

A guide to using Public Access for Planning

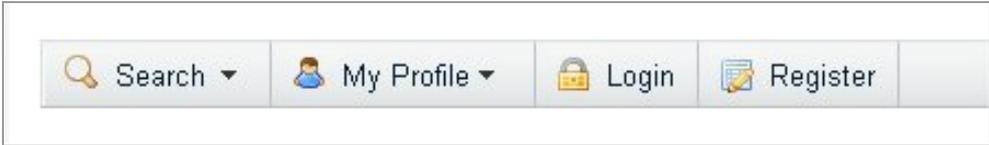
The Public Access web pages let you find information about planning applications and submit comments.

This guide contains information about:

- searching for applications;
- submitting comments on planning applications;
- user registration;
- functions available to registered users.

You can search for applications and submit comments without registering.

The main functions of the Public Access web pages are available from the button bar:



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Searching

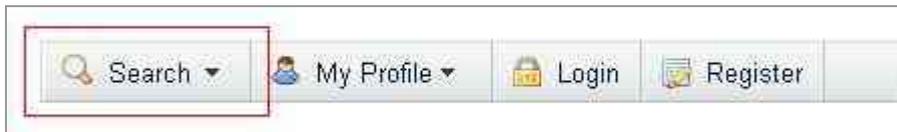
There are four ways of searching for planning applications:

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

These are described in the following sections.

When you open Public Access, the Search page is displayed with Simple Search selected.

You can get back to the search pages at any time by clicking on the 'Search' button...



...then selecting 'Planning' and choosing one of the search options:



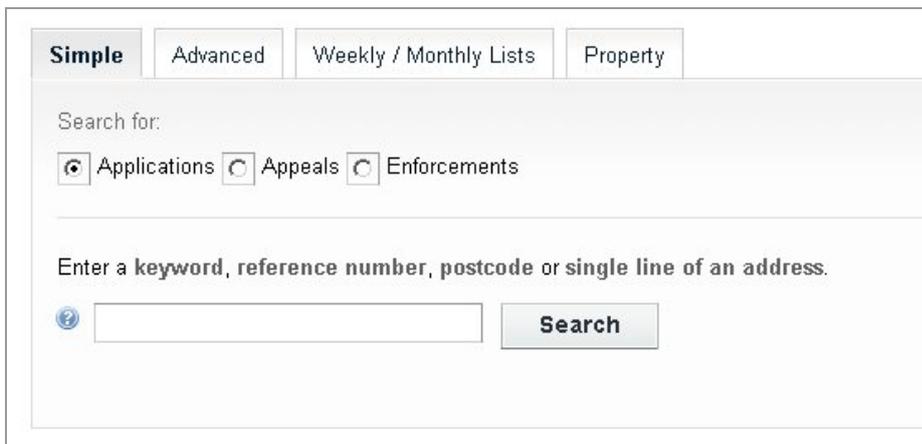
Simple Search

Simple Search is the best option to use if you are seeking information about a specific planning application and know its reference number. It is also useful for finding one or more applications by a single keyword or phrase.

To open the Simple Search screen, select 'Search' from the Menu bar, then 'Planning' -> 'Simple Search'

On the Simple search screen, enter some text which will correspond to one of:

- an application reference number (for example: 14/AP/0001)
- a post code (for example: SE1 2QH)
- part of an address (for example: Shand)
- some key text (for example: internal configuration)



