

**DONCASTER
COUNCIL**

**PLANNING APPLICATIONS
ONLINE
USER GUIDE**

Before visiting our new Planning Applications Online system for Planning please take the time to read the guidelines on the homepage of Planning Applications Online.

Select to go to the New [Planning Applications Online](#) system.

You can use Planning Applications Online to:

- Find and view information about Planning Applications
- Find and view information about Planning Appeals
- Find and view information about Planning Enforcement Notices
- View documents and plans for Planning Applications validated since September 2009.
- Find information about Building Control submissions.

New features include:

- Simplified status searches i.e. the ability to refine a planning application search to select only those which are current or decided.
- A visual identifier to show if an application is open for comment.
- Smart phone responsiveness design - The upgraded version of Planning Applications Online will support current common mobile devices including tablets and smart phones with pages specifically laid out for ease of use on small screens. Note – The spatial mapping function is not currently available for mobile devices. Please note, this is just the spatial mapping function and does not prevent plans and documents relating to planning applications being viewed.
- A major upgrade has been applied to the spatial mapping function and how maps are viewed and used in planning applications online. These improvements will result in the maps being more interactive and simpler to use.

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TECHNICAL GUIDANCE

Planning applications will be supported on Internet explorer 9 and 10, current version of Google Chrome, Firefox and Safari.

Note for Windows XP Users

Windows XP Service Pack 2 has increased security by stopping pop-up windows. Planning Applications Online relies on these pop-up windows to provide you with results and help.

It is recommended that you add the Planning Applications Online web page to the “Allowed Sites” list in the “Exception” settings for the pop-up blocker.

Note for Google Chrome Users

Customers using Google Chrome as their internet browser may experience issues whereby some of the associated documents appear blank on Planning Applications Online. To overcome this you will need to carry out one of the following:

- Switch to an alternative internet browser, if possible.
- Navigate to the pdf page (which appears blank) and then click the button on the top right of the Chrome window to “...display in an IE-based tab”
- Navigate to:

chrome://plugins

...then disable the “Chrome PDF Viewer” plugin and enable the “Adobe Reader” plugin. After this, when you navigate to the pdf file link you will receive a message saying that Adobe needs your permission to run. If you click “Allow” from the menu.


Information for Users with 64-bit Systems

Planning Applications Online is compatible with most, older and newer versions of popular browsers. However, users who have a 64-bit operating system (e.g. Windows Vista 64bit or Windows7 64bit) and use the 64 bit version of their browser software may experience problems with some of the functions of Planning Applications Online, particularly the mapping elements and spatial elements.

If you experience such problems, these can be resolved by using the Compatibility View function within your browser.

You can turn this feature on in your browser window by either clicking on the Compatibility View icon to the right of your browser’s address window.

Alternatively you can turn the Compatibility View feature on by going to your browser's **Tools** menu and selecting **Compatibility View** from the options offered.

 **How do I know** if my operating system is the 64-bit version? You can check which version of the operating system you are using by going to the Start button and selecting Control Panel – System and Security – System. If your operating system is a 64-bit version it will say so in the System type field. If this field does not specifically say 64-bit, then your operating system is NOT 64 bit.

SEARCHING FOR INFORMATION

SIMPLE SEARCH

On this screen you can search for Applications, Appeals or Enforcement Notices.

To search for **Applications** select the radio button and then type in your selection.

Search for:

Applications Appeals Enforcements

You can amend the status to show All, Current or decided applications.

In the free text box shown, type either an application number (e.g. 09/01234/FUL, a postcode (e.g. DN1 3BU), partial address (e.g. Civic Office) or a keyword that may appear in the description of the application (e.g. office) and select **Search**.

Any applications or cases that match with your selection will then be displayed.



NO RESULTS RETURNED?

Try amending your selection i.e. Westgate may be two words West Gate. Or try searching again using the **Advanced Search** facility. A maximum of 1000 records can be retrieved at any one time. You can save this search to run again by clicking on the Save search button.



TIME SAVER TIP.

Instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search.

