User Guide
for ePlan

Contents

1. Overview

ePlan is a web standards based application providing 'Enquiry type' access to the Irish Local Authority Planning process for determining applications for Planning Permissions. It is a replication of the internal systems in use by the planning section. All information that is viewable at the office counter is now available via this online facility. The user can now search for an application, by entering specific search information, such as Name, Address or Planning reference number. The user can also select to return a list of applications that have been received, decided or a decision is due in the next 7-42 days.

Note: The ePlan application is delivered in English only.

The ePlan application is accessible from a link on each Local Authority website. Once activated users are presented with the screen below.
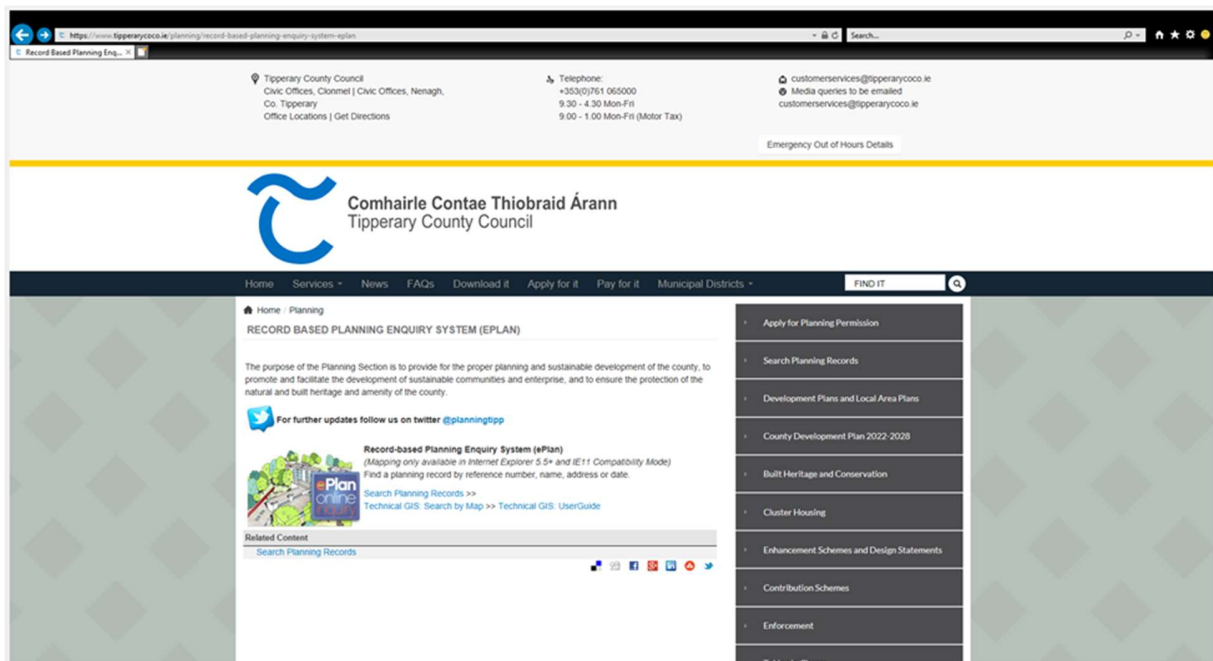
Fig .1

The system can be accessed through Tipperary County Councils Website
https://www.tipperarycoco.ie and browsing to the "Planning" section found
under the "Services" section of the homepage and click on Search Planning
records

