COTSWOLD
DISTRICT COUNCIL

Title: Clerk To Great Rissington Parish Council
The Malt House
Great Rissington
Cheltenahm
Glosucestershire
GL54 2LH

26 March 2019

Our ref: 19/00857/FUL

Dear Sir/Madam

Full Application for Re-site garden shed (retrospective), re-site oil tank and install garden trellis at 39 The Yard Great Rissington Cheltenham Gloucestershire GL54 2LP

Please forward us your views on this application via our website.

From **Wednesday 1st June 2016** you can make your comments via a new *Consultee Comment* facility. The benefit of this new facility is that once registered you will have access to an 'in tray' which will display all applications/notification consultation requests together with the response deadline. You will be able to submit your consultation response via this new facility and view all the comments you have made on previous applications. A further benefit of this facility is that your response will automatically populate into our back office systems and go direct to the Case Officer. This automated process is cost saving to the Council.

As the Parish Clerk you currently receive an email consultation for all planning applications/notifications with a link to the *Public Access* system which enables you to make a comment online. When you now click on this link you will be now be directed to a login screen. If you have already registered to make comments via *Public Access*, your username and password will not have changed. **If you have not registered to use this facility, we have registered on your behalf** - accepting the terms and conditions http://www.cotswold.gov.uk/support/terms,-conditions-privacy/ which you are encouraged to read. Your username will be your email address and all passwords have been set to **publicaccess1** - the attached guide will inform you how to change your password, together with full details on how to use the system.

To view the application documents and make your comments please click on this link: Public Access

For information representatives of any Parish/Town Councils can also register individually for notification of applications via *Public Access* and set more selective search details. This will not affect the standard consultation notification sent to the Clerk. A user guide for this system can be found here.

Yours faithfully

Ed Leeson

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