Click to go to [Simple Search](#)

ADVANCED SEARCH (Planning Applications)

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

Applications Appeals Enforcements

Application Reference:

Planning Portal Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Ward:

Parish:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

Type in the application number against the application reference field and select Search, Enter or Return.

You can also choose to search by Ward or Parish or select from the other options by selecting the drop down arrows and then selecting from the list.



You can select from the **Status** list, together with a **Ward** or **Parish** to find current applications in that area.

You can also include dates in your selection as well as any fields above.

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

If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 01/09/2011) or click onto the calendar button and pick a date.



Problems?

Too many results (a maximum of 1000 records can be retrieved) – try searching again, but add from a different option. Alternatively, add a date selection into your search to limit the range of your search.

If you want to remove ALL of the selections you have made on the search form, click **Reset** at the bottom of the screen.



TIME SAVER TIP.

Instead of scrolling down to the Search button, press **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key. You can save this search to run again by selecting the Save Search button.

Select to go to [Advanced Search](#).

ADVANCED SEARCH (Appeals)


To search for Appeals click on the Appeals button on the Advanced Search tab. You can search by either the Appeal case reference or original planning application reference or any of the options listed in appeal details.

Simple	Advanced	Weekly / Monthly Lists	Property	Map
Applications	Appeals	Enforcements		

Reference Numbers

Appeal Reference:	<input type="text"/>
Alternative Reference:	<input type="text"/>
Application Reference:	<input type="text"/>
Enforcement Reference:	<input type="text"/>

Appeal Details

Description Keyword:	<input type="text"/>
Appeal Type:	All <input type="button" value="v"/>
Ward:	All <input type="button" value="v"/>
Parish:	All <input type="button" value="v"/>
Appeal Status:	All <input type="button" value="v"/>
Appeal Decision:	All <input type="button" value="v"/>
Appeal Process:	All <input type="button" value="v"/>
Address:	<input type="text"/> 

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.

Appeal Lodged Date:	<input type="text"/>		to:	<input type="text"/>	
Date Validated:	<input type="text"/>		to:	<input type="text"/>	
Date Court Decision:	<input type="text"/>		to:	<input type="text"/>	
Date Inspectorate Decision:	<input type="text"/>		to:	<input type="text"/>	

Search

Reset

In addition you can also choose selections from the available fields to refine your search. You can also search for appeals by Date Lodged or Date of Decision. If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 21/06/2011) or click onto the calendar button and pick a date.

Select to go to [ADVANCED – APPEAL SEARCH](#)



TIME SAVER tip – instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key. You can save this search to run again by clicking on the **Save Search** button.

WEEKLY/MONTHLY LISTS

You can search for all applications either **validated** or **decided** in a given week. All weeks start on a Monday and end on a Sunday. You can search any week in the past sixteen weeks.

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

Weekly List Monthly List

Status: All

Parish: All

Ward: All

Week beginning: 29 Aug 2011

Show applications: Validated in this week Decided in this week

Search

You can also limit your weekly list to just applications in one **Ward** or **Parish** by choosing the week, then the Ward or Parish from the drop down list.

If you wish to view a **Monthly List**. Select this option at the top of the menu. You can search for any month in the past six months.



TIME SAVER tip – instead of scrolling down to the search button, press the **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key.

Select to go to [WEEKLY/MONTHLY LISTS](#)

PROPERTY SEARCH (A – Z SEARCH)

Choose the street that you require by finding it under the relevant letter.

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

Address Search **A to Z Street Search**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Results per page 10 Go

Streets beginning with A

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next ▶ Showing 1-10 of 353

- [A18 , Doncaster , Doncaster](#)
- [A1M Junction 35 To Junction 34 , Doncaster , Doncaster](#)
- [A1M Junction 35 To Junction 36 , Doncaster , Doncaster](#)
- [A1M Junction 35 To Junction 36 Off Slip , Doncaster , Doncaster](#)
- [A1M Junction 36 To Junction 35 , Doncaster , Doncaster](#)
- [A1M Junction 36 To Junction 35 On Slip , Doncaster , Doncaster](#)

A list of all the streets beginning with the selected letter will be returned, like the example above. Select the street you require.

