

Dublin Docklands Development Authority Section 25 Pre-Planning Meeting Minutes Template & Checklist	
Date:	
Present from the Docklands Authority:	In Attendance from the Applicants:
Apologies:	Apologies:

Site Location:	
Description:	
Protected Structure?	
Legal interest in land / land owners consent	
Previous Section 25 application / Site History:	
Requirements of Site Notice discussed?	
Planning Fees Discussed?	
Architectural Design Review necessary?	
Any voluntary third party consultation by applicant?	
Submitted Drawings:	Schedule attached

Relevant Planning Policies	
Docklands Authority Master Plan	2003 2008
Planning Scheme	Custom House Docks Docklands North Lotts Grand Canal Docks
Guidelines	Play Space Guidelines Shop front and Signage Guidelines
Other relevant plans, policies	Please state:
Is the subject site subject to assessment against Protected Structures provisions	Yes/No

Please note the core parameters referred to below are quantitative factors and are not the sole factors considered by the Board in arriving at its decision.

Planning Scheme Core Parameters determining Quantitative Compliance			
Quantitative Parameters	Planning Scheme Quantitative Requirement	Applicants Proposed Parameters	Proposal eligible for consideration by Board
Height:	height / storeys		Yes/No
Plot Ratio:			Yes/No
Mix of Use:	% Res / % Commercial		Yes/No
Residential Developments	Social and Affordable (20%)		Yes/No
Open Space	m ² /%		Yes/No

Referral Agencies	Referral Required
DCC Planning	Yes/No
DCC Roads	Yes/No
DCC Water	Yes/No
DCC Drainage	Yes/No
DCC Housing	Yes/No
DoEHLG	Yes/No
RPA	Yes/No
Interconnector	Yes/No
Conservation Architect	Yes/No
Land Remediation	Yes/No
Archaeology	Yes/No
Other:	Please State:

Supporting Information:

Note: Specialist reports may be necessary at the pre-planning stage incl. Conservation Architect Report, Land Remediation Reports, Mobility Plan, Sustainability Toolkit, Sunlight / Daylight Analysis, Wind Analysis etc. All developments incorporating residential are to include a Housing Quality Assessment.

Design and Qualitative Assessment:

Signed Agreement of Pre-Planning Minutes	
I/we agree to the above minutes.	
Representative of the Docklands Authority	Lead Applicant
Name:	Name:
Signature:	Signature:

Disclaimer

The applicant is advised that any pre-application discussions with personnel of the Docklands Authority and any views expressed by them do not form a representation by or on behalf of the Docklands Authority and no member of the Docklands Authority's personnel has the power to bind the Docklands Authority in respect of or during the course of such discussions. A decision as to whether or not an application for a Section 25 Certificate is consistent with a relevant Planning Scheme is a matter solely for decision of the Executive Board of the Docklands Authority.

Any pre-application discussions are solely for the purpose of the Docklands Authority's planner giving the applicant a preliminary view, such view being personal to the planner concerned, of whether or not the application for a Section 25 Certificate, on its face, is consistent with the Planning Scheme, and whether the application appears to be eligible for consideration.

Any views expressed during any pre-application discussions are given by staff of the Docklands Authority for guidance only and should not be taken as an indication, representation or any commitment that the application for a Section 25 Certificate will ultimately be successful.

The carrying out of pre application consultations shall be without prejudice to the performance by the Docklands Authority of any other of its functions under the Dublin Docklands Development Authority Act 1997 (as amended from time to time), or any regulations made there under, and should not be relied upon in the section 25 application procedure, in legal proceedings or otherwise.