

HOW TO MAKE SUBMISSIONS



**Public Participation
Network Leitrim**

WHAT IS A SUBMISSION?

It is your view on a proposed

- ◉ Policy change
- ◉ Change to a law
- ◉ Draft Plan
- ◉ Development proposal etc.

WHY WRITE A SUBMISSION?

It is very important that Government hear what the community thinks about the law/plan/policy

- ⦿ what problems people have with it
- ⦿ what they like about it
- ⦿ what suggestions people have to improve it

Writing a submission is a good way to put forward your case in a meaningful way

AM I QUALIFIED TO MAKE A SUBMISSION?

- ◉ Some of the most powerful and persuasive submissions come from the experiences and stories of people who themselves are or have been directly affected by the law/policy/plan.
- ◉ Your experiences are incredibly important and will shape what you think about the proposal. Your experiences may be unique, or they might be similar to other people's experiences.

HOW DO I WRITE AN EFFECTIVE SUBMISSION?

You don't have to have any particular legal expertise to write a submission.

A submission doesn't have to be overly technical or "legal" to be effective.

You can write an individual or joint submission

WHAT SHOULD I INCLUDE?

- A clear heading that states what your submission is about. For example, “Submission on the Draft National Planning Framework”
- Introduce yourself or the group.
- Say why you are interested in the issues and why it affects you.
- Strong, clear statements about what is wrong with the proposed plan, or what should change, or what parts should stay the same.

- Make recommendations if you can, but if you don't feel confident doing this, outlining your concerns is just as important.

- Any positive things you have to say or anything that you support in the plan.

DO I HAVE TO IDENTIFY MYSELF?

- ⦿ Most submissions become public once they are made. They may be available on the government or agency's website. You may not feel comfortable identifying yourself make it clear in your submission or cover letter that you are making the submission anonymously. Your submission may still be publicly available, but your name and contact details won't be.
- ⦿ Even if you don't identify yourself by name, you should still explain who you are. For example, "I am a member of an Environmental Network"

WHAT FORMAT SHOULD I USE?

- Most submissions are made in writing. You don't have to write in any particular format. You can write a letter, or you can write a report and attach a cover letter.
- A hand-written submission is also fine.
- A submission doesn't have to be in any particular style, but try to write in a clear, concise way.

- Headings are another good way to indicate that you are commenting on a different topic or making different points.

- Your submission doesn't have to be long. Concentrate on the things that you know about and leave out those things that you don't have much to comment on.

- Some calls for submissions give you a template or ask questions.

I'VE GOT SOME QUESTIONS ABOUT THE DRAFT PLAN- WHO DO I ASK?

- ◉ You can often contact the agency responsible for the review and ask them questions.
- ◉ Contact the PPN who will endeavour to help if it is a local issue

HOW DO I SEND IN MY SUBMISSION?

- ⦿ Check the deadline for submissions. If the deadline is getting close and you don't think you'll have your submission finished in time, contact the agency or department responsible and ask for an extension. It is better to ask for an extension than not submit anything.
- ⦿ You can usually send your submission in by email or by post. This will be explicit on the call for submissions.

MAKING SUBMISSIONS THROUGH THE PPN

The PPN will notify you of any submissions that comes to their attention through the fortnightly e bulletin to all member groups in Leitrim.

(if you see a submission that you have not been notified of please make the PPN aware)

The PPN will collate any points from its members and create one submission on behalf of the PPN.
(so if you only have one point to make please don't dismiss it, make it through the PPN)

Remember there is strength in Numbers

EXAMPLES OF RECENT CALLS FOR SUBMISSIONS

- ◉ Local Arts/Library strategy
- ◉ National Library Strategy
- ◉ National Planning Framework
- ◉ Draft River Basin Management Plan
- ◉ Regional Spatial and Economic Strategy
- ◉ SLNCR Greenway
- ◉ Multi-Annual Rural Water Programme
- ◉ Leitrim Co Co Climate Action Plan
- ◉ CARRICK-ON-SHANNON TO BATTLEBRIDGE BLUEWAY

Submissions received from Leitrim PPN member groups

Leitrim's Climate Action Plan 2024

