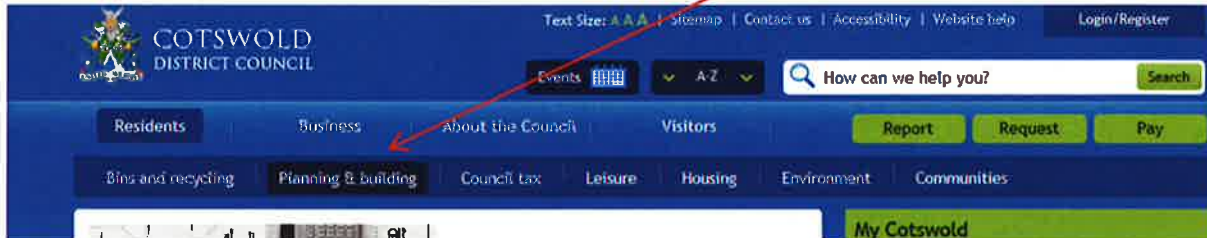# To register as a user on this system

From Cotswold District Council Website click on Planning and Building
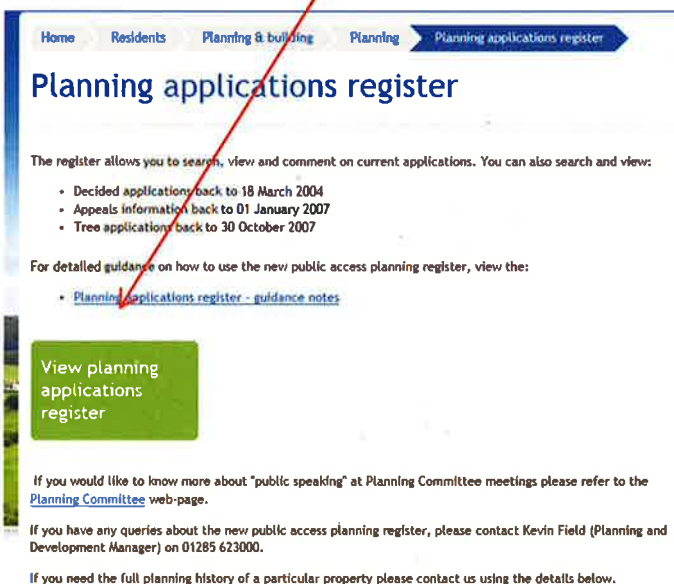

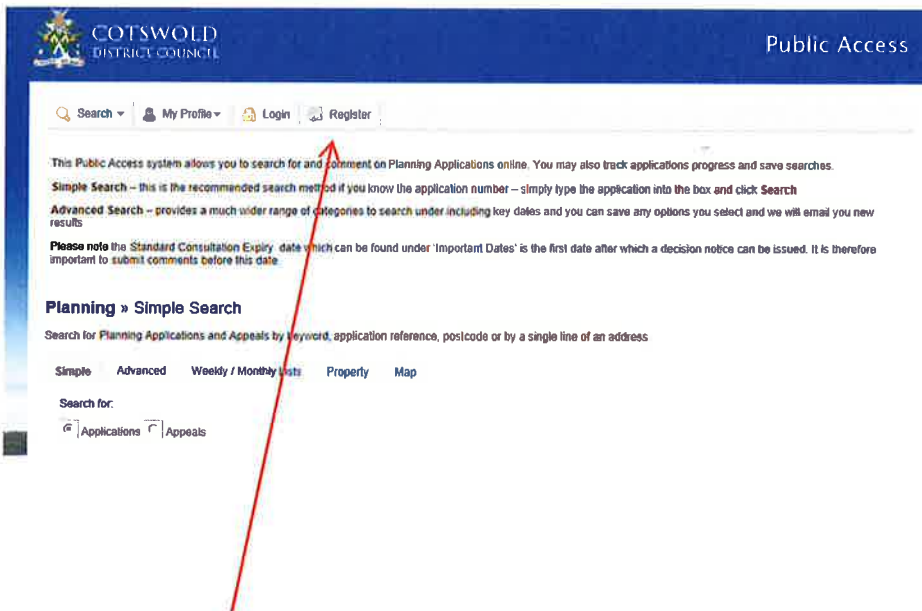And from this screen select **View planning applications**

And click View planning applications register

You will then be taken to the Public Access software

Click on the **Register** and Register your details

Registration

Once registered the following additional functionality will be available:

- **Tracking applications**
- **Saving Searches**
- **Email notifications about tracked applications and new search results.**

Fields marked with a * must be completed.

Title *	Miss
First Name *	Jelly
Surname *	Custard
Phone Number	

A confirmation email will be sent to the email address you provide below.

Email Address *	caroline.ballinger@westoxon.gov.uk
Confirm Email Address *	caroline.ballinger@westoxon.gov.uk

Your password must be at least 8 characters long and be a mix of letters and numbers.

Password *	••••••••
Confirm Password *	••••••••

Next

Click Next and type in your postcode

Registration

Postcode *

GL7 7DN

[Back] [Next]

Click next and then select your address from the drop down list Click Next Once you have agreed to the terms and conditions you will receive this message

🔍 Search ▾   👤 My Profile ▾   🔒 Login   📖 Register

Activation Required

An email has been sent to david.pennington@cotswold.gov.uk with instructions on how to activate your account.

You will not be able to save searches or track applications until you activate your account.

Together with an email. The email looks like this, you need to click on the link

Hello Jelly Custard,

To confirm your registration please click the following link:

http://publicaccess.cotswold.gov.uk/online-applications/registrationConfirm.do?action=createUser&key=67f3323ffd6100fa51e9a08d5054e4f1

If required you can also copy the link to the address field of your browser.

Please Logon with the username and password you originally selected.

You will then be taken into the public access system

🔍 Search ▾   👤 My Profile ▾   🔒 Login   📖 Register

Registration Complete - Please Login

Welcome back. Your registration is now complete.

You need to login before you can access additional features such as saving searches and tracking changes to applications.

Login

You are then ready to login and start to set up your searches, **see the user guide Simple Searches. There is also a separate guide on how to make a comment against an application**

Please note

1. This system does not know what applications you are interested in at the time of registration you need to set your search criteria to enable email notifications to be sent to you.
2. You can only register from an email address once. If you are a clerk for many parishes, you can set a different search for each parish.