PUBLIC ACCESS

USER GUIDE

FREQUENTLY ASKED QUESTIONS

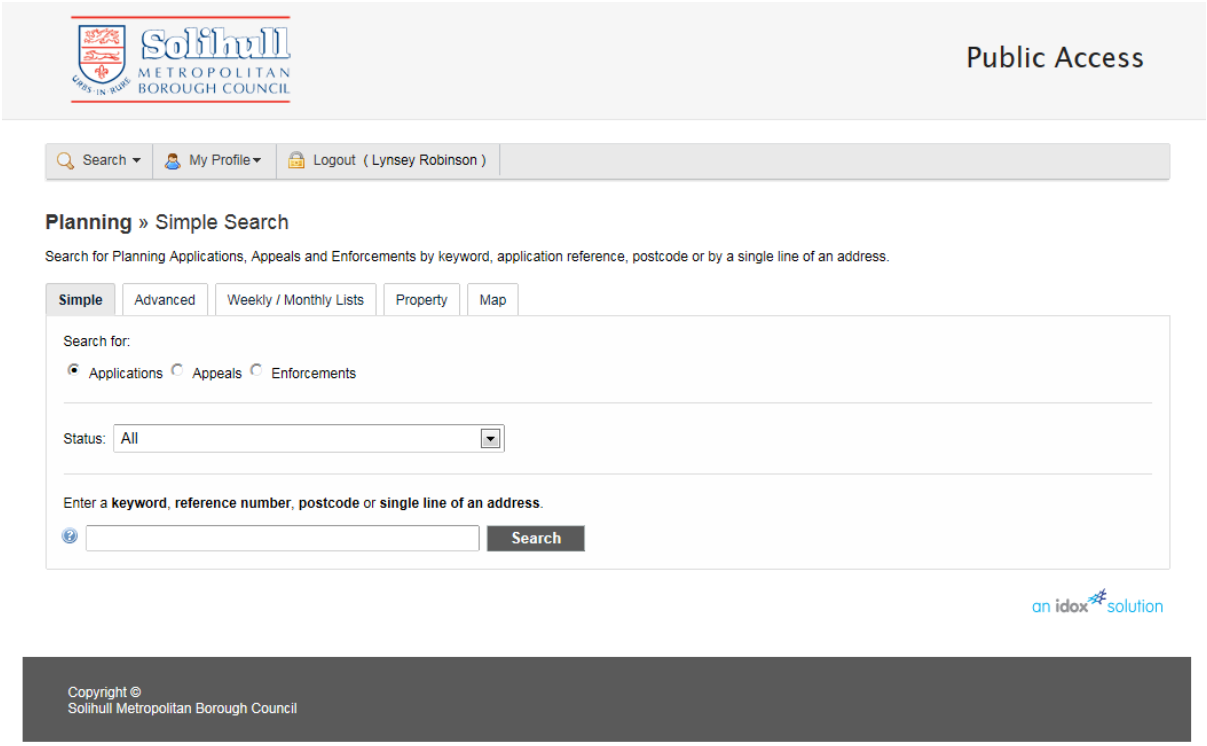
1. HOW DO I SEARCH FOR A PLANNING APPLICATION OR SITE ADDRESS?
2. HOW DO I CARRY OUT A MORE COMPLEX SEARCH?
3. HOW DO I FIND OUT THE HISTORY OF A PROPERTY, SITE OR STREET?
4. HOW DO I SEARCH FOR APPLICATIONS WITHIN A PARTICULAR AREA OR RADIUS OF A SITE?
5. HOW DO I REGISTER WITH PUBLIC ACCESS?
6. HOW DO I SAVE A SEARCH TO RECEIVE EMAIL UPDATES?
7. HOW DO I TRACK AN APPLICATION TO RECEIVE EMAIL UPDATES?
8. HOW DO I SEE WEEKLY OR MONTHLY LISTS OF APPLICATIONS VALIDATED OR DETERMINED?
9. HOW DO I VIEW PLANNING APPLICATION INFORMATION, DOCUMENTS AND PLANS?
10. HOW DO I MEASURE A PLAN?
11. HOW DO I MAKE A COMMENT ON A PLANNING APPLICATION?

HOW DO I SEARCH FOR A PLANNING APPLICATION OR SITE ADDRESS?

SIMPLE SEARCH

The 'Simple Search' facility is the easiest way to search for a planning application or property.

A search can be carried out using the planning application number, keyword, postcode or a single line of an address.

