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|  | Observation on aPlanning Appeal: Form. |
|  |

Your details

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|  | **1.** | **Observer’s details (person making the observation**)If you are making the observation, write your full name and address. If you are an agent completing the observation for someone else, write the observer’s details:Your full details: |  |
|  |  | **(a)** | Name | Click or tap here to enter text. |  |
|  |  |  |  |  |  |
|  |  | **(b)** | Address  | Click or tap here to enter text. |  |
|  |  |  |  |  |  |

Agent’s details

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| --- | --- | --- | --- |
|  | **2.** | **Agent’s details**If you are an agent and are acting for someone else **on this observation**, please **also** write your details below. If you are not using an agent, please write “Not applicable” below. |  |
|  |  | **(a)** | Agent’s name | Click or tap here to enter text. |  |
|  |  |  |  |  |  |
|  |  | **(b)** | Agent’s address | Click or tap here to enter text. |  |
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Postal address for letters

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|  | **3.** | During the appeal process we will post information and items to you **or** to your agent. For this observation, who should we write to? (Please tick ✓ one box only.) |  |
|  |  |  |  |
|  |  | **You (the observer) at the address in Part 1** |[ ]   | **The agent at the address in Part 2** |[ ]   |  |
|  |  |  |  |

Details about the proposed development

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|  | **4.** | Please provide details about the appeal you wish to make an observation on. If you want, you can include a copy of the planning authority’s decision as the observation details. |  |
|  | **(a)** | **Planning authority** (for example: Ballytown City Council) |  |
|  |  | Click or tap here to enter text. |  |
|  |  |  |  |
|  | **(b)** | **An Bord Pleanála appeal case number (if available)**(for example: ABP-300000-19) |  |
|  |  | Click or tap here to enter text. |  |
|  |  |  |  |
|  | **(c)** | **Planning authority register reference number** (for example: 18/0123) |  |
|  |  | Click or tap here to enter text. |  |
|  |  |  |  |
|  | **(d)** | **Location of proposed development** (for example: 1 Main Street, Baile Fearainn, Co Abhaile) |  |
|  |  | Click or tap here to enter text. |  |
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Observation details

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|  | **5.** | Please describe the grounds of your observation (planning reasons and arguments). You can type or write them in the space below or you can attach them separately.  |  |
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Supporting materials

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|  | **6.** | If you wish, you can include supporting materials with your observation. Supporting materials include:* photographs,
* plans,
* surveys,
* drawings,
* digital videos or DVDs,
* technical guidance, or
* other supporting materials.
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|  |  |  |  |

Fee

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|  | **7.** | You **must** make sure that the correct [fee](https://www.pleanala.ie/en-ie/fees/fees-way-to-pay-fees-and-charges) is included with your observation. You can find out the correct fee to include in our [Fees and Charges Guide](https://www.pleanala.ie/en-ie/fees/fees-way-to-pay-fees-and-charges) on our website. |  |
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This document has been awarded a Plain English mark by NALA.

Last updated: April 2019.