Planning Register: Quick Reference Guide

View planning applications using the online planning register

2018





Planning Register: Quick Reference Guide

Table of Contents

1.	Introduction – How the Planning Register Works	2
2.	Features and Benefits for Customers	3
3.	Registration	4
4.	Simple Search	7
5.	Advanced Search	9
6.	Weekly and Monthly Lists	11
7.	Property of Address Search	12
8.	Map Search	. 13
9.	Looking through the Application Details and Viewing documents	20
10	. Map allows you to view the location of the application	22
11	. Making Comments	23
12	. Track a Single application	24
13	.Tracking by Ward/Parish	26
14	. Tracking by Street/Postcode	28

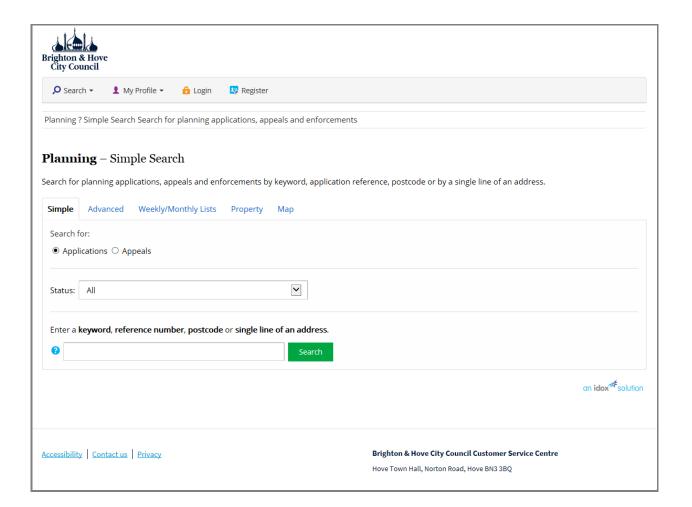
1. Introduction - How the Planning Register Works

Brighton & Hove City Council's Planning Register allows visitors to view, track and comment on Planning applications and Planning Appeals on-line.

When the council receives an application, the information is recorded into the Planning system and all associated plans and documents are also scanned. This information is then made publicly available on the Planning Register once the application has been deemed valid and can be viewed at:

https://planningapps.brighton-hove.gov.uk/online-applications

Please take time to familiarise yourself with the Terms and Conditions before using this site. Please also make use of the help pages within the system, simply look for the



2. Features and Benefits for Customers

Below are some of the key features that come with the Planning Register, the most popular of which are covered in this quick reference guide:

Register

If you register your details and create your own personal profile you can receive automatic emails when an application of the type or area that you are interested in is submitted to Brighton & Hove City Council.

Search the system in a number of different ways

Customers can search by various options to suit their requirements, for example by Ward, Parish, date validated, by status or by decision. Customers can also search by description\proposal (e.g. 'single storey rear extensions' or 'change of use' or 'windows').

Track a specific application

Customers can track applications and receive an automatic email when there is a change in the status of that application. The Planning Register will allow customers to keep up to date with what is happening to their own/client's application or ones which they have an interest in.

Search by property and postcode

Customers can search alphabetically by street to see all the applications in progress for that street address. It is also possible to search by postcode to view all applications allocated to a selected postcode.

View Planning documents on-line

Once the application of interest has been selected it is possible to view the documents it relates to online. Customers can look at the original application form, plans and drawings, comments and decision dates.