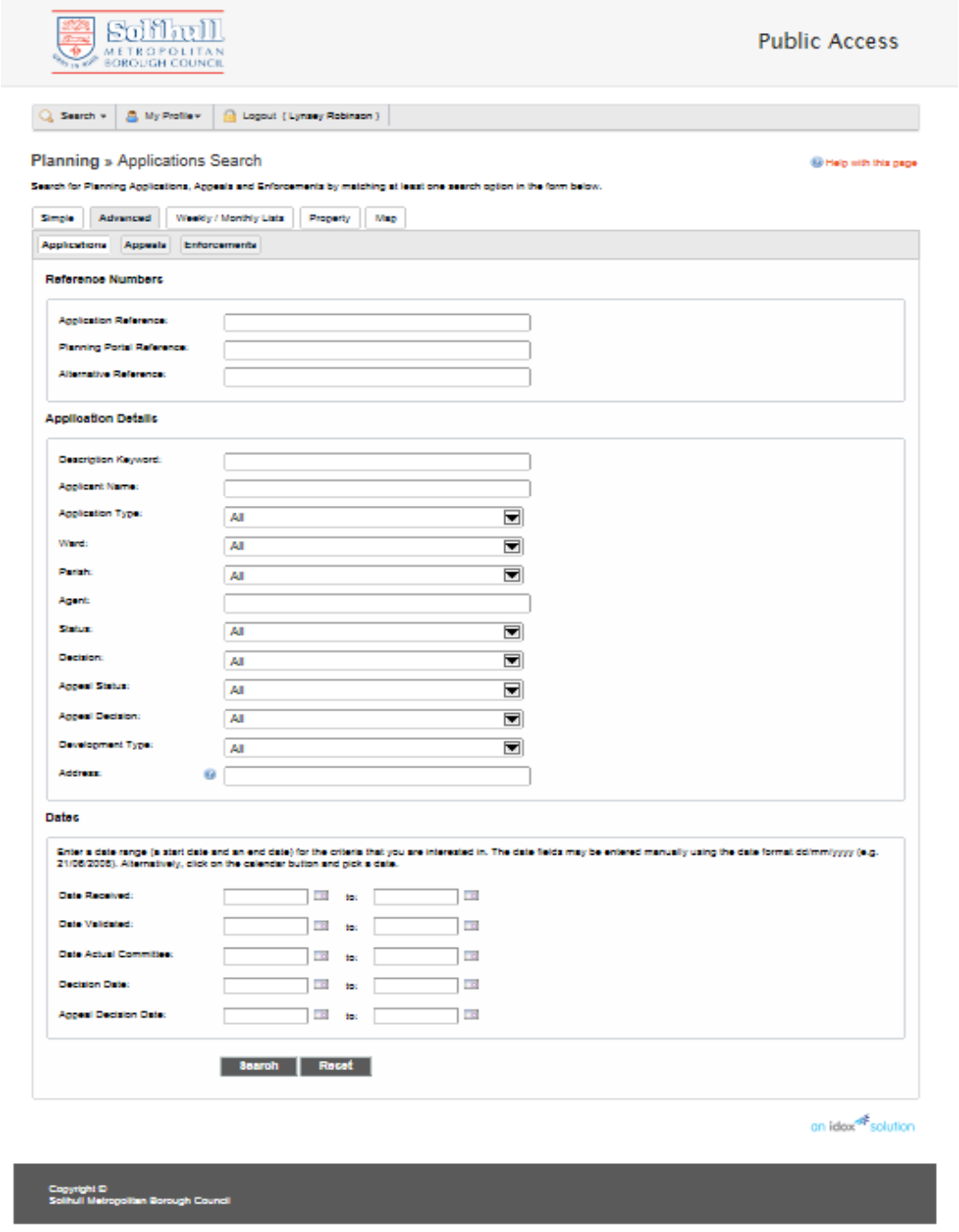


HOW DO I CARRY OUT A MORE COMPLEX SEARCH?

ADVANCED SEARCH

The Advanced Search option offers the facility to carry out more complex searches, including date ranges and Ward / Parish searches.

Planning applications with an 'old style' reference number (where the number does not start PL/…. e.g. YEAR/NUMBER/S) can be searched for using the 'Alternative Reference' field.

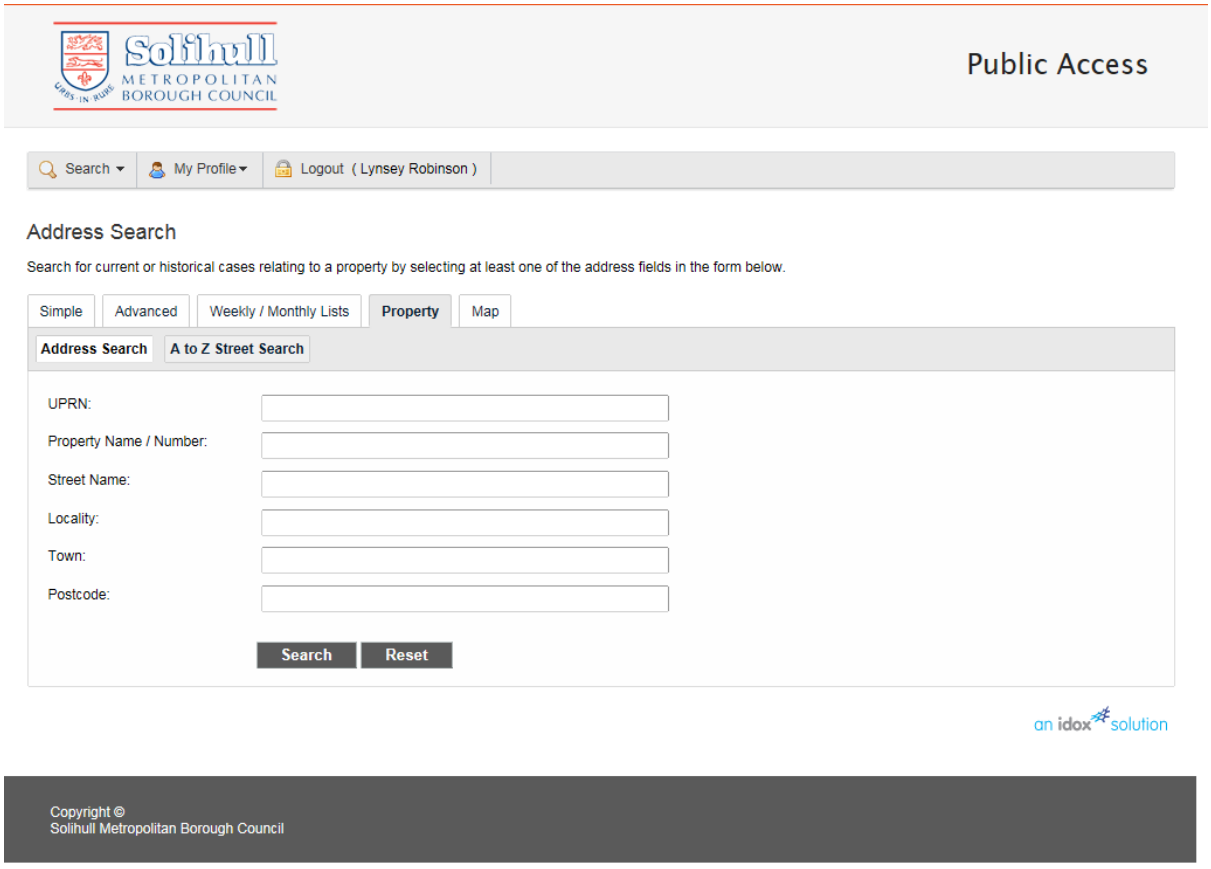


HOW DO I FIND OUT THE HISTORY OF A PROPERTY, SITE OR STREET?

