



# Submissions / Observations / Objections

If you wish to make a submission / observation / objection on a particular planning application, you should:

- **Draft a letter, either typed or written in legible hand-writing; outlining any issues you have with the proposed development. Please ensure to clearly mark the planning reference number on your letter.**
- **Submit same to the Planning Authority accompanied with the prescribed fee of €20.**
- **You may make your submission electronically via Cork County Council's Online Submission System available at [www.corkcoco.ie](http://www.corkcoco.ie)**
- **Payment can be made by cash, cheque, draft, postal order, or credit / debit card for submissions made in person or sent by post. If you are making an online submission, payment is made by electronic means (credit/debit card).**
- **Please Note:**
  - **Cork County Council does not accept submissions by e-mail.**
  - **Your submission & appropriate fee must be received by the Planning Authority within 35 days inclusive of receipt of the planning application by the Planning Authority to be considered a valid submission. If the last date for your submission falls on any day on which the Planning Offices are closed, the final date for receipt of your submission shall be the next working day.**
  - **Your submission must include your name & correspondence address to be considered a valid submission.**
  - **Submissions may be made by an individual or a group. In the case of a group submission, you must nominate a member of the group to receive correspondence on the group's behalf (i.e. chairperson / secretary of the group).**
  - **Comments regarding planning considerations & sustainable development can only be considered by the Planning Authority. You should not include any personal dislikes or grievances, non-planning issues, defamatory or libelous allegations in your submission.**
  - **The Online Submission System may not be compatible with your browser. Please familiarise yourself with the system & its requirements prior to submitting your observation.**
  - **All submissions / objections received by the Planning Authority will be made available for public inspection on the planning file & also online on Cork County Council's Planning Enquiry System & Planning Viewer App.**
  - **Cork County Council recommends you give as much detail as possible in your submission. You may also submit maps / drawings & photos with your submission to further explain your points.**
  - **PL3, a leaflet produced by the Department of Environment; gives general information about commenting on a planning application & can be downloaded from [www.environ.ie](http://www.environ.ie)**
  - **Please see sample submission / objection overleaf.**

# **Sample Template: Submission / Observation / Objection**

**Homer Simpson  
16 Main Street  
Springfield  
Co. Cork**

**20th January 2015**

**The Secretary,  
Planning Department,  
Cork County Council,  
County Hall,  
Cork.**

**Planning Application Reference Number: 14/442324**

**Applicant: Ned Flanders**

**Description of Development: Construction of extension to dwellinghouse & associated works**

**Location: 15 Main Street, Springfield**

**A Chara,**

**I refer to the above planning application & wish to make the following submission / objection in relation to the proposed development.**

**I wish to object to the proposed development based on the points outlined below:**

- **The site notice has not been erected on site (see photos attached)**
- **I have concerns regarding the height of the proposed side extension & how it may overshadow & reduce natural light within my living room.**
- **The proposed entrance shown on drawing PD112353-01 Rev A as I see it poses a risk to current road users. This area is frequently used by neighbouring children walking to & from the nearby school.**
- **The proposed development, given its prominent location next to the road, makes it a potential eyesore, particularly if it is not regularly maintained. I would implore you to ensure a condition is attached requiring regular maintenance / painting.**
- **There was no landscaping plan submitted with the planning application. There are many trees located on the site which enhance our community and in my opinion must be kept.**

**On the basis of the above, I trust my concerns will be taken into consideration prior to a decision being reached on this planning application.**

**Mise le Meas,**

*Homer Simpson*

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**Homer Simpson**