Accessing Planning Information Online

This guide provides details to help you use and get the most from our online Planning site. To access Planning applications online go to the Online Planning System webpage.

Please note that functionalities such as the simple search, advanced search & map search can be used without creating an account. By creating an account, you will gain access to the following additional functions:

Additional benefits to registering:

- Tracking applications
- Saving Searches
- Create your own personal profile
- Save details of searches you have made
- Track specific applications which you are interest in i.e. applications in a certain area
- Receive notification of changes to applications that you are tracking
- Comment on a Planning application

Table of Contents

Registration 1
- How to Register 1
- How to Register as a Community Council or Organisation 2
- Error when Trying to Register 5

Accessing Planning Applications 6
- Simple Search 6
- Advanced Search 7
- Weekly and Monthly Lists 8
- Property Search 8
- Map Search 10
  - Map Tools 10
  - Map Filters 12
  - Map Profile 13

Viewing Application Details 14
- Details 14
- Comments 14
- Making Comments on Applications 14
- Documents 15
- History 15
- Map 15

Tracking Application 16

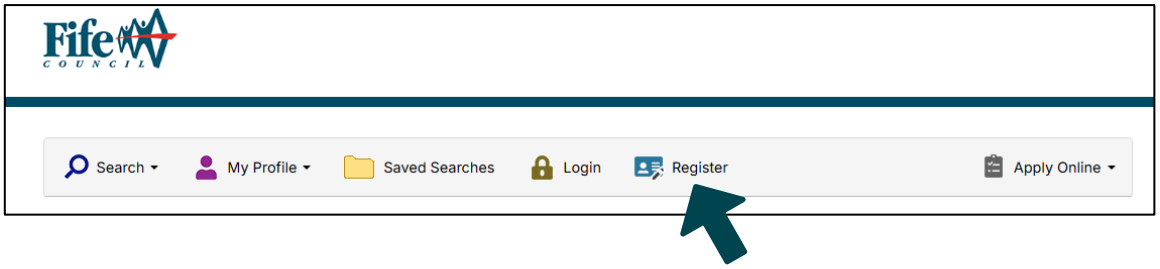
Saved Searches 17

Saved Advanced Searches 18

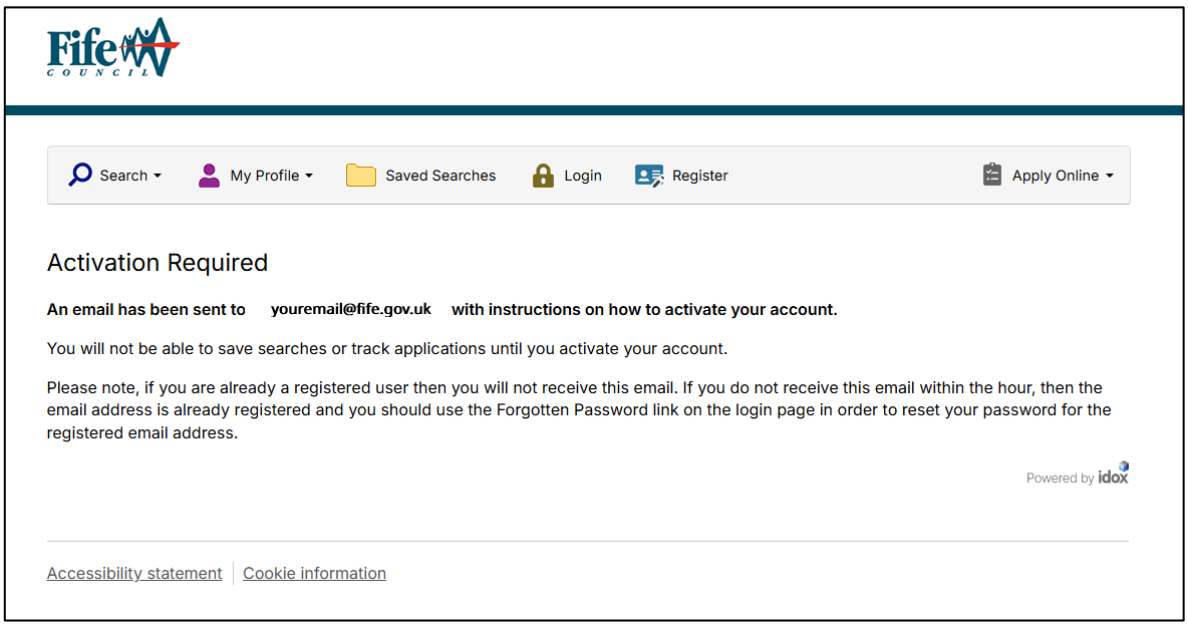
My Profile 20
- Saved Searches 20
- Notified Applications 21
- Tracked Applications 21

Registration

How to Register



1. Once you are on the website click on the Register button shown on the toolbar above.
2. Enter your details 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 under heading Register as Community Council or Organisation.***
3. Please read and agree to the Terms and Conditions and Privacy Policy (which both open in a new window)
4. Once you have submitted the registration details you will be sent an email asking you to confirm your registration from Development.Central@fife.gov.uk. Please check your spam folder if you do not receive one.
5. When you receive the email, click on the linked provided and you should see the page below. Click the Login button and enter your email address and password that you created.



How to Register as a Community Council or Organisation

The steps to register as a Community Council or Organisation are similar to the above steps, however, the following fields should be populated as described below.

