

How to write an effective development plan submission

Cork City Council is undertaking public consultation on the *Draft Cork City Development Plan 2022-2028*. The main objective of this consultation is to seek the views of all interested parties (from individuals, businesses or third-sector organisations) to help ensure that the final Plan meets the needs of, and will help to deliver, *Your City*.

You can write to Cork City Council in the form of a “written submission” (via <https://consult.corkcity.ie/en/consultation/draft-cork-city-development-plan-2022-2028> or by posting your submission) to seek the following kinds of amendments to the Draft Plan:

- **Changes / refinements** to the existing Draft Plan content; or
- **Additions** to the Draft Plan content; or
- **Omissions** (the removal of items) from the Draft Plan.

For your submission to be most effective you should consider trying to ensure that you:

- i) Please state what objective(s), diagram(s), tables(s), paragraph(s), land parcel or zoning proposal(s) your comment relates to. If your comment relates to multiple parts of the draft Development Plan, please list these against the comment.
- ii) Please set out your comments as succinctly as possible including any evidence and supporting information necessary to support your response.
- iii) If there is alternative text, update or addition to the Draft Plan that you would like to see introduced please list your suggested text/change; and
- iv) If your submission refers to multiple parts of the *Draft Plan* then we would encourage you to comment on the relevant chapter using the *Consult* tool (i.e. the system allows you to comment on each chapter individually). If you are submitting a document that outlines multiple requests for changes to the *Draft Plan* then we would encourage you to comment on each item individually and include a clear schedule of your requests in the document.

Example submission No.1: Map-based Land Use Zoning Objective

Objective(s), diagram(s), tables(s), paragraph(s) or zoning proposal(s)	<i>Map 16: Ballincollig – land use zoning objective</i>
Comments	<i>The following lands will be readily deliverable within the Plan period, I submit [xyz] evidence in support of this view, and request that the following site benefit from [Z02: New Residential Neighbourhoods]</i>
Recommended Update	<i>Amend map to designate Site M as LUZO Z02: Sustainable Residential Neighbourhoods.</i>

Example submission No.2: Map-based development objective

Objective(s), diagram(s), tables(s), paragraph(s) or zoning proposal(s)	<i>Map 16: Ballincollig – development objectives</i>
Comments	<i>There should be a greenway to provide for local needs over and above that set out in the Cork Metropolitan Area Transport Strategy 2040 between [x] and [y]. The greenway should follow [specified route] because.....</i>
Recommended Update	<i>A development objective to provide a new walking / cycling greenway be provided on the map between [x and y] as set out in the attached map.</i>

Example submission No.3: Written objective

Objective(s), diagram(s), tables(s), paragraph(s) or zoning proposal(s)	<i>Objective 2.12: Walkable Neighbourhoods (p63) and supporting paragraphs 2.27-2.28 (p36)</i>
Comments	<i>I would make the following observations and submissions.....</i>
Recommended Update	<i>Consideration should be given to strengthening / expanding this objective to ensure that it seeks to deliver [the following] I propose the following wording.....</i>

By adopting the above approach to making comments on the draft Development Plan, we can best understand your comments and the part of the Development Plan to which they specifically relate.

PLEASE NOTE:

When making a submission or observation take account of the following:

- Children or groups and associations representing the interests of children are entitled to make submissions or observations regarding policy objectives to deliver an overall strategy for the proper planning and sustainable development of the area of the development plan;
- Cork City Council is subject to the provisions of the Freedom of Information (FOI) Act (as amended). Please be advised that all submissions received will be published online in accordance with the requirements of the Planning Acts.
- You should ensure that no vexatious, libellous or confidential information, including confidential information relating to a third party (in respect of which the third party has not, expressly, or impliedly in the circumstances, consented to its disclosure) is included in your submission. The Planning Authority reserves the right to redact any submission or part thereof that does not comply with this requirement. Please be advised that the submission will be published in full.
- Cork City Council is subject to the provisions of the *Data Protection Act* (as amended) and General Data Protection Regulation (GDPR). In order to assist us in complying with Data Protection and GDPR, **please include your name and contact details (and where relevant, include details of any organisation, community group or company etc) on a separate sheet to the content of your submission/ observation. Please avoid adding personal details in your actual submission.** This processing of your personal data is lawful under Article 6 (1)(e) of the GDPR regulations. The Council's Data Protection Policy is available on the Council website.

- Please note that in accordance with Section 12 of the *Planning and Development Act 2000* (as amended) all valid submissions received by the Council shall be published on the Cork City Council website within 10 working days of its receipt by the Council. The planning process is an open and public process and therefore your submission (in part or in total) will be available to view online at <https://consult.corkcity.ie/>. All observations or submissions received during the above time period will be taken into consideration before the making of the Cork City Development 2022-2028.

Version	Published	Prepared by	Reviewed by	Approved by
1.0	20 August 2021	DB 18/8	JW 18/8	LG (A/SP) 19/8