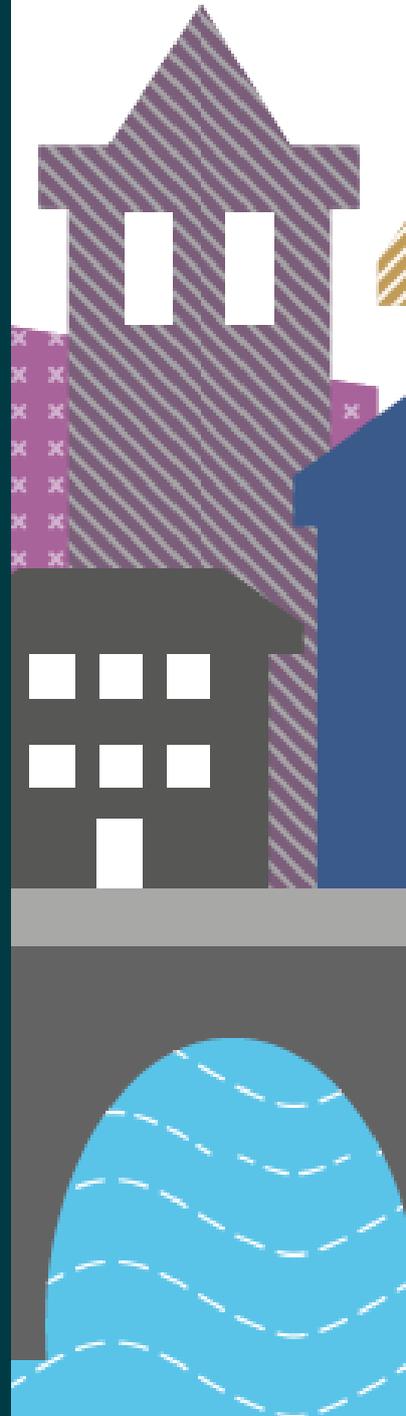


An  
Bord  
Pleanála

## Viewing a decided case file: Public Access

June 2020



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This information guide is published to provide general assistance and guidance only. It is not a legal interpretation of the legislation. Readers must apply the relevant statutory provision to their own particular circumstances and, in doing so, should obtain their own expert advice if necessary.

## Viewing a decided case file: Public Access service

To view a decided case, our staff can help you to see case files and make photocopies of documents. We call this our Public Access service. It is not currently possible to view full decided case files on our website but we hope to introduce online case files in the future.

Public Access <b>can</b> assist you with:	Public Access <b>cannot</b> assist you with:
<input checked="" type="checkbox"/> Any case that has been <b>decided</b> by the Board three working days ago or longer.	<input type="checkbox"/> Any current case that the Board has <b>not</b> decided or decided less than three working days ago.

We regret that Public Access staff cannot discuss individual case files or decisions.

## Availability of case files

Case files are normally available for inspection within three days after An Bord Pleanála has made the decision.

Older case files decided in the past two years are normally available for viewing within one to two working days. Case files decided more than two years ago and boxes containing drawings will take four to five working days to arrive back in our office.

## Documents available online

For each case, you can view and download copies of these documents on our website for free:

- Inspector's Report
- Board Direction
- Board Order

## **Accessing the full case file with our Public Access service**

The full hard copy case files can be viewed by visiting our office on weekdays between 9.15 am to 5.30 pm. To check that a file is available before you visit, contact our Public Access service at [publicaccess@pleanala.ie](mailto:publicaccess@pleanala.ie). If possible, quote the case file number you want to see, or provide us with as much detail about the case as possible, such as site address.

## **Viewing files in our office**

Before you view a file you will need to complete a declaration form which is available on our website or will be provided to you by a member of staff.

Files you request will be delivered to you in the seating area of our reception or in the Seán MacDiarmada room in office hours. It is not permitted to remove a file or any part of a file from these authorised areas. We ask that when you look through a file you:

- respect the order of documents in the file and that you do not remove any document from the treasury tag attaching documents to the file cover.
- handle the file carefully.
- do not lean on the file or do any action that could damage the file.
- turn pages carefully to avoid damaging or creasing.
- only remove documents from one pouch at a time so that documents are not mixed up and you replace items from pouches back in the correct pouch.
- do not make marks, notes, or place post-its on the documents in the file.
- use the slips of paper or other identifiers provided to bookmark a file.
- do not eat or drink when viewing files.

