



Tracy Davis

From: Planning Department
Sent: Thursday 27 July 2023 16:09
To: eugene@eugeneoneill.ie
Subject: DED557 Notification of Decision on Section 5 Declaration
Attachments: DED 557 Notification of Decision.pdf

Re: DED 557

A Chara

Please find attached decision documentation in respect of RCC Planning Ref. No. DED 557 Section 5 Declaration.

Given that an e-mail address has not been provided by the applicant we would be obliged if you could ensure that a copy of this decision is provided to the applicant.

Mise le meas,

Tracy Davis | Planning Department
Áras an Chontae, Roscommon, Co. Roscommon. F42 VR98
☎ (090) 6637100 ✉ planningenforcement@roscommoncoco.ie
🌐 www.roscommoncoco.ie



Comhairle Contae
Ros Comáin
Roscommon
County Council



Please note that I may be sending this email outside your working hours and I do not expect a response or action outside your own working hours

ROSCOMMON COUNTY COUNCIL
PLANNING AND DEVELOPMENT ACT, 2000 (as amended)
SECTION 5 - DECLARATION ON DEVELOPMENT AND EXEMPTED DEVELOPMENT
NOTIFICATION OF DECISION

Sean O'Rourke,

Reference Number: DED 557

Application Received: 26th April, 2023

Location: Ballinagare Townland, Co. Roscommon F45 N406.

WHEREAS a question has arisen as to whether changing incomplete shops to residential, removing shop façades and internal works at Ballinagare Townland, Co. Roscommon F45 N406 is or is not development or is or is not exempted development.

AND WHEREAS Roscommon County Council, in considering this application, had regard particularly to:

- a) Sections 2, 3, 4 and 5 of the Planning and Development Act 2000, (as amended).
- b) Article 10 of the Planning and Development Regulations 2001, (as amended).
- c) The record forwarded to Roscommon County Council in accordance with subsection (6)(c) of Section 5 of the Planning and Development Act 2000, (as amended).
- d) The planning history of the site.

AND WHEREAS Roscommon County Council has concluded that:

- (a) The proposed works to change the incomplete shops to residential development is development and is exempted development as defined in the Planning and Development Act 2000 (as amended) and associated Regulations;
- (b) The proposed works to remove the shop facades and internal works is development and is exempted development as defined in the Planning and Development Act 2000 (as amended) and associated Regulations.

NOW THEREFORE:

By virtue of the powers vested in me by the Local Government Acts 1925 – 2019 and Section 5(2)(a) of the Planning and Development Act 2000 (as amended) and having considered the various submissions and reports in connection with the application described above, it is hereby declared that the said works **consisting of changing incomplete shops to residential, removing shop façades and internal works at Ballinagare Townland, Co. Roscommon F45 N406 is development and is exempted development** as defined within the Planning and Development Act 2000 (as amended) and associated Regulations.

Any person issued with a Declaration under Section 5 of the Planning and Development Act, 2000 (as amended) may, on payment to An Bord Pleanála of the prescribed fee, refer a Declaration for review within 4 weeks of the date of the issuing of the Declaration.

ADVICE NOTE

This Declaration is based on the relevant Planning and Development Act 2000 (as amended) and the Planning and Development Regulations 2001 (as amended) at the date of issue. In the event that the Planning and Development Act 2000 (as amended) or the Planning and Development Regulations 2001 (as amended) change prior to the works being carried out this Declaration may no longer apply.

Signed on behalf of the Council:



Senior Executive Planner,
Planning.

Date: 27th July, 2023

CC: EMAIL:
Eugene O'Neill.

**Planner's Report on application under Section 5 of the
Planning and Development Act, 2000, as amended**

Reference Number: DED 557

Name of Applicant: Sean O'Rourke

Agent: Eugene O'Neill

WHEREAS a question has arisen as to whether changing incomplete shops to residential, removing shop façades and internal works at Ballinagare Townland, County Roscommon is or is not development and is or is not exempted development.

I have considered this question, and I have had regard particularly to –

- a) Sections 2, 3, 4 and 5 of the Planning and Development Act 2000, (as amended).
- b) Article 10 of the Planning and Development Regulations 2001, (as amended).
- c) The record forwarded to Roscommon County Council in accordance with subsection (6)(c) of Section 5 of the Planning and Development Act 2000, (as amended).
- d) The planning history of the site.

1.0 Site Location and Description

The subject site is located in Ballinagare Townland, County Roscommon. Within the Bellanagare Settlement Boundary, the site is accessed off the N5 National Primary Road where the 50 Km/h speed limit applies. The closest European designated sites are the Bellanagare Bog SPA and Bellanagare Bog SAC, which are approximately 1.3km west of the subject site. Having regard to the scale of the proposed development and the separation distances between the site and the Natura 2000 network, it is considered that the conservation objectives of the network will not be impacted. The proposed development consists of changing the incomplete shops to residential, removing the shop façades and internal works.

2.0 Planning History

PD 04 2481 – Permission granted for the following (1) to demolish 2 no. existing two storey terraced houses and storage sheds to rear (2) Construct 2 no. buildings comprising (Building a.) 4 no. retail units at ground floor level and 4 no. 2 bedroom apartments at 1st floor level. (Building b.) 2 no. 2 bedroom apartments at ground floor level and 2 no. 2 bedroom apartments at 1st floor level, and 1 no. town house. Together with connections to public utilities, car parking facilities, bin storage area and all ancillary site works

PD 00 650 – Outline Permission granted to construct 23 dwelling houses, site development works and all associated works and services at (application made for 24 No. dwelling houses)

3.0 Relevant Legislation

Planning and Development Act, 2000 (as amended)

Section 2 (1)

"works" includes any act or operation of construction, excavation, demolition, extension, alteration, repair or renewal and, in relation to a protected structure or proposed protected structure, includes

any act or operation involving the application or removal of plaster, paint, wallpaper, tiles or other material to or from the surfaces of the interior or exterior of a structure.

Section 3 (1)

In this Act, “development” means, except where the context otherwise requires, the carrying out of any works on, in, over or under land or the making of any material change in the use of any structures or other land.

Section 4 (2) of the Planning and Development Act provides that the Minister, by regulations, provide for any class of development to be exempted development. The principal regulations made under this provision are the Planning and Development Regulations.

Planning and Development Regulations, 2001 (as amended)

Article 4(1)(H): The following shall be exempted developments for the purposes of this Act—*development consisting of the carrying out of works for the maintenance, improvement or other alteration of any structure, being works which affect only the interior of the structure or which do not materially affect the external appearance of the structure so as to render the appearance inconsistent with the character of the structure or of neighbouring structures*

Article 9 (1) applies;

Development to which article 6 relates shall not be exempted development for the purposes of the Act—

(a) if the carrying out of such development would—

viiB) comprise development in relation to which a planning authority or An Bord Pleanála is the competent authority in relation to appropriate assessment and the development would require an appropriate assessment because it would be likely to have a significant effect on the integrity of a European site,

The Planning and Development Act (Exempted Development) Regulations 2018

Amendment of Article 10 of the Principal Regulations

2. Article 10 of the Planning and Development Regulations 2001 (S.I. No. 600 of 2001) is amended by inserting the following sub-article after sub-article (5):

“(6)(a) In this sub-article—

‘habitable room’ means a room used for living or sleeping purposes but does not include a kitchen that has a floor area of less than 6.5 square metres;

‘relevant period’ means the period from the making of these Regulations until 31 December 2021.

(b) This sub-article relates to a proposed development, during the relevant period, that consists of a change of use to residential use from Class 1, 2, 3 or 6 of Part 4 to Schedule 1.