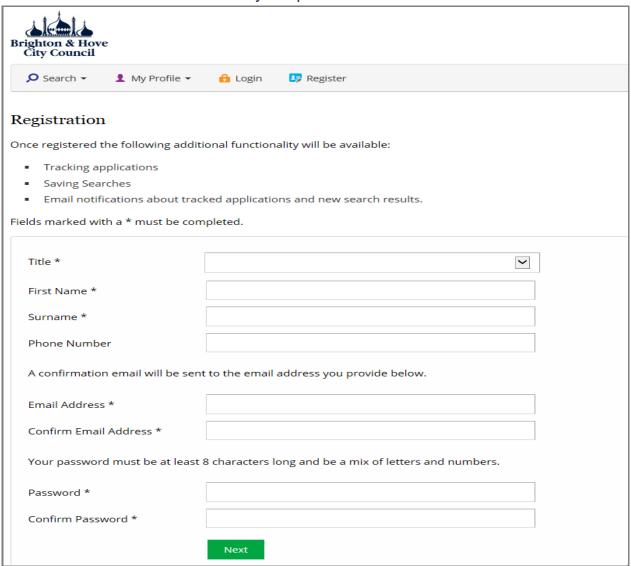
3. Registration

To be able to track applications, save your searches, or receive e-mail notifications of the status of your tracked applications and new search results; you will need to enter your details to register for these services.

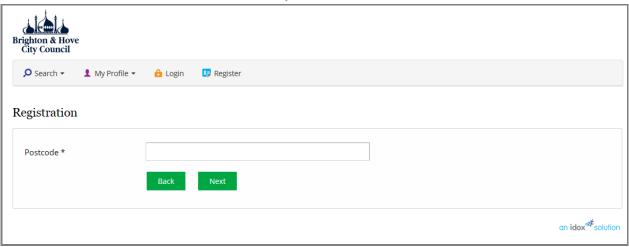
If you require any or all of these services then click on the Register button.



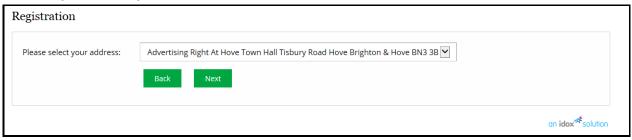
On the first screen enter your personal details



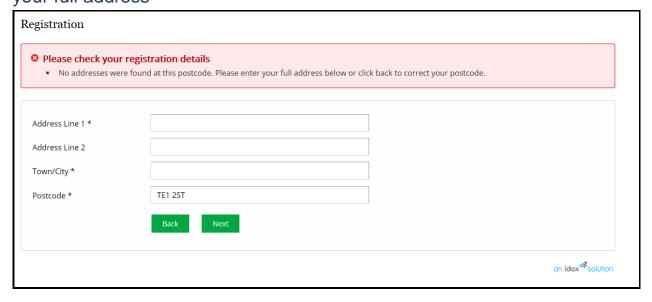
On the second screen enter your address;



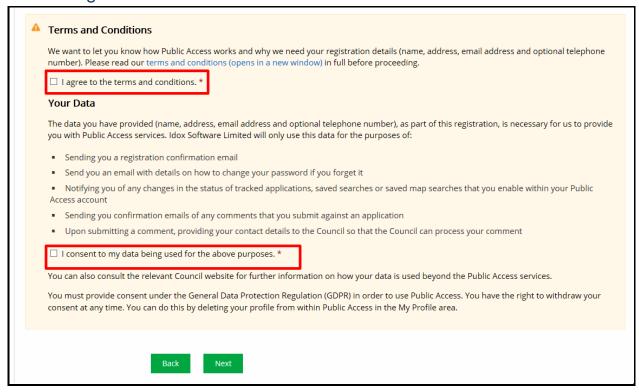
If your postcode is within the Brighton and Hove area select your address from the drop down option.



If your postcode falls outside Brighton and Hove, then you will need to enter your full address



 The third screen requires confirmation so you will need to tick the boxes to agree the terms and conditions.



It is not necessary to register unless you wish to track applications or save previous searches. You'll need to register if you want to enter comments on an application via the Planning Register.

