

Tips on how to make online submission / observation to the Public Consultation on The Draft Recreation and Amenity Policy

Before proceeding to Cork County Council's online submission system to make submission / observation to the public consultation, 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, for information on the [size limits of the attachments](#) and tips on how to resize them if necessary.

Please note making submission / observation to the Public Consultation on The Draft Recreation and Amenity Policy is free of charge.

To access online submission system please follow the steps below:

- 1) Access Cork County Council's website via the following link;

[Draft Recreation and Amenity Policy | Cork County Council \(corkcoco.ie\)](#) and follow instructions provided.

Choose hyperlink - Click here to make a submission.

OR

[Active Public Consultations \(Other\) | Cork County Council \(corkcoco.ie\)](#)

- 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 log in using your username and password.
- 3) To proceed to the online submission form, please **tick to agree to Cork County Council's Privacy policy**. Then click next.
Further information on Cork County Council's Data Protection policy can be found at:
<https://www.corkcoco.ie/en/council/data-protection-and-freedom-of-information/data-protection-privacy-statement>
- 4) In Section 1 (Draft Recreation and Amenity Policy) click the 'Accept' button after reading the information text set out in this section. Then click next.
- 5) Once the **ONLINE SUBMISSION FORM** opens, please answer the first question – **Who is this submission from?**
Select from the following options:
Individual Person/Group
- 6) Next, please fill in the **interested party field**. This is the name of the submitter under which the submission will appear on the website. If a 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 a submission on behalf of a client, constituent or organization.
- 8) In the next field, please fill in your **email address** to receive an automatic acknowledgment letter with the reference number.
- 9) In the next field, please select **settlement** that you would consider would be closest to your place of residence. Select 'other location' if settlement is not on this list
- 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) The next step is to **upload the attachments**. Submitters can attach **up to 8 attachments**, but the maximum size for all the attachments combined must not exceed **10 MB**. Please note the max size is **7 MB per 1 attachment**.

TIPS: please resize attachments to avoid any technical issues.

PDF documents can be resized by clicking on Convert -> Compress a PDF -> Single file -> 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 submission.

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

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