



Planning Public Access

User Guide

June 2012



Accessing planning information online

The Broads Authority's Public Access e-planning service means anyone can view, track and/or comment on planning applications online.

The benefits of Public Access are clear – it gives you convenient access to planning information online 24 hours, 7 days a week. This will lead to quicker and better decision making and, you won't need to travel to the Broads Authority offices to find out what's happening in your area. Of course you can still visit the Broads Authority offices see "hard" copies of relevant plans and information or to speak to a planning officer if you have any questions.

Online planning applications

When we receive a valid application, it is scanned along with all plans and relevant documents. These are then made publicly available within five working days.

New features and benefits

This is a brand new online planning system, which has been designed to be user friendly and will offer lots more features to you the customer.

The new system allows the user to set up proactive, personal email notifications, based on the applications and locations you are interested in. Please refer to the following list for each new feature:

- **Registration**

If you register your details and create your own personal profile, you can receive automatic emails when an application of the type you are interested in is submitted to us.

- **Searching**

You can search by various options to suit your requirements, for example; by ward, date validated, by status (e.g. all those pending consideration) or by decision (e.g. all applications refused). You can also search on descriptions/proposals (e.g. 'single storey extensions', 'porches' or 'change of use').

Saving searches If you have registered on the system, you can save your regular searches. This means that when you next visit a site, you can go directly to your saved searches and retrieve the application information.

Map search You can view where applications are located on a map within a preselected time period (e.g. over the last six weeks, or two years) with the option to zoom in or out. You can hold the cursor over the dots on the map to identify the application number and a summary of the proposed development.

- **Tracking applications**

You can track applications and receive an automatic email when your "tracked" application's status is updated. This function allows you to keep up to date with any application you are interested in without having to constantly check the Broads Authority website.

- **Property and postcode search**

You can search alphabetically by street to see all the applications in progress on that street/road. You can also search by postcode to view all applications that related to that postcode.

Viewing information

Once you have selected the application you are interested in, you can view all the documents related to it online, including plans, reports, letters, emails and decision notices.

What information is available?

Information is available for planning applications, appeals against planning decisions and enforcement cases received by the Broads Authority.

As the Broads Authority became a Local Planning Authority on 1st April 2007, all planning applications received from this date should have all relevant data available online.

For earlier planning applications and there may only be limited details available, though we are processing all the “older” applications and adding their details and associated documents to the website all the time.

Please be aware that any **Online planning history** contained within the Broads Authority Public Access system should not be relied upon in connection with a property or legal transactions. If you require a complete history of a property, please contact your local land charges team at your local Council.

Broadland District Council - 01603 430586

Great Yarmouth Borough Council - 01493 846650

North Norfolk District Council - 01263 516013

Norwich City Council - 01603 212050

South Norfolk Council - 01508 533748

Waveney District Council - 01502 523243

Registering

When you have accessed the site you have the option to register your details allowing you to use the full functionality of Public Access. Once registered as a user, you can:

- Create your own personal profile.
- Save details of searches you have made.
- Track specific applications which you are interested in.
- Receive automatic email notification of changes to applications that you are tracking.

Please note that registration is not compulsory.

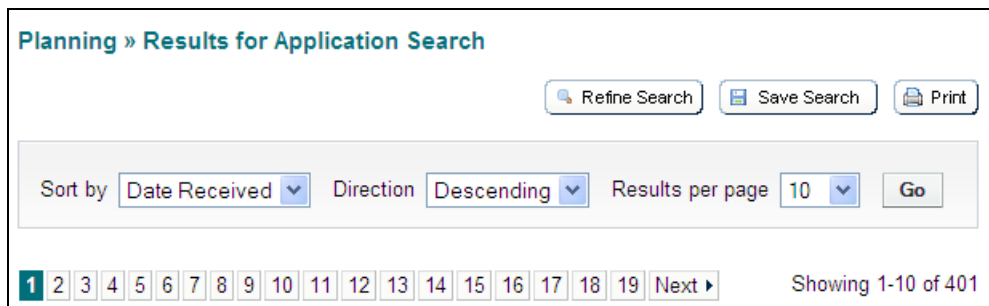
You can still use the system to look up the details of planning applications, properties and appeals and without completing the registration process.

Saving searches*

* Users will need to be registered to use this function.

If you enter save a search, this will be run automatically, and you will be emailed the results.

You can save any search criteria you have used to get the Search Results list, simply press the Save Search button above the list of results.