Simple | Advanced | Weekly / Monthly Lists | Property

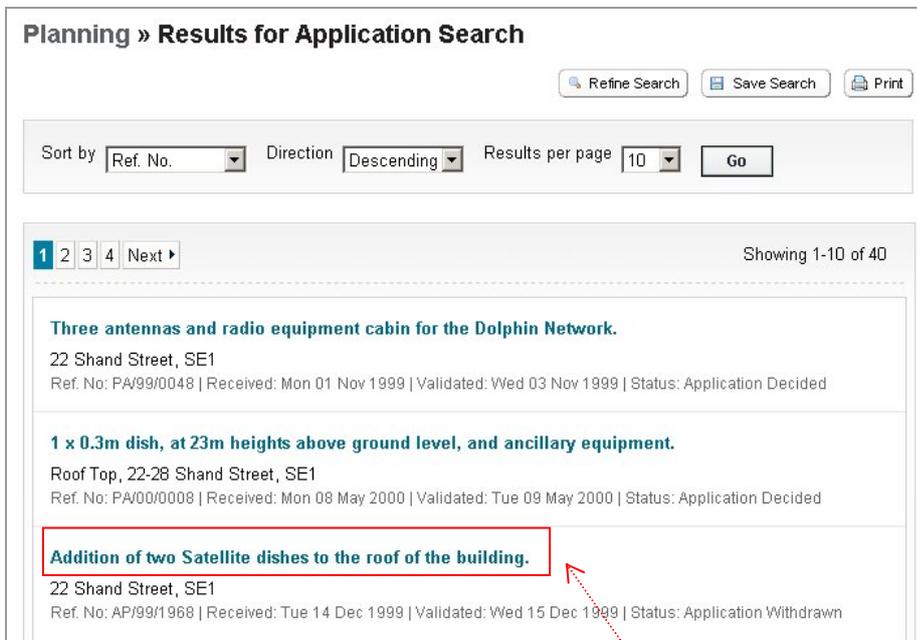
Search for:

Applications Appeals Enforcements

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

Search

Click on the Search button to display the results of your search:



Planning » Results for Application Search

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

Sort by Direction Results per page **Go**

1 2 3 4 Next ▾ Showing 1-10 of 40

Three antennas and radio equipment cabin for the Dolphin Network.
22 Shand Street, SE1
Ref. No: PA/99/0048 | Received: Mon 01 Nov 1999 | Validated: Wed 03 Nov 1999 | Status: Application Decided

1 x 0.3m dish, at 23m heights above ground level, and ancillary equipment.
Roof Top, 22-28 Shand Street, SE1
Ref. No: PA/00/0008 | Received: Mon 08 May 2000 | Validated: Tue 09 May 2000 | Status: Application Decided

Addition of two Satellite dishes to the roof of the building.
22 Shand Street, SE1
Ref. No: AP/99/1968 | Received: Tue 14 Dec 1999 | Validated: Wed 15 Dec 1999 | Status: Application Withdrawn

Click on an item to see further details

If your search identifies just a single application, you will be taken straight to the details bypassing the Results list.

Advanced Search

Use Advanced Search to search applications using a combination of application details and/or dates.

To open the Advanced Search screen, select 'Search' from the Menu bar, then 'Planning' -> 'Advanced Search'

For example, to find pending Listed Building Consent applications in Chaucer Ward you would choose the options shown:

Application Details

Description Keyword:	<input type="text"/>
Applicant Name:	<input type="text"/>
Application Type:	Listed Building Consent
Ward:	Chaucer
Parish:	All
Agent:	All
Status:	Pending Decision
Decision:	All

Or, for example, to find Advertisement Consent applications in Rotherhithe ward granted between 01/01/2014 and 30/06/2014 you would choose these options:

(some of the unused options have been cut from this illustration to save space)

Applicant Name:	<input type="text"/>
Application Type:	Advertisement Consent
Ward:	Rotherhithe
Decision:	Granted
Development Type:	All
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.

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:	01/01/2014	to:	30/06/2014

When you have selected the search options, click on 'Search', or click on 'Reset' to clear the selections and start again.

