

Submissions / Observations / Objections

If you wish to make a submission / observation / objection on a particular planning application, you should:

- Draft a letter, either typed or written in legible hand-writing; outlining any issues you have with the proposed development. Please ensure to clearly mark the planning reference number on your letter.
- Submit same to the Planning Authority accompanied with the prescribed fee of €20.
- Payment can be made by cash, cheque, draft, postal order, or credit / debit card for submissions made in person or sent by post.
- You may also submit your submission/observation by email to planning@donegalcoco.ie. Payment can be made by credit/debit card by telephoning 074-9153900, ask for the cash office and ask for a receipt number, you then need to include this receipt number on your submission.

Please Note:

- Your submission & appropriate fee must be received by the Planning Authority **within 35 days inclusive of receipt of the planning application by the Planning Authority** to be considered a valid submission. If the last date for your submission falls on any day on which the Planning Offices are closed, the final date for receipt of your submission shall be the next working day. Any submission which is received outside of the statutory time will be returned in its entirety to you.
- Your submission must include your name & correspondence address to be considered a valid submission. It is also advisable to include a contact telephone number.
- Submissions may be made by an individual or a group. In the case of a group submission, a member of the group must be nominated to receive correspondence on the group's behalf (i.e. chairperson / secretary of the group) and their address clearly stated.

- Comments regarding planning considerations & sustainable development can only be considered by the Planning Authority.
- Any personal information dislikes or grievances, non-planning issues, defamatory or libelous allegations should be omitted from any submission.
- All submissions / objections received by the Planning Authority will be made available for public inspection on the planning file & also online on the County Council's Planning Enquiry System on the website.
- It is advisable that you give as much detail as possible in your submission. You may also submit maps / drawings & photos with your submission to further explain your points.
- PL3, is a leaflet which is produced by the Department of the Environment and it gives general information about commenting on a planning application. It can be downloaded from www.environ.ie