

S.13 Instructions Template (Last Updated 06.12.22)

1. Planning Application no.	
2. Date of Application	
3. Description of the development.	
4. Site Address: And title deeds or Land Registry Office Copy Entries and filed plan	
5. Date of Committee/COMIN resolution.	
6. Name and address of applicant including company number (if applicable)	
7. Name and address of developer (if not owner)	
8. Name and address of owner	
9. Name and address of Mortgagee (if any)	
10. Type of Agreement (affordable housing commuted sum public open space)	
11. Detailed description of obligation(s), including triggers.	<i>11a) Affordable Housing 11b) Public Open Space 11c) Ecological Measures</i>
11a) detail i.e. Number of Affordable Housing Units and how many bedrooms and sale prices – onsite or off site	
11a) Any commuted sums – amount and terms of payment	
11a) Contacts in DoI	Public Estates & Housing
11b) Any provisions for public open space or play areas – on site or off site (plan) and / or commuted sum	
11b) Local Authority	
11b) LA contact	
12. Site plan (site edged red).	Demarcating Affordable Housing, Public Open Space, Ecological Measures etc.
13. Any specific ecological issues to be included	
14. Applicant's Advocate / legal representative.	
15. Contact in the event of no legal representation to whom the Agreement should be sent	
16. Any other obligations or requirements on behalf of the Department or the Applicant that need to be included Agreement	