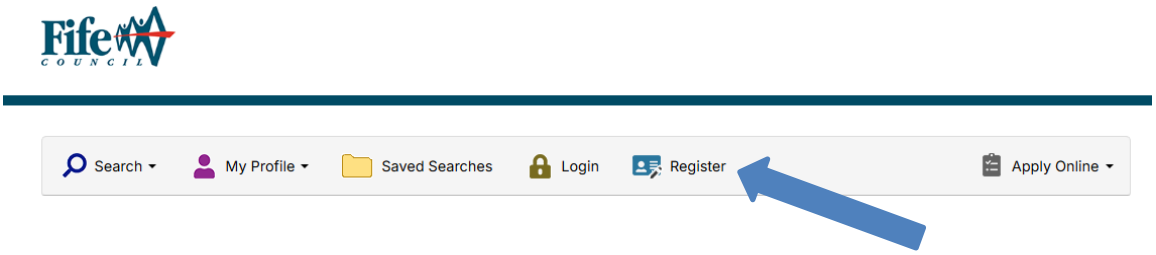
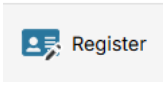
Accessing Planning Information Online

This guide provides details to help you get the most from our online planning site – Public Access. To access planning applications online go to https://planning.fife.gov.uk/online/

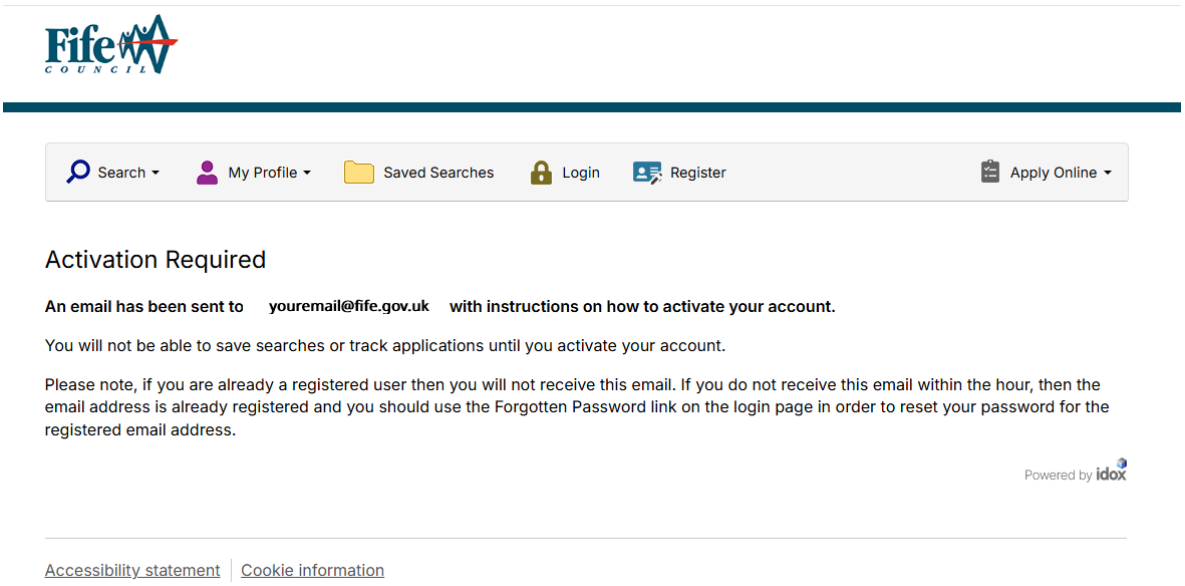
When you have accessed the site you have the option to register your details.



How to register:

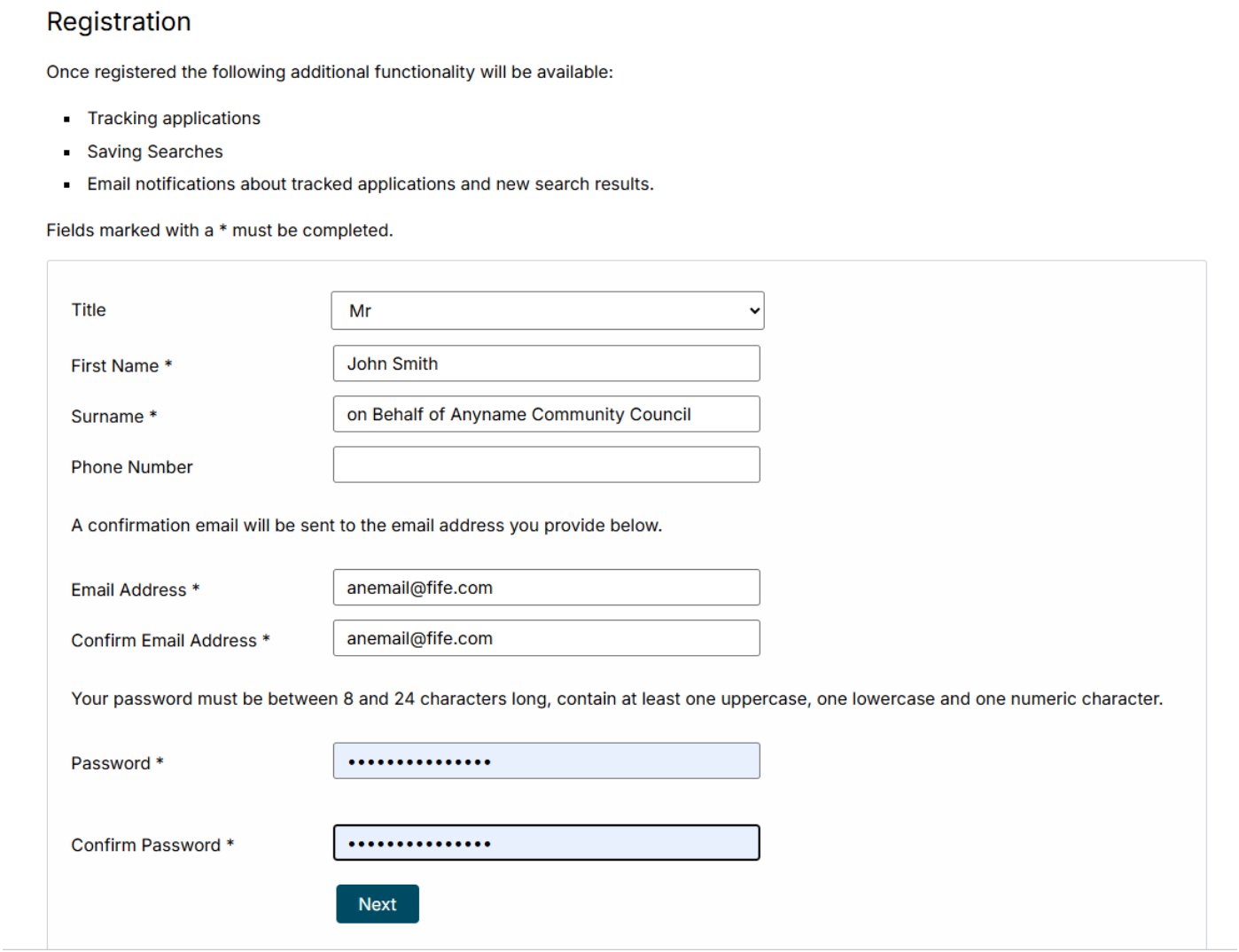
- Click on the  button on the toolbar as shown above

- Enter your details: name, postal address and create a password. You will also be required to enter a contact email address. **If you wish to register as a Community Council or an organisation - please see details on next page*
- Please read and agree to the Terms and Conditions (which opens in a new window)
- You will be sent an email asking you to confirm your registration from Development.Central@fife.gov.uk – check your email spam folder if you do not receive one
- When you receive the email, click on the link provided and you should see the page below. Click Login and enter your email address and password that you created.



