

An Rannóg Talamhúsáide, Pleanála agus Iompair
Land Use, Planning & Transportation Department
Telephone: 01 4149000 Fax: 01 4149104 Email: planning.dept@sdublincoco.ie

Lotts Architecture & Urbanism Ltd.
22, South William Street
Dublin 2

NOTIFICATION OF DECISION TO GRANT PERMISSION
PLANNING AND DEVELOPMENT ACT 2000 (as amended) & PLANNING
REGULATIONS THEREUNDER

Decision Order Number: 0045	Date of Decision: 11-Jan-2022
Register Reference: SD21A/0148	Date: 06-Dec-2021

Applicant: Hibernia REIT Holdco Two Limited

Development: The refurbishment of Katherine Tynan House, or 'Whitehall', a Protected Structure (RPS ref.197), with change of use from disused dwelling to community centre. Works will entail refurbishment of the roof and external walls; reinstatement of windows and external doors; ceilings and floors; reinstatement of a conservatory and glazed porch (10sq.m and 5sq.m respectively); new internal stairs and doors; new services and sanitary accommodation; two new single storey open-fronted structures on part of the footprint earlier outbuildings with an enclosed area for toilets (534sq.m); refurbishment of historic garden walls and gates; upgrading of the existing non historic entrance and approach from the Ballymount Road; and provision for parking on site.

Location: The Katerine Tynan House, Ballymount Road, Kingswood, Dublin 24

Floor Area:

Time extension(s) up to and including:

Additional Information 29-Jul-2021 /06-Dec-2021

Requested/Received:

**Clarification of Additional
Information Requested/Received:**

DECISION TO: Pursuant to the Planning & Development Act 2000 (as amended), it is hereby decided, for the reasons set out in the First Schedule hereto, to **GRANT PERMISSION** for the said development in accordance with the said plans and particulars, subject to the conditions specified in the Second Schedule hereto, the reasons for the imposition of the said conditions being as set out in the said Second Schedule and the said decision is subject to the said conditions.

FIRST SCHEDULE

It is considered that the proposed development accords with the policies and objectives of South Dublin County Council, as set out in the South Dublin County Council Development Plan 2016 - 2022 and subject to the condition(s) set out hereunder is thereby in accordance with the proper planning and sustainable development of the area.

SECOND SCHEDULE

Conditions and Reasons:

1. Development to be in accordance with submitted plans and details.
The development shall be carried out and completed in its entirety in accordance with the plans, particulars and specifications lodged with the application, and as amended by Further Information received on 7th December 2021, save as may be required by the other conditions attached hereto.
REASON: To ensure that the development shall be in accordance with the permission, and that effective control be maintained.
2. Conservation.
The applicant, developer or land owner shall attend to the following requirements of the SDCC Architectural Conservation Officer, with all details to be agreed prior to commencement of works with the Planning Authority except where otherwise noted:
 - (a) The proposed development shall be carried out in accordance with the details provided in the Methodology as part of the Architectural Impact Assessment. Works shall be carried out adhering to best conservation practice and principles.
 - (b) A suitably qualified Conservation Architect shall be engaged to supervise and oversee the proposed works to the existing Protected Structure site (Whitehall House, RPS Ref. 197), ensuring that all conditions relating to the architectural conservation and status of the existing building are addressed.
 - (c) The proposed interventions and works within the existing buildings shall be carried out in accordance with the methodology provided. All works shall be carried out in accordance with good conservation practice and principles ensuring minimal intervention and no damage or risk to the original built fabric.REASON: To ensure works to structures to a Protected Structure (RPS Ref. 197) are

carried out according to good conservation practice and principles.

(d) Safety measures shall be put in place during the proposed works on site. A Safety Statement shall be provided detailing how the existing structure will be protected during the proposed works. A safety statement shall be submitted for written agreement with the Planning Authority prior to the commencement of development. Once works commence on site the Councils Architectural Conservation Officer shall be contacted with regard to inspecting the safety measures put in place to safeguard and protect the original built fabric.

