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WITHDRAWAL OF A PLANNING SUBMISSION

Planning and Development Act 2024 — Section 588(4)

Template for use by a person or body withdrawing a submission or observation

IMPORTANT: This is a working administrative template. Section 588(4) of the Planning and Development Act 2024 requires the withdrawal notification to be accompanied by a prescribed declaration. The prescribed form/wording should be checked against the regulations in force on the date of use. The statutory declaration below follows the substance of section 588(4)(a).

1. Planning application details

Planning authority	Longford County Council
Planning reference / application number	
Site / location of proposed development	
Applicant / proposed development	
Date of original submission / observation	

2. Submission details

Name of person / body making the withdrawal	
Address	
Email address	
Telephone number	
Submission / observation ID or reference	

3. Withdrawal

Please tick:

☐ I am withdrawing my submission. ☐ We are withdrawing our submission.

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Reason for withdrawal (optional):

_____

_____

_____

Withdrawal statement

I / We hereby withdraw the submission identified above in relation to the planning application identified above.

4. Declaration under section 588(4)

I / We declare that the withdrawal of the submission or observation identified above is not for the purpose of securing the payment of any consideration to, or the doing of any other thing for the benefit of, any person.

Declaration by:

☐ Individual ☐ Joint submitters ☐ Authorised representative of a body

Full name of declarant	
Signature	
Date	
If signing for a body: position / authority to sign	

Note: Where more than one person is the named submitter, the planning authority will consider whether each relevant person needs to sign the withdrawal and declaration, or whether one person has documented authority to act for all submitters.

DATA PROTECTION

Longford County Council is legally obligated to make available all planning application documents, documents accompanying planning applications and related documents received after an application is lodged. All documents which may include your personal data shall be made available for public inspection at our offices and published on Longford County Council's website. For further information on how Longford County Council process personal data, please refer to the Council's main privacy statement on http://www.longfordcoco.ie/your-council/data-protection/ or email: dpo@longfordcoco.ie

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5. Planning authority — administrative use only

Date withdrawal received	
Received by	
Method received	☐ Email ☐ Post ☐ In person ☐ Online portal ☐ Other: _____
Submission located / verified	☐ Yes ☐ No ☐ Further information required
Declaration checked	☐ Yes ☐ No ☐ Further information required
Withdrawal recorded on planning file/register	☐ Yes ☐ No
Date withdrawal recorded	

6. Records / correspondence

File note / correspondence reference:	
Action / notification required:	

Note: Section 588(4)(a) of the Planning and Development Act 2024 provides that a notification to a planning authority or the Commission withdrawing a submission or observation under Part 4 or Part 6 must be accompanied by the prescribed declaration. Section 588(6) also provides for an offence where the requirements are not complied with or a declaration is knowingly false or misleading in a material respect.