



Comhshaol, Pobal agus Rialtas Áitiúil  
Environment, Community and Local Government



# A Guide to Planning Enforcement in Ireland



Government of Ireland 2012

This information note provides guidance on the planning enforcement system in Ireland. It sets out:

- some examples of the types of activity/development that might constitute breaches of the planning code;
- the respective roles and responsibilities of the Department of the Environment, Community and Local Government and the planning authorities;
- the procedures that planning authorities may adopt when taking enforcement action, including the remedies and sanctions available;
- the process by which an individual can make a complaint about an alleged breach of the planning code;
- the process by which someone can appeal against an adverse finding by a planning authority; and,
- a short summary of the relevant legislative provisions.

This information note is for guidance only: it does not purport to provide a legal interpretation of the legislative provisions referred to nor can it be regarded as definitive or having any legal effect.

## **1. Who is responsible for what?**

Under the Planning Acts 2000–2012 the Minister for the Environment, Community and Local Government is responsible for developing planning policy and legislation. Effective enforcement is vital for the credibility of the planning system. The Department's key objectives for planning enforcement by planning authorities are:

- to bring unauthorised development under control;
- to remedy any undesirable effects of unauthorised development including, where necessary, the remediation of negative effects of the development, the removal or cessation of unacceptable development; and
- to take legal action, where necessary, against those who ignore or flout planning legislation.

The planning system in Ireland is operated on the ground by local planning authorities: the planning authorities are therefore responsible for operating Ireland's planning enforcement regime.

So, while the Minister sets the overall policy and legal framework for the planning system, he/she is precluded by law from exercising any power or control over any specific case that a planning authority (or An Bord Pleanála) is or may be dealing with.

## **2. How do I make a complaint regarding suspected unauthorised development?**

Where you believe that unauthorised activity may have been, is being or may be about to be carried out you should make a complaint, in writing, to your planning authority (contact details for all planning authorities and a number of other relevant authorities and agencies are provided in the appendix to this guide).

Under the Planning Acts, it is obligatory for the planning authority to follow up substantive written complaints of breaches of the planning code, unless it considers the complaint to be trivial or vexatious.

Generally speaking, all documentation relating to enforcement actions (including, for example, correspondence; planner's report to the Manager; Manager's decisions; representations made under section 152 of the Planning Act; warning letters; enforcement notices; notes on site visits, etc.) should be readily available to all parties directly involved and to the general public. Exceptions to this general approach arise where

- availability of documents could prejudice a possible court action;
- availability of documents would reveal the identity of complainants (in order to prevent possible intimidation);
- the planning authority exercises a discretion that sensitive personal data should not be disclosed.

### **3. What constitutes unauthorised development? When is planning enforcement necessary?**

Under the Irish planning system, development can be lawfully carried out in either of the following circumstances:

- in accordance with the terms of the planning permission granted for it; or
- in the case of an exempted development, without planning permission but in accordance with the terms of the exemption.

Any development which requires permission and does not have that permission is unauthorised development, as is a development which is proceeding in breach of conditions laid down in the planning permission. The carrying out of unauthorised development is an offence.

The following are examples of unauthorised developments that may be subject to enforcement action by a planning authority:

- erection of structure or building which requires planning permission but has been built without it;
- change of use of a structure without permission e.g. shop to office;
- unauthorised works to or demolition of a protected structure;
- non-compliance with conditions attached to a planning permission;
- unauthorised display of an advertisement;
- unauthorised works to trees protected by a Tree Preservation Order and/or within a conservation area; or
- non-compliance with a submission notice; enforcement notice; breach of condition notice; stop notice; listed building enforcement notice or hazardous substances contravention notice.



#### **4. What types of development do not constitute unauthorised development/breaches of the planning code?**

Planning legislation provides that certain types of development are exempted from planning control. Development is exempt from the planning code mainly in cases where:

- there would be only a limited impact on the surrounding environment, or
- it is regulated under a separate code which allows for public consultation prior to authorisation being granted.