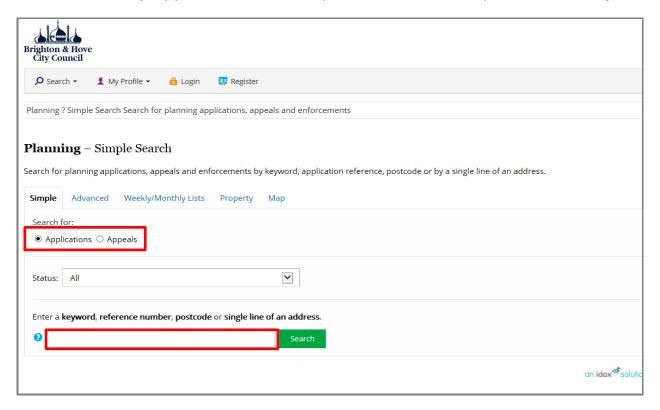
4. Simple Search

Simple Search allows customers to search quickly for applications. This is useful if you know the exact address or application number of the application.

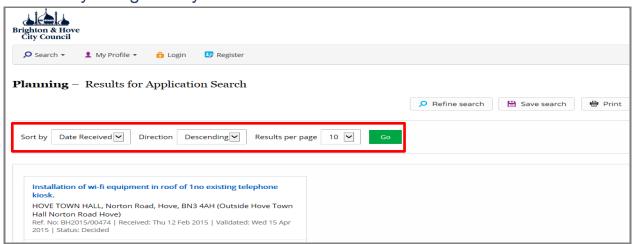
Click on Search, Planning, Simple Search



- Choose to search by Applications or Appeals
- Search by application number, part of an address, postcode or keyword.



It is possible to sort the search results to help find applications of particular interest by using sort by function.



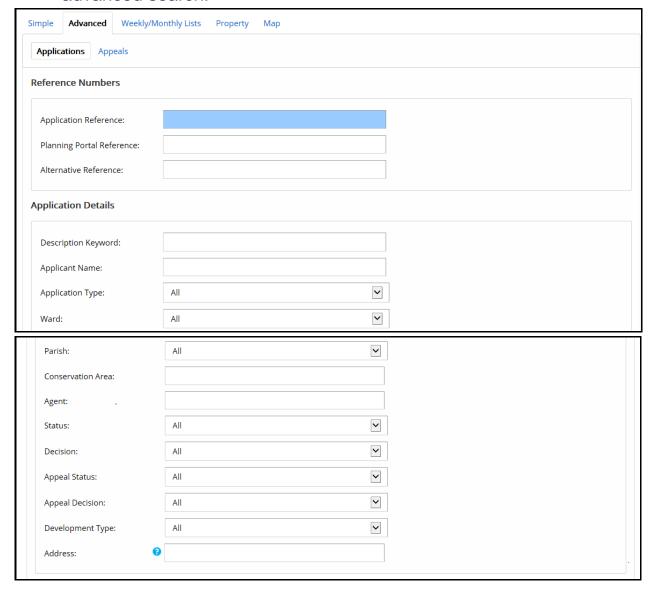
5. Advanced Search

This is useful for finding multiple applications that have something in common, such as applications within a parish or ward; applications within a date range; or by application/agent.

Click on Search, Planning, Advanced



• The image below shows the search options available when performing an advanced search.



Date ranges can also be used within the Advanced Search.

Date Received:		to:	=
Date Validated:	 	to:	
Date Actual Committee:		to:	
Decision Date:	 	to:	
Appeal Decision Date:	 	to:	

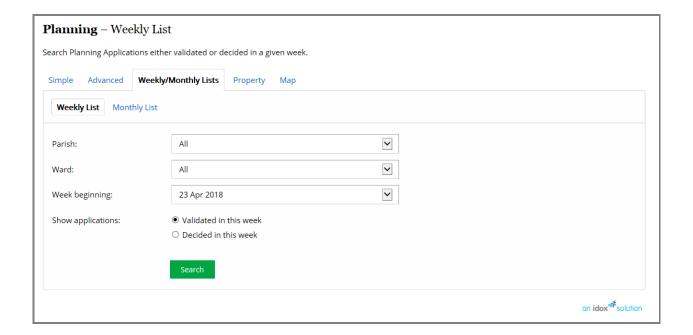
6. Weekly and Monthly Lists

It is possible to search for applications according to the week or month in which they were validated or decided.