REASON: To ensure the Protected Structure and all associated features are being safeguarded during the proposed development and appropriate safety measures are put in place to prevent any possible damage.

(e) A schedule of materials and finishes shall be provided for the proposed new additions/elements prior to commencing development. This shall include full details on materials and finishes for all elements of the proposed development. In relation to reinstatement of original architectural features, details shall be submitted prior to commencement of works providing specifications and design details for the reinstatement of windows, porch, conservatory and other architectural features and elements.

REASON: To ensure the correct methods and materials, use of new elements and the reinstatement of architectural features and items are done in accordance with best practice.

(f) Details and specification for the external lime render mix is required for agreement prior to the commencement of works along with a sample panel being provided on site for approval by the Councils Architectural Conservation Officer.

REASON: To ensure the correct lime render mix and application in providing an appropriate finish.

(g) With regard to the energy upgrading works, the specification and data sheets shall be provided along with an overall summary of the energy efficiency upgrading works to be completed.

REASON: To allow works to be monitored, results assessed on completion of the works so this data can be to be used as a leading/exemplar of such works.

The above conditions should be submitted to the Planning Authority for agreement and written approval of the Councils Architectural Conservation Officer prior to the commencement of development.

3. Security Fence.

Prior to the commencement of development, an alternative layout and design proposal shall be agreed in writing with the Planning Authority in relation to the layout and design of any security fencing around the site. Such fencing shall be sympathetic to the protected structure and its curtilage, and the local field boundaries and vegetation contained therein.

REASON: To ensure the works are appropriate given the context of the site.

4. Use.

The permitted development shall be used as a community centre. The uses permitted to take place on site shall be as outlined on pages 3 and 4 of the letter from Hibernia REIT plc, dated 1st December 2021 and submitted as additional information on 7th December 2021. Other activities on the site shall be ancillary or incidental to the proposed uses, or otherwise in keeping with the reasonable use of a community centre, and as such any commercial use of the site shall be occasional or ancillary to local community uses. All other uses shall required a new planning application.

REASON: to ensure the proposed development is used as a community centre and in the interest of proper planning and sustainable development of the area.

5. Roads - Entrance Junction and pedestrian facilities.

(a) The applicant shall maintain all vegetation as part of this application to facilitate sightlines.

(b) Prior to commencement of development:

(i) the applicant shall agree in writing with the Planning Authority, a revised layout for the site main access road, with appropriate carriageway widths and junction radii improved for emergency vehicle access. The junction layout shall take account of section 4.3.3 (in particular figs. 4.43 and 4.44) of the Design Manual for Urban Roads and Streets.

(ii) the applicant shall provide a raised pedestrian ramp (to the satisfaction of the SDCC Roads Department) within the site boundary at the site vehicular egress onto Ballymount access road to allow for pedestrian priority.

(iii) the applicant shall provide a detail design of the proposed pedestrian crossing onto Ballymount Road for the Planning Authority review. Once agreed, the pedestrian crossing shall be constructed to taking in charge standards at the expense of the developer and to the satisfaction of South Dublin County Council Roads Department.

REASON: To ensure adequate pedestrian facilities, emergency access to the site and adequate sightlines.

6. Construction Demolition and Waste Management Plan.

Prior to commencement of development, the applicant shall submit a developed Construction & Demolition Waste Management Plan for the written agreement of the Planning Authority.

REASON: In the interests of public safety, compliance with Development Plan Policy and sustainable waste management.

7. Mobility Management Plan.

A Mobility Management Plan shall be completed within six months of opening of the proposed development, and submitted for the agreement of the Planning Authority.

REASON: To promote active and sustainable transport.

8. Electric Vehicle Charging.

The development shall make provision for the charging of electric vehicles. 100% of spaces shall be provided with electrical ducting and termination points to allow for the provision of future charging points, and 10% of surface car parking spaces shall be

provided with electric vehicle charging points which shall be operational upon operation/occupation of the community centre.

Details of how it is proposed to comply with these requirements including details of the design of, and signage for, the electric charging points (where they are not in areas to be taken in charge) shall be submitted to, and agreed in writing with, the planning authority prior to commencement of development.

