

# Foirm Iarratais le haghaidh Aisghabháil Comhaid

## File Retrieval Request Form

| Do Lucht Oifige amháin<br>For Office use only        |  |
|------------------------------------------------------|--|
| Dáta Faighte<br>Date Received                        |  |
| Iarratasóir curtha ar an eolas<br>Applicant notified |  |

| <b>Cuid A : Le comhlánú i ngach Cás</b><br><b>Section A : To be completed in all Cases</b>                                                       |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Ainm an té a d'iarr an comhad<br>Name of person requesting file                                                                                  |  |
| Seoladh<br>Address                                                                                                                               |  |
| Uimhir Teagmhála<br>Contact number                                                                                                               |  |
| Cúis go bhfuil comhad á lorg – i. cóip de chead, líníochtaí, le amharc air<br>Reason for seeking file - ie copy of permission, drawings, to view |  |

| <b>Cuid B: Comhlánaigh i gcás go bhfuil uimhir thagartha phleanála ar fáil:-</b><br><b>Section B: Complete where planning reference number is available:-</b>                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Liostaigh Uimhir(eacha) ábhartha<br>List relevant Number(s)                                                                                                                                                                                                                                                                          |  |
| <i>Tabhair faoi deara go bhfuil táille de €30.00 an chomhaid ar aisghabháil chomhaid atá níos mó ná 7 mbliana d'aois, an táille le cuir isteach leis an iarratas aisghabhála.<br/>Please note that there is a retrieval fee of €30.00 per file for files which are over 7 years old, fee to be submitted with retrieval request.</i> |  |

| <b>Cuid C: Comhlánaigh i gcás nach bhfuil uimhir thagartha phleanála ar fáil:-</b><br><b>Section C: Complete where planning reference number is not available:-</b> |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Ainm an duine/na daoine a raibh an iarratas déanta acu<br>Name of person(s) who would have applied for planning permission                                          |  |
| Suíomh an fhorbairt<br>Location of development                                                                                                                      |  |
| Cur síos ar an fhorbairt i. teach, óstán srl.<br>Development description ie house, hotel etc.                                                                       |  |
| Léarscáil a tháispéánann suíomh an fhorbairt<br>Map showing location of property                                                                                    |  |

## **Foirm Iarratais le haghaidh Aisghabháil Comhaid** **File Retrieval Request Form**

De thairbhe go dteastaíonn cuardach chun uimhreacha thagartha pleanála ábhartha a dhearbhu, beidh táille €100.00 le híoc agus ba cheart an táille a chuir isteach leis an t-iarratas seo. Chomh maith le sin, más mian leat amharc ar chomhad, beidh táille bhreise de €30.00 gearrtha ar aimsiú gach comhad atá níos mó ná 7 mbliana d'aois. Má tá fótachóipeanna d'aon doiciméid de dhith ó chomhad ar bith, beidh táillí breise le híoc.

*As a search is required to determine the relevant planning reference numbers, there will be a fee of €100.00 payable which should be submitted with this request. Furthermore if you require to view a file an additional fee of €30.00 for retrieval of each file is payable for files which are over 7 years old, if photocopies of any documents are required from any file, this will incur additional charges.*

**Más duine eile seachas an iarratasóir bhunaidh nó an ghníomhaire a d'ullmhaigh na pleananna thú agus tá dáta an chomhaid roimhe 11/03/2002, is gá duit litir a fháil ón iarratasóir bhunaidh nó ón ghníomhaire nó ó dhlíodóir a dhearbhaíonn gur tú úinéir an mhaoine atá i gceist, sula bhféadfaí aon phleananna a chuir ar fáil duit.**

If you are not the original applicant or the agent who prepared the plans and your file predates 11/03/2002, you will need a letter from the original applicant or the agent or from a solicitor confirming that you are the owner of the property in question, before any plans can be released to you.

**Sé €15.00 an táille atá ar chóip den ceada agus ba cheart an táille seo a chur isteach le d'iarratas má theastaíonn sé uait.**

The fee for a copy of the permission is €15.00 and this fee should be submitted with your request if you require same.

**Seol an fhoirm chomhlánaithe leis an táille cuí chuig: -  
An Rannóg Pleanála, Áras an Chontae, Leifear, Co. Dhún na nGall**

Please return completed form with the required fee to:-

The Planning Department, County House, Lifford, Co. Donegal

**Coinneofar comhaid ar feadh uastréimhse seachtaine sula gcuirtear ar ais sa Chartlann iad agus gearrfar an dara táille ar an dara iarratas aisghabhála.**

**Files will be held for a maximum of one week before being returned to Archives and a second request for retrieval will incur a second fee**