



An
Bord
Pleanála

Planning Appeal Checklist

Have you included everything?

Tick each item as you complete your appeal. If you are not sure about any requirement, check the [making a planning appeal](#) guide or contact us.

✓	You have:
	put your appeal in writing (either typed or handwritten).
	included your own name and address.
	also included the agent's name and address if an agent is acting for you.
	provided enough details to allow us to easily identify the planning application you wish to appeal.
	provided us with the full grounds of appeal (reasons and arguments) of why you want to appeal the decision.
	included any supporting items for your appeal.
	if you are a third-party appeal , included the acknowledgement document the planning authority gave to you which confirms that you made a submission to it.
	included the correct fee
	included your request and fee if requesting an oral hearing.
	made your appeal on time: within 4 weeks from the date that the planning authority made its decision.