



An
Coimisiún
Pleanála

Opening hours, Time limits and Our Services Christmas 2025 and New Year 2026



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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 2025 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 Government.
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: <ul style="list-style-type: none"> • 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 2025 and New Year 2026

Weekday	Date	Opening Hours
Monday	15 December	9.15am - 5.30pm
Tuesday	16 December	9.15am - 5.30pm
Wednesday	17 December	9.15am - 5.30pm
Thursday	18 December	9.15am - 5.30pm
Friday	19 December	9.15am - 5.30pm
Monday	22 December	9.15am - 5.30pm
Tuesday	23 December	9.15am - 5.30pm
Wednesday	24 December	9.15am – 5.30pm
Thursday	25 December	Closed 🎄
Friday	26 December	Closed 🎄
Monday	29 December	Closed 🎄
Tuesday	30 December	9.15am - 5.30pm
Wednesday	31 December	9.15am - 5.30pm
Thursday	1 January	Closed 🎄
Friday	2 January	9.15am - 5.30pm

Introduction

Over Christmas 2025 and the New Year 2026 period An Coimisiún Pleanála will be **closed** on four days. These days are:

- 25 December 2025 🇮🇪
- 26 December 2025 🇮🇪
- 29 December 2025 🇮🇪
- 1 January 2026 🇮🇪

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

- 24 December 2025
- 30 December 2025
- 31 December 2025

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

1. the **holiday period rule**, and
2. the **weekend rule**.

These rules are explained below.

1. Holiday Period Rule

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

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

December 2025 – January 2026

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					28	29
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

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

- 24 December
- 30 December
- 31 December

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

How the holiday period rule affects time limits for the public:

If you are due to make or want 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: Making a planning appeal to An Coimisiún Pleanála

If the planning authority makes its decision on a case on Friday 28 November 2025, the last date for an appeal would be Thursday 25 December 2025. However, that is one of the days in the holiday period, so nine days are added after the due date of 25 December 2025 leaving the revised date of **Monday 5 January 2026**.

November - December 2025 – January 2026

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	24	25	26	27	28	29
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					

2. 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 3 January 2026, the next working day you can send or deliver your item will be **Monday 5 January 2026**.

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

When calculating time limits over Christmas 2025 and New Year 2026, 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.
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 and European Union (Planning and Development) (Renewable Energy) Regulations 2025 (see page 15).

Planning and Development Acts Cases

When does the Holiday Period rule and Weekend rule apply?

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 an observation on a current application,
- a submission on documents we have sent you,
- an oral hearing request,
- 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 – Wednesday 24 December, Tuesday 30 December and Wednesday 31 December 2025. 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 check the relevant guide on our website at this link: [Welcome to An Coimisiún Pleanála | An Coimisiún Pleanála -](#)



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.

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

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 Wednesday 31 December 2025 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 2025, 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 2025 to January 2026)

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 24 November 2025 and Friday 2 January 2026 (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 24 November 2025	Monday 22 December 2025
Tuesday 25 November 2025	Monday 22 December 2025
Wednesday 26 November 2025	Tuesday 23 December 2025
Thursday 27 November 2025	Friday 2 January 2026
Friday 28 November 2025	Monday 5 January 2026

Planning Authority decides on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 1 December 2025	Tuesday 6 January 2026
Tuesday 2 December 2025	Wednesday 7 January 2026
Wednesday 3 December 2025	Thursday 8 January 2026
Thursday 4 December 2025	Friday 9 January 2026
Friday 5 December 2025	Monday 12 January 2026

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 8 December 2025	Tuesday 13 January 2026
Tuesday 9 December 2025	Wednesday 14 January 2026
Wednesday 10 December 2025	Thursday 15 January 2026
Thursday 11 December 2025	Friday 16 January 2026
Friday 12 December 2025	Monday 19 January 2026

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 15 December 2025	Tuesday 20 January 2026
Tuesday 16 December 2025	Wednesday 21 January 2026
Wednesday 17 December 2025	Thursday 22 January 2026
Thursday 18 December 2025	Friday 23 January 2026
Friday 19 December 2025	Monday 26 January 2026

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 22 December 2025	Tuesday 27 January 2026
Tuesday 23 December 2025	Wednesday 28 January 2026
Wednesday 24 December 2025	Thursday 29 January 2026
Thursday 25 December 2025	Thursday 29 January 2026
Friday 26 December 2025	Thursday 29 January 2026

Planning Authority makes a decision on planning application	Last date to make an appeal to An Coimisiún Pleanála
Monday 29 December 2025	Thursday 29 January 2026
Tuesday 30 December 2025	Thursday 29 January 2026
Wednesday 31 December 2025	Thursday 29 January 2026
Thursday 1 January 2026	Thursday 29 January 2026
Friday 2 January 2026	Thursday 29 January 2026

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 5 December 2025

The time limit to make your observation is **Monday 12 January 2026**.

Why?

1. If the last planning appeal is received on Friday 5 December 2025 and you want to make an observation, the last day of the four-week period would be Thursday 1 January 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 12 January 2026** (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.

December 2025 – January 2026

Sun	Mon	Tues	Wed	Thu	Fri	Sat
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	10
11	12					

Example 2

I am a party to an appeal and An Coimisiún Pleanála has sent me a copy of an appeal on Friday 12 December 2025, and I wish to make a submission on it.

The time limit for you to make a submission on the appeal is **Monday 19 January 2026**.

Why?

1. If we write to you with a copy of an appeal on Friday 12 December 2025 and you want to make a submission, the last day of the four-week period would be Thursday 9 January 2026 (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 Friday 9 January 2026. This is Sunday 18 January 2026 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 19 January 2026** (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.

December 2025 – January 2026

Sun	Mon	Tues	Wed	Thu	Fri	Sat
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	10
11	12	13	14	15	16	17
18	19					

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 26 November 2025

The time limit for you to make your appeal is **Tuesday 30 December 2025**.

Why?

1. For a decision made on Wednesday 26 November 2025, the last day of the one-month period would be Thursday 25 December 2025 (see **X** symbol in calendar below).
2. We are closed on Thursday 25 December 2025 and Monday the 29th 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 **Tuesday 30 December 2025** (see **gold** circle in calendar).

December 2025 – January 2026

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	24	25	26	27	28	29
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

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.

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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