercial, industrial or retail nature.*

**5.1. Please state the intended use of buildings with details of any process involved. Please include details of any raw materials used in these processes and any manufactured goods produced.**

creche, cafe, retail, medical, office

**5.2. Please give details of all emissions produced onsite and details of proposals for the control of such emissions. i.e. smoke, odour, noise, dust, etc.**

N/A

**5.3. Please give details of all liquid effluents and solid wastes, including method of disposal and /or treatment of sewage.**

Bin storage details included

**Please note that if a connection for surface water and/or a foul sewer is required then the size, description and the gradient of drains must be shown on plans.**

**5.4. Please submit a Drainage Impact Assessment, including the appropriate SuDS Selection Sheet. See also Section 7 of this form (Item 5).**

Refer to DIA prepared by MHL Consulting Engineers

**5.5.(a) Please state the estimated No. of Employees:**

creche - 6-10

**(b) Please state the estimated amount of traffic likely to be generated:**

Refer to TTA

**5.6. Please give details of how the development is supplied with water-process and cooling systems:  
Please state the method of disposal of cooling water:  
Please include details of temperatures and daily water requirements, etc:**

N/A

**5.7. Please give details of Energy/Power Supply:**

Electricity

**5.7. Please give details of proposed open and covered storage for any materials and products stored on the site:**

Refer to the CMP prepared by MHL

## Section 6- AGRICULTURAL APPLICATION DETAILS

**Please complete this section of the application form where applicable and upload under the Document Type 'Other Assessments' on the LGMA's National Planning Portal (ePlanning).**

*This section is only to be completed for **Agricultural applications**. Please ensure that you complete the **Farm Structures Record** at the end of this application form and questions 6.1 to 6.22 of this form if your application relates to development of an agricultural nature.*

### FARM DETAILS

*Please cross-reference your answers to the following items questions 6.1 – 6.22 with the notes on completion of Farm Structures Record and preparation of Farm applications on our 'Notes on Planning Application Form'.*

**6.1. Please state the Water Body code/s in which the farm is located:** <http://watermaps.wfdireland.ie>

**6.2. Please state the distance between the farmyard and nearest third party dwelling:**

**6.3. Please state the distance between the farmyard and nearest watercourse:**

**6.4. Please state the intended use of the building:**

**6.5. Please state the distance of the proposed building(s) from any existing third-party building(s):**

- (a) On either side;  
(b) At front or rear;


**6.6. Please state the average number of animals to be accommodated on the farm during the period from the 15<sup>th</sup> October to 12<sup>th</sup> January:**

	Existing	Proposed		Existing	Proposed
(a) Dairy Cows			(f) Ewes		
(b) Suckling Cows			(g) Finishing lambs		
(c) Cattle over 18 months of age			(h) Horses (specify type)		
(d) Cattle 6 to 18 months of age			(i) Other animals (specify)		
(e) Calves less than 6 months of age					

**6.7. Intensive agricultural enterprises, please provide number of:**

	Existing	Proposed		Existing	Proposed
(a) Breeding Sow places			(e) Laying Hen places		
(b) Weaning pig places (Pigs ≤ 30kg)			(f) Broiler places		
(c) Production pig places (Fattening Pigs >30kg)			(g) Turkey places		
(d) Other Pig places Specify types & numbers			(h) Other animals or poultry (specify)		

**6.8. Please provide the number and type of animals to be accommodated in the proposed building:**

Animal Type	No.	Animal Type	No.
a)		d)	
b)		e)	
c)		f)	

**6.9. If stables are part of the proposed development please specify use:**

Please tick ✓	YES	NO
Training		
Rearing of blood stock		
Private/family use		
Commercial riding school		

**6.10. Please state the quantity and type of silage produced on the farm per annum?**

**6.11. Please state the total number of yards over which animals have regular access:**

Open Feeding Yards:		Open Soiled Yards :	
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**6.12. How many Hectares of land are in your ownership or control?**