A list of all the properties on the street will be returned, like the example below. Choose the address you wish to search by selecting from the list.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next ▶

Phones 4 U 1 St Sepulchre Gate Doncaster DN1 1TD

Prestige Recruitment Specialists Limited Offices At 1 St Sepulchre Gate Doncaster DN1 1TD

Jd Sport 2 - 4 St Sepulchre Gate Doncaster DN1 1TA

Second Floor 2 - 4 St Sepulchre Gate Doncaster DN1 1TA

Thomas Cook 3 St Sepulchre Gate Doncaster DN1 1TD

Midland Co-Operative Society Ltd 5 - 7 St Sepulchre Gate Doncaster DN1 1TD

Stafforce Personnel Limited Offices 5 - 7 St Sepulchre Gate Doncaster DN1 1TD

You can also search for an address using a free text search by selecting the **Address Search** option at the top of the menu.

The image shows a search interface with a top navigation bar containing five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Property' tab is currently selected. Below this, there are two sub-tabs: 'Address Search' and 'A to Z Street Search'. The 'Address Search' sub-tab is active, displaying a form with the following fields and labels:

- UPRN:
- Property Name / Number:
- Street Name:
- Locality:
- Town:
- Postcode:

At the bottom of the form are two buttons: 'Search' and 'Reset'.

You will get the best results by typing in the **Property Name/Number** and the **Street Name** only.

MAP SEARCHING

Map tools – The interactive maps contains a number of tools to help you zoom in and pan around the map to locate the desired case/property.

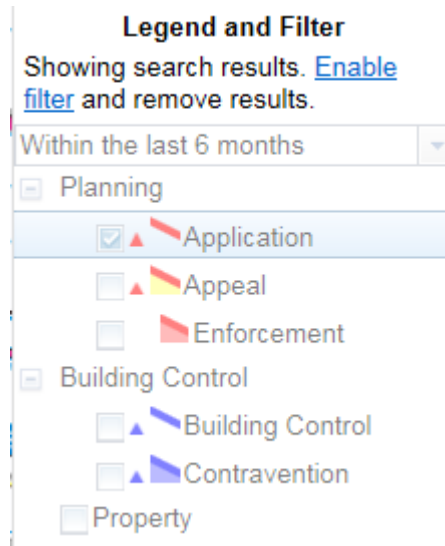
- Zoom in – click the + button on the map to zoom in, or zoom using the mouse wheel
- Zoom out – click the – button on the map to zoom out, or zoom using the mouse wheel
- Pan Mode – to move around the map, click on the map and keeping the mouse button pressed, drag the map in the direction that you want to pan to.



Once you have selected the relevant part of the map you can now filter the search.

MAP FILTERS

Click on 'Enable Filter'



Select what you want to search for-

Planning –

Applications – shown as red, non-shaded polygon

Appeals – shown as red, yellow shaded polygon

Enforcements – shown as red shaded polygon

Building Control –

Applications – shown as blue, non-shaded polygon

Property –

Property – shown as black dots

Select the relevant time period from the drop down list.

Legend and Filter

Showing search results. [Enable filter](#) and remove results.

Within the last 6 months

Planning

- Application
- Appeal
- Enforcement

Building Control

- Building Control
- Contravention

Property

Click a polygon to display summary information on that record.

◀ ▶ 3 of 3 ✕

Application

14/00115/FUL

DMBC
Civic Offices
Waterdale
Doncaster
DN1 3BU

Test invalid application

[Application Details](#)

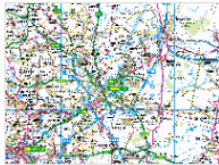
VIEWING SEARCH RESULTS


Whether you are searching for planning applications or appeals the results of your search will be returned in one of two ways.


If there is only one record found, then details of it will be displayed. If there is more than one record, a list of records with a summary will be displayed. If you want to see more information about a particular record, click on the purple text for the record.

