**{LAND OWNER/ OCCUPIER SPECIMEN LETTER]**

[Address]

**By Post**

15th November 2024

**Reference: Intended application by the National Roads Authority (operating as Transport Infrastructure Ireland) for the Railway (Luas Finglas – Broombridge to Charlestown) Order [2024]**

Dear Sir/Madam,

I refer to the above matter.

The National Roads Authority (operating as Transport Infrastructure Ireland) (referred to herein as **“TII”**) intends to submit an application to An Bord Pleanála under section 37(1) of the Transport (Railway Infrastructure) Act 2001 (as amended) (**“the 2001 Act”**) for the Railway (Luas Finglas – Broombridge to Charlestown) Order [2024].

You may be an owner or occupier of land, and/or have rights over or an interest in land, referred in the documents which will accompany the Railway (Luas Finglas – Broombridge to Charlestown) Order [2024] application.

**Enclosed Documents**

In accordance with Section 40(1)(d) of the 2001 Act and by way of service upon you, we enclose herein the following documents relating to the Railway (Luas Finglas – Broombridge to Charlestown) Order [2024] application, comprising:

1. A copy of the newspaper notice relating to the application;
2. A copy of the draft Railway Order (excluding the Schedules);
3. Relevant extracts from the plan of the proposed railway works;
4. Relevant extracts of plans (including maps or drawings) which indicate the extent of the lands and/or rights over lands affected being:
	* Individualised Land Plan(s), and
	* Extracted Property Plan(s);
5. Relevant extracts from the Book of Reference to the plan (indicating the identity of the owners and of the occupiers of the lands described in the plan);
6. Relevant extracts from the Environmental Impact Assessment Report (being the Non-Technical Summary);
7. Relevant Extracts from the AA Screening Report and Natura Impact Statement: and
8. A User Guide to assist in understanding of the documentation is contained within this letter.

It is recommended that you consider these enclosures carefully. In light of what is proposed, and if necessary, you should seek advice in respect of your own interests.

**Written Submissions**

As set out in the enclosed newspaper notice, An Bord Pleanála is the competent authority responsible for taking the decision whether or not to grant the order, from which relevant information can be obtained and to which comments or questions can be submitted. An Bord Pleanála will consider any submissions which are submitted in writing to it between 22nd November 2024 and [5:30pm] on 20th January 2025 by any persons in relation to the draft Railway Order or in relation to the likely effects on the environment of the proposed railway works, and the likely significant effects of the proposed railway works on European Sites.

**Submissions must be lodged no later than 5.30pm on 20th January 2025** and must be addressed to An Bord Pleanála (Strategic Infrastructure Division), 64 Marlborough Street, Dublin 1, D01 V902 and marked “Railway (Luas Finglas – Broombridge to Charlestown) Order [2024]”.

**Inspection of Documents**

A copy of the draft Railway Order and the documentation accompanying the application are available for inspection at the locations identified in the enclosed newspaper notice and on the dedicated Luas Finglas project website [www.luasfinglasro.ie](http://www.luasfinglasro.ie).

**Data Protection**

As a part of TII's application to An Bord Pleanála for the Railway (Luas Finglas – Broombridge to Charlestown) Order [2024], TII will process the personal data of those who may be the owners, and/or occupiers of the properties impacted by Luas Finglas, as necessary to comply with applicable legislation, namely the 2001 Act. This may involve the processing of personal data that relates to you including your name, address and details relating to whether you are a property owner, or occupier of properties impacted by the Luas Finglas, together with information about that property (e.g. property records from, inter alia, the Land Registry and the Registry of Deeds, survey records and photographs of the property) to prepare a document referred to as a Book of Reference to support the application. In line with the requirements of the legislation this may also involve some of this information being put on display to the public at various offices of Fingal County Council, Dublin City Council, TII, the National Transport Authority and An Bord Pleanála and being made available on the Luas Finglas railway order website and the website of An Bord Pleanála. In each case this will be done in a manner that is proportionate and necessary to comply with the legislation. Please see further information in respect of our processing of your personal data, including information on your rights as a data subject, in the Data Protection Notice available at [www.luasfinglasro.ie](http://www.luasfinglasro.ie).

**Contact Details**

Should you require any further information, please do not hesitate to contact the Luas Finglas project team at Tel: 1800 666 888 or through email info@luasfinglas.ie

Yours faithfully



Sandra McCarthy

Secretary to the Authority

National Roads Authority (operating as Transport Infrastructure Ireland)

Parkgate Business Centre

Parkgate Street

Dublin 8

D08 DK10

**User guide to the information provided in this postal pack**

As the recipient of this user guide, you may be an owner or occupier of land, and/or have rights or an interest in land, referred to in the documents which will accompany the Luas Finglas Railway Order application. The following step-by-step guide should help you to understand how the information contained in this pack (as listed on page 1 of the covering letter) relates to any property interest you may have:

1. A copy of the **newspaper notice** relating to the application, providing you with a general description of the proposed works together with various other information relating to the application.
2. A copy of the **draft of the proposed Railway Order** (excluding the Schedules),which will be submitted to the Board for its approval as part of the application.
3. Relevant extracts from the **plans of the proposed railway works,** which are the general arrangement drawing(s) for the section of the Luas Finglas project corresponding with your property. The general arrangement drawing(s) illustrate the various components of the proposed Luas Finglas project in the vicinity of your property. A written description of the proposed railway works is set out in Schedule 1 to the draft Railway Order, which may be viewed at [www.luasfinglasro.ie](http://www.luasfinglasro.ie) and at the display locations referred to in the enclosed newspaper notice.
4. Relevant extracts of plans (including maps or drawings) which indicate the extent of the lands and/or rights over lands affected include:
	* **Individualised Land Plan(s)** (Title: Luas Finglas - Property Detail), which is the drawing(s) marking out your property (only), which is extracted from the below property plan.
	* **Extracted Property Plan(s)** (Title: Luas Finglas - Property Details), shows the extent and types of land acquisition that TII proposes to acquire to facilitate the construction, operation, and maintenance of the Luas Finglas project along the section of the route close to your property.
5. Relevant extracts from the **Book of Reference** to the plan, indicating the identity of the owners and of the occupiers of the lands described in the plan.

The below table provides you with a sample of the unique land take referencing and numbering

for “D1-30O-A1”:

**D1=** Luas Finglas Project Reference

**30O** = relevant extracted property plan reference

**A** = Permanent Acquisition

**T** = Temporary acquisition/possession

**W** = Wayleave / rights of way to be acquired / extinguished.

**1** = unique land owner reference

1. Relevant extracts from the Environmental Impact Assessment Report (EIAR); being the **Non-Technical Summary** which summarises the likely effects on the environment as detailed in the EIAR.
2. Relevant Extracts from the **AA Screening Report** and **Natura Impact Statement (NIS).** The NIS is a statement of the implications of a project for European sites (European sites are sites designated to protect important types of plants, animals and habitats), which informs an assessment by a competent authority (in this case An Bord Pleanála) as to whether the project, by itself or in combination with other plans or projects, would adversely affect the integrity of any European sites in view of the Sites’ conservation objectives.

If you require further assistance to understand how the information contained in this pack relates to your property, please do not hesitate to contact the Luas Finglas project team at Tel: 1800 666 888 or through email info@luasfinglas.ie