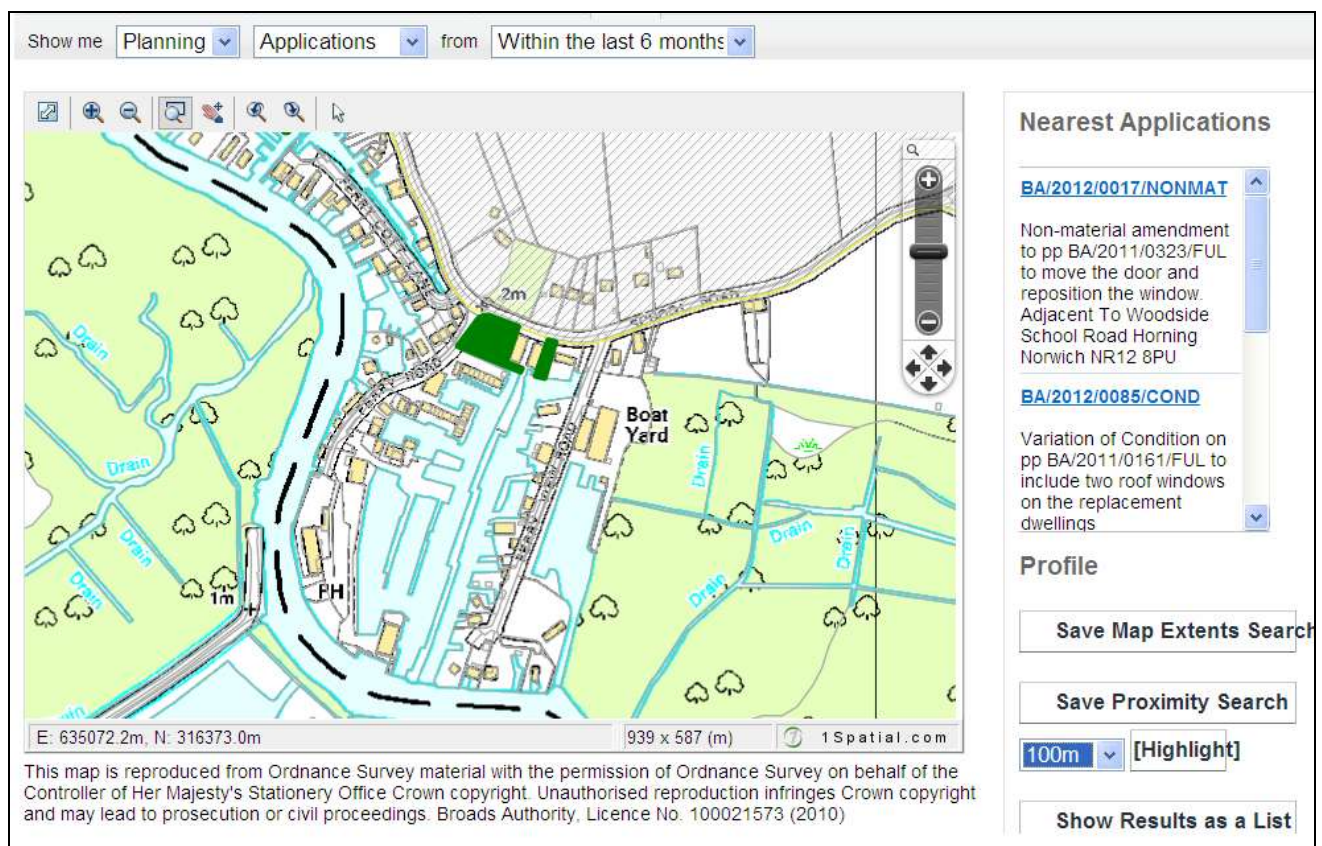
You can also save searches on the map based on results.

- **Save map extents**

This saves a search based on the map as shown on screen when you press the Save Map Extents button.

- **Save proximity search**

This is a search based on the radius of X meters from the centre of the map.



Tracking applications*

* Users will need to be registered to use this function.

Any application can be tracked so that you can be kept up to date with the progress without having to search again. If an application you are tracking changes, you will receive notification by email.

The changes that trigger an email are:

- If the application is withdrawn or returned.
- When a decision has been issued.

Once you've performed a search, view the details of the application you are interested in. If you want to add this to your Tracked Applications page, click on the Track button.