The Minister can prescribe certain classes of development as exempt (e.g., the extension of any house subject to certain conditions such as it being less than 40 sq. m), but does not have the power to exempt specific developments (e.g. the Minister cannot rule that an extension to a particular house qualifies for an exemption). This is consistent with a general prohibition on Ministerial involvement in individual planning cases. Also, the Minister cannot prescribe developments subject to planning control to be exempt if they would require assessment under the Environmental Impact Assessment Directive or the Habitats Directive.

Planning law also provides a mechanism to determine whether or not a particular development needs planning permission or, indeed, whether the activity should be considered development or not. Under this provision, it is possible to seek a declaration on this question from the planning authority rather than having to take legal action. This provision is contained in section 5 of the 2000 Act.

Section 5 allows any person (including third parties) to make a written request to the planning authority for such a declaration, by including all relevant information and the required fee. The planning authority may request further information to be provided either by the applicant or another interested party. The authority must then issue a declaration within 4 weeks (or 3 weeks from the receipt of further information) giving the reasons for its decision. This is known as a 'section 5 declaration'. Once the planning authority makes a declaration, there is a 4-week window in which to seek a review by An Bord Pleanála (in effect, an appeal). Alternatively, if the planning authority fails to make a decision within the set time period, the matter can be referred - also within 4 weeks - to the Board for a determination. A planning authority itself may seek a declaration from the Board where it is in doubt about whether or not a development is exempt.

Planning regulations contain detailed lists of developments that are exempt from the requirement to have planning permission.

#### **5. Who can complain about planning enforcement and how can I make a complaint?**

It is open to anyone to make a planning enforcement complaint to their planning authority. Where you believe that unauthorised activity may have been, is being,

or may be about to be carried out, you should make a complaint, in writing, to your planning authority. Complaints made should be as specific as possible, ideally setting out:

- the nature and extent of the alleged unauthorised development (e.g. unauthorised quarrying activity, breach of conditions attached to a permission, demolition or damage to a protected structure);
- the location of the unauthorised development;
- a timeline (i.e. how long the development has been ongoing or when the alleged breach took place);
- the effects of the development (on you, the environment, the surrounding area etc);
- other breaches that might be taking place – i.e. breaches of other legal requirements, for example where you believe that a waste facility is operating not only without planning permission but also without a waste licence.

Once a planning authority has received your written complaint and forms the view that unauthorised development may have been, is being or may be carried out, it must issue a warning letter (see section 6 for content of the warning letter) to the owner or person carrying out the development unless the development in question is of a trivial or minor nature.

After issuing the warning letter the planning authority will carry out an investigation in order to inform its decision on whether to issue an enforcement notice or take other action, e.g. seek a court order. As part of the investigation the authority will carry out a visit to the affected site. It will also use any available records to cross-check against the site or individual developer in question (e.g. extant planning permissions in respect of the affected site, previous enforcement proceedings brought).

## **6. What happens after I make a complaint? What are the steps in the enforcement process?**

*Step 1: Warning letter (see s. 152 of the Planning and Development Acts 2000–2012)*

On receipt of a written complaint, where it would appear to the relevant planning authority that unauthorised development may have been, is being or may be carried out, the planning authority must issue a warning letter to the owner or person carrying out the development, unless the development in question is of a trivial or minor nature or the planning authority considers that the complaint is without substance. The warning letter *must* issue within 6 weeks of the written complaint (if there is one) being made and *must*:

- state that an unauthorised development may have been, or is being, carried out;
- state that the person has 4 weeks to make a submission to the planning authority on the allegations;
- state that if the authority forms the view that the development is unauthorised, an enforcement notice (see below) may issue;
- state that the authority's officials may enter the land for the purposes of inspection

- explain the potential penalties involved; and
- explain that a court action may be taken to recover costs incurred by the authority.