(c) Notwithstanding sub-article (1), where in respect of a proposed development referred to in paragraph (b)—

(i) the structure concerned was completed prior to the making of the Planning and Development (Amendment) (No. 2) Regulations 2018,

(ii) the structure concerned has at some time been used for the purpose of its current use class, being Class 1, 2, 3 or 6, and

(iii) the structure concerned, or so much of it that is the subject of the proposed development, has been vacant for a period of 2 years or more immediately prior to the commencement of the proposed development,

then the proposed development for residential use, and any related works, shall be exempted development for the purposes of the Act, subject to the conditions and limitations set out in paragraph (d).

(d)(i) The development is commenced and completed during the relevant period.

(ii) Subject to sub-paragraph (iii), any related works, including works as may be required to comply with sub-paragraph (vii), shall affect only the interior of the structure and shall not materially affect the external appearance of the structure so as to render its appearance inconsistent with the character of the structure or of neighbouring structures.

(iii) Any related works for the alteration of existing ground floor shop fronts shall be consistent with the fenestration details and architectural and streetscape character of the remainder of the structure or of neighbouring structures.

(iv) No development shall consist of or comprise the carrying out of works to the ground floor area of any structure which conflicts with any objective of the relevant local authority development plan or local area plan, pursuant to the Part 1 of the First Schedule to the Act, for such to remain in retail use, with the exception of any works the purpose of which is to solely provide on street access to the upper floors of the structure concerned.

(v) No development shall consist of or comprise the carrying out of works which exceeds the provision of more than 9 residential units in any structure.

(vi) Dwelling floor areas and storage spaces shall comply with the minimum floor area requirements and minimum storage space requirements of the "Sustainable Urban Housing: Design Standards for New Apartments — Guidelines for Planning Authorities" issued under section 28 of the Act or any subsequent updated or replacement guidelines.

(vii) Rooms for use, or intended for use, as habitable rooms shall have adequate natural lighting.

(viii) No development shall consist of or comprise the carrying out of works to a protected structure, as defined in section 2 of the Act, save where the relevant planning authority has issued a declaration under section 57 of the Act to the effect that the proposed works would not materially affect the character of the structure or any element, referred to in section 57(1)(b) of the Act, of the structure.

(ix) No development shall contravene a condition attached to a permission under the Act or be inconsistent with any use specified or included in such a permission.

(x) No development shall relate to any structure in any of the following areas:

(I) an area to which a special amenity area order relates;

(II) an area of special planning control;

(III) within the relevant perimeter distance area, as set out in Table 2 of Schedule 8, of any type of establishment to which the Major Accident Regulations apply.

(xi) No development shall relate to matters in respect of which any of the restrictions set out in subparagraph (iv), (vii), (viiA), (viiB), (viiC), (viii) or (ix) of article 9(1)(a), or paragraph (c) or (d) of article (9)(1), would apply.

(xii) No development shall consist of or comprise the carrying out of works for the provision of an onsite wastewater treatment and disposal system to which the code of practice made by the Environmental Protection Agency pursuant to section 76 of the Environmental Protection Agency Act 1992 relates and entitled Code of Practice — Wastewater Treatment and Disposal Systems Serving Single Houses together with any amendment to that Code or any replacement for it.

(e)(i) Where a person proposes to undertake development to which sub-paragraph (b) relates, then he or she shall accordingly notify the planning authority in whose functional area that the change of use

concerned will occur in writing at least 2 weeks prior to the commencement of the proposed change of use and any related works.

(ii) Details of each notification under subparagraph (i), which shall include information on—

(I) the location of the structure, and

(II) the number of residential units involved, including the unit sizes and number of bedrooms in each unit,

shall be entered in a record by the planning authority maintained for this purpose and the record shall be available for inspection at the offices of the planning authority during office hours and on the planning authority's website.

(iii) During the years 2019, 2020, 2021 and 2022, each planning authority shall provide information to the Minister on the number of notifications received by it under this paragraph during the preceding calendar year, including details of the information so received for the purposes of subparagraph (ii)."

Article 2 of these Regulations amends Article 10 of the Principal Regulations, by inserting a new sub-article, to provide that development consisting of the change of use, and any related works, from an existing specified use class to residential use, in certain circumstances and subject to conditions and limitations, is exempt from the requirement to obtain planning permission. The exemption shall apply from when these Regulations come into force until 31 December 2021.

Amended Planning and Development Act (Exempted Development) Regulations 2022

These Regulations amend the Planning and Development Regulations 2001, as amended (the Principal Regulations). They extend, until 31 December 2025, the exempted development provisions of article 10(6) of the Planning and Development Regulations 2001, as amended, exempting development consisting of the change of use, and any related works, from an existing specified use class to residential use, in certain circumstances and subject to conditions and limitations, from the requirement to obtain planning permission. The Regulations further add a new use class (Class 12 - public houses), to the specified use classes that can qualify to avail of the planning exemption, subject to certain conditions and limitations.

4.0 Planning Assessment

The question to be determined in this Section 5 declaration is whether changing the incomplete shops to residential, removing shop façades and internal works at Ballinagare Townland, County Roscommon is or is not development, constitutes a material change of use and is or is not exempted development. Having considered the definition of both "works" and "development" outlined above, I would deem that the aforementioned forms of development constitute works and is therefore development.

An amendment to the Planning and Development Regulations in 2018 introduced an exemption from planning permission on certain properties. The exemption applies to vacant commercial premises, where there is a proposed change of use to residential. The exemption applies for a limited period, as indicated above.

To qualify for the exemption, it must be a commercial building which has laid vacant for at least two years immediately prior to the commencement of the proposed development and where the number of units proposed is not greater than nine (9) in any one building.

A shop is specifically identified in the classes of use which are eligible for this exemption. There are a number of additional conditions that are relevant for an exemption of this nature. As outlined in Article 10 (6) (a) (iii) the structure concerned, or so much of it that is the subject of the proposed development, has to be vacant for a

period of 2 years or more immediately prior to the commencement of the proposed development. It was evident during the course of a site inspection that the property is unoccupied at ground floor level.

Article 10 (6) (d)(vi) requires that dwelling floor areas and storage spaces shall comply with the minimum floor area requirements and minimum storage space requirements of the “Sustainable Urban Housing: Design Standards for New Apartments —Guidelines for Planning Authorities” issued under section 28 of the Act or any subsequent updated or replacement guidelines. Insufficient details have been submitted to demonstrate that the proposed apartments satisfy the minimum threshold of floor space and in relation to car parking provision, refuse collection or private open space. Based on the submitted details to date, it is not therefore considered evident that changing the incomplete shops to residential use in this case is in accordance with the aforementioned Guidelines. It is therefore recommended to request further information in or to advance the assessment of this application under Section 5 of the Planning and Development Act, 2000, as amended.

The proposed removal of the shop façades and internal works have been considered within the scope of the Planning and Development Regulations, 2001 (as amended), Article 4(1)(h): *The following shall be exempted developments for the purposes of this Act—development consisting of the carrying out of works for the maintenance, improvement or other alteration of any structure, being works which affect only the interior of the structure or which do not materially affect the external appearance of the structure so as to render the appearance inconsistent with the character of the structure or of neighbouring structures.* The proposed removal of the shop façades and internal works in this case is considered to be exempted development.

Following a further information request letter, the applicant submitted details to demonstrate that the apartments, as proposed, are in accordance with the Sustainable Urban Housing: Design Standards for New Apartments, particularly in relation to floor areas and storage spaces. The submitted documentation does not incorporate private open space associated with the subject apartments, nor seek to otherwise address this matter. The “Sustainable Urban Housing: Design Standards for New Apartments —Guidelines for Planning Authorities” do however state that for building refurbishment schemes on sites of any size or urban infill schemes on sites of up to 0.25ha, private amenity space requirements may be relaxed in part or whole, on a case-by-case basis, subject to overall design quality.

The submitted response also states that the commercial units were never occupied.

Environmental Considerations

With Regard to Article 9 (1)(a) of the Planning and Development Regulations it is reasonable to conclude, on the basis of the information available, that the proposed development individually and in combination with other plans or projects would not be likely to have a significant effect on any European site and that the need for AA does not apply with respect to the current case.