REASON: In the interests of the proper planning and sustainable development of the area, to provide for improved urban air quality, reduced noise pollution and to support the transition to a low carbon future.

9. Taking in Charge.

The applicant, developer or owner shall construct and maintain to the Council's standard for taking in charge all the roads, including footpaths, verges, public lighting, open space, surface water drains, attenuation infrastructure, manholes etc., forming part of the approved development including where applicable any wayleaves in favour of SDCC or a management company that will be required.

REASON: In the interest of the proper planning and sustainable development of the area and compliance with South Dublin County Council's Development Plan.

10. Bicycle Parking.

All bicycle parking spaces shall be covered.

REASON: To comply with SDCC policy on Bicycle parking.

11. Irish Water Connection Agreement.

Prior to the commencement of development the applicant or developer shall enter into water and/or wastewater connection agreement(s) with Irish Water.

REASON: In the interest of public health and to ensure adequate water/wastewater facilities.

12. Drainage - Irish Water.

(a) The water supply and drainage infrastructure, shall comply with the requirements of Irish Water.

(b) There shall be complete separation of the foul and surface water drainage systems, both in respect of installation and use. All new precast surface water manholes shall have a minimum thickness surround of 150mm Concrete Class B.

REASON: In the interests of public health, the proper planning and sustainable development of the area and in order to ensure adequate water supply and drainage provision.

13. Surface Water.

(a) Proposed surface water attenuation of 137m³ is undersized by approximately 73% (or undersized by 109m³). Prior to commencement of development the applicant shall submit a revised drawing showing increased surface water attenuation. Additional surface water attenuation should be provided by means of SuDS (Sustainable Drainage Systems) and not by increasing attenuation capacity of underground arched type system. Examples of SuDS include swales, permeable paving, filter drains channel rills and other such SuDS. Proposed revised SuDS surface water attenuation shall be agreed with SDCC Environmental Services Department prior to commencement of development.

(b) Prior to commencement of development the applicant shall submit a revised report to clarify the area of hard standing buildings, roads, permeable paving, grasslands and other surface types with their respective runoff coefficients. The report shall show how surface water attenuation requirements are calculated. Include Met Eireann rainfall for the site, SAAR value (Standard Annual Average Rainfall) and soil value for the site. REASON: To handle water runoff as per SDCC policy on surface water and green infrastructure.

14. Landscape Design Proposals.

The applicant shall submit a detailed landscape design rationale and comprehensive and detailed landscape proposals prepared by a qualified Landscape Architect, for the written agreement of the Planning Authority. Such proposals shall include a scaled landscape plan(s) with cross-sections, showing the layout and hard and soft treatment of all boundaries, features, external areas and green spaces. The proposals shall be accompanied by specifications for materials, workmanship and maintenance, together with proposed design details. Hard landscape details are to include, where applicable, those for any proposed lighting, seating, kerbing, boundaries, edging, surfacing and water features. Soft landscape details are to include detailed planting plans and planting schedules, stating species/varieties, quantities, sizes, rootball presentation and spacings. The landscape plan shall be accompanied by a timescale for its implementation, including a minimum 18-month landscape maintenance period and defects liability clause.

REASON: To assimilate the development into its surroundings, in accordance with the policies and objectives contained within Section 8.3.0 Public Open Space Hierarchy and Landscape Setting and policies HCL7 Objective 1 and HCL7 Objective 2 of the CDP 2016-2022.

15. Green Infrastructure.

The applicant shall submit green infrastructure proposals that will mitigate and compensate for the impact of the proposed development on this existing mature parkland site. These proposals should include additional landscaping, SUDS measures (such as permeable paving, green roofs, filtration planting, above ground attenuation ponds etc) and planting for carbon sequestration and pollination to support the local Bat population. Response should include revised layout and drawings.

REASON: To ensure satisfactory landscape treatment of the site which will enhance and improve the character and Green Infrastructure of the site and local area, in accordance with the policies and objectives contained within Section 8 Green Infrastructure of the CDP 2016-2022.

