An Coimisiún Pleanála

Opening hours, Time limits and Our Services

Christmas 2026 and New Year 2027



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About this guide

This guide provides information about:

- Our opening hours over the period and when you can view decided case files.
- The 2026 Christmas and New Year holiday period in An Coimisiún Pleanála.
- How the nine days of Christmas and New Year holidays (from 24 December to 1 January inclusive) can affect you making appeals, applications, observations, requests, submissions with us.
- Two important rules on time limits and time periods over Christmas and New Year and examples of how these rules work and how they affect cases.

This guide is published to provide general information, assistance, and guidance only. It is not a legal interpretation of the legislation. Readers must follow the relevant statutory provision for their own particular circumstances and, in doing so, should obtain their own expert advice if necessary.

Glossary

Term	Description
Appeal	A review of the original decision on a planning application made by a planning authority.
Appellant	An individual or organisation who makes an appeal.
Applicant	An individual or organisation who makes a planning application to a planning authority.
Appropriate Assessment	An examination of a plan or project to evaluate how it might negatively affect a site which is protected under the EU Habitats Directive. (This is a directive about wildlife and nature conservation.)
Building control authority	The local authority – county council, city council or city and county council – responsible for building control in its area.
Invalid	Does not meet all of the statutory requirements needed by law and regulations to be considered a case.
Observation	A document submitted by an **Observer** (see also **Submission**).
Observer	A person who makes an observation/submission on a current appeal or application with An Coimisiún Pleanála
Oral hearing	An oral hearing is a meeting to allow relevant issues in a case to be discussed and examined.
Planning authority	The local authority – county council, city council, or county and city council – responsible for planning in its area.
Statutory	Something that is decided, set up or controlled by statute law. Statute law is a law passed by parliament.
Statutory notice	Information required by law that we must send you or make available to the public.
Statutory requirements	Requirements needed by law for a case to be valid.
Submission	A document on appeals or applications which may include supporting materials such as photographs, plans, drawings and technical guidance.
Substitute Consent	An application for permission made directly to An Coimisiún Pleanála about development already carried out and which should – but did not – have had some or all of the following assessments carried out: • Environmental Impact Assessment, • Environmental Impact Assessment Determination, • Appropriate Assessment.
Valid	Meets all statutory requirements needed by law and regulations to be considered as a case.

Opening Hours: Christmas 2026 and New Year 2027

Week	Weekday	Date	Opening Hours
1	Monday	14 December	9.15am - 5.30pm
1	Tuesday	15 December	9.15am - 5.30pm
1	Wednesday	16 December	9.15am - 5.30pm
1	Thursday	17 December	9.15am - 5.30pm
1	Friday	18 December	9.15am - 5.30pm
2	Monday	21 December	9.15am - 5.30pm
2	Tuesday	22 December	9.15am - 5.30pm
2	Wednesday	23 December	9.15am - 5.30pm
2	Thursday	24 December	9.15am - 5.30pm
2	**Friday**	**25 December**	**Closed**
3	**Monday**	**28 December**	**Closed**
3	**Tuesday**	**29 December**	**Closed**
3	Wednesday	30 December	9.15am - 5.30pm
3	Thursday	31 December	9.15am - 5.30pm
3	**Friday**	**1 January**	**Closed**
4	Monday	4 January	9.15am - 5.30pm

Introduction

An Coimisiún Pleanála will be closed for four days over Christmas 2026 and New Year 2027. These days are:

- 25 December 2026
- 28 December 2026
- 29 December 2026
- 1 January 2027

During the holiday period, we are **open** on three days:

- 24 December 2026
- 30 December 2026
- 31 December 2026

On the days we are open, you can still make appeals, applications, referrals and observations, submissions and request oral hearings. You can also view decided case files in our office, and our staff are available to answer any questions you may have.

The holiday period between 24 December and 1 January affects:

- The time limits when you can send or deliver documents to us,
- The time limits in statutory notice letters we may have sent to you.

Before explaining what happens between 24 December and 1 January (nine days), we need to explain **two important rules** which affect time limits and time periods.

These are:

1. **The holiday period rule**
2. **The weekend rule**

These rules are explained below.

1. The holiday period rule

Under the Planning and Development Acts, the holiday period is the following nine days (shaded green in the calendar below):

- 24 December
- 25 December
- 26 December
- 27 December
- 28 December
- 29 December
- 30 December
- 31 December
- 1 January

🗓️ During the holiday period, we are **open** on three days:

- 24 December
- 30 December
- 31 December

December 2026 – January 2027						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Nov 29	Nov 30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

How the holiday period rule affects time limits for the public

Even though we are open on these days, the holiday period rule below still applies.

