

How do I make a Planning Application?

In making a planning application you will generally require the services of an architect and/or engineer. The following items will be required:

1. A fully completed application form (these are available from local authorities, who may also give you help and guidance)
2. Include the nature of the facility, that is, full day care, sessional, number of children being catered for, proposed opening hours and nature of open space provided
3. Planning application fee
4. 1 copy of the newspaper (from approved list) showing the planning application notice (wording must be exactly the same as on the application form)
5. 1 copy of site notice (notice must be erected on site at time of submission of planning application, for 5 weeks, and be highly visible. If the notice is damaged, it should be replaced immediately)
6. 6 copies of the site location map
7. 6 copies of the site layout plan showing the site location
8. 6 copies of detailed drawings of plans, elevations and sections (except for Outline Permission)
9. 6 copies of specifications detailing **all** materials that will be used in the construction
 - a. Note: 10 copies instead of 6 if relating to a protected structure
10. The name and address of the person who prepared the plans
11. All plans must indicate the north point other than the floor plans
12. Details of car parking proposals must be shown in the plans

Additional information, which must be supplied with your planning application for childcare facilities are:

1. Provision for parking for staff and parents
2. Provision for open play areas and proposed measures for management of these areas.
3. Letters of support from neighbours, although not required, will make the planning process flow more smoothly.