**6.13. How is the Farm supplied with water?**

**6.14. Have you received a visit from a representative of the Council's Environment Department?**

**6.15. Are the proposed developments in compliance with S.I. No. 31 of 2014, E.U. Regulations 2014 & any subsequent regulations?**

(Good Agricultural Practice for Protection of Waters – also known as Nitrates Regulations)

Please tick appropriate box ✓

Yes		NO	
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**6.16. Have soil analysis tests been carried out on your lands?**

<b>Yes</b>		<b>NO</b>	
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**6.17. Please provide details and capacities of existing slurry tanks, soiled water tanks, parlour effluents tanks, silage effluent tanks or other tanks: (Specify on Farm Structures Record.)**

**6.18. Please give details and capacities of proposed effluent tanks: (Specify on Farm Structures Record.)**

**6.19. Please submit a Drainage Impact Assessment, including the appropriate SuDS Selection Sheet. See also Section 7 of this form (Item 5). Details should be included on the site layout plan.**

**6.20. Please give details of fuel storage and bunding facilities and show details on site layout plan:**

**6.21. Please give details of structures to be demolished or decommissioned as part of this application: (Specify on Farm Structures Record.) (See also Section 7, item 16).**

**6.22. Please show on the site location map the name & location of any public or group water supply source within 200m of the proposed site. Also show onsite water supply wells.**

<b>Class 6</b>								<b>Class 8</b>						<b>Class 9</b>					
<b>ANIMAL HOUSING</b>								<b>DAIRY (etc); SILOS; SOILED YARDS</b>						<b>STORAGE BUILDINGS; CLEAN YARDS</b>					
ID. No.	Description of structure	Animal Type	Animal Nos	Discharge to: (ID No.)	Length (metres)	Width (metres)	Area (m <sup>2</sup> )	ID. No.	Description of structure	Discharge to: (ID No.)	Length (metres)	Width (metres)	Area (m <sup>2</sup> )	ID. No.	Description of structure	Length (metres)	Width (metres)	Area (m <sup>2</sup> )	
<i>A. EXISTING STRUCTURES IN FARMYARD</i>								<i>A. EXISTING STRUCTURES IN FARMYARD</i>						<i>A. EXISTING STRUCTURES IN FARMYARD</i>					
<b>Total Area (m<sup>2</sup>)</b>								<b>Total Area (m<sup>2</sup>)</b>							<b>Total Area (m<sup>2</sup>)</b>				
<b>C. EXISTING SLURRY AND SOILED WATER STORAGE FACILITIES</b>								<b>D. PROPOSED SLURRY AND SOILED WATER STORAGE FACILITIES</b>											
ID. No.	Description (open, slatted, precast, etc)	Effluent type stored	Length (metres)	Width (metres)	Depth (metres)	Volume (m <sup>3</sup> )		ID. No.	Description (open, slatted, precast, etc)	Effluent type stored	Length (metres)	Width (metres)	Depth (metres)	Volume (m <sup>3</sup> )					
<b>Total Volume (m<sup>3</sup>)</b>							<b>Total Volume (m<sup>3</sup>)</b>												

WE HEREBY DECLARE THAT THE ABOVE INFORMATION AND THE ACCOMPANYING LAYOUT PLAN ARE A TRUE RECORD OF EXISTING AND PROPOSED STRUCTURES FOR THIS FARM. Prepared by:\_\_\_\_\_

**FARM STRUCTURES RECORD**

## Section 7: Checklist of Other Issues to be addressed.

**Please complete this section of the application form where applicable and upload under the Document Type ‘Other Assessments’ on the LGMA’s National Planning Portal (ePlanning)**

In the case of certain types of development, the *Objectives* of the County Development Plan require certain matters to be addressed as part of the development consent process. These items are detailed in the Plan and include the items listed below. **Where possible these should be addressed as part of the initial Planning Application, where relevant to the type of development for which permissions is being sought. Failure to submit the information may result in a delay in the processing of an application as it may be necessary to seek additional information.**

**Note:** this list reflects the specific requirements of the Objectives of the Plan. Depending on the nature and scale of the development being proposed, other aspects of the plan may also require additional matters to be considered, in addition to those in the list below.