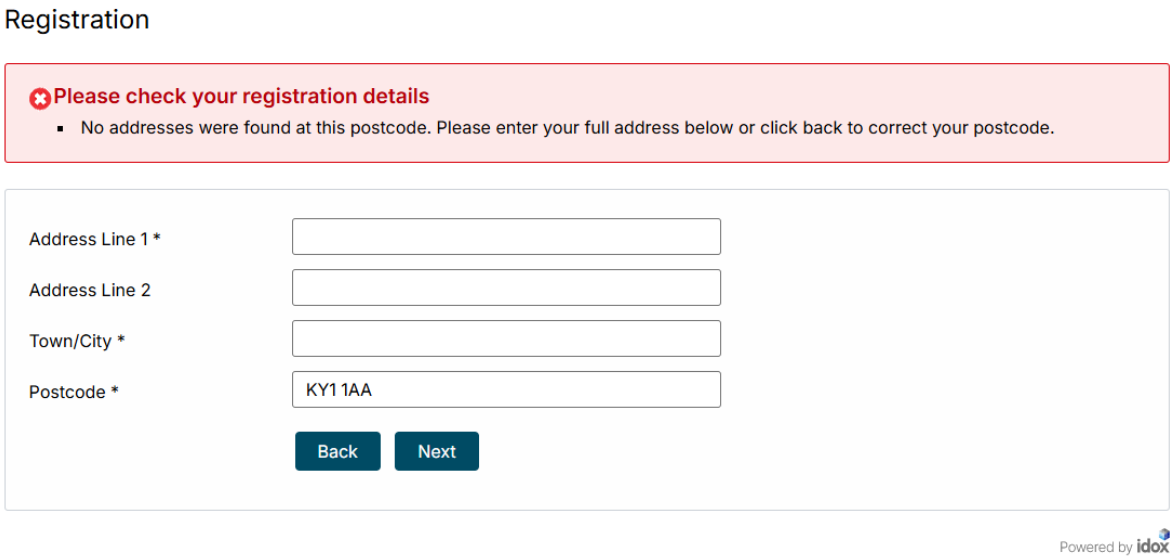
How to register as a Community Council or an Organisation:

- Enter your details as shown below and create a password. You will also be required to enter a contact email address.



- On the next page it will ask you to enter a postcode to add a postal address.
- If you do not have a postal address, please follow the following steps:

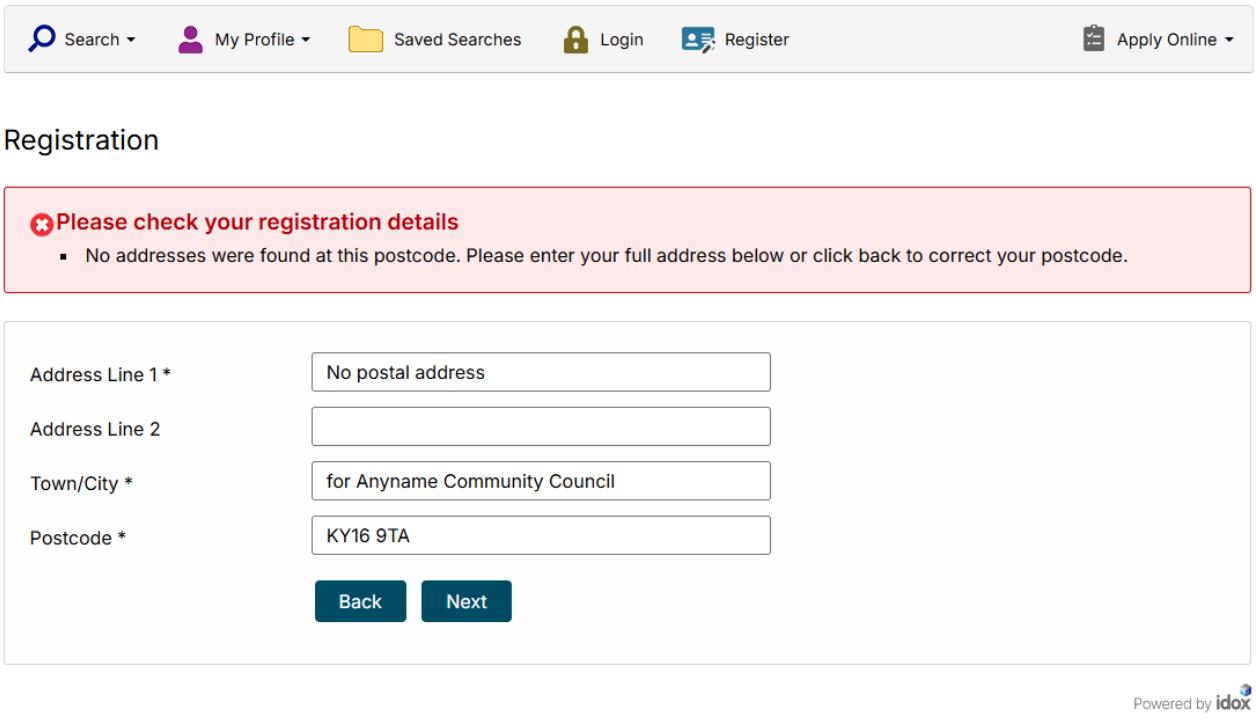
In the postcode box enter KY1 1AA – and click Next, this will highlight that there are no addresses at this postcode as shown below:



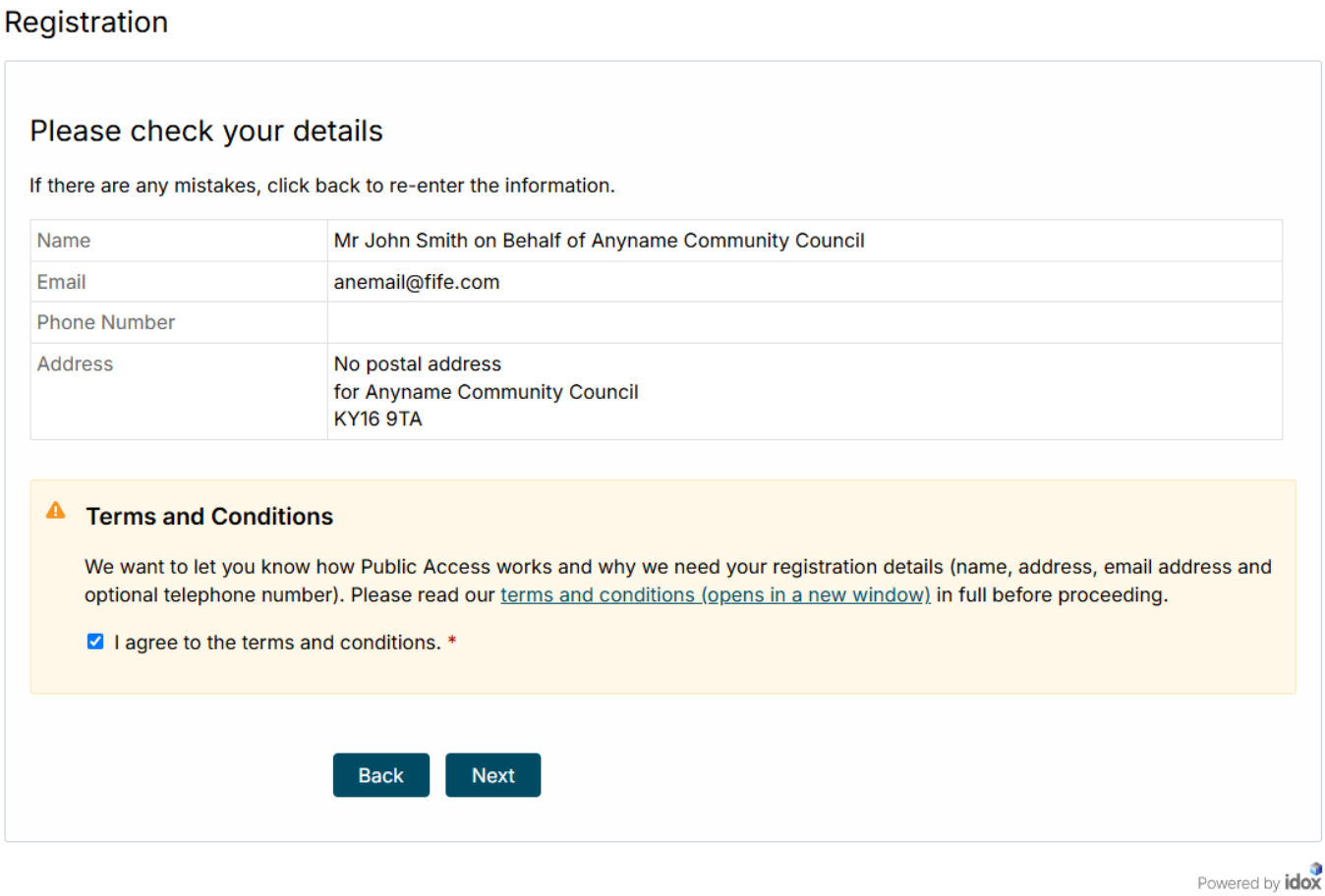
In here, enter the following:

- In Address Line 1 add: No postal address
- In Town/City add: for (name of Community Council)
- In Postcode – you can either keep it as is (KY1 1AA) – or enter a postcode from your community council area

As shown below:



