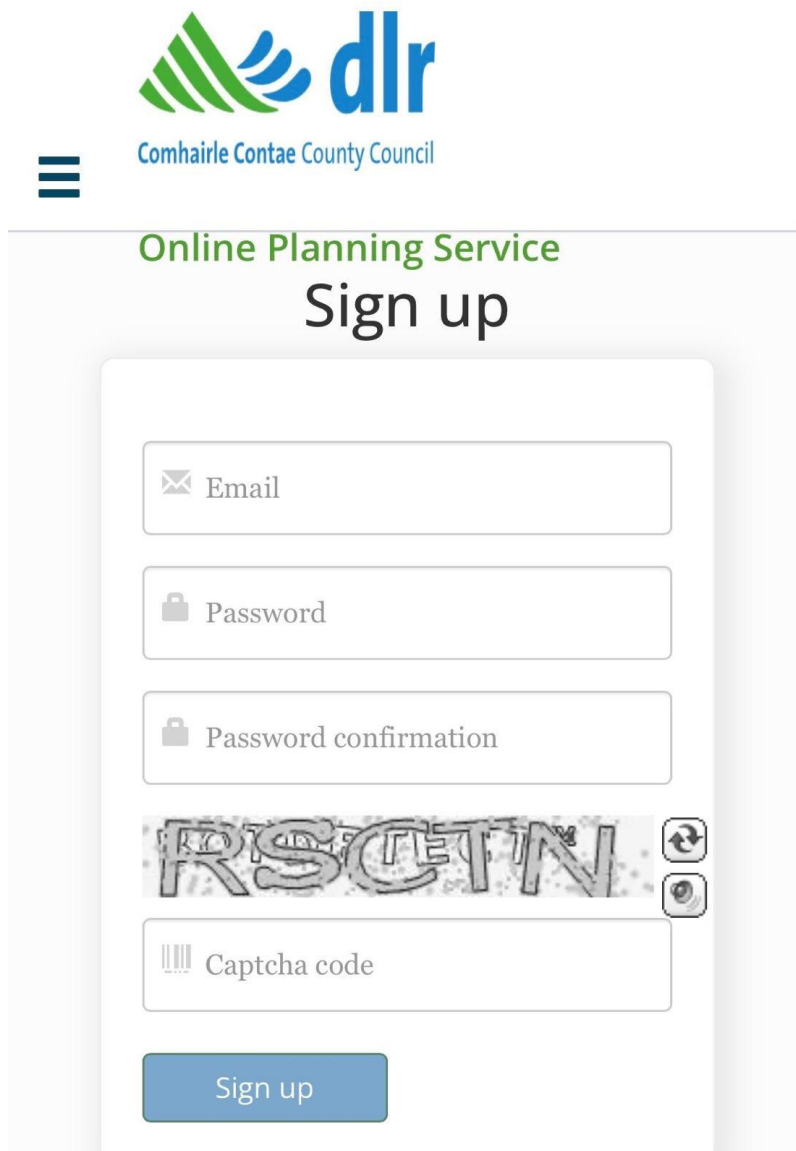


## ***Instructions on how to make an online objection/observation to Dún Laoghaire-Rathdown County Council***

**Step 1:** click on the following link <https://planning.agileapplications.ie/dunlaoghaire/signIn>

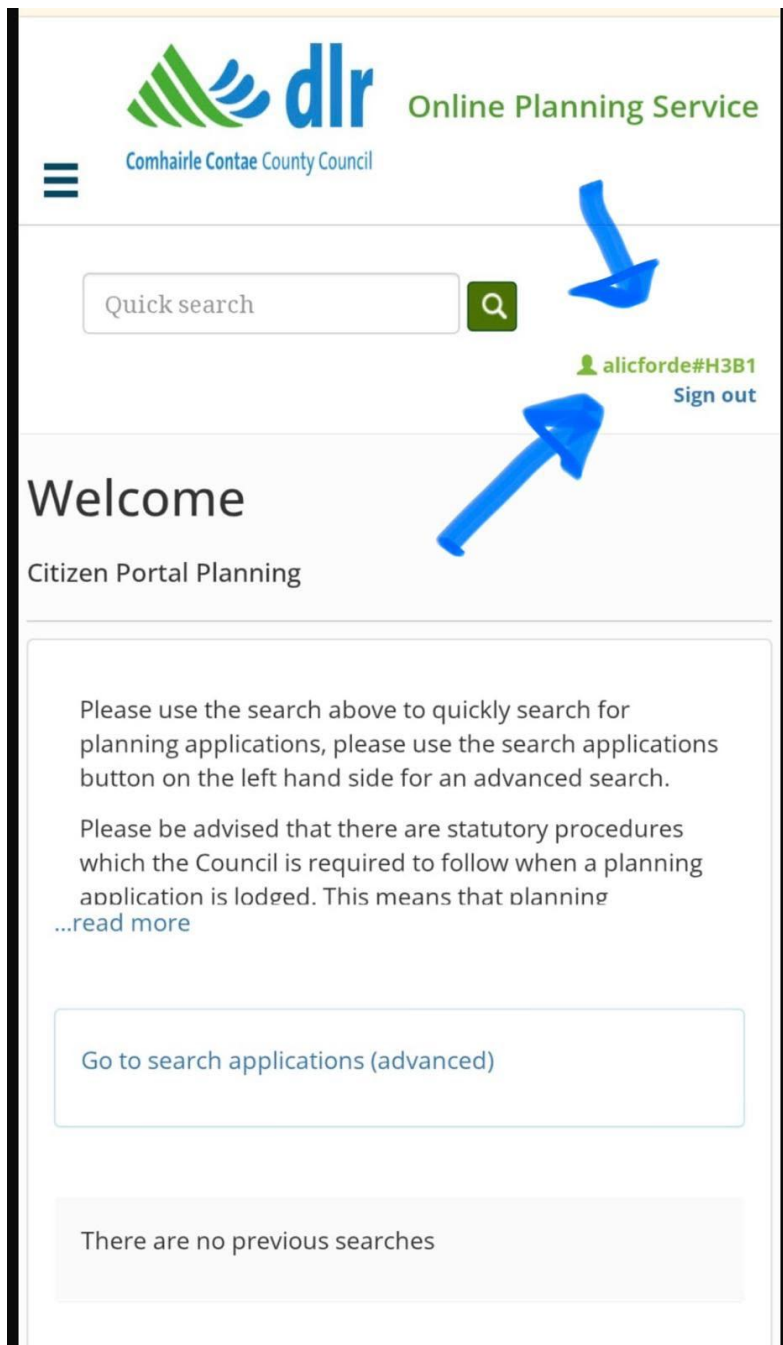
Click on the “Sign up” button. This will bring you to Screenshot A below.



The screenshot shows the 'Online Planning Service Sign up' page. At the top left is the DLR logo (a green stylized 'd' and 'l' followed by 'dlr' in blue) and the text 'Comhairle Contae County Council'. Below the logo is a hamburger menu icon. The main heading is 'Online Planning Service' in green, followed by 'Sign up' in large black text. The sign-up form consists of several input fields: an 'Email' field with an envelope icon, a 'Password' field with a lock icon, a 'Password confirmation' field with a lock icon, a CAPTCHA field showing the letters 'RSCETN' in a distorted font with two icons to its right, and a 'Captcha code' field with a barcode icon. At the bottom of the form is a blue 'Sign up' button.

Insert (a) your email; (b) create a password; (c) in the “captcha code” box, type out the letters that appear above the box (please note that your code will not match that in the screenshot below, so please ensure to type in the letters as shown when you are creating your profile).

**Step 2:** You will then be brought to the “Welcome” page. You should see your name in the top right hand corner. See Screenshot B below. At this point, please click on the following link (which will prompt you to complete the setting up of your account) <https://planning.agileapplications.ie/dunlaoghaire/application-details/106842>



**Step 3:** You will then be brought to the “My Account” page. See Screenshot C (part i and ii) for an example of what this will look like. Fill in your details (name, address, etc.). Tick the box that says “I have read and accept the Council’s Terms and Conditions”. Then click save to finalise your account set-up.

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## My account

Please, complete the relevant details. The information you provide will be kept completely confidential.

Once you have completed the form, click Submit to register. You will then see a registration acknowledgement screen or a message that will ask you to enter any missing mandatory information.

[Also, you can click here to change your password](#)

**Delete account**

---

**Username \***

alicforde#H3B1

**Title \***

Ms ▾

**Forename \***

**Surname \***

**Phone**

**Email \***

**Company**☐**Are you an agent?****Flat name****House number****House/Building name****Street \*****Town/City \*****District****Postcode****I have read and accept the Councils Terms and Conditions**[View Terms and Conditions](#)**Save**