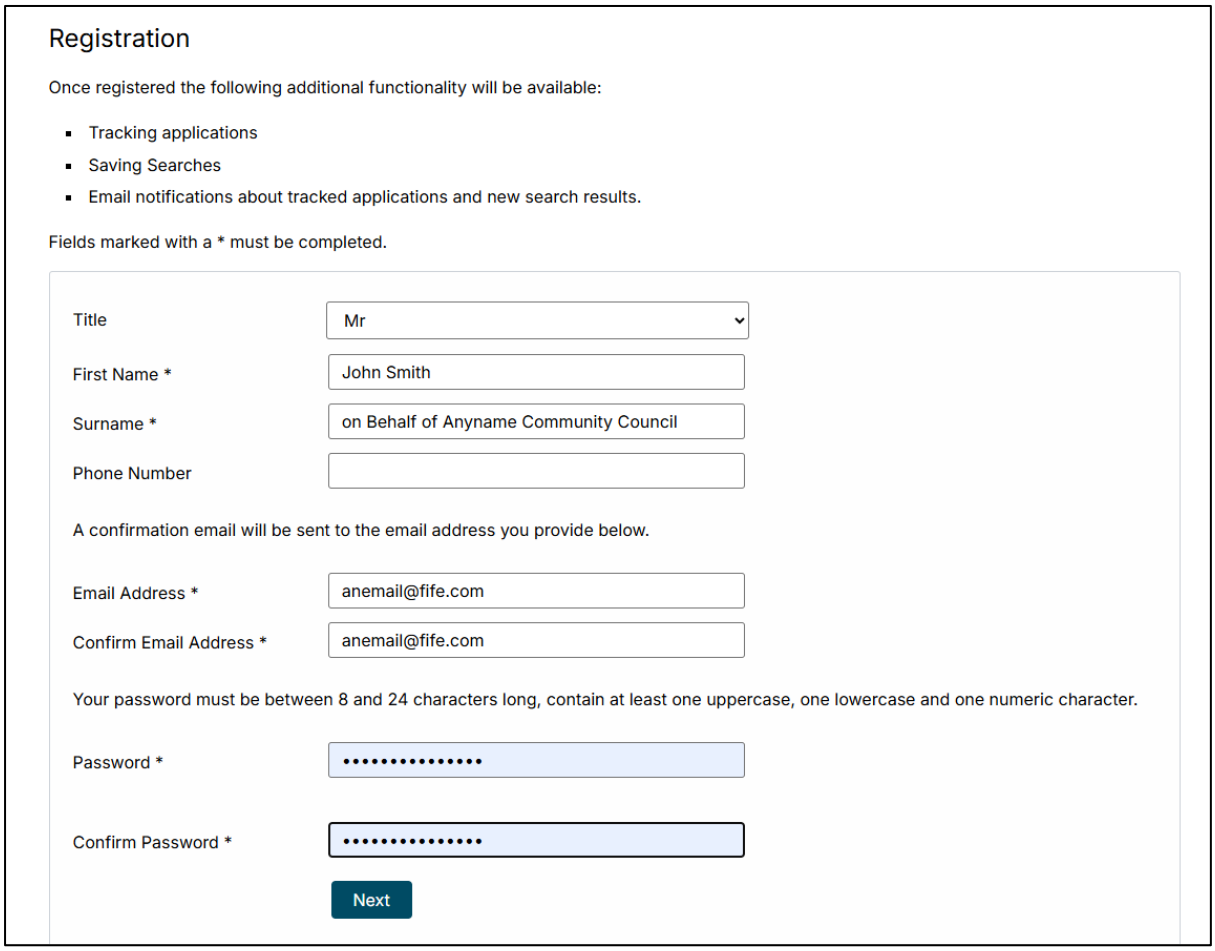
Title – Select the appropriate title

First Name – Enter the full name of the person acting on behalf of the Community Council or Organisation.

Surname – Enter on behalf of (Community Council or Organisation Name)

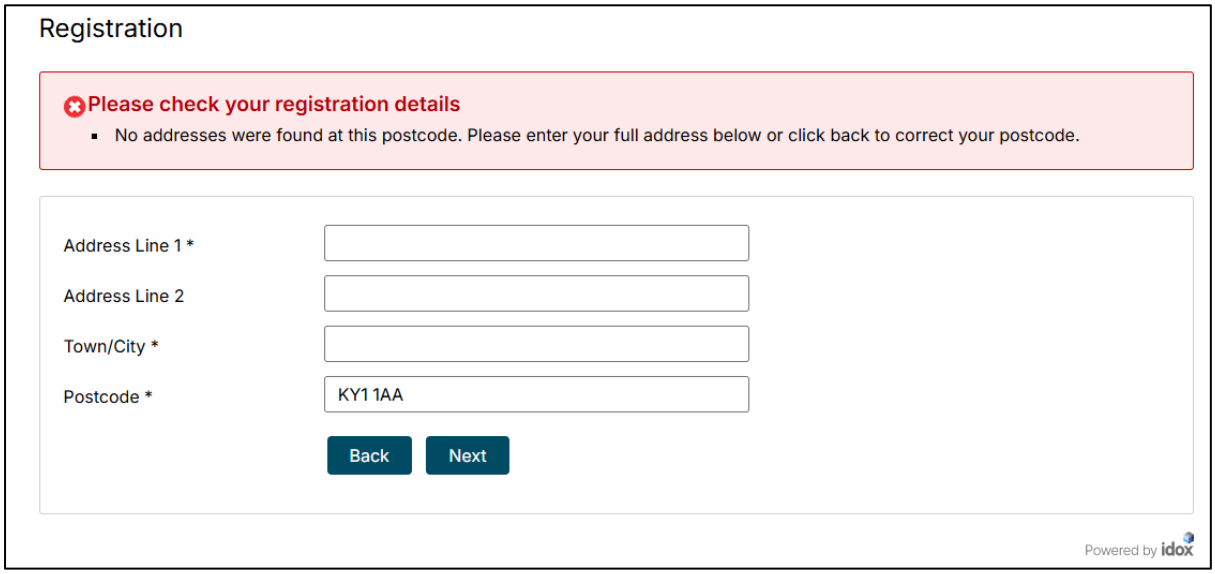
Please note that an email address and password will also be required.

