

**Guidance on how to make online submission /
observation to Draft Cork County Development
Plan Review Public Consultation**

Planning Policy Unit

Cork County Council

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Guidance on how to make online submission / observation to Draft Cork County Development Plan Review Public Consultation

Before proceeding to online submission system to make submission / observation to Draft Cork County Development, please prepare the attachments that will be uploaded to the online submission form if applicable. Please refer to point 11 below, on information on size limits of the attachments and tips how to resize them if necessary. Please note making submission / observation to Draft Cork County Development Plan Review is free of charge.

To access online submission system please follow the steps below:

- 1) Open internet browser (Google Chrome preferable) and type in the link: www.yourcouncil.ie

OR

Access through Cork County Council's website www.corkcoco.ie homepage by clicking icon



- 2) Click on Tile **Make submission to Draft CDP review**, please make sure you choose County Development Plan Review public consultation tile.
- 3) 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 login using your username and password.

- 4) To proceed to the online submission form please **tick to agree to Cork County Council's GDPR policy**. Further information on Cork County Council's GDPR policy can be found on <https://www.corkcoco.ie/en/data-protection-freedom-information/data-protection-privacy-statement-cork-county-council>
- 5) Once **ONLINE SUBMISSION FORM** opens, please **choose topic** of the submission / observation. Please note if the submission refers to zoning or settlement boundary alteration choose relevant Municipal District where the site is located.
 - **Volume 1: Written statement**, from drop down menu choose topic that the submission is mostly relating to.
 - **Volume 2: Heritage and Amenity** and submissions relating to the Record of Protected Structures.
 - **Volume 3: North Cork**, from drop down menu choose Fermoy M.D. or Kanturk – Mallow M.D.
 - **Volume 4: South Cork**, from drop down menu choose Carrigaline M.D., Cobh M.D., East Cork M.D. or Macroom M.D.
 - **Volume 5: West Cork**, from drop down menu choose West Cork M.D. or Bandon – Kinsale M.D.

- **Volume 6: Strategic Environmental Assessment; Habitat Directive Assessment and Strategic Flood Risk Assessment.**

- 6) Next please fill in the **interested party field**, this is the name of the submitter under which submission will appear on the website and subsequently in Chief Executive's report. If submission is made by an agent, the name of the person on behalf of whom (the submission is made) should be entered here.
- 7) If applicable, please fill in the **name of an agent**. This field is to be filled in if an agent is making submission on behalf of a client, constituent or organization.
- 8) In next field please fill in your **email address** to receive automatic acknowledgment letter with the reference number.
- 9) Subsequently fill in your **address** in contact lines 1 – 4.
- 10) In the **summary box** please provide submission summary to outline main points / topic of the submission. Please note this field cannot be left blank. Max 250 words.
- 11) Next step is to **upload the attachments** (detailed submission and supporting documents here) if applicable. Submitters can attach **up to 10 attachments** but maximum size for all the attachments combined must not exceed **10 MB**. Please note max size **7MB per 1 attachment**.

TIPS: please resize attachments to avoid any technical issues.

PDF documents can be resized by clicking on file -> compress pdf -> save as compressed pdf.

If the attachment is a Word document, pictures can be compressed if applicable.

JPEG images can be resized too.

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

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

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