



An
Bord
Pleanála

Building Control Acts Appeal: Form Instructions and Checklist

Instructions to complete the Building Control Acts appeal form

Where to get the form

To get the Building Control Acts appeal form you can:

- [download it from our website](#), or
- pick it up in the reception of our office, or
- contact us and ask us to send it to you.

The screenshot shows the first page of the 'Building Control Acts Appeal Form'. At the top left is the An Bord Pleanála logo. The title is 'Building Control Acts Appeal Form'. Below the title is a section titled 'Type of appeal' with the instruction 'Please tick (✓) the box which applies to what decision you want to appeal'. There are two columns of checkboxes with the following options: Fire safety certificate, Revised fire safety certificate, Regularisation, Relaxation, Dispensation, Disability access certificate, and Revised disability access certificate. Below this is a section titled 'Your details' with the instruction 'Your full details:'. It contains two text input fields: (a) Name and (b) Address, each with a placeholder 'Click or tap here to enter text.'. At the bottom left, it says 'Building Control Acts Appeals April 2019' and at the bottom right, 'Page 1 of 5'.



Please remember: For your appeal to be valid we need to receive it within one month of the date of the building control authority's decision.

How to complete the form

You can either:

1. complete the form by typing in your answers if you have a digital copy of it. We prefer if you type your answers as it is easier for us to read. There is **no word** limit as the answer boxes expand to fit what you write. When you have finished the form, you **must** print it off as a hard copy to send to us, or
2. print this form and write on it in the space available.

Where to deliver or post your appeal

You must:

- post it to: The Secretary, An Bord Pleanála, 64 Marlborough Street, Dublin 1, D01 V902.



or,

- deliver it in person to a member of An Bord Pleanála staff at our office (address above) during office hours - Monday to Friday from 9.15 am to 5.30 pm. Please note that the security staff in our office cannot accept appeals;



Remember, do **not** place your appeal in the letterbox of our office or **do not** email it to us as your appeal will be **invalid**.

We are closed on weekends, public holidays and other publicised days such as Christmas Day and Good Friday.

Checklist

Have you included everything?

Tick each item as you complete your appeal form. If you are not sure about any requirement, check the [relevant appeal](#) guide or contact us.

✓	You have:
	put your appeal in writing (either typed or handwritten).
	selected the decision you want to appeal (Appeal form, part 1).
	included your own name and address. (Appeal form, part 2).
	included the agent's name and address if an agent is making the appeal for you. (Appeal form, part 3).
	selected the postal address to receive post from us. (Appeal form, part 4).
	provided enough details to allow us to easily identify the application you wish to appeal. (Appeal form, part 5).
	provided us with the full grounds of appeal (reasons and arguments) of why you want to appeal the decision. (Appeal form, part 6).
	included any supporting items for your appeal. (Appeal form, part 7).
	included the correct fee (Appeal form, part 8).
	made your appeal on time: within one month from the date that the building control authority made its decision.
	printed off all the pages of the form if you have typed it.

Important information

We have tried to make these instructions and checklist as accurate and helpful as possible, but it is not legal advice. An Bord Pleanála will not be held responsible for any issues or actions that occur due to the checklist's use.

You do not have to use the Building Control Acts appeal form or checklist to make a valid appeal, but it may help you if you wish to use it.

For the statutory rules governing the making of appeals, you should consult:

- [Building Control Acts 1990 to 2014](#), as amended,
- [Building Control Regulations 1997 to 2018](#), as amended, and
- [Building Regulations 1997 to 2017](#), as amended.

Data Protection

An Bord Pleanála uses your personal data only to provide our services as set out under relevant legislation.

To provide these services, we are required to collect certain personal data such as names, addresses and site descriptions. We will use any extra personal data that you voluntarily supply to meet statutory requirements to carry out our duties and functions.

You should note that the personal data you supply may be circulated to other relevant parties and made available in the public domain about any matter before An Bord Pleanála. This use complies with the General Data Protection Regulations (GDPR).

Last updated: April 2019