PROPERTY SEARCH

The Property Search facility allows you to search by Address or as an A to Z Street Search.

Results will display for Planning Applications, Planning Appeals, Planning Enforcements, Building Control Applications and Building Control Contraventions.



HOW DO I SEARCH FOR APPLICATIONS WITHIN A PARTICULAR AREA OR RADIUS OF A SITE?

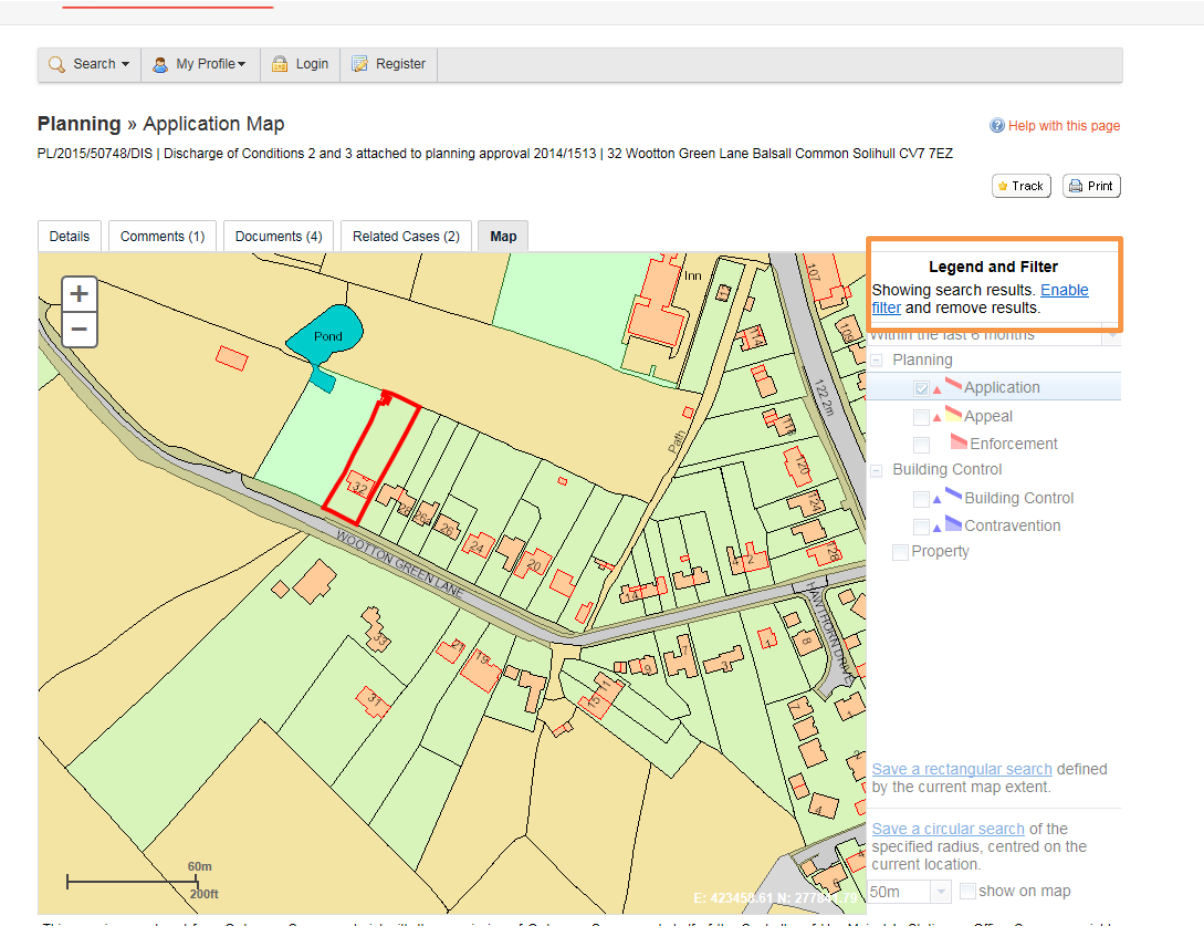
MAP SEARCH

A Map Search can be used to identify planning applications, appeals and enforcements within a specified area of the Borough.

You can also save a rectangular search or a circular area search around a specified location, and opt to receive email notifications of new planning applications received within the search area.

On the Map Tab, you can simply zoom in and out of the map and drag the mouse to pan around to locate the area you are interested in. Alternatively, you can use the simple search facility to bring up an application on a property and click on the map tab, in order to zoom straight to a site.

Firstly make sure you click on Enable Filter on the right of the page (as highlighted below).

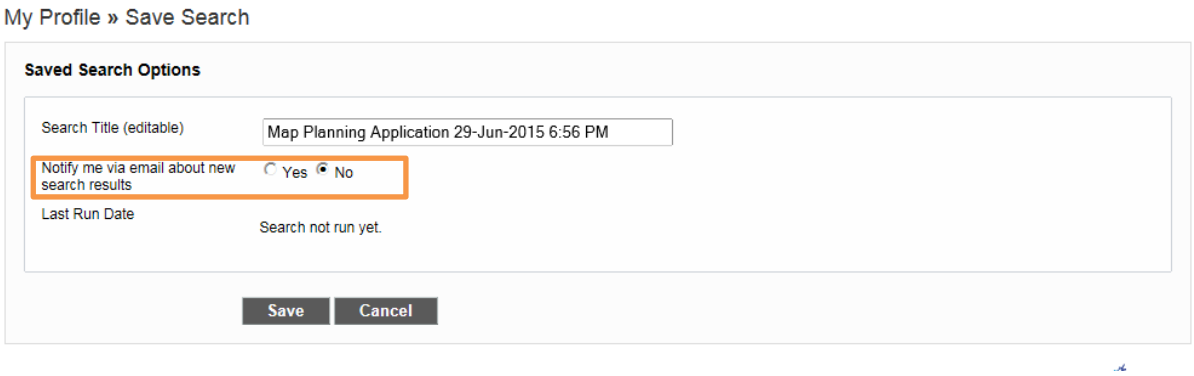


You can then use the options to turn on layers that you might be interested in and define the time period for when applications have been received.

