

Development Management
Southampton City Council
Lower Ground Floor
Civic Centre

Southampton SO14 7LS
Direct Dial: 023 8083 4306
Please ask for:

30 June 2015

Dear Sir

The planning department are streamlining how correspondence is received into the office in a drive to collate and reduce the amount of postage and emails that are received. To ensure that this happens we are encouraging more use of consultee comments being submitted electronically via Public Access.

Public Access is the existing system by which details of current and old planning applications can be viewed online. The submission of consultee comments on planning applications can also be received this way, so that any comments you make as a consultee will be viewable instantaneously for all to read within the consultee comments section. You will then receive an automated acknowledgement to your comment, so you can be sure that it has been submitted. In addition, it also displays a list of current cases to be consulted on prioritised in date order, for ease and speed of submission.

Any separate emails sent to the planning generic email address do not show on Public Access as they are not submitted using this system, so by using Consultee Access you can be sure that your comments can be read by all and that they have been submitted under the correct planning application number.

In the first instance, you need to be a registered user of Public Access. If you aren't at the moment, please use the link below:

<https://planningpublicaccess.southampton.gov.uk/online-applications/registrationWizard.do?action=start>

In order to give you access to the Consultee access in-tray I will need to set you up in the back office system so will require the full name & email address registered to be able to do this. Please email me these details and once I have them, I will set you up & you can start using this facility straight away.

I hope that you will use this system to help the department with its aims. If you have any problems please contact me at luan.dray@southampton.gov.uk in the first instance and I will endeavour to assist you.