

How to use the online planning applications register

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Introduction

Enfield Council's new and improved Online planning application service enables you to search for, view, track and comment on planning applications online. This guide is for all of our customers, whether you are a member of the public, an agent, a business or a representative of the community.

There are new features and benefits that improve your access to planning applications online and include better search options and the ability to receive personal email notifications based on the applications and locations that interest you.

In summary the new benefits are:-

Searching

An improved Simple search box enables you to search by keyword(s) such as "Tree Tops" or "Forty Hall", by reference number, single line of address, postcode, or description of proposal

Map Search

View where applications are located on a map, within a pre-selected time period (eg within the last month, or 2 years) with the option to zoom in and out. Applications are identified by a green outline and summary details are given on the screen.

Registration

If you register your details and create your own personal profile you can receive automatic email notifications when an application of the type(s) you are interested in is submitted.

Saving a Search

If you have registered on the system you have the additional functionality to save your searches, saving time when you next visit the site. You can also request to be notified by email of any new results within your search criteria.

Tracking Applications

Another additional functionality having registered is the ability to track applications and receive an automatic email notification when there is a change in the status of an application (such as a decision issued). This enables you to keep up-to-date with what is happening to either your own application or ones which you are interested in.

Please Note:- Registration is not compulsory. You are able to look up details of planning applications and carry out a range of searches without registering, however it is advisable to do so in order to benefit from the full functionality of the Accessing Planning Applications Online service. Please familiarise yourself with the Terms & Conditions.

Accessing Planning Application Information Online

Click on this link <http://planningandbuildingcontrol.enfield.gov.uk>

Or,

Go to Enfield Councils website at www.enfield.gov.uk

On the Home Page select “View and Comment on Planning Applications” from the menu on the left-hand side

On the “Planning” page select “Search Planning Applications”

Familiarise yourself with the Terms & Conditions. This screen will also give service availability information.

Select “Online planning register”

The “Accessing Planning Applications Online” Planning screen will appear where you can search for information on applications, appeals, enforcement cases or properties.



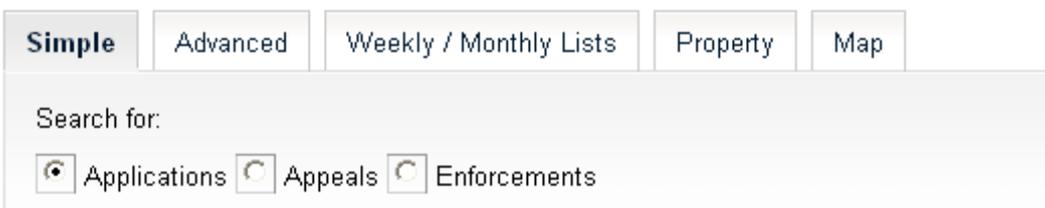
Planning » Simple Search

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

A screenshot of the 'Simple Search' interface. At the top are five tabs: 'Simple' (selected), 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below the tabs is a 'Search for:' section with three radio buttons: 'Applications' (selected), 'Appeals', and 'Enforcements'. Underneath is a text input field with a placeholder that says 'Enter a keyword, reference number, postcode or single line of an address.' To the right of the input field is a 'Search' button.

The Search Options shown on the various tabs – Simple, Advanced, Weekly/Monthly Lists, Property and Map are all available for use without you having to register.

You only need to register if you wish to comment on an application, to track an application or to save a search. (Details on these functions can be found later in this guide)

Another view of the 'Simple Search' interface, showing the same tabs and search options as the previous screenshot. The 'Simple' tab is selected, and the 'Applications' radio button is selected.

Search Options

DOING A SIMPLE SEARCH



The Simple search enables you to search by keyword(s) such as “Tree Tops” or “Forty Hall”, by reference number, single line of address, postcode, or description of proposal.

Select either “Applications”, “Appeals” or “Enforcements” then type the relevant information into the search box and click on **Search**



Planning » Simple Search

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

A screenshot of the 'Simple Search' interface. It features a row of tabs: 'Simple' (selected), 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below the tabs is a 'Search for:' section with three radio buttons: 'Applications' (selected), 'Appeals', and 'Enforcements'. A text input field is provided with the instruction 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button.

If searching on keywords, address, postcode or description a number of results will appear. You can sort the results by selecting an option from the drop-down menus to help find the application(s) you require.

