



**Comhairle Contae Thiobraid Árann**  
Tipperary County Council

RN 179384  
T80 P.C. SJC.  
Tipperary County Council  
RECEIVED  
20 MAR 2024  
CASH OFFICE  
Civic Offices, Clonmel

Tipperary County Council  
RECEIVED  
20 MAR 2024  
C S D  
Civic Offices, Clonmel

**PLANNING & DEVELOPMENT ACT, 2000 (as amended)**

**Application for a Section 5 Declaration**  
**Development / Exempted Development**

**1. Applicant's address/contact details:**

Applicant	MARGARET O'NEILL
Address	2 KINGS CROFT, CAMAS ROAD, CASHEL, CO. TIPPERARY. E25 ND99
Telephone No.	[REDACTED]
E-mail	[REDACTED]

**2. Agent's (if any) address:**

Agent	
Address	
Telephone No.	
E-mail	
Please advise where all correspondence in relation to this application is to be sent;	
Applicant [ ]	Agent [ ]

**3. Location of Proposed Development:**

Postal Address or Townland or Location (as may best identify the land or structure in question)	2, KINGS CROFT, CAMAS ROAD CASHEL, CO. TIPPERARY, E25 ND99
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TIPPERARY CO. COUNCIL  
RECEIVED  
20 MAR 2024  
PLANNING SECTION  
FILE NO. ....

TIPPERARY CO. COUNCIL  
RECEIVED  
20 MAR 2024  
PLANNING SECTION  
FILE NO. ....

**4. Development Details:**

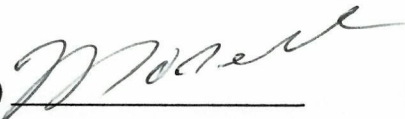
Please provide details of the proposed development for which an exemption under Section 5 of the Planning and Development Act is applied for.

(Note: only works and uses listed and described under this section will be assessed under this Section 5 Application. Use additional sheets if required.)

EXTRA ROOM OFF BEDROOM 2 TO BECOME
GRANNY FLAT SO FAMILY WILL BE ABLE TO
MOVE IN <del>BE</del> AS TO STOP THE NEED TO MOVE
INTO NURSING HOME
Proposed floor area of proposed works/uses: 24.85 sqm

**5. Legal Interest of Applicant in the Land or Structure:**

Please tick appropriate box to show applicant's legal interest in the land or structure	A. Owner <input checked="" type="checkbox"/>	B. Occupier <input type="checkbox"/>
	C. Other <input type="checkbox"/>	<input type="checkbox"/>
Where legal interest is 'Other', please expand further on your interest in the land or structure		
If you are not the legal owner, please state the name and address of the owner	Name: Address:	

Signature of Applicant(s)  Date: 14/3/24

**Note:** If the proposed development consists of works to a (Proposed) Protected Structure and/or any structure within the curtilage of a (Proposed) Protected Structure, an application for a Section 57 Declaration may be more appropriate.

## GUIDANCE NOTES

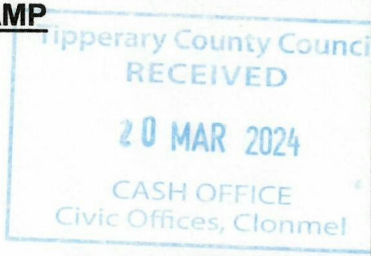
- (1) All queries on the form must be completed and the form must be accompanied by the relevant fee. The amount of the fee is currently **€80.00**.
- (2) This application should be accompanied by **TWO COPIES** of the following documentation
  - OSI Site Location Map with the site outlined clearly – 1:1000 in urban areas and 1:2500 in rural areas
  - Floor Plans & Elevations at a scale of not less than 1:200
  - Site layout plan indicating position of proposed development relative to premises and adjoining properties
  - Other details e.g. brochures, photographs if appropriate.

(All dimensions must be given in metric scale and drawings should be accompanied by a brief description outlining the use of the proposed development)
- (3) Where a proper and complete application is received, a decision must be conveyed to the applicant within four (4) weeks except where additional necessary information is required.

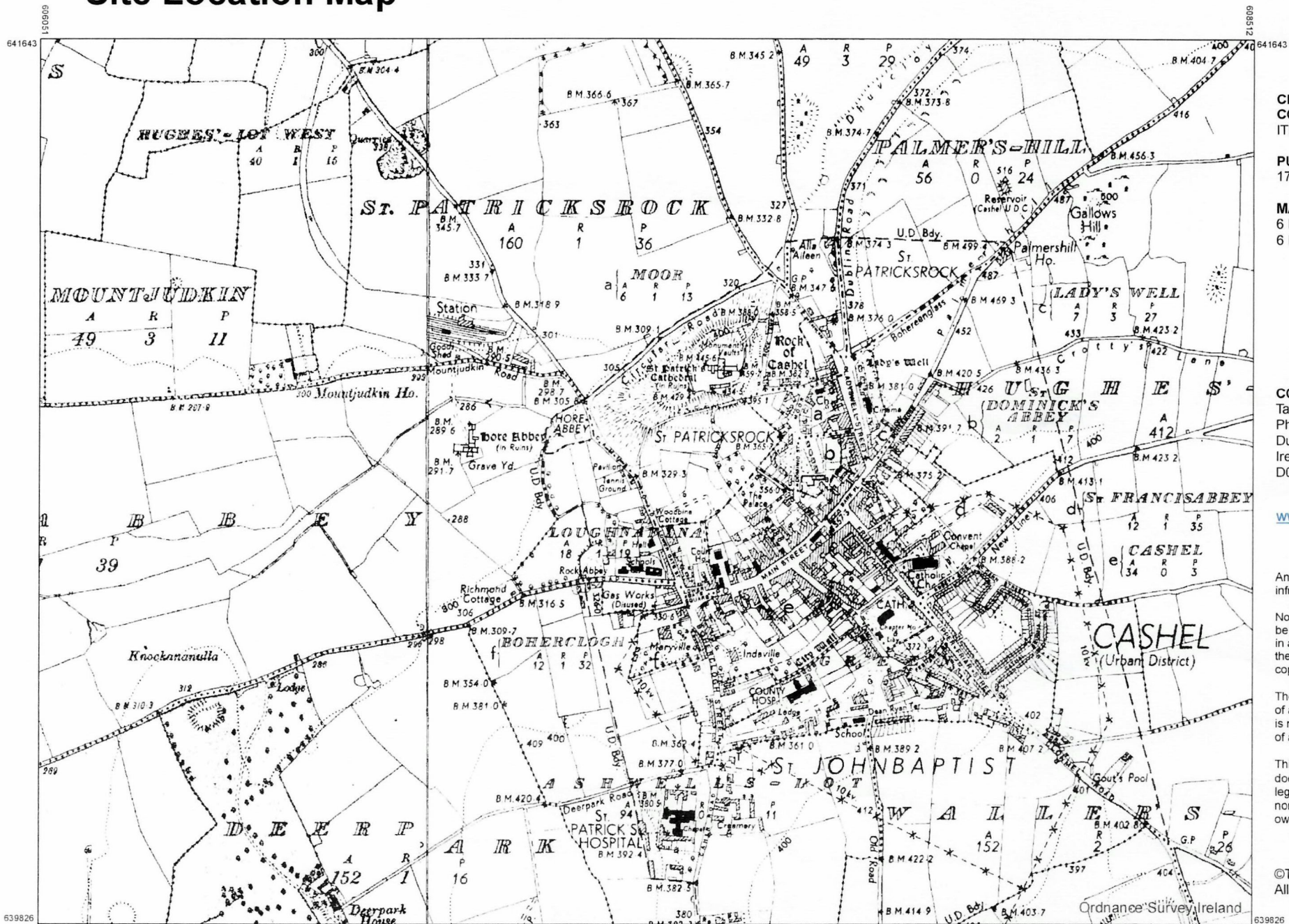
This application form and relevant fee should be submitted to:

<b>Planning Section, Tipperary County Council, Civic Offices, Limerick Road, Nenagh, Co. Tipperary</b>	<b><u>OR</u></b>	<b>Planning Section, Tipperary County Council, Civic Offices, Emmet Street, Clonmel, Co. Tipperary</b>
<b>Enquires:</b>		
<b>Telephone 0818 06 5000</b>		
<b>E-Mail <a href="mailto:planning@tipperarycoco.ie">planning@tipperarycoco.ie</a></b>		

### FOR OFFICE USE ONLY

<b>Fee Recd. €</b> <u>80 P.O.</u>	<b>DATE STAMP</b>
<b>Receipt No</b> <u>179384</u>	
<b>Date</b> <u>20/3/24</u>	
<b>Received by</b> <u>[Signature]</u>	

# Site Location Map



**CENTRE COORDINATES:**  
ITM 607282,640735

**PUBLISHED:** 17/01/2024  
**ORDER NO.:** 50377642\_

**MAP SERIES:** 6 Inch Raster  
**MAP SHEETS:** TY060  
6 Inch Raster TY061

**COMPILED AND PUBLISHED BY:**  
Tailte Éireann,  
Phoenix Park,  
Dublin 8,  
Ireland.  
D08F6E4

[www.tailte.ie](http://www.tailte.ie)

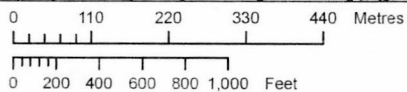
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This topographic map does not show legal property boundaries, nor does it show ownership of physical features.

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**OUTPUT SCALE: 1:10,560**

**CAPTURE RESOLUTION:**  
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**LEGEND:**  
To view the legend visit [www.tailte.ie](http://www.tailte.ie) and search for 'Large Scale Legend'



639826

639826

150909  
641643  
639826  
609651

608512  
641643  
608512

# Planning Pack Map



Tailte  
Éireann

640821  
607165  
640649  
607165

640821  
607398  
640649  
607398



C a r r a i g P h á d r a i g  
S t . P a t r i c k s r o c k

Cashel  
Caiseal

G.A.M.U.S. ROAD

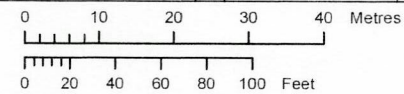
KINGS CROFT

KINGS CROFT

L o c h n a  
F a i g h n e  
L o u g h n a f i n a

LOWER GATE ST.

School



OUTPUT SCALE: 1:1,000

**CAPTURE RESOLUTION:**  
The map objects are only accurate to the resolution at which they were captured. Output scale is not indicative of data capture scale. Further information is available at: [www.tailte.ie](http://www.tailte.ie), search 'Capture Resolution'

**LEGEND:**  
To view the legend visit [www.tailte.ie](http://www.tailte.ie) and search for 'Large Scale Legend'



**CENTRE COORDINATES:**  
ITM 607282,640735

**PUBLISHED:** 17/01/2024  
**ORDER NO.:** 50377642\_1

**MAP SERIES:** 1:1,000  
**MAP SHEETS:** 5060-10

**COMPILED AND PUBLISHED BY:**  
Tailte Éireann,  
Phoenix Park,  
Dublin 8,  
Ireland.  
D08F6E4

[www.tailte.ie](http://www.tailte.ie)