*Step 2: Decision on Enforcement (see s. 153 of the Planning and Development Acts 2000–2012)*

Once the letter has issued, the authority has to investigate the matter with a view to deciding whether further action is required. This decision must be taken as expeditiously as possible, although there is a statutory objective to decide this within 12 weeks of the warning letter issuing. In making its decision, the authority must take into account the original written complaint received (if there was one) and any representations from the person who was served with the warning notice.

Where the planning authority establishes, having carried out an investigation that unauthorised development is being carried out which is not trivial or minor, and the person carrying out the development does not move to remedy the situation (e.g. by removing the offending development or by applying for permission) the planning authority must take in general take further action. (The law provides that the planning authority would have to have a compelling reason for not taking further action in such a case).

The planning authority’s decision, and the reasons for it, must be entered on the planning register, which is available for viewing in all planning authority offices.

Where the authority decides not to pursue enforcement action it has two further weeks to notify the complainant and anyone else who had been earlier notified of the original warning letter issuing.

**Timescale for Warning Letter Process**

Action	Timescale
Written complaint received by planning authority	Start
Warning letter issued	Within 6 weeks
Response from alleged unauthorised developer	Within a further 4 weeks
Local authority to carry out investigation and decide whether further action is required	Within 12 weeks of issuing the warning letter
Local Authority reply to complainant	Within a further 2 weeks (i.e. within 2 weeks of making its decision)

It should be noted, though, that even where a warning letter has not issued, a planning authority may still issue an enforcement notice as set out below.

*Step 3A: Enforcement Notice (see s. 154 of the Planning and Development Acts 2000–2012)*

Once a planning authority has decided to pursue enforcement action, an enforcement notice is served on:

- the person carrying out the development; and (if necessary)
- the landowner;
- the person occupying the land (if they are not the owner); and
- any other person concerned.

Notification of the issuing of the enforcement notice is also sent to the original complainant (if there was one) and anyone else concerned, although failure to do this will not affect the validity of the enforcement notice. In the meantime, if the authority becomes aware that other people may also be responsible for the unauthorised development it can serve notice on them also, extending the deadline for compliance as appropriate.

An enforcement notice is effective from the date it is served and it states the following:

- where the development is being carried out without planning permission, that it must cease;
- where the development has planning permission but is not being carried out in accordance with it, that it must fully comply with the permission concerned;
- that certain steps are to be taken within a specified period, including the removal, demolition, or alteration of any structure; the discontinuance of any use of land; or the restoration of the land to its previous state before the unauthorised development began;
- that where these steps are not taken within the period stated <sup>1</sup>, the person will be guilty of an offence and that the planning authority may enter the land and do the work itself with the cost being recoverable from the person;
- that other costs involved with taking the enforcement action can be recovered from the person by the authority, e.g. investigation, employee and consultant costs.

The carrying out of any works for restoration, etc. on foot of an enforcement notice or court order (see below) does not need planning permission, given that failure to do this would place the person in breach of planning law.

The following general points about enforcement notices also apply:

1. all details of enforcement notices are entered on the planning register and listed in the local authorities annual report;
2. an enforcement notice has effect for 10 years from the date of its serving;
3. in addition to the offences described above, it is also an offence to assist or permit the failure of someone to comply with an enforcement notice.

*Step 3B Application for a court order (see s. 160 of the Planning and Development Acts 2000–2012)*

Instead of issuing an enforcement notice (or subsequent to issuing an enforcement notice, in the event the notice is not complied with) a planning authority, where an

<sup>1</sup> At its discretion, the planning authority may allow an extension to this period, though for no longer than 6 months.



unauthorised development is being, or is about to be, undertaken, can also apply to the Circuit or High Court for an injunction preventing it. Significantly, any other person may also seek an injunction against an unauthorised development without reference to the planning authority. This provision may be of particular interest to members of the public and non-governmental organisations who have been unsuccessful in securing planning authority agreement to the pursuit of enforcement action.