Select the application you wish to look at by clicking on the blue application description – this will take you to the Details Screen for that application where you can view **Documents** (submitted plans, forms etc) **Constraints, Related Cases** (links to the property history) and **Map** (showing site)

DOING AN ADVANCED SEARCH



The Advanced Search allows you to build a complex combination of specific criteria on which to search. Find multiple applications that have something in common, such as applicant/agent, keywords (eg part of a description), decision or application type, or by date ranges.

Select the **Advanced** tab and select either **Applications, Appeals or Enforcements**

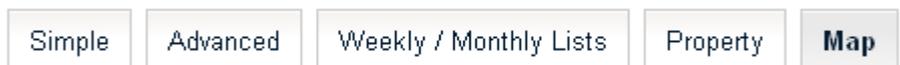
Choose your selection criteria, entering either Keywords for the application, or application description or applicant name
Choose from the dropdown lists such as application type, Ward, status, decision etc.

Choose or include a date range if required.

Click on the Search button

Once the results are displayed you can sort the results and select the application(s) you are looking for using the options described in **Doing a Simple Search** on the previous page

DOING A MAP SEARCH



The Map search enables you to identify applications using an interactive map however you are advised that it is faster and more straightforward to find applications using either the Simple or Advanced Tabs.

Select what you want to search for, and the time period, using the dropdown menus.

Use the Zoom In/Out and Pan icons to select your area on the Map (Tip: Hold the cursor over each of the icons to see what it does)

Having selected the area required, applications shown in this view will be listed on the right-hand side of the screen. Click on the application reference to take you to the Details Screen for that application where you can view documents and obtain further information regarding the application.

Registered Users have the additional functionality to Save the Map Extent or Proximity Searches – More details on this in the Registration section

DOING A PROPERTY SEARCH



Address Search – Use this option to enter part of an address into the appropriate field(s) on the screen and select Search.

The results can be sorted using the **Direction** drop-down menu.

To change the number of records displayed use the **Results per page** drop-down menu.

By using the **Next** button you can move through each page of your results. Select the address required to go to the **Details** screen for the record where you can view Property History and Constraints

A to Z Street Search – Use this option to select a letter to display all the street names beginning with that letter. Use the **Next** button to move through the street names and select the one you are interested in.

Having selected your street you will be presented with a list of addresses within that street. Again By using the **Next** button you can move through each page of your results. Select the address required to go to the **Details** screen for the record where you can view Property History and Constraints.

Registered Users have the additional functionality to Save Search on Address Searches – More details on this in the Registration section

VIEW WEEKLY/MONTHLY LISTS



The Weekly/Monthly Lists feature allows you to search for applications according to the week or month in which they are validated or decided, by status (Under Consideration, Approved, Refused etc) and by Ward.

Select **Weekly** or **Monthly** Lists tab.

Select options from dropdown menus for **Status**, **Ward** and/or **Week Beginning**

Select either **Validated** or **Decided** lists

Click on **Search**

All applications within the search criteria will be listed from which you are able to sort by Date, Description and Status. To view an application's details click on the blue description.

REGISTRATION

To take full advantage of all the advanced profile features of the Online planning application service you must first register a user account. In Registering you can:

- Create your own personal profile
- Submit comments on applications
- Save details of searches you have made
- Track specific applications which you are interested in
- Receive notifications of changes to applications you are tracking

Click on **Register** and complete the form. (Please remember that all fields marked “*” are mandatory)

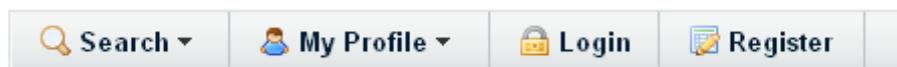
Passwords MUST be at least 8 characters long and be a mix of letters and numbers

Once completed, click on **Next**

Having completed the Registration process you will be sent an email. You will need to click on the link within this email for your registration to be confirmed. When you have done this you will be able to use the Login facility to comment on, and track, applications. Simply click on **Login** and enter your email address and password in the relevant boxes to log in.