2. Using the system

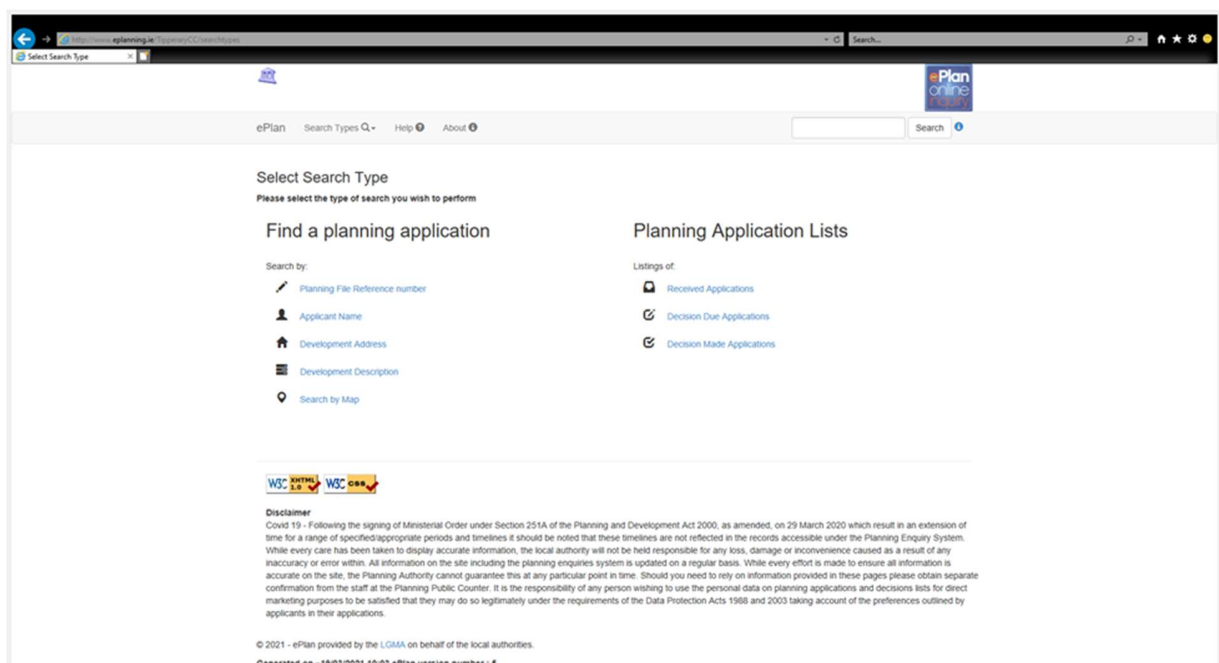The Planning search application will open up as show in figure 2 below.

Fig. 2

Planning Applications	Top Previous Next

On the main screen click the Planning Applications link to open the Find a
Planning Application screen.
» Planning applications

The Find a Planning Application Search screen is also available from Find a
Planning Application Lists on Search Types Find a Planning Application

Find a planning application search:
Search Criteria

File Search:

Name Search:

Address Search:

Development Description:

Time Limit: Display All Results

Local Authority: ☑ Laois County Council
☑ Sligo Borough Council
☑ Meath County Council
☑ Offaly County Council

Search

The Find a Planning Application Search screen enables you to search on the following fields:

File Search - Use File Search to search for the Planning Application Reference Number
Name Search - Use Name Search to search for the Name of the Applicant
Address Search - Use Address Search to search for the Address of the proposed development
**Development Description** - Search for key words in development description
Time Limit - Select a time period from this Drop down menu
Local Authority - Check the Check box to select what Local Authority sites to search.

Note: If no Search Criteria is entered and the Search button is clicked a message appears informing users to enter value's is certain fields.

Please enter value either in one of the following fields;
File Number
Surname
Address

Enter the relevant search criteria and click the **Search** button to execute the search.

The Search Results screen display's the results matching the Search Details entered.
The Search Criteria is listed at the top of the Search Results screen [Search Results](#)

Search Results

Selected Site(s) : Laois County Council,Sligo Borough Council,Meath County Council,Offaly County Council
File number :
Surname :
At Address: main street
Development Description:
For: ALL years
Page Number : 1

File Number	Application Status	Decision Due Date	Decision Date	Decision Code	Received Date	Applicant Name	Development Address	Development Description	Local Authority Name
001092	APPLICATION FINALISED	15/12/2000	06/12/2000	CONDITIONAL	16/10/2000	GALLEN UTD SOCCER CLUB	MAIN STREET FERBANE	DRESSING ROOMS & CAR PARK...	OFFALY CO. CO.
001122	APPLICATION FINALISED	30/12/2000	19/12/2000	CONDITIONAL	31/10/2000	CIARAN DOYLE	MAIN STREET FERBANE	CONVERSION OF BUNGALOW TO TWO STOREY RESIDENCE...	OFFALY CO. CO.

