

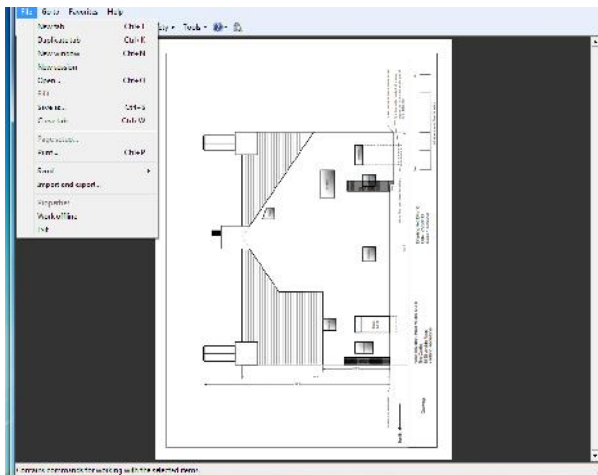
Viewing and displaying Planning Applications electronically Guidance for Parish Councils

Planning Applications submitted to Lancaster City Council are available to view online via our Public Access system. The documents associated with each application can be viewed and saved onto your own devices and linked to monitors or projectors for use at Parish council meetings.

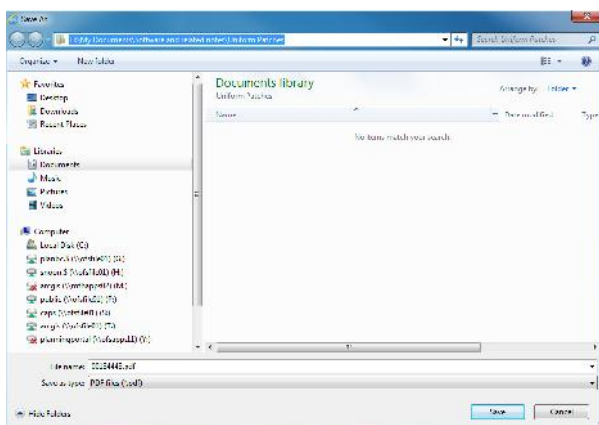
Each time we receive a planning application which falls within a parish, we send an email to inform the relevant Parish Council. The letter includes a reference number for the application which can be used to find the related documents on the council's Public Access system.

The enclosed guide 'Using Public Access', demonstrates how to access information for specific planning applications. Once you have found the relevant documents, e.g. plans and elevations, you can save them as per the instructions below:-

- 1) Open each document (following the 'Using Public Access' guide)
- 2) Save each document to your own device eg laptop by selecting 'File' and 'Save As' (see below).



- 3) The following pop-up will appear:-



- 4) Select where to save the document to and give each document a meaningful name.
- 5) Take your device to the Parish Council meeting and link up to a large monitor or projector.