



# Planning Appeal Form/CheckList

## CheckList

1. The appeal must be in writing (e.g. not made by electronic means).
2. State the -
  - a. name of the appellant (not care of agent)
  - b. address of the appellant (not care of agent)
3. If an agent is involved, state the -
  - a. name of the agent
  - b. address of the agent
4. State the Subject Matter of the Appeal\*
  - a. Brief description of the development
  - b. Location of the development
  - c. Name of planning authority
  - d. Planning authority register reference number

\* Alternatively, enclose a copy of the decision of the planning authority as the statement of the Subject Matter of the Appeal.
5. Attach, in full, the grounds of appeal and the reasons, considerations and arguments on which they are based.
6. Attach the acknowledgement by the planning authority of receipt of your submission or observations to that authority in respect of the planning application, the subject of this appeal. (Not applicable where the appellant is the applicant).
7. Attach the fee in respect of the appeal.
8. Attach the fee in respect of request for an oral hearing of the appeal, if a request is being made.
9. Ensure that the appeal is received by the Board in the correct manner and in time.
10. Sign and date the document.

## Notes

1. Rules for Making Appeals
 

You are advised to check the latest version of "[A Guide to Making a Planning Appeal](#)" issued by the Board. It is available from the Board, telephone (01) 858 8100 and on our website [www.pleanala.ie](http://www.pleanala.ie). It may also be available from your planning authority.

A significant number of appeals are invalid because they are not made in accordance with the statutory rules.
2. Appeal Fees
 

You are advised to check the appropriate fee for making an appeal. Different fees apply depending on the nature of the appeal. A leaflet "[Guide to Fees payable to the Board](#)" is available from the Board, telephone (01) 858 8100 and on our website [www.pleanala.ie](http://www.pleanala.ie). It may also be available from your planning authority. Note that appeal fees may change from time to time.

A significant number of appeals are invalid either because no fee or an incorrect fee is included.
3. Time Limits
 

The time limit for making an appeal is, except where the appeal is made following a successful application for leave to appeal, four weeks beginning on the date of the planning authority decision (not the day it is sent or received). Day one is the day the planning authority decision is made. For example, if the decision of a planning authority is made on Wednesday 2<sup>nd</sup> of a month, the last day for receipt of the appeal is Tuesday 29<sup>th</sup> of the same month, NOT Wednesday 30<sup>th</sup>. There are special rules where the last day falls on a day the Board's offices are closed or where the appeal period falls over the Christmas/New Year period. [Check our leaflet for further information](#).

A significant number of appeals are invalid because they are late – sometimes, just one day late.
4. Delivering the Appeal
  - Send the appeal by post to The Secretary, An Bord Pleanála, 64 Marlborough Street, Dublin 1, or,
  - deliver it by hand, to an employee of the Board (not a security person), during office hours (9.15 a.m. to 5.30 p.m.) on Monday to Friday, so that the appeal reaches the Board by the last day for making an appeal.

Do not place the appeal in the Board's letterbox. A significant number of appeals are invalid because they are incorrectly delivered.

#### 5. Completeness

The appeal must be fully complete from the start. You are not permitted to submit any part of it at a later time, even within the time limit. Neither are you permitted to clarify, elaborate or make further submissions either for the purposes of complying with the rules for making an appeal or otherwise, unless invited by the Board.

*This document is issued as an aid to making a valid planning appeal to the Board. It may be used as a 'cover page' in making such an appeal but there is no legal or other requirement to do so. The document should be read in conjunction with the latest versions of the Board's leaflets "[Making a Planning Appeal under the 2000 Planning Act](#)" and "[Guide to Fees payable to the Board](#)". The guidance given in those leaflets and in this document also applies generally to the making of submissions and observations by 'observers' under section 130 of the 2000 Planning Act. A significant number of submissions and observations by 'observers' are also invalid because the appropriate rules are not observed.*

*This document does not purport to be a legal interpretation of the law in relation to making a planning appeal – you should consult the appropriate legislation, including sections 37 and 127 of the Planning and Development Act 2000 for the statutory rules governing the making of appeals (section 130 for 'observers').*

**An appeal or a submission or observation on an appeal that is not made strictly in accordance with the statutory rules will be invalid. The Board has no discretion to relax or vary the rules. The onus is on YOU to meet all the legal requirements at the time you make the appeal/submission/observation.**

14<sup>th</sup> February 2005