

# **Pre-Planning Clinics and Pre-Application Consultation**

Under Section 247 of the Planning and Development Act 2000 anyone who has an interest in land may request a pre-application consultation regarding a proposed development.

## **Pre-Planning Clinics**

Cork County Council provides face-to-face ***Pre-Planning Clinic Meetings*** in the Local Area Offices under Section 247 of the 2000 Act. These Pre-Planning Clinic meetings must therefore adhere to the following criteria in order to comply with the legislation:

- Official Pre-Planning Clinic Meetings will be given a specific reference number which can be linked with the Planning Application (Q23) should one be submitted as a result of that pre-planning meeting.
- A record of the time, place and all details of the meeting must be recorded at the pre-planning clinic and be made available to the public when the decision is made.
- All written (2 copies) and electronic requests for pre-planning appointments must be accompanied by:
  - A Cover letter which includes the name & address, telephone number of the owner/applicant, detailed connections to the area, if working / born in the area, for how long etc.
  - Details of the nature of the proposed development.
  - A Site Location Map – showing clearly the location of the land. (If the site is part of a family farm, submit a map outlining the full farm landholding and all current dwellinghouses on the land)
  - Draft Site Plans and House design plans (photographs may be accepted instead of drawings)
  - Confirmation of land ownership or written consent to the Planning Authority from the landowner to provide pre-planning advice

## **Requests for Pre-Planning Clinics will not be accepted unless the above documents are included!**

Each appointment will be acknowledged by letter/email giving a pre-planning number. A separate appointment is required for each proposed development/application.

To arrange a pre-planning meeting within the Southern & Northern Divisions of Cork County Council, please submit your request (including all details outlined above) to:

**Pre-Planning Clinic Appointments**  
Planners Reception  
Planning Department  
Cork County Council  
County Hall  
Carrigrohane Road  
Cork  
T12 R2NC  
[planninginfo@corkcoco.ie](mailto:planninginfo@corkcoco.ie)  
**021-4285957 or 021-4285960**

To arrange a pre-planning meeting within the Western Division of Cork County Council, please submit your request (including all details outlined above) to:

**Pre-Planning Enquiries Section**  
Planning Department  
Cork County Council  
Norton House  
Cork Road  
Skibbereen  
Co Cork  
P81 AT28  
[westcorkplanninginfo@corkcoco.ie](mailto:westcorkplanninginfo@corkcoco.ie)  
**028-40340**

**Meetings on topics other than Pre-Planning may be arranged at the discretion of the planner. These meetings must also be arranged by appointment either by letter, phone or email.**

**Pre-Planning Phone Calls may be accepted by the planner if they are in the office. If they are not available then a message will be taken and the planner will return the call when they can. Pre-Planning topics which can be dealt with over the phone and which normally don't require a meeting may include site selection within a family landholding and sites for sale. Zoning and settlement policy queries should initially be directed to the staff in the public offices where the applicant may be advised to contact the area planner.**