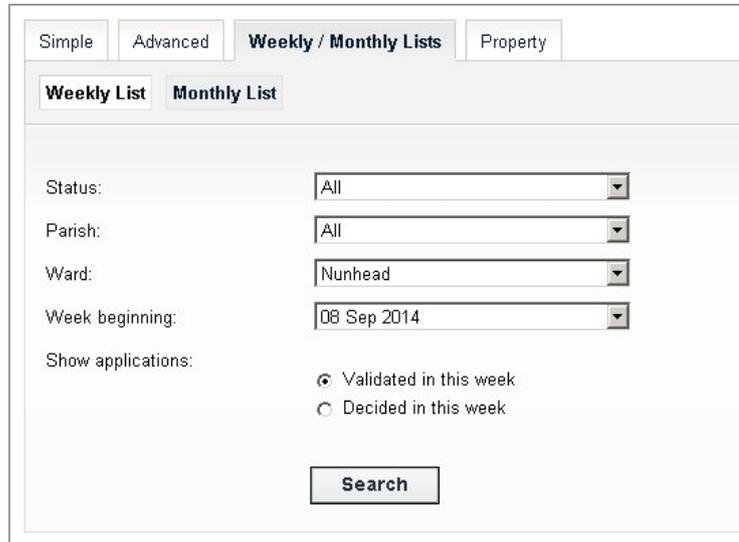
As with Simple search, the results will be displayed in a list and you can select the items to see further details. If your search identifies just a single application, you will be taken straight to the details bypassing the Results list.

Weekly/Monthly Lists

Use Weekly/Monthly search to get a list of applications validated or decided in a specific week. 'Validated' means that an application has been accepted as valid by the council, it is given a start date and processing of the applications has started.

To open the Weekly/Monthly Lists screen, select 'Search' from the Menu bar, then 'Planning' -> 'Weekly/Monthly Lists'

For example, to see applications in Nunhead Ward validated in the week beginning 08 September 2014 select the options shown:



The screenshot shows a web interface for searching applications. At the top, there are four tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is selected and highlighted), and 'Property'. Below these tabs, there are two sub-tabs: 'Weekly List' and 'Monthly List'. The main search area contains several dropdown menus and radio buttons. The 'Status' dropdown is set to 'All'. The 'Parish' dropdown is set to 'All'. The 'Ward' dropdown is set to 'Nunhead'. The 'Week beginning' dropdown is set to '08 Sep 2014'. Under 'Show applications:', there are two radio buttons: 'Validated in this week' (which is selected) and 'Decided in this week'. At the bottom of the search area, there is a 'Search' button.

You can search on a monthly basis by clicking on the 'Monthly List' tab then selecting the search options you want.

The results will be displayed in a list and you can select the items to see further details. If your search identifies just a single application, you will be taken straight to the details bypassing the Results list.

Property

Use Property search to find current or past planning applications and other planning history relating to a specific property. You can find a property by using an Address Search on an A to Z Street Search.

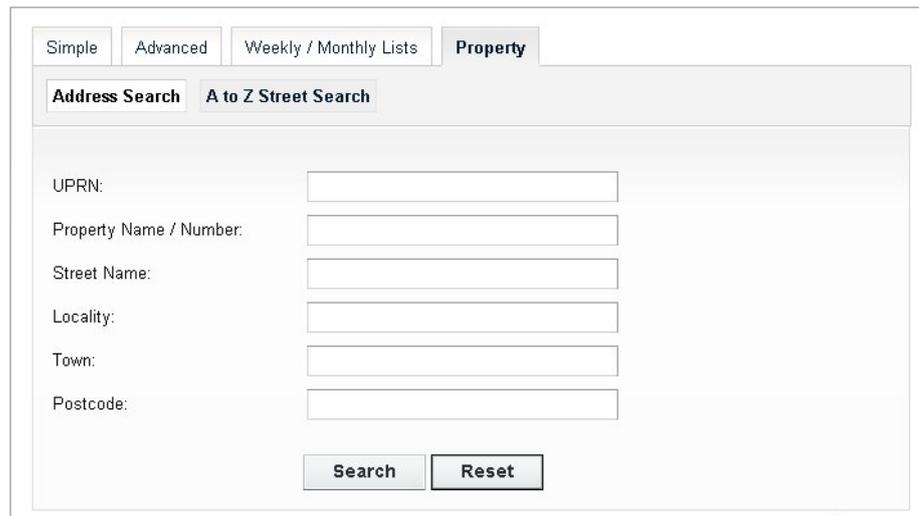
To open the Property Search screen, select 'Search' from the Menu bar, then 'Planning' -> 'Property Search'

Address Search

You can use part of a street, property name, etc to search on. The system will find matches which contain text you entered.

For example, searching on property name 'Lion' would find property names such as 'Lion House' and 'Lion Court'.

