

Potto Parish Council Help Guide to:-

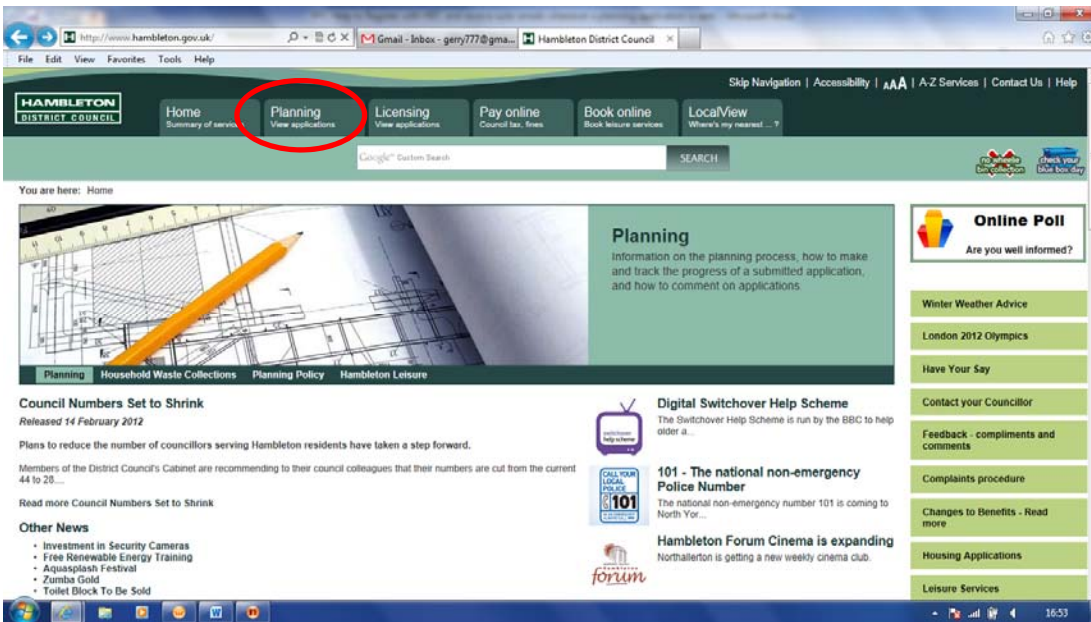
A: Register your details with Hambleton District Council.

B: Request an automated email whenever a planning application for Potto is received by HDC.

Firstly, you have to 'register' your name, email and home address on the HDC website. This only needs to be done once. If you have ever added an on-line comment to a planning application you will already be registered. Once registered, you can then request to be auto emailed with details of all new planning applications for Potto.

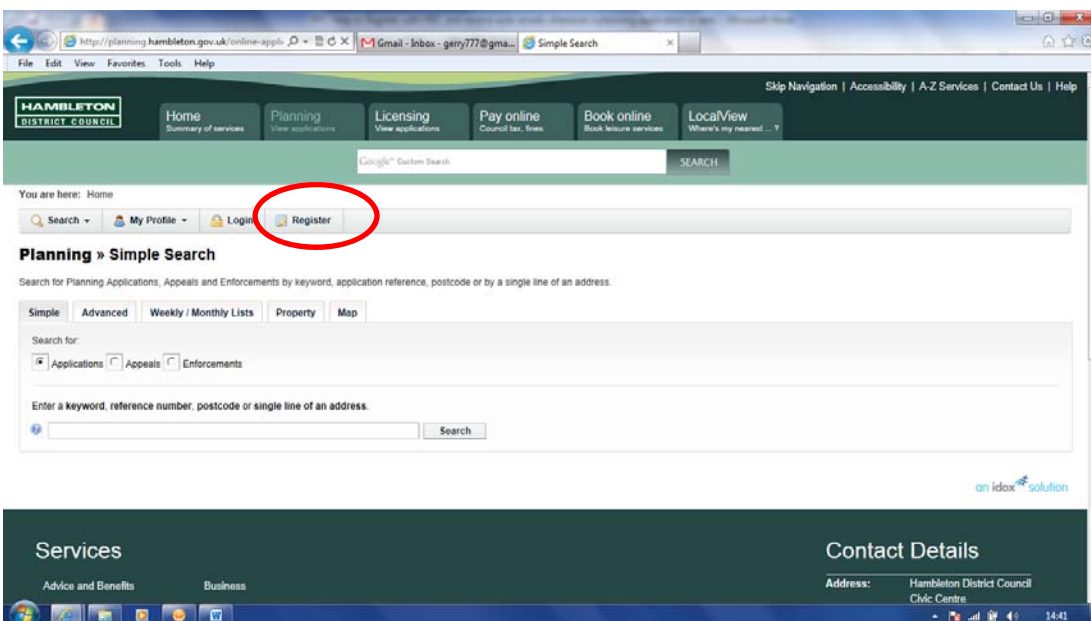
If you need to register, follow Step 1. If you have already registered, go to Step 2 of this Guide.