In order to save a rectangular or a circular search you will need to be logged in to the website. For help on how to register on the website see click here

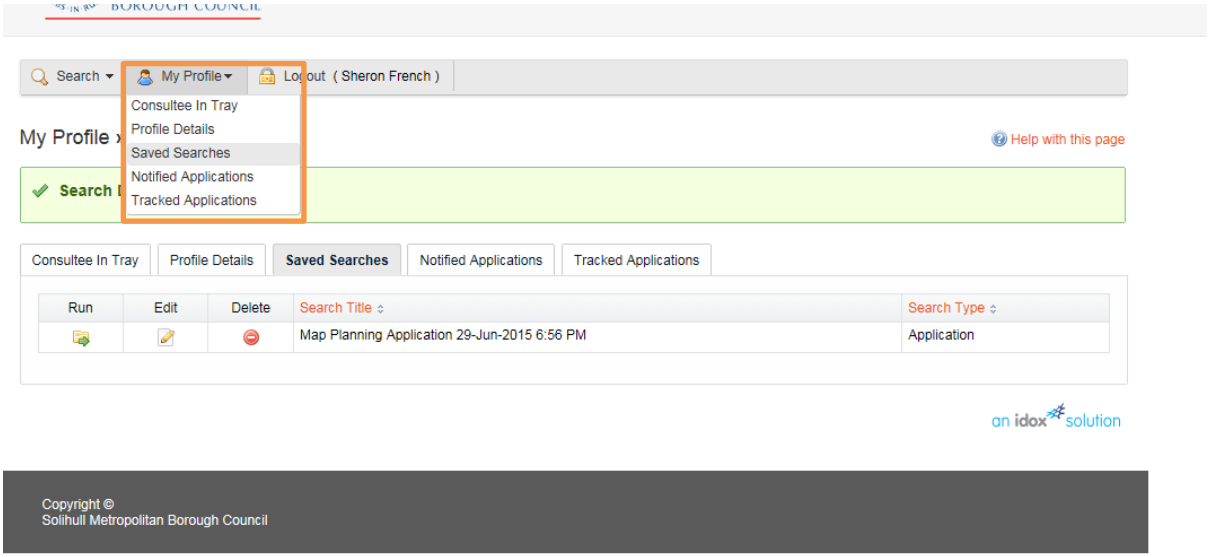
A rectangular search means everything you currently see on screen. A circular search means you can set a radius, e.g. 1km from the centralised point in the map. Click the Show on map button to see the extent of the search.

When you click on either of the Save search options and if you are logged into the site, Public Access will ask you if you wish to be notified about new results within your search area:



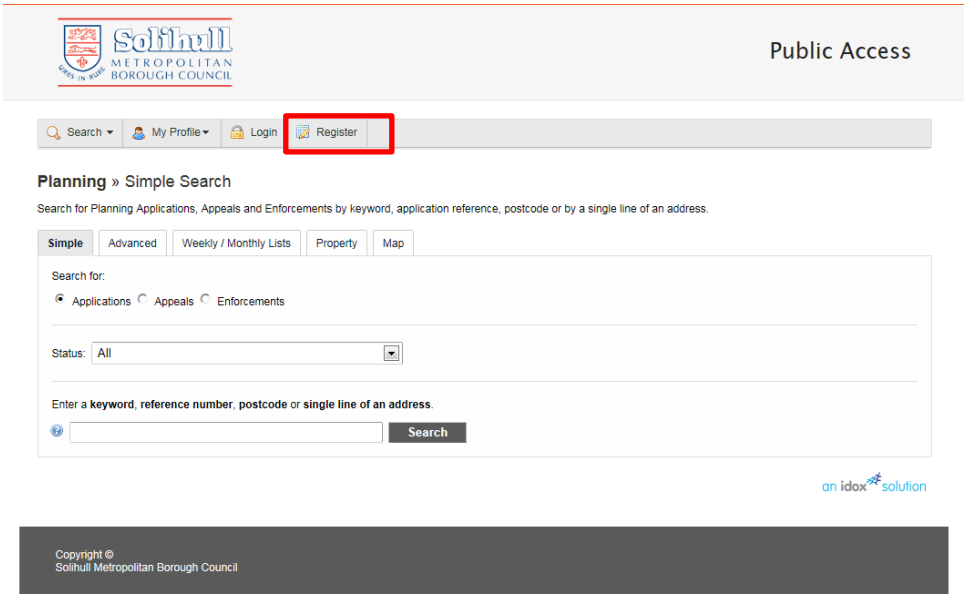
If you click yes to this option, every time a new application is received within your search area you will receive an email alert.

You can save multiple searches within your profile and edit and delete them at a future date if you no longer wish to receive updates. To do this, simply click on My Profile and Saved Searches

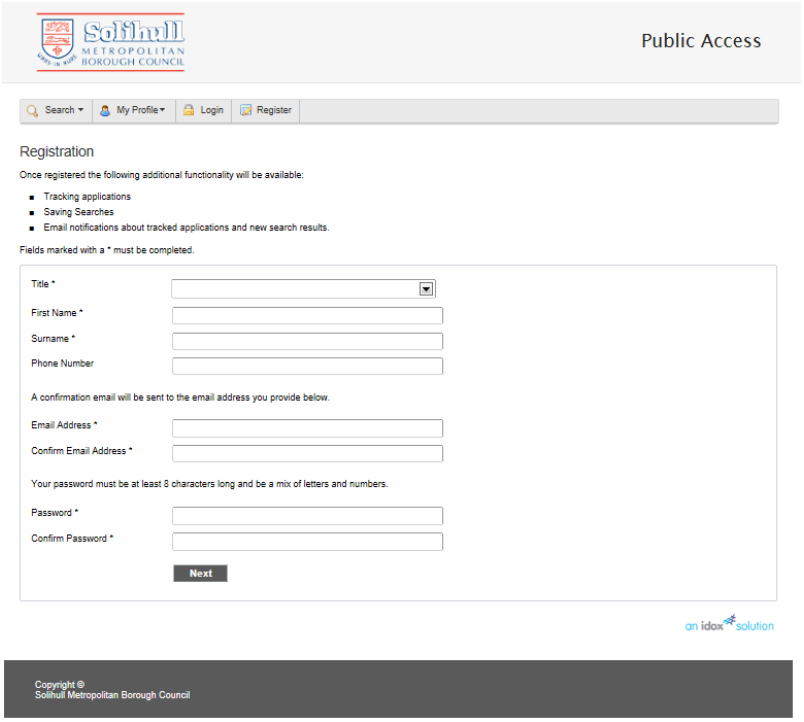


HOW DO I REGISTER WITH PUBLIC ACCESS?