Searching on property name 'Lion' with street 'Long' would find properties at Blue Lion Place, 237 Long Lane.

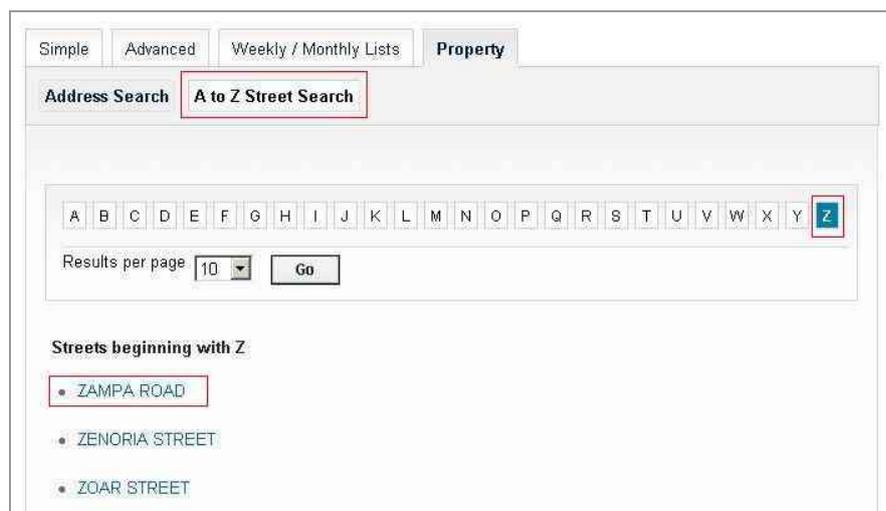


The screenshot shows a web interface for property search. At the top, there are four tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', and 'Property'. The 'Property' tab is selected. Below the tabs, there are two sub-tabs: 'Address Search' and 'A to Z Street Search'. The 'Address Search' sub-tab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

When you click on 'Search' you will get a list of properties that match the search options. Select the property required to view further details (see the later section on 'Property History').

A to Z Street Search

Click on the A to Z Street Search tab, then select a letter.



The screenshot shows the 'A to Z Street Search' interface. At the top, there are four tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', and 'Property'. The 'Property' tab is selected. Below the tabs, there are two sub-tabs: 'Address Search' and 'A to Z Street Search'. The 'A to Z Street Search' sub-tab is active. Below the sub-tabs, there is a row of buttons representing the alphabet from A to Z. The 'Z' button is highlighted. Below the alphabet row, there is a 'Results per page' dropdown menu set to '10' and a 'Go' button. Below the 'Go' button, there is a section titled 'Streets beginning with Z' which contains a list of streets: 'ZAMPA ROAD', 'ZENORIA STREET', and 'ZOAR STREET'. The 'ZAMPA ROAD' entry is highlighted.

You will get a list of properties with the selected street. Select the property required to view further details (see the later section on 'Property History').

Property History

This page displays the property history for the property selected from a property search. Any associated Planning Applications, Appeals and Enforcements are shown, together with Building Control applications.

You can select items in the list to see details of the applications.

Property History

10013528792 | 160 TOOLEY STREET|LONDON|SE1 2QH

[Back to search results](#) [Print](#) [Help with this page](#)

Address **Property History (17)** Constraints (3)

Planning Applications (8)

- Alterations to Council Offices in Tooley Street including provision of a new full height glazing ...
Ref. No: 08/CO/0066 | Status: Application Decided
- The change of use of part of the ground floor from Class A1/A2/A3 to Class B1 (office use), minor...
Ref. No: 09/CO/0011 | Status: Application Decided
- Details of the glass, the canopy materials and all other new facing materials as required by Cond...
Ref. No: 09/AP/0598 | Status: Application Decided
- Display of a banner sign to the rear of a six storey office building at top floor level.
Ref. No: 09/CO/0034 | Status: Application Decided
- Partial discharge of condition 2 relating to window details only as required by planning permissi...
Ref. No: 09/AP/0643 | Status: Application Decided
- Three flags suspended from 5th floor flagpoles
Ref. No: 11/AP/1867 | Status: Application Decided
- Installation of three cantilevered flag poles to roof terrace at 5th floor frontage of 160 Tooley...
Ref. No: 11/AP/1868 | Status: Application Decided
- Fifth floor roof terrace - replacement of galvanized steel balustrading with stainless steel and ...
Ref. No: 11/AP/2022 | Status: Application Decided

