

## Assistant Clerk

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**From:** Abi Williams  
**Sent:** 01 July 2026 12:01  
**To:** Assistant Clerk  
**Subject:** PLANNING AGENDA FW: Free planning application review

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**From:** Planning Application Review <tour@parish.planningapplicationreview.co.uk>  
**Sent:** 01 July 2026 12:00  
**To:** Abi Williams <parishclerk@melbournparishcouncil.gov.uk>  
**Subject:** Free planning application review

Dear Melbourn Parish Clerk,

Planning applications are becoming increasingly difficult and time-consuming to review, particularly where submissions include large technical reports, drawings, and supporting documents spread across many pages.

The public-facing service is used in assisting residents with understanding planning applications, and now [Planningapplicationreview.co.uk](https://planningapplicationreview.co.uk) have expanded the service and developed a parish portal designed to help parish and town councils review planning applications more quickly and consistently.

We are offering one free planning application briefing report.

No account setup is needed, and there is no obligation.

If you have a live planning application coming before the council, simply reply with the planning portal link or application reference. We will review the published documents and prepare a clear councillor briefing report covering:

- what is being proposed
- the key documents and drawings
- the main planning issues
- any evidence gaps or points needing closer attention

The report is intended to help councillors get quickly up to speed before a planning discussion, particularly where an application includes several technical documents.

You can view more information here:

[Parish Portal Brochure](#)

A live demonstration portal is also available to explore: [Demo Portal](#)

Tour login:

Email: [tour@parish.planningapplicationreview.co.uk](mailto:tour@parish.planningapplicationreview.co.uk)

Password: Take-The-Tour

But the simplest way to try it is just to reply with a live planning application reference or link, and we'll prepare one free report for your council.

Kind regards,

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Planning Application Review

[tour@parish.planningapplicationreview.co.uk](mailto:tour@parish.planningapplicationreview.co.uk)

<https://parish.planningapplicationreview.co.uk>

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