

Tips on how to make online submission / observation to the Public Consultation on Draft Residential Zoned Land Tax Map

Before proceeding to Cork County Council's online submission system to make submission / observation to the Public Consultation on Draft Residential Zoned Land Tax Map, 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, on information on [size limits of the attachments](#) and tips how to resize them if necessary.

Please note making submission / observation to the Public Consultation on Draft Residential Zoned Land Tax Map is free of charge.

To access online submission system please follow the steps below:

- 1) Access through Cork County Council's website via 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

Open internet browser (Google Chrome preferable) and type in the link: www.yourcouncil.ie
Next click on tile **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 login using your username and password.
- 3) 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>
- 4) Once **ONLINE SUBMISSION FORM** opens, please **select the settlement** your submission relates to (type part of the settlement's name to filter the list in the drop-down menu).
- 5) Next please fill in the **interested party field**, this is the name of the submitter under which submission will appear on the website. If 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 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.

- 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. 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) Next step is to **upload the attachments**. 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.

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.

Submissions by non-landowners relating to a particular parcel of land must be accompanied by information that clearly identifies the land – attaching a map to the submission is the most appropriate way to do this.

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 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 submitting.

To upload the attachment please click on **drop files here to upload – add a document** 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.