Planning Enforcements (0)

Properties (0)

Building Control Applications (9)

- Internal office fit out.
Ref. No: 08/FP/01214 | Status: Building works started
- Rear loading bay security office and corridor and installation of 60 min fire resisitant glassing...
Ref. No: 13/FP/00462 | Status: Decided
- Ground floor toilet and shower accommodation alterations
Ref. No: 12/FP/00066 | Status: Decided
- Ground floor liberal democrats office alterations
Ref. No: 12/FP/00065 | Status: Decided
- Fifth floor roof terrace, installation of lamp columns, replacement and strengtening of balustrad...
Ref. No: 11/FP/00802 | Status: Decided
- report structural eng
Ref. No: 13/PJ/01770 | Status: Plans Received
- New fire rated vertical roller shutter smoke detector, blockwork above and below access floor
Ref. No: 11/FP/00297 | Status: Building works completed
- Refurbishment of two railway arches to provide parking area for vehicles (Southwark Council pool ...
Ref. No: 09/FP/00664 | Status: Building works completed
- demolition of existing and construction of ten self contained flats.
Ref. No: 07/FP/01130 | Status: Building works completed

Application Summary

Once you have selected an application from your search results the application's details will be displayed.

Details

The application details are displayed at the top of the page, with further tabs below containing information about the application.

Planning » Application Summary [Help with this page](#)

66/AP/9002 | TEST APPLICATION FOR SYSTEM DEVELOPMENT (1) Planning Portal submission for back-office system integration. | SIXTH FLOOR, 160 TOOLEY STREET, LONDON, SE1 2QH

[Save Search](#) [Refine Search](#) [Track](#) [Make a Public Comment](#) [Print](#)

Details | [Comments \(6\)](#) | [Related Cases \(3\)](#) | [Related Documents](#)

Summary | [Further Information](#) | [Important Dates](#)

Reference	66/AP/9002
Application Received	Wed 16 Apr 2014
Address	SIXTH FLOOR, 160 TOOLEY STREET, LONDON, SE1 2QH
Proposal	TEST APPLICATION FOR SYSTEM DEVELOPMENT (1) Planning Portal submission for back-office system integration.
Status	Registered as valid application

The Application Details are split up into three tabbed sections. Click on the appropriate tabs to display the details.

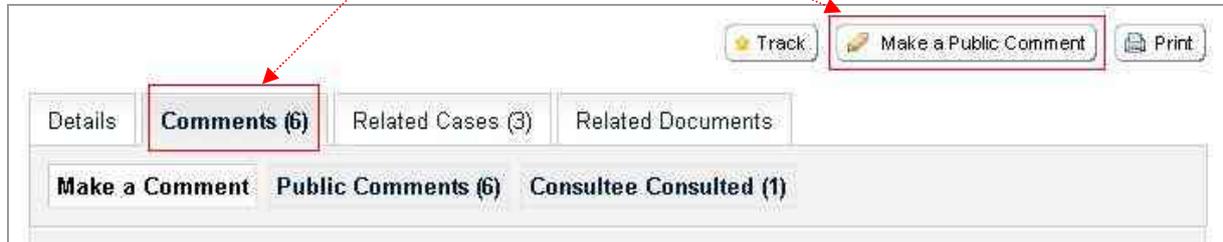
- **Summary** – displays the basic information about the application.
- **Further Information** – displays further information including the application type, case officer name, ward and agent.
- **Important Dates** – displays important dates in the processing of the application.