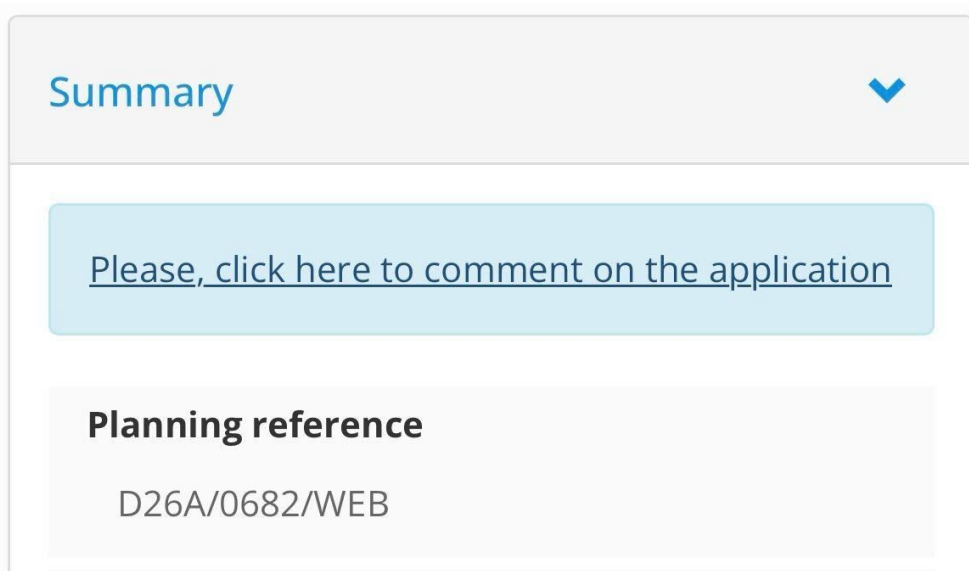
**Step 4:** verify your email account.

Once you complete the set up of your account at step 2 above, you will receive an (automated) email from DLRCC asking you to verify your email account. Click on the link in the email to verify your email.

**Step 5:** Click on the following link:

<https://planning.agileapplications.ie/dunlaoghaire/application-details/106842>

You will be brought to the “Application details” page. Click on “Click here to comment on the application”. See Screenshot D below.



**Step 6:** You will then be brought to the “Make a comment” page. You will need fill in certain blank fields/boxes. See Screenshot E (part i and ii) below for example on how to populate the descriptive fields/boxes.

## Make a comment

Fill the form to submit a comment. You are also able to attach files.

**Application reference \***

**Flat name**

**House number. If your property has no number please enter '0'**

**House/Building name**

**Street \***

**Locality/Village**

**City/Town \***

**Postcode \***

**Step 7:** you have two options in terms of how you include your observation/objection. You can type your reasons for objections / insert your observations in the text box titled “Comment text”. Alternatively, if you have drafted your comments on a separate document, you can attach/upload that document by clicking the “select files” blue button.

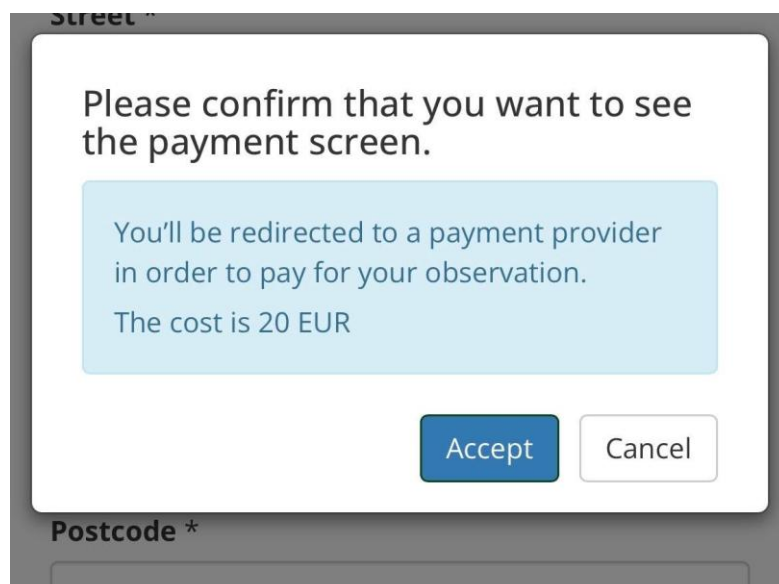


The screenshot shows a web form for submitting a comment. At the top, it says "Comment text \*" followed by "(Characters left: 2000)". Below this is a large text input area with the placeholder text "Enter here your description for the comment". Under the text box is a checkbox labeled "I have read and accepted the Councils Terms and Conditions". Below the checkbox is a link that says "View Terms and Conditions". There are two buttons: a green "Submit" button and a blue "Select files" button. Below the buttons is a table header with three columns: "File name", "Size (MB)", and "Attach type".

| File name | Size (MB) | Attach type |
|-----------|-----------|-------------|
|-----------|-----------|-------------|

**Step 8:** Once you have completed the above at step 7, click the “submit” green button.

**Step 9:** €20 submission fee.



The screenshot shows a modal dialog box with a grey border. The main text inside says "Please confirm that you want to see the payment screen." Below this is a light blue box containing the text "You'll be redirected to a payment provider in order to pay for your observation. The cost is 20 EUR". At the bottom right of the modal are two buttons: a blue "Accept" button and a white "Cancel" button with a grey border. Below the modal, the text "Postcode \*" is visible above a text input field.

You will be directed to the payment page. See Screenshot F. Click “Accept” and finalise your payment and submission.