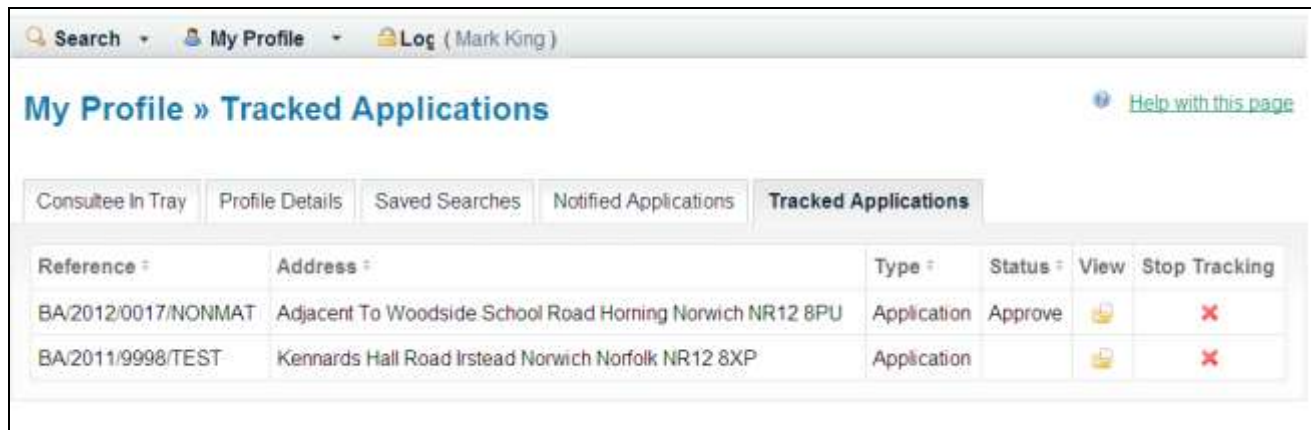
Search My Profile Log (Mark King)

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

BA/2012/0017/NONMAT | Non-material amendment to pp BA/2011/0323/FUL to move the door and reposition the window. | Adjacent To Woodside School Road Horning Norwich NR12 8PU

Save Search Refine Search Track Print

To return to this application at a later date, select Tracked Applications under My Profile.



Search My Profile Log (Mark King)

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

Consultee In Tray Profile Details Saved Searches Notified Applications **Tracked Applications**

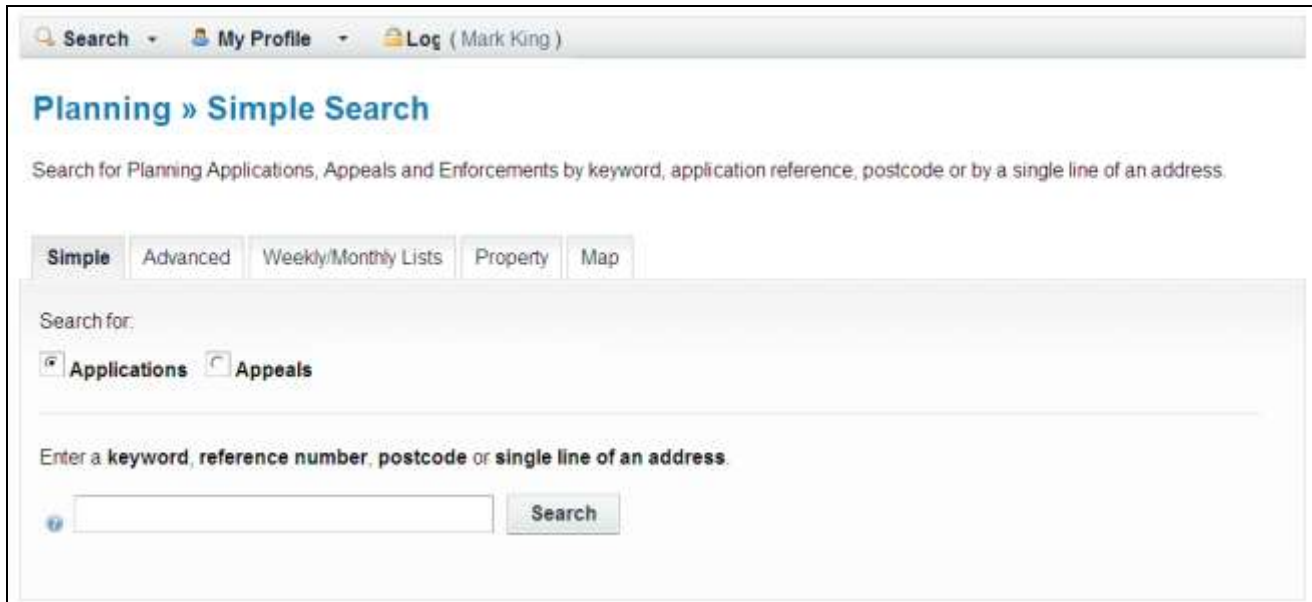
Reference :	Address :	Type :	Status :	View	Stop Tracking
BA/2012/0017/NONMAT	Adjacent To Woodside School Road Horning Norwich NR12 8PU	Application	Approve		
BA/2011/9998/TEST	Kennards Hall Road Irstead Norwich Norfolk NR12 8XP	Application			

Finding applications

There are a variety of ways to find the information you require.