Comments

Make a comment

If you wish to comment on an application, you can either:

- click on the 'Make a public comment' button, or
- select the Comments tab



You fill in your contact details, enter your comments then click on 'Submit'

Your Title: *	<input type="text" value="Mr"/>
Your First Name: *	<input type="text" value="Piers"/>
Your Surname: *	<input type="text" value="Garfield-Ward"/>
Address Line 1 *	<input type="text" value="12 Vint Crescent"/>
Address Line 2	<input type="text"/>
Town/City *	<input type="text" value="London"/>
Postcode *	<input type="text" value="SE31 2XQ"/>
Your Tel. No.	<input type="text"/>
Your Email Address:	<input type="text" value="pgw@uk3.com"/>
Commentor Type: *	<input type="text" value="Neighbour consultee"/>
Stance: *	<input type="radio"/> Object <input type="radio"/> Support <input checked="" type="radio"/> Neutral
Your Comment: 929 characters left	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Your comments on the planning application are entered in this text box.</div>
	<input checked="" type="checkbox"/> Send me an email confirming my comments
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

The comments you submit will be shown in the 'Public Comments' section once they have been received and accepted into the Council's back-office computer system.

Viewing Public Comments

You can see what comments have been submitted from the Public Access system by selecting the Public Comments tab.



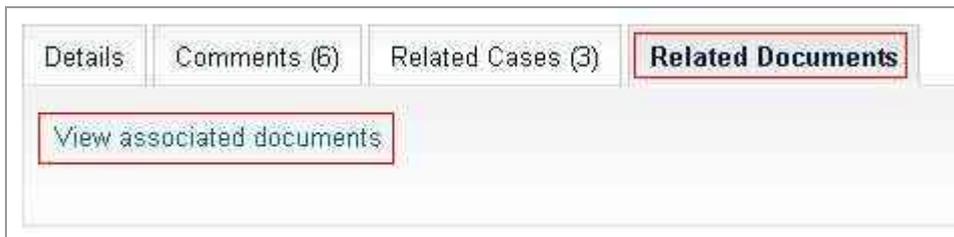
Comments will only be shown when they have been received and accepted into the back-office computer system.

Related Cases

This screen lists Applications, Appeals, Enforcements and Building Control applications which are directly related to the planning application you are looking at.

Related Documents

Select the Related Documents tab then click on the 'View associated documents' link to get a list of documents related to the planning application you are looking at.



Register

You can search for applications and submit comments without registering. However, registered users can

- save searches
- track applications
- receive notifications

To register a new user account:

Step 1 of 4

Click on "Register" in the menu bar.



Enter your name, email address, phone number (optional) and password. Then click on the 'Next' button.

Step 2 of 4

On the next screen, enter your postcode

Registration

Postcode *

You will then see a list of addresses to choose from:

Registration

Please select your address:

Select your address, then click on the 'Next' button.

Note 1: if you select 'My address is not in the list' and click on 'Next', you can then enter your address on a form:

Enter your address (all four fields must be completed) and click on 'Next'

Registration

Address Line 1 *
Address Line 2
Town/City *
Postcode *

Note 2: if the system can't find the postcode you have entered, you will see this message:

You can either (a) enter the address manually, then click 'Next' or (b) click 'Back' then re-enter your postcode.

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 *	SE1 2QZ

Step 3 of 4

After the address has been entered, the system will ask you to check your details.

Registration

Please check your details

If there are any mistakes, click back to re-enter the information.

Name	Mr Gavin Nicholls
Email	gn@uk3.com
Phone Number	
Address	SIXTH FLOOR 160 TOOLEY STREET LONDON SE1 2QH

* I have read and agree with the [Terms and Conditions](#) (opens in a new window) and [Privacy Policy](#) (opens in a new window)

When you click 'Next' the registration process is complete.

However, an email will be sent to the email address you registered: you have to open that email and use the link it contains in order to activate your user account.

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.

Step 4 of 4

You will receive an email to confirm your registration. You need to respond to the email in order to activate your account.

