



New information leaflets on Planning Appeals, Observations and Building Control Act Appeals

August 2019

As an organisation who engages regularly with the public, An Bord Pleanála recognises the importance of presenting information presented concisely. An Bord Pleanála is currently revising our general information and guidance to comply with Plain English standards, where possible.

In August 2019, we are publishing revised information on:

- Making a Planning Appeal,
- Making an Observation on a Planning Appeal, and
- Requesting an Oral Hearing on a Planning Appeal.

The information has been written in Plain English and has been awarded the Plain English Mark by [NALA](#) (National Adult Literacy Agency). The guides are available in webpages and also can be downloaded as PDFs. They are also available in print format from our reception and by contacting us.

These three guides are part of a longer-term project to revise our information into Plain English and prepare for a new website.

Making a planning appeal

An Bord Pleanála has revised our information on [how to make a planning appeal](#) into Plain English. To accompany the revised information guide, An Bord Pleanála has

created a form to help you make an appeal. We have also prepared a checklist to help guide you through the requirements to make a valid appeal. However please note that you do not have to use either the form or checklist to make a valid appeal and you can continue to make an appeal in writing.

This information is available in the revised [planning appeals area](#) on our website www.pleanala.ie as well as in print format from our reception or by contacting us.

Making an observation on a planning appeal

We have also created a new information guide for [making an observation on a planning appeal](#). Similar to appeals, we have prepared a checklist to help guide you through the requirements to make a valid observation. However please note that you do not have to use either the form or checklist to make a valid observation and you can continue to make an observation in writing.

This information is available in the [observations](#) area on our website www.pleanala.ie as well as in print format from our reception or by contacting us

Making an oral hearing request

Information has also been published on [how to make an oral hearing request](#).

Leave to appeal and how the Board makes a decision

Information on how to make a leave to appeal application and on how the Board makes a decision is currently available in our [Frequently Asked Questions](#). We hope to introduce guides on leave to appeal and how the Board makes a decision in the future.

All information is available in the revised planning appeals area on our website www.pleanala.ie as well as in print format from our reception or by contacting us.

Appeals under the Building Control Acts

New information on appeals under the Building Control Acts has also been recently published. The appeals covered by the guides are:

- [Fire Safety Certificate Appeal \[PDF, 389kb\]](#)
- [Revised Fire Safety Certificate Appeal \[PDF, 389kb\]](#)
- [Regularisation Certificate Appeal \[PDF, 389kb\]](#)
- [Dispensation Appeal \[PDF, 380kb\]](#)
- [Relaxation Appeal \[PDF, 380kb\]](#)
- [Disability Access Certificate Appeal \[PDF, 393kb\]](#)
- [Revised Disability Access Certificate Appeal \[PDF, 393kb\]](#)

A form and checklist are also available. This information is available on www.pleanala.ie under “Other Cases” tab. The guides are also available in our reception and by contacting us.

Further information

For further information please contact us.