- **Simple search**

This is a great way to find information if you know the exact address or application number. You can choose to search by applications, appeals or enforcements. You can search by application number, part of an address, postcode or keyword.



The screenshot shows a web interface for finding planning applications. At the top, there is a navigation bar with 'Search', 'My Profile', and 'Log (Mark King)'. Below this is the heading 'Planning » Simple Search'. A sub-heading reads: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are five tabs: 'Simple' (selected), 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Under 'Search for:', there are two radio buttons: 'Applications' (selected) and 'Appeals'. Below this is a text input field with the placeholder text 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button.

Sorting results

You can sort the search results to help you find applications of particular interest by selecting an option from the drop down menu.

Planning » Results for Application Search

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

Sort by Direction Results per page

1 2 3 4 5 6 Next » Showing 1-10 of 52

[Extention of time limit of previous PP BA/2009/0105/COND - to allow workshops to be used for other than marine activities and the moorings to be used other than in connection with the workshops at The Old Boatyard.](#)


The Old Boatyard Junction Of School Road And Ferry Road Horning Norfolk
Ref. No: BA/2012/0143/EXT0W | Received: Wed 25 Apr 2012 | Validated: Wed 02 May 2012 | Status: Pending Consideration

[Variation of Condition on pp BA/2011/0161/FUL to include two roof windows on the replacement dwellings](#)

Grebe Corner Grebe Island Lower Street Horning Norwich NR12 8PF
Ref. No: BA/2012/0085/COND | Received: Tue 06 Mar 2012 | Validated: Thu 08 Mar 2012 | Status: Approved with conditions

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 or clicking a point marked on the map.



[Show results on large map](#)

- Set the amount of results per page required (the more results, the longer the response time will be).
- Select Go.
- A map of the relevant area is then displayed alongside a list of search results.
- Click on 'show results on large map' to see the location of the applications from your search or to view a search result in detail, click on the application title in the list

If you have registered* you will have the option to **Save Search**.

Advanced search

Use the Advanced Search if you want to find multiple applications that have something in common, such as applications within a ward, applications within a date range, or by applicant/agent.

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

Applications Appeals

Reference Numbers

Application Reference

Planning Portal Reference

Alternative Reference

Application Details

Description Keyword

Applicant Name

Application Type

Ward

Parish

Agent

Status

Decision

Appeal Status

Appeal Decision

Development Type

Address













Dates

You can search by ward, status (e.g. pending consideration, decided etc), date of decision, development type, agent, name or site address.

You can also search by date ranges.

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

Once results are displayed you have the ability to sort the search results using the options described in Simple search.

Weekly and monthly lists

Use this option to search for applications if you know when they were validated or determined. You can search for applications according to the week or month in which they were validated or decided.

- Click on weekly/monthly list.
- Select application status from the drop down menu.
- Select week/month and search.
- All applications will be listed for your selection.
- Applications can be sorted by date, description, status etc as previously described.

Planning » Weekly List

Search Planning Applications either validated or decided in a given week.

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

Weekly List Monthly List

Status:

Parish:

Ward:

Week beginning:

