



Limerick City Council  
Planning & Economic Development Department

**PRE-PLANNING APPLICATION FORM**

ADMINISTRATIVE USE ONLY:

DATE RECEIVED:

REFERENCE NO:

\_\_\_\_\_   
Administrative Officer

\_\_\_\_\_   
Date

ALL APPLICATIONS SHALL BE SENT TO:

Planning & Economic Development Department, Limerick City Council, 1<sup>st</sup> Floor City Hall,  
Merchants Quay, Limerick.

Telephone: 061-415799

Fax: 061-410401

E-mail: [plandev@limerickcity.ie](mailto:plandev@limerickcity.ie)

PLEASE COMPLETE THIS FORM IN FULL. INCOMPLETE SECTIONS MAY LEAD TO A DELAY  
IN PROCESSING YOUR APPLICATION.

1. NAME OF APPLICANT: \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_

3. CONTACT: MOBILE: \_\_\_\_\_ HOME/WORK: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

4. NAME & ADDRESS OF AGENT (IF ANY): \_\_\_\_\_

5. CONTACT: MOBILE: \_\_\_\_\_ WORK: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PTO →

6. DETAILED WRITTEN DESCRIPTION OF THE PROPOSED DEVELOPMENT: \_\_\_\_\_

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7. ADDRESS OF PROPOSED SITE FOR DEVELOPMENT: \_\_\_\_\_

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**CHECKLIST:**

**IN ORDER TO ENSURE THAT BOTH PARTIES DERIVE MAXIMUM EFFECTIVENESS FROM CONSULTATIONS PLEASE SUPPLY THE FOLLOWING DOCUMENTS/INFORMATION.**

1. A Site Location Map with the site to be discussed clearly outlined in red.
2. A detailed Written Description of the proposed development - size, nature etc.
3. A drawing of the proposed layout.
4. Other supporting info such as photographs, preliminary drawings etc.
5. Planning reference number for any previous applications on the site (if known).
6. If any previous application was refused confirmation as to whether or not it was appealed.

**IMPORTANT NOTES:**

- Please note that advice or opinions offered at consultations is given in good faith and cannot prejudice the determination of a subsequent planning application.
- Section 247 of the Planning & Development Act, 2000-2010 (As Amended) states the following in this regard:

*“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 regulations made under this Act and cannot be relied upon in the formal planning process or in legal proceedings”.*

- Requests for consultations should relate to proposals relating to site(s) on which the Applicant is entitled to develop.
- Please complete the application form in full and submit it along with the documentation requested in the checklist above. Incomplete applications and insufficient documentation may result in delays in facilitating meetings.
- Pre-Planning consultations can be sought by way of email, telephone call or in writing and will be conducted either by email, phone call or in person, as appropriate.
- Please note that the site subject of a pre-planning consultation may not have been inspected prior to the meeting being held.
- The Planning Authority will maintain a record of pre-planning consultations which will be a matter of public record and be filed with the relevant planning application when it is submitted.
- Consultations will take place at the offices of Limerick City Council.

SIGNATURE OF THE APPLICANT/S (OR AGENT): \_\_\_\_\_

DATE: \_\_\_\_\_