

Step by step guide for viewing and commenting on a planning application

Using your web browser (eg google/safari) go to **East Suffolk Planning**

Click on **View and comment on a planning application**

There are 3 boxes on the first page. Select the **'public access'** box

This will take you to a page with 2 fields, a status field and below that an empty field. In the empty field **type in Letheringham (or any other place of interest) then press search.**

The next page shows a list of planning applications in Letheringham (or other place of interest). This application is the very top one. **Click on the blue heading** to open it up.

Click on 'Documents' in blue. This will be at the top or bottom of the page depending on your device. You can see all the comments that have already been submitted and all the documents that form the application. Any that you want to read, press the little icon to the right of the page under the view column. You can select an overview of just a specific section of the documents by using the drop down arrows.

To make a comment: **click on 'comments'** in blue either at the top or bottom of the page depending on your device. Here you will also find a list of objectors and supporters. Choose the option **'make a comment'**. You will either have to log in or register to make a comment.

There is guidance on what should be included in comments on applications. This is available in the link **'comment on a planning application'**. One of the three boxes on the first page.