



Doncaster
Council

PLANNING APPLICATIONS ONLINE USER GUIDE

Updated July 2018

Before visiting our new Planning Applications Online system for Planning please take the time to read the guidelines on the homepage of Planning Applications Online.

Select to go to the New Planning Applications Online system.

You can use Planning Applications Online to:

- Find and view information about Planning Applications
- Find and view information about Planning Appeals
- Find and view information about Planning Enforcement Notices
- View documents and plans for Planning Applications validated since September 2009.
- Find information about Building Control submissions.

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SEARCHING FOR INFORMATION

SIMPLE SEARCH

A simple search allows you to search for an Application, Appeal or Enforcement Notice by entering some text that will help identify it.

From the Search drop down list choose the Planning module, and then select **Simple Search**.

To search for **Applications** select the Applications radio button and then type in your selection.



Search for:

Applications Appeals Enforcements

You can amend the status to show All, Current or decided applications.

In the free text box shown, type either an application number (e.g. 14/02132/3FUL, a postcode (e.g. DN1 3BU), partial address (e.g. Civic Office) or a keyword that may appear in the description of the application (e.g. office) and select **Search**.

Applications or cases that match with your selection will then be displayed.



NO RESULTS RETURNED?

Try amending your selection i.e. Westgate may be two words West Gate. Or try searching again using the **Advanced Search** facility. A maximum of 1000 records can be retrieved at any one time.



TIME SAVER TIP.

Instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search.

ADVANCED SEARCH (Planning Applications)

From the search drop down list choose the Planning module, and then select **Advanced**.

Simple **Advanced** Weekly / Monthly Lists Property Map

Applications Appeals Enforcements

Application Reference:

Planning Portal Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Ward:

Parish:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

On this screen you can choose to search by various fields including Ward, Parish, Agent.



You can select from the **Status** list, together with a **Ward** or **Parish** to find current applications in that area.

You can also include dates in your selection as well as any fields above.

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2006). Alternatively, click on the calendar button and pick a date.

Date Received:	<input type="text"/>	to:	<input type="text"/>
Date Validated:	<input type="text"/>	to:	<input type="text"/>
Date Actual Committee:	<input type="text"/>	to:	<input type="text"/>
Decision Date:	<input type="text"/>	to:	<input type="text"/>
Appeal Decision Date:	<input type="text"/>	to:	<input type="text"/>

If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 01/09/2011) or click onto the calendar button and pick a date.



Problems?

Too many results (a maximum of 1000 records can be retrieved) – try searching again, but add from a different option. Alternatively, add a date selection into your search to limit the range of your search.

If you want to remove ALL of the selections you have made on the search form, click **Reset** at the bottom of the screen.



TIME SAVER TIP.

Instead of scrolling down to the Search button, press **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key. You can save this search to run again by selecting the Save Search button.

ADVANCED SEARCH (Appeals)

To search for Appeals click on the Appeals button on the Advanced Search tab. You can search by either the Appeal case reference or original planning application reference or any of the options listed in appeal details.

Simple	Advanced	Weekly / Monthly Lists	Property	Map
Applications	Appeals	Enforcements		

Reference Numbers

Appeal Reference:	<input type="text"/>
Alternative Reference:	<input type="text"/>
Application Reference:	<input type="text"/>
Enforcement Reference:	<input type="text"/>

Appeal Details

Description Keyword:	<input type="text"/>
Appeal Type:	All <input type="button" value="v"/>
Ward:	All <input type="button" value="v"/>
Parish:	All <input type="button" value="v"/>
Appeal Status:	All <input type="button" value="v"/>
Appeal Decision:	All <input type="button" value="v"/>
Appeal Process:	All <input type="button" value="v"/>
Address:	<input type="text"/>

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Appeal Lodged Date:	<input type="text"/>		to:	<input type="text"/>	
Date Validated:	<input type="text"/>		to:	<input type="text"/>	
Date Court Decision:	<input type="text"/>		to:	<input type="text"/>	
Date Inspectorate Decision:	<input type="text"/>		to:	<input type="text"/>	