The court order, if successfully obtained, may require:

- that the unauthorised development should not commence or continue;
- that, in so far as possible, the land be restored to its original state;
- that the development be carried out in accordance with any permission related to it;
- that certain works be carried out, e.g. restore, reconstruct, demolish,

and, it may also make provision for the payment of costs.

Pending its consideration of issues arising from the request for an injunction, the Court may issue an interim or interlocutory order as described below:

- interim order: restrains the defendant from acting until some particular time, most likely until the request for an injunction is fully considered
- interlocutory order: a temporary injunction pending trial; usually only granted where the recovery of damages afterwards would not represent an adequate remedy.

Depending on the size of the case involved, the action may have to be taken in either the Circuit Court or the High Court. The dividing line is whether the market value of the land concerned is above €3,000,000 or not; anything below this falls into the Circuit Court's jurisdiction and anything above it is the responsibility of the High Court.

In cases where the land has not been given a market value, the Circuit Court decides whether its market value would be more than €3,000,000. If so, the case is transferred to the High Court; however, anything determined by the Circuit Court before this transfer remains effective unless modified by the High Court.

#### *Action in cases of urgency*

Where a planning authority is of the opinion that the particular nature of an unauthorised development that is taking place or may be about to take place requires urgent action it may move immediately to issue an enforcement notice or to seek an injunction, without having first issued a warning letter.

### **7. Are there any limitations on activating enforcement action?**

A statute of limitation (the so-called "seven year rule") means that action cannot be taken against an unauthorised development after a seven year period has passed. Until recently, this rule applied equally to all types of unauthorised developments; however, it has now been amended in the case of quarrying operations and peat extraction. Enforcement proceedings may now be issued/commenced at any time to require unauthorised quarrying or peat extraction to cease.

Irrespective of the time that has elapsed, enforcement action can still be taken where a person has failed to satisfy a planning condition concerning the use of land.

## 8. What offences and penalties are applicable under the Planning Code?

There are a range of offences for breaching planning law, with penalties varying according to the seriousness of the case. An offence can be:

- **indictable:** for serious offences where the accused is entitled to trial by jury; these are normally prosecuted by the Director of Public Prosecutions, or;
- **summary:** less serious, where there is no trial by jury.

Where any of these offences involve the construction of an unauthorised development, the minimum fine is:

- **indictment:** the cost of constructing the structure or €12,700, whichever is less;
- **summary:** the cost of constructing the structure or €2,500, whichever is less.

The penalties and fines are set out in the table at the end of this guide.

Aside from those listed above, all other offences under the Planning Acts carry a maximum penalty of €5,000 or 6 months imprisonment or both. In each of the following cases, where the person continues the offence after conviction, they are guilty of a further offence for each day it continues and this carries a maximum fine of €1,500:

- failure to comply with notice requiring the removal or alteration of a structure or a discontinuance of use
- obstruction of or interference with a public right of way
- obstruction of an authorised person from entering land for the purposes of an inspection.

Where a body corporate commits an offence, the individuals within that body who are responsible for the offence can also be prosecuted.

Section 35 of the Planning Act provides that a planning authority may, where it forms the opinion that there is a real and substantial risk that a proposed development would not be completed in accordance with the permission being sought, refuse permission without prior authorisation from the Courts, to a person or company who has failed substantially to comply with a previous permission or who has carried out a substantial unauthorised development (subject to giving the applicant prior notification and an opportunity to respond).

Where a planning authority refuses permission under this provision, the applicant may apply to the High Court to have the refusal annulled. In this case the High Court may, as it considers appropriate:

- confirm the decision of the planning authority;
- annul the decision and direct the authority to consider the applicant's application for planning permission without reference to the provisions of section 35;
- make such other order as it deems fit.