If you are due to make:

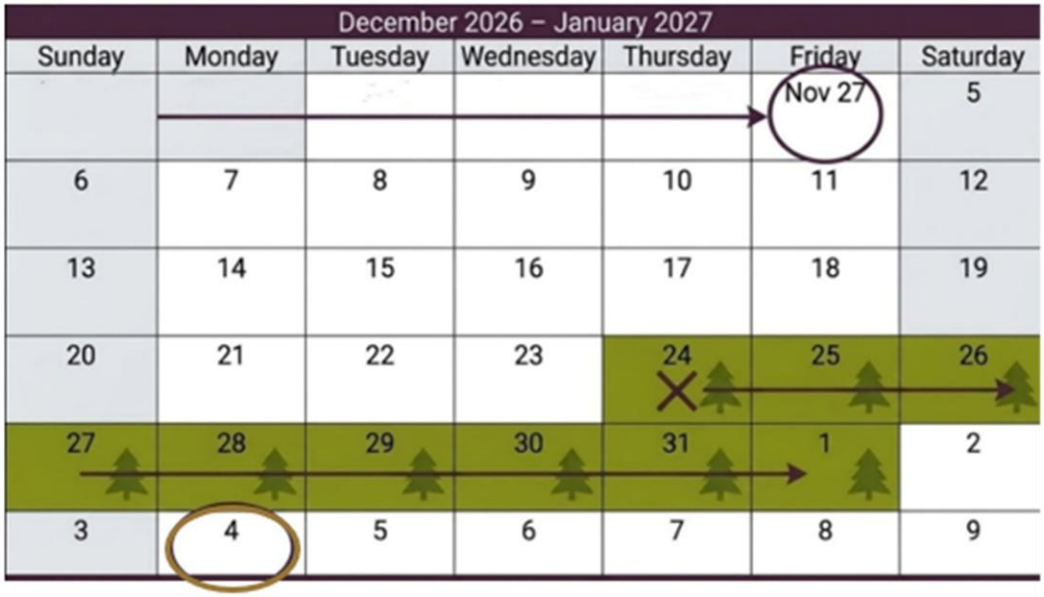
- An appeal
- An application
- An observation
- A request
- A submission

to An Coimisiún Pleanála on any of these nine days, the holiday period gives you between one and nine extra days to send or deliver your item.

Example of the holiday rule

Making a planning appeal to An Coimisiún Pleanála

If the planning authority makes its decision on a case on Friday 27 November 2026, the last date for an appeal would be Thursday 24 December 2026. However, that is one of the days in the holiday period, so nine days are added after the due date of 24 December 2026 leaving the revised date of Monday the 4 of January 2027.



2. The weekend rule

If the last date for us to receive documents is on a Saturday, Sunday, public holiday or other day when our office is closed, we can receive it by 5.30pm on the **next** working day that our office is open.

Example:

If you are due to send or deliver something on Saturday 2 January, the next working day you can send or deliver your item will be **Monday 4 January**.

Do both these rules apply to all cases handled by An Coimisiún Pleanála?

When calculating time limits over Christmas 2026 and New Year 2027, the rules that apply depend on the relevant Act as you see in table below.

Under the:	The rules that apply to these cases are …
Planning and Development Acts …	… the holiday period rule **and** the weekend rule apply – in that order. (See timeframe Example 2 on page 16.)
Building Control Acts and Water Pollution Acts …	**… only** the weekend rule applies.

The following pages describe how the holiday period rule and weekend rule apply first to Planning and Development Acts cases (see pages 9 to 14 inclusive). After this we describe, how only the weekend rule applies to the Building Control Acts and Water Pollution Acts (see page 15).

Planning and Development Acts Cases

What do the Holiday Period rule and Weekend rule apply to?

Both these rules apply if you want to make:

- a planning appeal,
- a large-scale residential development appeal (LRD)
- a referral,
- an observation on a current appeal or observation on a current application,
- a submission on documents we have sent you,
- an oral hearing request,
- a pre-consultation request or application for:
    - Strategic Infrastructure Development
    - Local Authority Project
- an application, appeal or request on any other function under the Planning and Development Acts, for example:
    - Substitute Consents
    - Appropriate Assessments

What happens between 24 December and 1 January?

From 24 December to 1 January, the holiday period rule will apply to time limits and time periods. The weekend rule will **also** apply if the revised last day is a Saturday or Sunday.

Can I still send or deliver items to An Coimisiún Pleanála during Christmas and New Year?

Yes, you can still send or deliver your items to us during Christmas and New Year on the days we are open – Thursday 24 December, Wednesday 30 December and Thursday 31 December. You do not have to wait until after the holiday period to send or deliver your item if you wish. You must follow all the statutory requirements to make a valid appeal, application, observation, request or submission.
This means you need to please check the relevant guide carefully.

Important Note:

Do not place your appeal, application, or request in the letterbox of our office and do not email it to us as your appeal, application, or request will be invalid. We recommend members of the public do not place their observation in the letterbox of our office or send it to us by email.

