

A guide to making a submission to a Local Area Plan



Kilkenny County Council Planning Department would like to acknowledge Dun Laoghaire Rathdown County Council's document "*Making Your Voice Heard: A step-by-step guide to making a submission*" which was used as a basis for this Guide.

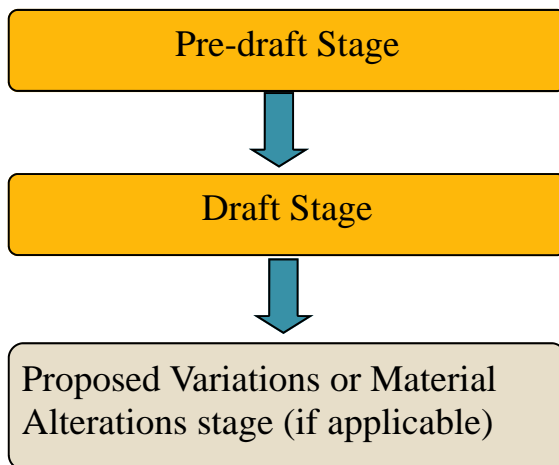


What is a submission?

A submission is a statement of you, or your group's views, opinions or knowledge on a particular plan or policy being considered. In this case, the submission relates to a Local Area 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.

When can I make a submission?

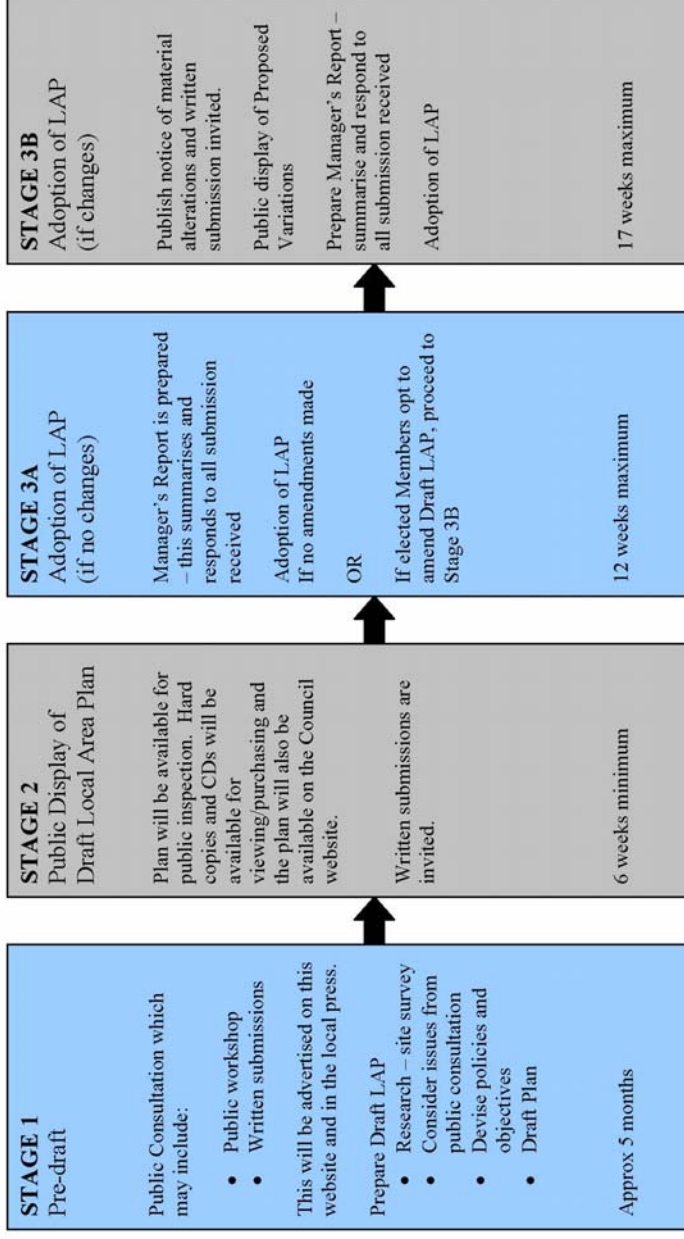
Typically Kilkenny County Council hold three different submissions periods during the making of a Local Area Plan.



The submissions period for each of these stages is advertised on the Council's website and in the local press.

The timeframe for the making of a Local Area Plan is set out on the next page.


Timeframe for a Local Area Plan





Why make a submission to a Local Area Plan?

