

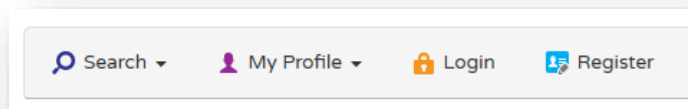
How to receive automatic notifications that a planning application has been submitted on a property in Ufford

These instructions will help you set up an account with East Suffolk Council in order to receive automatic notifications of whenever a planning application is submitted on a property in the village.

Setting up an account with East Suffolk Council

Firstly, you need to set up an account with East Suffolk Council (ESC):

- Log on to the internet and go to <https://www.eastsuffolk.gov.uk/>
- Scroll down to the 'Planning' box and click on it
- Click on 'Planning Applications' and on 'View Planning Applications'
- Click on 'Search for planning applications on Public Access'; you should see the following tool bar towards the top of that page →
- Click on 'Register'



- Complete all the details on the form and click 'Next':

A screenshot of a registration form. The form fields include: Title (Mrs), First Name (Judi), Surname (Hallett), Phone Number (07739 411927), Email Address (redacted@btinternet.com), Confirm Email Address (redacted@btinternet.com), Password (masked with dots), and Confirm Password (masked with dots). A message states: 'A confirmation email will be sent to the email address you provide below.' and 'Your password must be at least 8 characters long and be a mix of letters and numbers.' The 'Next' button at the bottom is highlighted with a yellow circle.

- Enter your home Postcode in the box and click 'Next'
- Select your address and click 'Next'
- Check your details, tick the Terms and Conditions box, tick the data protection consent box and click on 'Next'

Activate your Account

- Log on to your e-mail
- When the e-mail comes through from 'Publicaccess@eastsuffolk.gov.uk', click on the registration link in it.
- Log in to your account using the details above

Searching for an Application and saving your search

- Click on 'Search' (near the top left hand corner of the page), click on 'Planning' and then click on 'Advanced'
- Scroll down to Parish and select 'Ufford'
- Scroll down to Status and select 'Awaiting decision'
- Scroll down to Date Received and enter a date 6 months before today's date
- Click on 'Search' – this should display all planning applications in Ufford that are still 'awaiting a decision'
- Click on 'Save Search'
- Give your Search a suitable Title (this could be 'Ufford Planning Applications' for example)
- Tick the box that says 'Notify me via e-mail about new search results'
- Click 'Save'
- You can now log off and wait for the e-mails that notify you of a new application

Viewing a Planning Application

The following results have been updated recently:

Saved Search Results

Apps Pending Consideration

[Change in local housing need \(tenure\) - Part Of Land At Crown Nurseries High Street Ufford Suffolk IP13 6EL](#)

Ref. No: DC/19/1874/VLA | Received date: Wed 08 May 2019 | Status: Pending Consideration | Case Type: Planning Application

- When your search first works you will receive an e-mail that looks a little like this:
- Click on the hyperlink (*the blue words*) in the mail and this will take you to the application
- Once the application has opened, click on 'Documents and Comments' and then 'View associated documents'; this will list all the documents attached to the application and will look like this:

Search Results - 4 records found			
Page 1 of 1 1 25 Records/Page			
Document Link	Document Date	Type Description	Information 1
DC/19/1874/VLA	08/05/2019	Application Form & Certificate	
DC/19/1874/VLA	08/05/2019	Proposed Block / Layout Plan	
DC/19/1874/VLA	08/05/2019	Supporting Documents	Planning Statement
DC/19/1874/VLA	22/05/2019	Town/Parish Consultation Response	Ufford

- To view each document, click on the hyperlink to the left of each row.

Commenting on a Planning Application

The easiest way to comment on a Planning Application is via an e-mail to planning@eastsuffolk.gov.uk

- Ensure you quote the reference number
- Ensure you state clearly at the top if you 'support' or 'object to' the application
- Ensure you send your comments in before the deadline

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