

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).

DATA PROTECTION

The planning process is an open and public one. Personal information collected by Galway City Council is carried out in order for us to process your application to withdraw a planning submission for a planning application. Legally we can process this information as it is necessary for us to comply with our statutory/legal obligations. The protection of your personal data is a key priority for the Council, and your data will be processed in line with our Privacy policy which is available at [Galway City Council Privacy Statement | Galway City Council](#) or hardcopy from our offices at City Hall, College Road, Galway, Ireland. Should you have any questions about our privacy policy or the information we hold about you, please contact us by email to dpo@galwaycity.ie or write to us at Data Protection Officer, City Hall, College Road, Galway, Ireland.

1. Planning application details

Planning authority	
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.

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.

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.