



**A guide to making a
submission to the
Development Plan**





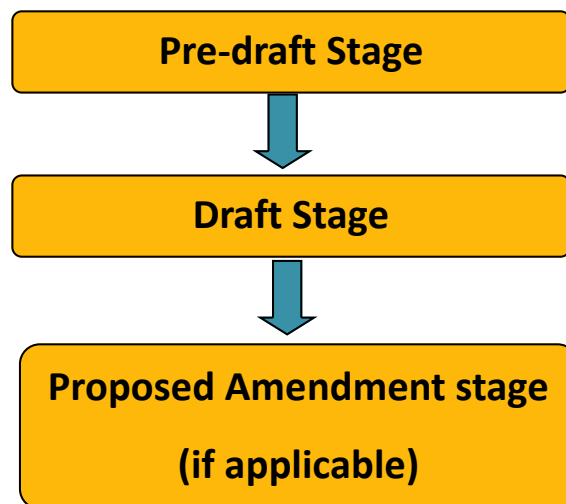


What is a submission?

A submission is a statement of you, or your group's, thoughts, views, opinions or knowledge on a particular plan or policy being prepared or considered. In this case, the submission relates to the Development Plan being made by Kilkenny County Council. A submission is usually a written document and may contain maps, photos or other illustrations. It can be a letter or an email or via our dedicated consultation portal.

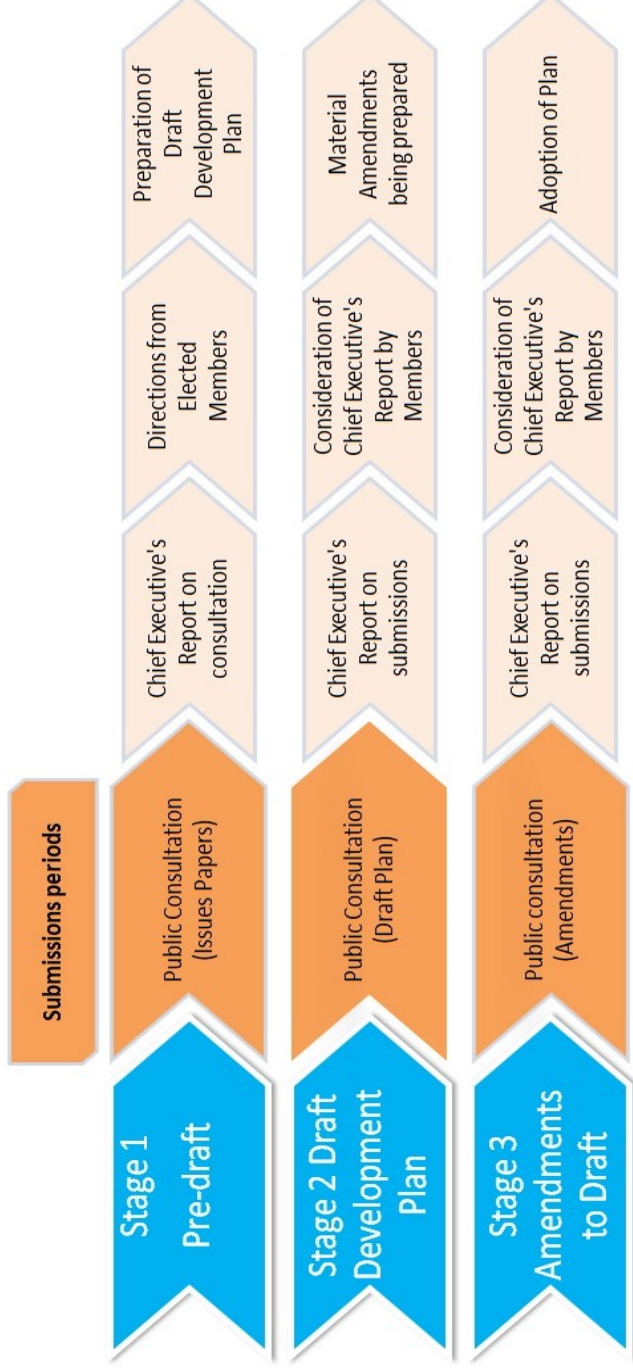
When can I make a submission?

Typically there will be three distinct public consultation periods during the making of a Development Plan.



The submissions period for each of these stages is advertised on the Council's dedicated website our-plan.kilkenny.ie, social media and in the local press.

