

DLRCC Part 8 Internal Procedure Overview - For Full Procedure see [Appendix 1](#)

Project Inception

- Sponsoring Department assigns **Project Owner** (Director to nominate)

Preliminary Design

- Meeting organised or preliminary design drawings and report circulated to designated persons - [Appendix 2](#)
- Designated Person to **respond** to preliminary proposals within **15 working days** with comments to establish if project is agreed in principle
- For DLRCC funded projects, Sponsoring Department presents to the Project Governance Board for agreement to proceed with project (Stage 1 Approval)
- Early engagement with Irish Water is encouraged to establish if adequate water and drainage services are available
- An Ecological Site Walkover and Desktop Study should be carried out by competent persons to determine the requirements for further assessments. These assessments can have a significant impact on project timelines - See [Appendix 3](#) for briefing note.
- Appropriate Assessment (AA) Screening and Determination Reports and Environmental Impact Assessment (EIA) Screening and Determination Reports must be carried out by the Sponsoring Department.

Detailed Design

- When project is fully developed, a summary of the proposal, detailed drawings and relevant technical reports (including AA and EIA screening reports and determinations) should be circulated to designated persons,.
- Designated Person to **respond** to detailed proposals within **10 working days** with final comments and/or recommendations. This should ideally be a 'clean' report.
- For DLRCC funded projects, Sponsoring Department presents to Project Governance Board for agreement to commence Part 8 Application process (Stage 2 Approval)

Formal Submission of Part 8 Application

- Please observe important statutory timelines and other useful information in [Appendix 4](#).
- Sponsoring Department's Director of Service to prepare CEO to activate Part 8 application process.
- Sponsoring Department may decide to bring proposals to the relevant Area Committee or Ward Councillors **for information purposes only**.
- Prior to commencement date of the public process, the Sponsoring Department will make a minimum of 2 no. hard copies of the file - 1 for Planning Counter and 1 for Dundrum Office. 1 no. soft copy will also be sent to Planning to upload on APAS and include on weekly planning list, **plus** a hard copy for each relevant Prescribed Body required under Article 82 of the Planning and Development Regulations, 2001 (as Amended) - see [Appendix 5](#).
- Note the [minimum information required](#) under Article 83 of the Planning and Development Regulations, 2001 (as amended) to adequately describe the project and to be provided to the public for inspection.
- Newspaper Notice to be drafted and signed off by Sponsoring Department - see [Appendix 6](#). Newspaper advertisement to be cleared by Director of Sponsoring Department and forwarded to Corporate Affairs. Corporate Affairs to return the final Newspaper Notice to the Project Owner electronically.
- Site Notice to be drafted and signed off by Sponsoring Department (body of text should be exactly the same as Newspaper Notice, with the addition of DLR Title in both Irish and English) - see [Appendix 7](#). Site Notice should be laminated.
- Sponsoring Department arranges for Site Notice(s) to be erected **not later than** day of Newspaper Notice and must be in place for **4 weeks**. Site Notice must be renewed or replaced if it is removed or defaced within that period.
- The preparation and installation of any Public Information Displays, publication on the Consultation Hub, sending of information to the PPN and/or the convening of any Public Information Open Sessions is the responsibility of the Sponsoring Department.
- Plans and particulars on display should not include any (additional) documents which do not appear on the public file.

- PTO for Part 8 Internal Procedure Overview for Public Participation process

Public Participation Process under Part 8 - Overview - For Full Procedure see [Appendix 1](#)

Day 1 - Part 8 Publication

- Part 8 application formally submitted and application put on public display by Sponsoring Department for a minimum of **4 weeks**.
- File to be sent to Statutory Bodies, as appropriate.

+ 4 weeks (minimum)

Public Inspection Period expires

+2 weeks later

Submission/observation period expires

- To be a minimum of 2 weeks after the end of the public display. Typically this is 6 weeks from Day 1.
- Sponsoring Department to acknowledge and analyse all submissions.

Max. 8 weeks after end of
observation period

Preparation and submission of Chief Executive's Report

- A **Chief Executive's Report** is prepared by the Sponsoring Department for submission to the Council Meeting under the headings outlined in the Part 8 Report Template - see [Appendix 8](#)
- The Part 8 Report should contain a recommendation with specific reference to dated and numbered plan(s). The recommendation should be subject to "...and any such minor and immaterial alterations to the plans and particulars of the development"
- Sponsoring Department is responsible for requesting Corporate Affairs to place Part 8 on Council Meeting Agenda.
- **Completed Chief Executive's Report** to be circulated by Corporate Affairs to elected members (typically with the Agenda/Meeting pack for the Council Meeting) **within 8 weeks of the end of the submission/observation period**.

Max. 6 weeks after
circulation of report

Final date by which a resolution can be passed -
Max. 20 weeks from Day 1

- **Resolution:** Pursuant to S.179 (4)(B) of the Planning and Development Act 2000, (as amended) following consideration of the Part 8 report by the Council "... the proposed development may be carried out as recommended in the Chief Executive's report, unless the local authority, by resolution, decides to vary or modify the development..."
- A resolution not to proceed with a proposed development shall state the reasons for such resolution.
- It is the prerogative of a Member to propose a motion to vary or modify the scheme.

• POST MEETING NOTES

- Sponsoring Department to notify in writing the Secretariat Section, Planning Department of Resolution of Council as soon as possible after Council meeting.
- If Part 8 proposal is amended by Resolution, revisions are to be made available as a matter of urgency by the Sponsoring Department and ensure that copies are circulated to Planning and Sponsoring Departments, who will place them on the Part 8 public files. Include Note to say Minutes not yet approved if appropriate. Include Note if relevant to appear on Counter Files advising that there were Material Alterations, these to be provided by Sponsoring Department immediately and in writing.
- The relevant Director of Sponsoring Department should consider if the draft minutes accurately reflect the outcome of the meeting.
- Approved Minutes to be officially notified by Corporate Affairs to Sponsoring Department.
- Sponsoring Department **MUST** then notify prescribed bodies and anybody who made submissions of the council decision, in accordance with Article 84 (1) and (2) of the Planning & Development Regulations, 2001 (as amended).
- Council website to be updated by Sponsoring Department showing Part 8 Report and Resolution of Council (if applicable) once Minutes are approved. When notifying those who made submissions under Article 84 (2) above refer in correspondence to website. Also include on the weekly planning list.