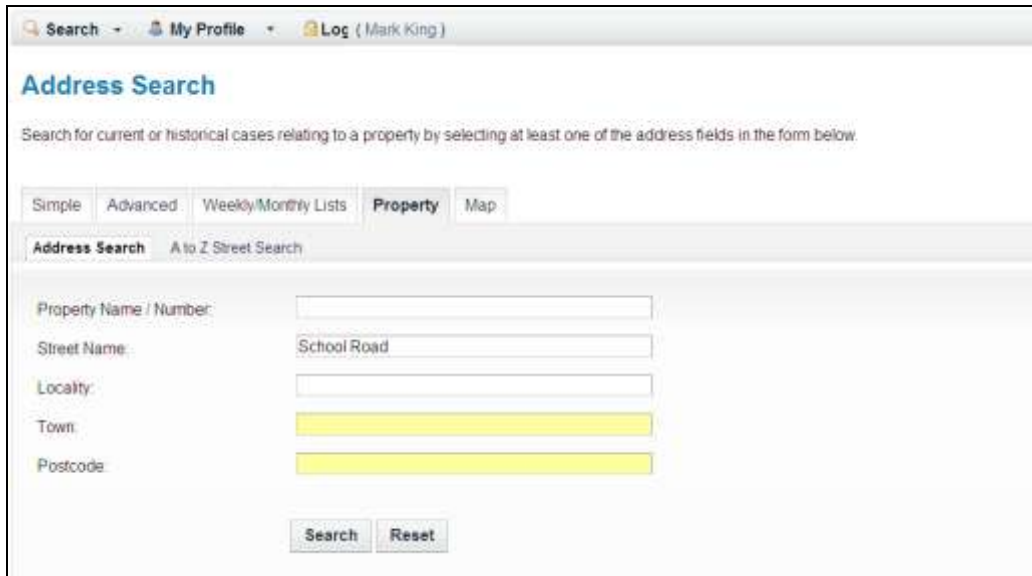
Show applications:

Validated in this week

Decided in this week

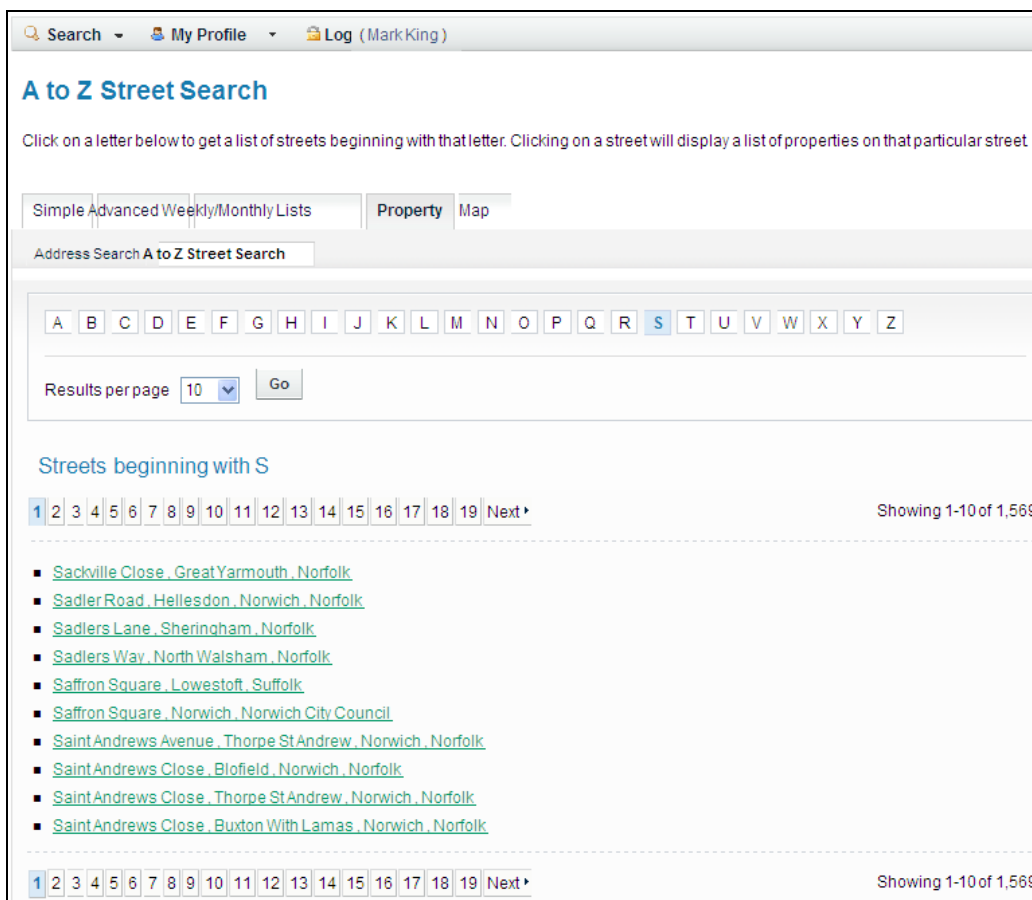
Property search

Most people will find the Address Search option the quickest way to do a property search. An **Address Search** can be carried out by selecting the 'Property' search tab and then the 'Address Search' option. This will allow you to enter part of an address.