Online Appeals Platform

If you are making an eligible planning appeal or referral, you can now submit it online through our Online Appeals Platform at:https://www.pleanala.ie/en-IE/Making-a-Planning-Appeal/OnlineAppealsPlatform

Making an Observation Online

The fastest and easiest way to send us your observation is online. Use our online uploader facility at: https://www.pleanala.ie/en-ie/observations

Submissions on Appeal Documents

For submissions on appeal documents you have received from us; please follow the advice in the letter you have received from us or contact us for further help.

Example: My appeal is due to be received by Thursday 31 December 2026 which is one of the days you are open over the holidays. Does this mean I have to submit it by that date?

No. Even though we are working on 24, 30 and 31 December, anyone with an appeal (or other items in the list above) which is due to be received by these dates benefits from the extra time allowed under the holiday rule. These three days are treated as holidays when the rule is being applied. A calendar for reference of last dates for making a planning appeal is set out in the next section of this guide.

Calendar: Last dates to make a planning appeal (November 2026 to January 2027)

The tables below can help you work out the last day to make an appeal when the planning authority has made a decision **on and between** Monday 22 November 2026 and Monday 4 January 2027 (but it does not cover weekends). This table applies the holiday period rule and weekend rule when they are needed. To find out the last date to make an appeal on a planning authority decision:

1. Find the date that the planning authority made its decision on the planning application in the left-hand column of the relevant table.
2. Then go across to the right-hand column to see the last date you can make an appeal to An Coimisiún Pleanála.

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 23 November 2026	Monday 21 December 2026
Tuesday 24 November 2026	Monday 21 December 2026
Wednesday 25 November 2026	Tuesday 22 December 2026
Thursday 26 November 2026	Wednesday 23 December 2026
Friday 27 November 2026	Monday 4 January 2027

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 30 November 2026	Tuesday 5 January 2027
Tuesday 1 December 2026	Wednesday 6 January 2027
Wednesday 2 December 2026	Thursday 7 January 2027

Thursday 3 December 2026	Friday 8 January 2027
Friday 4 December 2026	Monday 11 January 2027

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 7 December 2026	Tuesday 12 January 2027
Tuesday 8 December 2026	Wednesday 13 January 2027
Wednesday 9 December 2026	Thursday 14 January 2027
Thursday 10 December 2026	Friday 15 January 2027
Friday 11 December 2026	Monday 18 January 2027

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 14 December 2026	Tuesday 19 January 2027
Tuesday 15 December 2026	Wednesday 20 January 2027
Wednesday 16 December 2026	Thursday 21 January 2027
Thursday 17 December 2026	Friday 22 January 2027
Friday 18 December 2026	Monday 25 January 2027

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 21 December 2026	Tuesday 26 January 2027
Tuesday 22 December 2026	Wednesday 27 January 2027
Wednesday 23 December 2026	Thursday 28 January 2027
Thursday 24 December 2026	Friday 29 January 2027

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 28 December 2026	Friday 29 January 2027
Tuesday 29 December 2026	Friday 29 January 2027
Wednesday 30 December 2026	Friday 29 January 2027
Thursday 31 January 2026	Friday 29 January 2027

