

## EXTENSIONS/ALTERATION DEVELOPMENTS

### GUIDANCE CHECK LIST

Together with the statutory requirements, here are some other requirements that may be necessary to submit with respect to extension/alteration applications.

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

- Check planning history and provide planning history of the parent permission. Ensure that site boundaries match with original permission, as appropriate. Address any outstanding issues in relation to boundaries or the parent permission in the extension application and in the description of development on the public notices.
- Check that all elements of the original development on site have been constructed in accordance with previous permission(s), such as entrance, location of house, house design, wastewater disposal arrangements- if not, this issue should be addressed in the extension application and in the description of development on the public notices.
- Ensure that all pre development conditions or other conditions associated with the original permission(s) on site have been satisfactorily complied with e.g. contributions, enurements, roadside improvement works, parking bays, certification of the septic tank/percolation area or proprietary wastewater treatment system and polishing as required at time of installation.
- Identify the location of septic tank and percolation area/wastewater treatment plant and polishing filter sized to scale on the site location map.
- If original wastewater treatment system has not been certified at installation stage, you are strongly advised to provide certification now from a suitably qualified person certifying all of the following elements:
  - (i) Confirm the capacity of the existing septic tank and the length of the existing percolation area;
  - (ii) Submit certification from a suitably qualified, indemnified person to confirm that all of the components of the existing septic tank system (i.e. septic tank, distribution box and the percolation area) are operating satisfactorily on site and have not become dysfunctional; and
  - (iii) If any component(s) of the existing septic tank percolation system is not operating efficiently and effectively, submit details of any proposed remedial works required to fix the existing effluent treatment system;

However, if certification of the above cannot be provided or the whole effluent treatment system is required to be upgraded, the new wastewater treatment system will be required to be upgraded to EPA Wastewater Treatment System Standards for Single Houses (EPA Code of Practice), and this should be noted in the description of development in the public notices and the following should be submitted:

i) A Site Characterisation Assessment Report in accordance with the EPA Code of Practice document and proposals for a proprietary wastewater treatment system with polishing filter to serve the development.

(ii) Site specific manufacturing details of the proposed wastewater treatment system;

(iii) A clear and detailed longitudinal section through the dwelling house/building, treatment plant, and polishing filter, clearly indicating the relevant levels including the invert level of the polishing filter and demonstrating the required depth of unsaturated subsoil beneath same, as appropriate and in accordance with the groundwater protection response for the site.

(iv) A site layout indicating the location of the wastewater treatment system and polishing filter and demonstrating compliance with all required EPA separation distances.

- Identify existing and proposed surface water disposal proposals on site location map.
- Detail finishes and materials of all elements of the proposed extension on the elevations.
- Check if the site is located within or near an identified flood risk area. If it is so located, it is strongly recommended that a commensurate site specific flood risk assessment carried out by a suitably qualified person, in accordance with the Planning System & Flood Risk Management Guidelines for Planning Authorities (2009) is submitted.
- If site is located within a European site- information to inform the AA Screening should be included. Habitat mapping should form part of this information if located within a designated site. Wastewater arrangements, surface water disposal and flood risk should also be satisfactorily addressed in this information to be submitted to inform the AA Screening to be carried out by the Planning Auth.
- When development proposals relate to older buildings be bat aware.
- If the proposed extension/renovation relates to an old/vernacular building, the applicant is advised to submit drawings which clearly identify the following:
  - All structural elements of the older/vernacular building that exist at present and which are to be retained in the new proposal;
  - Clearly identify between the developments to be retained, including existing opes/roof heights etc. and the new development proposed.
  - Engage the services of a suitable qualified and experienced person with restoration/refurbishment expertise to carry out a detailed structural report/appraisal of the existing older/vernacular building to ensure that the proposed extension works can be carried out without compromising the structural integrity of the existing structure.
  - A detailed methodology to clearly demonstrate the proposed best practice measures to be employed during the construction stage of the development to safeguard against collapse and protect the structural integrity of the old cottage.