Process of Making a Development Plan

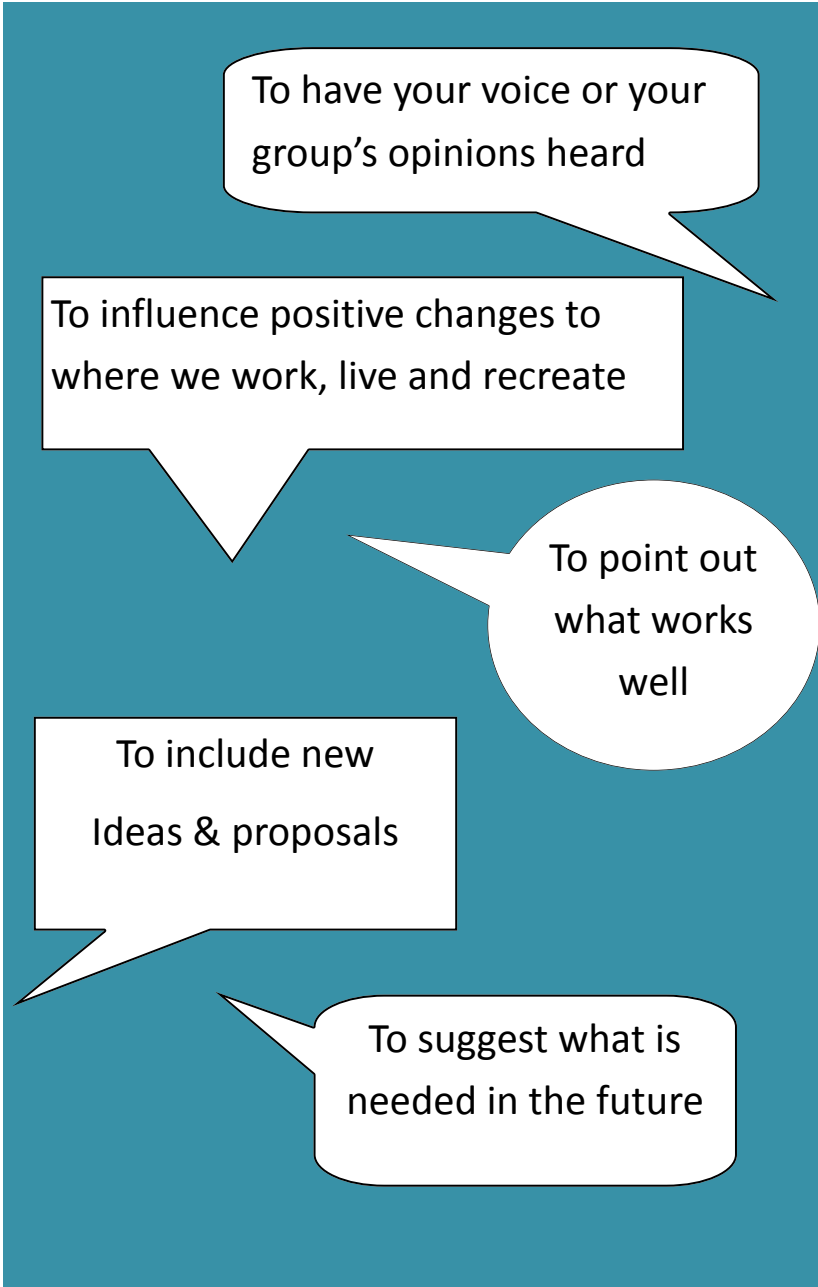


***Note: Submissions relating to a request or proposal for zoning of particular land for any purpose can not be considered at this stage.**



Why make a submission to a Development Plan?

Submissions are made to the Council so that you, or your group or organisation, can influence the making of the plan.




To have your voice or your group's opinions heard

To influence positive changes to where we work, live and recreate

To point out what works well

To include new Ideas & proposals

To suggest what is needed in the future



**How to make a submission to
the
Plan Making Process**

It is very important to prepare your submission well so that it will make a real impact and that the issues and suggestions can be addressed through the plan making process.

How to write a submission

The submission needs to be as clear and focused as possible, so that the Council know who you are, the issues you wish to highlight and why you are making the submission. If possible, the submission should be typed. Below is a sample submission template that you

