

Cork County Council Online Submissions System – Quick Guide

Cork County Council system for making a submission on a Planning Application online is available on the Cork County Council website under the Planning page

<https://www.corkcoco.ie/planning/planning-enquiry-online-submissions>

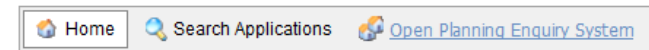
Click '[Online Submission System](#)' then click on [Access the Online Submission System](#) link.

In the system, please read the IMPORTANT INFORMATION before proceeding.

The Online Submission system is fully compatible with **Internet Explorer 7, 8, 9+, Chrome 2.3+ and Firefox 1.5+**. The system will be compatible with other mainstream browsers in the near future.

DO NOT USE THE FORWARD OR BACK BROWSER BUTTONS AS THEY MAY DISRUPT THE SYSTEM AND CAUSE INFORMATION ABOUT YOUR SUBMISSION TO BE LOST.

There are 3 links – 'Home' (the front page), 'Search Applications' (start your submission here) and 'Open Planning Enquiry System' (this launches the Cork County Council Planning Enquiry System in a new window if you want to search for a file here first) -



To start your submission click on 'Search Applications'. You can input all or part of the Application No., Applicant First Name, Applicant Last Name or Development Address to find the file you want to make a submission on. Then click 'Search Applications' -

Application No.	Applicant First Name:	Applicant Last Name:	Development Address:		
<input type="text" value="Type Planning File #"/>	<input type="text" value="Type Applicant First Name Here"/>	<input type="text" value="Type Applicant Last Name Here"/>	<input type="text" value="Type Development Address Her"/>	<input type="button" value="Search Applications"/>	<input type="button" value="Clear Search"/>

This returns a list of matching planning files. To re-do a search click 'Clear Search' and start again. When you have identified the planning file you want, click on the little magnifying glass on the left –

Application No.	Applicant	Description	Address	Received Date	Submission By	Decision Due Date
 11/5236	Pierce Young	Construction of a dwelling and effluent treatment system	Monadrishane Kilworth Co. Cork	08/06/2011	12/07/2011	21/12/2011

This opens the form for input and attachment of your submission. The form is divided into 3 main parts. The top gives you information about the type of submission document(s) you can attach and a summary of the planning application file you have selected. Next are text boxes for you to type in your personal information and contact details. The bottom part is where you browse to your submission and upload it (you can attach more than one file if you wish) –

- Attachments (25MB limit):

[Upload](#)

For security reasons you must type in the code displayed in blue at the bottom of the page before you finish. Then last of all click 'Pay' to open the payment screen where you must supply card and payment information before your submission will be accepted.

If your payment is successful you will see a message on screen and be asked to click a link to an official receipt. YOU MUST PRINT THIS RECEIPT. This is the official document you will have to present should you wish to appeal the decision on the planning file at a later date.