

## How to comment on a planning application

To comment on an application via the Public Access system, you must first have registered to do so. (See 'How to Register with Public Access'.)

Go to Simple Search

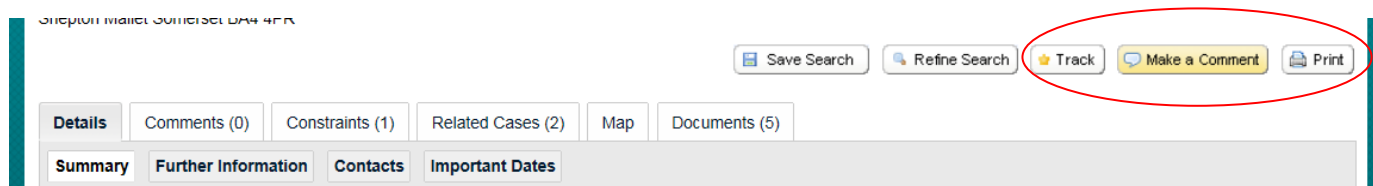
<http://publicaccess.mendip.gov.uk/online-applications/>

Click on the Login Button and log into the system.

If you know the application number or the first line of the application site address, Click on the search dropdown and pick Simple Search.

In the 'Enter a **keyword**, **reference number**, **postcode** or **single line of an address**' Box enter the application number or first line of the address and click 'search'.

On the next screen that appears click on the 'Make a comment' button.



The next screen gives you a brief summary of the application you are commenting on and will invite you to make your comments.

All of your details will automatically populate into the personal details area.

These are not all available to view on-line – your address and email address are not viewable to others using the service.

Please pick your commenter Type and your stance as these are mandatory.

(The 'Reason for Comment' is not a mandatory field.)

Then, in the box at the bottom of the screen enter your comments. (Please note; 1) these are restricted to 4000 characters. 2) If comments aren't completed within 30mins the system may timeout. It's advisable to compile your comments in a word document before copying and pasting to public access. ) And Submit

You may make a comment supporting or objecting to this application. Your comments will be submitted and in due course made available online. We will not display your personal data online.

Application Reference:	2015/2828/LBC
Address:	Charlton House Hotel Charlton Road Shepton Mallet Somerset BA4 4PR
Proposal:	Proposed conversion of an existing storage building to an enclosed fitness studio and construction of a new covered linkway.
Case Officer:	Mr James U'Dell

Are your personal details correct? Click to [update my personal details](#).

Your Title: \*

Your First Name: \*

Your Surname: \*

Your Address: \*

Your Tel. No.

Your Email Address: \*

Commenter Type: \*

Stance: \*  Object  Support  Neutral

Reason for comment:

Noise  
 Residential Amenity  
 Traffic or Highways

Your Comment:  
3988 characters left

Send me an email confirming my comments

You will receive a confirmation on the screen, and if you requested an email confirming your comments, that will be sent to you.

## Planning » Application Comments

[Help with this page](#)

### ✔ Your comments have been submitted.

- Your comments have been registered against this application.
- An email confirmation has been sent to [betechnical@mendip.gov.uk](mailto:betechnical@mendip.gov.uk).

2015/2828/LBC | Proposed conversion of an existing storage building to an enclosed fitness studio and construction of a new covered linkway. | Charlton House Hotel Charlton Road Shepton Mallet Somerset BA4 4PR

Details **Comments (0)** Constraints (1) Related Cases (2) Map Documents (5)

**Public Comments (0)** **Consultee Comments (0)**

Total Consulted: 0 Comments Received: 0 Objections: 0 Supporting: 0

There are no comments lodged for this application.

Your comments will not immediately appear to view, as these have to be 'released' by a member of the Technical Team.

Once the comment has been released it will appear on the website for others to view in the following format:

Showing your name, your stance the date of your comment and the actual comment itself.

The screenshot displays a web application interface for managing comments. At the top right, there are buttons for 'Save Search', 'Refine Search', 'Track', 'Make a Comment', and 'Print'. Below these are tabs for 'Details', 'Comments (1)', 'Constraints (1)', 'Related Cases (2)', 'Map', and 'Documents (5)'. Under the 'Comments (1)' tab, there are sub-tabs for 'Make a Comment', 'Public Comments (1)', and 'Consultee Comments (0)'. A summary bar shows 'Total Consulted: 0', 'Comments Received: 1', 'Objections: 0', and 'Supporting: 0', with a 'View All Comments' button. A sorting section includes 'Sort by' (set to 'Added'), 'Direction' (set to 'Descending'), 'Results per page' (set to '10'), and a 'Go' button. At the bottom right of the list area, there are 'Collapse All' and 'Expand All' buttons. The main content area shows a single comment entry: 'Miss Test Registration (Neutral)', 'Comment submitted date: Mon 07 Dec 2015', and 'Test Comment'.

Click on Log Out to finish