FORGOTTEN PASSWORDS

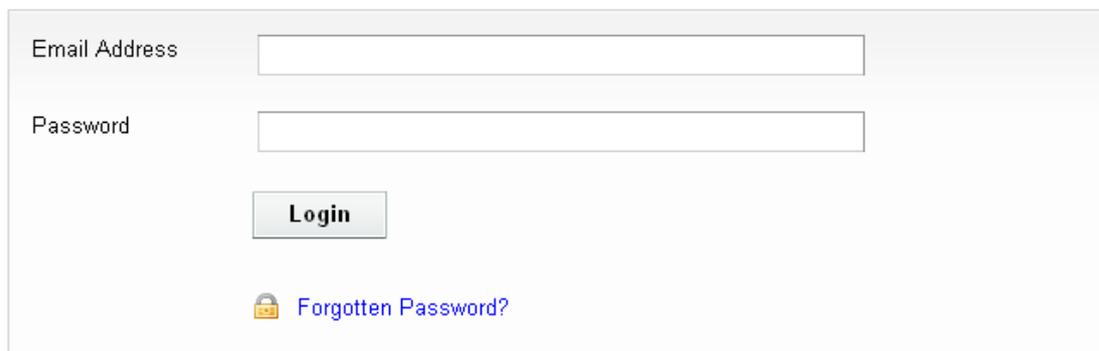
Should you forget your password, don't worry. Click on **Login** on the main menu as Normal



Planning » Simple Search

Then Select **Forgotten Password?** On the Login Screen.

Login

A login form with two input fields: 'Email Address' and 'Password'. Below the fields is a 'Login' button and a link labeled 'Forgotten Password?' with a padlock icon.

You will be presented with the **Change Password** screen where you can type in your email address and a new password (twice). Please remember that passwords must be at least 8 characters long and be a mix of letters and numbers. Having done this click on **Change Password**

Once you have done this you will receive an email and you will need to click on the link within this email to activate your new password.

CHANGING YOUR PERSONAL DETAILS

If for any reason you wish to change any of your personal details or your password, **Login** from the main menu and select the **Update Personal Details** button.

Update your relevant details and click **Next** to update each subsequent page

On the last page tick the Terms & Conditions box and select **Next**. You will receive a message to confirm that your details have been updated.

MAKING A COMMENT ON A PLANNING APPLICATION

If you have registered you are able to comment on current planning applications.

Search for the planning application you are interested in, go to the **Details** screen and select **Make a Public Comment**

Please Note: All representations received will be available for public inspection and may be included in any Committee report. Your name and address are automatically added to the form. If they are not correct click on the **update my personal details** link.

Select:-

Commentator Type, Stance (eg Object), Reason(s) for Comment

Enter the details of your comments in the Your Comment box.

(Please note there is a limit of 200 characters)

To receive an email confirming receipt of your comments tick the “**Send Me An Email...**” box and click the **Submit** button

SAVE A SEARCH

If you have registered you are able to save details of a search that you have made for future use, for example specific property or area searches. This facility is available for both Simple and Advanced searches.

For example, to search for applications in Faraday Avenue, type in and click **Search**

The results are displayed and can be viewed as previously explained. To save this search of faraday Avenue click on **Save Search**

A Saved Search Options screen will appear and you have the ability to give the Search a more meaningful title and will be able to indicate whether you want to be notified of any new results, ie, new applications. To save the search click **Save**

A confirmation message will appear with your saved search shown along with any other saved searches you have.

To access your Saved Searches at any time you need to select **Saved Searches** from the drop-down menu on the **My Profile** tab

A list of your Saved Searches will be displayed and you can Run, Edit or Delete each saved search as and when you require. If you have requested to

be notified of any new results within any of your search criteria you will receive an email.

TRACKING APPLICATIONS

If you have registered this feature enables any application to be tracked so that you can keep up-to-date on its progress without having to search for it again. You will receive an email notification when the application has been determined or withdrawn.

To track an application, Login, perform a search for the application you are interested in and go to the Details screen for the chosen application. Select **Track**

To return to this application at a later date, or any other application you asked to be tracked, select **Tracked Applications** from the **My Profile** drop-down list. Select the application by clicking on the yellow **View** folder, this will take you to the **Details** screen for the application.

Click the red **Stop Tracking** cross if you no longer wish to track a particular application, this will delete this from your list.

FURTHER INFORMATION

An “At-A-Glance” user Guide is also available.

If you require further information about an application you have viewed online, please contact Development Management at:

Email: development.control@enfield.gov.uk

Website: www.enfield.gov.uk

If you have any questions or comments concerning this Guide please contact:-

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