See also the ‘*Planning Application Form Guidelines*’ document for more information on any of these issues.

Item	Requirement	Submitted		
		Yes	No	N/A
1.	Is permission being sought for a development of 5 or more dwelling units? If ‘Yes’, is the Statement of Housing Mix required by Objective HOU 4-6 of the County Development Plan included with this application? See Chapter 4 of the Plan for further details.	✓		
2.	Is permission being sought for a development of more than 4 stories in height? Does the application address the development management criteria, as set out in paragraph 3.2 of the Urban Development and Building Heights Guidelines (2018)? See Chapter 4 of the County Development Plan / Objective HOU 4-8 for further details.		✓	
3.	Does the proposed development involve a new large scale residential development? Has the <i>Assessment of the Demand for School Places</i> required by Objective SC 6-6 of Chapter 6 of the County Development Plan been included with the application? (The assessment is required for developments of 100 units or more, either as part of an individual development or a collective group of developments.)	✓		
4.	Will the proposed development be served by a Borehole water supply which supplies / will supply more than one house? If ‘yes’, has the professional hydrogeologists report, which addresses the issues detailed in Table 11.2 of Chapter 11 of the County Development Plan, been included with the application?		✓	

Item	Requirement	Submitted		
		Yes	No	N/A
5.	All applications for new development should incorporate Sustainable Drainage Systems (SuDS), in accordance with Objective WM 11-10 in Chapter 11 of the County Development Plan. Has a Drainage Impact Assessment been submitted, including the appropriate SuDS Selection Sheet for the scale of development being proposed? (See ' <i>Planning Application Form Guidelines</i> ' document for more information).	✓		
6.	All applications for new development must include a Flood Risk Assessment in accordance with Objective WM 11-15 in Chapter 11 of the County Development Plan. Has this been included with this application?	✓		
7.	All applications for all new developments are to be accompanied by a Statement of How Enhanced and Inclusive Permeability will be Achieved. See Objective TM - 12-2. in Chapter 12 of the County Development Plan for more details. Is the Statement included with the application? ( In the case of residential development, the requirement relates to developments of 5 or more units.)	✓		
8.	In accordance with Objective TM12-1 of the Plan re the Integration of Land Use and Transport, the design of all roads and streets in urban areas is required to comply with the Design Manual for Urban Roads and Streets. Where applicable, does the proposed development comply with DMURS?	✓		
9.	Is permission being sought for a large-scale development (100 or more residential units, employment related development likely to give rise to over 50 jobs, or involve the provision of education, community or health facilities? Are the Mobility Management Plan and public transport assessment (where applicable), required by Objectives TM 12-5-1 and TM 12-8 of Chapter 12 of the County Development Plan included in the application?	✓		
10.	Does the proposed development have the potential to have a material impact on the safety and free flow of traffic on National, Regional or other Local Routes? If 'yes', are the Traffic and Transport Assessment (TTA) and the Road Safety Audit, as required by Objective TM 12-8 of Chapter 12 of the County Development Plan, included as part of the application?	✓		
11.	Is permission being sought for a non-residential development with more than 10 parking spaces, or for the substantial renovation of a building with more than 10 associated parking spaces? If 'yes', have proposals for the installation of at least one EV recharging point in accordance with Objective TM 12-12 of Chapter 12 of the Plan, been included in the application?	✓		