Search

Reset

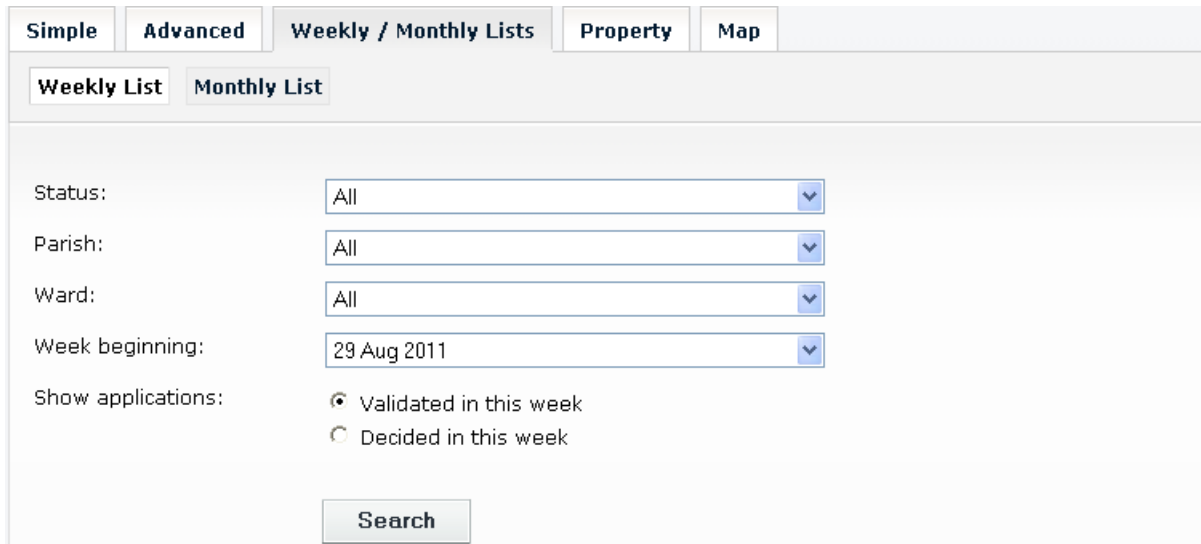
In addition you can also choose selections from the available fields to refine your search. You can also search for appeals by Date Lodged or Date of Decision. If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 21/06/2011) or click onto the calendar button and pick a date.



TIME SAVER tip – instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key. You can save this search to run again by clicking on the **Save Search** button.

WEEKLY/MONTHLY LISTS

You can search for all applications either **validated** or **decided** in a given week. All weeks start on a Monday and end on a Sunday. You can search any week in the past sixteen weeks.



The screenshot shows a web interface with a top navigation bar containing tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is selected), 'Property', and 'Map'. Below this, there are two sub-tabs: 'Weekly List' (selected) and 'Monthly List'. The main content area contains search filters: 'Status:' with a dropdown menu set to 'All'; 'Parish:' with a dropdown menu set to 'All'; 'Ward:' with a dropdown menu set to 'All'; 'Week beginning:' with a dropdown menu set to '29 Aug 2011'; and 'Show applications:' with two radio button options: 'Validated in this week' (which is selected) and 'Decided in this week'. A 'Search' button is located at the bottom of the filter section.

You can also limit your weekly list to just applications in one **Ward** or **Parish** by choosing the week, then the Ward or Parish from the drop down list.

If you wish to view a **Monthly List**. Select this option at the top of the menu. You can search for any month in the past six months.

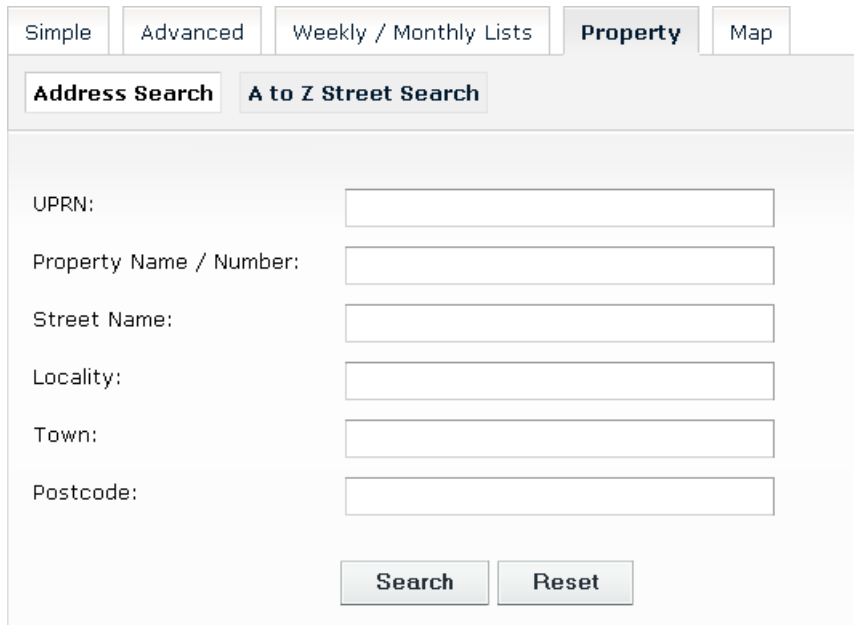


TIME SAVER tip – instead of scrolling down to the search button, press the **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key.

