

## How to use the new Planning and Building Control Public Access system

There are several ways to search for Planning or Building Control applications.

### Quick Search

Quick

If you know what you are looking for then the Quick Search option is for you, and is the page that is presented when you first access the site.

This gives you two search boxes:

**Application/Reference No:** Use this if you the reference number of the application. This will be in the format YY/NNNN (for example 22/0100)

**Location:**

Use this to find an address or part of an address, taking care to ensure there are no typos or other issues with the address as this will affect the results provided.

Search

Once you have entered your criteria click the 'Search' button to get the results

### Advanced Search

Advanced

Here you can limit the search to the Department you wish to search for (Planning, Building Control or Appeals) by unticking the departments you do not wish to view.

**Planning:**  **Appeals:**  **Building Control:**

This option also allows a search to be narrowed by decision date.

**Planning**

Below the main advanced search is an option to search just for planning records. There are a range of search criteria available here, with more to be added as the site testing progresses.

**Appeals**

Allows advanced searching of planning appeals

Search

Once you have selected your criteria click search to produce the results

Clear Form

After each search you are advised to click this so that your next search does not contain any unwanted criteria.

## **How to View Applications**

Once you have submitted your search you will be provided with the list of matching applications. On this page you can view the Application Number, Location, Proposal and Status.

To open the application to see additional information please click on the Application Number.

At first glance you can view the following:

- Key dates (Valid date, Consultation end, any Committee Meeting, Decision, Appeals)
- Application Details
- Summary

## **Documents**

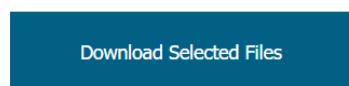
The key option is the documents box which takes you to a screen that shows all the public documents submitted in relation to the selected application. This can include Application forms, Drawings, Decision notices, Supporting reports, consultee comments etc. Please note that representations from neighbours are not shown on the site at present for data protection reasons.

## **How to View Documents**

There are two options for this. Both require that you agree to the Copyright Notice at the foot of the page by ticking the box

- If you wish to view a single document then once you have accepted the Copyright Notice you can click on that document which will open as a pdf format document or drawing.
- If you wish to view multiple documents you can select the documents you wish to open by ticking the individual tick box in the left hand column (or the 'All' box at the top) and then select the "Download Selected Files" button which will have become highlighted as below

Tick here to show you have read and agree with the Copyright Notice.



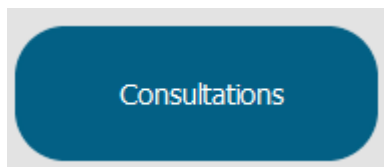
These documents will then download as a Zip file and so can be saved to your PC/device or viewed directly by a double click to open the files as a pdf format. Please note that even if a single application is to be downloaded then it will be as a zip file.

## Other Options available

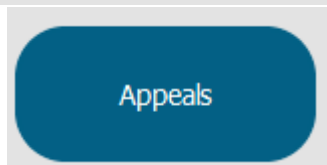
### Submit Comments

In the coming weeks the site will offer the ability for users to submit comments directly by clicking a button on the header page. This will open a new page that asks for you to submit details including your name and address (which must be in Fylde Borough) and then type your comments in directly on screen, or upload a file.

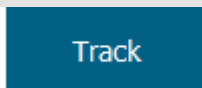
At present this facility is not available whilst it is undergoing testing so comments can be made by email to [planning@fylde.gov.uk](mailto:planning@fylde.gov.uk) quoting the planning application reference number in the subject.



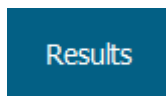
Here you can view the list of consultations undertaken on an application, the neighbouring properties that have been notified and the consultations that have been undertaken.



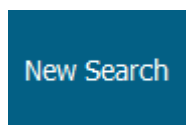
Here you will find details of any appeals against the application.



Once you have opened the application you are interested in you can click this box which is at the top of the page next to the application number and status. This allows you to input your Name and Email address to receive updates on the application as it proceeds to a decision or when new documents are received.



This is located at the top of the screen and takes you back from an individual application back to the list of your search results provided by the search criteria you entered.



This is also located at the top of the screen and takes you back from an application to start a new search.

### Weekly List

In the coming week or so it will be possible to view a list of the applications and decisions that have been made by the council.

If you have any queries with the operation of the site or the planning service in Fylde in general please contact us by email to [planning@fylde.gov.uk](mailto:planning@fylde.gov.uk) or 01253 658434 during office hours.