

## **Tips on how to make online submission / observation to the Public Consultation on The Annual Draft Map For The Residential Zoned Land Tax**

Before proceeding to Cork County Council's online submission system to make submission / observation to the Public Consultation on The Annual Draft Map For The Residential Zoned Land Tax, please prepare the relevant **attachments** that will be uploaded to the online submission form (please refer to the public notice for details on what is required). Please also refer to point 11 below, for information on the size limits of the attachments and tips on how to resize them if necessary. Please note making submission / observation to the Public Consultation on The Annual Draft Map for the Residential Zoned Land Tax is free of charge.

### **To access online submission system please follow the steps below:**

- 1) Access Cork County Council's website via the following link;  
<https://www.corkcoco.ie/en/resident/planning-and-development/residential-zoned-land-tax> and follow instructions provided.  
Choose hyperlink - Click here to make a submission.

**OR**

- [https://www.yourcouncil.ie/service/Public\\_Consultation\\_On\\_The\\_Annual\\_Draft\\_Map\\_For\\_The\\_Residential\\_Zoned\\_Land\\_Tax](https://www.yourcouncil.ie/service/Public_Consultation_On_The_Annual_Draft_Map_For_The_Residential_Zoned_Land_Tax)
- 2) To proceed, please choose one of the following options:  
- **Sign up / Login / Continue without an account.**  
Please note that you do not have to sign up to make a submission. If you have an account already, please log in using your username and password.
- 3) To proceed to the online submission form, please **tick to agree to Cork County Council's Privacy policy**. Then click next.  
Further information on Cork County Council's Data Protection policy can be found at:  
<https://www.corkcoco.ie/en/council/data-protection-and-freedom-of-information/data-protection-privacy-statement>
- 4) Once the **ONLINE SUBMISSION FORM** opens, please select the tab stating:
  - request a change of the zoning of lands included in the Annual Draft Map
- 5) Next, please fill in the **interested party field**. This is the name of the submitter under which the submission will appear on the website. If a submission is made by an agent, the name of the person on behalf of whom (the submission is made) should be entered here.
- 6) If applicable, please fill in the **name of an agent**. This field is to be filled in if an agent is making a submission on behalf of a client, constituent or organization.
- 7) Next please answer - **Is this submission related to land you own or part own?** Please choose yes or no.

Please note that valid submissions requesting a change of zoning of lands included in the Annual Draft Map can only be made by the landowner/part-landowner. Evidence of ownership of such lands will be required as part of the submission.

- 8) In the next field, please fill in your **email address** to receive an automatic acknowledgment letter with the reference number.
- 9) Subsequently, fill in your **address** in contact lines 1 – 4. Please note this is mandatory.
- 10) In the summary box please provide a submission summary outlining the main points of the submission. Please note this field cannot be left blank. Max 250 words.
- 11) The next step is to **upload the attachments**. Submitters can attach **up to 8 attachments**, but the maximum size for all the attachments combined must not exceed **10 MB**. Please note the max size is 7 MB per 1 attachment.

Where a submission is made by the owner of the site, the submission must be accompanied by a map prepared by Ordnance Survey Ireland at a scale at which the site can be accurately identified and by evidence proving their ownership of the site.

**TIPS:** please resize attachments to avoid any technical issues.

PDF documents can be resized by clicking on Convert -> Compress a PDF -> Single file -> Save as compressed PDF. If the attachment is a Word document, pictures in the document can be compressed if applicable. JPEG images can be resized too.

Reducing the size of the attachment in advance will help ensure hassle-free submission.

To upload the attachment please click on **drop files here to upload – add a document** box and choose a file from your computer or device. Once uploaded, the attachment will be listed under the 'drop your file here / upload document(s) here' box. If the wrong attachment is uploaded, it can be removed before submitting the form by clicking on the red **x** icon.

- 12) Once happy with the details provided on the form, please click **submit**. Once the submission is submitted, details of the submission with a reference number will appear and the information can be downloaded and saved. If an email address was provided, acknowledgement letter will be automatically sent out to the provided email address.