PROPERTY SEARCH

From the search drop down list choose the Planning module and then select **Property Search**.

You can search for an address using a free text search by selecting the **Address Search** option at the top of the menu.



The screenshot shows a web interface for property search. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Property' tab is selected. Below these tabs, there are two sub-tabs: 'Address Search' and 'A to Z Street Search'. The 'Address Search' sub-tab is selected. Below the sub-tabs, there are six input fields with labels: 'UPRN:', 'Property Name / Number:', 'Street Name:', 'Locality:', 'Town:', and 'Postcode:'. At the bottom of the form, there are two buttons: 'Search' and 'Reset'.

You will get the best results by typing in the **Property Name/Number** and the **Street Name** only.

PROPERTY SEARCH (A - Z Street Search)

Choose the street that you require by finding it under the relevant letter.

Simple Advanced Weekly / Monthly Lists **Property** Map

Address Search **A to Z Street Search**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Results per page 10

Streets beginning with A

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next ▶ Showing 1-10 of 353

- [A18 , Doncaster , Doncaster](#)
- [A1M Junction 35 To Junction 34 , Doncaster , Doncaster](#)
- [A1M Junction 35 To Junction 36 , Doncaster , Doncaster](#)
- [A1M Junction 35 To Junction 36 Off Slip , Doncaster , Doncaster](#)
- [A1M Junction 36 To Junction 35 , Doncaster , Doncaster](#)
- [A1M Junction 36 To Junction 35 On Slip , Doncaster , Doncaster](#)

A list of all the streets beginning with the selected letter will be returned, like the example above. Select the street you require.

A list of all the properties on the street will be returned, like the example below. Choose the address you wish to search by selecting from the list.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next ▶

Phones 4 U 1 St Sepulchre Gate Doncaster DN1 1TD

Prestige Recruitment Specialists Limited Offices At 1 St Sepulchre Gate Doncaster DN1 1TD

Jd Sport 2 - 4 St Sepulchre Gate Doncaster DN1 1TA

Second Floor 2 - 4 St Sepulchre Gate Doncaster DN1 1TA

Thomas Cook 3 St Sepulchre Gate Doncaster DN1 1TD

Midland Co-Operative Society Ltd 5 - 7 St Sepulchre Gate Doncaster DN1 1TD

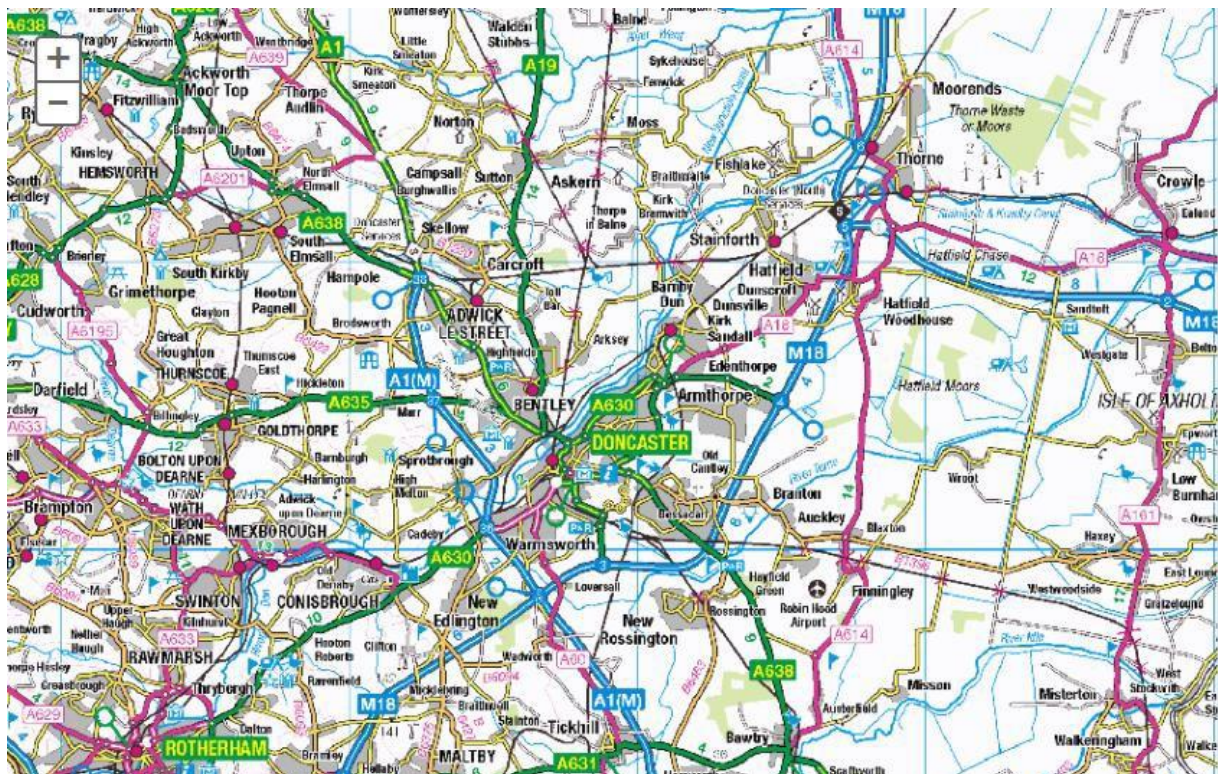
Stafforce Personnel Limited Offices 5 - 7 St Sepulchre Gate Doncaster DN1 1TD