Sort by Direction Results per page

Showing 1-10 of 80

<p>Installation of 8250 solar panels onto the distribution centre roof Ikea Distribution Centre Yorkshire Way Armthorpe Doncaster DN3 3FB Ref. No: 13/02025/FUL Received: Mon 23 Sep 2013 Validated: Wed 02 Oct 2013 Status: Awaiting decision</p>	<p>Map information</p> <p>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. Select 'Show results on large map' to see a more detailed map view of your search results.</p> 
<p>Retrospective application for the retention of PV solar panels on roof of barn Ron Hull & Sons Farm Racing Stables Moorhouse Farm Blyth Road Tickhill Doncaster DN11 9EY Ref. No: 13/01985/FUL Received: Thu 19 Sep 2013 Validated: Fri 20 Sep 2013 Status: Decided</p>	
<p>Installation of 12 solar panels 7 Campsall Park Road Campsall Doncaster DN6 9LF Ref. No: 13/01755/PD Received: Mon 19 Aug 2013 Validated: Mon 19 Aug 2013 Status: Decided</p>	
<p>Installation of a 4KW solar panel system to rear of pitched roof of property. 36 Wellingley Road Balby Doncaster DN4 8TD</p>	

 If you want to change your search without losing all the settings you selected, click on **Refine Search** at the top of the screen. You will be returned to the screen you were on before you started the search. You can then change these settings before searching again.

 If you have **Registered and logged in** you will have the option to **Save the search** or to track individual applications.

PLANNING APPLICATION SUMMARY

The planning application summary looks like the screen below.

Planning » Application Summary Help with this page

15/00035/FUL | Test multiple update | DMBC Civic Offices Waterdale Doncaster DN1 3BU

[Back to search results](#)

Details	Associated Documents	Related Cases (1)	Map	Make a Public Comment
Summary	Further Information	Contacts	Important Dates	
Reference	15/00035/FUL			
Alternative Reference	Not Available			
Application Received	Wed 04 Mar 2015			
Application Validated	Wed 04 Mar 2015			
Address	DMBC Civic Offices Waterdale Doncaster DN1 3BU			

The **Summary** screen gives basic information about the application. Further details can be found under the **Further Information**, **Contacts** and **Important Dates** options. The important dates tab details when comments should be submitted by, if the application type allows comments and a decision has not been made.

If the application is currently being considered and the application type allows comments, you can submit comments by clicking on the **Make a Public Comment** tab.

If you wish to view any available documents including comments or plans relating to the application click on the Associated Documents tab.



Plans and documents are only available for applications received after 1st September 2009. We aim to make documents available within 5 working days.

APPEALS SUMMARY

The appeals summary looks like the screen below.

Planning » Appeal Details [Help with this page](#)

06/00053/TEST | This is a test application for DMBC training purposes | DMBC Planning Services Second Floor Danum House St Sepulchre Gate Doncaster DN1 1UB

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

Details Related Cases (4) Associated Documents Map

Summary Important Dates

Reference:	06/00053/TEST
Alternative Reference:	PP-00055213
Address:	DMBC Planning Services Second Floor Danum House St Sepulchre Gate Doncaster DN1 1UB
Nature:	This is a test application for DMBC training purposes
Status:	Appeal Allowed

The **Details Summary** screen gives basic information about the appeal. Details of significant dates can be found under the **Important Dates** tab.

Details of the planning application that the appeal relates to can be found under the **Related Cases** tab.


On the **Map** tab, you can see the boundary of the appeal site. Please note that you cannot search for other appeals on this map. If you wish to do a map search, click on the **Map Search** option at the top of the screen.



Where can I view appeal documentation? Appeal statements and appeal decisions that relate to planning applications can be found with all the other documents that relate to the planning application on the **Associated Documents** tab.

VIEWING ASSOCIATED DOCUMENTS

To view any available documents select the associated documents tab on the **Application – Summary** screen. To view a list of the documents available select **View Associated Documents**.



