

RETENTION APPLICATIONS

GUIDANCE CHECK LIST

Together with the statutory requirements, please find a list of requirement that may be necessary to submit with respect to a retention application. This is a guide and not an exhaustive list, but may prove helpful in avoiding unnecessary delays in processing an application:-

- All site history to be demonstrated/outlined in the application
- Overall lands outlined in blue to be demonstrated, in addition to the specific site boundaries in red
- Demonstrate clearly the areas seeking retention and distinguish same from the original building and/or permission granted and include schedule of floor areas
- Should the retention permission include additional bedrooms (additional loadings) then capacity of the site (e.g. parking and wastewater system) to accommodate same should be addressed. Additional loadings to public infrastructure will require consultation by the applicant/agent with Irish Water
- Ensure that original development contributions attached to previous application(s) have been paid or are in a payment plan
- Consider where previous conditions have not been implemented (e.g. front boundary wall) and demonstrate same on site layout to be completed
- Letters of consent from relevant landowners (if applicant not full owner) for use of/connection to shared services – car parking, roadway, wastewater treatment plant, etc.
- Where retention is for residential purposes from retail/office use – demonstrate private and public open space areas
- Public notices should indicate whether the retention application applies to a building which is on the Record of Protected Structures or in an ACA
- Where appropriate, consider implications for AA and Flood Risk Assessment