MAP SEARCHING

From the search drop down list choose the Planning module, and then select **Map Search**

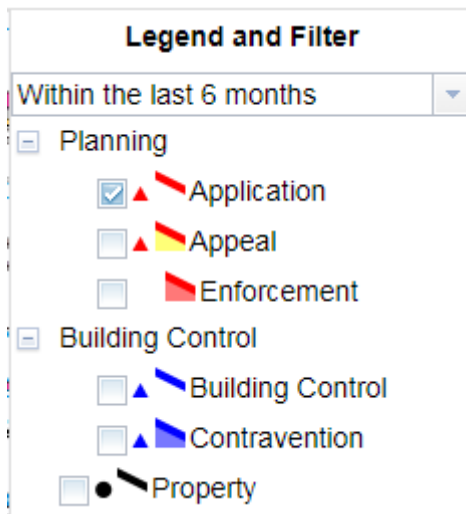
Map tools – The interactive maps contains a number of tools to help you zoom in and pan around the map to locate the desired case/property.

- Zoom in – click the + button on the map to zoom in, or zoom using the mouse wheel
- Zoom out – click the – button on the map to zoom out, or zoom using the mouse wheel
- Pan Mode – to move around the map, click on the map and keeping the mouse button pressed, drag the map in the direction that you want to pan to.



Once you have selected the relevant part of the map you can now filter the search.

MAP FILTERS



Select what you want to search for-

Planning –

Applications – shown as red, non-shaded polygon

Appeals – shown as red, yellow shaded polygon

Enforcements – shown as red shaded polygon

Building Control –

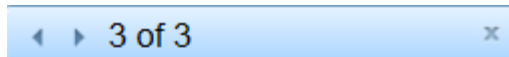
Applications – shown as blue, non-shaded polygon

Property –

Property – shown as black dots

Select the relevant time period from the drop down list.

Click a polygon to display summary information on that record.



Application

14/00115/FUL

DMBC
Civic Offices
Waterdale
Doncaster
DN1 3BU

Test invalid application

[Application Details](#)

VIEWING SEARCH RESULTS

Whether you are searching for planning applications or appeals the results of your search will be returned in one of two ways.

If there is only one record found, then details of it will be displayed. If there is more than one record, a list of records with a summary will be displayed. If you want to see more information about a particular record, click on the purple text for the record.

Sort by Direction Results per page

1 2 3 4 5 6 7 8 Next

Showing 1-10 of 80

- Installation of 8250 solar panels onto the distribution centre roof**
 Ikea Distribution Centre Yorkshire Way Armthorpe Doncaster DN3 3FB
Ref. No: 13/02025/FUL | Received: Mon 23 Sep 2013 | Validated: Wed 02 Oct 2013 | Status: Awaiting decision
- Retrospective application for the retention of PV solar panels on roof of barn**
 Ron Hull & Sons Farm Racing Stables Moorhouse Farm Blyth Road Tickhill Doncaster DN11 9EY
Ref. No: 13/01985/FUL | Received: Thu 19 Sep 2013 | Validated: Fri 20 Sep 2013 | Status: Decided
- Installation of 12 solar panels**
 7 Campsall Park Road Campsall Doncaster DN6 9LF
Ref. No: 13/01755/PD | Received: Mon 19 Aug 2013 | Validated: Mon 19 Aug 2013 | Status: Decided
- Installation of a 4KW solar panel system to rear of pitched roof of property.**
 36 Wellingley Road Balby Doncaster DN4 8TD

Map Information

The results on this page are shown on the map below. You can see more details by clicking on the search result on the left. Select 'Show results on large map' to see a more detailed map view of your search results.