I am satisfied that an Environmental Impact Statement or Appropriate Assessment are not required. It should be noted that any development for which Environmental Impact Assessment or Appropriate Assessment is required shall not be exempted development unless specifically exempted in regulations where there is provision in other legislation for the carrying out of EIA or AA. In addition, the restrictions on exemption Art 9 (1)(a) (viiB) exclude development which would otherwise be exempted development under these regulations where an AA is required.

Conclusion

Having regard to the above, I am satisfied that the question raised in this referral can be determined as follows:

1. Changing the incomplete shops to residential is development and is exempted development.
2. Removing the shop facades and internal works is development and is exempted development.

5.0 Recommendation

WHEREAS a question has arisen as to whether 'changing incomplete shops to residential, removing shop façades and internal works' at Ballinagare Townland, County Roscommon is or is not development and is or is not exempted development:

I have considered this question, and I have had regard particularly to –

- a) Sections 2, 3, 4 and 5 of the Planning and Development Act 2000, (as amended).
- b) Article 10 of the Planning and Development Regulations 2001, (as amended).
- c) The record forwarded to Roscommon County Council in accordance with subsection (6)(c) of Section 5 of the Planning and Development Act 2000, (as amended).
- d) The planning history of the site.

AND WHEREAS I have concluded that

- The proposed works to*
1. ~~To~~ change the incomplete shops to residential is development and is exempted development.
 2. ~~To~~ remove the shop façades and internal works is development and is exempted development.

The proposed works to
and I recommend that a declaration to that effect should be issued to the applicant.

Signed:

Assistant Planner

Jennifer Foy

Date: 25th July 2023

*as defined in the
Planning
and
Development
Act (2000)
and associated
Regulations*

11

Caroline Pease

From: Eugene O'Neill <eugene@eugeneoneill.ie>
Sent: Friday 7 July 2023 09:07
To: Planning Department
Subject: RE: RCC Planning Ref. No. DED 557 - Request for Further Information
Attachments: FI Response Letter.PDF



A Chara,

Attached revised Further Information response letter. Please disregard the letter in yesterday's email.

Regards,

Eugene O'Neill

From: Planning Department [mailto:Planning@roscommoncoco.ie]
Sent: 24 May 2023 16:23
To: Eugene O'Neill <eugene@eugeneoneill.ie>
Subject: RCC Planning Ref. No. DED 557 - Request for Further Information

A Chara,

Please find attached, letter dated 8th March 2023 requesting the submission of Further Information in respect of Planning Application Reference No. DED 557.

Given that an e-mail address has not been provided by the applicant we would be obliged if you could ensure that a copy of this Request for Further Information is provided to the applicant.

Mise le meas,

Mary Dolan, Administrative Officer, Planning,
Áras an Chontae, Roscommon, Co. Roscommon, F42 VR98.
☎ (090) 6637176 ✉ marydolan@roscommoncoco.ie
Please address all e-mail correspondence to planning@roscommoncoco.ie
🌐 www.roscommoncoco.ie



Comhairle Contae
Ros Comáin
Roscommon
County Council



Correspondence issuing from the Planning Section in Roscommon County Council will generally be in electronic form only except in instances where an e-mail address has not been provided.

Planning Department,
Roscommon County Council,
Áras an Chontae,
Roscommon.

6th July 2023

Re: Application for a Declaration under Section 5 of the Planning & Development Act 2000 (as amended), regarding Exempted Development.

Ref: DED 557

A Chara,

Please find Ground Floor Plan and Site Layout Plan showing compliance with Sustainable Urban Housing: Design Standards for New Apartments.

Three one bedroom apartments have a floor area of 51.2m² while a smaller one bedroom apartment has a floor area of 48.2m². All room areas are shown on the plan.

The Site Layout Plan shows car parking, private open space and refuse storage area.

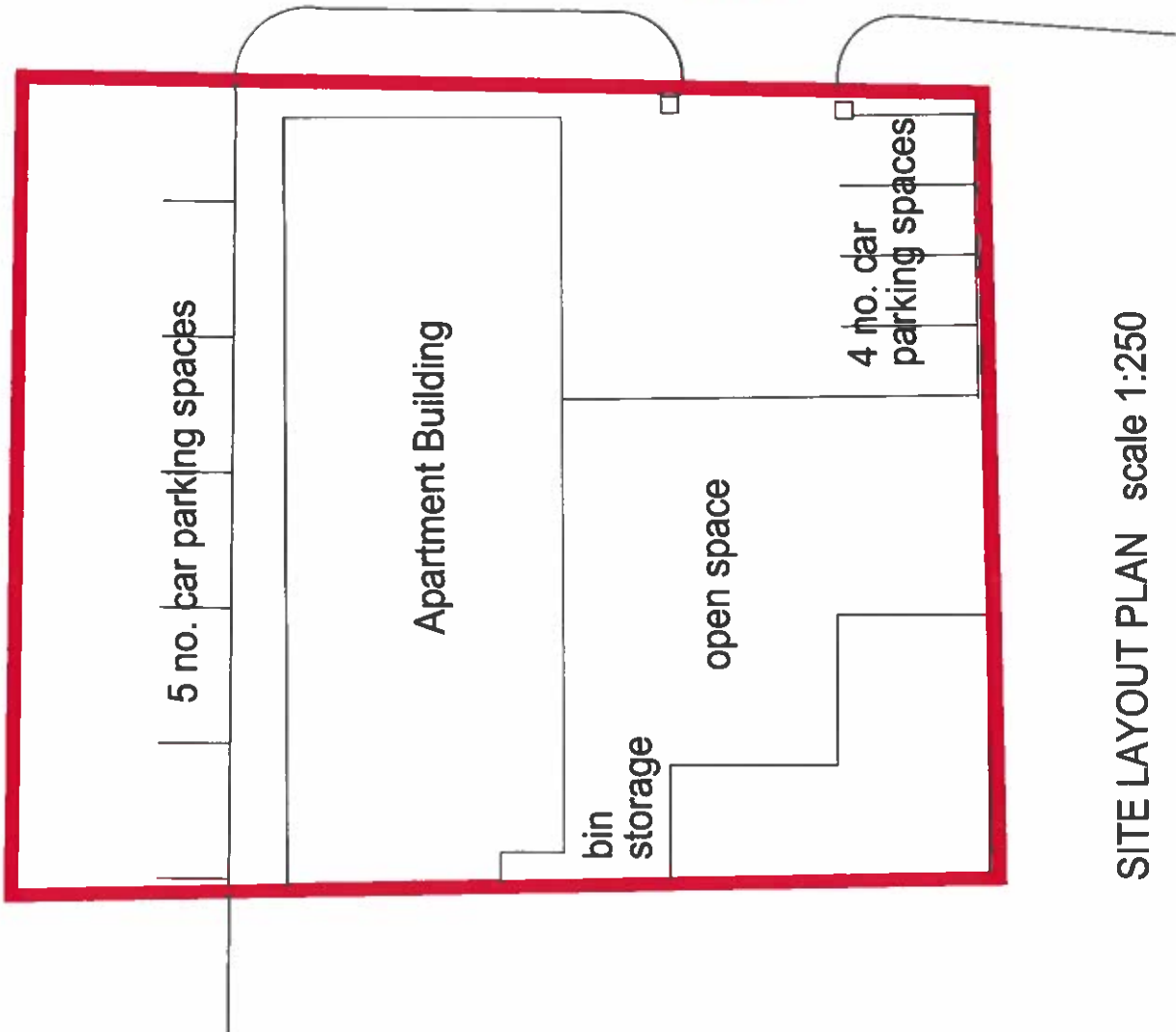
The building was constructed in 2006 – 2007. The commercial units were not completed or fitted out internally and have never been occupied.

I trust this is in order. If you have any queries please contact me.