Two Timeframe Examples for Planning Appeal Cases

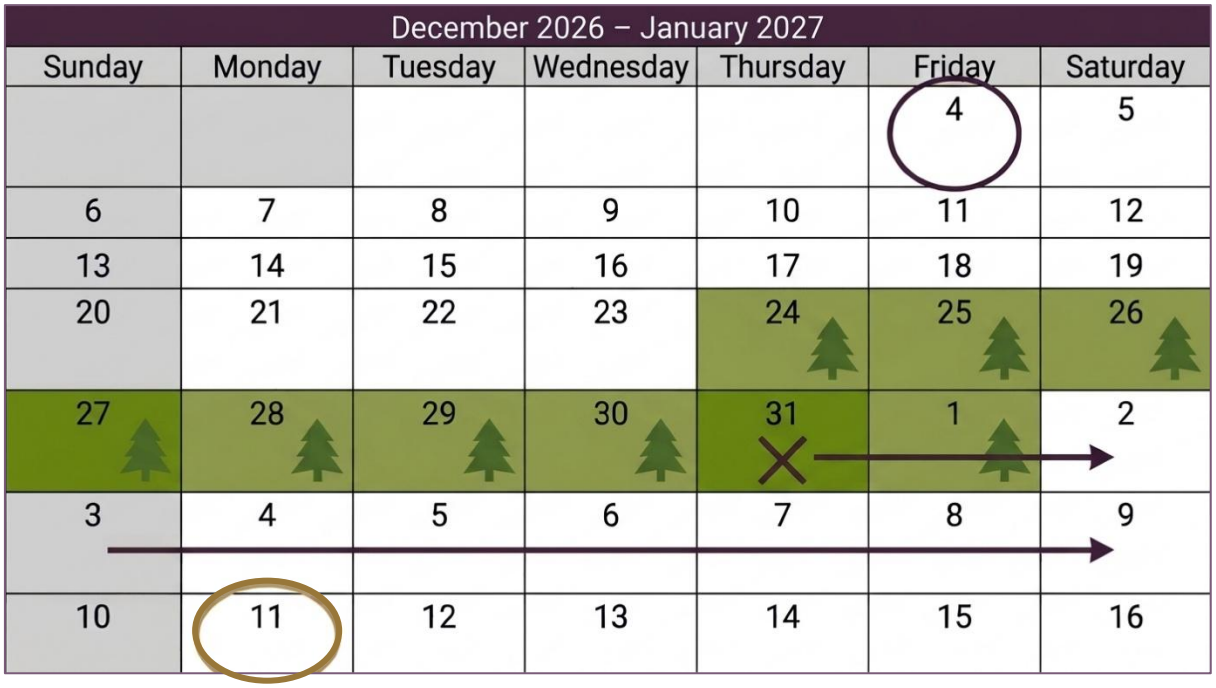
Example 1

I want to make an observation on a planning appeal. An Coimisiún Pleanála received the last appeal on Friday 4 December 2026
The time limit to make your observation is **Monday 11 January 2027.**

Why?

1. If the last planning appeal is received on Friday 4 December 2026 and you want to make an observation, the last day of the four-week period would be Thursday 31 December 2026 (see X symbol in calendar).
2. This four-week period includes all nine days of the holiday period.
3. We add nine extra days to the last day for making an observation to An Coimisiún Pleanála. The last day to receive this observation is **Monday the 11 January 2027** (see **gold circle** in calendar).

In this example, both the holiday period rule and weekend rule are used. First the holiday period rule is applied; then the weekend rule.



Example 2

An Coimisiún Pleanála has sent me a copy of an appeal on Friday 11 December 2026 and I want to make a submission on it.

The time limit for you to make a submission on the appeal is **Monday 18 January 2027.**

Why?

1. If we write to you with a copy of an appeal on Friday 11 December 2026 and you want to make a submission, the last day of the four-week period would be Thursday 7January 2027 (see X symbol in calendar).
2. This four-week period includes all nine days of the holiday period.
3. The last day to make a submission is nine extra days after Thursday 7January 2027. This is Saturday 16 January 2027 when we are closed.
4. The weekend rule applies and the last day to make your submission is the next working day our office is open which is Monday 18 January 2027 (see **gold circle** in calendar).



In this example, both the holiday period rule and weekend rule are used. First, the holiday period rule is applied, then the weekend rule.

Building Control Acts and Water Pollution Acts cases

The Christmas and New Year holidays also affect appeals under the Building Control Acts and Water Pollution Acts. There is an important difference to time limits on these cases compared to planning appeals and applications. **Only** the weekend rule applies to time limits on these cases. **The holiday period rule does not apply on a case under the Building Control Acts or the Water Pollution Acts.**

Example:

I want to make an appeal on a fire safety certificate decision. The building control authority made the decision on the application on Wednesday 25 November 2026

The time limit for you to make your appeal is **Tuesday 30 December 2026**.

Why?

1. For a decision made on Wednesday 25 November 2026, the last day of the one-month period would be Friday 25 December 2026 (see **X** symbol in calendar below).
2. We are closed on Friday 25 December 2026 and Monday the 28 of December and Tuesday 29 of December. The weekend rule is used and the last day to make an appeal is the next working day our office is open.
3. Therefore, the last day to receive this appeal is Wednesday 30 December 2026 (see **gold** circle in calendar).



November 2026 – December 2026						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Nov 25	26	27	28
29	30	Dec 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Viewing decided case files: Public access

You can **view decided case files** through our public access service over the Christmas and New Year period on days that we are open. This service is free. If you want to view a decided case file, please contact us at **publicaccess@pleanala.ie** to arrange a time to view the file or files. This will also allow our staff to have the file or box available in the office when you arrive to view them.

Legislation

The laws and regulations referred to in this document are:

- Planning and Development Act 2000, as amended
- Planning and Development Regulations 2001, as amended
- Building Control Acts 1990 to 2014
- Local Government (Water Pollution) Act 1977
- Water Services Act 2007

Contact us

If you want a copy of this document in a different format or if you need more information about how your case is affected by the Christmas and New Year period, please contact us.

Visit our offices or write to us at:	An Coimisiún Pleanála 64 Marlborough Street Dublin 1 D01 V902
Telephone us on:	(01) 858 8100 or Lo-Call: 1800 275 175
Visit our website:	www.pleanala.ie

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