

Community, Culture & Placemaking Directorate  
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## **A Guide to Making a Planning Submission**

### **Article 29 Planning & Development Regulations 2001, as amended**

Submissions or observations in relation to planning applications are governed by Article 29 of the Planning and Development Regulations 2001, as amended. Article 29 states:

- 29 (1) (a) Any person or body, on payment of the prescribed fee, may make a submission or observation in writing to a planning authority in relation to a planning application within the period of 5 weeks beginning on the date of receipt by the authority of the application.
- (b) Any submission or observation received shall—
- (i) state the name of the person or body making the submission or observation, and
  - (ii) indicate the address to which any correspondence relating to the application should be sent.
- (2) Subject to article 26, the planning authority shall acknowledge any submissions or observations as soon as may be after receipt in the form set out at Form No. 3 of Schedule 3, or a form substantially to the like effect.
- (3) Where a submission or observation, under this article, is received by the planning authority after the period of 5 weeks beginning on the date of receipt of the application, the planning authority shall return to the person or body concerned the submission or observation received and the fee and notify the person or body that their submission or observation cannot be considered by the planning authority.
- (4) Where the planning authority so consents, a submission or observation under sub-article (1) may be made in electronic form.

### **How to make a Submission**

You can make a submission by:

1. **Posting** it to Planning Development Management, Cork City Council, City Hall, Cork accompanied by the prescribed fee, €20.
2. Using our **online** facility <https://corkcity.submit.com/show/239> with your debit or credit card.
3. Calling into the planning **public counter** with the submission and prescribed fee, €20. The public counter is open 10am – 4pm Monday to Friday except for public holidays.

## Guidance Notes

1. Please ensure that you are making the submission within the **5 week period** from the date of receipt of the application by the planning authority.
2. You can find the submission deadline using the planning search facility on [www.corkcity.ie](http://www.corkcity.ie).
3. Please quote the **reference number** of the planning application on the submission.
4. Your name and address **must** be included on the submission otherwise it will not be accepted.
5. Please be advised that **all** submissions made to the Council are published to the Council's website in accordance with the requirements of Planning legislation.
6. The Council shall only make such redactions to submissions made to it in respect of any planning application, as are necessary to comply with the Data Protection Act 2018.
7. **Please retain your acknowledgement letter of your submission.** This will be required if you are appealing the decision of the planning authority to An Bord Pleanála.
8. Please note that we do **NOT** accept submissions by email.

## Planning Department General Disclaimer

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*We request that you read these as they contain important information about how we process personal data.*