The following screenshot shows an example of the registration form.



- 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:

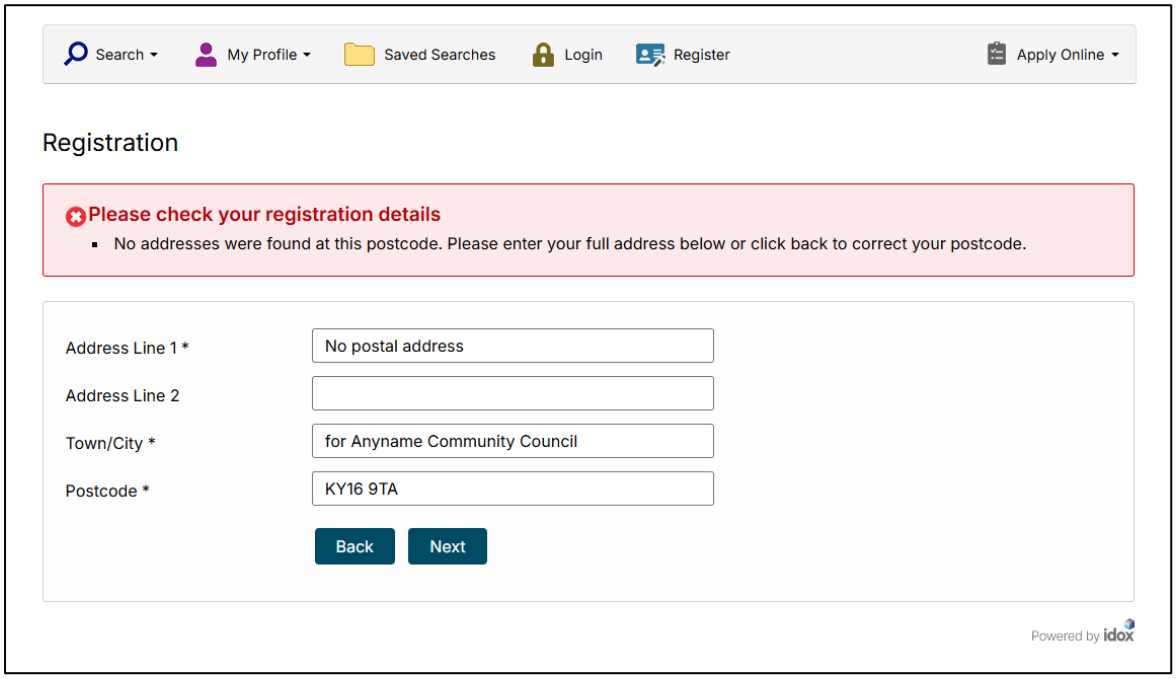
In the postcode box enter KY1 1AA – and click Next, this will highlight that there are no addresses at this postcode as shown below:



On the above screen, enter the following:

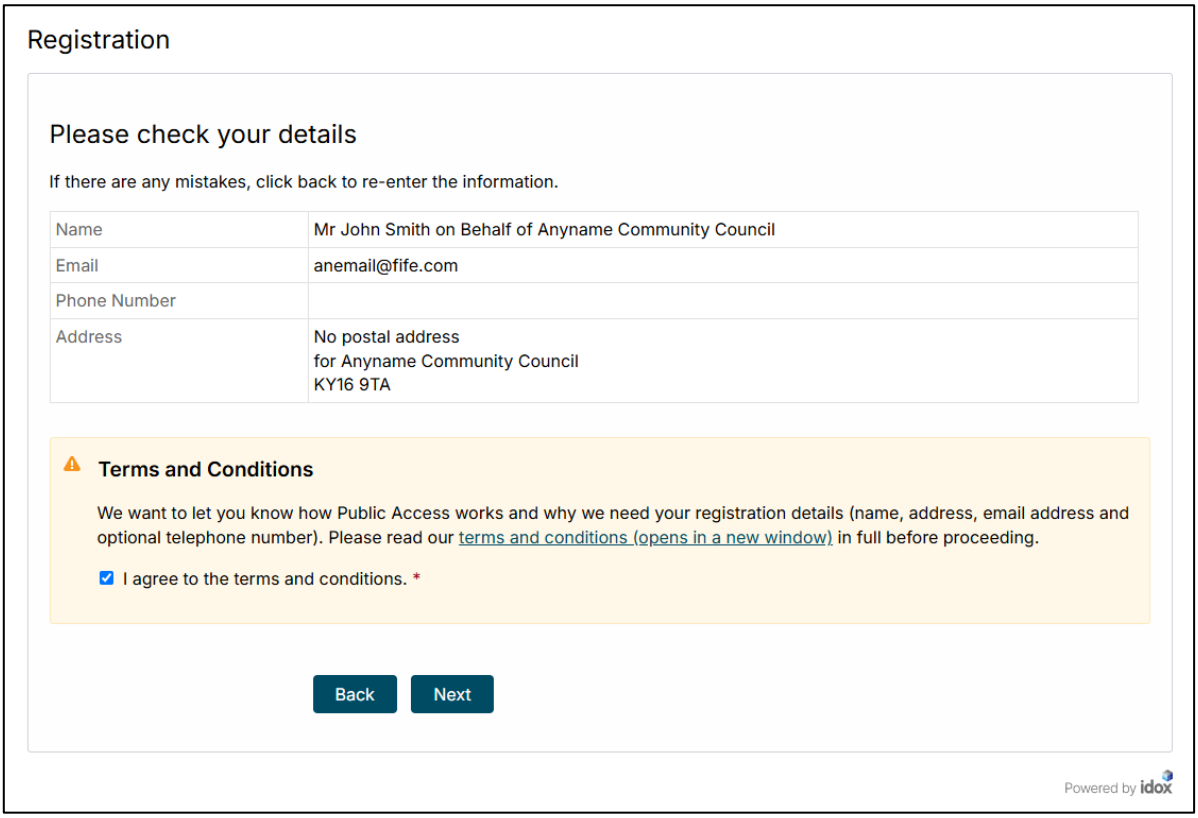
- **Address Line 1:** No postal address
- **Address Line 2:** Leave blank
- **Town/City:** Community Council name
- **Postcode:** Keep it as KY1 1AA or enter a postcode from your community council area.