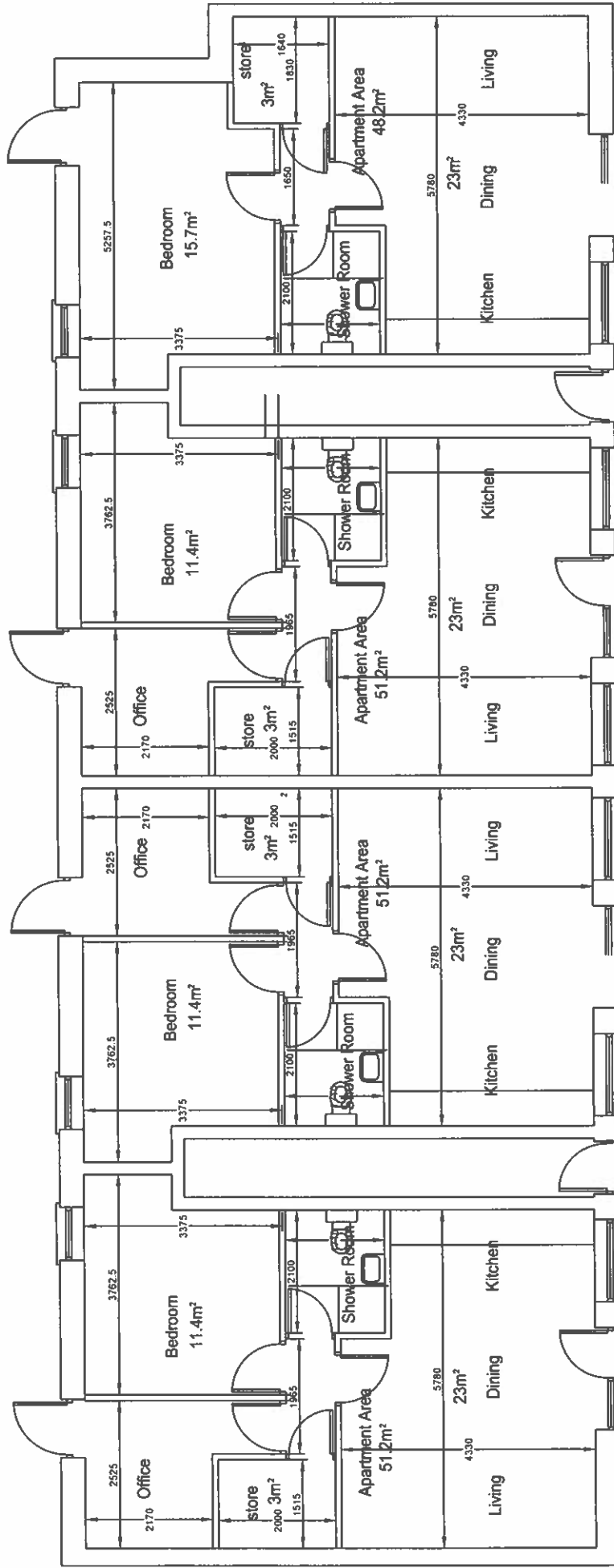
Yours faithfully,


EUGENE O'NEILL





SITE LAYOUT PLAN scale 1:250



GROUND FLOOR PLAN scale 1:100



Mary Dolan

From: Planning Department
Sent: Wednesday 24 May 2023 16:23
To: eugene@eugeneoneill.ie
Subject: RCC Planning Ref. No. DED 557 - Request for Further Information
Attachments: DED 557 Request for Further Information.pdf

A Chara,

Please find attached, letter dated 8th March 2023 requesting the submission of Further Information in respect of Planning Application Reference No. DED 557.

Given that an e-mail address has not been provided by the applicant we would be obliged if you could ensure that a copy of this Request for Further Information is provided to the applicant.

Mise le meas,

Mary Dolan, Administrative Officer, Planning,
Áras an Chontae, Roscommon, Co. Roscommon, F42 VR98.

☎ (090) 6637176 ✉ marydolan@roscommoncoco.ie

Please address all e-mail correspondence to planning@roscommoncoco.ie

🌐 www.roscommoncoco.ie



Conthairle Contae
Ros Comáin
Roscommon
County Council



Correspondence issuing from the Planning Section in Roscommon County Council will generally be in electronic form only except in instances where an e-mail address has not been provided.



Comhairle Contae
Ros Comáin
Roscommon
County Council



Sean O'Rourke,

Date: 24th May, 2023
Ref: DED 557

Re: Application for a Declaration under Section 5 of the Planning & Development Act 2000 (as amended), regarding Exempted Development.

Development: WHEREAS a question has arisen as to whether works consisting of changing incomplete shops to residential, removing shop façades and all internal work at Ballinagare Td., Co. Roscommon, F45 N406 is or is not development or is or is not exempted development.

A Chara,

Further to your application received on the 26th April, 2023 and in order for the Planning Authority to determine as to whether works consisting of changing incomplete shops to residential, removing shop façades and all internal work at Ballinagare Td., Co. Roscommon, F45 N406 is or is not development or is or is not exempted development, you are requested to submit the following further information:

1. In order for the Planning Authority to advance the assessment of this application under Section 5 of the Planning and Development Act, 2000, as amended, you are requested to submit comprehensive details to demonstrate that the apartments, as proposed, are in accordance with the Sustainable Urban Housing: Design Standards for New Apartments, particularly in relation to floor areas, storage spaces, car parking provision, refuse collection and private open space.

Please note the submitted response to this point must clearly demonstrate compliance with "Sustainable Urban Housing: Design Standards for New Apartments —Guidelines for Planning Authorities" issued under Section 28 of the Act or any subsequent updated or replacement guidelines.

2. Please confirm how long the commercial element of the building has been vacant.

Consideration of your application is being deferred pending compliance with this request for further information. When replying please quote Planning Reference Number **DED 557**.

Note: Replies to this communication must be by way of original documents.

Mise le meas,

**Administrative Officer,
Planning.**

CC. E-MAIL
Eugene O'Neill

**Planner's Report on application under Section 5 of the
Planning and Development Act, 2000, as amended**

Reference Number: DED 557

Name of Applicant: Sean O'Rourke

Agent: Eugene O'Neill

WHEREAS a question has arisen as to whether changing incomplete shops to residential, removing shop façades and internal works at Ballinagare Townland, County Roscommon is or is not development and is or is not exempted development.

I have considered this question, and I have had regard particularly to –

- a) Sections 2, 3, 4 and 5 of the Planning and Development Act 2000, (as amended).
- b) Article 10 of the Planning and Development Regulations 2001, (as amended).
- c) The record forwarded to Roscommon County Council in accordance with subsection (6)(c) of Section 5 of the Planning and Development Act 2000, (as amended).
- d) The planning history of the site.

1.0 Site Location and Description

The subject site is located in Ballinagare Townland, County Roscommon. Within the Bellanagare Settlement Boundary, the site is accessed off the N5 National Primary Road where the 50 Km/h speed limit applies. The closest European designated sites are the Bellanagare Bog SPA and Bellanagare Bog SAC, which are approximately 1.3km west of the subject site. Having regard to the scale of the proposed development and the separation distances between the site and the Natura 2000 network, it is considered that the conservation objectives of the network will not be impacted. The proposed development consists of changing the incomplete shops to residential, removing the shop façades and internal works.

2.0 Planning History

PD 04 2481 – Permission granted for the following (1) to demolish 2 no. existing two storey terraced houses and storage sheds to rear (2) Construct 2 no. buildings comprising (Building a.) 4 no. retail units at ground floor level and 4 no. 2 bedroom apartments at 1st floor level. (Building b.) 2 no. 2 bedroom apartments at ground floor level and 2 no. 2 bedroom apartments at 1st floor level, and 1 no. town house. Together with connections to public utilities, car parking facilities, bin storage area and all ancillary site works

PD 00 650 – Outline Permission granted to construct 23 dwelling houses, site development works and all associated works and services at (application made for 24 No. dwelling houses)

3.0 Relevant Legislation

Planning and Development Act, 2000 (as amended)

Section 2 (1)

"works" includes any act or operation of construction, excavation, demolition, extension, alteration, repair or renewal and, in relation to a protected structure or proposed protected structure, includes

any act or operation involving the application or removal of plaster, paint, wallpaper, tiles or other material to or from the surfaces of the interior or exterior of a structure.