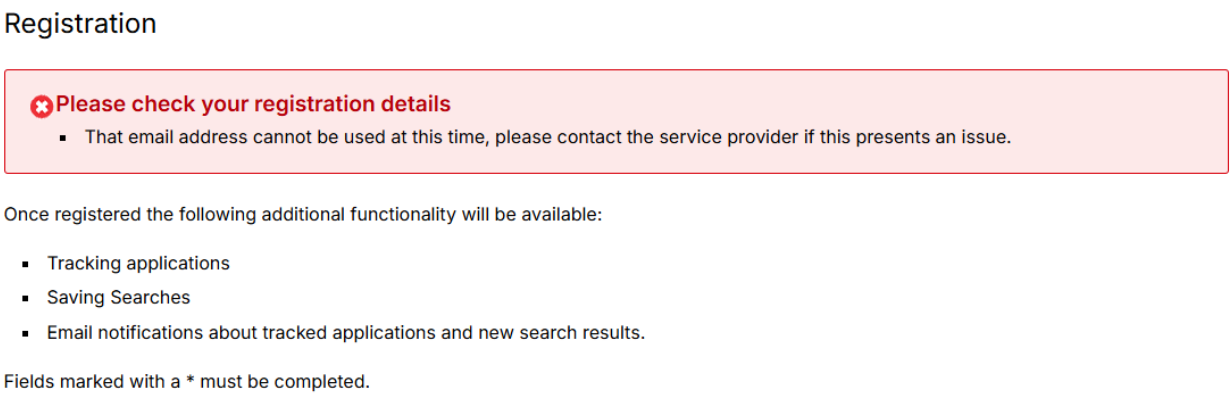
Then click Next and tick the box to agree to the terms and conditions once you have read them. Click Next again to register.



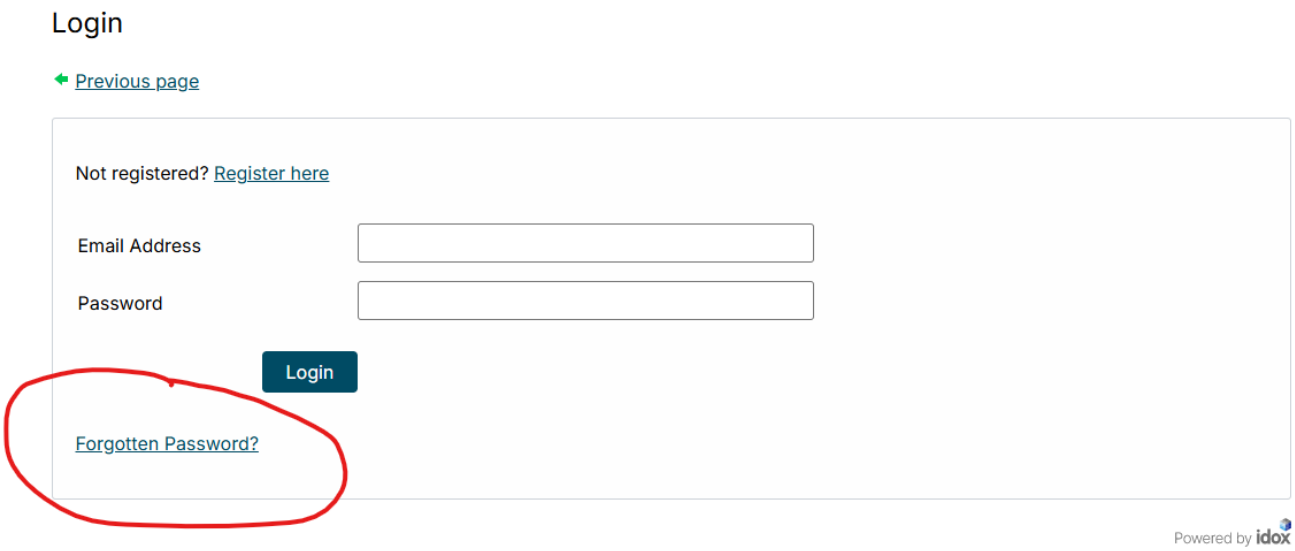
If you have already registered, you can also change these details from the My Profile tab once you have logged in.

Error when trying to register

If you already have an account and try to register, you will get the following error when entering your details – Please check your registration details – That email address cannot be sued at this time, please contact the service provider if this presents and issue:



This means your email has already been used to register. If you do not know your password, you can click the Forgot Password? Link on the login page below:



Change Password

To obtain a new password, please enter your email address and new password below. Once submitted you will receive an email to activate your new password. **Your new password must be between 8 and 24 characters long, contain at least one uppercase, one lowercase and one numeric character.**

Fields marked with a * must be completed.

Email Address *

New Password *

Confirm New Password *

Change password

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What are the benefits of registering?

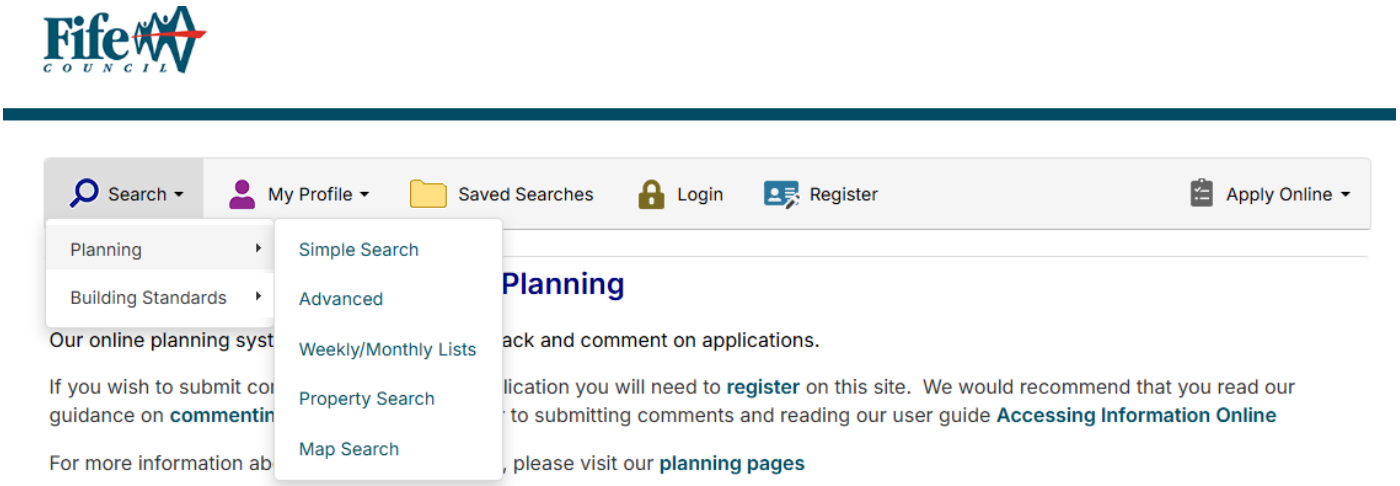
You can:

- create your own personal profile
- save details of searches you have made
- track specific applications which you are interested in. i.e. applications in a certain area.
- receive notification of changes to applications that you are tracking
- comment on a planning application

There are a number of tabs across the middle of the screen. An explanation of what these are and how to use them are contained in the sections that follow.

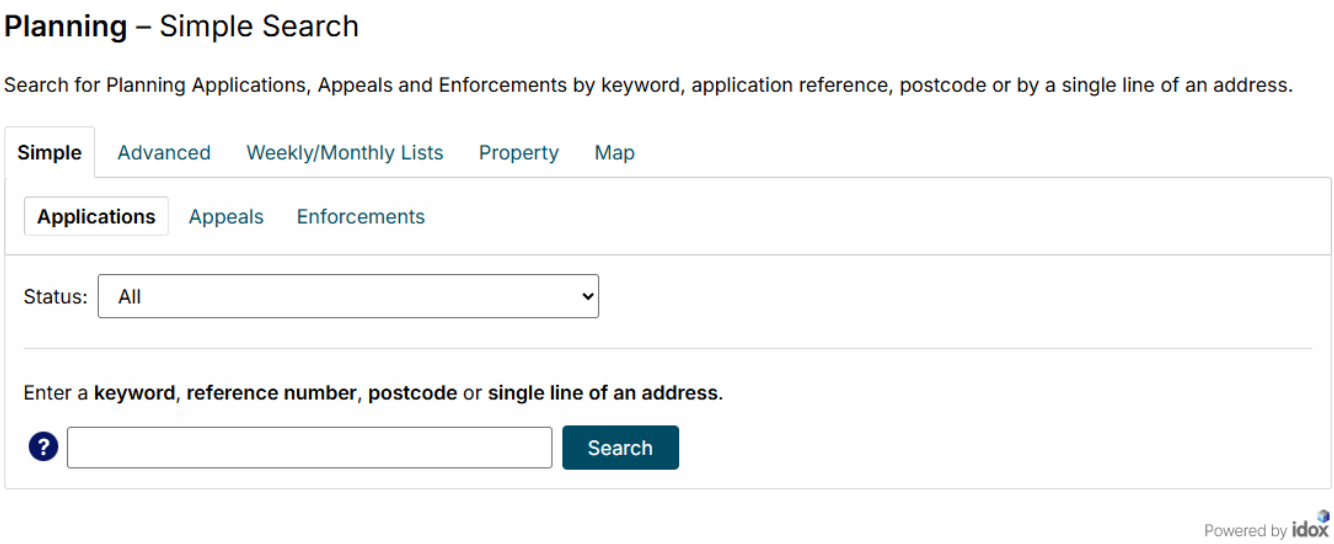
Accessing Planning Applications

In order to access the search function for planning applications, select the Search Button on the top left hand corner, and move the mouse to highlight Planning then select one of the search functions as shown below:



Simple Search

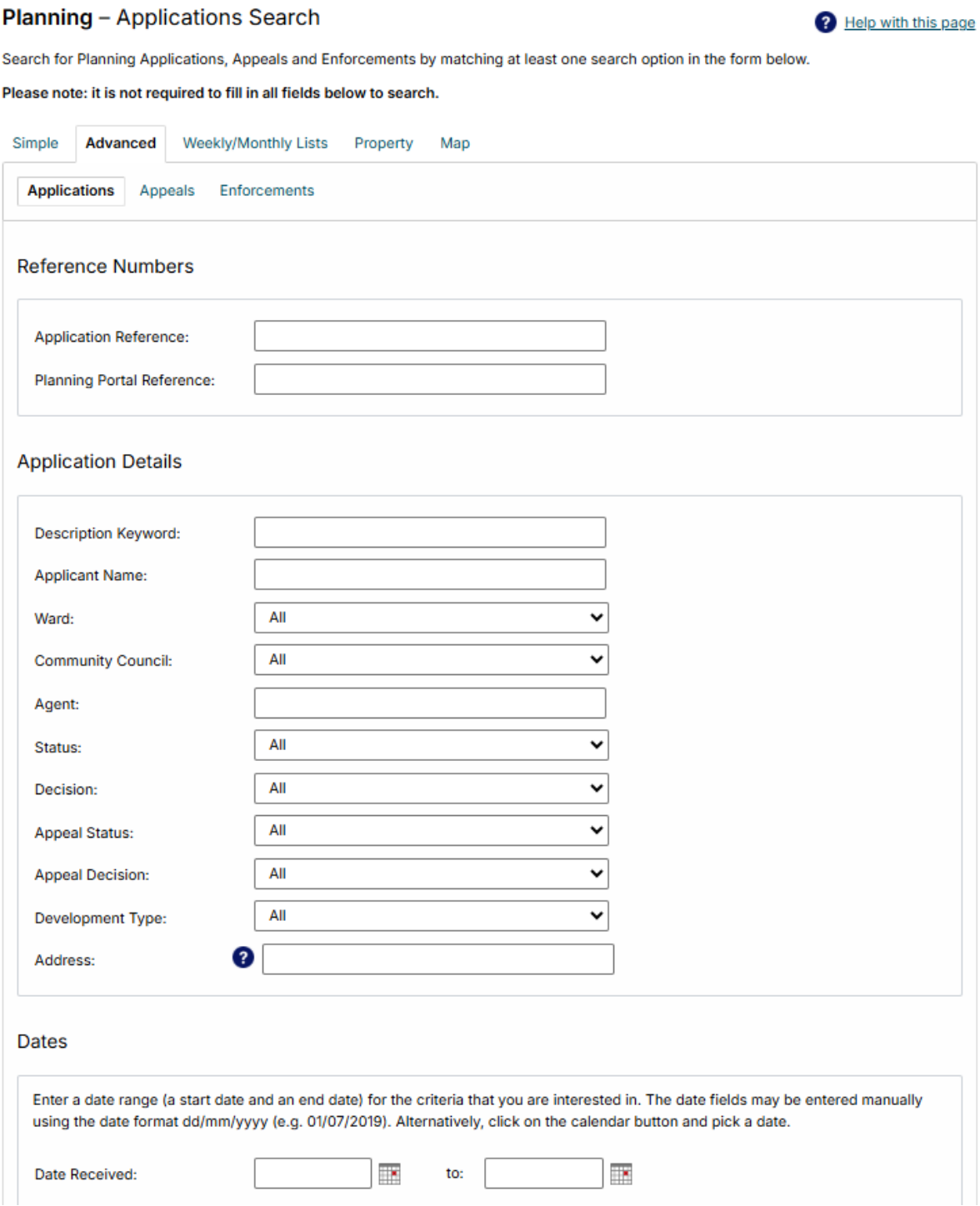
- You can choose to search by either applications or appeals
- You can search by keyword, reference number, part of an address or postcode
- Click on search button to display application related to your search



Advanced Search

- You can search by the **application details** such as the reference, a keyword, the applicant name, ward, community council, agent, status (eg. Pending consideration, decided etc), site address or **application dates**

- Once results are displayed you have the ability to sort the search results by date received, description or expiry date



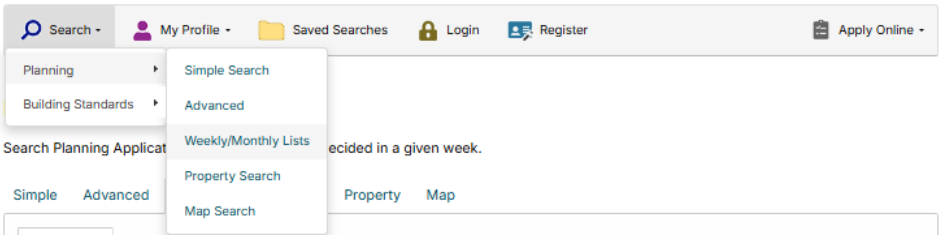
Weekly and Monthly Lists

You can search for applications according to the week or month in which they were validated or decided.

- Click on weekly/monthly list

- Select Community Council or Ward

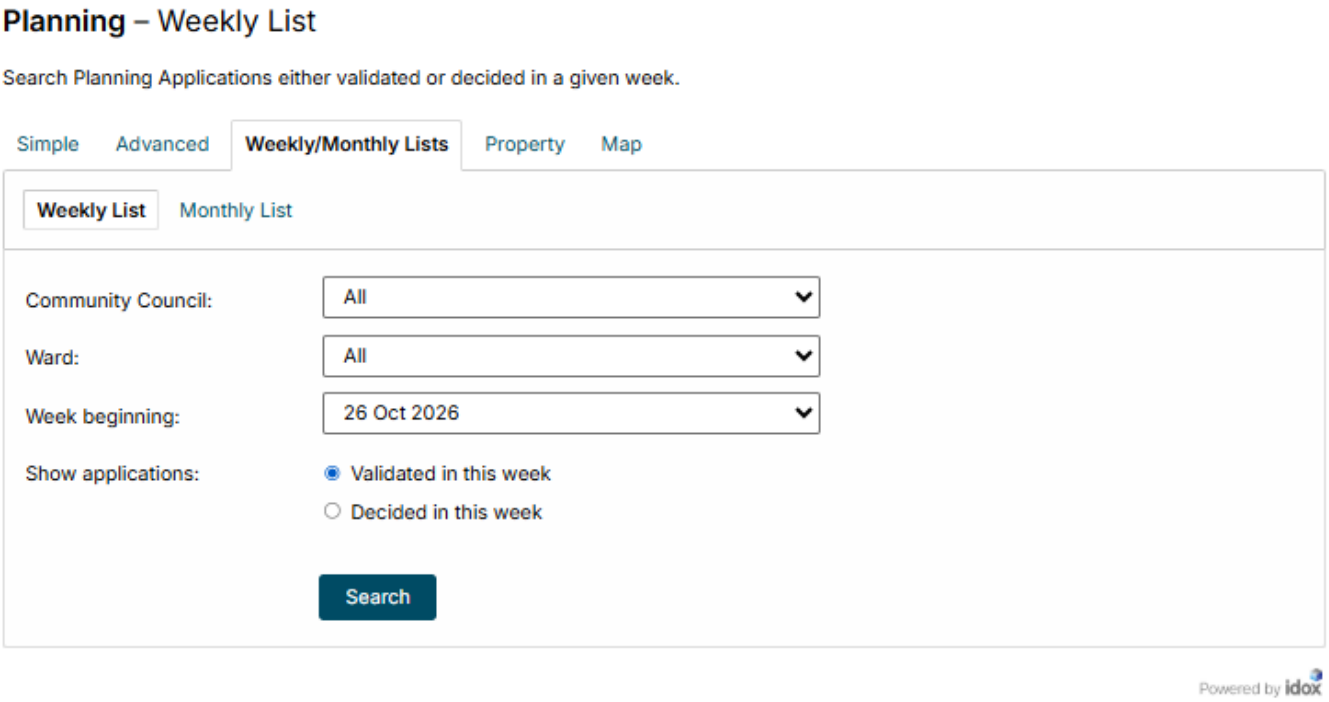
- Select week/month



- Select applications;
  - *validated in this week*
  - *or decided in this week*