Item	Requirement	Submitted		
		Yes	No	N/A
12.	Does this application relate to Wind Energy? Are the Community Report and details of the public consultation carried out with the local community included in the application in accordance with Objective ET 13-11 of Chapter 13 of the County Development Plan?		✓	
13.	<p>(a) All applications for development must submit a Green Infrastructure Statement (including a Landscaping Plan). See Objective GI 14-3 in Chapter 14 of the County Development Plan for further details. Are proposals included with this application?</p> <p>(b) In addition, large developments (30 houses or more, or non-residential development exceeding 1,000 sqm(gross)) should submit a Green Infrastructure Plan including a Landscape Design Rationale.</p>	✓		
14.	Is permission being sought for development on a scenic route or impacting on a listed View or Prospect? If yes, does the application include an assessment which demonstrates that there will be no adverse obstruction or degradation of the views, in accordance with Objective GI 14-14 in Chapter 14 of the County Development Plan?		✓	
15.	Is permission being sought for development of Contaminated Land? Does the application include the Contaminated Land Risk Assessment in accordance with Objective BE 15-11 of Chapter 15 of the County Development Plan?		✓	
16.	<p>A Resource &amp; Waste Management Plan (RWMP) must be submitted for all construction and demolition projects to inform the planning consent process as per the “<i>EPA Best Practise Guidelines for the preparation of resource &amp; waste management plans for construction &amp; demolition projects</i>”, and Chapter 15 of the County Development Plan.</p> <p>Has the Resource &amp; Waste Management Plan been included with the application, and with reference to the above-mentioned guidelines, please indicate which category of project the RWMP is being submitted for. Please tick as appropriate ✓</p>		✓ CMP	

Item	Requirement	Submitted		
		Yes	No	N/A
	<input type="checkbox"/> Tier 1: Smaller Scale Projects <input type="checkbox"/> Tier 2: Larger Scale Projects			
17.	Does the development require an Archaeological Assessment - see Chapter 16 of the County Development Plan for further guidance and details. If required, is one included with the application?		✓	
18.	Is permission being sought for a dwelling in a rural area? Has the Supplementary Application Form been submitted in support of an application for rural housing?		✓	
19.	<p><b>Requirements of the Arterial Drainage Acts.</b>            In addition to the requirements around flood risk assessment, the Office of Public Works (OPW) have a number of statutory consent processes required under the Arterial Drainage Acts and SI 122, namely;</p> <ul style="list-style-type: none"> <li>• <u>Section 50: Arterial Drainage Amendment Act, 1945 &amp; EU (Assessment and Management of Flood Risks) Regulations SI 122 of 2010</u></li> <li>• <u>Section 9: Arterial Drainage Amendment Act, 1995</u></li> <li>• <u>Section 47: Arterial Drainage Act, 1945</u></li> </ul> <p>Details are outlined in Chapter 11 of Volume 1 of the County Development Plan 2022 and via the links provided above.</p> <p>As the outcome of these consent processes may impact on the design and layout of proposed development, it is recommended that this consent be put in place prior to submission of a planning application but in any event, prior to the commencement of development and pre-application engagement with OPW is encouraged.</p> <p>A grant of permission does not obviate the need for such OPW consent/ licence as may be required. Following a grant of permission, should the OPW consent process require changes to the proposed development, these changes should be notified to the Planning Authority and may require submission of a revised planning application.</p>		✓	

## **Section 8 – Individual Houses in Rural Areas Supplementary Application SF1 Form**

**Please note that this section of the application form is private and confidential and should be completed where applicable. It should be uploaded as Application Form – Part B (Confidential) on the LGMA’s National Planning Portal (ePlanning) to ensure it remains private and confidential.** This supplementary form is intended to assist people applying for permission for an individual house within one of the six rural housing policy area types identified in the County Development Plan 2022 as detailed below.

### **(a) Which rural parts of the county have rural housing planning policies?**

In County Cork, there are particular rural housing policy objectives for six different rural area types identified across the entire County as follows:

- Metropolitan Cork Greenbelt,
- Rural Area Under Strong Urban Influence and Town Greenbelts,
- Tourism and Rural Diversification Area,
- Stronger Rural Area,
- Transitional Rural Area,
- Structurally Weaker Rural Area.