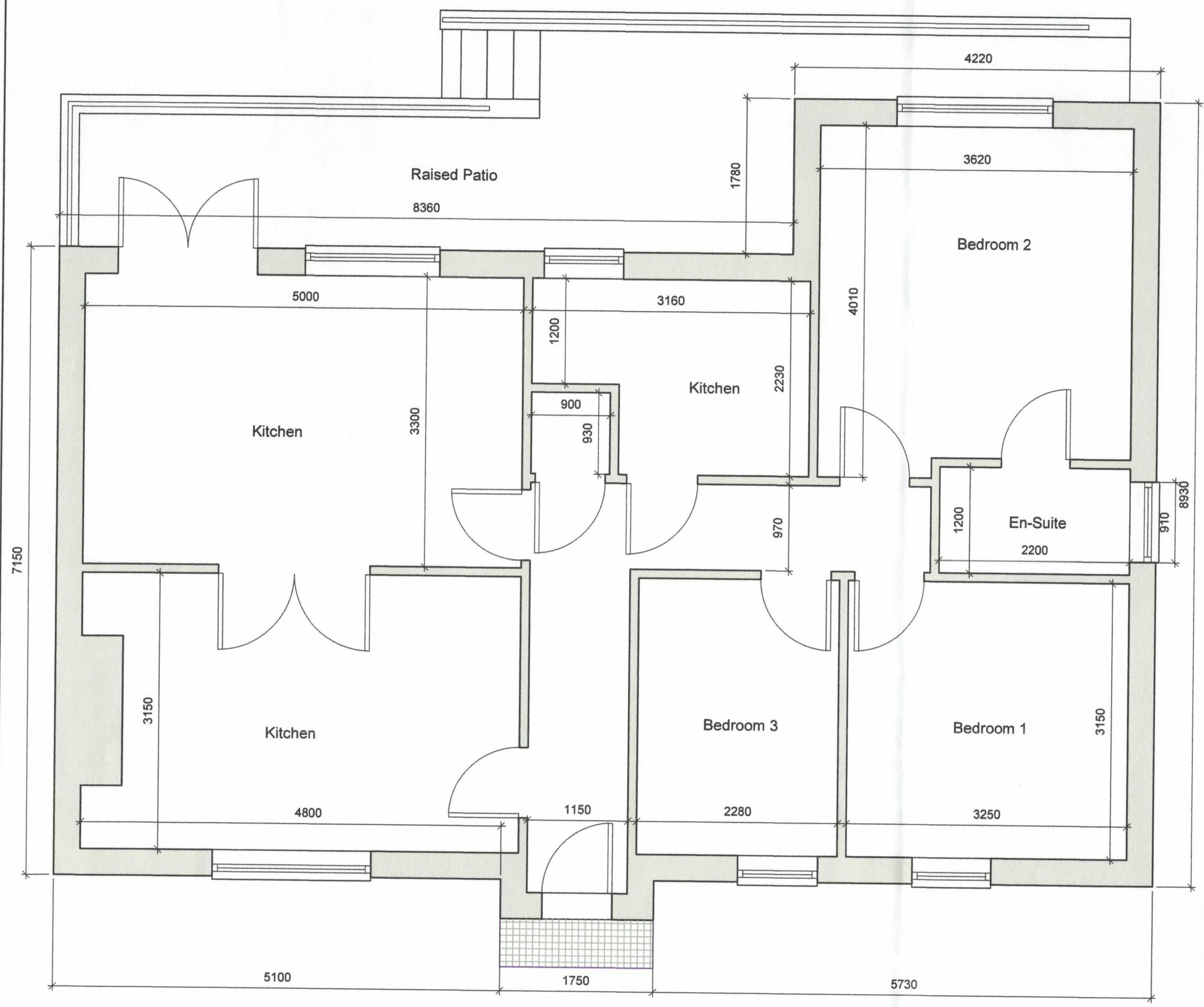
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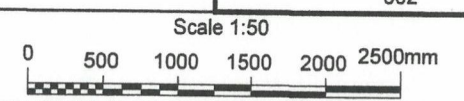
This topographic map does not show legal property boundaries, nor does it show ownership of physical features.

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Existing Area = 85.43m<sup>2</sup>

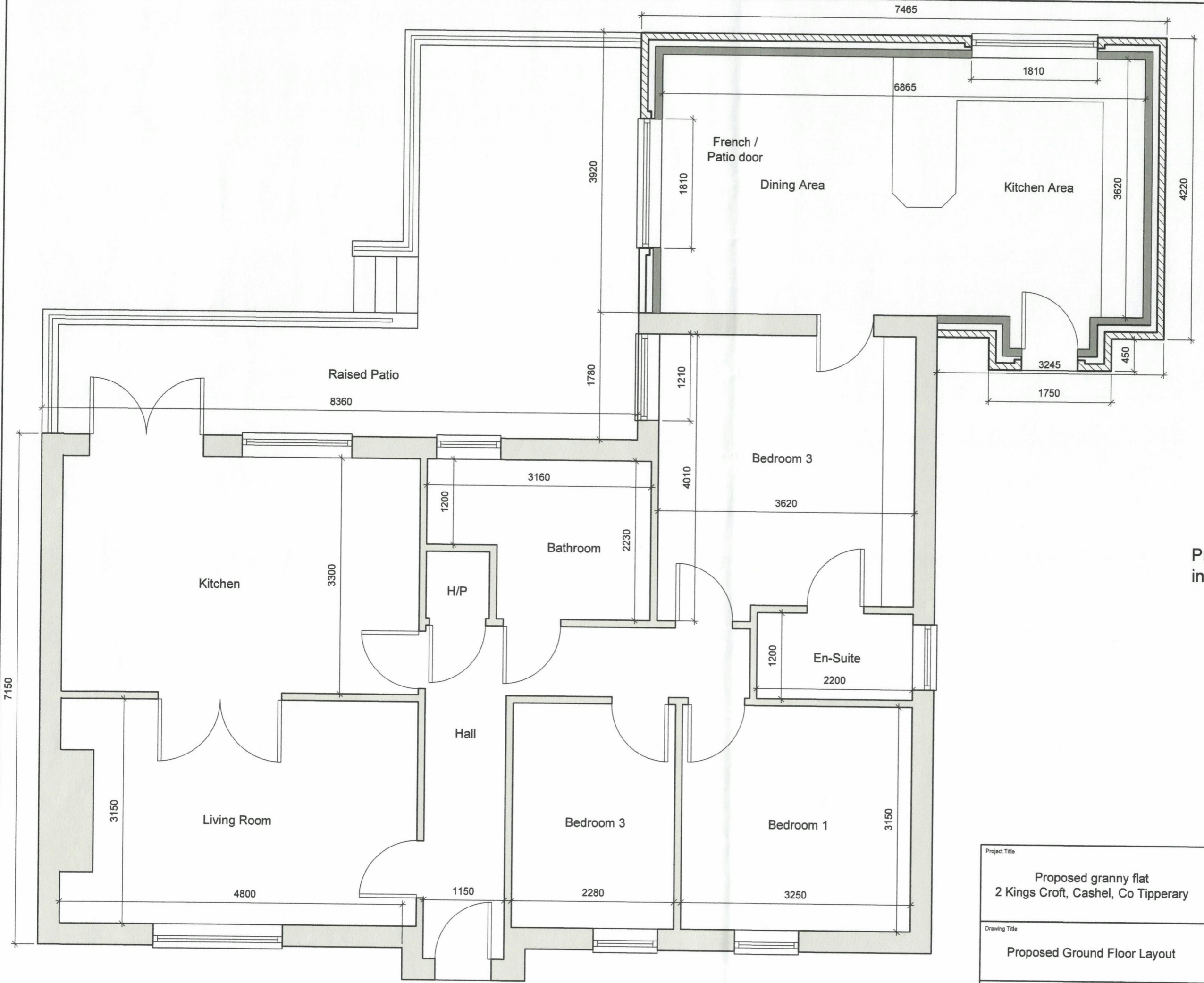
Project Title		Client	
Proposed granny flat 2 Kings Croft, Cashel, Co Tipperary		Mrs Margaret O'Neill	
Drawn	J O'Neill	Date	March 2024
Scale	1:50	Orig Size	A3
Drawing Title		Status	
Existing Ground Floor Layout		Approval only	
Drawing No.	002	Rev.	P01