Click on the Register button, which can be found on the Grey Toolbar across the top of the page.



Complete your details.

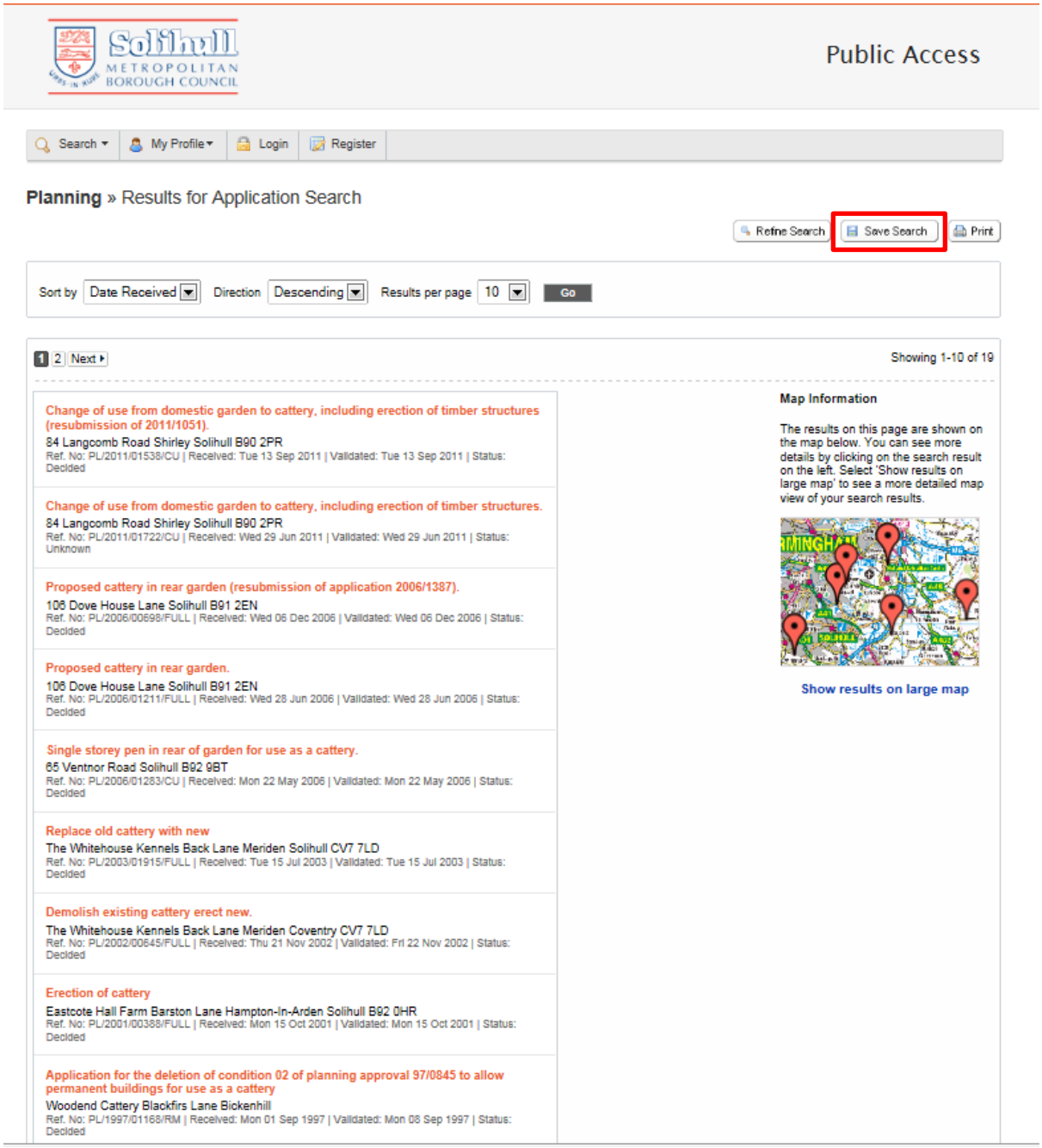


You will receive a confirmation email containing a link to complete your registration.

HOW DO I SAVE A SEARCH TO RECEIVE EMAIL UPDATES?

SAVED SEARCHES

A search can be saved using the 'Save Search' button. You can then register on Public Access to receive email notifications when planning applications meeting your search criteria are received. Please click here for further details of how to register.

