



## **St Cuthbert (Out) Parish Council**

c/o Monitoring Officer Mendip District Council

Cannards Grave Road

Shepton Mallet BA4 5BT

Telephone: 07498 780143

Email: [parish.clerksco@yahoo.co.uk](mailto:parish.clerksco@yahoo.co.uk)

Website: [www.stcuthbertoutwellsparishcouncil.co.uk](http://www.stcuthbertoutwellsparishcouncil.co.uk)

## **PARISH GUIDE**

### Commenting on a Planning Application

#### **Want to comment or follow an application?**

If you would like to make a comment on a planning application and follow its progress you will need to register to receive a Mendip District Council Planning Search log in and password. Please note that because this is a dedicated online planning search system, you cannot use your Mendip District Council Website log in or password.

#### **How to register on the Planning Search facility**

It is very easy to set up your Planning Search password. Just type <http://publicaccess.mendip.gov.uk/online-applications/> into your browser and when the page opens, you will see a link to register.

If you have already set up your Planning Search ID and password simply log in.

#### **How to use Public Access**

Mendip District Council's Public Access website allows you to view details of planning applications currently being considered by the Council as well as some planning history.

Please be aware that comments submitted online will not be viewable by the public until the content has been checked. This may take several days due to the number of comments received so please be patient.

Any comments made in response to applications should address only the planning merits of the application.

Mendip District Council will not post comments submitted anonymously. If you wish your comments to be taken into consideration you must provide your name and either a valid address or personal email address. Mendip District Council dissociates itself and reserves the right not to post comments received which it considers contains libellous, discriminatory or otherwise offensive comments. Such comments will not be taken into account in assessing planning or related applications and will be returned to the author.

Should you prefer not to make your comments online, they can be emailed to the Consultation Team via the link on the Mendip District Council website or by post to the Council Offices in Shepton Mallet. You must provide your name and either a valid address or personal email address. Please ensure you quote the application number. Comments should not be sent directly to the Case Officer.

Comments submitted online or by email will be acknowledged and displayed online in full. Comments received by post will not be acknowledged and a summary of these comments will appear online.

You have 21 days to comment on planning applications. A decision could be made at any time after the consultation period ends so comments received after this deadline may not be taken into account.

If you have any questions or need further advice on the current process you can always contact the Planning Consultation Team on 0300 303 8588.

The process described above is the process used by Mendip District Council. They are the Local Planning Authority for St Cuthbert (Out) Parish.

### **The role of the Parish Council**

The Parish Council are statutory consultees and can only comment on the planning merits of an application.

The Parish Council welcomes attendance of Residents at their Planning Committee which is held every 3 weeks (see our website for dates) and encourages Residents to approach any of their Ward Councillors if they are interested in a particular application.