



An
Bord
Pleanála

Planning Appeal Form Instructions and Checklist

Instructions to complete the planning appeal form

Where to get the form

To get the planning appeal form you can:

- [download it from our website](#), or
- pick it up in the reception of our office, or
- contact us and ask us to send it to you.

Planning Appeal Form
March 2019

Page 1 of 5



Please remember: For your appeal to be valid, we need to receive it within 4 weeks of the date of the planning authority's decision.

How to complete the form

You can either:

1. complete the form by typing in your answers if you have a digital copy of it. We prefer if you type your answers as it is easier for us to read. There is **no word** limit as the answer boxes expand to fit what you write. When you have finished the form, you **must** print it off as a hard copy to send to us, or
2. print this form and write on it in the space available.

Where to deliver or post your appeal

You must:

- post it to: The Secretary, An Bord Pleanála, 64 Marlborough Street, Dublin 1, D01 V902,



or

- deliver it in person to a member of An Bord Pleanála staff at our office (address above) during office hours - Monday to Friday from 9.15 am to 5.30 pm. Please note that the security staff in our office cannot accept appeals;



Remember, do **not** place your appeal in the letterbox of our office or do **not** email it to us as your appeal will be **invalid**.

We are closed on weekends, public holidays and other publicised days such as Christmas Day and Good Friday.

Checklist

Have you included everything?

Tick each item as you complete your appeal form. If you are not sure about any requirement, check the [making a planning appeal](#) guide or contact us.

✓	You have:
	put your appeal in writing (either typed or handwritten).
	included your own name and address. (Planning appeal form, part 1).
	also included the agent's name and address if an agent is acting for you. (Planning appeal form, part 2).
	selected the postal address to receive post from us. (Planning appeal form, part 3).
	provided enough details to allow us to easily identify the planning application you wish to appeal. (Planning appeal form, part 4).
	provided us with the full grounds of appeal (reasons and arguments) of why you want to appeal the decision. (Planning appeal form, part 5).
	included any supporting items for your appeal. (Planning appeal form, part 6).
	if you are a third-party appeal , included the acknowledgement document the planning authority gave to you which confirms that you made a submission to it. (Planning appeal form, part 7).
	included the correct fee (Planning appeal form, part 8).
	included your request and fee if requesting an oral hearing. (Planning appeal form, part 9).
	made your appeal on time: within 4 weeks from the date that the planning authority made its decision.
	printed off all the pages of the form if you have typed it.

Important information

We have tried to make these instructions and checklist as accurate and helpful as possible, but it is not legal advice. An Bord Pleanála will not be held responsible for any issues or actions that occur due to the checklist's use.

You do not have to use the planning appeal form or checklist to make a valid planning appeal, but it may help you if you wish to use it.

For the statutory rules governing the making of appeals, you should consult:

- [Planning and Development Act 2000, as amended,](#)
- [Planning and Development Regulations 2001, as amended.](#)

Data Protection

An Bord Pleanála uses your personal data only to provide our services as set out under relevant legislation.

To provide these services, we are required to collect certain personal data such as names, addresses and site descriptions. We will use any extra personal data that you voluntarily supply to meet statutory requirements to carry out our duties and functions.

You should note that the personal data you supply may be circulated to other relevant parties and made available in the public domain about any matter before An Bord Pleanála. This use complies with the General Data Protection Regulation (GDPR).

NALA has awarded this document its Plain English Mark.

Last updated: April 2019.