Section 3 (1)

In this Act, “development” means, except where the context otherwise requires, the carrying out of any works on, in, over or under land or the making of any material change in the use of any structures or other land.

Section 4 (2) of the Planning and Development Act provides that the Minister, by regulations, provide for any class of development to be exempted development. The principal regulations made under this provision are the Planning and Development Regulations.

Planning and Development Regulations, 2001 (as amended)

Article 4(1)(H): The following shall be exempted developments for the purposes of this Act—*development consisting of the carrying out of works for the maintenance, improvement or other alteration of any structure, being works which affect only the interior of the structure or which do not materially affect the external appearance of the structure so as to render the appearance inconsistent with the character of the structure or of neighbouring structures*

Article 9 (1) applies;

Development to which article 6 relates shall not be exempted development for the purposes of the Act—

(a) if the carrying out of such development would—

viiB) comprise development in relation to which a planning authority or An Bord Pleanála is the competent authority in relation to appropriate assessment and the development would require an appropriate assessment because it would be likely to have a significant effect on the integrity of a European site,

The Planning and Development Act (Exempted Development) Regulations 2018

Amendment of Article 10 of the Principal Regulations

2. Article 10 of the Planning and Development Regulations 2001 (S.I. No. 600 of 2001) is amended by inserting the following sub-article after sub-article (5):

“(6)(a) In this sub-article—

‘habitable room’ means a room used for living or sleeping purposes but does not include a kitchen that has a floor area of less than 6.5 square metres;

‘relevant period’ means the period from the making of these Regulations until 31 December 2021.

(b) This sub-article relates to a proposed development, during the relevant period, that consists of a change of use to residential use from Class 1, 2, 3 or 6 of Part 4 to Schedule 1.

(c) Notwithstanding sub-article (1), where in respect of a proposed development referred to in paragraph (b)—

(i) the structure concerned was completed prior to the making of the Planning and Development (Amendment) (No. 2) Regulations 2018,

(ii) the structure concerned has at some time been used for the purpose of its current use class, being Class 1, 2, 3 or 6, and

(iii) the structure concerned, or so much of it that is the subject of the proposed development, has been vacant for a period of 2 years or more immediately prior to the commencement of the proposed development,

then the proposed development for residential use, and any related works, shall be exempted development for the purposes of the Act, subject to the conditions and limitations set out in paragraph (d).

(d)(i) The development is commenced and completed during the relevant period.

(ii) Subject to sub-paragraph (iii), any related works, including works as may be required to comply with sub-paragraph (vii), shall affect only the interior of the structure and shall not materially affect the external appearance of the structure so as to render its appearance inconsistent with the character of the structure or of neighbouring structures.

(iii) Any related works for the alteration of existing ground floor shop fronts shall be consistent with the fenestration details and architectural and streetscape character of the remainder of the structure or of neighbouring structures.

(iv) No development shall consist of or comprise the carrying out of works to the ground floor area of any structure which conflicts with any objective of the relevant local authority development plan or local area plan, pursuant to the Part 1 of the First Schedule to the Act, for such to remain in retail use, with the exception of any works the purpose of which is to solely provide on street access to the upper floors of the structure concerned.

(v) No development shall consist of or comprise the carrying out of works which exceeds the provision of more than 9 residential units in any structure.

(vi) Dwelling floor areas and storage spaces shall comply with the minimum floor area requirements and minimum storage space requirements of the “Sustainable Urban Housing: Design Standards for New Apartments — Guidelines for Planning Authorities” issued under section 28 of the Act or any subsequent updated or replacement guidelines.

(vii) Rooms for use, or intended for use, as habitable rooms shall have adequate natural lighting.

(viii) No development shall consist of or comprise the carrying out of works to a protected structure, as defined in section 2 of the Act, save where the relevant planning authority has issued a declaration under section 57 of the Act to the effect that the proposed works would not materially affect the character of the structure or any element, referred to in section 57(1)(b) of the Act, of the structure.

(ix) No development shall contravene a condition attached to a permission under the Act or be inconsistent with any use specified or included in such a permission.

(x) No development shall relate to any structure in any of the following areas:

(I) an area to which a special amenity area order relates;

(II) an area of special planning control;

(III) within the relevant perimeter distance area, as set out in Table 2 of Schedule 8, of any type of establishment to which the Major Accident Regulations apply.

(xi) No development shall relate to matters in respect of which any of the restrictions set out in subparagraph (iv), (vii), (viiA), (viiB), (viiC), (viii) or (ix) of article 9(1)(a), or paragraph (c) or (d) of article (9)(1), would apply.

(xii) No development shall consist of or comprise the carrying out of works for the provision of an onsite wastewater treatment and disposal system to which the code of practice made by the Environmental Protection Agency pursuant to section 76 of the Environmental Protection Agency Act 1992 relates and entitled Code of Practice — Wastewater Treatment and Disposal Systems Serving Single Houses together with any amendment to that Code or any replacement for it.

(e)(i) Where a person proposes to undertake development to which sub-paragraph (b) relates, then he or she shall accordingly notify the planning authority in whose functional area that the change of use

concerned will occur in writing at least 2 weeks prior to the commencement of the proposed change of use and any related works.

(ii) Details of each notification under subparagraph (i), which shall include information on—

(I) the location of the structure, and

(II) the number of residential units involved, including the unit sizes and number of bedrooms in each unit,

shall be entered in a record by the planning authority maintained for this purpose and the record shall be available for inspection at the offices of the planning authority during office hours and on the planning authority's website.

(iii) During the years 2019, 2020, 2021 and 2022, each planning authority shall provide information to the Minister on the number of notifications received by it under this paragraph during the preceding calendar year, including details of the information so received for the purposes of subparagraph (ii)."

Article 2 of these Regulations amends Article 10 of the Principal Regulations, by inserting a new sub-article, to provide that development consisting of the change of use, and any related works, from an existing specified use class to residential use, in certain circumstances and subject to conditions and limitations, is exempt from the requirement to obtain planning permission. The exemption shall apply from when these Regulations come into force until 31 December 2021.

Amended Planning and Development Act (Exempted Development) Regulations 2022

These Regulations amend the Planning and Development Regulations 2001, as amended (the Principal Regulations). They extend, until 31 December 2025, the exempted development provisions of article 10(6) of the Planning and Development Regulations 2001, as amended, exempting development consisting of the change of use, and any related works, from an existing specified use class to residential use, in certain circumstances and subject to conditions and limitations, from the requirement to obtain planning permission. The Regulations further add a new use class (Class 12 - public houses), to the specified use classes that can qualify to avail of the planning exemption, subject to certain conditions and limitations.

4.0 Planning Assessment

The question to be determined in this Section 5 declaration is whether changing the incomplete shops to residential, removing shop façades and internal works at Ballinagare Townland, County Roscommon is or is not development, constitutes a material change of use and is or is not exempted development. Having considered the definition of both "works" and "development" outlined above, I would deem that the aforementioned forms of development constitute works and is therefore development.

An amendment to the Planning and Development Regulations in 2018 introduced an exemption from planning permission on certain properties. The exemption applies to vacant commercial premises, where there is a proposed change of use to residential. The exemption applies for a limited period, as indicated above.

To qualify for the exemption, it must be a commercial building which has laid vacant for at least two years immediately prior to the commencement of the proposed development and where the number of units proposed is not greater than nine (9) in any one building.

