Simple Search

Use the Simple Search to search for Planning Applications. Appeals and Enforcement Notices will be available in the future by using the selection buttons.

To find a case, you can search by the application number/case reference, postcode, or the first line of an address.

If you are not sure of any of the above, try a Property Search or a Map Search by clicking on the Property or Map tab.

Search Examples:
Enter an application number, for example “10/00366/OUT”
Enter the first line of an address, for example “Town Hall”
Enter a postcode, for example “DL1 5QT”

Advanced Search

Click on the Advanced tab to access Advanced Search. This gives you more search options.

The Description Keyword field allows you to search the application description. If you wanted to find all the applications for “wind turbines”, enter it here and click Search.

At the bottom of the screen you can enter date ranges to narrow your search results. This will also help speed up your searches.
Search Results
Your search results will be shown in the format below. If your search returns only one result, you will be taken directly to the Application Summary for that application.

If your search produces too many results, click Refine Search to change the criteria. Using the grey bar at the top of the results, you can change the order of the search results. By default, results are shown in descending order of date received.

To view an application, click on the description text, usually shown in blue. The search results are also shown on a map on the right. Click the link to view a larger version, but if your search covers a large area and the application polygons are small they may be difficult to see.

After clicking on an application, you will be shown a summary of the application details.

Click on Further Information to view the full details of the application, including details of the applicant, agent, case officer and important dates.

The Contacts button will show the details of the local ward councillors for the application site.

The Documents tab will show you the plans, forms and responses to the application, the reports and decision.
Property Search

A property search allows you to view all applications and cases on a particular address. There are 2 ways to search. Click on the Property tab, and select the A to Z or Address Search option.

A to Z Street Search

The A to Z Street Search allows you to view properties by Street Name.

Use the letters across the top to show streets beginning with that letter. You can change the number of results per page by changing the drop down menu and clicking Go.

Click on the street name to show the properties on the street.

Address Search

The address search allows you to perform a conventional address search.

You can search by postcode from this screen.

Enter the address details and click Search to show the result.
The search results are shown in a list. Click on the property to view the property details.

Map Search

The Map Search allows you to view applications on an interactive map. To start, click on the Map tab.

This shows the initial map view.

You can select what type of applications and from what time frame you want to view using the “Legend and Filter” drop-down menus on the right of the map.

Use the map tools to help you zoom in or out, or click and drag to pan around the map to locate the desired case or property.

Once zoomed in below a scale of 1:10000, the applications are highlighted on the map edged in red.

Click on the application number to view the application details.
Registration

Registration is required if you want to track applications, save searches and receive email notifications about tracked applications and new search results.

Click the Register button, and complete the details on the registration screen.

Click Next

Enter your postcode then Click Next

Select your address from the list. If your address is outside the district, you will need to enter it manually at this point. Click Next

Check your details are correct. Use the back button to correct any mistakes. Tick to accept the Terms and Conditions and Privacy Policy. Click Next

Registration Complete

Thank you for Registering

You will shortly be sent an email with instructions on how to complete your registration.

The system will confirm that your registration is complete and will send you an email which you will need to action by following the link.
Saving a Search (Registration Required)

Once registered, you can save a search. You will receive an email alert when new applications meet your search criteria. You will need to log in to save a search.

To save a search, you must first run the search and view the Results for Application Search screen.

Click on the Save Search button (shown highlighted in red).

If you are not logged in, you will be prompted to log in using your email address and password you selected when you registered.

On the Save Search screen, you can enter a title for your search and select the Notify me via email, to receive email alerts of new search results.

Click the Save button to save your search.

Your search will appear in the list of Saved Searches under My Profile. From here you can run, edit or delete your search at any time.