These areas are identified in Figure 5.1 of Volume One of the County Development Plan and on the CDP Map Browser available at [www.corkcoco.ie](http://www.corkcoco.ie).<sup>1</sup>

### **(b) Why does the Council need this extra information?**

To assess whether a person complies with the relevant rural housing policy objective which may exist in the local rural area in which they intend to build a dwelling.

The information in this form will help the Council to take into account the applicant’s individual circumstances, as well as to ensure that the applicant has a rural generated housing need<sup>2</sup>.

<sup>1</sup> These documents and maps can be examined at Council Offices (County Hall and Norton House Skibbereen), public libraries or on [www.corkcoco.ie](http://www.corkcoco.ie)

<sup>2</sup> The detailed wording of the relevant planning policies can be found in Chapter 5 of the County Development Plan 2022.

### **(c) Who should fill out this form?**

Anyone proposing to build a dwelling in a rural area, listed under part (a); should complete this form and submit it with the application. The form will be used to establish the applicant’s rural generated housing need.

The form should only be completed and signed by the person/persons who intend to build a first home for their permanent occupation.

The signature of someone acting on his or her behalf will not be sufficient.

### **General Data Protection Regulations**

Personal information is collected by Cork County Council to enable the Planning Authority to process your application for planning permission. Legally the Planning Authority can process this information as it has been obtained with your consent & it is necessary in order to comply with statutory/legal obligations.

The protection of your personal data is a key priority for the Council and your data will be processed in line with the Council’s Privacy Policy which is available at <https://www.corkcoco.ie/privacy-statement-cork-county-council> or in hardcopy from any Council Office.

Should you have any questions about the Council’s Privacy Policy or the information that Cork County Council hold about you, please contact the Council by email to [dpo@corkcoco.ie](mailto:dpo@corkcoco.ie) or write to the Data Protection Officer, Cork County Council, County Hall, Carrigrohane Road, Cork, Ireland.

**(d) How do I find out in which Rural Housing Policy Area Type my site is located?**

The applicant's own planning consultant / advisor is best placed to investigate any planning policy objectives, to check out planning histories in the area and to explain the exact policies that might apply in a particular area. The Council's Development Management Planners can also assist with explaining the relevant planning policies. In this regard Area Planners hold monthly Pre-Planning Clinics to meet with and advise applicants.

For further information on pre-planning clinics or to make a booking please contact the Planning Department<sup>3</sup>.

**(e) Why would this information help my application?**

For persons who have a suitable site and have a genuine rural generated housing need the information submitted will help the Planning Authority to adjudicate on a proposal.

Applicants are advised to include any additional information that would make their individual case as strong as possible. Applicant(s) should ensure that any personal information (i.e. PPSN, Bank Account numbers, dates of birth etc.) is removed from the documentation before they submit it as part of a planning application. The Government, in its Sustainable Rural Housing Guidelines<sup>4</sup> has recommended the use of forms such as this to assist applicants.

**(f) Why do I need to give the name of a referee on the form?**

When the name of a referee is given in the supplementary application form the Planning Authority can verify and document properly the information submitted. A suitable referee can be a Clergyperson, a Solicitor, a Garda, a Peace Commissioner or a School Principal.

**(g) If I answer everything in this form, what happens next?**

As explained above, the extra information in this supplementary application form will be useful in making the planning decision. If the Council decides to grant permission on the basis of a person's individual circumstances, it will normally be necessary for the applicants to give a legal undertaking that the dwelling will be used for their permanent occupation. In appropriate cases, this would be included as a formal planning condition.

The information in the form does not address all planning issues in a rural area – other normal proper planning and sustainable development considerations will also apply - see Section 5.6 and 5.7 of the County Development Plan.