The screenshot shows a web application interface for 'Address Search'. At the top, there are navigation links for 'Search', 'My Profile', and 'Log (Mark King)'. Below this is the 'Address Search' heading and a sub-heading: 'Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.' There are five tabs: 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. 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 five input fields: 'Property Name / Number', 'Street Name' (with 'School Road' entered), 'Locality', 'Town', and 'Postcode'. The 'Town' and 'Postcode' fields are highlighted in yellow. At the bottom of the form are 'Search' and 'Reset' buttons.

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

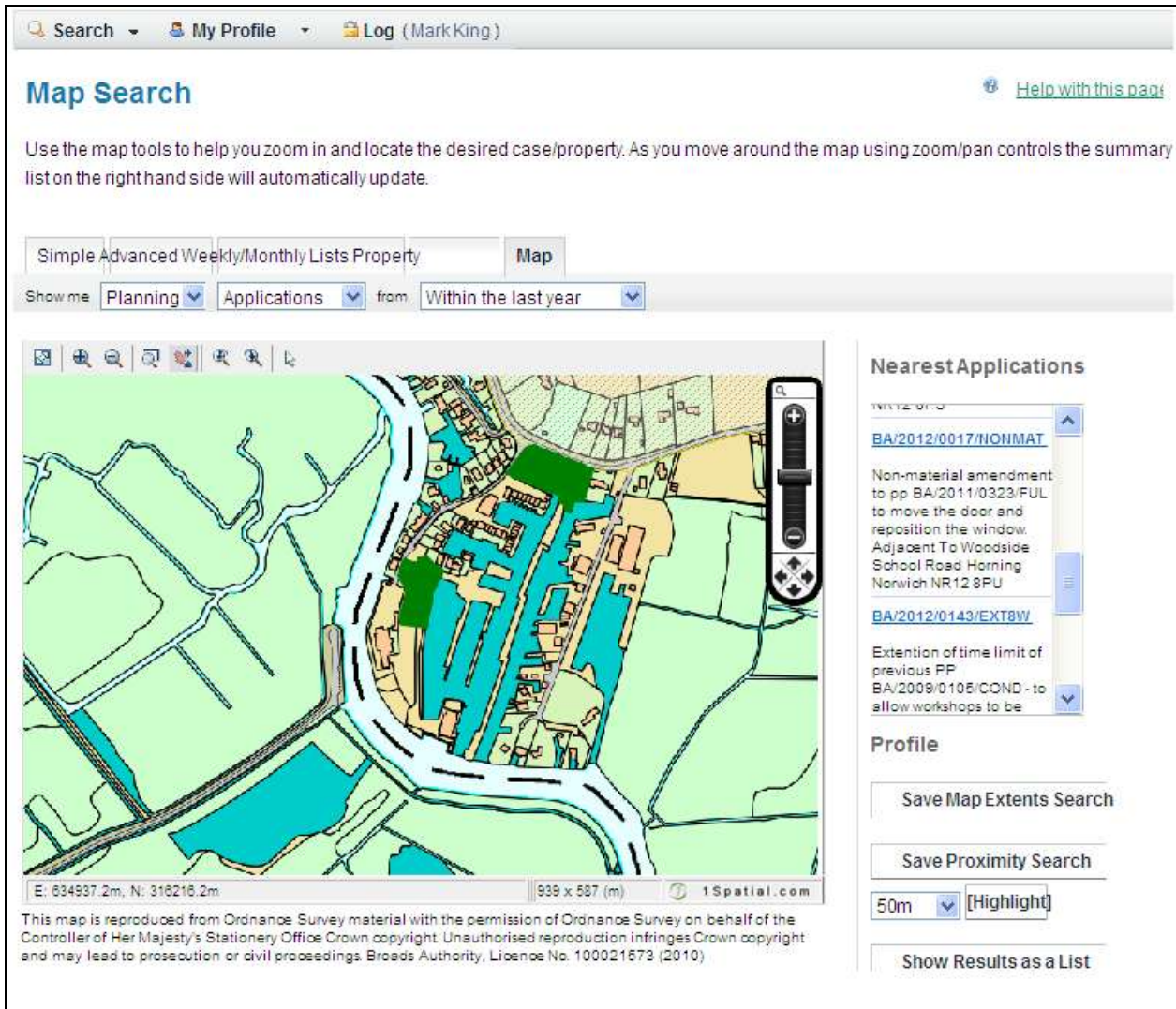


The screenshot shows the 'A to Z Street Search' page. At the top, there are navigation links for 'Search', 'My Profile', and 'Log (Mark King)'. Below this is the 'A to Z Street Search' heading and a sub-heading: 'Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.' There are five tabs: 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. 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 is a row of letters from A to Z, with 'S' highlighted. Below the letters is a 'Results per page' dropdown set to '10' and a 'Go' button. Below this is the heading 'Streets beginning with S'. There is a pagination bar with numbers 1 through 19 and a 'Next' button, and the text 'Showing 1-10 of 1,569'. Below the pagination bar is a list of streets, each with a small square icon and a link: 'Sackville Close, Great Yarmouth, Norfolk', 'Sadler Road, Hellesdon, Norwich, Norfolk', 'Sadlers Lane, Sheringham, Norfolk', 'Sadlers Way, North Walsham, Norfolk', 'Saffron Square, Lowestoft, Suffolk', 'Saffron Square, Norwich, Norwich City Council', 'Saint Andrews Avenue, Thorpe St Andrew, Norwich, Norfolk', 'Saint Andrews Close, Blotfield, Norwich, Norfolk', 'Saint Andrews Close, Thorpe St Andrew, Norwich, Norfolk', and 'Saint Andrews Close, Buxton With Lamas, Norwich, Norfolk'. Below the list is another pagination bar with numbers 1 through 19 and a 'Next' button, and the text 'Showing 1-10 of 1,569'.

Click on the street you are interested in and then on the next page select the property from that street. The results will display all addresses, even those that do not have applications attached to them.

Map search

The map search allows you to identify applications using the interactive map (**this feature is only recommended for broadband users**) It is usually faster and easier to find applications using one of the other search methods.



