

# CHANGE OF USE APPLICATIONS

## GUIDANCE CHECK LIST

Together with the statutory requirements, here are some other requirements that may be necessary to submit with respect to change of use applications.

This is a guide and is not an exhaustive list but may help in avoiding unnecessary delays in processing and application:

- All history of the site to be submitted
- Ensure that if the change of use application requires extra capacity (water/wastewater/carparking requirements) that this is addressed in the application.eg. in mixed use developments change from offices/commercial to residential in most instances demands extra capacity.  
If extra capacity is required on water and wastewater Irish water requires to be consulted.  
If the effluent treatment is by means of a wastewater treatment plant (onsite) details are required with respect to the Plant (calculations, other details and certification details)
- Ensure that development contributions due on the original application have been paid
- Letters of consent if not the owner of shared services such as effluent treatment plants and carparking
- In the event of changes of use to residential from another use ensure standards are met on the private and public open space in accordance with the LAP/CDP
- Change of uses to crèche use for example requires all the details on the operation of the crèche e.g. opening and closing times/ number of children attending/carparking/drop off / staff numbers and requirements under the Childcare Regulations etc.
- Change of use to commercial activities may require set downs/ loading /unloading area/waste management etc.
- All guidelines with respect to floor areas on the retail planning guidelines and other relevant guidelines are required to be adhered to and where necessary Retail Impact Assessments may be required.
- Ensure that the buildings to which change of use is required are in accordance with the original permission(s) otherwise rectifications may be difficult to regularise under the submitted application.
- Pre development conditions on the original application(s) should be complied with
- AA and Flood risk assessment should also be considered where appropriate
- Signage/lighting/shopfront (where appropriate) to be considered and evaluated
- Part V requirements to be satisfied as part of any application for change of use to residential development
- Noise assessment may be required (extractor fans/ noise insulation requirement)
- RPS and ACA to be considered and included in the advertisement where appropriate
- Schedule of floor area for various uses to be included