



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

**Waterford City and County Council,  
Planning Department, Menapia Building, The Mall, Waterford.**

Telephone : 0761 102020

Email:planning@waterfordcouncil.ie

**Pre – Planning Application Form**

**Applicant(s) Details**

Name of applicant(s): \_\_\_\_\_

Address of applicant(s): \_\_\_\_\_

**Correspondence Details**

Telephone: (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Name and Address of Agent (if Agent making the application)**

\_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Meeting required : YES / NO**

Please note that unless meeting required is indicated above your query will be answered by phone call or letter.

**I confirm that I am the legal owner of the site: YES / NO**

(if NO, written consent from the landowner must be submitted with this application).

**Brief Description of Proposed Development**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location/Townland of Proposed Development**

\_\_\_\_\_

Previous Planning Application Reference Number (if applicable)

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Previous Pre-Planning Application Reference Number (if applicable)

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#### GDPR compliance

In the event that a planning application is made following this pre-planning application, the contents of this pre-planning application will be placed on the planning file for public inspection and displayed on our website [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie). I hereby consent to this data being processed in this manner.

**Please do not include any documents or information with this application that you do not wish to be made public.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**N.B.** It is essential that you attach an appropriate map which clearly outlines the location and extent of the proposal site. Failure to do so will result in your pre-planning consultation application being returned to you.

Maps can be printed from [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie) – Planning.

Please complete and return this form to: **Planning Department,  
Waterford City and County Council,  
Menapia Building,  
The Mall,  
Waterford.**

On receipt of this completed application form a time/date will be allocated to you for your pre-planning appointment. In submitting this application form you are advised to furnish the Planning Department with any additional information that may be of benefit to the pre-planning consultation.

#### Qualification

Please note that any advice is given in good faith and without prejudice to the formal consideration of any subsequent planning application. Article 247(3) of the Planning and Development Act 2000 states that *'the carrying out of consultations shall not prejudice the performance by a planning authority of any other of its functions under this act, or any regulation made under this act and cannot be relied upon in the formal planning process or in legal proceedings.'* Formal consideration of an application is necessarily more extensive than consideration at the pre-application stage because of the consideration of internal reports, e.g. from environment, roads or sanitary services section and submissions from a third party or prescribed bodies.