Click on Search, Planning, Weekly/Monthly Lists



- Click on weekly/monthly list tab;
- Select week/month and search;
- Choose an option 'Validated in this week' or 'Decided in this week'
- All Applications will be listed for your selection;
- Applications can be sorted by date, description, status etc. as described above.



7. Property or Address Search

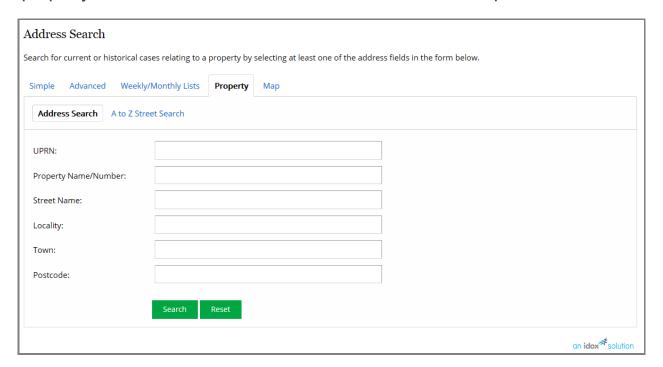
This is a great way to find out what is happening at a particular address. The quickest way to do a property search is to use the Address Search option.

Click on Search, Planning, Property Search



An Address Search can be carried out by selecting the 'property search' tab and then the 'Address Search' option. You can enter part of an address in here.

Alternatively, you can search alphabetically by street, using the 'A to Z Street Search' option. An A-Z Street Search can be carried out by selecting the 'property search' tab and then the 'A to Z Street Search' option.



The results will display all addresses, even those that do not have applications associated with them.

8. Map Search

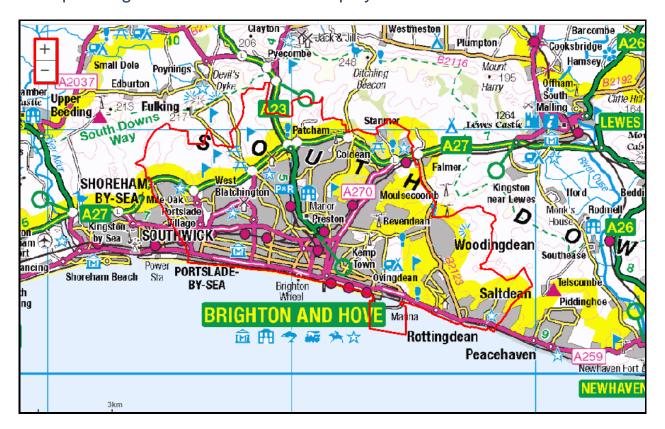
Map search allow you to identify properties that are the subjects of applications or appeals using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches.

Click on Search, Planning, Map Search



A Map of Brighton and Hove will be displayed.



To zoom in on a specific location click the + button and to zoom out click on the – button which is located in the top left hand corner of the map. Alternatively you can zoom in and out by scrolling the mouse wheel.

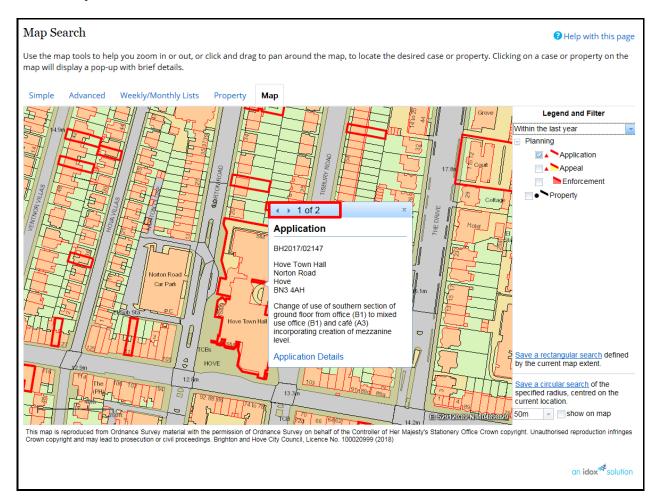
To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.

