Comhairle Contae an Chabháin
Cavan County Council

FORM NO. 5
PLANNING AND DEVELOPMENT ACT 2024
SUBMISSIONS & OBSERVATIONS

Name	
Address	

I hereby make the following submission or observation in relation to application: planning reference: ____

This submission or observation must be accompanied by a Declaration in the form prescribed under Section 588(1) of the Planning and Development Act 2024. Any submission or observation cannot be accepted where not accompanied by a valid declaration. Only individuals over 18 years of age may make submissions or observations and sign declarations. Where an individual is younger than 18 years of age a legal guardian must make the submission on their behalf.

Submission or Observation

GUIDANCE NOTES

1. Non Postal contact details

Where a submission or observation is made in electronic form with the consent of the relevant Planning Authority or An Coimisiún Pleanála as appropriate, contact details will be captured through registration on the relevant electronic system.

2. Format of submissions or observations

Submissions or observations shall:

1. Be concise - where word count exceeds 1000 words, a short executive summary of no more than 300 words shall be included at the start of the submission or observation.
2. Be limited to the relevant facts relating to the development or proposed development.
3. Not include hyperlinks, QR codes, embedded images or web addresses as these are a security risk.
4. Not include material which the individual making the submission or observation does not hold the copyright or have permission from the copyright holder for any material submitted. The person making the submission holds responsibility where intellectual property rights are breached.
5. Not include appendices or attachments // Not include appendices or attachments without permission of the copyright holder. The person making the submission holds responsibility where intellectual property rights are breached.
6. Not include information which is classified as a special category data under of Article 9 of the General Data Protection Regulation (GDPR). More information is available at the Data Protection Commission https://www.dataprotection.ie/en
7. Not include false accusations or material which is libellous.

Failure to comply with the mandatory format requirements shall invalidate the submission or observation.

3. Declaration

Any submission or observation must be accompanied by a Declaration in the form prescribed under section 588(1) of the Planning and Development Act 2024. Any submission or observation cannot be accepted where not accompanied by a valid declaration. Only individuals over 18 years of age may make submissions or observations and sign declarations under section 588 of the Planning and Development Act 2024.

4. GDPR

- This form is for use by members of the public who wish to make submissions or observations on development or proposed development under the Planning and Development Act 2024.
- If you are unhappy with making a submission or observation, there is no obligation to do so.
- The making of submissions or observations assists Planning Authorities and An Coimisiún Pleanála in the decision making process when undertaking their statutory functions under the Planning and Development Act 2024.
- Planning Authorities and An Coimisiún Pleanála shall have regard to submissions or observations when making decisions.
- The content of submissions and observations will be entered into the Planning Register as part of the planning file.
- Unless specified, the content of submissions and observations shall be published online and made available for inspection within 5 working days of receipt.

5. Fee

Every submission must be accompanied by the prescribed fee where applicable.

Return completed form to: Planning Section
Cavan County Council, Johnston Central Library, Farnham Street, Cavan
T. (049) 4378300 E: plan@cavancoco.ie