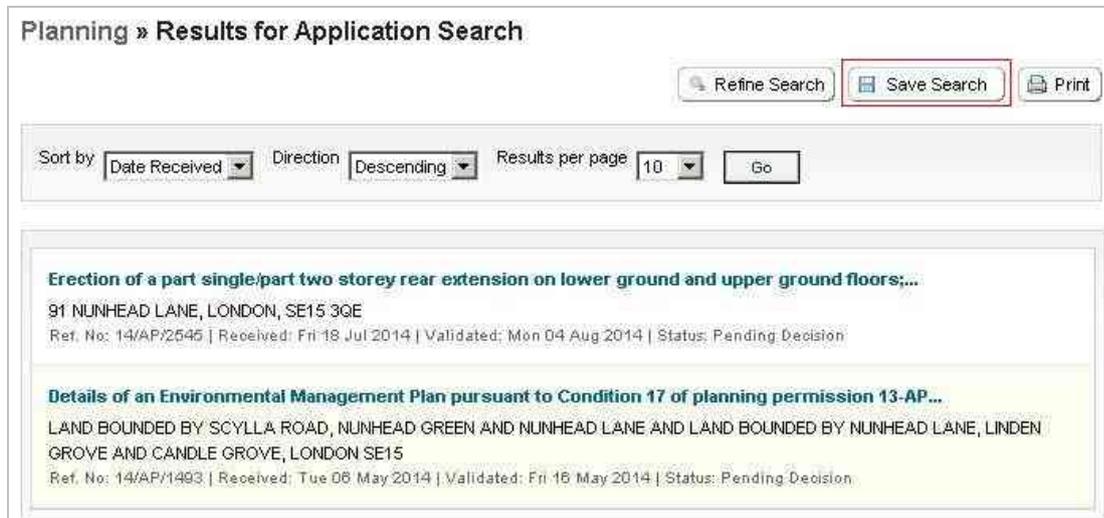
Functions available to registered users

Saved Searches

Registered, logged in users can save searches so that they can be repeated easily.

To save a search

First make a search, then click on the 'Save Search' button on the Search Results screen.



Planning » Results for Application Search

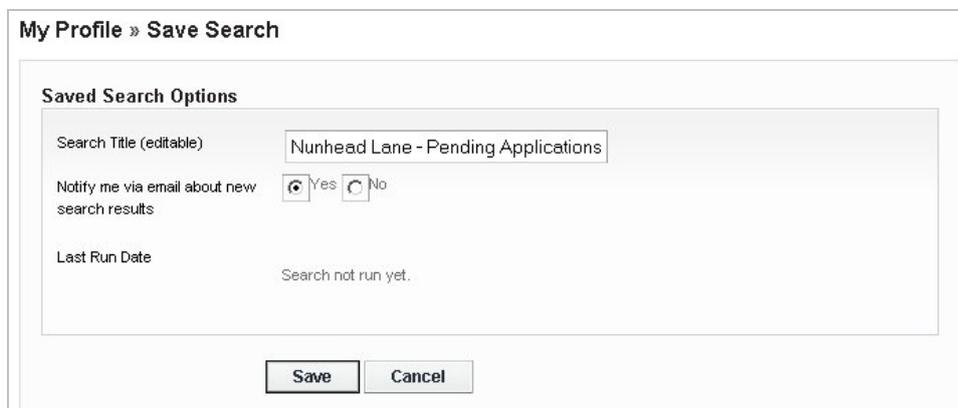
Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 Go

Erection of a part single/part two storey rear extension on lower ground and upper ground floors;...
91 NUNHEAD LANE, LONDON, SE15 3QE
Ref. No: 14/AP/2545 | Received: Fri 18 Jul 2014 | Validated: Mon 04 Aug 2014 | Status: Pending Decision

Details of an Environmental Management Plan pursuant to Condition 17 of planning permission 13-AP...
LAND BOUNDED BY SCYLLA ROAD, NUNHEAD GREEN AND NUNHEAD LANE AND LAND BOUNDED BY NUNHEAD LANE, LINDEN GROVE AND CANDLE GROVE, LONDON SE15
Ref. No: 14/AP/1493 | Received: Tue 06 May 2014 | Validated: Fri 16 May 2014 | Status: Pending Decision

After you have selected 'Save Search', you can give the search a meaningful title, and also choose to receive email updates about new search results.