These would include: - planning history, site selection; design; visual impact; road safety; drainage; effluent disposal and water supply; pollution and public safety; impacts on natural, archaeological or built heritage, environmental issues and any other relevant planning policies and standards etc.

You should contact your own planning consultant / advisor for advice on these other aspects of your proposal.

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<sup>3</sup> The Council's Main Planning Office is at County Hall, Cork, Tel. No. 021-4285957 and The West Cork Planning Office is at Norton House, Skibbereen Tel. No. 028-40340.

<sup>4</sup> Sustainable Rural Housing – Guidelines for Planning Authorities (April 20)

## Supplementary Planning Application Form – SF1

In order for the Planning Authority to process the personal data you have provided your consent is required. In this regard, please ensure that you complete **Section 3 – Data Protection** on this Application Form.

### 1. The Applicant(s)

(Please complete these details for each applicant. For more than two applicants, add separate sheet(s).

Applicant 1						Applicant 2					
1.1	Name (including maiden name, where applicable):					1.10	Name (including maiden name, where applicable):				
1.2	What is your current address?					1.11	What is your current address?				
1.3	How long have you lived at your current address?					1.12	How long have you lived at your current address?				
1.4	With regard to this address, please tick one of the following: -					1.13	With regard to this address, please tick one of the following: -				
	In your ownership						In your ownership				
	Rented						Rented				
	Other (please elaborate)						Other (please elaborate)				
1.5	Age Category (tick one)					1.14	Age Category (tick one)				
	0-19	20-24	25-44	45-59	60+		0-19	20-24	25-44	45-59	60+
1.6	Please state your principal occupation, name and address of employer and location of place of work, including Eircode.					1.15	Please state your principal occupation, name and address of employer and location of place of work, including Eircode.				
1.7	Is this a full time or part time role?					1.16	Is this a full time or part time role?				
1.8	When did you commence this employment?					1.17	When did you commence this employment?				
1.9	Do you have another occupation / job/ role? Please provide details of same and name and address of employer / address of employment including Eircode.					1.18	Do you have another occupation / job/ role? Please provide details of same and name and address of employer / address of employment including Eircode.				

## 2. Connection to the Local Rural Area:

Please give as complete a picture as possible of each applicant's local rural connection – if any. Include maps where required. Additional details can be given on extra sheets if necessary.

Applicant 1		Applicant 2	
2.1	<p>Have you lived in the local rural area* where the site is situated?</p> <p>Yes <input type="checkbox"/> No. <input type="checkbox"/></p>	2.5	<p>Have you lived in the local rural area* where the site is situated?</p> <p>Yes <input type="checkbox"/> No. <input type="checkbox"/></p>
2.2	<p>If yes, please provide details of the address(es), including Eircodes, of all locations where you have lived, together with the relevant dates (Years).</p> <p>Also, please indicate the exact location /address of the house(s) on a map.</p> <p>Please clarify the nature of the occupancy in each case e.g., Living with family, owner occupied, renting etc.</p> <p>(Please use separate page where required).</p>	2.6	<p>If yes, please provide details of the address(es), including Eircodes, of all locations where you have lived, together with the relevant dates (Years).</p> <p>Also, please indicate the exact location /address of the house(s) on a map.</p> <p>Please clarify the nature of the occupancy in each case e.g., Living in with family, owner occupied, renting etc.</p> <p>(Please use separate page where required).</p>
2.3	<p>If you have previously lived in this local rural area, please provide the name and address of local school(s) attended and dates of attendance if relevant.</p>	2.7	<p>If you have previously lived in this local rural area, please provide name and address of local school(s) attended and dates of attendance if relevant.</p>
2.4	<p>If you have previously lived in this local rural area, are you currently or have you previously worked in this local rural area?</p> <p>Please provide full details of nature of work, location of the work and dates of employment etc.</p>	2.8	<p>If you have previously lived in this local rural area , are you currently or have you previously worked in this local rural area?</p> <p>Please provide full details of nature of work, location of the work and dates of employment etc.</p>