The initial view displays applications submitted within the last six months. To change the time period select from the drop down list in the Legend and Filter.



To display more records types on the map, check the relevant boxes in the Legend and Filter list. To remove record types from the map, uncheck them.

Once you have identified a record of interest, click on the property to display a summary of the information about the record.



If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.

Saving Map Searches

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

Note Map searches can only be saved for one record type (for example, applications) at a time. If you want to save a search for another record type in the same geographical area, you must save it as a different search.

In order to save a rectangular or circular search you need to be logged into the website. For help on how to register, please refer to Section 3 on pages 4 to 6 of this guide.

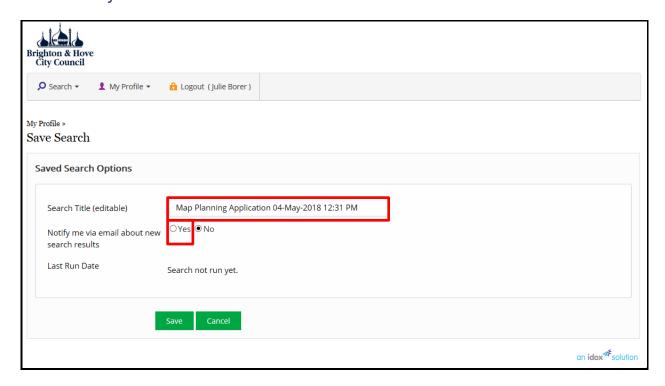
Rectangular Search

The rectangular search allows you to display occurrences of a record type over the geographical area currently displayed on the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your town centre and filtered the legend to display planning applications in the last month you can save an extents search that allows you to monitor new applications arising in the town centre on a monthly basis.

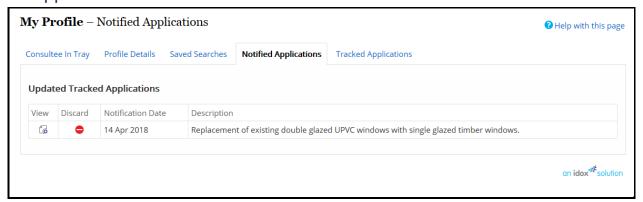
- 1. Zoom and pan the map to display the geographical area of interest.
- 2. Select the required time period from the Legend and Filter.
- 3. Filter the legend to display one record type.
- 4. Click on Save a rectangular search.



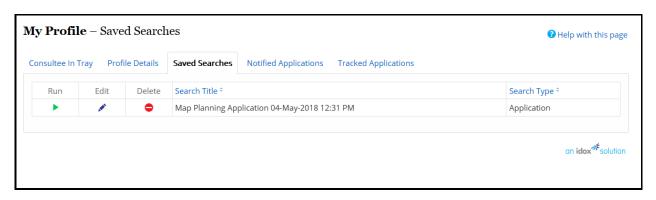
5. On the Saved Search Options page you may change the default search title if you wish.