As shown below:



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

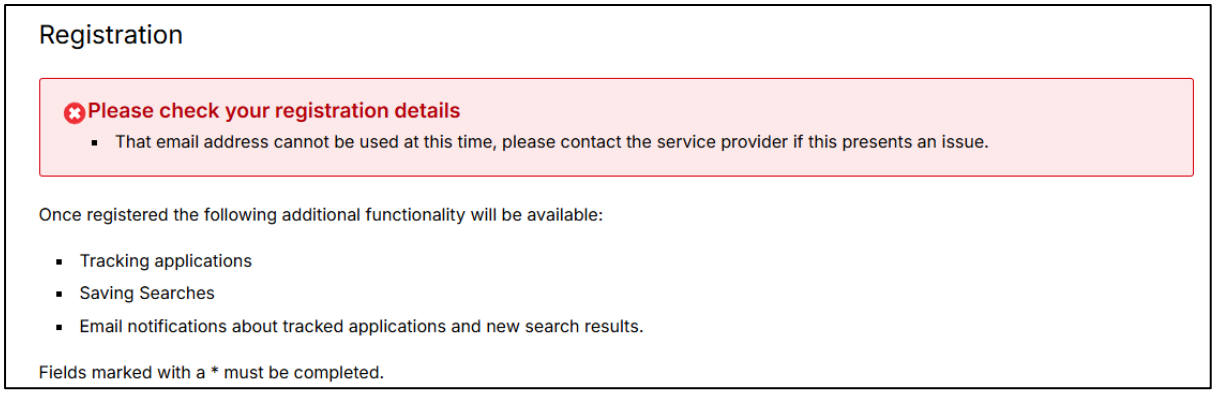
Click Next again to register



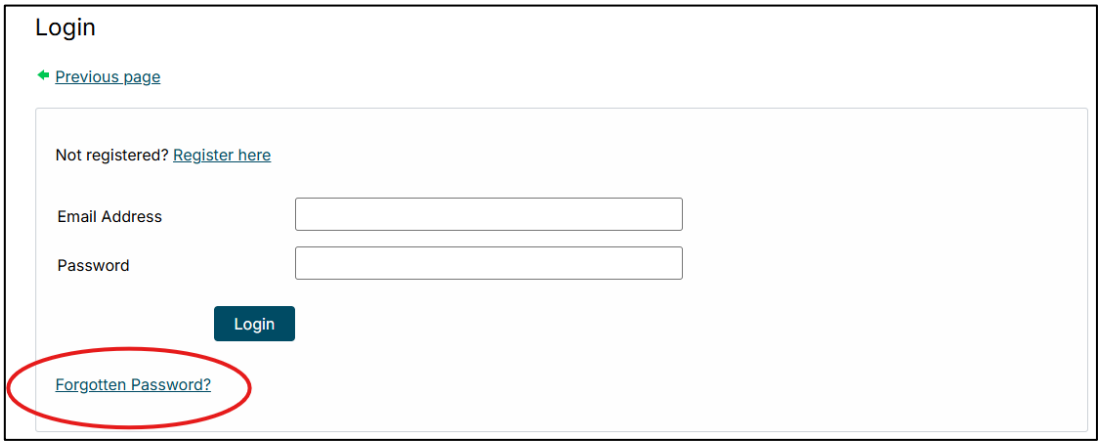
If you have already registered, you can also change these details from the My Profile tab once you have logged in.

