[YOUR NAME]  
[YOUR ADDRESS LINE 1]  
[YOUR ADDRESS LINE 2]  
[YOUR EIRCODE]  
[YOUR EMAIL]  
[YOUR PHONE]

[DATE]

Planning Department  
[COUNCIL NAME] County/City Council  
[COUNCIL ADDRESS]

**Re: Planning Application for [BRIEF DESCRIPTION] at [SITE ADDRESS]**

Dear Sir/Madam,

I/We hereby submit this planning application for [FULL DESCRIPTION OF PROPOSED DEVELOPMENT] at the above address.

*[If applicable: This application follows a pre-planning consultation held on [DATE], reference number [REF]. The advice received has been incorporated into this submission.]*

Please find enclosed the following documents:

* Completed Application Form
* Planning Application Fee: €[AMOUNT]
* Site Location Map (1:2500 scale, OSI licensed)
* Site Layout Plan (1:500 scale)
* Floor Plans (1:100 or 1:200 scale)
* Elevations - all sides (1:100 or 1:200 scale)
* Sections (1:100 or 1:200 scale)
* Copy of Newspaper Notice (published [DATE])
* Photographs of Site Notice erected on [DATE]
* [Additional documents as required - e.g., Site Characterisation Form, Design Statement, etc.]

I trust that this application is in order. Should you require any additional information or clarification, please do not hesitate to contact me at the above address.

Yours faithfully,

[YOUR SIGNATURE]

[YOUR PRINTED NAME]