If you want to change your search without losing all the settings you selected, click on **Refine Search** at the top of the screen. You will be returned to the screen you were on before you started the search. You can then change these settings before searching again.



If you have **Registered and logged in** you will have the option to **Save the search** or to track individual applications.

PLANNING APPLICATION SUMMARY

The planning application summary looks like the screen below.

15/00035/FUL | Test multiple update | DMBC Civic Offices Waterdale Doncaster DN1 3BU

[Back to search results](#)

Track Make a Comment Print

<p>Details Associated Documents Related Cases (1) Map Make a Public Comment</p>	
<p>Summary Further Information Contacts Important Dates</p>	
Reference	15/00035/FUL
Alternative Reference	Not Available
Application Received	Wed 04 Mar 2015
Application Validated	Wed 04 Mar 2015
Address	DMBC Civic Offices Waterdale Doncaster DN1 3BU

The **Summary** screen gives basic information about the application. Further details can be found under the **Further Information**, **Contacts** and **Important Dates** options.

If the application is currently being considered and the application type allows comments, you can submit comments by clicking on the **Make a Public Comment** tab.

If you wish to view any available documents including comments or plans relating to the application click on the Associated Documents tab.



Plans and documents are only available for applications received after 1st September 2009. We aim to make documents available within 5 working days.

APPEALS SUMMARY

The appeals summary looks like the screen below.

Planning » Appeal Details [Help with this page](#)

06/00053/TEST | This is a test application for DMBC training purposes | DMBC Planning Services Second Floor
Danum House St Sepulchre Gate Doncaster DN1 1UB

[Save Search](#) [Refine Search](#) [Track](#) [Print](#)

Details Related Cases (4) Associated Documents Map

Summary Important Dates

Reference:	06/00053/TEST
Alternative Reference:	PP-00055213
Address:	DMBC Planning Services Second Floor Danum House St Sepulchre Gate Doncaster DN1 1UB
Nature:	This is a test application for DMBC training purposes
Status:	Appeal Allowed

The **Details Summary** screen gives basic information about the appeal. Details of significant dates can be found under the **Important Dates** tab.

Details of the planning application that the appeal relates to can be found under the **Related Cases** tab.


On the **Map** tab, you can see the boundary of the appeal site. Please note that you cannot search for other appeals on this map. If you wish to do a map search, click on the **Map Search** option at the top of the screen.



Where can I view appeal documentation? Appeal statements and appeal decisions that relate to planning applications can be found with all the other documents that relate to the planning application on the **Associated Documents** tab.

VIEWING ASSOCIATED DOCUMENTS

To view any available documents select the associated documents tab on the **Application – Summary** screen. To view a list of the documents available select **View Associated Documents**.


Doncaster Council
planning online

Search Results - 48 records found

Page 1 of 2 ⏪ ⏩ 1 2 ⏪ ⏩ 25 Records/Page

Document Type	Document Info	Date
Additional Plans/Information	Important Information	22/12/
Appeal Policy Documents	ENV52	03/01/
Appeal Policy Documents	ENV54	03/01/
Appeal Policy Documents	Supplementary Planning Guidance	04/01/
Appeal Policy Documents	T5 Supplementary Planning Guidance	03/01/
Appeal Policy Documents	UDP (CPA 2004)	03/01/
Appeal Policy Documents	UDP Front Cover	03/01/
Appeal Policy Documents	UDP Letter	03/01/
Appeal Policy Documents	UDP Second Page	03/01/
Appeal Questionnaire	LPA.	04/01/

HOW TO REGISTER

Select the Register button, highlighted below.

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

Simple Advanced Weekly / Monthly Lists Property Map

Search for:

Applications Appeals Enforcements

Status: All

Enter a keyword, reference number, postcode or single line of an address.

Search

an idox solution

Please provide your contact details as requested and then choose a password that you will in future to log in with.

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.

Click on **Next**. On the next screen type in your Postcode and select **Next**. The next screen will display all the addresses that share your Postcode.

Registration

Please select your address:

Back Next

Select the drop down arrow to the side of the first address to expand the list of addresses and then find and select your address. Click **Next** when you have completed this screen.

