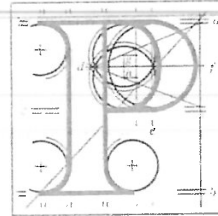


**Our Case Number:** ACP-324016-26

**Planning Authority Reference Number:** LRD0058/S3E



**An  
Coimisiún  
Pleanála**

Fingal County Council  
County Hall  
Main Street  
Swords  
Co. Dublin  
K67 X8Y2

**Date:** 14 January 2026

**Re:** Large Residential Development (LRD) - 296 dwellings. An Environmental Impact Assessment Report (EIAR) and a Natura Impact Statement (NIS) has been prepared in respect of the proposed development and accompany this application.  
Station Road, Portmarnock, Townland of Maynetown, Portmarnock, Co. Dublin

Dear Sir / Madam,

Enclosed is a copy of a large-scale residential development appeal under the Planning and Development Act, 2000, (as amended). **You are requested to submit these pilot digital planning application documents to An Coimisiún Pleanála electronically. The documents are to be uploaded on our digital portal as agreed with the training from the LGMA.**

Please **upload**, within a period of 2 weeks beginning on the date of this letter, the following documents:-

- (i) a copy of the planning application made to the planning authority and a copy of any drawings, maps (including ordnance survey number) particulars, evidence, a copy of any environmental impact statement, other written study or further information received or obtained by your authority in accordance with regulations under the Acts. If practicable, the original of any drawing with coloured markings should be provided or a coloured copy,
- (ii) a copy of any technical or other reports prepared by or for the planning authority in relation to the application,
- (iii) a certified copy of the relevant Manager's Order giving the decision of the planning authority,
- (iv) a copy of the notification of decision given to the applicant,
- (v) particulars of the applicant's interest in the land or structure, as supplied to the planning authority,
- (vi) a copy of the published notice and a copy of the text of the site notice erected on the land or structure.
- (vii) a copy of requests (if any) to the applicant for further information relating to the application under appeal together with copies of reply and documents (if any) submitted in response to such requests,

Teil	Tel	(01) 858 8100
Glaao Áitiúil	LoCall	1800 275 175
Facs	Fax	(01) 872 2684
Láithreán Gréasáin	Website	www.pleanala.ie
Ríomhphost	Email	communications@pleanala.ie

64 Sráid Maoilbhríde	64 Marlborough Street
Baile Átha Cliath 1	Dublin 1
D01 V902	D01 V902

(viii) a copy of any written submissions or observations concerning the proposed development made to the planning authority, (ix) a copy of any notices to prescribed bodies/other authorities and a responses to same,

(x) a copy of any exemption application/certificate within Part V of the 2000 Act, (as amended), applies,

(xi) a copy of the minutes of any pre-planning meetings.

2. To ensure that the Commission has a full and complete set of the material specified above and that it may proceed with full consideration of the appeal, please certify that the planning authority holds no further material relevant to the case coming within the above list of items by signing the certification on page 3 of this letter and returning the letter to the Commission.

3. In addition to the documents mentioned above, please supply the following:-

Particulars and relevant documents relating to previous decisions affecting the same site or relating to applications for similar development in near proximity. "History" documents should include;

a) Certified Manager's Order,

b) the site location, site layout maps, all plans and

c) particulars and all internal reports.

Copies of I-plan sheets are not adequate.

Where your records show that a decision was appealed to the Commission, it would be helpful if you would indicate the Commission's reference.

Submissions or observations by the planning authority.

4. As a party to the appeal you may, under section 129 of the 2000 Act, (as amended), make submissions or observations in writing to the Commission in relation to the appeal within **a period of 4 weeks** beginning on the date of this letter. Any submissions or observations received by the Commission outside of that period shall not be considered, and where none have been validly received, the Commission may determine the appeal without further notice to you.

**Please note any submission/observation you wish to make to the Commission CANNOT be uploaded to Sharefile. These submissions can be made in writing to the Commission or can be emailed to [appeals@pleanala.ie](mailto:appeals@pleanala.ie) within the required timeframe.**

Contingency Submission

5. If the decision of your authority was to refuse permission, you should consider whether the authority wishes to make a contingency submission to the Commission as regards appropriate conditions which, in its view, should be attached to a grant of permission should the Commission decide to make such a grant. In particular, your authority may wish to comment on appropriate conditions which might be attached to a permission in accordance with section 48 and/or 49 of the 2000 Planning Act, (as amended), (Development / Supplementary Development Contributions) including any special condition which might be appropriate under section 48(2)(c) of the Act.

Any such contingency submission, in circumstances which your authority decided to refuse permission, would be without prejudice to your authority's main submission in support of its decision.

Please quote the above appeal reference number in any further correspondence.

If you have any queries in the meantime, please contact the undersigned officer of the Commission at [appeals@pleanala.ie](mailto:appeals@pleanala.ie).

I hereby certify that the planning authority has complied with section 128 and section 37(1)(b) of the 2000 Act, (as amended), and that all material relevant to (ACP-324016-26) the request at 1 on page 1 of this letter has been forwarded.

Teil	Tel	(01) 858 8100
Glaao Áitiúil	LoCall	1800 275 175
Facs	Fax	(01) 872 2684
Láithreán Gréasáin	Website	<a href="http://www.pleanala.ie">www.pleanala.ie</a>
Ríomhphost	Email	<a href="mailto:communications@pleanala.ie">communications@pleanala.ie</a>


64 Sráid Maoilbhríde	64 Marlborough Street
Baile Átha Cliath 1	Dublin 1
D01 V902	D01 V902

Signed: \_\_\_\_\_

Print: \_\_\_\_\_ )

Date: \_\_\_\_\_

Yours faithfully,



Darragh Burke  
Administrative Assistant  
Direct Line: 01-873-7103

Digital LRD07

Teil  
Glao Áitiúil  
Facs  
Láithreán Gréasáin  
Ríomhphost

Tel (01) 858 8100  
LoCall 1800 275 175  
Fax (01) 872 2684  
Website [www.pleanala.ie](http://www.pleanala.ie)  
Email [communications@pleanala.ie](mailto:communications@pleanala.ie)

64 Sráid Maoilbhríde  
Baile Átha Cliath 1  
D01 V902

64 Marlborough Street  
Dublin 1  
D01 V902