Error when Trying to Register

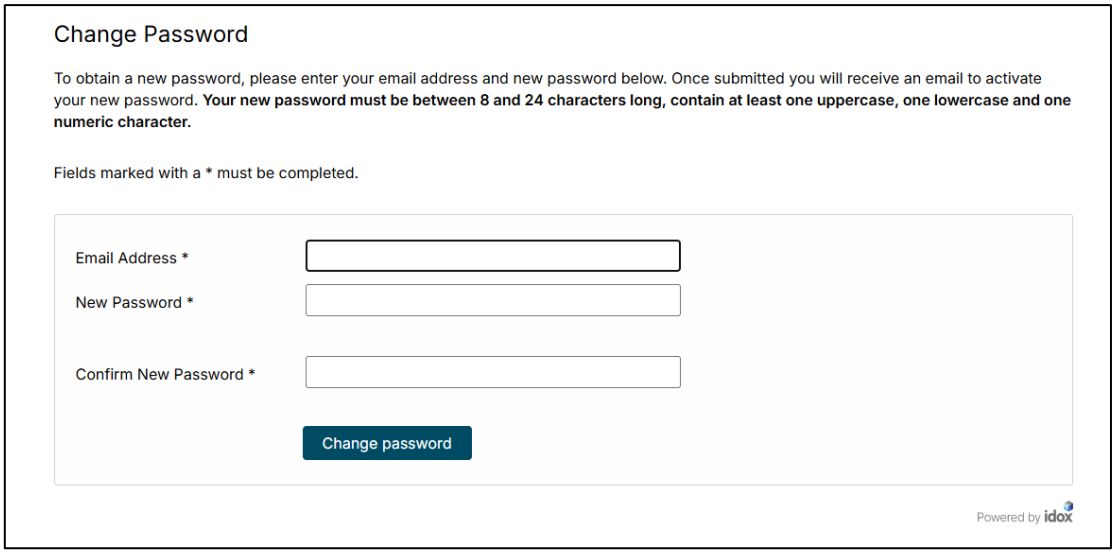
If you already have an account and try to register, you will get the following error when entering your details – Please check your registration details – That email address cannot be sued at this time, please contact the service provider if this presents and issue:



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:



Then fill in the forgotten password form as shown below and you will receive an email to activate the new password.



Accessing Planning Applications

There are various ways to use the Online Planning System to search for an application. These can be accessed by clicking the Search button on the top left-hand corner then highlighting the Planning option then select the relevant search function you wish to use.

Search options:

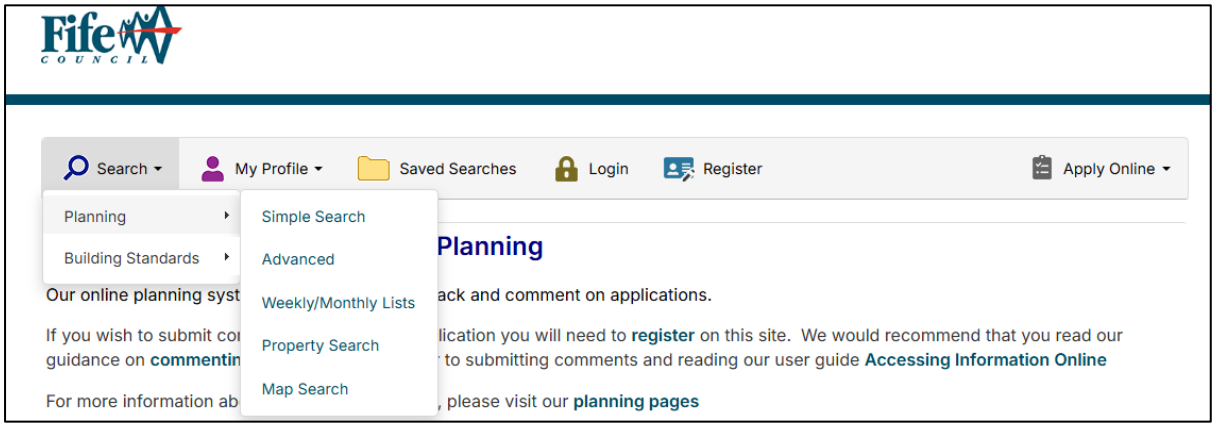
Simple Search

Advanced

Weekly/Monthly Lists

Property Search

Map Search

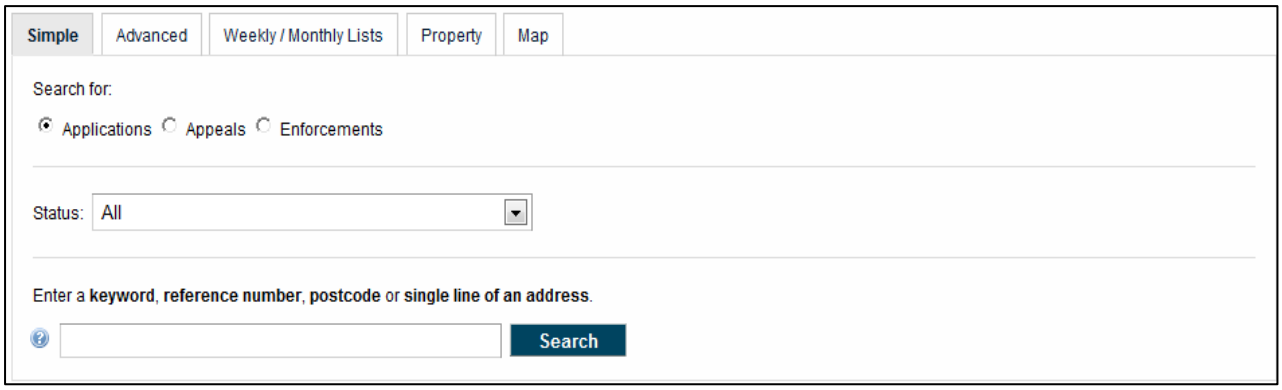


Simple Search

Simple search allows you to:

- Search for applications or appeals
- Search using a keyword, reference number, part of an address or postcode

Once you have input the criteria for your search click on the search button to display applications related to your search.