Step 1. Using Google or similar, find the [Hambleton District Council home page](#) which looks like this:



Click on the **Planning** tab, circled red above.

This will take you to the Planning Home page shown below



Click on **Register**, circled red above.

You are then transferred to this page (below). Fill in all the details as requested and choose a password.

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 *

First Name *

Surname *

Phone Number

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

Email Address *

Confirm Email Address *

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

Password *

Confirm Password *

Then click **Next** circled in red. You are transferred to the page below. Enter your postcode.

HAMBLETON DISTRICT COUNCIL

Home | Planning | Licensing | Pay online | Book online | LocalView

Google Custom Search

You are here: Home

Search | My Profile | Login | Register

Registration

Postcode *

Services

- Advice and Benefits
- Community and Living
- Education and Learning
- Health and Social Care
- Jobs and Careers
- Business
- Council and Democracy
- Environment and Planning
- Housing
- Leisure and Culture

Contact Details

Address: Hambleton District Council
Civic Centre
Stone Cross
Northallerton
North Yorkshire
DL6 2UU

Tel: 0845 1211 555

Click **Next** circled in red above. On the next page (not shown) select your address from the dropdown list and Tick the Terms and Conditions box. Then click **Next**.

HAMBLETON DISTRICT COUNCIL

Home | Planning | Licensing | Pay online | Book online | LocalView

Google Custom Search

You are here: Home

Search | My Profile | Login | Register

Registration Complete

Thank you for registering.

You will shortly be sent an e-mail with instructions on how to complete your registration.

You will not be able to save searches or track applications, unless you confirm your registration details via the e-mail we send you.

Services

- Advice and Benefits
- Community and Living
- Education and Learning
- Health and Social Care
- Jobs and Careers
- Transport and Streets
- Business
- Council and Democracy
- Environment and Planning
- Housing
- Leisure and Culture

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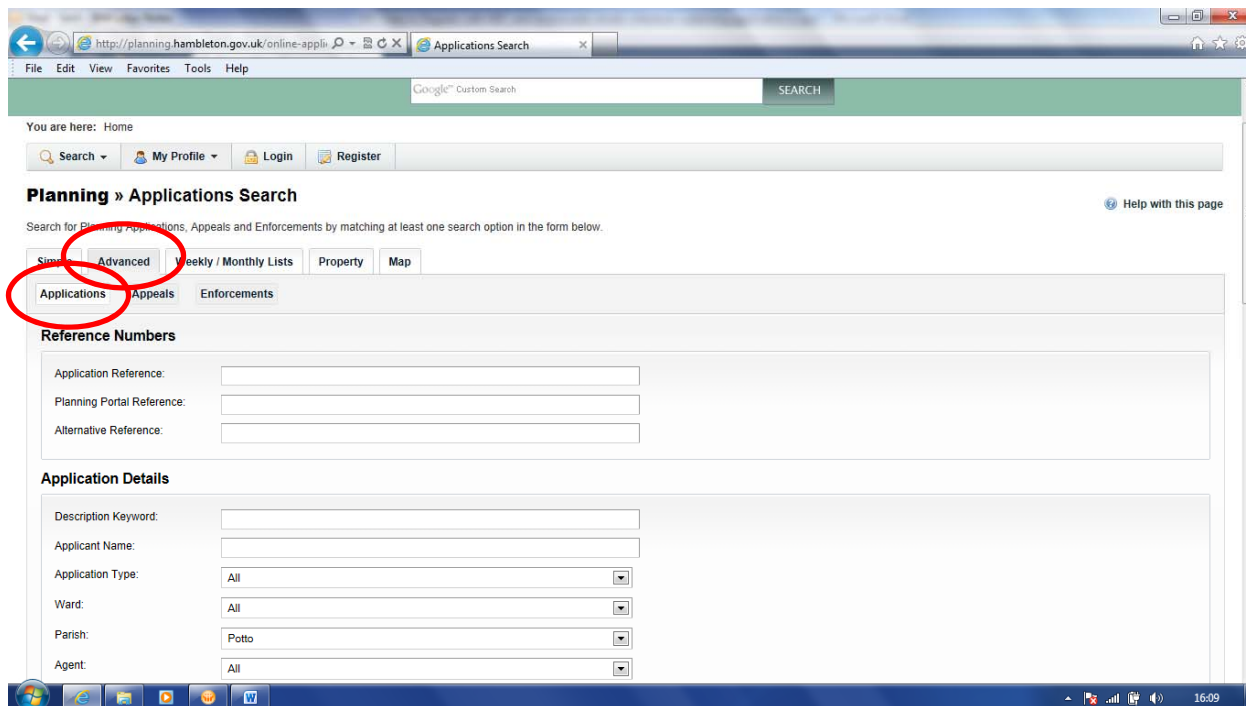
Tel: 0845 1211 555
Fax: 01609 767228