A shop is specifically identified in the classes of use which are eligible for this exemption. There are a number of additional conditions that are relevant for an exemption of this nature. As outlined in Article 10 (6) (a) (iii) the structure concerned, or so much of it that is the subject of the proposed development, has to be vacant for a

period of 2 years or more immediately prior to the commencement of the proposed development. It was evident during the course of a site inspection that the property is unoccupied at ground floor level.

Article 10 (6) (d)(vi) requires that dwelling floor areas and storage spaces shall comply with the minimum floor area requirements and minimum storage space requirements of the “Sustainable Urban Housing: Design Standards for New Apartments —Guidelines for Planning Authorities” issued under section 28 of the Act or any subsequent updated or replacement guidelines. Insufficient details have been submitted to demonstrate that the proposed apartments satisfy the minimum threshold of floor space and in relation to car parking provision, refuse collection or private open space. Based on the submitted details to date, it is not therefore considered evident that changing the incomplete shops to residential use in this case is in accordance with the aforementioned Guidelines. It is therefore recommended to request further information in or to advance the assessment of this application under Section 5 of the Planning and Development Act, 2000, as amended.

The proposed removal of the shop façades and internal works have been considered within the scope of the Planning and Development Regulations, 2001 (as amended), Article 4(1)(h): *The following shall be exempted developments for the purposes of this Act—development consisting of the carrying out of works for the maintenance, improvement or other alteration of any structure, being works which affect only the interior of the structure or which do not materially affect the external appearance of the structure so as to render the appearance inconsistent with the character of the structure or of neighbouring structures.* The proposed removal of the shop façades and internal works in this case is considered to be exempted development.

5.0 Recommendation

Request the following further information

1. In order for the Planning Authority to advance the assessment of this application under Section 5 of the Planning and Development Act, 2000, as amended, you are requested to submit comprehensive details to demonstrate that the apartments, as proposed, are in accordance with the Sustainable Urban Housing: Design Standards for New Apartments, particularly in relation to floor areas, storage spaces, car parking provision, refuse collection and private open space.

Please note the submitted response to this point must clearly demonstrate compliance with “Sustainable Urban Housing: Design Standards for New Apartments —Guidelines for Planning Authorities” issued under Section 28 of the Act or any subsequent updated or replacement guidelines.

2. Please confirm how long the commercial element of the building has been vacant.



Signed:

Assistant Planner

Date: 22nd May 2023





Mr. Sean O'Rourke,



Date: 2nd May, 2023.

Planning Reference: DED 557

Re: Application for a Declaration under Section 5 of the Planning & Development Act 2000 (as amended), regarding Exempted Development.

Development: Permission to change incomplete shops to residential removing shop façade's due to damage prior to buying the property, all internal work at Ballinagare Td., Co. Roscommon. F45 N406.

A Chara,

I wish to acknowledge receipt of your application received on the 26th April, 2023, for a Declaration under Section 5 of the Planning & Development Act 2000 (as amended), regarding Exempted Development along with the appropriate fee in the sum of €80.00 Receipt No. L01/0/222398 dated 27th April, 2023 refers, receipt enclosed herewith for your attention.

Note: Please note your Planning Reference No. is **DED 557**.

This should be quoted in all correspondence and telephone queries.

Mise le meas,

Administrative Officer,
Planning.

BY EMAIL

eugene@eugeneoneill.ie

Roscommon County Council
Aras an Chontae
Roscommon
09086 37100

27/04/2023 15:37:43

Receipt No. : L01/0/222398

SEAN O'ROURKE

EXEMPTED DEVELOPMENT

| | |
|---------------------------|-------|
| PLANNING APPLICATION FEES | 80.00 |
| GOODS | 80.00 |
| VAT Exempt/Non-vatable | |
| DED 557 | |

Total : 80.00 EUR

Tendered :
Credit/Debit Card 80.00
1846

Change : 0.00

Issued By : Louis Carroll
From : Central Cash Office

Sharon Kelly

From: Seán O'Rourke [REDACTED]
Sent: Thursday 27 April 2023 15:43
To: Planning Department
Cc: Planning Department
Subject: Re: Building change of use - DED 557

Good afternoon Caroline,

I hope this email finds you well. I have paid the above amount and the gentlemen in the office said he would send proof of this across to you via email. Is there anything else you need from me for this application.

Kind regards
Sean

Sent from [Outlook for iOS](#)

From: Planning Department <Planning@roscommoncoco.ie>
Sent: Thursday, April 27, 2023 12:12:17 PM
To: Seán O'Rourke [REDACTED]
Cc: Planning Department <Planning@roscommoncoco.ie>
Subject: Building change of use - DED 557

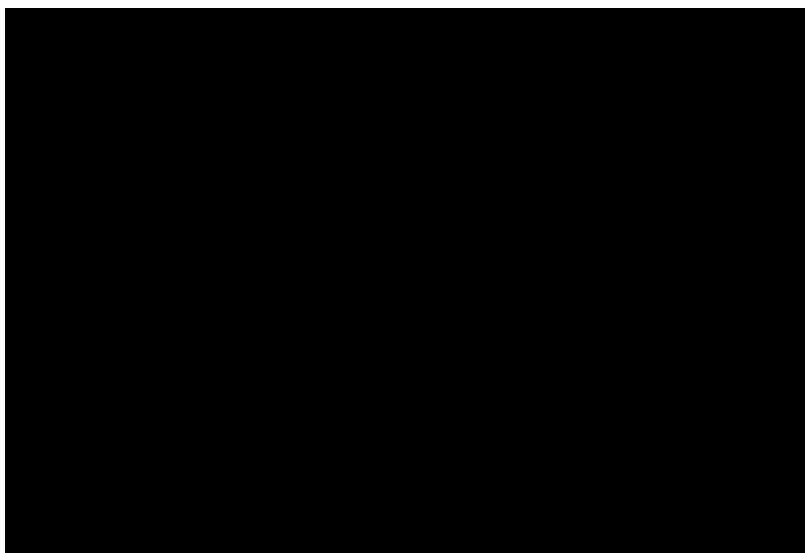


Good morning Sean,

I refer to your email received yesterday.

The payment in the sum of €80.00 in respect of your DED application may be made over the telephone by calling 090 6637108 or alternatively it may be paid by EFT using the bank details below. Please note that if using the EFT method this may delay your application as it may take a number of days for the payment to be processed through the bank.

Your DED application reference is **DED 557** which should be quoted if you are making the payment over the telephone, or, in the reference details if paying by EFT, to enable the payment to be allocated correctly.



Regards

Caroline Mockler

Caroline Mockler | Senior Staff Officer | Roscommon County Council

☎: (090) 6637100 | ✉: planning@roscommoncoco.ie | www.roscommoncoco.ie

Aras an Chontae, Roscommon, Co. Roscommon. F42 VR98 [MAP LOCATION](#)



Comhairle Contae
Ros Comáin
Roscommon
County Council



From: Seán O'Rourke [REDACTED]
Sent: Wednesday 26 April 2023 14:38
To: Planning Department <Planning@roscommoncoco.ie>
Subject: Re: Building change of use

Good afternoon Miss Mockler,

I hope this email finds you well. I am writing to ask how I can pay the 80 euro fee as mentioned below in the email trail. I currently live abroad and I am unable to find somewhere to pay online. I have not been given any drawings of the property since buying the building and I have found these on the Planning website hence I have placed the links in accordance with what is required as well as attached all key information that I have at this time.

- Site Location map to a scale of 1:2500 clearly identifying the location
- <http://193.178.30.248/iDocsWebDPSS/ViewFiles.aspx?docid=87941&format=jpeg>
- Site Layout plan to the scale of 1:500 indicating the exact location of proposed development
- <http://193.178.30.248/iDocsWebDPSS/ViewFiles.aspx?docid=87942&format=jpeg>
- The detailed specification of development proposed - Change the four incomplete Commercial units and change them into four residential apartments. There will be three two-bedroom apartments and one, one-bedroom apartment. Please see the attached plan data scale of 1:100 as well as the Section 5 declaration form.