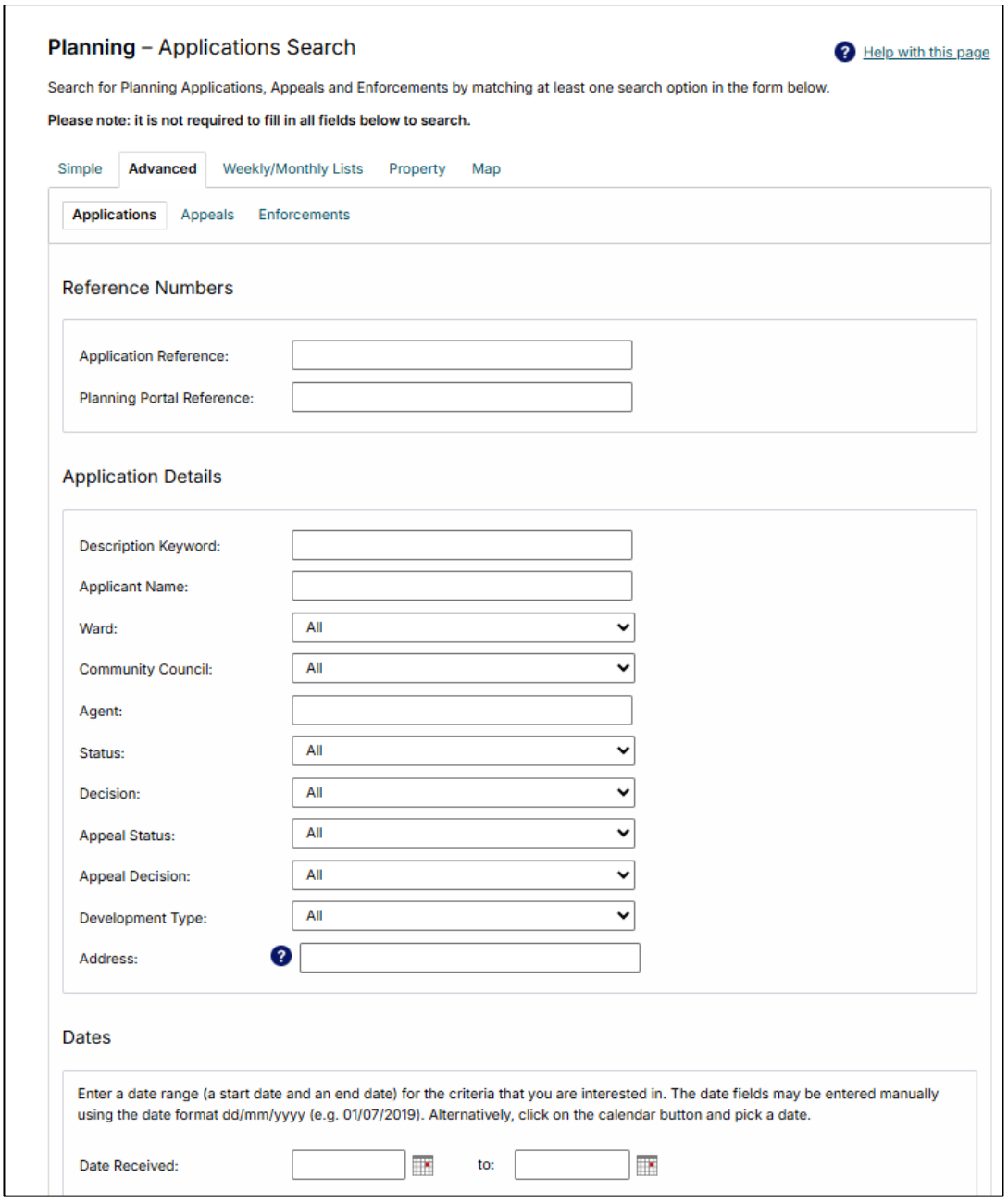
Advanced Search

The advanced search allows you to search using a larger set of search criteria

You can search by application details:

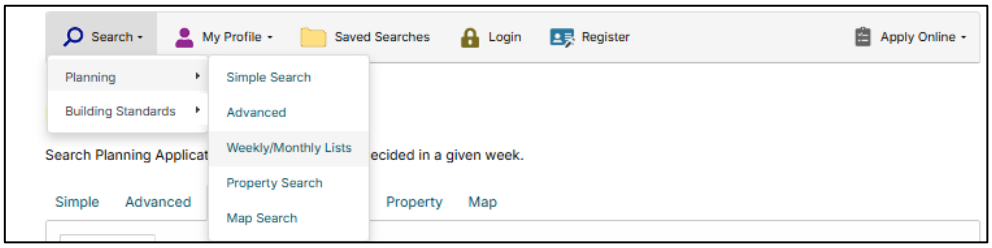
- Reference
- Keyword
- Applicant Name
- Ward
- Community Council
- Agent
- Status (e.g. Pending consideration, decided etc.)
- Site address
- Application Dates

Once the search results are displayed you can sort the results by date received, description or expiry date.

