

File Retrieval Request Form

For Office use only	
Date Received	
Applicant notified	

Section A : To be completed in all Cases	
Name of person requesting file	
Address	
Contact number	
Reason for seeking file - ie copy of permission, drawings, to view	

Section B: Complete where planning reference number is available:-	
List relevant Number(S)	
<i>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>	

Section C: Complete where planning reference number is not available:-	
Name of person(s) who would have applied for planning permission	
Location of development	
Development description ie house, hotel etc	
Map showing location of property OS maps only acceptable	
<i>If a search is required to determine the relevant planning reference numbers, there will be a fee of €35.00 (Please see separate form for Planning search) 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.</i>	

If you are not the original applicant or the agent who prepared the plans and your file pre –dates 11/3/02, 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.

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

Please return completed form with the required fee to:-
The Planning Department, County House, Lifford, Co. Donegal

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