Where the Court directs the planning authority to consider the application without reference to section 35, the planning authority must make its decision on the application within a period of 8 weeks from the date the order of the High Court in the matter is perfected (that is, the date on which all necessary legal steps are completed). Where the High Court confirms the decision of the planning authority, there is, of course, no provision for the applicant to appeal to the Board.

## 9. How are offences prosecuted?

*A planning authority can undertake the prosecution of summary offences irrespective of whether the offence concerned was committed in its area (i.e. legislation provides that a planning authority can bring summary proceedings whether or not the offence has been carried out in the authority's functional area); however, there is a limited timeframe within which proceedings can be brought, which is either:*

- 6 months from when the offence was committed, or
- 6 months from when sufficient evidence to justify proceedings came to the attention of the person now bringing those proceedings,

whichever is the later.

For the purposes of establishing the relevant dates, a signed certificate by the person bringing proceedings – usually a representative of the prosecuting planning authority – is sufficient. It is not necessary to prove the person's signature in court.

Where the planning authority is prosecuting an offence in relation to an unauthorised development, the presumption is that the development is not exempted. Where it is claimed that the development is exempted, the onus of proving this rests with the defendant. Likewise, where the defendant claims to have a legitimate planning permission for the development, the onus is on them to prove it.

In the past, developers who lodged planning applications subsequent to enforcement action being served upon them were treated less severely by the Courts. In some cases, the Courts considered that lighter penalties (if any) should apply where the developer had made some attempt to come within the law. This resulted in developers initiating unauthorised development more regularly, in the knowledge that the full penalties were unlikely to be applied to them; in short, the in-built deterrents in the system were undermined.

The legislation now provides that once enforcement action is initiated, it will be unaffected by a planning application being lodged subsequently for retention permission.

Likewise, lodging an application for planning retention for a development that is the subject of enforcement action does not diminish any offence committed. However, in cases of unauthorised development, it is a legitimate defence that the person took all reasonable steps to comply with the enforcement notice.

Where a person is convicted of an offence the Court must instruct them to pay all costs and expenses of the action, unless there are special and substantial reasons for deciding otherwise. Depending on who is prosecuting the offence, these costs may be payable to the planning authority, a person granted an injunction, or both.

#### **10. Can unauthorised development ever be regularised/brought within the planning system?**

Depending on the scale, nature and circumstances, it may still be possible to bring a particular unauthorised development within the planning code or to regularise it retrospectively. Where a development has been carried out without first obtaining the necessary planning permission, the developer may apply to their planning authority for retention permission. The circumstances under which retention permission is available are tightly circumscribed however. A planning authority cannot accept an application for retention permission for any development which would have required

- environmental impact assessment (EIA);
- a determination as to whether EIA was required (i.e. screening for EIA); or
- an appropriate assessment under the Habitats Directive (since such an assessment is also required prior to permission for a proposed development).

Only in cases where none of these were required can a planning authority accept an application for retention permission. It is also important to note that lodging an application for planning retention for a development that is the subject of enforcement action does not diminish any offence committed.

#### **11. Where can I find out more about planning enforcement?**

The main legislative provisions governing the enforcement of planning law are set out under Part VIII of the Planning and Development Acts 2000–2012 (available at the Department's website [www.environ.ie](http://www.environ.ie)). See also Chapter 10 of the *Development Management Guidelines for Planning Authorities 2007* (also available at the above link). If you want to learn about how to make an environmental complaint, you should go to [www.epa.ie/whatwedo/enforce/report/](http://www.epa.ie/whatwedo/enforce/report/).

If you want to make a planning enforcement complaint **now** you should contact your planning authority. Contact details for all planning authorities are set out in the appendix below and can also be obtained from the Department's website.



