



An
Bord
Pleanála

Observation on a Planning Appeal: Form Instructions and Checklist

Instructions to complete the observation on a planning appeal form

Where to get the form

To get this 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.

**Observation on a
Planning Appeal: Form**

Your details

1. **Observer's details (person making the observation)**
Your full details:

(a) Name

(b) Address

Agent's details

2. **Agent's details**
If an agent is making your observation, please provide their details below. If you are not using an agent, please write "Not applicable" below.

(a) Agent's name

(b) Agent's address

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Please remember: For your observation to be valid, we need to receive it within the required 4 weeks' time limit.

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 observation

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 9.15am to 5.30pm. Please note that the security staff in our office cannot accept observations.



Remember, do **not** place your observation in the letterbox of our office and do **not** email it to us as your observation 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 observation on a planning appeal form. If you are not sure about any requirement, check the [making an observation on a planning appeal guide](#) or [contact us](#).

✓	You have:
	put your observation in writing (typed or handwritten).
	included your own name and address (Observation form, part 1).
	also included the agent's name and address if an agent is acting for you. (Observation form, part 2).
	selected the postal address to receive post from us (Observation form, part 3).
	provided enough details to allow us to easily identify the appeal or planning application you wish to make an observation on (Observation form, part 4).
	provided us with the full grounds of your observation – reasons and arguments (Observation form, part 5).
	included any supporting material for your observation (Observation form, part 6).
	included the correct fee (Observation form, part 7).
	made your observation on time: within the 4 weeks' time limit.
	printed off all the pages of this 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 are not required to use this observation on a planning appeal form and checklist to make a valid observation, but it may help you if you wish to use it.

For the statutory rules governing the making of observations, 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 will 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.