The screenshot displays the 'Map Search' interface. At the top, there are navigation links for 'Search', 'My Profile', and 'Log (Mark King)'. The main heading is 'Map Search' with a 'Help with this page' link. Below this, a text box explains that the map tools help zoom in and locate cases, and that the summary list on the right updates automatically. The interface includes a filter bar with tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', and 'Property', with 'Map' currently selected. Below the tabs, there are dropdown menus for 'Show me' (set to 'Planning'), 'Applications', and 'from' (set to 'Within the last year'). The central part of the interface is a map showing a residential area with a river. A vertical zoom control is on the right side of the map. Below the map, there are coordinates (E: 634937.2m, N: 316216.2m) and a scale of 939 x 587 (m). A copyright notice for Ordnance Survey is also present. On the right side, there is a 'Nearest Applications' section with a search bar and two application entries: 'BA/2012/0017/NONMAT' (Non-material amendment to pp BA/2011/0323/FUL to move the door and reposition the window. Adjacent To Woodside School Road Horning Norwich NR12 8PU) and 'BA/2012/0143/EXT8W' (Extension of time limit of previous PP BA/2009/0105/COND - to allow workshops to be). Below this is a 'Profile' section with buttons for 'Save Map Extents Search', 'Save Proximity Search', a '50m' dropdown, a '[Highlight]' button, and a 'Show Results as a List' button.

- Select the time period for the application search.
- You can zoom in/out and move the slide bar to locate the desired addresses.
- Hold the cursor over one of the dots to identify the application reference.
- The applications shown will be listed to the right of the map.

Application details

Once you have selected an application from your list of search results, information relating to this application is found in the various tabs at the top of the screen:

Further Information and **Important Dates** (e.g. when an application is expected to go to committee, or when a decision is expected to be made.)

Related Items such as property details; other planning applications at the same address; any appeals or enforcements on the site.

Comments - you can submit comments and view those submitted by others.

Documents - you can view the documents that have been scanned for an application.

Map - allows you to view the location of the application

Search My Profile Log (MarkKing)

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

BA/2012/0017/NONMAT | Non-material amendment to pp BA/2011/0323/FUL to move the door and reposition the window. | Adjacent To Woodside School Road Horning Norwich NR12 8PU

[Stop Tracking](#) [Print](#)

This case cannot be consulted on since its consultation expiry date has already passed.

Details | [Comments \(3\)](#) | [Constraints \(9\)](#) | [Documents Related](#) | [Items \(2\)](#) | [Map](#)

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

Reference:	BA/2012/0017/NONMAT
Alternative Reference:	
Application Received:	16 Jan 2012
Address:	Adjacent To Woodside School Road Horning Norwich NR12 8PU
Proposal:	Non-material amendment to pp BA/2011/0323/FUL to move the door and reposition the window.
Status:	Approve
Appeal Status:	
Appeal Decision:	