My Profile » Save Search

Saved Search Options

Search Title (editable) Nunhead Lane - Pending Applications

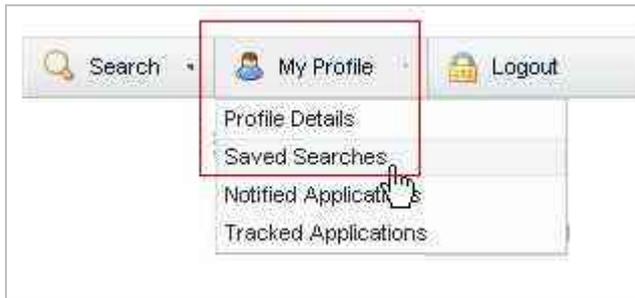
Notify me via email about new search results Yes No

Last Run Date Search not run yet.

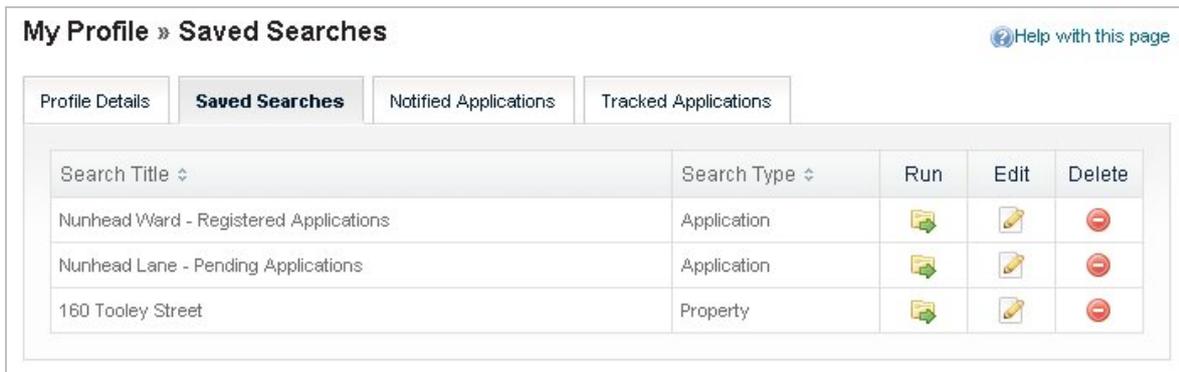
Save Cancel

To view saved searches

Click on the 'My Profile' button, then select 'Saved Searches'



The Saved Searches screen lists your saved searches.



You can run a search, edit a search or delete a search by using the buttons on the right-hand side of the screen.

Tracked Applications

Application tracking is available to registered, logged in users.

To track applications

After locating an application by searching, you can choose to track the application by adding it to your tracked applications list. Click on the 'Track' button to track an application.



To view tracked applications

Click on the 'My Profile' button, then select 'Saved Searches'



The Tracked Applications screen lists your tracked applications.



You can view a tracked application, or stop tracking it by using the buttons on the right-hand side of the screen.

Notified Applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.

To view notifications

Click on the 'My Profile' button, then select 'Notified Applications'



The Notified Applications screen lists updates to tracked applications and to results for saved searches.

My Profile » Notified Applications [Help with this page](#)

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

Updated Tracked Applications

Notification Date	Description	View	Discard
22 Sep 2014	TEST APPLICATION FOR SYSTEM DEVELOPMENT (1) Planning Portal submission for back-office system integration.		

Updated Results For Saved Search: [Nunhead Ward - Registered Applications](#)

[Discard all results from this search](#)

Notification Date	Description	View	Track	Discard
19 Sep 2014	Erection of a single storey rear and side extension to provide additional accommodation			
19 Sep 2014	Demolition of single storey rear kitchen extension rebuild rear extension, with a bedroom added a...			

Updated Tracked Applications

The tracked applications that have been modified are listed at the top of the screen.

To view an application, click on the View button for that application.

To remove an application from the notifications list, click on the Discard button for that application.

To delete all of the notified results for a particular search, click on Discard all results from this search.

Updated Results for Saved Searches

This sections lists modified applications that are subject to your saved searches.

You can select saved search applications from the notifications list and track these. Click on the Track button for the applications of interest. These will now be added to your Tracked Applications page.