6. If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications Tab.



7. Click Save to save the search to your list of Saved Searches.



Circular Search

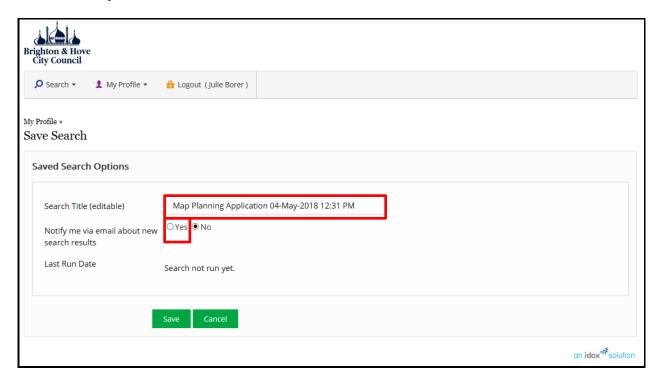
The circular map search allows you to display occurrences of a record type over the geographical area currently displayed within a specific proximity of the centre of the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your home and filtered the legend to display planning applications submitted in the last year you can save a proximity search that allow you to monitor new planning applications arising within a specified distance of your home on a yearly basis.

- Zoom and pan the map, placing the geographical point of interest at the centre.
- 2. Select the required time period from the Legend and Filter.
- 3. Filter the legend to display one record type.
- 4. Select the radial distance from the centre in which to search for records. Tick the Show on map box to display the proximity as a circle around the centre. You can pan the map to make adjustments if required.

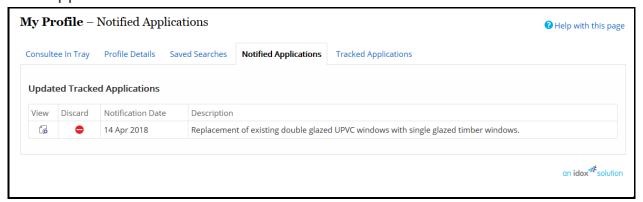


Click on Save a circular search.

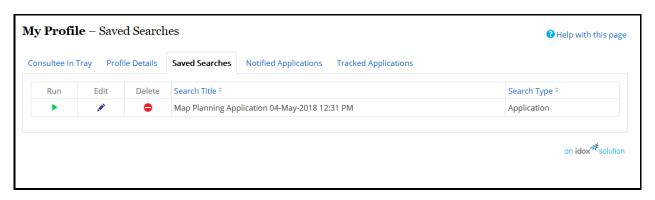
6. On the Saved Search Options page you may change the default search title if you wish.



7. If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications Tab.



8. Click Save to save the search to your list of Saved Searches.



9. Looking through the Application Details and Viewing Documents

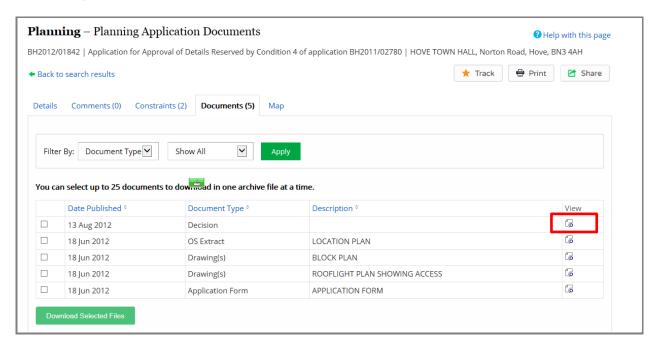
Once an application has been selected from the list of search results, a lot of information relating to it is displayed, this information is found in various Tabs on the screen:

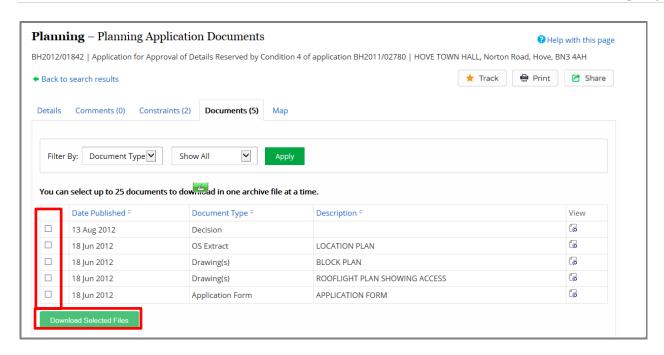
Within the Details are **Summary**, **Further Information** and **Important Dates** such as if the application will be determined by committee; or when a decision is expected.