A registration screen will be displayed. Check the details are correct and tick the box once you have read and agree to the terms and conditions and your data. Select **Next**.

A confirmation email will then be sent to the email address you provided.

To finish the Registration process, please open this email and select the link within it. When you have done this, you have registered and can now log into Planning Applications Online to make comments or use the new features.



Problems registering? If your postcode is not recognised or you live outside the Doncaster Council area the following screen will be displayed.

Registration



Please check your registration details

- No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.

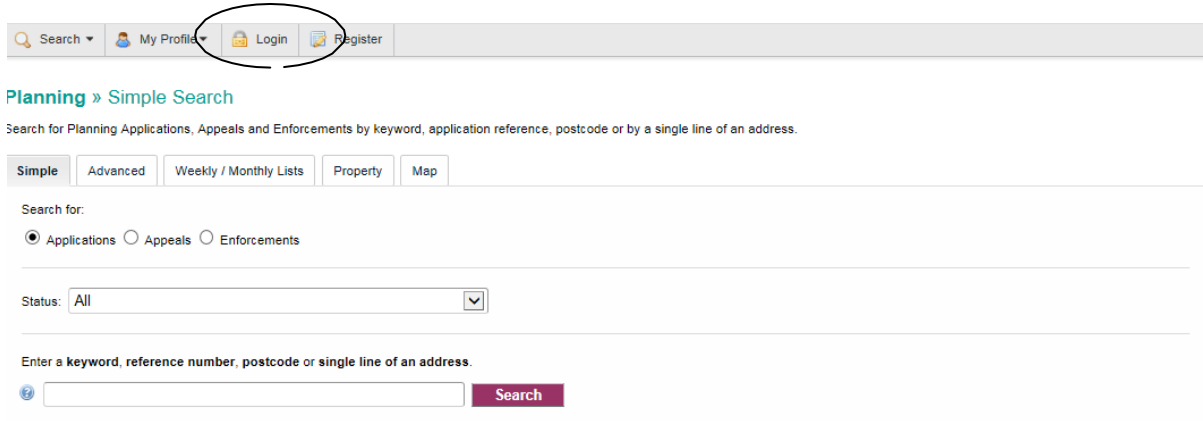
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City *	<input type="text"/>
Postcode *	<input type="text" value="S65 9RT"/>
	<input type="button" value="Back"/> <input type="button" value="Next"/>

Please complete your address details manually and then select **Next**. A confirmation email will then be sent to the email address you provided.

HOW TO LOG IN

Once you have registered, select the Login option (highlighted below)

Complete your email address and the password that you chose when you registered.



Search My Profile Login Register

Planning » Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

Simple Advanced Weekly / Monthly Lists Property Map


Search for:

Applications Appeals Enforcements

Status: All

Enter a keyword, reference number, postcode or single line of an address.

Search

 **Forgotten your password?** Just select the link and a reminder will be sent to your email address.

MAKING COMMENTS

To make a comment you must register.

You can only comment on certain types of applications that are currently being considered. We do not accept anonymous comments. If comments cannot be made, then a message will appear on the Make a Public Comment screen.

To make comments select the Make a Public Comment or Make a Comment.

Planning » Application Summary Help with this page

15/00037/FUL | Test multiple update | DMBC Civic Offices Waterdale Doncaster DN1 3BU

[Back to search results](#) [Track](#) [Make a Comment](#) [Print](#)

Details	Associated Documents	Related Cases (1)	Map	Make a Public Comment
Summary	Further Information	Contacts	Important Dates	

Select **Submit** to send us your comments.

Spell Check – When text is entered it will run through a spell checker which will indicate, via a red underline an incorrect spelling of a word and will display a list of potential correct spellings.



Please note while drafting a comment if you are logged out due to a time out when you log back in the comment will be retained. The comment will be retained by your browser's cookies for up to two days on the same machine until its submission. If you are still typing a comment after the 30 minute time out period, you will not be logged out of the site until you perform an action which will cause the page to refresh. You can log back in and pick back up where you have left it at the time of log out.



Please note that all comments made on planning applications are a matter of **public record** and will be displayed on the internet on **Planning Applications Online**. Therefore do not include your signature or telephone number or any other information you are unwilling to publish on the internet.

SAVED SEARCHES

You must **Register** and **Log in** before you can save your search in **Planning Applications Online**.

When you have set up and run your search, you have the option of saving the search. To do this select the Save Search from the top button.



