

User Guide to Accessing Planning Application and Planning Appeals Information Online

Dated: November 2019

Click on this link <https://planningandbuildingcontrol.enfield.gov.uk/online-applications>



[Home](#) / [Services](#) / [Planning and building control](#) / [Online planning register](#)

[Search](#) [My Profile](#) [Login](#) [Register](#)

Planning – Simple Search

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



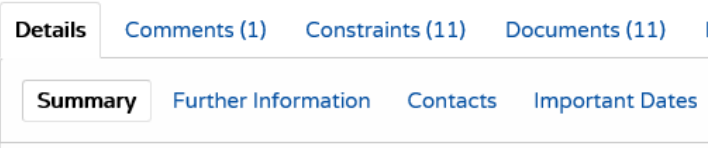

Simple [Advanced](#) [Weekly / Monthly Lists](#) [Property](#) [Map](#)

Search for:

Applications Appeals

Status:

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

<p>Planning - Simple Search</p>	<p>Enter information using keyword(s), reference number, postcode or single line of an address into this box shown on the screen and click the search button</p> <p>Enter a keyword, reference number, postcode or single line of an address.</p> 	<p>This allows you to find planning applications and planning appeals</p>
<p>Results for Application Search</p>	<p>One or more applications may be listed. Click on the application you want to view</p> 	<p>You can find the planning or appeal information using the search buttons on the Planning – Application Summary screen</p> 
<p>Planning Application Documents</p>	<p>Click on the ‘Documents’ button. To open a document, click on the ‘View’ button</p> 	<p>You can view the information submitted by the applicant. This may include the application form, site location plan, drawings and supporting information.</p>
<p>Application Comments</p>	<p>Click on the ‘Comments’ button to give us your views. You will need to login to make a comment (see how to do this below)</p>	<p>Your comments will be sent to the planning officer direct. You can receive an acknowledgement by email that your comments have been received</p> <p>It is your responsibility to make sure you do not include any personal details either about yourself or others in the comments box as these may be displayed online. Do not add your telephone number</p>

	<p>Make a Comment Public Comments (0)</p> <hr/> <p>You must log in to make a comment.</p> <p>Login and make a comment.</p> <p>Not got a login? Register here.</p>	<p>or email address.</p> <p>Please note, at this time</p> <ul style="list-style-type: none"> • comments can't be viewed online. • Number of comments received <i>is not shown</i>; this does not mean we have not received any <p>We are working to make comments received online viewable, as well as showing the number of comments received.</p>
<p>Make a comment</p>	<p>Please select from the pick list the commenter type, and stance (the information here is for demonstration purposes only)</p> <p>Commenter Type: * <input type="text" value="Neighbour"/></p> <p>Stance: * <input checked="" type="radio"/> Object <input type="radio"/> Support <input type="radio"/> Neutral</p> <p>Reason for comment: <input type="text"/></p>	<p>This lets you submit your views direct into our database by completing the text box at the bottom of the page. You will see this message:</p> <div style="background-color: #e6f2e6; padding: 10px;"> <p>✓ Your comments have been submitted.</p> <ul style="list-style-type: none"> ▪ Your comments have been registered against this application. ▪ An email confirmation has been sent to <input type="text"/> ▪ An email confirmation has been sent to the case officer. </div>
<p>Tips for registering to use our online comments service</p>	<p>Make sure you are running the most up to date iOS version on your device.</p> <p>Tick the box to agree to the terms and conditions</p> <p>Tick the consent for data use (see example below)</p>	<p>If you have any problems registering to use this service, please send us a screen shot of the error message including your browser to planning.support@enfield.gov.uk so we can investigate what went wrong.</p> <p>If you are unable to submit your comments before the consultation deadline due to an error, please send these by email to planning.decisions@enfield.gov.uk.</p>

⚠ Terms and Conditions

We want to let you know how Public Access works and why we need your registration details (name, address, email address and optional telephone number). Please read our [terms and conditions \(opens in a new window\)](#) in full before proceeding.

I agree to the terms and conditions. *

Your Data

The data you have provided (name, address, email address and optional telephone number), as part of this registration, is necessary for us to provide you with Public Access services. Idox Software Limited will only use this data for the purposes of:

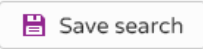
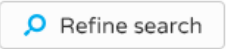
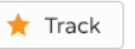
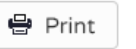
- Sending you a registration confirmation email
- Send you an email with details on how to change your password if you forget it
- Notifying you of any changes in the status of tracked applications, saved searches or saved map searches that you enable within your Public Access account
- Sending you confirmation emails of any comments that you submit against an application
- Upon submitting a comment, providing your contact details to the Council so that the Council can process your comment

I consent to my data being used for the above purposes. *

You can also consult the relevant Council website for further information on how your data is used beyond the Public Access services.

You must provide consent under the General Data Protection Regulation (GDPR) in order to use Public Access. You have the right to withdraw your consent at any time. You can do this by deleting your profile from within Public Access in the My Profile area.

Activation Required	Remember to activate your account You will receive an email – this may go to your junk or clutter box Click on the link to activate.	You will be able to start commenting, save searches and track applications you are interested in
Track applications	To track applications, select “Track” They will appear in your profile each time you log on.	You will be able to keep up to date with what is happening to your own application or ones that interest you with email alerts

	   	
Save search	Select "Save Search" and complete details to save your searches for specific properties or areas.	This will save you time when you next visit the site.
Search Options - click search, planning		
Advanced Search	Enter a range of search terms, sort the results and select the application you are looking for.	You can find several applications that have something in common, such as Ward, Decision or Application Type.
Map search	Zoom in to the map to find the search area. Use the legend and filter options to select planning applications, appeals and/or property. Click on the site to find the information Additional help can be found on the Help with this page displayed as a link above the map	You can find applications on a map with the option to zoom in and out. You can find the application reference, and summary details. Links are included to the application or appeal details.
Property Search	Enter part of an address such as post code or use the A to Z Street Search option for a listing and then select the address required.	You can find planning applications or appeals that have been submitted for a range of properties
Weekly/ monthly lists	Find applications submitted and decisions made within a set period, and/or within a Ward	You can select Weekly or Monthly lists and the options you would like to see

FURTHER INFORMATION - If you have any questions or comments concerning this Guide, please let us know at planning.support@enfield.gov.uk