Comments to submit comments and view those submitted by others.

Documents to view documents associated with an application.

Documents are accessible by clicking on the 'Documents' Tab from where you will be presented with a list of documents that can be viewed individually by selecting View Document.



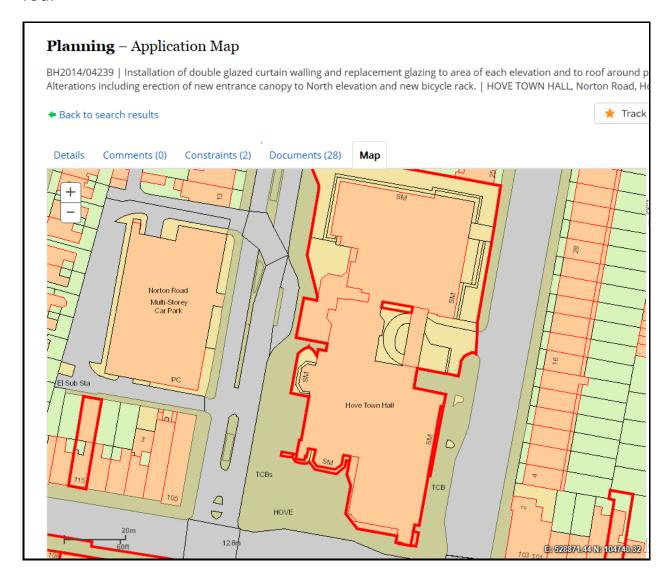


You can select up to 25 documents to download in one archive file at a time. Tick the box next to the documents you want to download and then click on 'Download Selected Files'.

When viewing documents online it is worth remembering that some are very large and complex plans. If you are using a home computer, your ability to quickly open some documents may be affected by the speed of your Internet or Broadband connection.

10. Map allows you to view the location of the application

Select the 'Map Tab' to view the application location on a map, highlighted in red.



11. Making Comments

You need to be registered to make Public Comments.

Terms & Conditions

Please be aware that all comments submitted about any application are a matter of Public record and are available to view, by all, on the Planning Register. Therefore in the content of the comment:

DO NOT include any other information you are unwilling to publish on the Internet.

DO NOT include comments of a personal, slanderous, libellous, defamatory, or otherwise offensive or abusive nature will not be considered and may result in an action for libel.

DO include your surname, first name and address.

Providing that the application is still within consultation period, simply complete and submit the online comments form after registration.

Please be aware when using Web Browsers that the page may time out after 1 hour whilst writing in the comments box. It is advised to type your comments up first and copy and paste them into the field if you think that typing them directly into the comments box may take longer than 1 hour to complete.

12. Track an application

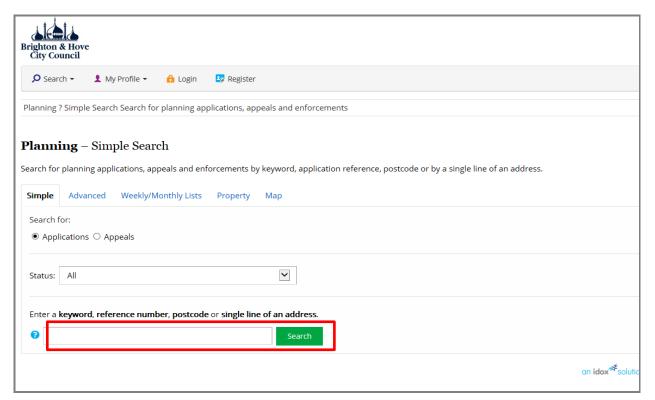
Click on Login and enter your email address and password to sign into your account.