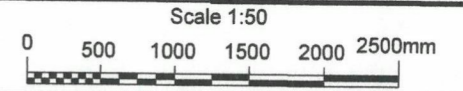
Notes:

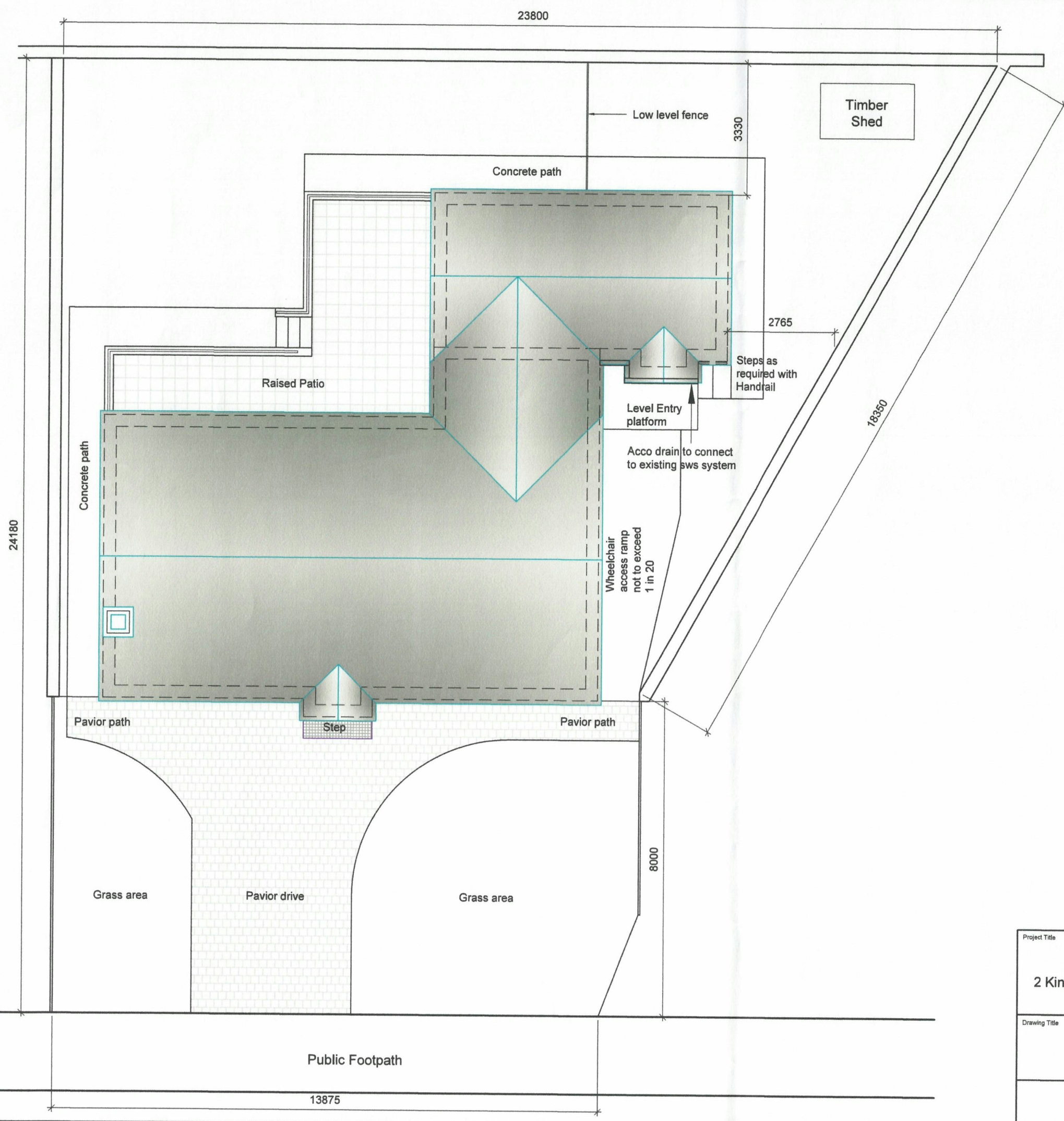
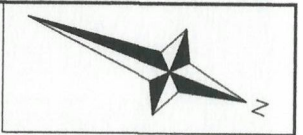
1. All works are to be carried out in accordance with the latest Building control recommendations / requirements.
2. Existing service supply meters to be relocated by suitable qualified engineer, and in accordance with the suppliers recommendations.
3. Approval for all works needs to sort prior to commencement of any development.
4. Contractor to supply suitably qualified person to over see the contractor works.
5. All electrical, plumbing and gas connection works are to be completed a suitable qualified installer and certified same.
6. All insurance cover are the responsibility of the contractor and proof of same are required prior to commencement