To see a full list of all of the documents already in existence relating to this property please follow this link- <http://193.178.30.248/iDocsWebDPSS/listFiles.aspx?catalog=planning&id=042481>

I look forward to hearing from you in regards to paying the online fee.

Kind regards
Sean

From: Planning Department <Planning@roscommoncoco.ie>
Sent: Wednesday 18 January 2023 09:34

Roscommon County Council

Application for a Declaration under Section 5 of the Planning & Development Act 2000, regarding Exempted Development

| | |
|--|---|
| Name: | Sean O'Rourke |
| Address: | [REDACTED] |
| Name & Address of Agent: | Eugene O'Neill 087254 6176 Eugene@eugeneoneill.ie |
| Nature of Proposed Works | Changing incomplete Shops to residential removing Shop facade's due to damage prior to buying the property. All internal work |
| Location (Townland & O.S No.) | Ballingare townland |
| Floor Area | 225 Sq.m. |
| Height above ground level | 30mm below road centreline |
| Total area of private open space remaining after completion of this development | All floor space will be changed to living area |
| Roofing Material (Slates, Tiles, other) (Specify) | All internal ground floor changes |
| Proposed external walling (plaster, stonework, brick or other finish, giving colour) | Keep existing external walls |
| Is proposed works located at front/rear/side of existing house. | Internal and front |

Roscommon County Council

Application for a Declaration under Section 5 of the Planning & Development Act 2000,
regarding Exempted Development



| | |
|--|--------------------------------------|
| Has an application been made previously for this site | No |
| If yes give ref. number (include full details of existing extension, if any) | No |
| Existing use of land or structure | Vacant |
| Proposed use of land or structure | Housing / Residential |
| Distance of proposed building line from edge of roadway | |
| Does the proposed development involve the provision of a piped water supply | Already existing water supply |
| Does the proposed development involve the provision of sanitary facilities | Yes - already connected to the mains |

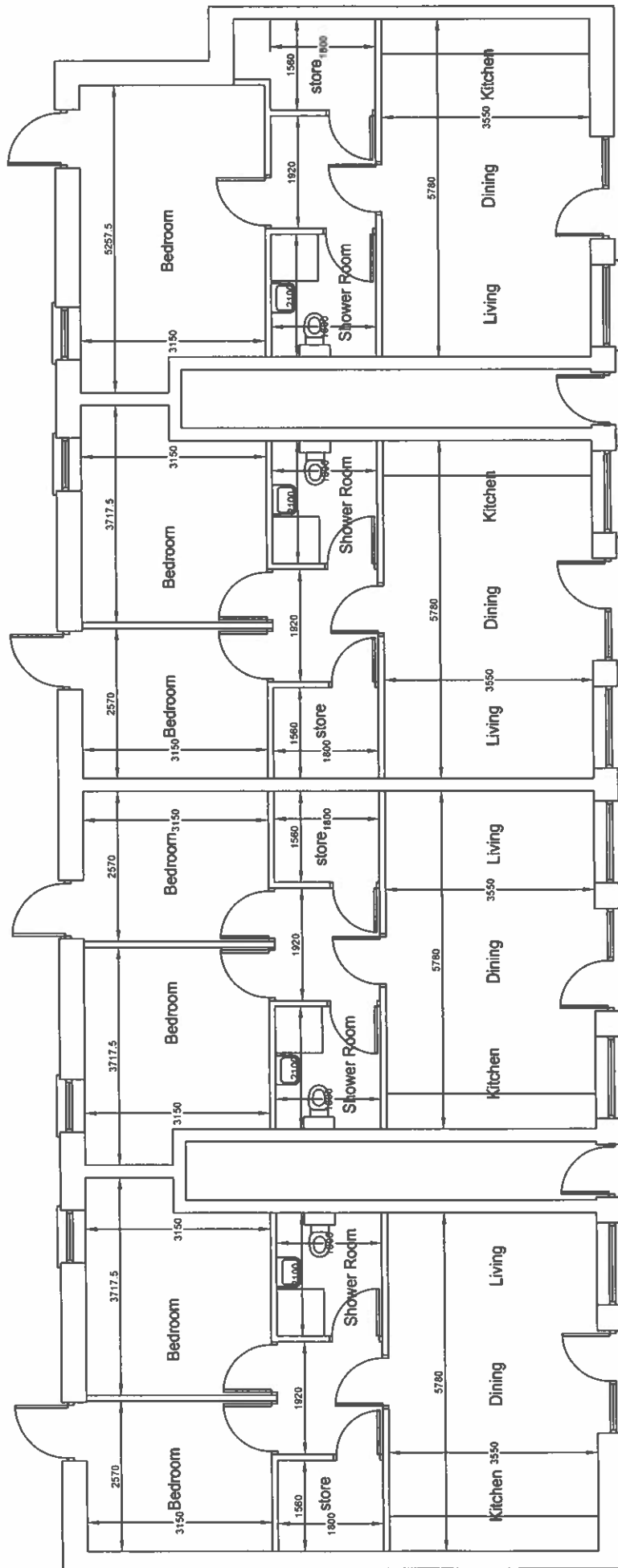
Signature:

Seán O'Rourke

Date:

Note: This application must be accompanied by:-

- (a) €80 fee
- (b) Site Location map to a scale of 1:2500 clearly identifying the location
- (c) Site Layout plan to the scale of 1:500 indicating exact location of proposed development
- (d) Details specification of development proposed



GROUND FLOOR scale 1:100

Sharon Kelly

From: Seán O'Rourke [REDACTED]
Sent: Wednesday 26 April 2023 14:38
To: Planning Department
Subject: Re: Building change of use
Attachments: Image (1).jpeg; Image.jpeg; Ground Floor Plan 1 to 100.pdf



Good afternoon Miss Mockler,

I hope this email finds you well. I am writing to ask how I can pay the 80 euro fee as mentioned below in the email trail. I currently live abroad and I am unable to find somewhere to pay online. I have not been given any drawings of the property since buying the building and I have found these on the Planning website hence I have placed the links in accordance with what is required as well as attached all key information that I have at this time.

- Site Location map to a scale of 1:2500 clearly identifying the location
- <http://193.178.30.248/iDocsWebDPSS/ViewFiles.aspx?docid=87941&format=jpeg>
- Site Layout plan to the scale of 1:500 indicating the exact location of proposed development
- <http://193.178.30.248/iDocsWebDPSS/ViewFiles.aspx?docid=87942&format=jpeg>
- The detailed specification of development proposed - Change the four incomplete Commercial units and change them into four residential apartments. There will be three two-bedroom apartments and one, one-bedroom apartment. Please see the attached plan data scale of 1:100 as well as the Section 5 declaration form.

To see a full list of all of the documents already in existence relating to this property please follow this link- <http://193.178.30.248/iDocsWebDPSS/listFiles.aspx?catalog=planning&id=042481>

I look forward to hearing from you in regards to paying the online fee.

Kind regards
Sean

From: Planning Department <Planning@roscommoncoco.ie>
Sent: Wednesday 18 January 2023 09:34
To: Seán O'Rourke [REDACTED]
Subject: RE: Building change of use

Hi Sean,

If you wish for the Planning authority to provide a determination as to whether or not your proposed development requires planning permission you may apply for a Section 5 declaration of Exempted Development.

In order to apply for a Section 5 Declaration, it is necessary for the applicant to submit the following:

- Site Location map to a scale of 1:2500 clearly identifying the location
- Site Layout plan to the scale of 1:500 indicating exact location of proposed development
- Detailed specification of development proposed

- €80.00 fee

The planning authority shall issue the declaration, within 4 weeks of receipt of the request. The planning authority may require further information to be submitted to enable the authority to issue the declaration. In this regard, a declaration shall issue within three weeks of the receipt of this further information.