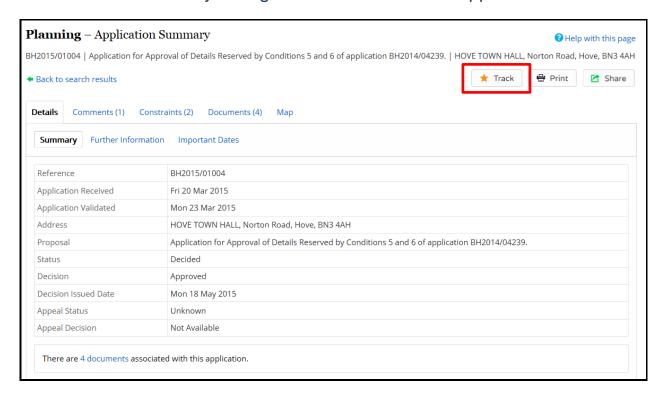
Click on Search, Planning, Simple Search



Enter the application reference number in the search box.



Once the application is displayed, click the track button at the top and you will now be informed of any changes which occur on this application.

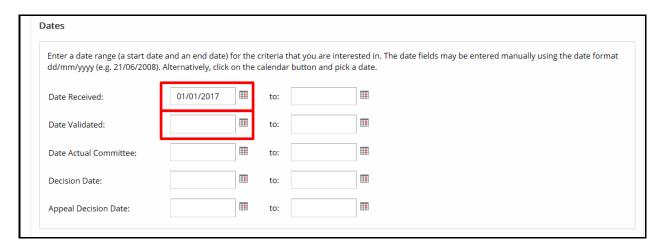


13. Tracking applications in a ward or parish

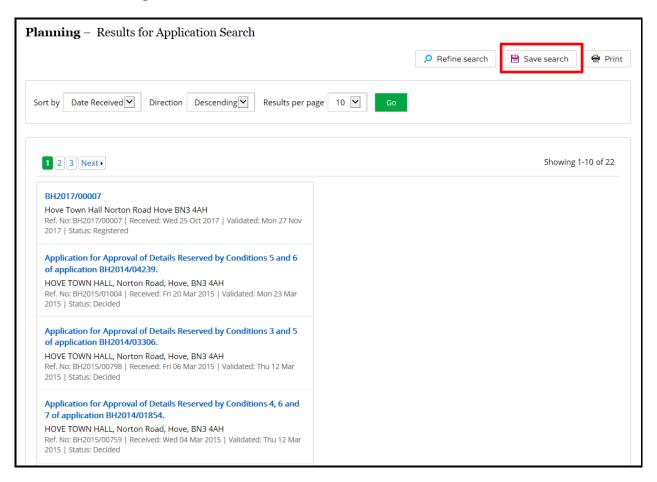
Select the advance tab and then enter the ward or parish you wish to be notified about and click on the Search button.



If there are too many records to load then enter a received from or validated from date to reduce the number of results.

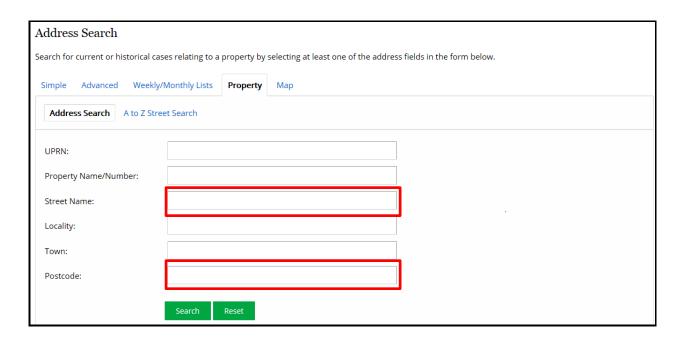


Once you have done this click save search. This enables you to receive an email notification regarding applications which are validated or any applications which are changed within this area.



14. Track by street/postcode

To track applications by street you need to select the property tab and enter the street name or postcode.



Now you will need to click save search and you will be notified of any changes.

