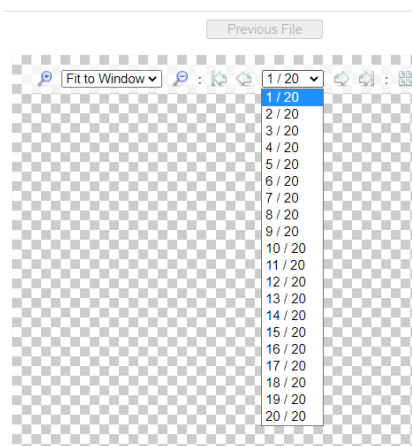


STEP BY STEP GUIDE

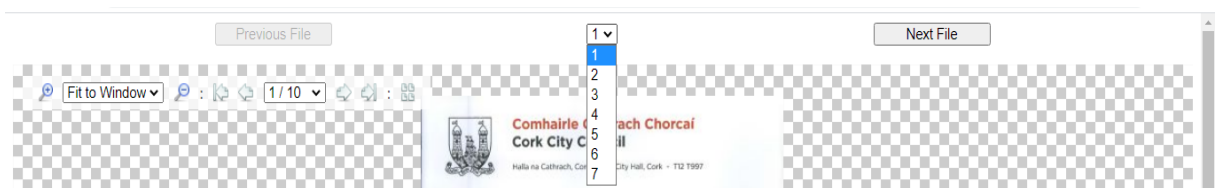
HOW TO SEARCH FOR A PLANNING APPLICATION

To View by Planning Enquiry Text

1. Click "Planning Enquiry- Text"
2. Click on the field in which you would like to search i.e. Applicant Name
3. Enter the details and click "Search"
4. Under File Number, click on the application number highlighted in blue
5. To view the application documents click "View Scanned Files"
6. Click "I Agree"
7. Click on the relevant file you would like to view by selecting "JPEG"
8. To view all pages, click on the number dropdown on the left hand side



9. If there is more than one file in a document click on "Next" on the top right hand corner or the number dropdown as per the image below



To View by Planning Enquiry- Map

1. Click "Planning Enquiry-Map"
2. Enter search details in the bar i.e. Application Address
3. Click on the relevant application you are looking for and a textbox will appear
4. Scroll down to "Link App Details" and Click "More Info"
5. Follow steps 5 to 9 above

If you need any further assistance please contact planning@corkcity.ie