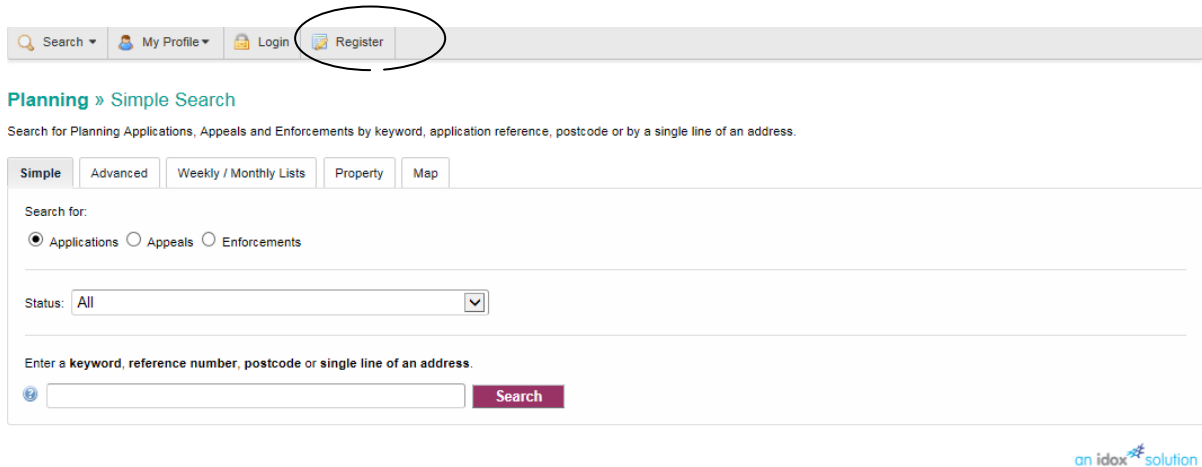
Search Results - 48 records found

Page 1 of 2 Records/Page

Document Type	Document Info	Date
Additional Plans/Information	Important Information	22/12/
Appeal Policy Documents	ENV52	03/01/
Appeal Policy Documents	ENV54	03/01/
Appeal Policy Documents	Supplementary Planning Guidance	04/01/
Appeal Policy Documents	T5 Supplementary Planning Guidance	03/01/
Appeal Policy Documents	UDP (CPA 2004)	03/01/
Appeal Policy Documents	UDP Front Cover	03/01/
Appeal Policy Documents	UDP Letter	03/01/
Appeal Policy Documents	UDP Second Page	03/01/
Appeal Questionnaire	LPA.	04/01/

HOW TO REGISTER

Select the Register button, highlighted below.



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 Enforcements

Status: All

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

Search

an idax solution

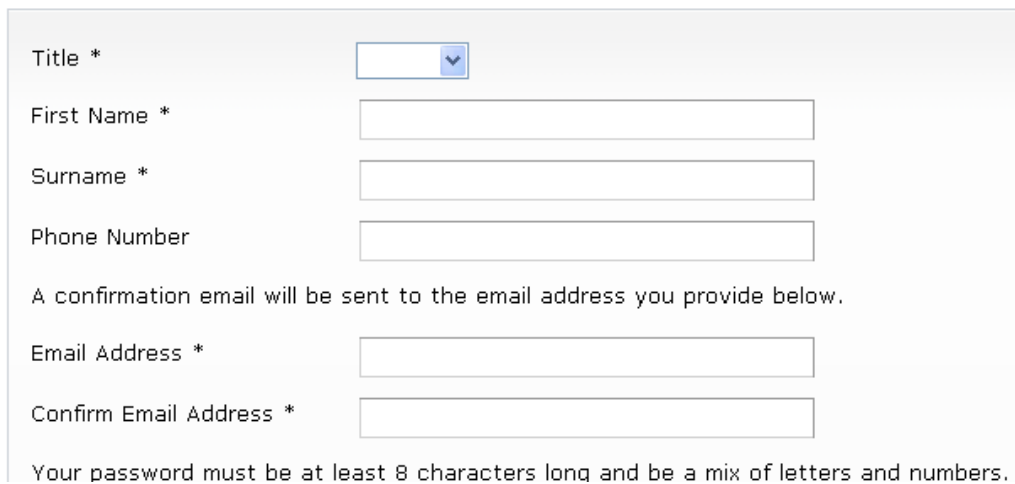
Please provide your contact details as requested and then choose a password that you will in future to log in with.

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.