To view individual planning application information click the File Number

File Number

07793   [View Application](#)

See Also:-

- [Find a Planning Application](#)

- [Search Results](#)

- [View Application](#)

3. View application

To View an Application form click the relevant File Number from the Search Results Screen Search Results

The form opens displaying the following details:-

Associated Application Details Dark Blue buttons underneath

Decision Progress Indicator

Main Form Area which lists further details. Light blue buttons top

Planning application details ref: 001092 Offaly County Council

Decision Progress Indicator	100%

	Received 16/10/2000		Decision 15/12/2000

Details	Applicant	Development	Comments	Decision	Appeal

Planning Application: 001092 (Offaly County Council)

File Number:	001092		
Application Type:	PERMISSION	Planning Status:	APPLICATION FINALISED
Received Date:	16/10/2000	Decision Due Date:	15/12/2000
Validated Date:	16/10/2000	Invalidated Date:	
Further Info Requested:		Further Info Received:	
Withdrawn Date:		Extend Date:	
Decision Type:	Conditional	Decision Date:	06/12/2000
Leave to Appeal:		Appeal Date:	
Commenced Date:		Submissions By:	

[Site Location] [Commencements] [Related Applications] [View Scanned Files] [View Scanned Files] [View Map] [View Scanned Files]
[Make Representation...] [Back to search results]

Associated Application Details :-

The Associated Application Details section displays a list of buttons. Click these buttons to display further details associated to the Application.

Note: - Buttons do not appear if they do not have any further details to display.

•

Site Location - Buttons displayed in blue have further details to display.

- **Submissions** - Click the Submissions button to view the Submitter Details.

Submitter Details

Contact Name	Recorded Date	Acknowledged Date
Mr ___ ___	12/04/2005	12/04/2005

- **Further Information** - Click the Further Information button to view Further Information Details.

Further Information Details

Issued Date	Managers Order No.	Received Date	Type	Decision Date
		31/03/2005	RECEIVED	27/04/2005
02/02/2005			REQUESTED	

- **Agents** - Click the Agents button to view Agent Details.

Name :	___ Services
Address :	Scouts Hall
	___ Street
	Ardee
	Co Louth
Phone :	
Fax :	
e-mail :	

- **Company Information** - Click the Company Information button to view Company Information Details.

Company Details

Company Name :	Birr Development Co. Ltd.	Address:	Riverside
e-Mail Address:	birrswimpool@eircom.net		Birr
Phone Number:	050920343		Co. Offaly
Fax Number:			
Company Reg Num.:	27073		

Directors

Directors Name
Not Available

- **Land Owner** - Click the Land Owner button to view Land Owner Details.

Name :	Mr. Robert ..
Address :	
Phone :	
Fax :	
e-mail :	

- **Motions** - Click the Motions button to view Motion Details.

Section 4 Raised Date :	25/03/2003 00:00:00
Section 34(6) Publication Date :	
Motion Decision Date :	
Code :	

- **Site Location** - Click the Site Location button to view Site Location Details.

Site Location Details

Grid Northings:	276959.325445974	Grid Eastings:	300947.059791808
Site Area:	0	Floor Area:	
Number of Units Developed:	0	Number of Floors:	0
Sewerage Type:	NEW SEPTIC TANK	Water Type:	PRIVATE
National Grid Reference:		Road Number:	318
OS Map Ref. Number:	23.4	Control Officer	None
Advertisement Size:	0	ESB Cable Length:	0
Development LEA:		GEO Code:	0
Functional Area:		Num Houses/Units:	1

- - Click the Environmental Impact button to view details of the Environmental Impact Study.

