

SUBMISSION/OBSERVATION GUIDANCE & FORM

Observations/ Submissions Guidance

The planning process is an open and public one. In that context, persons making submissions/observations should be aware their name and details are placed on a public file with all the other documents submitted.

Defamation

Any person making a submission/observation on a planning application should be aware that comments involving allegations of any kind against a named or otherwise identifiable person or organisation may be viewed as defamatory by the subject of the comments.

Persons may be sued directly for any defamatory allegations in any submission/observation and should avoid making such allegations.

Any submission/observation made to the Planning Authority is made available for public inspection both in the hard copy file and on the Council's website. In the event of any potentially defamatory allegation giving rise to legal action against it, the Planning Authority may seek indemnity from the person making the allegation.

Observations/ Submissions should be mindful of the following guidelines;

- be factual;
- not be malicious or offensive in nature, and should not constitute a personal attack on a person's character;
- not include swearing, hate-speech or obscenity;
- not publicly reveal personal details, such as private addresses, phone numbers or email addresses;
- not break the law. This includes libel, condoning illegal activity, and breaking copyright;
- not impersonate or falsely claim to represent a person or organisation;
- not incite hatred on the basis of race, religion, gender, nationality or sexuality or other personal characteristic;

Offaly County Council make every effort to redact any comments that do not adhere to the above guidelines or are brought to our attention.

Withdrawing a Submission

There is currently no mechanism in the Planning Regulations for the withdrawal of a submission/observation. You may however, make a further addition to your submission advising the planning authority to disregard your original submission, this must be within the statutory submission period, be in person at the public planning counter in Tullamore and you must show photo ID. Both letters will then remain on the file.

Data Protection:

The planning process is an open and public one. In that context, all planning application documents are made available for public inspection. This information may also be placed on the Council's website.

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Your Contact Details:

Name: _____

Address: _____

Address to which correspondence should be sent, if different from above:

Details of Planning Application:

File Ref. No. _____ Name of Applicant: _____

Location of Development: _____

Nature and Extent of Development: _____

Details of Submission/Observation: *(attach additional page(s) if required)*

Please Note: As advised above, **Submissions made to the Planning Authority are placed on the public file and will be placed on the Authority's website. It should be understood that the Planning Authority is only concerned with issues relevant to the proper planning and sustainable development of the area and** that personalised comments are generally not relevant to its deliberations. I consent and understand that the submission I am making forms part of the planning file and will be published on the Council's website and will be available to all members of the public.

Submissions/Observations must be accompanied by prescribed fee of €20

Signed: _____ Date: _____