16. Biodiversity Management Plan

Prior to the commencement of development a Biodiversity Management Plan shall be drawn up by the applicant (and submitted to the Planning Authority for agreement) to oversee the various biodiversity issues on the site including bats, birds, amphibians, invertebrates, mammals etc. and the provision of a range of appropriate habitat types to mitigate against potential biodiversity impacts.

The plan shall indicate how biodiversity and green infrastructure is to be protected, enhanced and developed on this site during construction and into the future, taking into

account matters that included the following:

- (i) Protection of existing trees on site
- (ii) Protection and enhancement measures for bats
- (iii) Protection and enhancement of identified habitats
- (iv) The use of SuDS and Climate Adaption Measures

REASON: To protect and enhance areas of biodiversity, in accordance with policies IE7 Objective 5, G3 Objective 2, G4 Objective 2, HCL15 Objective 3, and other policies relating to Biodiversity within the CDP 2016-2022.

17. Tree Protection Measures.

As per the submitted Arboricultural Impact Assessment and Tree Protection Strategy all tree works throughout the site shall be carried out by a qualified and experienced tree surgery contractor in accordance with BS3998 (2010) Tree Work – Recommendations before commencement of any other site operations including the erection of protective barriers.

Prior to the commencement of construction works on site, a meeting with the Project Landscape Architect, Site Foremen, the appointed Arborist and the Parks Supervisor from the SDCC Public Realm Department shall take place on-site to inspect that:

- (a) all tree pruning & tree felling has been carried out appropriately
- (b) that the protective fencing has been erected prior to the commencement of construction works on site as per the submitted Arboricultural Impact Assessment and Tree Protection Strategy and the Arboricultural Protection Plan (1860_PL_TS_02). This fencing is to remain in place for the duration of the project.

All tree felling, surgery and remedial works shall be completed upon completion of the works. All works on retained trees shall comply with proper arboricultural techniques conforming to BS 3998:2010 Tree Work – Recommendations. The clearance of any vegetation including trees and scrub shall be carried out outside the bird-breeding season (1st day of March to the 31st day of August inclusive) or as stipulated under the Wildlife Acts 1976 and 2000.

The arborist shall carry out a post construction tree survey and assessment on the condition of the retained trees. A completion certificate is to be signed off by the arborist when all permitted development works are completed and in line with the recommendations of the tree report. The certificate shall be submitted to the planning authority for written agreement upon completion of the works.

REASON: To provide for the retention and protection of existing trees in the interests of visual amenity and biodiversity, in accordance with policy G2 Objective 9, G4 Objective 5, G2 Objective 13, G6 Objective 1, HCL15 Objective 3 of the CDP 2016-2022.

18. Tree Bond and Arboricultural Agreement.

Prior to the commencement of any permitted development or any related construction activity or tree felling on the site, the applicant shall lodge a Tree and Hedgerow Bond to the value of €56,000 (fifty six thousand euros) with the Planning Authority. This is to ensure the protection of trees on and immediately adjacent to the site to make good any damage caused during the construction period. The bond lodgement shall be coupled with an Arboricultural Agreement, with the developer, empowering the planning authority to apply such security, or part thereof, to the satisfactory protection of any

tree/hedgerow or trees/hedgerows on or immediately adjoining the site, or the appropriate and reasonable replacement of any such trees/hedgerows which die, are removed or become seriously damaged or diseased within a period of three years from the substantial completion of the development. Any replacement planting shall use large semi-mature tree size(s) and species or similar as may be stipulated by the planning authority. An Arboricultural Assessment Report and Certificate shall be signed off by a qualified Arborist after the period of 3 years of completion of the works. Any remedial tree surgery, tree felling works recommended in that Report and Certificate shall be undertaken by the developer, under the supervision of the Arborist. The bond will only be refunded upon receipt by SDCC Public Realm Section of a satisfactory post-construction arboricultural assessment, carried out by a qualified arborist and provided that the hedges/trees proposed for retention are alive, in good condition with a useful life expectancy.