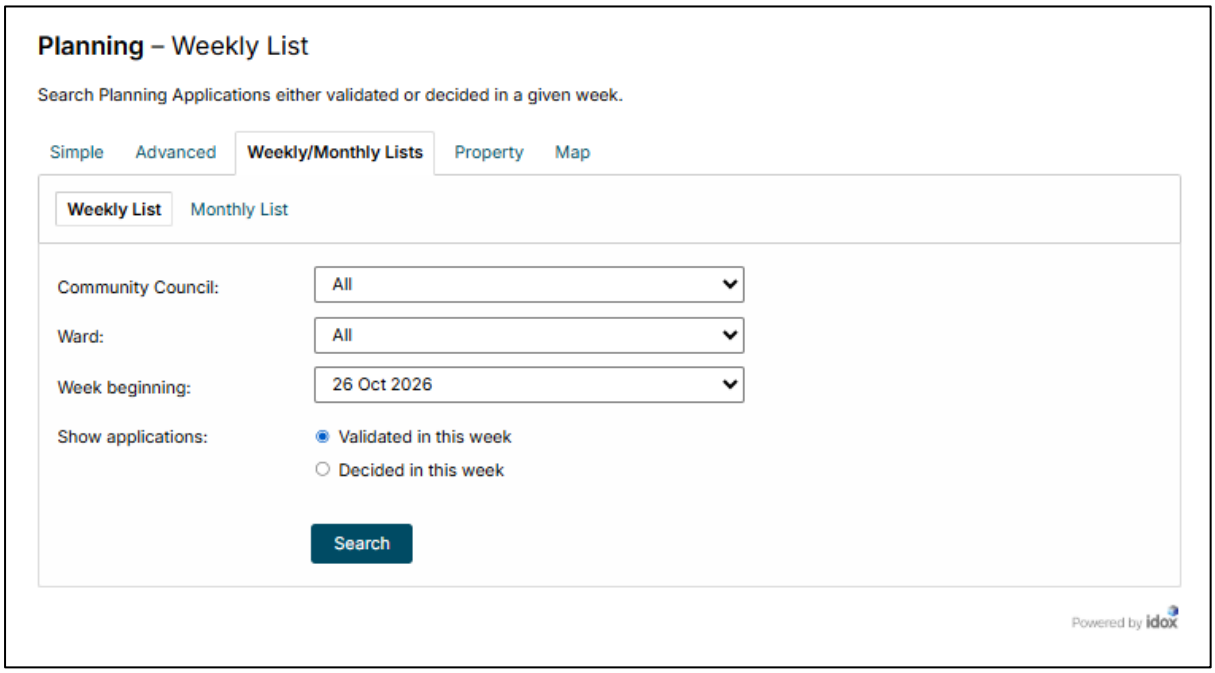


Weekly and Monthly Lists

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



- Click on Weekly/Monthly Lists as shown in the above screenshot.
- Select the Weekly List or Monthly List Tab
- Select a Community Council or Ward
- Select the week beginning or month. (Depending which option, you have selected)
- Select applications – validated in this week or decided in this week
- Select search. All applications matching the selected criteria will be listed.
- Applications can be further sorted by date, description, or status etc.