Proposed additional internal Area = 24.85m<sup>2</sup>

Project Title		Client	
Proposed granny flat 2 Kings Croft, Cashel, Co Tipperary		Mrs Margaret O'Neill	
Drawn	J O'Neill	Date	March 2024
Scale	1:50	Orig Size	A3
Drawing Title		Status	
Proposed Ground Floor Layout		Approval only	
Drawing No.	005	Rev.	P01

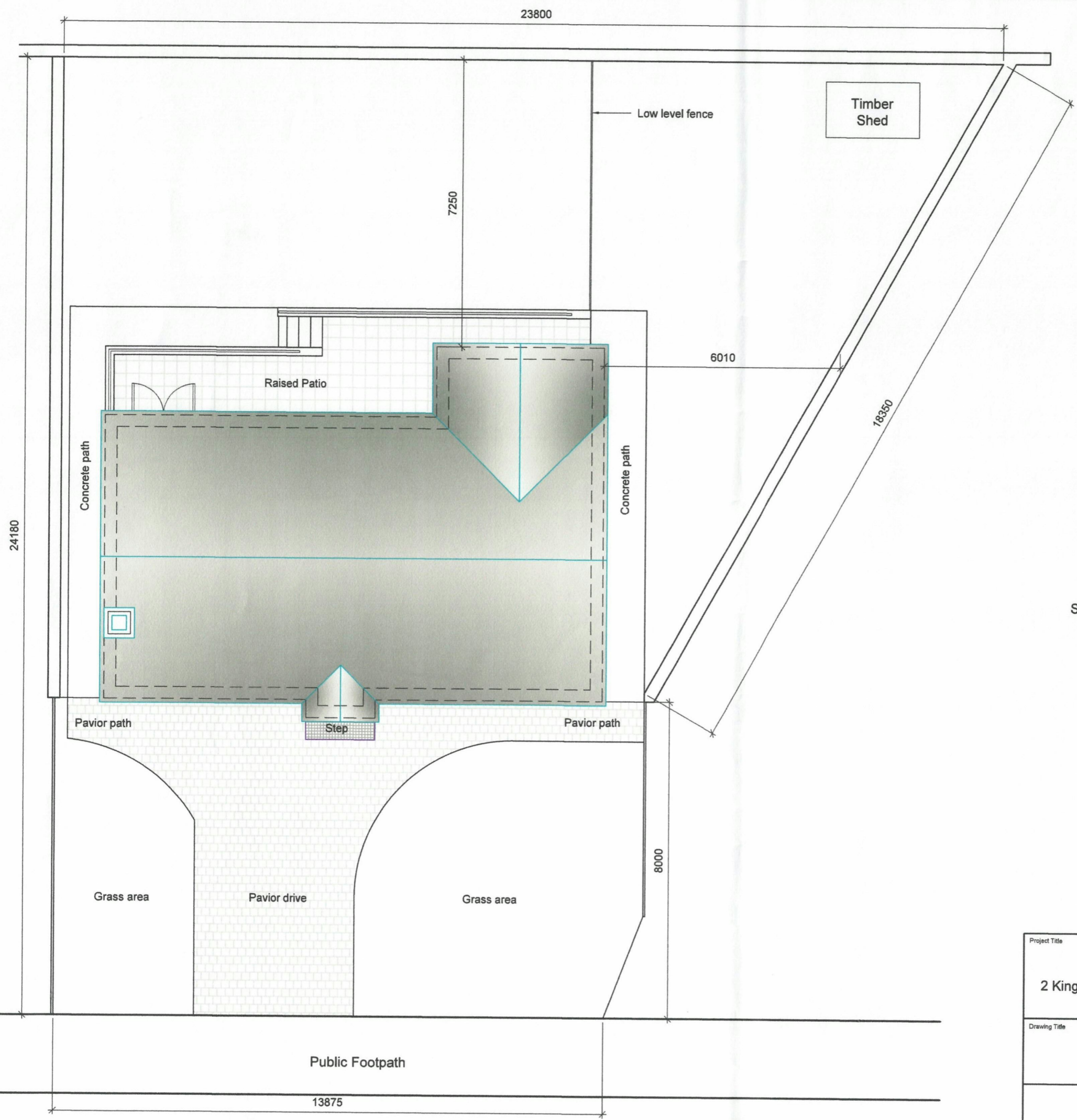
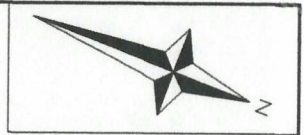




- Notes:
1. All works are to be carried out in accordance with the latest Building control recommendations / requirements.
  2. Existing service supply meters to be relocated by suitable qualified engineer, and in accordance with the suppliers recommendations.
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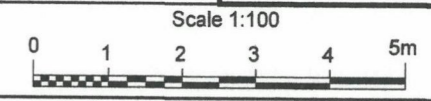
Project Title		Client	
Proposed granny flat 2 Kings Croft, Cashel, Co Tipperary		Mrs Margaret O'Neill	
Drawn	J O'Neill	Date	March 2024
Scale	1:100	Orig Size	A3
Drawing Title		Status	
Proposed Site Layout		Approval only	
Drawing No.		004	Rev. P01
Scale 1:100			





SITE AREA = 430m<sup>2</sup>

Project Title		Client	
Proposed granny flat 2 Kings Croft, Cashel, Co Tipperary		Mrs Margaret O'Neill	
Drawn	J O'Neill	Date	March 2024
Scale	1:100	Orig Size	A3
Drawing Title		Status	
Existing Site Layout		Approval only	
Drawing No.		Rev.	
001		P01	