Title *

First Name *

Surname *

Phone Number

A confirmation email will be sent to the email address you provide below.

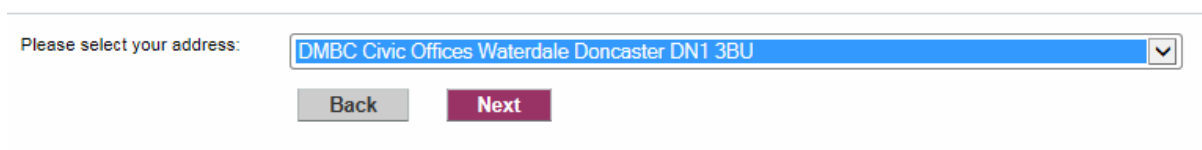
Email Address *

Confirm Email Address *

Your password must be at least 8 characters long and be a mix of letters and numbers.

Click on **Next**. On the next screen type in your Postcode and select **Next**. The next screen will display all the addresses that share your Postcode.

Registration



Please select your address:

DMBC Civic Offices Waterdale Doncaster DN1 3BU

Back Next

Select the drop down arrow to the side of the first address to expand the list of addresses and then find and select your address. Click **Next** when you have completed this screen.

A registration screen will be displayed. Check the details are correct and tick the box once you have read and agree to the terms and conditions and privacy policy. Select **Next**.

A confirmation email will then be sent to the email address you provided.

To finish the Registration process, please open this email and select the link within it. When you have done this, you have registered and can now log into Planning Applications Online to make comments or use the new features.



Problems registering? If your postcode is not recognised or you live outside the Doncaster Council area the following screen will be displayed.

Registration

 **Please check your registration details**

- No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.

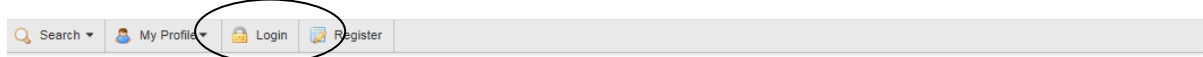
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City *	<input type="text"/>
Postcode *	<input type="text" value="S65 9RT"/>
	<input type="button" value="Back"/> <input type="button" value="Next"/>

Please complete your address details manually and then select **Next**. A confirmation email will then be sent to the email address you provided.

HOW TO LOG IN

Once you have registered, select the Login option (highlighted below)

Complete your email address and the password that you chose when you registered.



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 Enforcements

Status: All ▾

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



Forgotten your password? Just select the link and a reminder will be sent to your email address.

MAKING COMMENTS

You can only comment on certain types of applications that are currently being considered. We do not accept anonymous comments. If comments cannot be made, then a message will appear on the Make a Public Comment screen.

To make comments select the Make a Public Comment or Make a Comment.

The screenshot shows a web page titled "Planning » Application Summary". The breadcrumb trail is "15/00037/FUL | Test multiple update | DMBC Civic Offices Waterdale Doncaster DN1 3BU". There is a "Help with this page" link. A "Back to search results" link is on the left. On the right, there are buttons for "Track", "Make a Comment", and "Print". Below these are several tabs: "Details", "Associated Documents", "Related Cases (1)", "Map", and "Make a Public Comment". Under the "Details" tab, there are sub-tabs for "Summary", "Further Information", "Contacts", and "Important Dates".

If you would like to receive a copy of your comments by email, please put a tick in the “Send me an email confirming my comments” box and a copy will be sent to you, when you submit your comments.

Select **Submit** to send us your comments.



Please note that all comments made on planning applications are a matter of **public record** and will be displayed on the internet on **Planning Applications Online**. Therefore do not include your signature or telephone number or any other information you are unwilling to publish on the internet.

SAVED SEARCHES

You must **Register** and **Log in** before you can save your search in **Planning Applications Online**.

When you have set up and run your search, you have the option of saving the search. To do this select the Save Search from the top button.



You will then be asked to give your search a name

[My Profile » Save Search](#)

Saved Search Options

Search Title (editable)	
-------------------------	--

Run	Edit	Delete	Search Title	Search Type
			Civic Office Planning Applications	Application

To edit a search, click on **Edit** against the search you wish to change. Make the changes and then select **Save**. To delete a search select the **Delete** and confirm the deletion when prompted.