EIS Date Requested :	01/01/1900 00:00:00	
EIS Date Returned :	17/07/2008 00:00:00	
Article Number :	1	
Prepared by :		
Number of Pages :	100	
Cost :	0.00	

- - Click the Commencements button to view Commencements Notices.

Commencement Notice Details

Commenced Date	Number	Num Units	Valid	View...
07/10/2005	05/566		Yes	View...

Note: Click the View... button on Commencements Notices to open the View Commencement screen View Commencement

 - Click the Hide This Section button to close the activated Associated Application Details form.

 - Click the Back to Search Results button to return to the Search Results screen.

Note: This screen provides the ability to send eMails regarding the active Application.

Decision Progress Indicator

The Decision Progress Indicator indicates the status of the Decision. Decision can be anything from 0% - 100% complete. F.I listed on a Decision Progress Indicator indicates periods were the Local Authority required or requires Further Information.
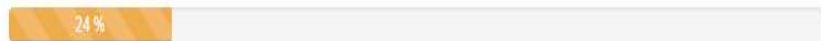
Example 1.

Decision Progress Indicator   100%

Received   Decision
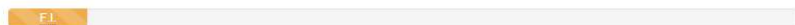09/12/2004   27/04/2005

Example 2.

Decision Progress Indicator   24 %

Received   Decision
02/01/2015   26/02/2015

Example 3.

Decision Progress Indicator   F.I.

Received   OnHold
24/09/1999

4. View scanned files

View Scanned files

- Click to open a link to view documents related to the planning application.
  - A planning application is made up of many individual documents
  - Some documents are made up of multiple files

See below an example of an application with multiple documents and some documents containing more than one file. Acknowledgment/validation letter has one file, the site layout has three files.

To view each document you must click view or Jpeg on that document.

If document has only one file the next button will be grey and clicking on it won't do anything
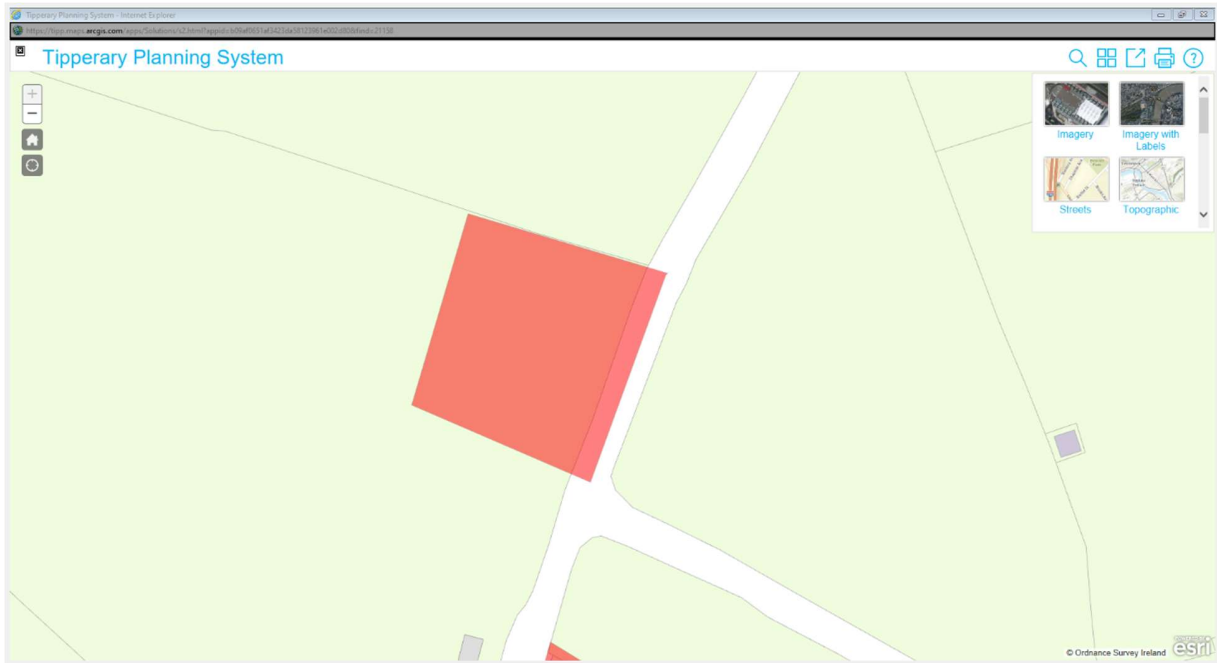
If document has multiple files the Next file button with black until you've clicked through to the final file in that document then it will be grey again.