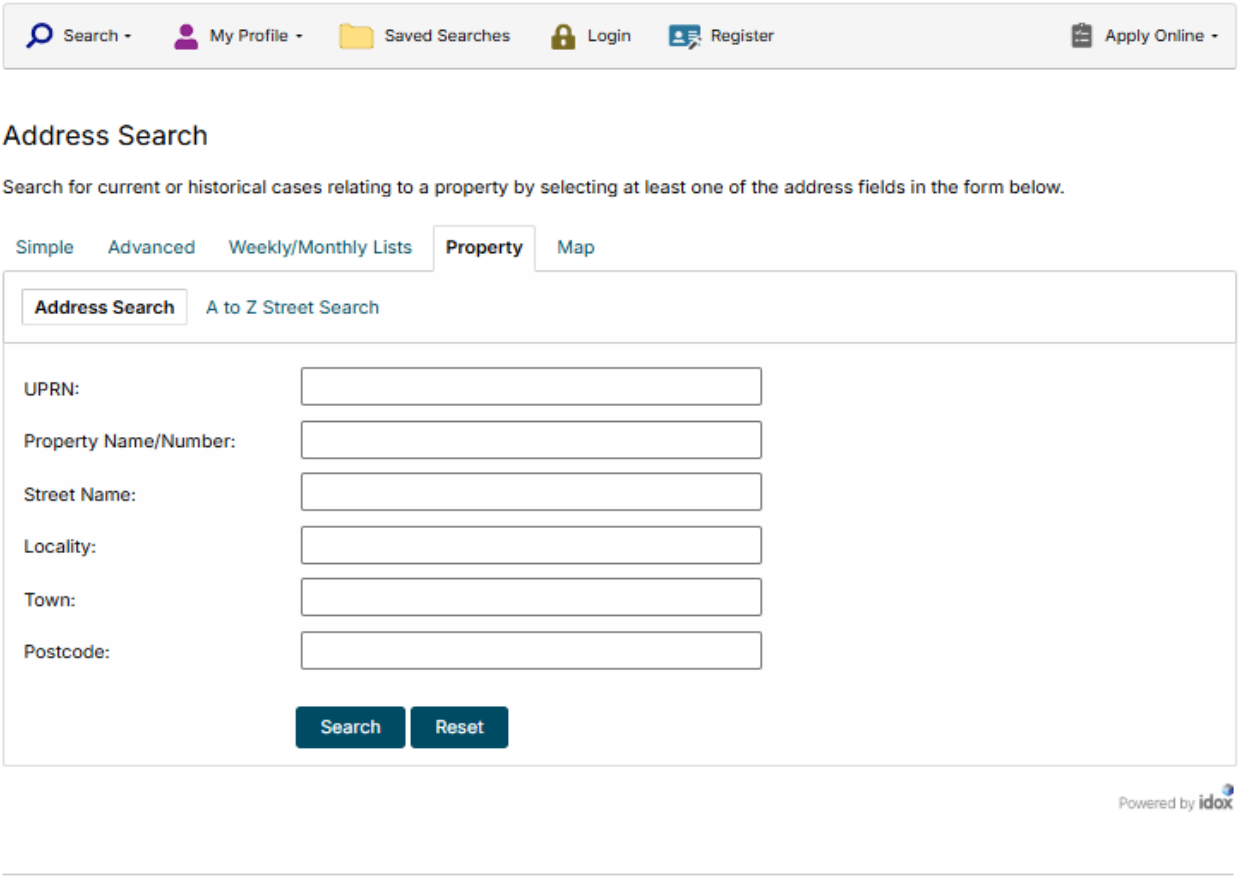
- All applications will be listed for your selection

- Applications can be sorted by date, description, status etc.



Property Search

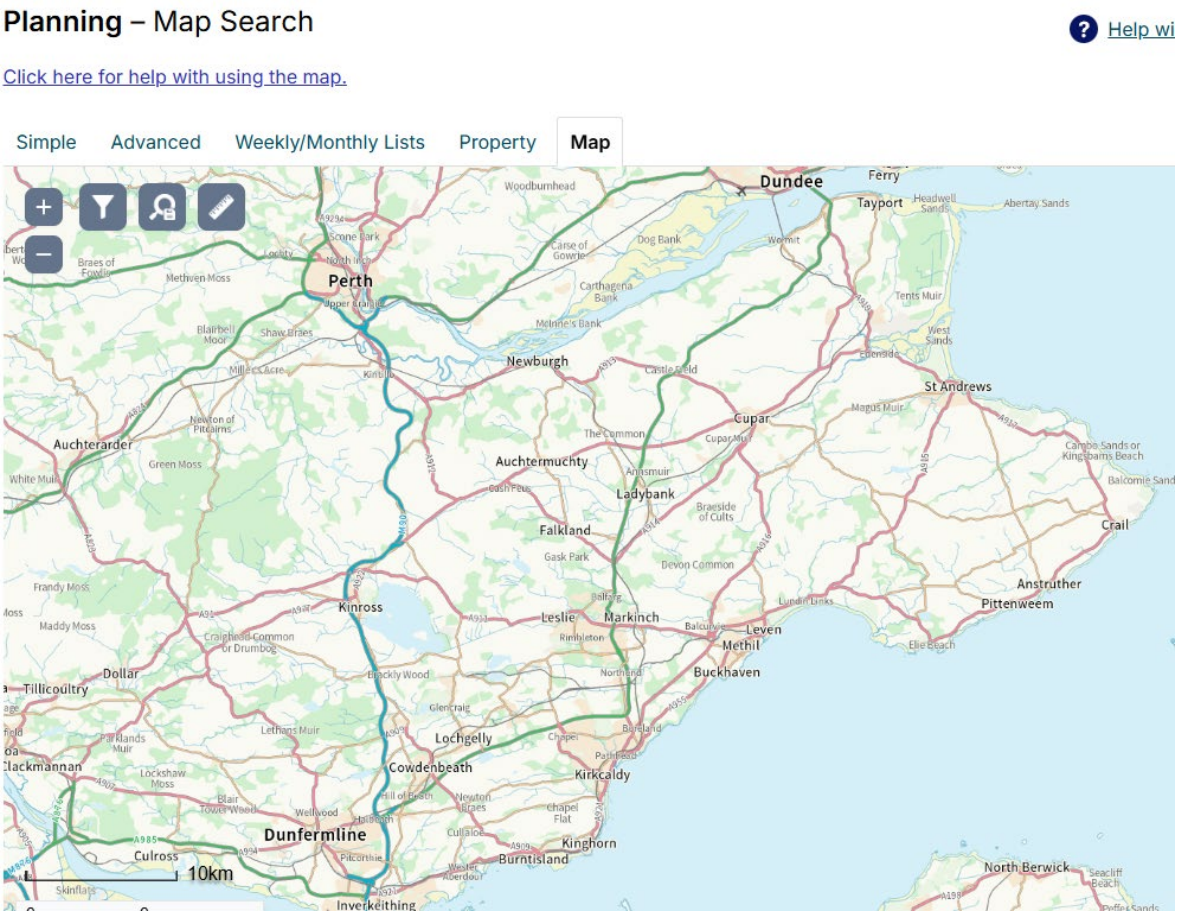
- A custom property search can be carried out by selecting the ‘Address Search’ tab where you can insert property name/number, street name, locality, town and postcode
- The results will display all addresses which have applications in progress
- You can search alphabetically by street by selecting ‘A to Z Street Search’



Map Search

The map search allows you to identify applications using an interactive map

- Select the time period on the right of the map for application search
- You can zoom in/out and click and drag to pan around the map and locate the desired addresses