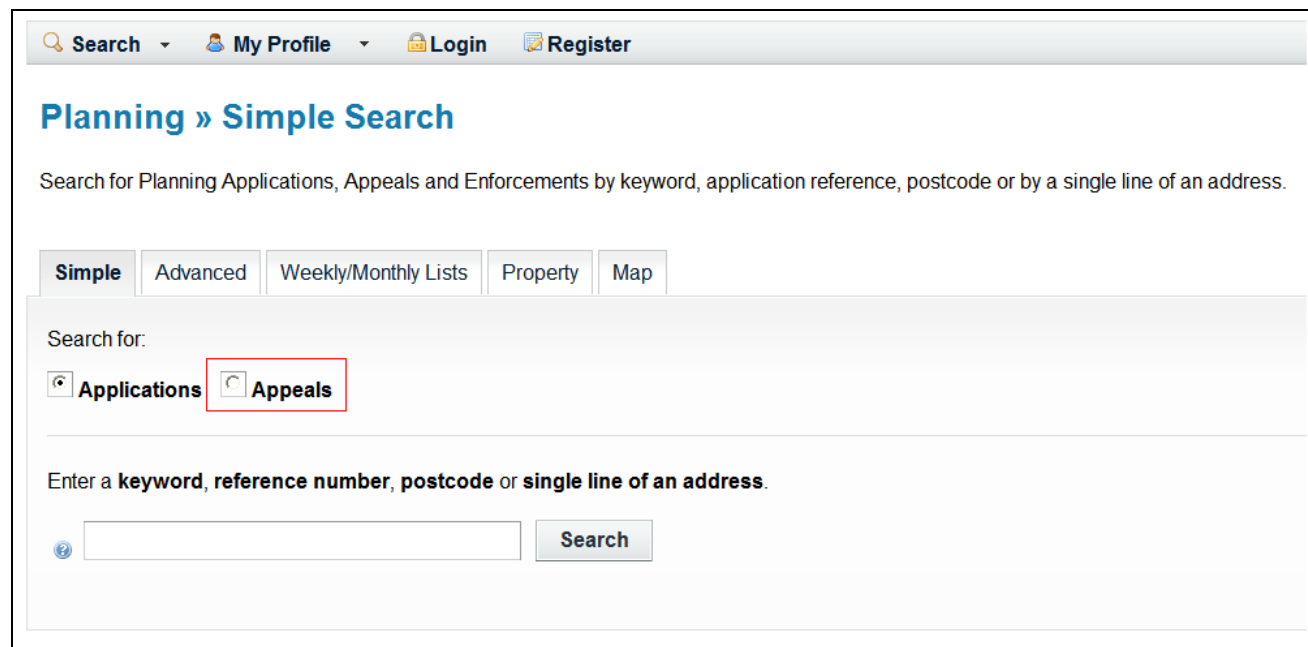
There is [1 case](#) associated with this application.

There is [1 property](#) associated with this application.

Appeals

You can search our database for appeals too. They work in much the same way as the planning application searches, but you need to select **Appeals** on the relevant search screen.

Appeal documents are stored under the relevant planning application number; this will be in the Related Info tab for each appeal.



The screenshot shows a web interface for searching planning applications and appeals. At the top, there is a navigation bar with links for Search, My Profile, Login, and Register. Below this is the heading "Planning » Simple Search". A descriptive text states: "Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address." There are five tabs: Simple (selected), Advanced, Weekly/Monthly Lists, Property, and Map. Under the "Search for:" label, there are two radio buttons: "Applications" and "Appeals". The "Appeals" radio button is selected and highlighted with a red box. Below the radio buttons, there is a text input field with a placeholder that says "Enter a keyword, reference number, postcode or single line of an address." To the left of the input field is a help icon (a question mark in a circle). To the right of the input field is a "Search" button.

Making Comments*

* Users will need to be registered to use this function.

Terms and conditions

Please be aware that all comments submitted by you about any planning application are a matter of public record and will be scanned and placed on our website for inspection by the public.

- **DO NOT** include your signature.
- **DO NOT** include your telephone number or email address.
- **DO NOT** include any other information you are unwilling to publish on the internet.
- **DO NOT** include your surname, initials and address.

Once you have registered/logged in, and the application is still within its consultation period, simply complete and submit the online comments form.

Viewing comments

All comments and consultation responses submitted about an application are available to view within the documents list for that application.

Further Information

If you require further information about any of the information you have viewed using this system, please contact the Broads Authority Planning Department at:

Tel: [01603 610734](tel:01603610734)

Email: planning@broads-authority.gov.uk

Website: www.broads-authority.gov.uk

If you are contacting us regarding an application, decision or appeal, please quote the reference number wherever possible.

