



**Strategic Housing Development
Section 4 Applications to An Bord Pleanála**

How to make a submission or observation on a strategic housing application to An Bord Pleanála

Before you begin, we advise you to read our [guidance for the public](#) which contains full details on Section 4 applications to An Bord Pleanála and how the public can participate.

To make a valid submission or observations to An Bord Pleanála, you must:

✓	make your submission or observations in writing
✓	include the €20 fee
✓	state your name and address. If a planning agent or other person is making the submission or observation on your behalf, their name and address must also be stated.
✓	state the subject matter of the submission or observations, for example, provide us with details of the An Bord Pleanála case number or details of where the proposed development is located.
✓	state your reasons, considerations and arguments
✓	make sure that the submission or observation is received by An Bord Pleanála within 5 weeks of the date of receipt by An Bord Pleanála of the application
✓	deliver your submission or observation together with fee to a member of An Bord Pleanála staff at our office at 64 Marlborough Street, Dublin 1, D01 V902. You can also post your submission or observation to us but you must make sure that your submission or observation arrives with us before the final

	date. Submissions or observations received after 5.30pm on the final date cannot be accepted.
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For all queries in relation to this Guidance, you can:

Telephone us on:	(01) 858 8100 or LoCall: 1890 275 175
Email us at:	strategichousing@pleanala.ie
Visit our website at:	www.pleanala.ie/shd/applications/index.htm
Write to us at:	Strategic Housing Unit An Bord Pleanála 64 Marlborough Street Dublin 1 D01 V902

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