## PENALTIES FOR OFFENCES

Description of offence	On summary conviction	On indictment	For each day contravention is continued (indictable offences)	For each day contravention is continued (summary offences)
Causing damage to (proposed) protected structure	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Failure to comply with a notice to prevent a protected structure being endangered	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Carrying out an unauthorised development	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Failure to comply with an enforcement notice	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Assisting someone in not complying with an enforcement notice	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Contravention of a tree preservation order	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Holding an unauthorised event	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Failure to comply with a notice stating that an unauthorised Funfair cease	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both
Seeking or accepting rewards in pre-planning consultations	€5,000 fine, 6 month prison sentence, or both	€12.7 million fine, 2 year prison sentence, or both	€12,700 fine, 2 year prison sentence, or both	€1,500 fine, 6 months in prison or both

## APPENDIX 1 – USEFUL CONTACTS

### *Citizens Information*

The Citizens Information Board is the statutory body which supports the provision of information, advice and advocacy on a broad range of public and social services.

0761 07 4000

[www.citizensinformation.ie](http://www.citizensinformation.ie)

### *Office of the Ombudsman*

The main duty of the Irish Ombudsman is to investigate complaints made by members of the public about how they have been treated by public bodies in Ireland.

Ph: 1890 223030

[www.ombudsman.gov.ie](http://www.ombudsman.gov.ie)

### *Office of Environmental Enforcement*

This Office of the Environmental Protection Agency implements and enforces environmental legislation. It also deals with members of the public who have exhausted all other avenues of complaint. Its main functions are to:

- Enforce the Integrated Pollution Control (IPC), Integrated Pollution Prevention and Control (IPPC) and waste licences issued by the EPA;
- Prosecute or assist in the prosecution of significant breaches of environmental protection legislation;
- Monitor and report on how local authorities perform in their environmental protection functions, and help them to improve their performance.

Ph: 1850 365 121

[www.epa.ie/about/org/oe](http://www.epa.ie/about/org/oe)

### *City and County Councils*

[Carlow County Council \(external link\)](#), County Offices, Athy Rd, Carlow

Ph: +353 (0)59 9170300, Fax: +353 (0)59 914 1503, Email: [secretar@carlowcoco.ie](mailto:secretar@carlowcoco.ie)

[Cavan County Council \(external link\)](#), Courthouse, Franham St, Cavan

Ph: +353 (0)49 433 1799, Fax: +353 (0)49 436 1565, Email: [info@cavancoco.ie](mailto:info@cavancoco.ie)

[Clare County Council \(external link\)](#), New Rd, Ennis, Co. Clare

Ph: + 353 (0)65 682 1616, Fax: +353 (0)65 682 8233, Email: [info@clarecoco.ie](mailto:info@clarecoco.ie)

[Cork County Council \(external link\)](#), County Hall, Cork

Ph: +353 (0)21 427 6891, Fax: +353 (0)21 427 6321, Email: [corporate.affairs@corkcoco.ie](mailto:corporate.affairs@corkcoco.ie)

[Donegal County Council \(external link\)](#), County House, Lifford, Co. Donegal

Ph: +353 (0)74 917 2222, Fax: +353 (0)74 914 1205, Email: [secretar@donegalcoco.ie](mailto:secretar@donegalcoco.ie)

[Dun Laoghaire / Rathdown \(external link\)](#), County Hall, Marine Rd, Dun Laoghaire

Ph: +353 (0)1 205 4700, Email: [corp@drlrcoco.ie](mailto:corp@drlrcoco.ie)

[Fingal County Council \(external link\)](#), Main St, Swords, Co. Dublin

Ph: +353 (0)1 890 5000, Email: [info@fingalcoco.ie](mailto:info@fingalcoco.ie)

[Galway County Council \(external link\)](#), County Hall, Prospect Hill, Galway

Ph: +353 (0)91 509 000, Fax: +353 (0)91 509 010, Email: [secretar@galwaycoco.ie](mailto:secretar@galwaycoco.ie)