Show/Hide Legend

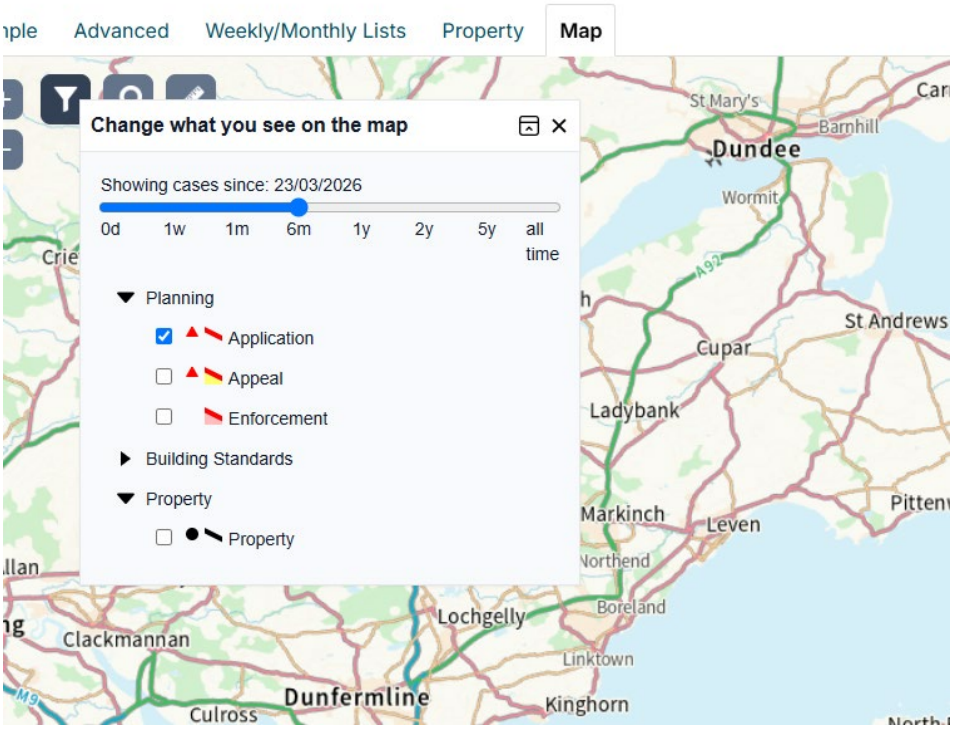
You have to enable the filter to show the Legend box. The legend control allows the user to individually turn on/off any available layers.

Map Filters

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
- Property
  - Property – shown as black dots.

Select the relevant time period from the drop-down list.



Map Tools

The interactive map 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 cursor in the direction that you want to pan.

Click a polygon to display summary information on that record.

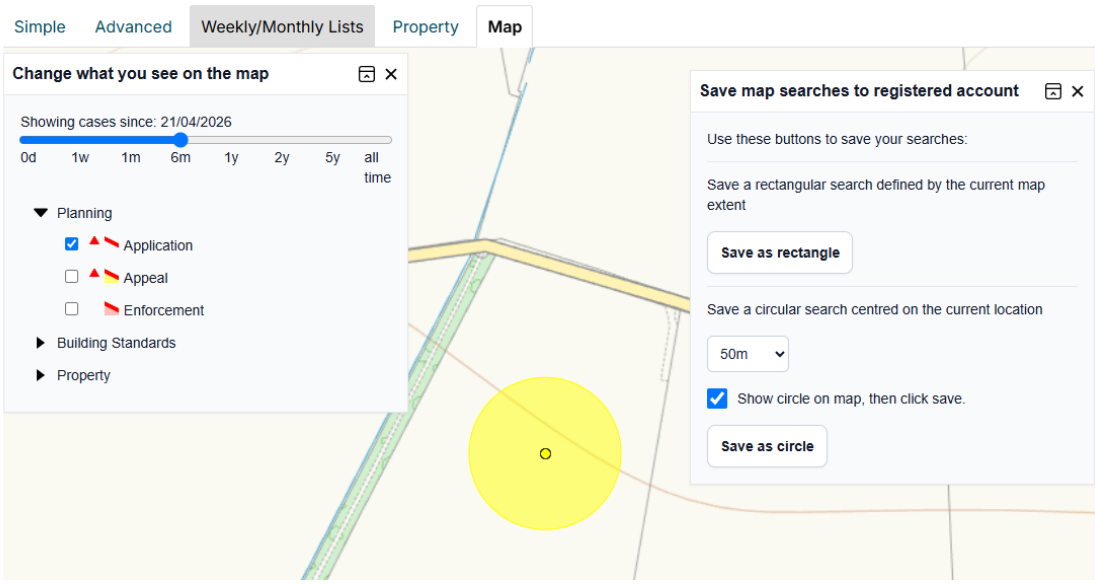
Map icon	Description
	Use the map zoom tools to help you zoom in or out or, alternatively, use the mouse scroll wheel.
	Use the layer tool to turn on and off layers of information relating to different application/case types. Also within this tool you can use the timescale utility to determine how far back in time the data being displayed goes.
	Use the searches tool to save map searches, for ongoing use, to your registered account. This will allow you to save a search based on the map as you are looking at it on screen (rectangular search). Any activity within this area will then update you via the notifications. You can also draw a circle on the map, based on a selected radius, using the circular search tool which will then be saved and any activity within the circle e.g. a radius from your house, will then update you via the notifications. You need to make sure you are zoomed in enough to see the circle and you can move the pop-up window if the circle is partially obscured by it. You can also pan around using the mouse whilst the circular search tool is open.
	Use the measurement tool to measure area and distances on the map. Simply select the tool and start clicking on the map. Double click to deactivate the tool and get a final measurement reading. You can change the measurement units. Use the clear button to remove the measurements from the map. Note - the measurement tool is only to be used for indicative purposes.

Map Profile

You can add a map search to your Saved Searches list in one of two formats:

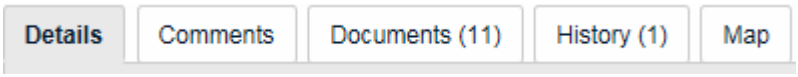
- Rectangular search - saves all of the records of the selected record type that apply to the area currently shown on the map
- Circular search - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

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



Viewing application details

Once you have selected an application from your search results, the application details will be displayed as shown below. You have the option to view details of the application, comments, documents, history and the application site on the map.



Details

This shows specific details in relation to any selected application. It provides a Summary of the application as well as Further Information and Important Dates. Within the Important Dates tab this also contains the Neighbour Consultation Expiry Date, which is the last date where we can accept comments in relation to the Planning Application. If this field is empty, it means that we are unable to accept comments in relation to this application.

Comments

Selecting this tab will allow you to make a comment on the application providing you are logged in and comments are being accepted in relation to the application. **Please note that your name and address will be shown immediately online.** We will not display your email address or telephone number. Your comments will be sent directly to the Case Officer to be reviewed in relation to General Data Protection Regulations (GDPR) and will appear online a few days after the Neighbour Consultation Expiry Date.

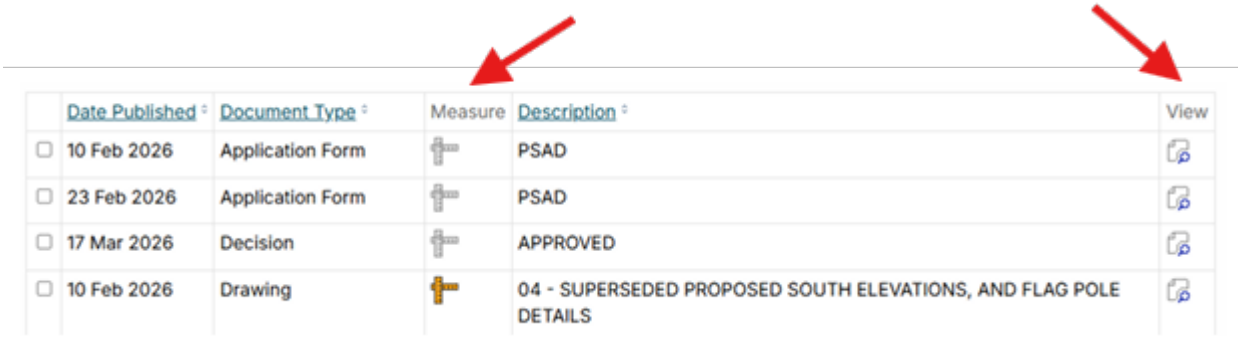
Making Comments on Applications

- You must be logged in to submit a comment.
- Your **name and address** will be published online; email addresses and telephone numbers will not.
- Comments are reviewed before publication and appear online after the consultation period.
- There is **no comment limit** enforced on any submitted comment.
- If your session times out, your draft comment should be restored when you log back in, but Draft saving is not available when using private/incognito browsing modes or privacy-focused browsers.

Note: Draft restoration depends on your browser settings and device.