Comhairle Contae Thiobraid Árann  
Tipperary County Council

Comhairle Contae  
Thiobraid Árann,  
Oifigí Cathartha,  
Cluain Meala,  
Co. Thiobraid Árann  
Tipperary County Council,  
Civic Offices, Clonmel,  
Co. Tipperary  
E91 N512

Comhairle Contae  
Thiobraid Árann,  
Oifigí Cathartha,  
An tAonach,  
Co. Thiobraid Árann  
Tipperary County Council,  
Civic Offices, Nenagh,  
Co. Tipperary  
E45 A099

t 0818 06 5000  
e customerservice  
@tipperarycoco.ie  
tipperarycoco.ie

Date: 25<sup>th</sup> March 2024

Our Ref: S5/24/38

Civic Offices, Clonmel

**Margaret O Neill  
2 Kings Croft  
Camas Road  
Cashel  
Co. Tipperary  
E25 ND99**

**Re: Application for a Section 5 Declaration – An extra room off bedroom 2 to become granny flat at 2, Kings Croft, Camas Road, Cashel, Co. Tipperary.**

Dear Sir/Madam,

I acknowledge receipt of your application for a Section 5 Declaration received on 20<sup>th</sup> March, 2024, in connection with the above.

I wish to advise that you will be notified of a decision on your application in due course.

Yours faithfully

---

for **Director of Services**

**TIPPERARY COUNTY COUNCIL**

**Application for Declaration under Section 5**

Planning & Development Act 2000, as amended  
Planning & Development Regulations 2001, as amended

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**Planning Reference:** S5/24/38

**Applicant:** Margaret O'Neill

**Development Address:** 2 Kings Croft, Camas Road, Cashel Co. Tipperary

**Proposed Development:** Construction of an extra room off bedroom no.2 to become a Granny Flat (24.85m<sup>2</sup>)

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**1. GENERAL**

On the 20<sup>th</sup> March 2024 a request was made for a declaration under Section 5 of the Planning and Development Act, 2000 as amended, by Margaret O'Neill in respect of the following development;

**Construction of an extra room off bedroom no.2 to become a Granny Flat (24.85m<sup>2</sup>)**

A site layout plan and floor plans only have been provided and the application does not include for elevations.

**2. STATUTORY PROVISIONS**

The following statutory provisions are relevant to this case;

**PLANNING AND DEVELOPMENT ACT 2000, AS AMENDED**

Section 3 (1) of the Planning and Development Act 2000, as amended, states as follows:-

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

Section 2(1) of the Planning and Development Act, 2000, as amended, defines "works" as:-

*"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 4(1) of the Planning and Development Act, 2000, as amended states:

4.- (1) The following shall be exempted developments for the purposes of this Act—

*(h) 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.*

## **PLANNING AND DEVELOPMENT REGULATIONS 2001, AS AMENDED**

Article 6 of the Planning and Development Regulations 2001, as amended states:

Exempted Development.

6. (1) *Subject to article 9, development of a class specified in column 1 of Part 1 of Schedule 2 shall be exempted development for the purposes of the Act, provided that such development complies with the conditions and limitations specified in column 2 of the said Part 1 opposite the mention of that class in the said column 1.*

Class 1 of Part 1 of Schedule 2 of the Planning and Development Regulations 2001, as amended states:

<b>Description of Development</b>	<b>Conditions and Limitations</b>
<i>The extension of a house, by the construction or erection of an extension (including a conservatory) to the rear of the house or by the conversion for use as part of the house of any garage, store, shed or other similar structure attached to the rear or to the side of the house.</i>	1. <i>(a) Where the house has not been extended previously, the floor area of any such extension shall not exceed 40 square metres.</i>  <i>(b) Subject to paragraph (a), where the house is terraced or semi-detached, the floor area of any extension above ground level shall not exceed 12 square metres.</i>  <i>(c) Subject to paragraph (a), where the house is detached, the floor area of any extension above ground level shall not exceed 20 square metres.</i>
	2. <i>(a) Where the house has been extended previously, the floor area of any such extension, taken together with the floor area of any previous extension or extensions constructed or erected after 1 October 1964, including those for which planning permission has been obtained, shall not exceed 40 square metres.</i>  <i>(b) Subject to paragraph (a), where the house is terraced or semi-detached and has been extended previously, the floor area of any extension above ground level taken together with the floor area of any previous extension or extensions above ground level constructed or erected after 1 October 1964, including those for which planning permission has been obtained, shall not exceed 12 square metres.</i>  <i>(c) Subject to paragraph (a), where the house is detached and has been extended previously, the floor area of any extension above ground level, taken together with the floor area of any previous extension or extensions above ground level constructed or erected after 1 October 1964,</i>

	<p><i>including those for which planning permission has been obtained, shall not exceed 20 square metres.</i></p> <p>3. <i>Any above ground floor extension shall be a distance of not less than 2 metres from any party boundary.</i></p> <p>4.</p> <p>(a) <i>Where the rear wall of the house does not include a gable, the height of the walls of any such extension shall not exceed the height of the rear wall of the house.</i></p> <p>(b) <i>Where the rear wall of the house includes a gable, the height of the walls of any such extension shall not exceed the height of the side walls of the house.</i></p> <p>(c) <i>The height of the highest part of the roof of any such extension shall not exceed, in the case of a flat roofed extension, the height of the eaves or parapet, as may be appropriate, or, in any other case, shall not exceed the height of the highest part of the roof of the dwelling.</i></p> <p>5. <i>The construction or erection of any such extension to the rear of the house shall not reduce the area of private open space, reserved exclusively for the use of the occupants of the house, to the rear of the house to less than 25 square metres.</i></p> <p>6.</p> <p>(a) <i>Any window proposed at ground level in any such extension shall not be less than 1 metre from the boundary it faces.</i></p> <p>(b) <i>Any window proposed above ground level in any such extension shall not be less than 11 metres from the boundary it faces.</i></p> <p>(c) <i>Where the house is detached and the floor area of the extension above ground level exceeds 12 square metres, any window proposed at above ground level shall not be less than 11 metres from the boundary it faces.</i></p> <p>7. <i>The roof of any extension shall not be used as a balcony or roof garden.</i></p>
--	--