The page above shows that Registration has been successfully completed.

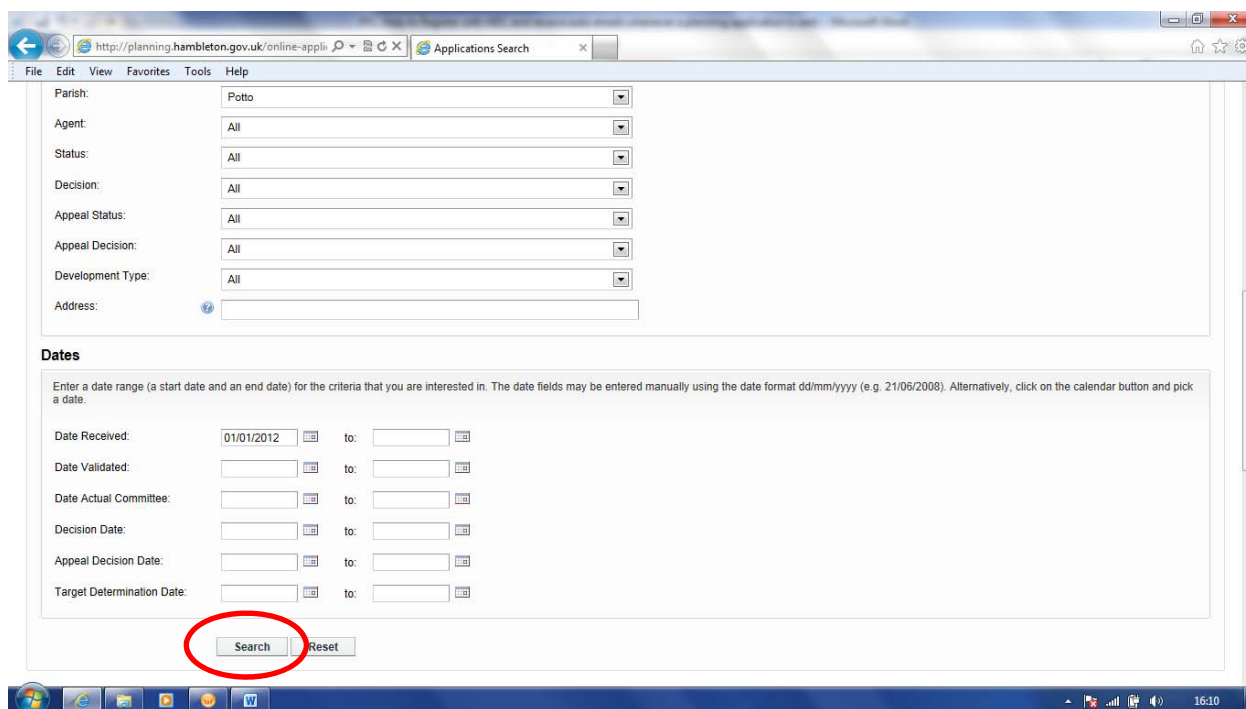
After successful Registration, you can Log-in to receive emails from HDC.