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



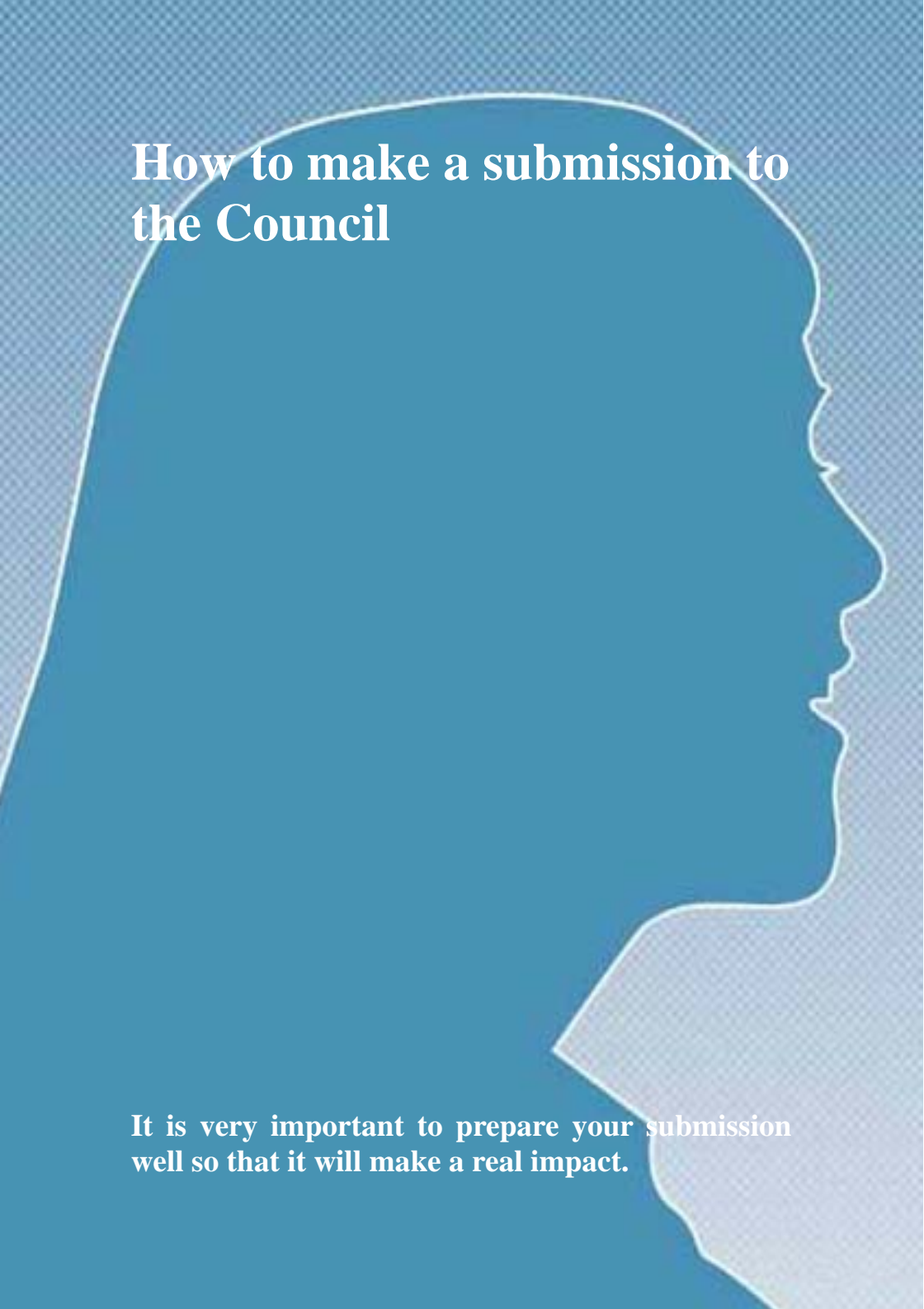
To have your voice or your group's opinions heard

To help improve a plan

To say what is needed in the future

To include new suggestions and ideas

To say what works well



How to make a submission to the Council

It is very important to prepare your submission well so that it will make a real impact.

How to write a submission

The submission needs to be very clear and focused, so that the Council know who you are, how you identified the issues and why you want to make the submission. If possible, the submission should be typed. Below is a sample submission template that you could use.

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 in writing a submission

- **Watch timeframes—make sure you know the exact time when the deadline for submissions is due.**
- **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 Manager's Report, setting out the Manager's responses to the issues raised.

As set out in law, a Manager'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 the County Manager in relation to the issues raised and his recommendation.

This Manager's Report is brought to the Council meeting and the Councillors decide whether to agree or disagree with the Manager's recommendations.

The Councillors 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
the Forward Planning Department of
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