Documents

You can view all planning documents available in relation to any selected application. Here you can view all documents associated with the planning application and it is also possible to measure Drawings and/or OS Extracts providing the Online Measuring Tool is highlighted in orange under Measure or you can click the View icon to open the plan within your current browser on the right-hand side.



	Date Published	Document Type	Measure	Description	View
☐	10 Feb 2026	Application Form		PSAD	
☐	23 Feb 2026	Application Form		PSAD	
☐	17 Mar 2026	Decision		APPROVED	
☐	10 Feb 2026	Drawing		04 - SUPERSEDED PROPOSED SOUTH ELEVATIONS, AND FLAG POLE DETAILS	

History

You can view other Planning Applications, Planning Appeals and Planning Enforcements related to this application and also the property that it applies to.

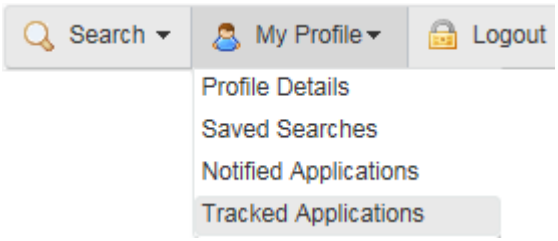
Map

You can view the location of this application on the map.

Tracking an application

Any application can be tracked so that you can keep up to date with its progress without having to search for it again.

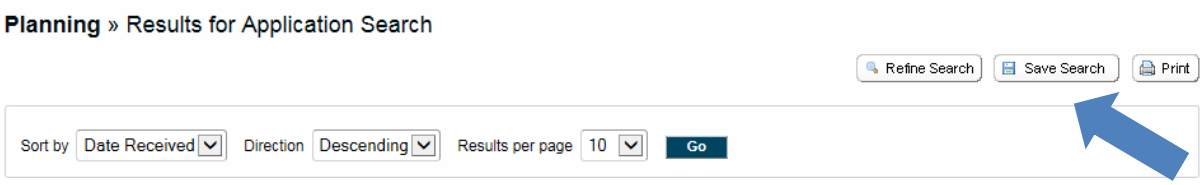
- Once you have performed a search, view the details of the application you are interested in
- If you want to add this to your Tracked Applications page, click on the Track button
- To return to this application at a later date, select Tracked Applications under My Profile.
  (See Tracked Applications below)



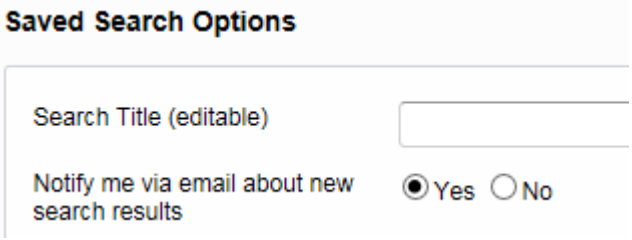
- To stop tracking an application, return to the application and click on the Stop Tracking button at the top right of the page. Alternatively click the red cross in the **Stop Tracking** column on the **Tracked Applications**

Saved Searches

When you search for applications, you can also save them by clicking on the 'Save Search' button on the search results page.

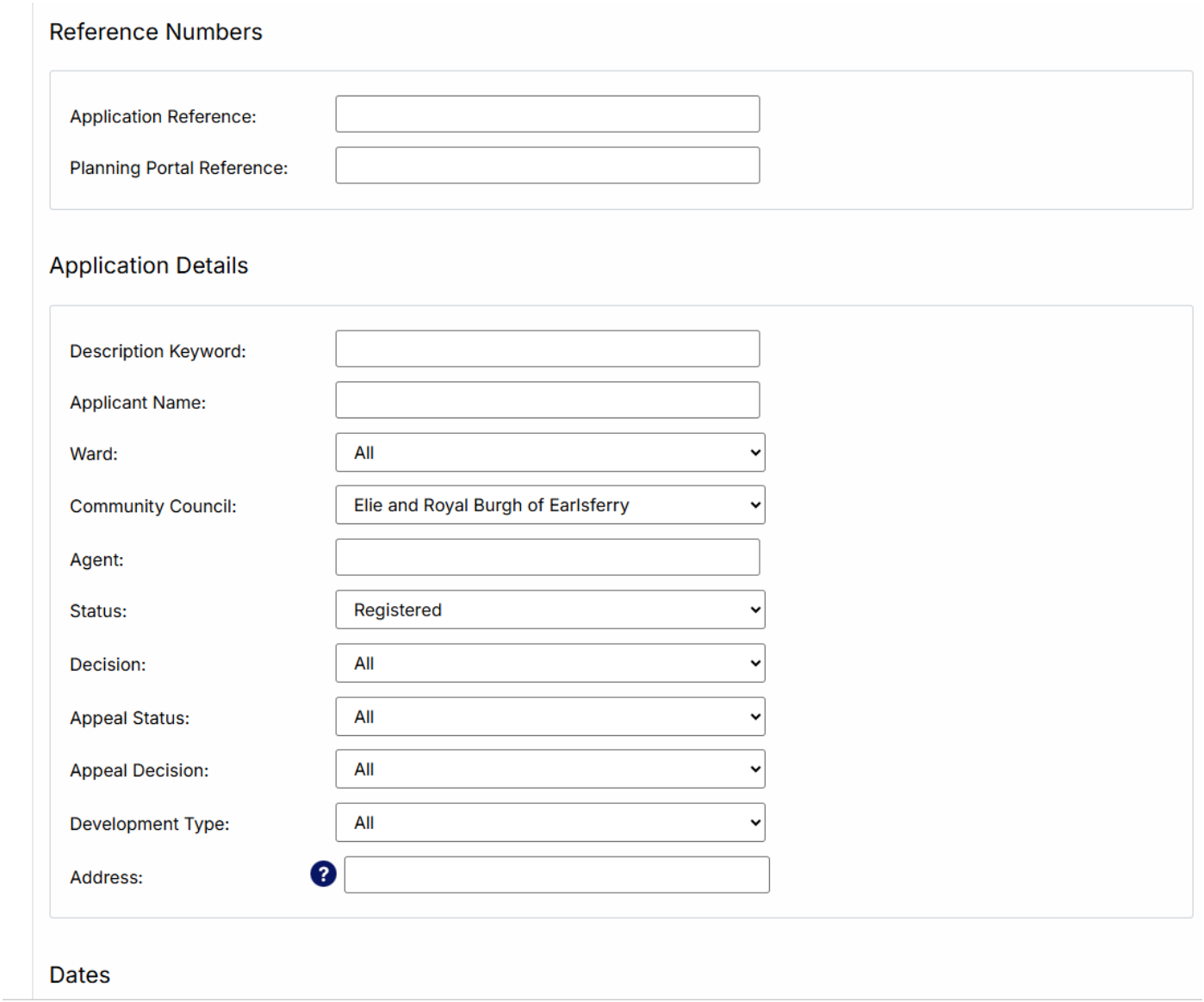


Saved searches can be re-run automatically. You can also be notified by email of updates on search results matching your criteria when entering a title.