Step 2.

Go to the HDC planning Home page, see below.



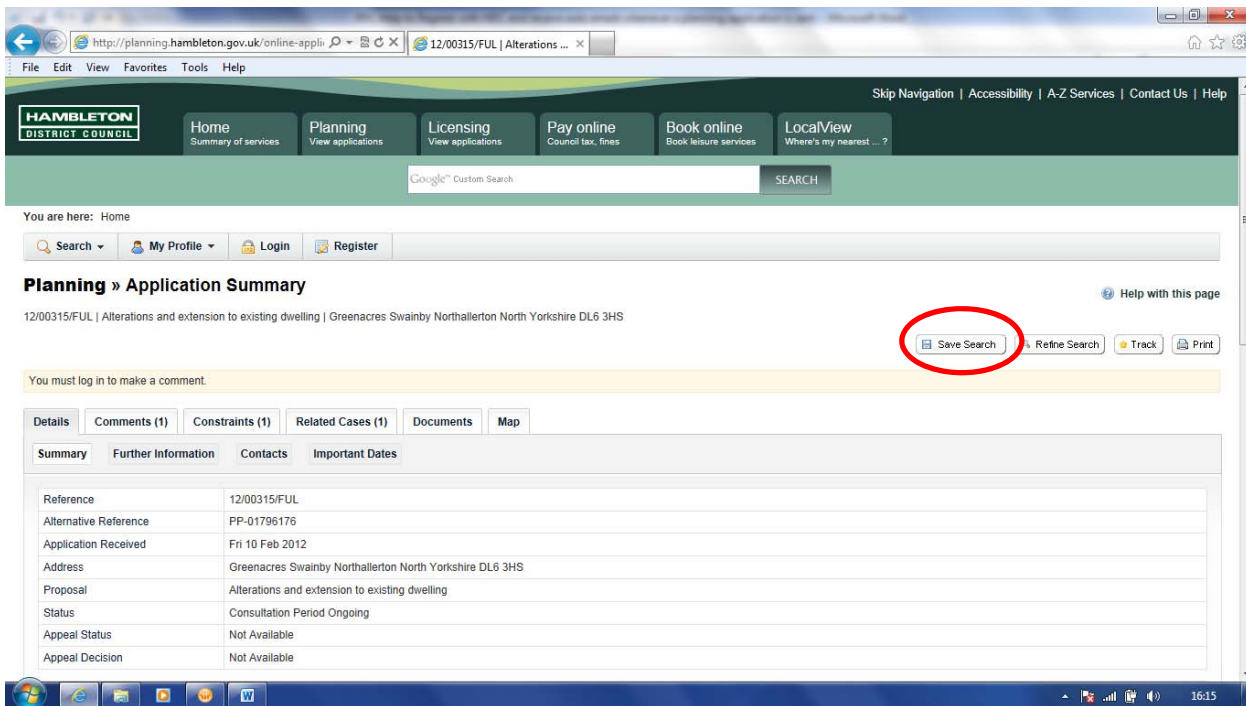
Select the **Advanced** tab circled red above and click the **Applications** box circled red above.



