

How to view a planning application on the Internet

1. In your web browser, go to 'www.lewes.gov.uk'.
2. From the main menu on that page, click on 'Planning Applications.'
3. The page 'Planning Application Search' will open. Part-way down that page, tick the box which confirms that you have read the Terms and Conditions.
4. Then click the blue box 'Continue to Planning Applications'.
5. The page 'Planning >> Simple Search' will load. On it you have two choices:
 - To view the specific planning application whose number is written above, enter the number in the box and click 'Search'.
 - To view all planning applications in a particular month, click the 'Weekly/Monthly lists' tab. Then below the tabs, select either 'Weekly list' or 'Monthly List'. In the 'Parish' section, choose 'Barcombe' from the drop-down menu, and a week or month from the 'Week' or 'Month' drop-down list. Click 'Search'.
6. The page 'Planning >> Results for Application Search' will load. To see details of any application, click its blue link. Note: If only one application has been received in the period you specified, it will appear directly.
7. The page 'Planning >> Application Summary' will load. To see the plans and supporting documentation for the chosen application, click the tab 'Documents'. (Note: To view a different application, click the small blue 'Back to search results' link).
8. The page 'Planning >> Planning Application Documents' will load. Click the blue link 'View associated documents'.
9. The page 'Search Results' will load. Double-click any item to view it, for example 'Location Plan'. If a small window opens with the message 'Unable to display the image, due to popup blocker', click the blue link below the message to proceed.
10. To return to the list of documents, use the 'back' button on your browser. To start a new search, close the 'results' page and click the small blue 'Back to search results' link on the 'Planning Application Documents' page.

Note: Plans are often large files so may take some time to load.

How to comment on a planning application

Comment to Lewes District Council

Over the Internet: Click the 'Make a Comment' box on the right side of the 'Planning >> Application Summary' page.

By letter: Write to Planning and Building Control, Lewes District Council, Southover House, Lewes BN7 1AB. The Case Officer's name is given on the page 'Planning >> Application Details' under the 'Further Information' heading.

Comment to Barcombe Parish Council

Over the Internet: Email the Parish Clerk (clerk@barcombepc.net)

By letter: Write to The Parish Clerk, Upper Morgans, Shortbridge Road, Piltdown TH22 3XA

Or you can speak to any Councillor. A contact list is at www.barcombepc.net.