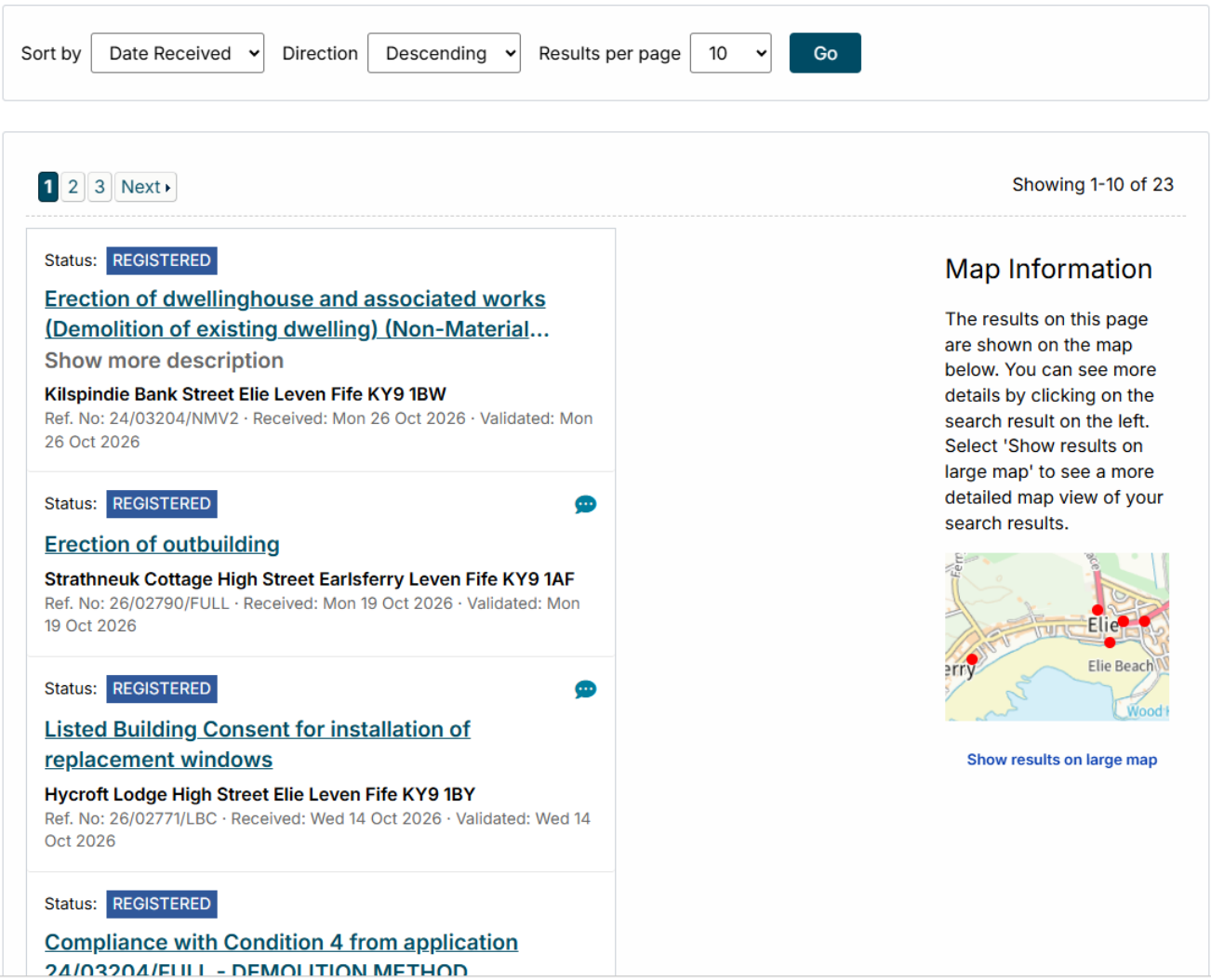


Saved Advanced Searches

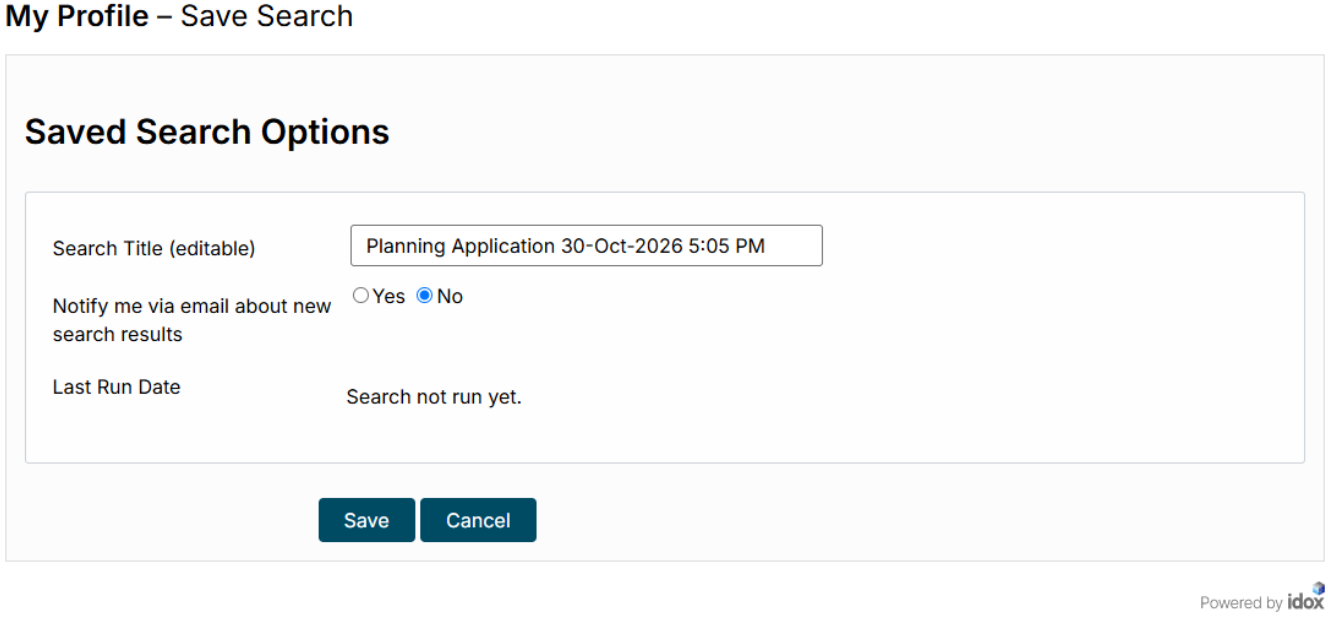
You can also be notified of new applications which have been registered within a certain area (like a Community Council Area or Ward) using saved Advanced Searches using Status (Registered) as shown below:



Click Search at the bottom of this page and it should produce a few applications as shown below:



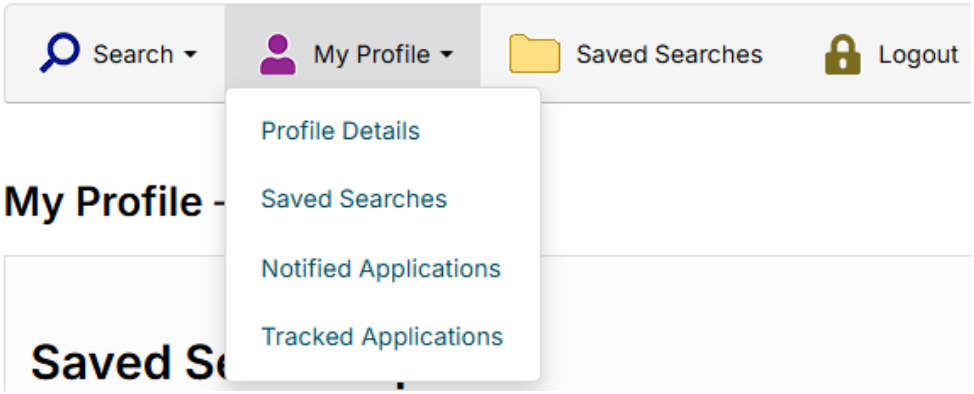
From the top right hand corner select Save Search which should produce the following page where you can change the Search Title and Select '*Notify me via email about new search results*' and click Save.



The system should then send updates via email whenever there are new applications registered within this Ward or Community Council area. Please note that this will only be sent to the email address you have registered with on the online system.

My Profile

This tab allows you to update your profile details and provides details on a list of applications you have been notified about.



Saved Searches

From this page you can view and change all of the searches you have previously saved.

Sorting your searches

You can sort the list by clicking on the appropriate column headings:

- Search Title: sort the list alphabetically by search title
- Search Type: sort the list alphabetically by search type

See the results of a saved search

To perform a saved search now, click on the Run button for that search. Please note that you cannot re-run saved proximity searches.

Changing your search criteria

To modify the search criteria, click on the Edit button for that search. You can also choose if you wish to receive updates by email when results of this search are updated.

Removing a saved search

To remove a search from the list, click on the Delete button for that search. You will no longer receive email updates for this search.

Tracked Applications

From this page you can view all of the applications that you're currently tracking. When an application in your tracked list is updated by the local authority, you will be notified by email and in the Notified Applications page.

Sorting your tracked applications

You can sort the list by clicking on the appropriate column headings:

- Reference: sort the list alphanumerically by reference
- Address: sort the list alphanumerically by the address that is the subject of the application
- Type: sort the list alphabetically by the application type (application, appeal or enforcement)
- Status: sort the list alphabetically by the status of the application.

Viewing the application details

To view a tracked application's details, click on the View button for that application.

Remove a tracked application

To remove an application from the tracked applications list, click on the Stop Tracking button for that application. You will no longer be informed by email when that application is updated.

Notified Applications

From this you can view the progress of cases that you have been tracking and your saved searches:

- View, run, edit, sort, or delete your saved searches from one place.
- Choose whether to receive email updates when new results match a saved search.
- Track applications and receive notifications when there are updates.
- New applications matching your saved searches will also appear in your notifications list.
- Open, track, or remove applications directly from your notifications page.

Tip: Saved Searches and Notifications help you stay informed about planning activity without having to perform repeat searches.

Updated Oct 2026