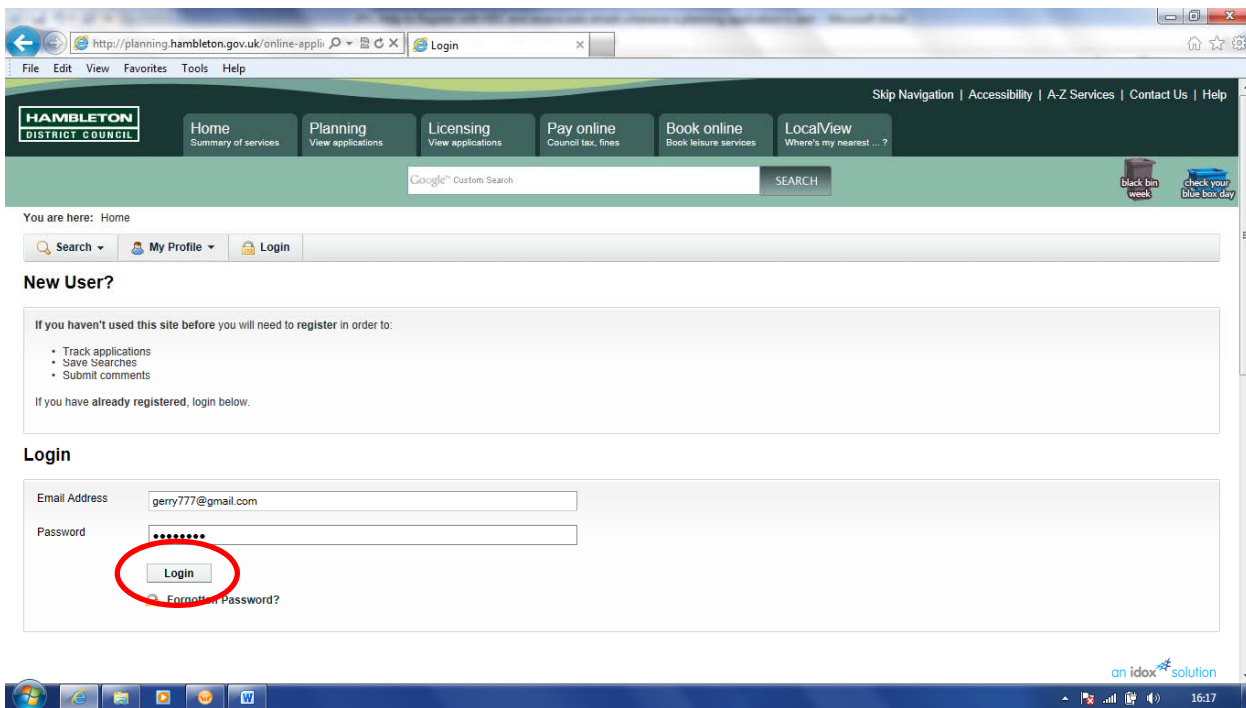
Select **Potto** from the parish drop down menu and enter today's date in the date field. Leave the other fields blank

Then click **Search** circled red above.

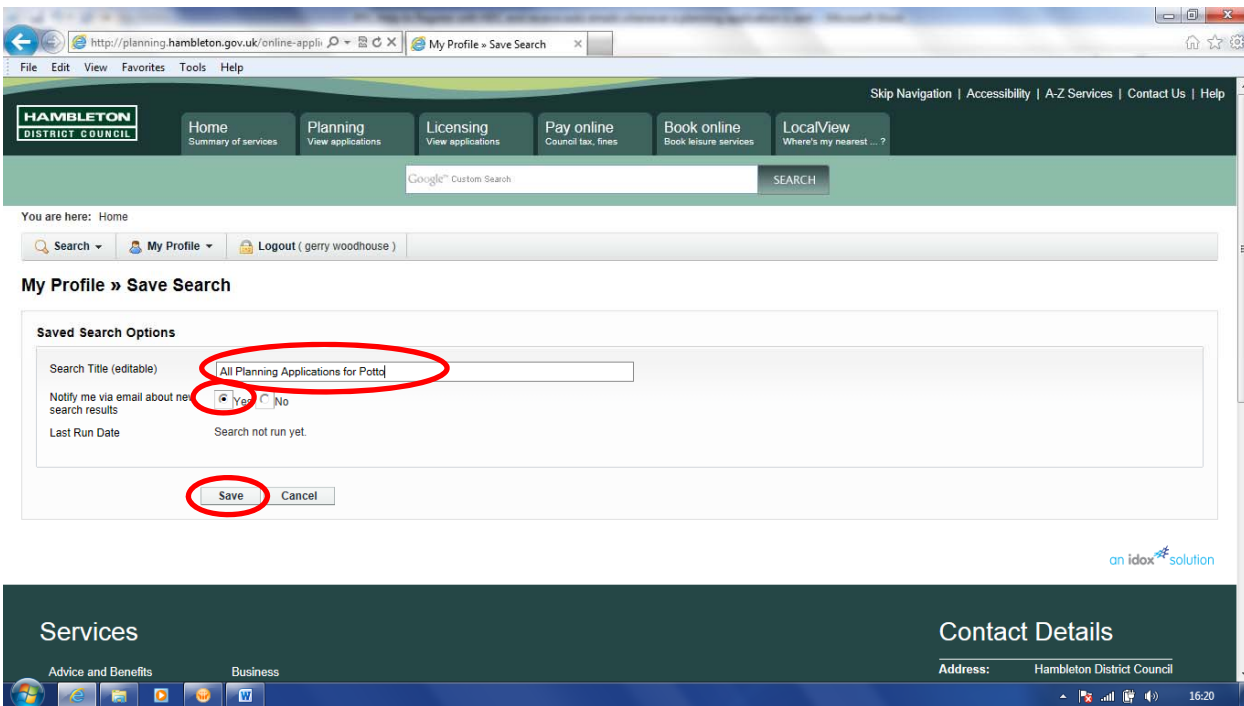
This will take you to the next screen below