REASON: to ensure the protection, safety, prudent retention and long-term viability of trees to be retained on and immediately adjacent to the site in accordance with policy G2 Objective 9, G4 Objective 5, G2 Objective 13, G6 Objective 1, HCL15 Objective 3 of the CDP 2016-2022.

19. Retention of Landscape Architect.

Prior to the commencement of any permitted development, the developer shall appoint and retain the services of a qualified Landscape Architect (or qualified Landscape Designer) as a Landscape Consultant, throughout the life of the construction works and shall notify the planning authority of that appointment in writing prior to commencement of development. A Practical Completion Certificate shall be signed off by the Landscape Architect when all landscape works are fully completed to the satisfaction of the planning authority in accordance with the permitted landscape proposals. If attenuation tree pits are proposed, their installation shall be supervised by the project landscape architect.

REASON: To ensure the implementation of the agreed landscape proposals, to assimilate the development into its surroundings and to ensure the longevity of the landscaping scheme, in accordance with the policies and objectives contained within Section 8.3.0 Public Open Space Hierarchy and Landscape Setting 2 of the CDP 2016-2022.

20. Ecological Impact.

(a) Pre-Construction.

A pre-construction Badger survey shall be undertaken to establish if the badger sett on-site is in use, and the measures identified in the Ecological Impact Assessment (produced by JBA Consulting and lodged as additional information on 7th December 2021) shall be implemented.

(b) Construction Phase.

Prior to commencement of development, the applicant shall lodge a Construction Environmental Management Plan which shall demonstrate the following construction phase measures to mitigate construction phase impacts on local ecology, as identified in the JBA Consulting Ecological Impact Assessment lodged as additional information on 7th December 2021. The measures identified are summarised as:

- Sediment control measures;

- Pollution control and spill prevention;
- Tree and hedgerow protection measures (as per Arboricultural Impact Assessment);
- Mitigation for breeding birds (remove vegetation outside of nesting season);
- Safety measures to avoid harm to animals on-site;
- A pre-construction badger survey (and specific measures if badgers are discovered to be using the sett);
- Eradication of snowberry prior to works.

The Construction Environmental Management Plan (CEMP) shall be available for inspection on the site throughout the construction phase and the measures contained within the Ecological Impact Assessment and CEMP shall be implemented on-site.

(c) Operational Phase.

The mitigation measures and enhancements contained in the Ecological Impact Assessment in relation to lighting, artificial bat roosts, and pollinator planting, shall be implemented as part of the development.

REASON: To implement mitigation measures with regard to the ecological impact of the development.

21. Public Realm Lighting.

Prior to commencement of development, the applicant, developer or land owner shall submit to the Planning Authority for written approval by both the SDCC Public Lighting Section and the SDCC Public Realm Department, details of the public realm lighting throughout the development. The design, hours of use and illumination levels shall ensure the protection of foraging and commuting bats on the site as per the Ecological Impact Assessment.

REASON: To ensure lighting on site meets the requirements of the SDCC Public Lighting section while preventing detrimental environmental impacts.

22. Minimise Air Blown Dust.

During the construction and or demolition phase of the development, Best Practicable Means shall be employed to minimise air blown dust being emitted from the site. This shall include covering skips and slack-heaps, netting of scaffolding, daily washing down of pavements or other public areas, and any other precautions necessary to prevent dust nuisances. The applicant/developer shall comply with British Standard B.S. 5228 Noise Control on Construction and Open sites and British Standard B.S. 6187 Code of Practice for demolition.

REASON: In the interest of public health and to uphold the Council's policies set out in the South Dublin County Council Development Plan.

23. Construction Noise and Hours.

To control, limit and prevent the generation of unacceptable levels of Environmental Noise Pollution from occurring during construction activity, no Equipment or Machinery (to include pneumatic drills, on-site construction vehicles, generators, etc.) that could give rise to unacceptable levels of noise pollution as set out generally for evening and night-time in S.I. No. 140/2006 - Environmental Noise Regulations 2006 shall be operated on the site before 7.00 hours on weekdays and 9.00 hours on Saturdays nor after 19.00 hours on weekdays and 13.00 hours on Saturdays, nor at any time on Sundays, Bank Holidays or Public Holidays.

