NEWSPAPER NOTICE TEMPLATE

Use this template to place your planning notice in an approved local newspaper. The notice must be published within 2 weeks before lodging your application.

# Standard Notice Format

|  |
| --- |
| [YOUR NAME] intends to apply to [COUNCIL NAME] County/City Council for planning permission for [DEVELOPMENT DESCRIPTION - be concise but complete] at [SITE ADDRESS]. The planning application may be inspected or purchased at the offices of the Planning Authority during public opening hours. A submission or observation may be made to the Authority in writing on payment of €20 within 5 weeks of receipt of the application by the Authority. |

# Tips for Your Notice

* Keep it concise - newspapers charge by the word/line
* Include all statutory requirements (inspection rights, submission period)
* Match the description exactly to your application form
* Typical cost: €80-150 for a standard notice
* Keep a copy of the newspaper with your records

# Approved Newspapers

Check with your local authority for the list of approved newspapers. Common options include:

* Irish Independent
* Irish Times
* Local/regional newspapers approved by the council

**Note:** Purple text indicates placeholders you need to replace with your information.