Submissions / Observations / Objections

The planning process is an open and transparent process. Please do not provide details of private matters in relation to yourself or others within any documentation provided.

Any member of the public other than the applicant can make a written submission/ observation objecting to or supporting a planning application. Anyone making a written submission/observation on an application is informed of the council’s decision and of the right to appeal to An Bord Pleanála against the Council’s decision.

Submissions/observations must be accompanied by a fee of €20.00.

Donegal County Council are now accepting submissions electronically via the National e-Planning portal - [https://planning.localgov.ie/](https://eur04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fplanning.localgov.ie%2F&data=05%7C02%7CCKELLY%40donegalcoco.ie%7C60e9ff51d0464f94808a08dc0ddd249e%7C0f6dd92f401a42d4acd99578b5b96c42%7C0%7C0%7C638400490664932131%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=1ZgekeGrI5rURjMXrAuxWeGaNhV6sa3oh9IzhCgai3A%3D&reserved=0) You are encouraged to register on the e-planning portal, where an information video and user guide are available at the following link - planning.localgov.ie/what-online-planning

Alternatively you can submit the 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 once the transaction has been processed note the receipt number on your submission.

The submission/observation can also be submitted by post to the Planning Office, County House, Lifford or in person to the Cash Office, Three Rivers Centre, Lifford. Payment can be made by cash (not for postal submissions), cheque, postal order, or credit / debit card.

In order for a submission/observation to be accepted as valid by the planning authority, it must meet the following criteria:

* a submission/observation & appropriate fee must be received by the Planning Authority **within 35 days beginning on the date of receipt of the planning application by the Planning Authority**. If the last date for the submission/observation falls on any day on which the Planning Offices are closed, the final date for receipt of the submission shall be the next working day. Any submission/observation received outside of the statutory time will be returned in its entirety to the person concerned and cannot be considered by the Planning Authority.
* the submission/observation **must state the name of the person making the submission/observation**, **indicate the address to which any correspondence relating to the application may be sent and include the reference number of the application concerned**. It is also advisable to include a contact telephone number.
* submissions/observations may be made by an individual or a group. In the case of a group submission/observation, 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.

Please retain the acknowledgement receipt as you will need this receipt should you decide to make an appeal to An Bord Pleanála.

Any submission/observation made to the Planning Authority is made available for public inspection both in the hard copy file and online on the County Councils Planning Enquiry System on the website. You should give careful consideration to any personal information about yourself or others that you disclose. Any personal information, dislikes or grievances, non-planning issues, defamatory or libelous allegations should be omitted from any submission/observation. Email addresses and telephone numbers only will be redacted as far as possible.

Submissions/observations on planning applications must be based on planning considerations only. Planning considerations include national, regional plans and Government, Ministerial directives, development plan objectives and policies, local area plan objectives and policies, development management considerations such as density, parking provision, traffic hazards, overlooking, effects on residential amenities or services, environmental, amenity and shopping impacts, public health; and other relevant matters relating to proper planning and sustainable development.

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.

There is no mechanism in the planning regulations for the withdrawal of a submission/observation. You may, however, make a further addition to your submission (within the first 5 weeks) instructing the Planning Authority to disregard your original submission/observation. Both correspondences shall remain on the file and shall be available for public viewing.

Please note persons who made a submission /observation on a planning application will only be notified of the receipt of further information where that further information is considered significant and requires new public notices. Submissions/observations from third parties in relation to significant further information must be submitted by email (planning@donegalcoco.ie) or by post only and cannot be submitted via the online submission portal.

**For helpful advice and information on the making of a submission/observation go to:** <https://www.opr.ie/planning-leaflets/>