If you have asked to be informed of changes by email, the system runs a daily update and will send 1 email detailing any saved searches which have new entries and any tracked application which have been updated. You can select the application number to view the application.

SAVED MAP SEARCHES

You must **Register** and **Log in** before you can save your search in **Planning Applications Online**.

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.

You can preview the circular search that will be saved by selecting a proximity distance from the distance drop down and clicking the show on map checkbox.

TRACKED APPLICATIONS



You must **Register** and **Log In** before you can track an application in **Planning Applications Online**.

You can ask **Planning applications Online** to track any application in the system for you. When an application is being tracked you will be notified by email if the status of the application changes e.g. when the application has a decision.

To begin tracking an application – on the **Application Summary** screen click on **Track** at the top of the screen.



The application will now appear on your **Tracked Applications** screen

Profile Details	Saved Searches	Notified Applications	Tracked Applications			
Reference	Address	Type	Status	View	Stop Tracking	
11/03060/FUL	DMBC Planning Services Second Floor Danum House St Sepulchre Gate Doncaster DN1 1UB	Application	Application Refused			

If you wish to stop tracking an application click on the red cross under the **Stop Tracking** option.

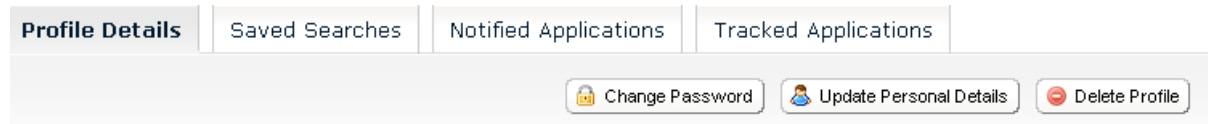


If you have asked to be informed of changes by email, the system runs a daily update and will send 1 email detailing any saved searches which have new entries and any tracked application which have been updated. You can select the application number to view the application.

CHANGING YOUR PROFILE DETAILS

You must **Log In** before you can save your changes to your profile in **Planning Applications Online**.

If you wish to change your profile, select Profile Details and then select one of the options from the top of the screen.



Change Password – you can change the password you use to log in to **Planning Applications Online**

Update Personal Details – you can change your name, postal address, telephone number and email address

Delete Profile – you can delete your account from the system. Please note that if you do this, you will no longer be able to make comments, save searches or track applications and that any searches you have saved will be deleted and you will no longer be able to continue tracking any applications.



Changing your email address – if you change your email address, we will send an email to your new address. You must open this and select the link to confirm this change, before it takes effect.

SEARCHING FOR INFORMATION IN BUILDING CONTROL

SIMPLE SEARCH (Building Control)

On this screen you can search for Building Control.

To search for Building Control Applications select the radio button and then type in your selection.

Simple	Advanced	Weekly / Monthly Lists	Property	Map
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Search for:

Applications

In the free text box shown, type either an application number (e.g. 09/01234/DEX), a postcode (e.g. DN1 1UB), partial address (e.g. St Sepulchre Gate) or a keyword that may appear in the description of the application (e.g. office) and select **Search**.

Any applications that match with your selection will then be displayed.



NO RESULTS RETURNED?

Try amending your selection i.e. Westgate may be two words West Gate. Or try searching again using the **Advanced Search** facility. A maximum of 1000 records can be retrieved at any one time. You can save this search to run again by clicking on the Save search button.



TIME SAVER TIP.

Instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search.

Click to go to [Simple Search](#)

ADVANCED SEARCH (Building Control)

Simple	Advanced	Weekly / Monthly Lists	Property	Map
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Applications

Reference Numbers

Application Reference:

Application Details

Description Keyword:

Application Type:


Ward:

Parish:

Agent:

Status:

Decision:

Address: 

Type in the reference i.e. if you type in 11/0001/DEX then all applications with the reference 11/00010 to 11/00019 will be returned. Please ignore any letters after the number.