You will then be asked to give your search a name

Saved Search Options

Search Title (editable)

Notify me via email about new search results Yes No

Last Run Date Search not run yet.

You also have the option of asking to be informed by email when any new results are found by your search. If you tick **No** to this option, any new results will appear in the list of Notified Applications which you can find under **My Profile – Notified Applications**, but no email notification will be sent to you.

Search ▾ My Profile ▾ Logout (Beverley Godley) Apply Online ▾

My Profile Help with this page

Profile Details **Notified Applications** Tracked Applications

Run	Search Title ▾	Search Type ▾
<input type="checkbox"/>	Town Centre Awaiting Decision	Application

If you want to amend or delete a saved search, go to **My Profile – Saved Searches**

To edit a search, click on **Edit** against the search you wish to change. Make the changes and then select **Save**. To delete a search select the **Delete** and confirm the deletion when prompted.

If you have asked to be informed of changes by email, the system runs a daily update and will send 1 email detailing any saved searches which have new entries and any tracked application which have been updated. You can select the application number to view the application.

SAVED MAP SEARCHES

You must **Register** and **Log in** before you can save your search in **Planning Applications Online**.

You can add a map search to your Saved Searches list in one of two formats.-

- Rectangular search – saves all of the records of the selected record type that apply to the area currently shown on the map.
- Circular search – saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

You can preview the circular search that will be saved by selecting a proximity distance from the distance drop down and clicking the show on map checkbox.

TRACKED APPLICATIONS

You must **Register** and **Log In** before you can track an application in **Planning Applications Online**.



You can ask **Planning applications Online** to track any application in the system for you. When an application is being tracked you will be notified by email if the status of the application changes e.g. when the application has a decision.

To begin tracking an application – on the **Application Summary** screen click on **Track** at the top of the screen.



The application will now appear on your **Tracked Applications** screen

Profile Details Saved Searches Notified Applications **Tracked Applications**

View	Stop Tracking	Reference	Address	Type	Status
		18/01187/FUL	Doncaster MBC Civic Offices Waterdale Doncaster DN1 3BU	Application	Awaiting decision

If you wish to stop tracking an application click on the red cross under the **Stop Tracking** option.

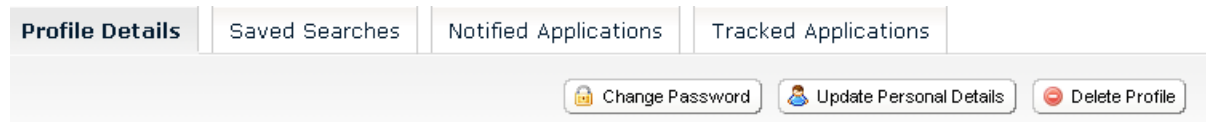


If you have asked to be informed of changes by email, the system runs a daily update and will send 1 email detailing any saved searches which have new entries and any tracked application which have been updated. You can select the application number to view the application.

CHANGING YOUR PROFILE DETAILS

You must **Log In** before you can save your changes to your profile in **Planning Applications Online**.

If you wish to change your profile, select Profile Details and then select one of the options from the top of the screen.



Change Password – you can change the password you use to log in to **Planning Applications Online**

Update Personal Details – you can change your name, postal address, telephone number and email address

Delete Profile – you can delete your account from the system. Please note that if you do this, you will no longer be able to make comments, save searches or track applications and that any searches you have saved will be deleted and you will no longer be able to continue tracking any applications.



Changing your email address – if you change your email address, we will send an email to your new address. You must open this and select the link to confirm this change, before it takes effect.

SEARCHING FOR INFORMATION IN BUILDING CONTROL

SIMPLE SEARCH (Building Control)

On this screen you can search for Building Control.

To search for Building Control Applications select the radio button and then type in your selection.

Simple	Advanced	Weekly / Monthly Lists	Property	Map
---------------	----------	------------------------	----------	-----

Search for:

Applications

In the free text box shown, type either an application number (e.g. 09/01234/DEX), a postcode (e.g. DN1 1UB), partial address (e.g. St Sepulchre Gate) or a keyword that may appear in the description of the application (e.g. office) and select **Search**.

Any applications that match with your selection will then be displayed.



NO RESULTS RETURNED?

Try amending your selection i.e. Westgate may be two words West Gate. Or try searching again using the **Advanced Search** facility. A maximum of 1000 records can be retrieved at any one time. You can save this search to run again by clicking on the Save search button.



TIME SAVER TIP.

Instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search.