Article 9 of the Planning and Development Regulations 2001, as amended sets out restrictions on exemptions and states:

*9. (1) 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—*

- (viii) consist of or comprise the extension, alteration, repair or renewal of an unauthorised structure or a structure the use of which is an unauthorised use.
- (viiA) consist of or comprise the excavation, alteration or demolition of any archaeological monument included in the Record of Monuments and Places, pursuant to section 12 (1) of the National Monuments (Amendment) Act 1994, save that this provision shall not apply to any excavation or any works, pursuant to and in accordance with a consent granted under section 14 or a licence granted under section 26 of the National Monuments Act 1930 (No. 2 of 1930) as amended

### 3. **ASSESSMENT**

#### **a. Site Location**

The site comprises of an existing residential property at 2 Kings Croft, Camas Road, Cashel, Co. Tipperary

#### **b. Relevant Planning History**

No previous planning history has been traced to the site.

#### **c. Assessment**

The question posed under the Section 5 Declaration application rephrased as is whether the construction of an extra room off bedroom no.2 to become a Granny Flat is development and is exempted development.

##### i) “Is or is not Development”

It is considered that the above listed proposal constitutes ‘works’ and therefore constitutes ‘development’ as understood by the Planning and Development Act, 2000, as amended.

##### ii) “Is or is not Exempted Development”

The floor area of the single storey extension is 24.85sq.m. **The extension does not meet the parameters of Class 1 of Part 1 of Schedule 2 of the above cited Regulations as the extension extends beyond the side of the dwelling and is not wholly located to the rear. In the absence of elevations it is not possible to comment on all conditions and limitations.**

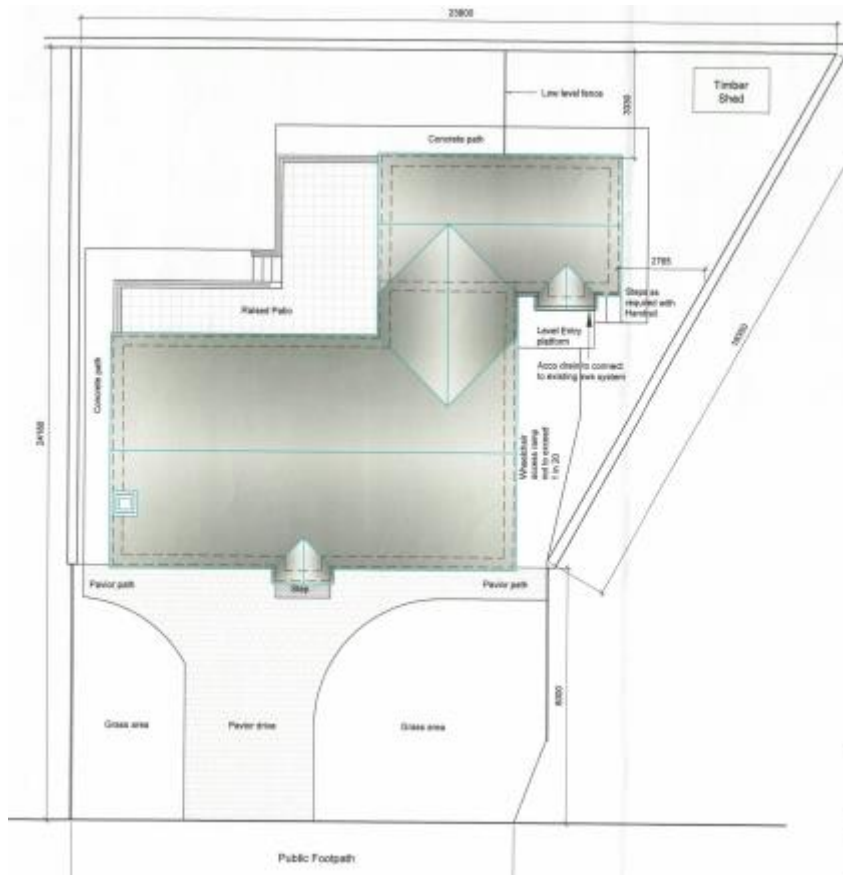


Image 1: Proposed image of Granny Flat to the rear and side of the existing dwelling



Image 2: Proposed image of Granny Flat to the rear and side of the existing dwelling

iii) Restrictions under Article 9

It is noted that the site is located within a Zone of Archaeological Potential and any available exemption would be limited by the restriction set out under Article 9(1)(a)(viiA) as referred to above.

iv) Requirement for Appropriate Assessment (AA) and Environmental Impact Assessment (EIA)

**AA**

The proposal has been assessed having regard to the requirements of the EU Habitats Directive. The proposal has been screened as to the requirements for AA and the screening assessment considers that the proposal does not impact on any Natura 2000 site. See also Appropriate Assessment (AA) screening report attached.

**EIA**

The proposed development has been subject to a preliminary examination to determine the requirement for EIA. EIA is not required in respect of the development. See also for Environmental Impact Assessment (EIA) preliminary examination screening report attached.

#### 4. RECOMMENDATION

**WHEREAS** a question has arisen as to whether the construction of an extra room off bedroom no.2 to become a Granny Flat (24.8 sq m) at No. 2 Kings Croft, Camus Road, Cashel, Co. Tipperary, constitutes “development” and is or is not “exempted development”

**AND WHERE AS** Tipperary County Council in considering this referral had regard particularly to -

- (a) Sections 2, 3 and 4 of the Planning and Development Act, 2000, as amended.
- (b) Article 6 and 9 of the Planning and Development Regulations, 2001, as amended,
- (c) Schedule 2, Part 1, Class 1 of the Planning and Development Regulations 2001, as amended
- (d) The application and details submitted by the applicant.