You can also choose to search by Ward or Parish or select from the other options by selecting the drop down arrows and then selecting from the list.













Select **Building Work Started** from **Status** list, together with a **Ward** or **Parish** to find applications in that area.

You can also include dates in your selection as well as any fields above.

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:	<input type="text"/>		to:	<input type="text"/>	
Decision Date:	<input type="text"/>		to:	<input type="text"/>	
Valid Date:	<input type="text"/>		to:	<input type="text"/>	
Application Commenced:	<input type="text"/>		to:	<input type="text"/>	
Application Completed:	<input type="text"/>		to:	<input type="text"/>	

If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 01/09/2011) or click onto the calendar button and pick a date.



Problems?

Too many results – try searching again, but add from a different option. Alternatively, add a date selection into your search to limit the range of your search.

If you want to remove ALL of the selections you have made on the search form, click **Reset** at the bottom of the screen.

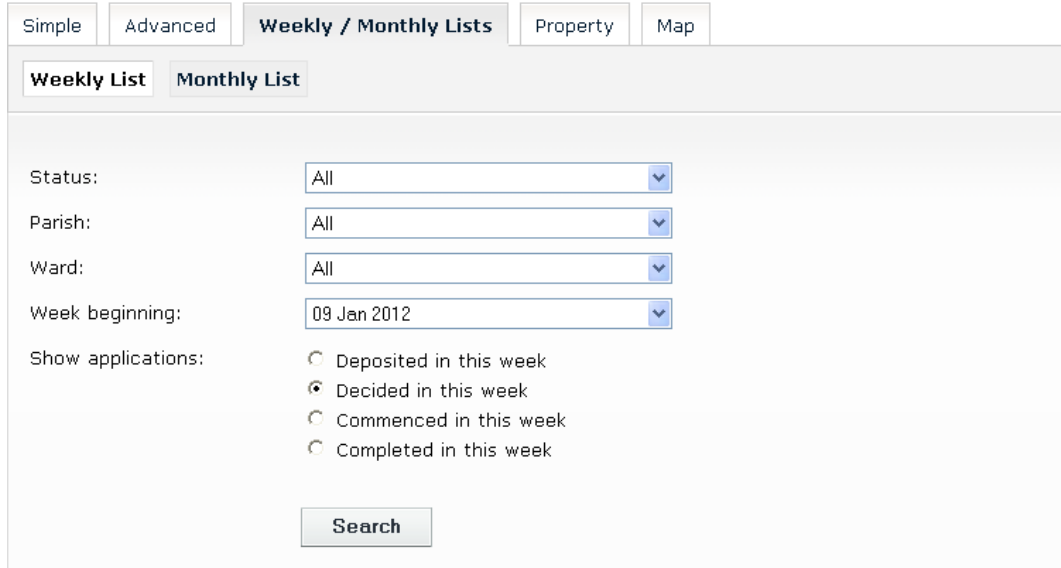


TIME SAVER TIP.

Instead of scrolling down to the Search button, press **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key. You can save this search to run again by selecting the Save Search button.

WEEKLY/MONTHLY LISTS (Building Control)

You can search for all applications either **Deposited**, **Decided**, **Commenced** or **Completed** in a given week. All weeks start on a Monday and end on a Sunday. You can search any week in the past sixteen weeks.



The screenshot shows a web interface for searching building control applications. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is selected), 'Property', and 'Map'. Below these tabs, there are two sub-tabs: 'Weekly List' (selected) and 'Monthly List'. The main search area contains the following fields and options:

- Status: A dropdown menu with 'All' selected.
- Parish: A dropdown menu with 'All' selected.
- Ward: A dropdown menu with 'All' selected.
- Week beginning: A dropdown menu with '09 Jan 2012' selected.
- Show applications: A group of four radio buttons:
 - Deposited in this week
 - Decided in this week
 - Commenced in this week
 - Completed in this week

At the bottom of the search area is a 'Search' button.

You can also limit your weekly list to just applications in one **Ward** or **Parish** by choosing the week, then the ward or Parish from the drop down list.

If you wish to view a **Monthly List**. Select this option at the top of the menu. You can search for any month in the past six months.