

TFL Number _____ Date Received: _____ FLO Number _____

Part 1 – CCS

1	Is the applicant already on CCS?	Yes	No	N/A
2	If 'No' has a new record been created?	Yes	No	N/A
3	Has the FLO number been assigned?	Yes	No	N/A
4	Does the applicant have an agent	Yes	No	N/A
5	Is the agent already on CCS?	Yes	No	N/A
6	Do they have an FLR number?	Yes	No	N/A
7	If 'No' has the FLR number been set up?	Yes	No	N/A
8	Has the record been authorised?	Yes	No	N/A

Part 2 – iForis on receipt of application

9	Has the application been recorded?	Yes	No	N/A
10	Has the licence number been assigned?	Yes	No	N/A
11	Has the €20 fee letter issued?	Yes	No	
12	Has the €20 been paid? YES/NO			

Part 3 – Scanning

13	Has the application been scanned?	Yes	No
14	Were the TFL and FLO numbers entered?	Yes	No
15	Has F7 been pressed?	Yes	No

Part 4 – iForis once scanned

16	Have the main application details been entered?	Yes	No	
17	Site details entered?	Yes	No	
18	Plot details entered?	Yes	No	
19	Is replanting applicable?	Yes	No	N/A
20	If 'Yes' have the replanting details been entered?	Yes	No	
21	Has the digitisation required box been ticked?	Yes	No	

Part 5 –iForis after digitising

- | | | | |
|----|---|-----|----|
| 22 | Does the digitised map match the claim map? | Yes | No |
| 23 | Is the data entry complete box ticked? | Yes | No |

Part 6 – Referrals

- | | | | |
|----|---|------------------|-----------------|
| 24 | Does the application need to be referred? | Yes | No |
| 25 | | Date Sent | Date Due |
| | <ul style="list-style-type: none">• National Parks & Wildlife Service• Inland Fisheries Ireland• County Council• Archaeology | _____ | _____ |
| | | _____ | _____ |
| | | _____ | _____ |
| | | _____ | _____ |
| 26 | Have the referral letters been generated? | Yes | No |
| 27 | Have the responses been scanned? | Yes | No |

Part 7 – Inspections

- | | | | |
|----|--|-------|----|
| 28 | Has the contract gone to the Inspector? | Yes | No |
| 29 | Date to Inspector? | _____ | |
| 29 | Are there any comments to go on the licence? | Yes | No |

Part 8 – Submissions/Objections

- | | | | |
|----|---|-----|----|
| 30 | Has a submission been received for this application? | Yes | No |
| 31 | Has the objector been written to? | Yes | No |
| 32 | Has the applicant been notified of the submission? | Yes | No |
| 33 | Has the submission been forwarded to the inspector? | Yes | No |
| 34 | Have the applicant and the objector notified of the decision? | Yes | No |

Part 9 – Preparing the licence

- | | | | |
|----|---|-----|----|
| 35 | Has the CO signoff box been ticked? | Yes | No |
| 36 | Has the licence and map been printed from the system? | Yes | No |
| 37 | Has the EO signed off on the licence? | Yes | No |

C.O. _____ Date: _____

E.O. _____ Date: _____