Sample Submission Template

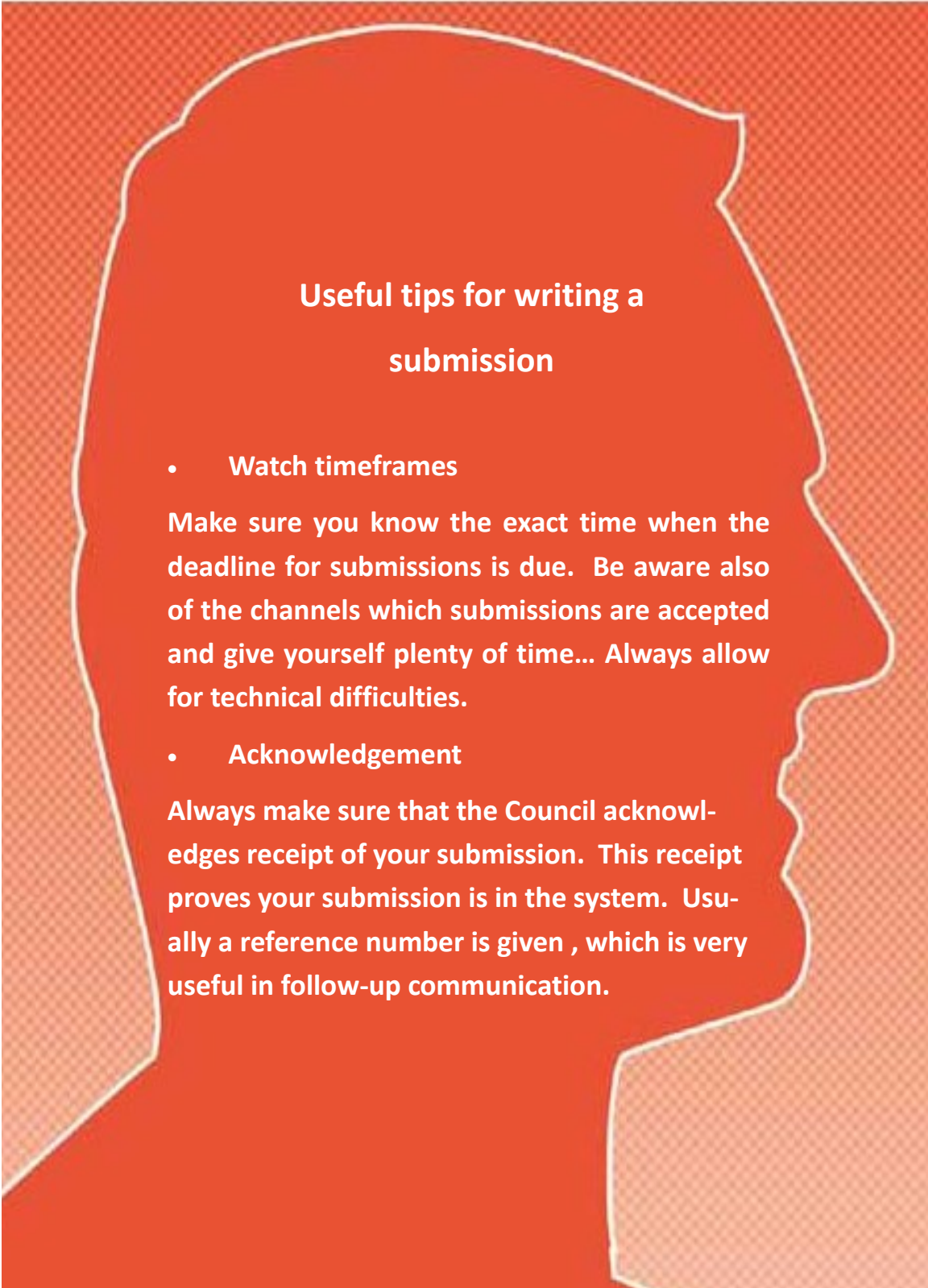
Contact Name:

Name of Group if applicable:

Address:

Email:

1. What is the purpose of the submission—explain what elements of the Plan you wish to comment on and why.
2. Add in any background information you consider relevant.
3. Outline your ideas, opinions, and what possible options or solutions you can suggest which would improve the Plan.
4. If your submission relates to a specific location, make sure to include a map, or any other photos that would help in making your case.



Useful tips for writing a submission

- **Watch timeframes**

Make sure you know the exact time when the deadline for submissions is due. Be aware also of the channels which submissions are accepted and give yourself plenty of time... Always allow for technical difficulties.

- **Acknowledgement**

Always make sure that the Council acknowledges receipt of your submission. This receipt proves your submission is in the system. Usually a reference number is given, which is very useful in follow-up communication.

What happens to my submission?

All submissions received are acknowledged and assigned a reference number. At the end of the public display period, the Plan team must write what's called a Chief Executive's Report, setting out the Chief Executive's responses to the issues raised.

As set out in law, a Chief Executive's Report on submissions:

1. Lists the persons who made submissions or observations,
2. Summarises the issues raised in the submissions,
3. Contains the opinion of Chief Executive in relation to the issues raised and his recommendation.

This Chief Executive's Report is brought to the Council meeting and the Elected Members can then decide whether to agree or disagree with the Manager's recommendations. The Elected Members make the final decision on the Plan. **NOTE:** You will not receive further notification after acknowledgement of your submission. You can follow the process on the Council's website, or by speaking to a member of the Forward Planning team.

For more information, please contact
Forward Planning Department
Kilkenny County Council

Phone: 056-7794010

Web address:

<http://ourplan.kilkenny.ie>

Email: planning@kilkennycoco.ie

May 2018