Any construction work outside these hours that could give rise to unacceptable levels of noise pollution shall only be permitted following a written request to the Planning Authority and the subsequent receipt of the written consent of the Planning Authority, having regard to the reasonable justification and circumstances and a commitment to minimise as far as practicable any unacceptable noise outside the hours stated above. In this respect, the applicant or developer shall also comply with BS 5228:2009 Noise and Vibration Control on Construction and Open Sites, and have regard to the World Health Organisation (WHO) – Guidelines for Community Noise (1999).

The applicant or developer shall also endeavour to engage in local consultation in respect of any noise sensitive location within 30 metres of the development as approved prior to construction activity commencing on site. Such noise sensitive locations should be provided with the following:

- Schedule of works to include approximate timeframes
- Name and contact details of contractor responsible for managing noise complaints
- Hours of operation- including any scheduled times for the use of equipment likely to be the source of significant noise.

REASON: In the interest of public health by the prevention of unacceptable levels of noise pollution which could interfere with normal sleep and rest patterns and/or when people could reasonably expect a level of quietness, the proper planning and sustainable development of the area and to uphold the Council's amenity policies set out in the South Dublin County Council Development Plan.

24. Financial Contribution.

The developer shall pay to the Planning Authority a financial contribution of €43,200.20 (forty three thousand two hundred euros and twenty cents), in respect of public infrastructure and facilities benefiting development within the area of the Planning Authority, that is provided, or intended to be provided by or on behalf of the authority, in accordance with the terms of the Development Contribution Scheme 2021 - 2025, made under Section 48 of the Planning and Development Acts 2000-2011 (as amended).

The contribution shall be paid prior to commencement of development, or in such phased payments as the Planning Authority may facilitate. Contributions shall be payable at the rate pertaining to the year in which implementation of the planning permission is commenced as outlined in the South Dublin County Council Development Contribution Scheme 2021 - 2025.

REASON: The provision of such facilities will facilitate the proposed development. It is considered reasonable that the payment of a contribution be required, in respect of public infrastructure and facilities benefiting development in the area of the Planning Authority and that is provided, or that is intended will be provided, by or on behalf of the Local Authority.

NOTE RE: CONDITION - Please note that with effect from 1st January 2014, Irish Water is now the statutory body responsible for water services. Further details/clarification can be obtained from Irish Water at Tel. 01 6021000 or by emailing customerservice@water.ie.

NOTE: The applicant is advised that under the provisions of Section 34 (13) of the Planning and Development Act 2000 (as amended) a person shall not be entitled solely by reason of a permission to carry out any development.

NOTE: The applicant or developer should ensure that all necessary measures shall be taken by the contractor to prevent the spillage or deposit of clay, rubble or other debris on adjoining roads during the course of the works and to ensure that any such instances arising are remedied immediately.

NOTE: The applicant is advised that in the event of encroachment or oversailing of adjoining property, the consent of the adjoining property owner is required.

NOTE: Waste, arising from the site, must be kept to a minimum, segregated where appropriate, and disposed in accordance with the Waste Management Regulations 2007, as amended. Transport of such waste, must be by an authorised waste permit holder. Waste disposal records must be maintained and made available, for inspection by Authorised Persons appointed under the Waste Management Act 1996, as amended. A Waste Transfer Form shall accompany the transportation of all hazardous waste arising from the construction works.

NOTE: A Roads Opening Licence must be obtained from South Dublin County Council prior to the commencement of any works in the public domain in order to comply with the Roads Act 1993, Section 13, paragraph 10. Under this Act, non-compliance constitutes an offence.

NOTE: Adequate provision should be made to facilitate access to and the use of the development, buildings, facilities and services by disabled persons, including sanitary conveniences. The minimum requirements should be as per Part M of the Building Regulations.

The Developer is advised that under the provisions of the Construction Products Regulation 2013 (No.305/2011-CPR) All products sourced for use in building process must conform with the statutory requirements of the CPR. For more information on these responsibilities see <http://ec.europa.eu/enterprise/sectors/construction/legislation>.