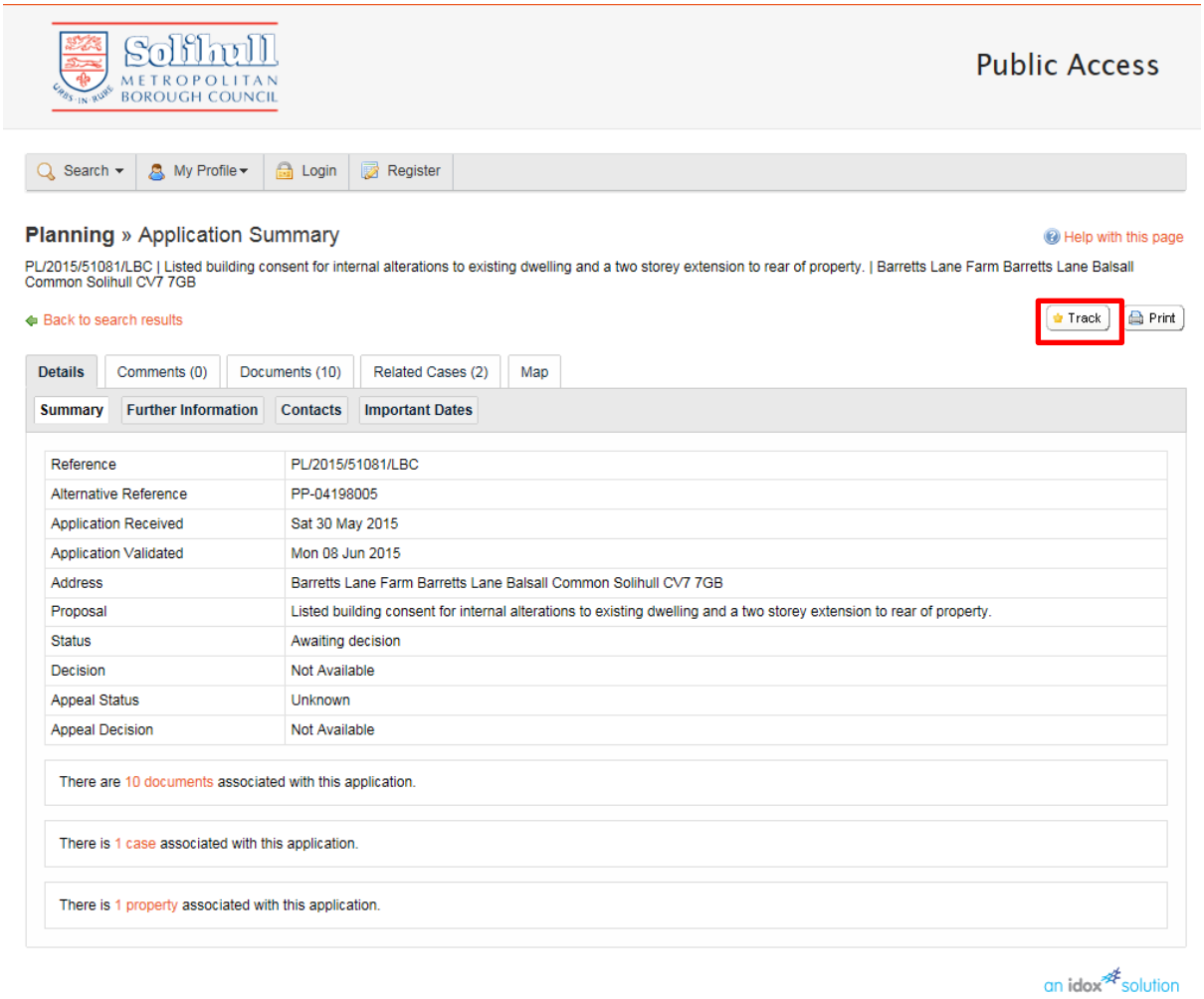


HOW DO I TRACK AN APPLICATION TO RECEIVE EMAIL UPDATES?

TRACKING AN APPLICATION

An application can be tracked to receive email notifications of its progress.

Once an application has been found, click on the 'Track' button and register / log-in to Public Access. Please click here for further details of how to register.

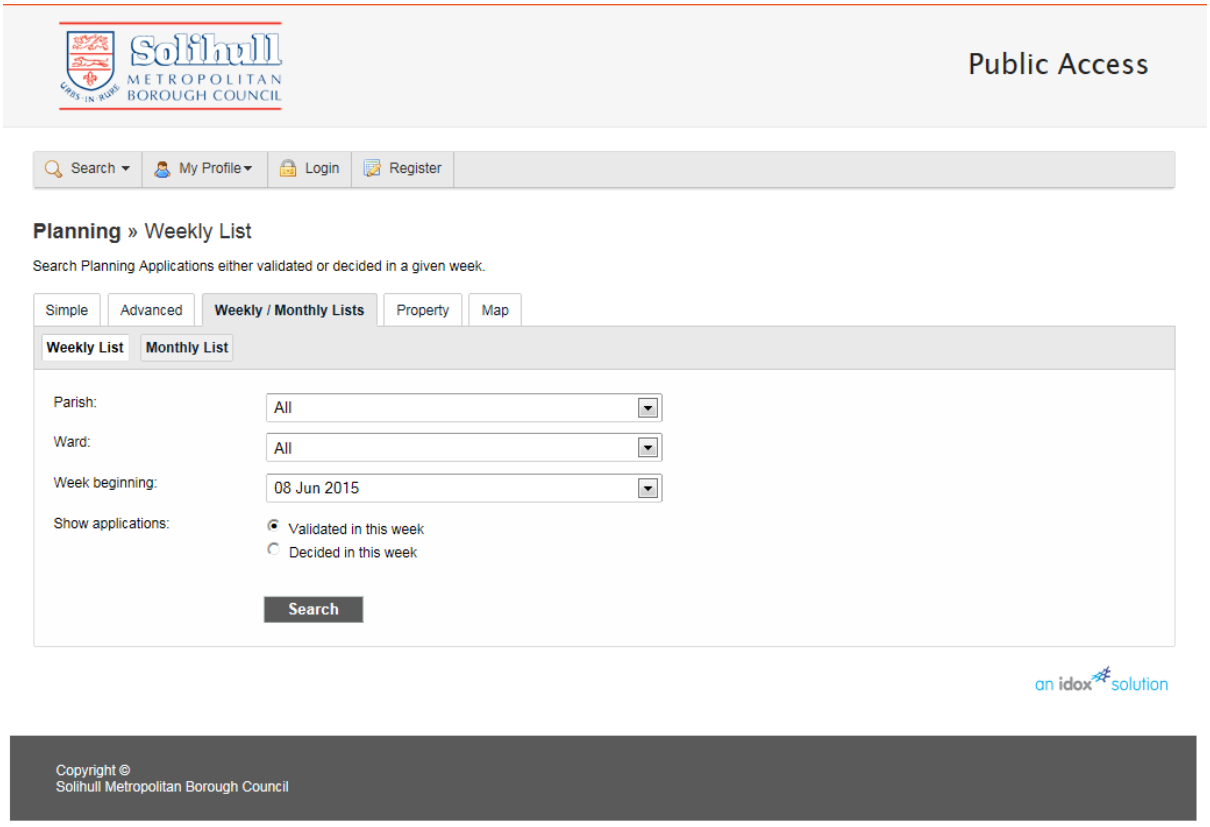


HOW DO I SEE WEEKLY OR MONTHLY LISTS OF APPLICATIONS VALIDATED OR DETERMINED?