I attach hereto an application form for a Section 5 Declaration for your convenience.

Regards,

Caroline Mockler

Caroline Mockler | Senior Staff Officer | Roscommon County Council

☎: (090) 6637100 | ✉: planning@roscommoncoco.ie | www.roscommoncoco.ie

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Comhairle Contae
Ros Comáin
Roscommon
County Council



From: Seán O'Rourke [REDACTED]
Sent: Tuesday 17 January 2023 13:35
To: Planning Department <Planning@roscommoncoco.ie>
Subject: Re: Building change of use

Hi Caroline,

Many thanks for your response. What do I need to do to complete a section 5? Apologies for all the questions, I am new to all of this.

I look forward to hearing from you.

Kind regards
Sean

Sent from [Outlook for iOS](#)

From: Planning Department <Planning@roscommoncoco.ie>
Sent: Tuesday, January 17, 2023 3:20:38 PM
To: [REDACTED]
Subject: RE: Building change of use

Hi Sean,

I refer to your email received on 15/01/2023.

There is no further submission required.

I wish to advise that the submission of an article 10(6) Change of Use Exemption Notification is a self-declaration Notification, the details of which are required to be entered in a record held by the Planning Authority and made available for inspection at the Planning Department, and on Roscommon County Council's website.

It should be noted that a Change of Use Exemption notification does not constitute confirmation from the Planning Authority that the work proposed is exempted development. If you are seeking written confirmation that the proposed development is exempted development in accordance with the Planning and Development Act 2000 (as amended), it is advised that what can be done is through an application under Section 5 of the Planning and Development Act 2000 (as amended) for a Declaration of Exempted Development.

Regards

Caroline Mockler

Caroline Mockler | Senior Staff Officer | Roscommon County Council

☎: (090) 6637100 | ✉: planning@roscommoncoco.ie | www.roscommoncoco.ie

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Comhairle Contae
Ros Comáin
Roscommon
County Council



From: Seán O'Rourke [REDACTED]
Sent: Sunday 15 January 2023 18:51
To: Planning Department <Planning@roscommoncoco.ie>
Cc: Planning Department <Planning@roscommoncoco.ie>; [REDACTED]
Subject: Re: Building change of use

Hi Caroline,

I hope this email finds you well. I hope you had a relaxing Christmas break and a wonderful new year. Is there anything else I need to do in this regard?

Kind regards
Sean

Sent from [Outlook for iOS](#)

From: Seán O'Rourke [REDACTED]
Sent: Saturday, December 10, 2022 2:02:40 PM

To: Planning Department <Planning@roscommoncoco.ie>

Cc: Planning Department <Planning@roscommoncoco.ie>

Subject: Re: Building change of use

Good morning Caroline,

I hope this email finds you well. Please find the new sheets attached below. Please let me know if you need anything else.

Kind regards

Sean

Sent from [Outlook for iOS](#)

From: Planning Department <Planning@roscommoncoco.ie>

Sent: Friday, December 9, 2022 3:44:46 PM

To:

Cc: Planning Department <Planning@roscommoncoco.ie>

Subject: RE: Building change of use



Hi Sean,

I refer to your email received on 6th December, 2022.

It is noted from your email that there are currently zero bedrooms in each apartment as it is open plan. However, I wish to advise that the Article 10(6) Change of Use Notification Form requires that the **proposed** number of residential units involved, including the unit sizes and number of bedrooms in each unit be provided to the Planning Authority.

I attach hereto a further Change of Use Notification form for your convenience on which you can enter the details again of the **proposed** development including the number of bedrooms and floorspace of each **proposed** unit.

I trust that this clarifies matters; however if you have any further queries in relation to this matter please email planning@roscommoncoco.ie.

Regards

Caroline Mockler

Caroline Mockler | Senior Staff Officer | Roscommon County Council

| ✉: planning@roscommoncoco.ie | www.roscommoncoco.ie

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Comhairle Contae
Ros Comáin
Roscommon
County Council



From: Seán O'Rourke [REDACTED]
Sent: Tuesday 6 December 2022 16:31
To: Planning Department <Planning@roscommoncoco.ie>
Cc: [REDACTED]
Subject: Re: Building change of use

Good afternoon Caroline,

I hope this email finds you well. I have just received your letter in regards to the change of use for the apartments in Ballinagare Co Roscommon. There is currently 0 bedrooms in each apartment as it is open plan. We are planning to make each apartment 1 to 2 bedrooms.

Please let me know if there is anything else you need.

Kind regards
Sean

Sent from [Outlook for iOS](#)



From: Seán O'Rourke [REDACTED]
Sent: Wednesday, November 2, 2022 10:44:44 AM
To: Planning@roscommoncoco.ie <Planning@roscommoncoco.ie>
Cc: [REDACTED]
Subject: Re: Building change of use

Good morning Caroline,

I hope this email finds you well. I have checked the article you sent and I believe we are exempt from any planning issues in regard to our intentions to change the unfinished shops' to residential properties.

The notification forms are attached for your reference as well. As the shop units are completely open-plan at present there are no bedrooms hence why the number is 0.

Please let me know if there is anything else you need from me before I start internal renovation work on the bottom apartments in the next few weeks.

Kind regards
Sean

Sent from [Outlook for iOS](#)

From: Planning Department <Planning@roscommoncoco.ie>
Sent: Monday, September 19, 2022 6:37:07 PM
To: [REDACTED]
Subject: RE: Building change of use

A Chara,

I refer to your email received on 09/09/2022.

Based on the information provided, it is not possible to provide a definitive answer to your query.

However, you are advised to refer to Article 10(6) of the Planning & Development Regulations 2001 (as amended) which provides for an exemption from the requirement to obtain planning permission in respect of the change of use of certain vacant commercial premises. Please find to follow a link to Article 10(6) below:

<https://www.irishstatutebook.ie/eli/2022/si/75/made/en/print>

You must satisfy yourself that your proposed works satisfy the criteria as outlined in the abovementioned Regulations and if so the Planning Authority must be notified of the details of the development at least 2 weeks prior to the commencement of the proposed change of use, and related works. Please also find attached an Article 10(6) Change of Use Exemption Notification Form for your convenience.

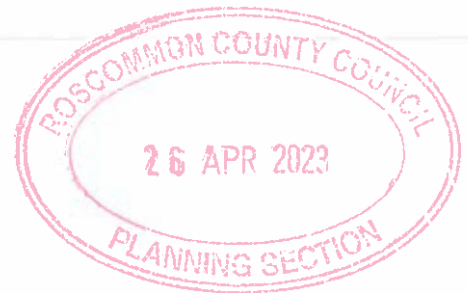
It is advised that all development requires planning permission unless it is exempted development.

Regards,

Caroline Mockler

Caroline Mockler | Senior Staff Officer | Roscommon County Council
| ✉: planning@roscommoncoco.ie | www.roscommoncoco.ie
Aras an Chontae, Roscommon, Co. Roscommon. F42 VR98 [MAP LOCATION](#)

From: Customer Service <customerservice@roscommoncoco.ie>
Sent: Friday 9 September 2022 10:56
To: Planning Department <Planning@roscommoncoco.ie>
Subject: FW: Building change of use



From: Seán O'Rourke [REDACTED]
Sent: Friday 9 September 2022 10:28
To: Customer Service <customerservice@roscommoncoco.ie>
Subject: Building change of use

Good morning,

I hope this email finds you well. My name is Sean and I have recently bought a property in Ballinagare that had shop fronts downstairs and apartments on top. I am writing to ask for some guidance on the process of changing the downstairs shop fronts into apartments. Please note the building has never been completed so the shop fronts have never been in operation.

I look forward to hearing from you in this regard
Sean

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Please note that I may be sending this email outside your working hours and I do not expect a response or action outside your own working hours

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