Please inform a staff member immediately if there are any problems with the file, for example, a document has become torn or is no longer attached to the treasury tag.

## Copying documents and copyright law

All documents on a case file can be photocopied. However, copyright law places special conditions on certain documents such as drawings, maps and plans. To observe the law, we will attach a stamp to each copy of these documents to indicate that they are being made available for inspection **only**.

Before you view a file, you will have completed a declaration form which states that you:

- understand that the file is being made available for viewing and for no other use.
- agree that if you wish to make more copies of the document you must get permission from the person or organisation that created it originally (the copyright-holder).

These copyright restrictions do not apply to the Board Order, the Board Direction or the Inspector's Report.

## Self-service photography of documents

You can take photographs of most documents on a case file with a camera, tablet, phone or other electronic device without flash or tripods. To take photographs you must ask our staff and have completed a declaration form. Due to copyright restrictions not all documents can be photographed. Items which **cannot** be photographed include:

- Any plans, drawings, sketches, photomontages.
- Any maps including Ordnance Survey maps.
- Documents or information which are marked as copyright protected.

Items which cannot be photographed can be photocopied for you by our Public Access staff member. If you are unsure if a document is restricted, please ask a staff member for advice. See above for more information on copyright restrictions.

You should note that photographs you take of documents are subject to copyright, privacy and data protection legislation and are for your personal inspection and use. Breaching copyright, privacy and data protection laws is an offence. You are responsible for any copies made.

Our guide to self-service photography provides more details about taking photos of An Bord Pleanála case files.

## **Photocopies of documents**

Subject to normal **copyright rules** explained above, you can buy a photocopy of any document on case files. If you require a large number of documents to be photocopied, you can make your request and the photocopies can be collected or posted at a later time. Only one copy per document is allowed.

## **Restrictions on use of document copies or photographs**

An Bord Pleanála does not allow you to share, publish, upload or distribute by any other means any photocopies or photographs taken of case file documents.

## Charges

Service	Cost
Viewing a file or files that are less than five years' old.	Free
Viewing a file or files that are more than five years old but <b>you do not require</b> urgently within 24 hours of request.	Free
Viewing a file or files that are more than five years old and <b>you require</b> urgently within 24 hours of request.	€25

Photocopying	Cost per page
<b>Inspector's Report, Board Direction, Board Order</b>	
All or part of the document	Free
<b>Other documents</b>	
A4 black copy	€0.20
A4 colour copy	€1.25
A3 black copy	€0.40
A3 colour copy	€1.75
A2 black copy	€2.25
A2 colour copy	€2.75
A1 black copy	€3.00
A1 colour copy	€3.50
A0 black copy	€3.00
A0 colour copy	€3.50

### Minimum charge

There is a minimum charge of €1 for photocopying.  
Postage and packaging is included in the price.

CD copies	Cost
CD copy of a CD	€6.00 a disc
Documents scanned and copied onto a CD	€6.00 a disc plus any copying which may be required

## Cost examples

### Example 1

You wish to request a file urgently within 24 hours and would like 200 pages of the file copied in A4 colour.

For this request, you will need to pay **€275**.

This total is based on 200 pages copied in A4 colour at €1.25 per page which will cost the customer €250 plus the additional €25 for the urgent request charge.

### Example 2

You wish to request 100 pages be scanned and placed on a CD. The file is not required urgently.

For this request, you will need to pay **€26**.

This total is based on 100 pages scanned at A4 black at €0.20 per page which will cost the customer €20 plus an additional €6 for the CD.

## Further information

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The laws and regulations referred to in this document applying to Public Access are:

- [Planning and Development Acts, as amended](#)
- [Copyright and Related Rights Act 2000](#)
- [Data Protection Act 2018](#)
- [General Data Protection Regulations 2016/679](#)

## Contact us

If you require this document in an alternative format or you would like further information, please contact An Bord Pleanála.

Visit our offices at:	An Bord Pleanála,
Write to us at:	64 Marlborough Street Dublin 1 D01 V902
Email us at:	<a href="mailto:publicaccess@pleanala.ie">publicaccess@pleanala.ie</a>
Visit our website:	<a href="http://www.pleanala.ie">www.pleanala.ie</a>
Telephone us on:	(01) 873 7104 or LoCall: 1890 275 175
Send us a fax on:	(01) 872 2684

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