WEEKLY AND MONTHLY LISTS

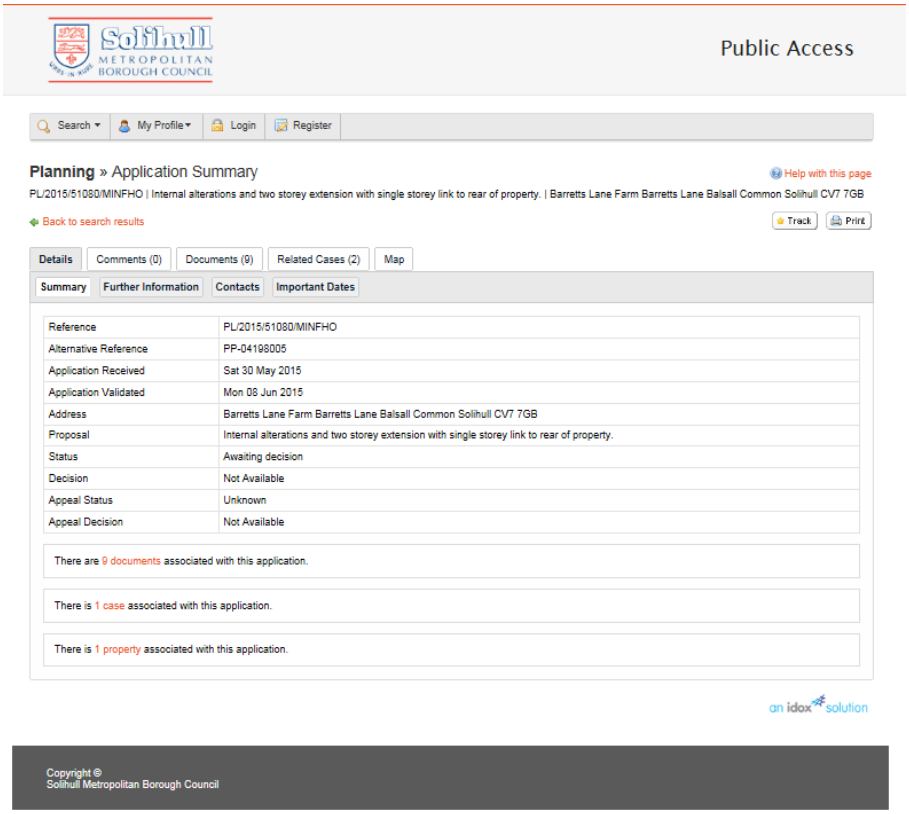
Weekly and monthly lists of planning applications validated and determined within the selected time period can be viewed using the 'Weekly / Monthly List' function.

The search can also be narrowed down by Parish or Ward.

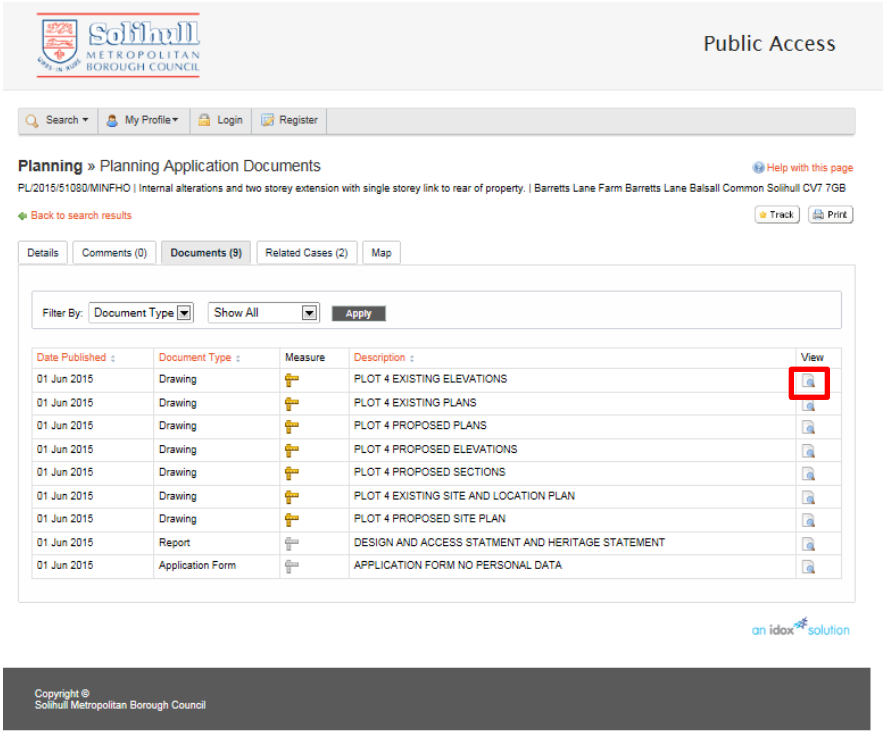


HOW DO I VIEW PLANNING APPLICATION INFORMATION, DOCUMENTS AND PLANS?

Once an application has been retrieved, information relating to the application can be viewed using the Details, Comments, Documents, Related Cases and Map tabs and sub-tabs.