ADVANCED SEARCH (Building Control)

Simple **Advanced** Weekly / Monthly Lists Property Map

Applications

Reference Numbers

Application Reference:

Application Details

Description Keyword:

Application Type:


Ward:

Parish:

Agent:

Status:

Decision:

Address: 

Type in the reference i.e. if you type in 11/0001/DEX then all applications with the reference 11/00010 to 11/00019 will be returned. Please ignore any letters after the number.

You can also choose to search by Ward or Parish or select from the other options by selecting the drop down arrows and then selecting from the list.






Select **Building Work Started** from **Status** list, together with a **Ward** or **Parish** to find applications in that area.

You can also include dates in your selection as well as any fields above.

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Received:	<input type="text"/>		to:	<input type="text"/>	
Decision Date:	<input type="text"/>		to:	<input type="text"/>	
Valid Date:	<input type="text"/>		to:	<input type="text"/>	
Application Commenced:	<input type="text"/>		to:	<input type="text"/>	
Application Completed:	<input type="text"/>		to:	<input type="text"/>	

If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 01/09/2011) or click onto the calendar button and pick a date.



Problems?

Too many results – try searching again, but add from a different option. Alternatively, add a date selection into your search to limit the range of your search.

If you want to remove ALL of the selections you have made on the search form, click **Reset** at the bottom of the screen.

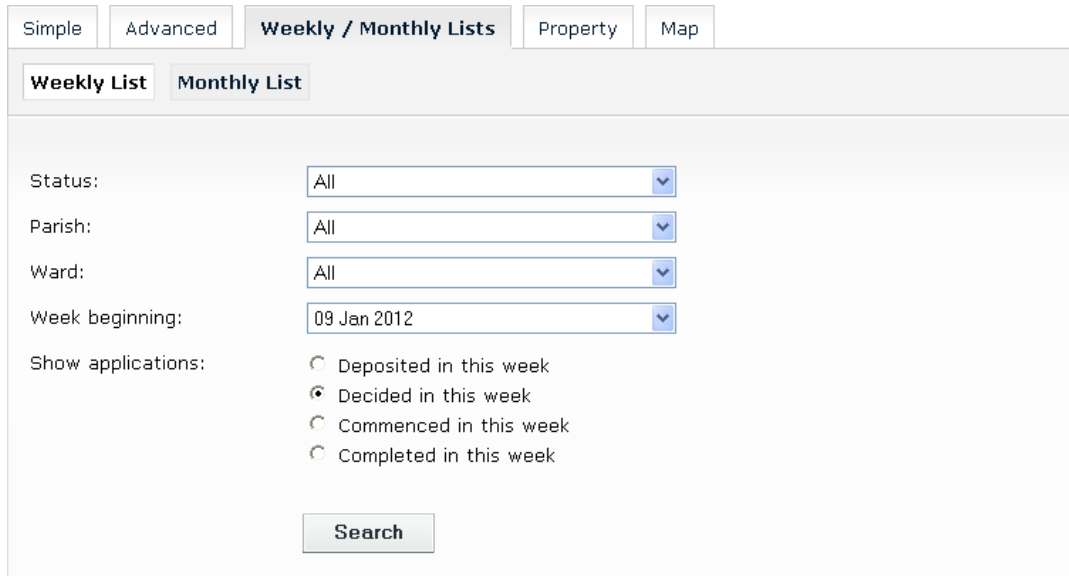


TIME SAVER TIP.

Instead of scrolling down to the Search button, press **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key. You can save this search to run again by selecting the Save Search button.

WEEKLY/MONTHLY LISTS (Building Control)

You can search for all applications either **Deposited**, **Decided**, **Commenced** or **Completed** in a given week. All weeks start on a Monday and end on a Sunday. You can search any week in the past sixteen weeks.



The screenshot shows a web interface for searching building control applications. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is selected), 'Property', and 'Map'. Below these tabs, there are two sub-tabs: 'Weekly List' (selected) and 'Monthly List'. The main search area contains the following fields and options:

- Status: A dropdown menu with 'All' selected.
- Parish: A dropdown menu with 'All' selected.
- Ward: A dropdown menu with 'All' selected.
- Week beginning: A dropdown menu with '09 Jan 2012' selected.
- Show applications: A group of four radio buttons:
 - Deposited in this week
 - Decided in this week
 - Commenced in this week
 - Completed in this week

At the bottom of the search area is a 'Search' button.

You can also limit your weekly list to just applications in one **Ward** or **Parish** by choosing the week, then the ward or Parish from the drop down list.

If you wish to view a **Monthly List**. Select this option at the top of the menu. You can search for any month in the past six months.