Results will be displayed and then click **Save Search** circled red above



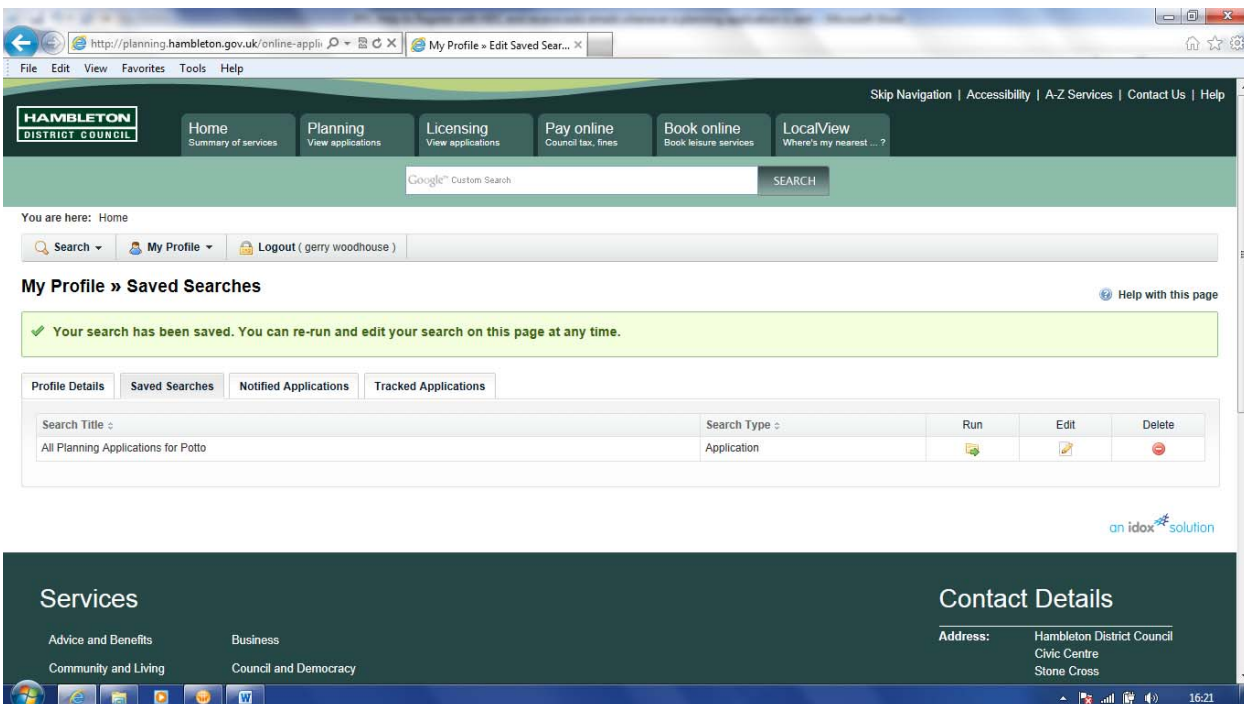
Enter your email address and password and then click **Login** circled red.



Change **Search Title** as shown above circled red

Select **Yes** to notify me via email – circled red

Click **Save** circled red



This page shows that your search has been saved.

You should now receive an email whenever HDC receive a planning application for Potto parish.