Type	Comment	# Files	Size	JPEG	View
Acknowledgement / Validation Letter		1	101 Kb	JPEG	View
Application - Cover Letter		1	933 Kb	JPEG	View
Application Form - Part A		1	3673 Kb	JPEG	View
Application Form - Part B		1	3405 Kb	JPEG	View
Appropriate Assessment Screening Report		1	4654 Kb	JPEG	View
Drawings-General	Weighbridge	2	1899 Kb	JPEG	View
Drawings-General	Raised percolation area	1	650 Kb	JPEG	View
Land owner consent		1	151 Kb	JPEG	View
Newspaper Notice		1	945 Kb	JPEG	View
Other Assessments	Civil Engineering Report	1	5261 Kb	JPEG	View
Plans, Sections, Elevations	Office Accommodation Building	1	1327 Kb	JPEG	View
Plans, Sections, Elevations		2	17145 Kb	JPEG	View
Report Request Letter to External Body		1	104 Kb	JPEG	View
Site layout plan	including Site Survey and Drainage Plan	3	21344 Kb	JPEG	View

 - Click to open a link to view a map of the active Application via the gPlan application.

Main Form Area

The Main Form Area of the View Application screen displays details on the following fields:-

Planning Applications – Displays any existing further details of the Planning Application.

Details	Applicant	Development	Comments	Decision	Appeal		
Planning Application: EX15001 (Offaly County Council)							
File Number:	EX15001						
Application Type:	EXTENSION OF THE APPROPRIATE PERIOD			**Planning Status:**		PRE-VALIDATION	
Received Date:	02/01/2015			**Decision Due Date:**		26/02/2015	
Validated Date:				**Invalidated Date:**			
Further Info Requested:				**Further Info Received:**			
Withdrawn Date:				**Extend Date:**			
Decision Type:				**Decision Date:**			
Leave to Appeal:				**Appeal Date:**			
Commenced Date:				**Submissions By:**			

Applicant Details – Displays any existing Applicant Details for the active Application.

Proposed Development - Displays any existing details on the Proposed Development.

Comments - Displays details of any existing Comments for the active Application.

Application Fee - Displays details of any existing Application Fees for the active Application.

Decision - Displays any existing Decision details for the active Application.

| Details | Applicant | Development | Comments | Decision | Appeal |

Decision

Decision Date:	17/05/2000		Manager Order:	758/00
Decision Type:	Conditional		Number of Conditions:	4
Grant Date:	17/06/2000		Grant Managers Order #:	
Section 47 Apply?:			Part 5 Apply?:	
Expiry Date:				
Decision Description:	Extension to Changing Rooms & Showers			

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Appeals Details - Displays any existing Appeal details for the active Application.

| Details | Applicant | Development | Comments | Decision | Appeal |

Appeal Details

Appeal Details				
Notification Date:			BP Reference #:	
Appeal Type:			File Forward Date:	
Submission Due Date:			Submission Sent Date:	
Appeal Decision:			Decision Date:	
Withdrawn Date:			Dismissed Date:	
Reason:				

See Also:-

For further content on eplan help click

http://www.eplanning.ie/TipperaryCC/Help/eplan281107.html?view_application.htm