Kerry County Council (external link), Aras an Chontae, Tralee, Co. Kerry  
Ph: +353 (0)66 718 3500, Fax: +353 (0)66 712 2466, Email: [secretar@kerrycoco.ie](mailto:secretar@kerrycoco.ie)

Kildare County Council (external link), Áras Chill Dara, Devoy Park, Naas, Co. Kildare  
Ph: +353 (0)45 980 200, Fax: +353 (0)45 980 240, Email: [secretar@kildarecoco.ie](mailto:secretar@kildarecoco.ie)

Kilkenny County Council (external link), County Hall, John St, Kilkenny  
Ph: +353 (0)56 779 4000, Fax: +353 (0)56 779 4004, Email: [info@kilkennycoco.ie](mailto:info@kilkennycoco.ie)

Laois County Council (external link), County Hall, Portlaoise, Co Laois  
Ph: +353 (0)57 866 4000, Fax: +353 (0)57 862 2313.

Leitrim County Council (external link), Governor House, Carrick-on-Shannon, Co. Leitrim  
Ph: +353 (0)71 962 0005, Fax: +353 (0)71 962 1982, Email: [corporateservices@leitrimcoco.ie](mailto:corporateservices@leitrimcoco.ie)

Limerick County Council (external link), County Hall, Dooradoyle, Limerick  
Ph: +353 (0)61 496 000, Fax: +353 (0)61 496 001.

Longford County Council (external link), Aras an Chontae, Great Water St, Longford  
Ph: +353 (0)43 46231, Fax: +353 (0)43 41233, Email: [info@longfordcoco.ie](mailto:info@longfordcoco.ie)

Louth County Council (external link), County Hall, Millenium Square, Dundalk, Co Louth  
Ph: +353 (0)42 933 5457, Fax: +353 (0)42 933 4549, Email: [info@louthcoco.ie](mailto:info@louthcoco.ie)

Mayo County Council (external link), Aras an Chontae, Castlebar, Co Mayo  
Ph: +353 (0)94 90 24444, Fax: +353 (0)94 90 23937.

Meath County Council (external link), County Hall, Navan, Co Meath  
Ph: +353 (0)46 909 7000, Fax: +353 (0)46 909 7001, Email: [info@meathcoco.ie](mailto:info@meathcoco.ie)

Monaghan County Council (external link), Council Offices, The Glen, Monaghan  
Ph: + 353 (0)47 30500, Fax: +353 (0)47 82739, Email: [info@monaghancoco.ie](mailto:info@monaghancoco.ie)

North Tipperary Co Council (external link), Civic Offices, Limerick Rd, Nenagh  
Ph: +353 (0)67 31771, Email: [secretary@northtippcoco.ie](mailto:secretary@northtippcoco.ie)

Offaly County Council (external link), Courthouse, Charleville Rd, Tullamore, Co. Offaly  
Ph: +353 (0)57 934 6800, Fax: +353 (0)57 9346888, Email: [webmaster@offalycoco.ie](mailto:webmaster@offalycoco.ie)

Roscommon County Council (external link), Courthouse, Roscommon  
Ph: +353 (0)90 663 7100, Fax: +353 (0)90 663 7108, Email: [info@roscommoncoco.ie](mailto:info@roscommoncoco.ie)

Sligo County Council (external link), Riverside, Sligo  
Ph: +353 (0) 71 911 1111, Fax: +353 (0)71 914 1119, Email: [info@sligococo.ie](mailto:info@sligococo.ie)

South Dublin County Council (external link), County Hall, Tallaght, Dublin 24  
Ph: +353 1 4149000, Fax: +353 1 4149111

South Tipperary Co Council (external link), Aras an Chontae, Emmet St, Clonmel  
Ph: +353 (0)52 6134455, Fax: +353 (0)52 612 4355, Email: [info@southtippcoco.ie](mailto:info@southtippcoco.ie)

Waterford County Council (external link), Civic Offices, Dungarvan, Co Waterford  
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