\*Local Rural Area is generally defined in paragraph 5.4.10 of the County Development Plan 2022 as “townland, parish or catchment of the local rural school to which the applicant has a strong social and/or economic link”

### 3. Rural Family Landholding (s) / Agricultural Activity

3.1	Does the site form part of a landholding in the ownership of you or a member of your family? (Please tick as appropriate) Yes <input type="checkbox"/> No. <input type="checkbox"/>					
3.2	Do you intend to take over the ownership of a landholding / farm? (tick as appropriate)  Yes – full time <input type="checkbox"/> Yes -Part time <input type="checkbox"/> No. <input type="checkbox"/>  Please clarify when the holding was / is being transferred.					
3.3	Please state the owner of the holding and indicate that person's relationship to the applicant? (e.g., <i>father of applicant 1, brother of applicant 2, owned by applicant 2, niece of applicant 1, Other (please elaborate)</i> )					
3.4	If you have answered yes to question under 3.1 or 3.2, please state the extent of the entire holding (in hectares).  <b>NB: Include any 'outside' farm holdings if relevant</b>					
3.5	Please state when the above holding was acquired (year)					
3.6	Please attach registry map(s) of the entire holding, including 'outside' farm holdings, referred to above. The following locations must be clearly marked <ul style="list-style-type: none"> <li>• Location of the original home</li> <li>• Locations of any other family dwellings</li> <li>• Any other planning permissions(s) on the holding (including sites that have been sold</li> <li>• Locations of all principle agricultural buildings</li> </ul>					
3.7	Are you personally engaged in Agriculture?					
	<b>Applicant 1</b>			<b>Applicant 2</b>		
	Full time	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Full time	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Part time	Yes <input type="checkbox"/>		Part time	Yes <input type="checkbox"/>	
3.8	If you are engaged in Agriculture, what is the nature of the farming / agricultural business being carried out?  Note: Please attach a map of the relevant agricultural holding (if any) with the locations of principal agricultural buildings clearly marked.					
3.9	If neither applicant is involved in farming the land, give the name and address of the principal person farming the landholding.					

### 4. Other landholdings

4.1	If the site does not form part of a family landholding, please submit details of the full name and address (including Eircode) of the landowner and a registry map of the total landholding from which the site is being annexed.
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## 5. Other Rural Occupations / Local connections

5.1	<p>Please indicate any of the following that apply** and include all relevant supporting information/ documentation with the SF1 form, including the following:</p> <ul style="list-style-type: none"> <li>• Full name and address of employer and nature of employment.</li> <li>• Details of the length of time that you have been employed (dates).</li> <li>• Map showing location of employment (identified on a map).</li> </ul> <p>Use space a separate sheet if necessary:</p>		
		<b>Applicant 1</b>	<b>Applicant 2</b>
(a)	Working full-time in farming, forestry, inland waterway, marine related occupations.	Yes  No	Yes  No
(b)	Rural based sustainable tourism	Yes  No	Yes  No
(c)	Farming / Natural Resources related occupations	Yes  No	Yes  No
(d)	Permanent employment which is essential to the delivery of social and community services and intrinsically linked to this particular rural area	Yes  No	Yes  No
(e)	Full-time home-based business in Rural Area: (Relevant information required as per Objective RP5-9 of the County Development Plan 2022 shall be submitted where this category applies)	Yes  No	Yes  No
(f)	<p>Details relating to the relevant category above can be complete here or on separate sheet</p> <p>Employer Name and Address</p> <p>Role</p> <p>Dates</p> <p>Work Location (include a map)</p>		
	<p>** The categories listed above do not apply to all of the Rural Housing Policy Area Types as listed within Chapter 5 of the 2022 County Development Plan. Please Refer to the 2022 County Development Plan for same.</p>		