**AND WHEREAS** Tipperary County Council has concluded that the construction of an extra room off bedroom no.2 to become a Granny Flat constitutes “development” within the meaning of the Planning and Development Act 2000, as amended and is **NOT “exempted development”**. The development does not satisfy the planning exemption under Class 1, Schedule 2, the Planning and Development Regulations, 2001, as amended, as same is not wholly located to the rear of the dwelling and extends to the side. It is further noted that the site is located within a Zone of Archaeological Potential associated with Cashel Town and any available exemption would be restricted by Article 9(1)(a)(ViiA) of the Planning and Development Regulations 2001, as amended.

Advice Note: In the absence of elevations of the proposal it is not possible for the Planning Authority to comment on all relevant conditions and limitations included under Class 1, Part 1 of Schedule 2 of the Regulations.

The development has been screened as to the requirement for Appropriate Assessment and Environmental Impact Assessment and it has been determined that same are not required.



Signed: Sara Jane Condon

Date: 26<sup>th</sup> March 2024

Assistant Planner

A handwritten signature in blue ink that reads "C. Conway". The signature is written in a cursive style with a large, looped 'C' at the beginning.

Signed:

Date: 27.03.2024

Senior Executive Planner

**Original**

**TIPPERARY COUNTY COUNCIL**

**DELEGATED EMPLOYEE'S ORDER**

File Ref: **S5/24/38**      **Delegated Employee's Order No:** \_\_\_\_\_

**SUBJECT: Section 5 Declaration**

I, Dave Carroll, A/Director of Services, Tipperary County Council, by virtue of the powers delegated to me in accordance with the provisions of Section 154 of the Local Government Act 2001, as amended by Schedule 1, Part 1 of the Local Government Reform Act 2014 under Chief Executive's Order No. 37256 dated 4th March, 2024, hereby order that pursuant to the provisions of the Planning and Development Act 2000, as amended, that an application under Section 5 from Margaret O Neill, 2 Kings Croft, Camas Road, Cashel, Co. Tipperary, E25 ND99, re: Construction of an extra room off bedroom no.2 to become a Granny Flat (24.85m<sup>2</sup>) at 2 Kings Croft, Camas Road, Cashel Co. Tipperary is not exempted development.

**AND WHEREAS** Tipperary County Council in considering this referral had regard particularly to –

- (a) Sections 2, 3 and 4 of the Planning and Development Act, 2000, as amended.
- (b) Article 6 and 9 of the Planning and Development Regulations, 2001, as amended,
- (c) Schedule 2, Part 1, Class 1 of the Planning and Development Regulations 2001, as amended
- (d) The application and details submitted by the applicant.

**AND WHEREAS** Tipperary County Council has concluded that the construction of an extra room off bedroom no.2 to become a Granny Flat constitutes "development" within the meaning of the Planning and Development Act 2000, as amended and is **NOT "exempted development"**. The development does not satisfy the planning exemption under Class 1, Schedule 2, the Planning and Development Regulations, 2001, as amended, as same is not wholly located to the rear of the dwelling and extends to the side. It is further noted that the site is located within a Zone of Archaeological Potential associated with Cashel Town and any available exemption would be restricted by Article 9(1)(a)(ViiA) of the Planning and Development Regulations 2001, as amended.

**Signed:**

  
\_\_\_\_\_

**Date: 28/03/2024**

**Dave Carroll,  
A/Director of Services,  
Planning and Development (including Town Centre First),  
Emergency Services and Emergency Planning and  
Tipperary/Cahir/Cashel Municipal District**



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Tipperary County Council

Comhairle Contae  
Thiobraid Árann,  
Oifigí Cathartha,  
Cluain Meala,  
Co. Thiobraid Árann

Tipperary County Council,  
Civic Offices, Clonmel,  
Co. Tipperary

E91 N512

Comhairle Contae  
Thiobraid Árann,  
Oifigí Cathartha,  
An tAonach,  
Co. Thiobraid Árann

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Date: 28 March 2024

Our Ref: S5/24/38

Civic Offices, Nenagh

**Margaret O Neill,  
2 Kings Croft,  
Camas Road,  
Cashel,  
Co. Tipperary, E25 ND99**

**Re: Declaration under Section 5 of the Planning and Development Act 2000**

Dear Ms O'Neill,

I refer to your application for a Section 5 Declaration received on 20<sup>th</sup> March 2024, in relation to the following proposed works:

**Construction of an extra room off bedroom no.2 to become a Granny Flat (24.85m<sup>2</sup>) at 2 Kings Croft, Camas Road, Cashel Co. Tipperary.**

**WHEREAS** a question has arisen as to whether the proposed development is or is not exempted development:

**AND WHEREAS** Tipperary County Council in considering this referral had regard particularly to –

- (a) Sections 2, 3 and 4 of the Planning and Development Act, 2000, as amended.
- (b) Article 6 and 9 of the Planning and Development Regulations, 2001, as amended,
- (c) Schedule 2, Part 1, Class 1 of the Planning and Development Regulations 2001, as amended
- (d) The application and details submitted by the applicant.

**AND WHEREAS** Tipperary County Council has concluded that the construction of an extra room off bedroom no.2 to become a Granny Flat constitutes "development" within the meaning of the Planning and Development Act 2000, as amended and is **NOT "exempted development"**. The development does not satisfy the planning exemption under Class 1, Schedule 2, the Planning and Development Regulations, 2001, as amended, as same is not wholly located to the rear of the dwelling and extends to the side. It is further noted that the site is located within a Zone of Archaeological Potential associated with Cashel Town and any available exemption would be restricted by Article 9(1)(a)(ViiA) of the Planning and Development Regulations 2001, as amended.

**Advice Note:** In the absence of elevations of the proposal it is not possible for the Planning Authority to comment on all relevant conditions and limitations included under Class 1, Part 1 of Schedule 2 of the Regulations

**NOTE:** Any person issued with a Declaration of a Planning Authority may refer the Declaration for review to An Bord Pleanála, 64 Marlborough Street, Dublin 1, within four (4) weeks of the date of issue of the Declaration and on payment of the prescribed fee.

Yours sincerely

A handwritten signature in blue ink, reading "Geraldine Quinn". The signature is written in a cursive style and is contained within a thin blue rectangular border.

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for **Director of Services**