From March 1, 2014 the Building Control (Amendment) Regulations 2013 (SI 80 of 2013) come into effect. All Commencement Notices for works greater than 40sq.m are obliged to be accompanied by a number of certified undertakings as described by these Regulations.

Please note that upon receipt of this document you are obliged to remove the planning site notice in compliance with Article 20 of the Planning and Development Regulations 2001, as amended.

Please note that any valid submissions or observations received in accordance with the provisions of the Planning and Development Regulations 2001, as amended, have been considered in the determination of this application.

Signed on behalf of the South Dublin County Council.

Brian Connolly
for Senior Planner

17-Jan-2022

NOTES

(A) REFUND OF FEES SUBMITTED WITH A PLANNING APPLICATION

Provision is made for a partial refund of fees in the case of certain repeat applications submitted within a period of twelve months where the full standard fee was paid in respect of the first application and where both applications related to developments of the same character or description and to the same site. An application for a refund must be made in writing to the Planning Authority and received by them within a period of two months beginning on the date of the Planning Authority's decision on the second application. For full details of fees, refunds and exemptions the Planning & Development Regulations, 2001 should be consulted.

(B) APPEALS

1. An appeal against the decision may be made to An Bord Pleanála. The applicant or ANY OTHER PERSON who made submissions or observations to the Local Authority may appeal within FOUR WEEKS beginning on the date of this decision. (N.B. Not the date on which the decision is sent or received).
2. Every appeal must be made in writing and must state the subject matter and full grounds of appeal. It must be fully complete from the start. In the case of a third party appeal it must be accompanied by the acknowledgement by the Planning Authority of receipt of the submissions/observations. Appeals should be sent to:
The Secretary, An Bord Pleanála, 64 Marlborough Street, Dublin 1.
3. An Appeal lodged by an applicant/ agent or by a third party with An Bord Pleanála will be invalid unless accompanied by the prescribed fee. A schedule of fees is at 7 below.
4. A party to an appeal making a request to An Bord Pleanála for an Oral Hearing of an appeal must, in addition to the prescribed fee, pay to An Bord Pleanála a further fee (see 7 (g) below).
5. A person who is not a party to an appeal must pay a fee to An Bord Pleanála when making submissions or observations to An Bord Pleanála in relation to an appeal.
6. If the Council makes a decision to grant permission/grant permission consequent on a grant of outline permission and there is no appeal to An Bord Pleanála against this decision, PERMISSION/PERMISSION CONSEQUENT ON A GRANT OF OUTLINE PERMISSION will be granted by the Council as soon as may be after the expiration of the period for the taking of such an appeal. If any appeal made in accordance with the Acts has been withdrawn, the Council will grant the PERMISSION/PERMISSION CONSEQUENT ON A GRANT OF OUTLINE PERMISSION/RETENTION as soon as may be after the withdrawal.
7. Fees payable to An Bord Pleanála from 10th December 2007 are as follows:
 - (a) Appeal against a decision of a Planning Authority on a planning application relating to commercial development made by the person by whom the planning application was made. where the application relates to unauthorised development.....€4,500.00 or €9,000 if an E.I.A.R. is involved
 - (b) Appeal against a decision of a planning authority on a planning application relating to commercial development made by the person by whom the planning application was made. other than an appeal mentioned at (a)..... €1,500.00 or €3,000.00 if an E.I.A.R. is involved
 - (c) Appeal made by the person by whom the planning application was made, where the application relates to unauthorised development other than an appeal mentioned at (a) or (b)..... €660.00
 - (d) Appeal other than an appeal mentioned at (a), (b), (c) or (f) €220.00
 - (e) Application for leave to appeal..... €110.00
 - (f) Appeal following a grant of leave to appeal..... €110.00
 - (g) Referral €220.00
 - (h) Reduced fee (payable by specified bodies) €110.00
 - (i) Submission or observations (by observer) €50.00
 - (j) Request from a party for an Oral Hearing..... €50.00

If in doubt regarding any of the above appeal matters, you should contact An Bord Pleanála for clarification at Telephone 01-858 8100