## 6. Rural Generated Housing Need.

(Please give as complete a picture as possible of each applicant's local rural generated housing need (if any). Additional details should be given on extra sheets, where necessary)

Applicant 1		Applicant 2	
6.1	<p>Do you currently own, or have you ever owned, any residential properties?</p> <p>Yes                      No</p> <p>If yes, please give relevant address(es) and Eircode on an attached sheet and indicate periods of ownership.</p>	6.4	<p>Do you currently own, or have you ever owned, any residential properties?</p> <p>Yes                      No</p> <p>If yes, please give relevant address(es) and Eircode on an attached sheet and indicate periods of ownership.</p>
6.2	<p>Have you ever received planning permission for a dwelling in a rural area?</p> <p>Yes                      No</p> <p>If yes, please give details including planning reference number(s).</p>	6.5	<p>Have you ever received planning permission for a dwelling in a rural area?</p> <p>Yes                      No</p> <p>If yes, please give details including planning reference number(s).</p>
6.3	<p>Have you previously built a home in a rural area?</p> <p>Yes                      No</p> <p>If yes, please indicate the location (including map) and include the relevant planning register number(s):</p>	6.6	<p>Have you previously built a home in a rural area?</p> <p>Yes                      No</p> <p>If yes, please indicate the location (including map) and include the relevant planning register number(s):</p>
6.7	<p>Are there any other exceptional circumstances that would support your case for a dwelling at this rural location?</p> <p>YES                                      NO</p> <p>(If yes, please set out these special circumstances in the space below or on a separate sheet) (tick one)</p>		
6.8	<p><b>Note;</b></p> <p><b>In the event that permission may be granted, please note that an occupancy condition restricting the occupancy of the proposed house, as a place of permanent residence, may be applied.</b></p>		

## 7. Signatures & Referee.

**To be signed by the applicant(s). Signatures of agents or representatives are not accepted**

Applicant 1		Applicant 2											
7.1	<p>I confirm that the details given in this form (and in any attachments) are correct and that if permission is granted for this dwelling, it will be my place of permanent residence.</p> <p>Signed:.....</p> <p>Date: .....</p>	7.2	<p>I confirm that the details given in this form (and in any attachments) are correct and that if permission is granted for this dwelling, it will be my place of permanent residence.</p> <p>Signed: .....</p> <p>Date: .....</p>										
7.3	<p><b><u>GDPR</u></b></p> <p>I confirm that I am aware that the information provided for in this form plus all supporting documentation will be available publicly to view online and at the Planning Authority offices.</p> <p>I confirm that I have completed <b>Section 3 Data Protection</b> on my application form for Planning Permission.</p> <p>Signed .....</p> <p>Date .....</p>	7.4	<p><b><u>GDPR</u></b></p> <p>I confirm that I am aware that the information provided for in this form plus all supporting documentation will be available publicly to view online and at the Planning Authority offices.</p> <p>I confirm that I have completed <b>Section 3 Data Protection</b> on my application form for Planning Permission.</p> <p>Signed .....</p> <p>Date .....</p>										
7.5	<p><b>Referee:</b></p> <p>An independent Referee* is required to verify all of the information given in this form and its attachments and must agree to being contacted by the Planning Authority to verify same.</p> <p><b>The Referee*</b> should complete this section of the form (using Block Capitals) and sign below to confirm their verification of the information.</p> <table border="1"> <tr> <td>Name of Referee:</td> <td></td> </tr> <tr> <td>Address:</td> <td></td> </tr> <tr> <td>Contact Phone Number:</td> <td></td> </tr> <tr> <td>Occupation:</td> <td></td> </tr> <tr> <td>Signature of Referee:</td> <td></td> </tr> </table> <p>(* Clergyperson, Lawyer, Garda, Peace Commissioner or School Principal)</p> <p>Please note this information will be made available on the public planning file.</p>			Name of Referee:		Address:		Contact Phone Number:		Occupation:		Signature of Referee:	
Name of Referee:													
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