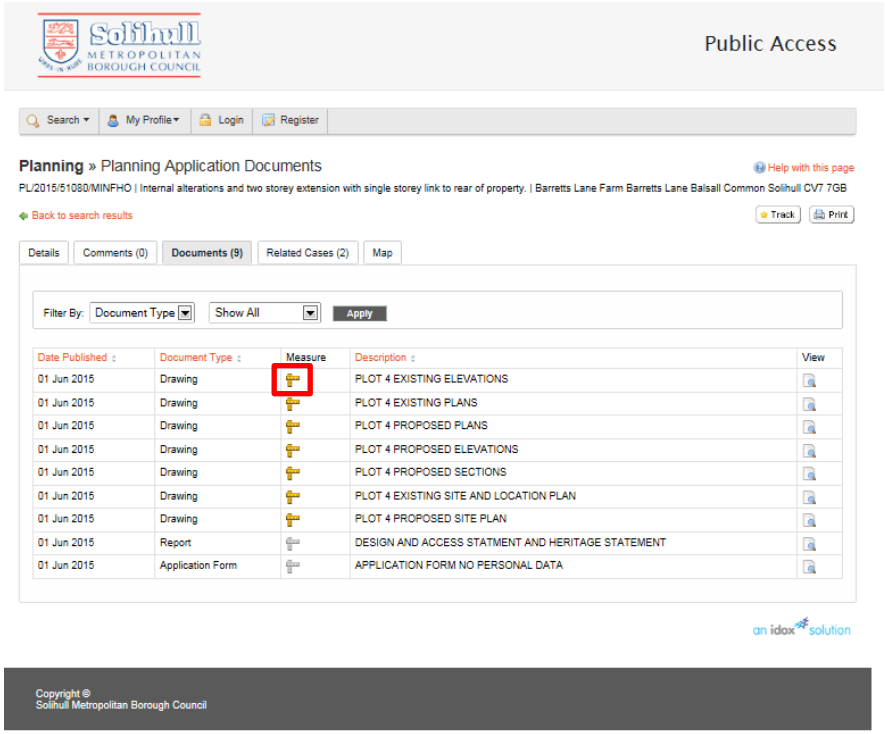
The plans and documents relating to the application can be viewed on the Documents tab by clicking on the magnifying glass icon.



HOW DO I MEASURE A PLAN?

Plans can be measured using the online measuring tool to provide the dimensions etc of a proposed scheme.

Click on the Measure icon next to the Drawing and follow the on-screen guide.

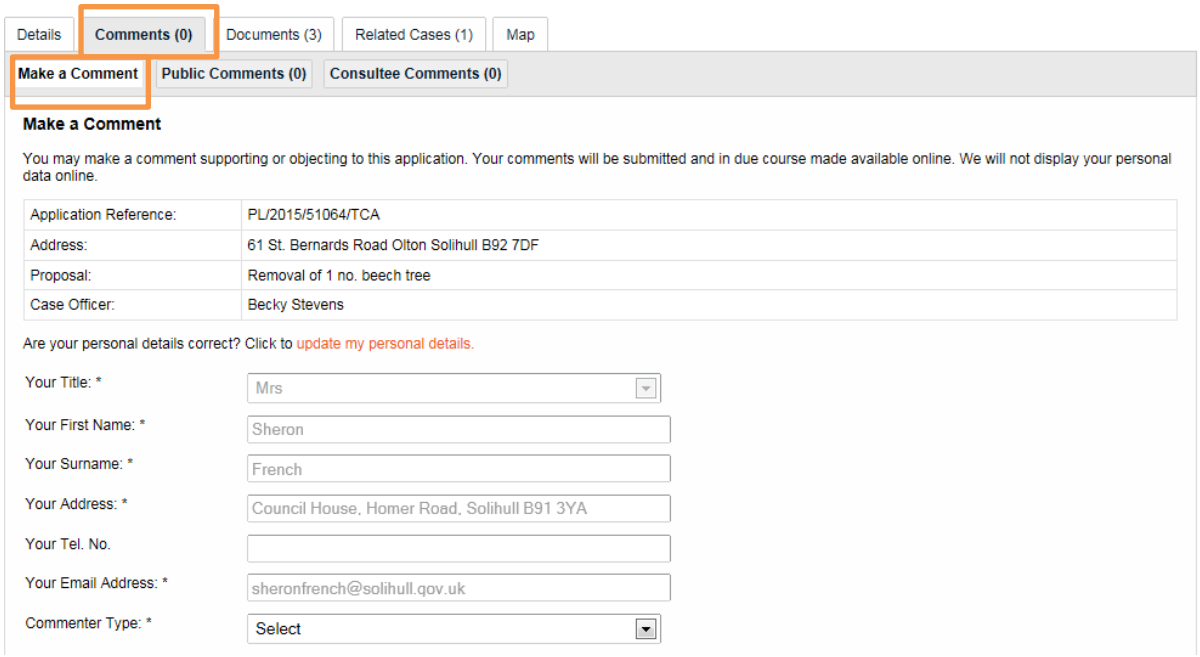


HOW DO I MAKE A COMMENT ON A PLANNING APPLICATION?

In order to make comments on planning applications, you will need to register on Public Access. Information on how to register on Public Access can be found here

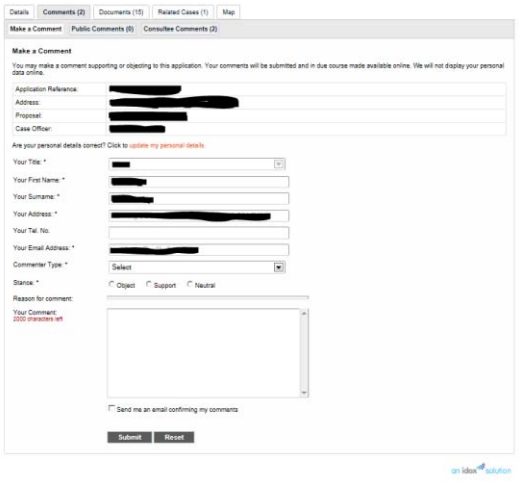
To make a comment, first navigate to the application you wish to comment on. For help with searching click here.

Click on the Comments Tab and the Make a Comment Button.



You will need to select:

a. Commenter Type
b. Stance (Object / Support / Neutral)
c. Your comment
d. You can also opt to receive an email confirming your comments.



Public comments will not be visible on the website; however, they can be viewed by requesting the public file from the Planning office.