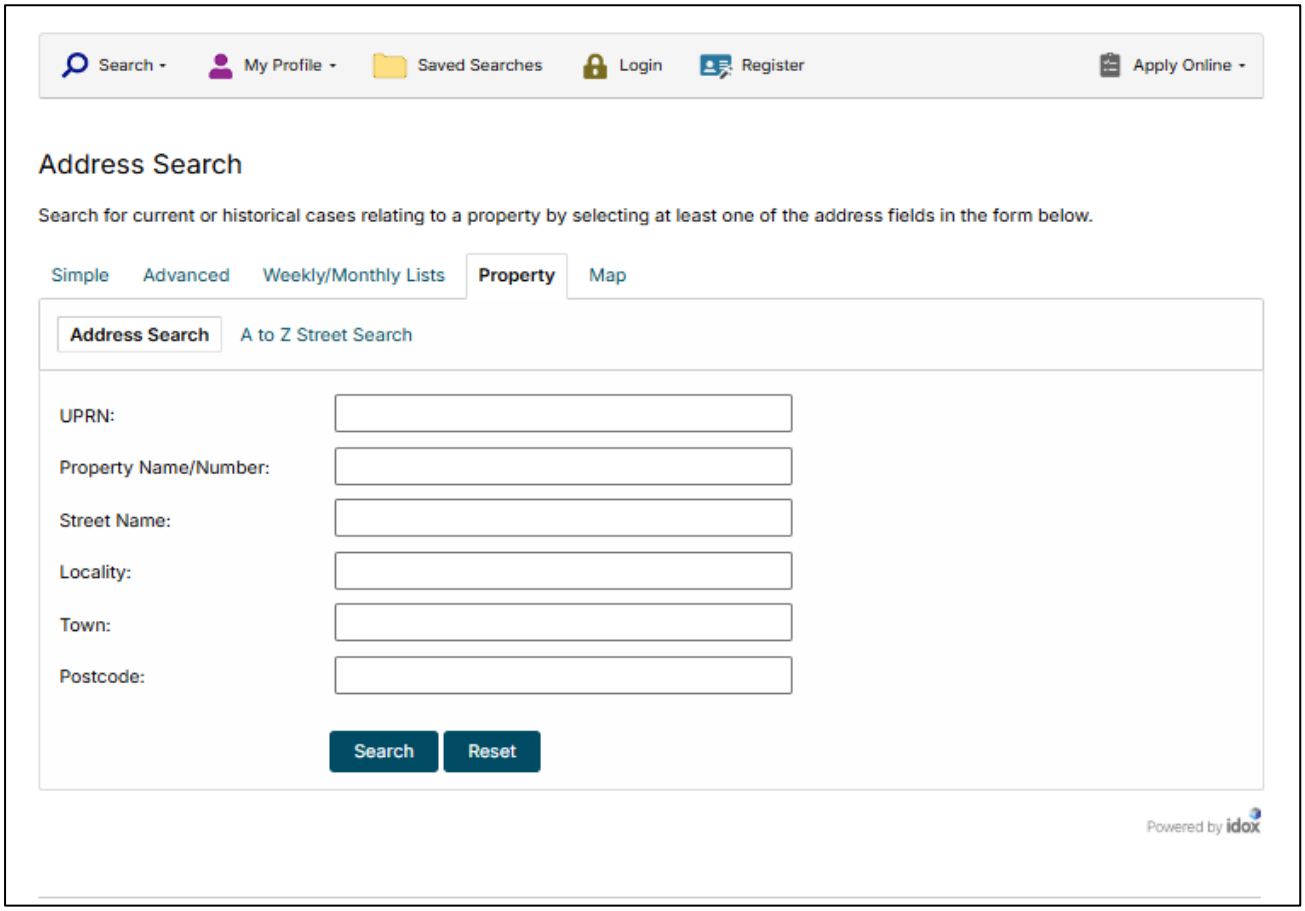
Property Search

A customer property search can be carried out by selecting the “Address Search” tab where you can search using the following criteria:

- UPRN – Unique Property Reference Number. This can be obtained from the One Scotland Gazetteer website
- Property Name/Number
- Street Name
- Locality
- Town
- Postcode

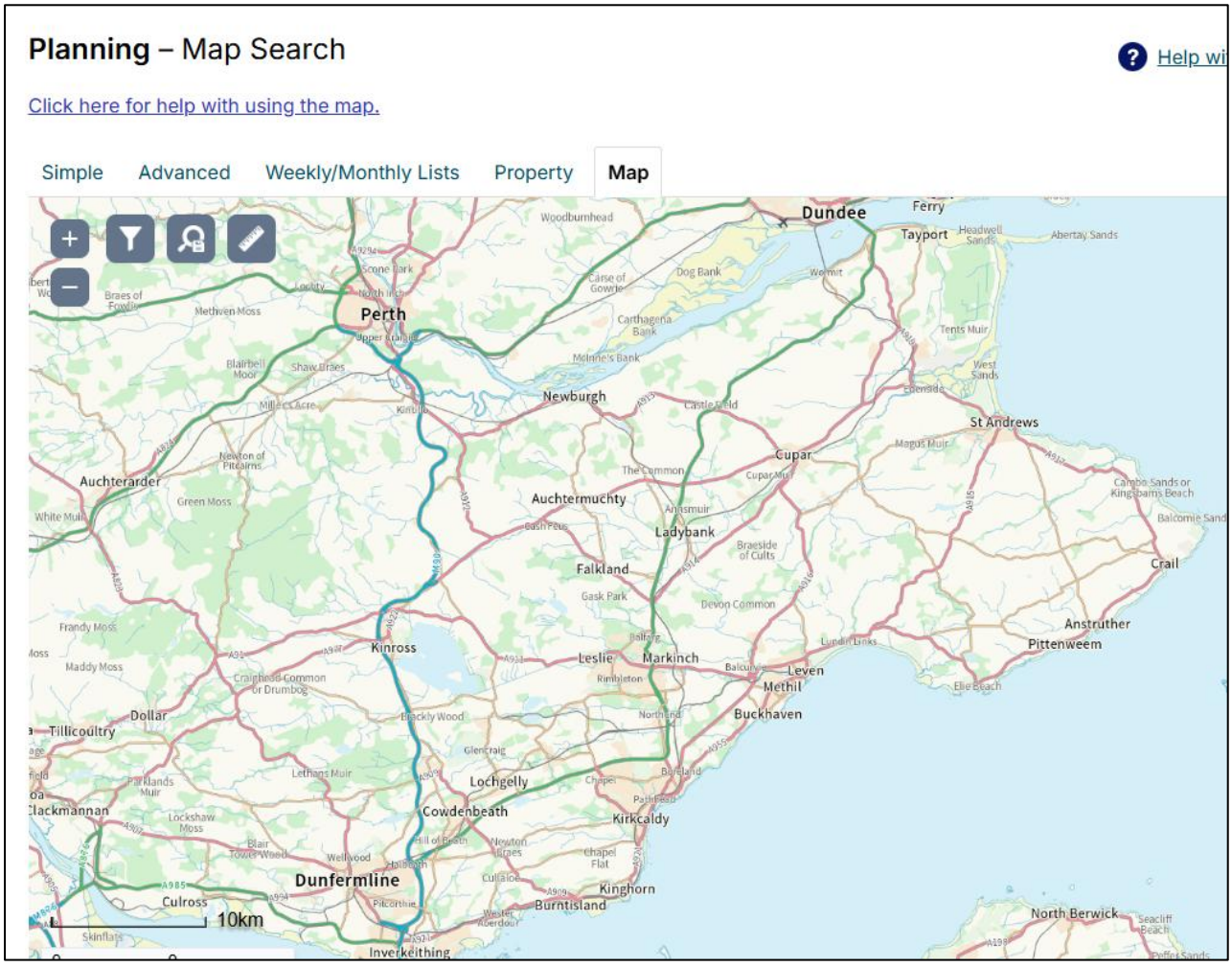
This search will display all addresses matching the criteria you insert which have applications in progress.

Additionally, you can search by street by selecting the “A to Z Street Search”.



Map Search

The map search allows you to identify applications using an interactive map. This search can be useful when an application is for a piece of land, or you are unsure of the address.



Map Tools

The map can be navigated by clicking/holding and dragging the mouse and can be zoomed in and out using the scroll wheel or the +/- buttons on the top left corner. Left clicking a polygon will display summary information for that record.

The map by default will be set to show Planning applications within the last six months. This filter can be customised by clicking on the filter icon at the top left.

Icon Descriptions

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.

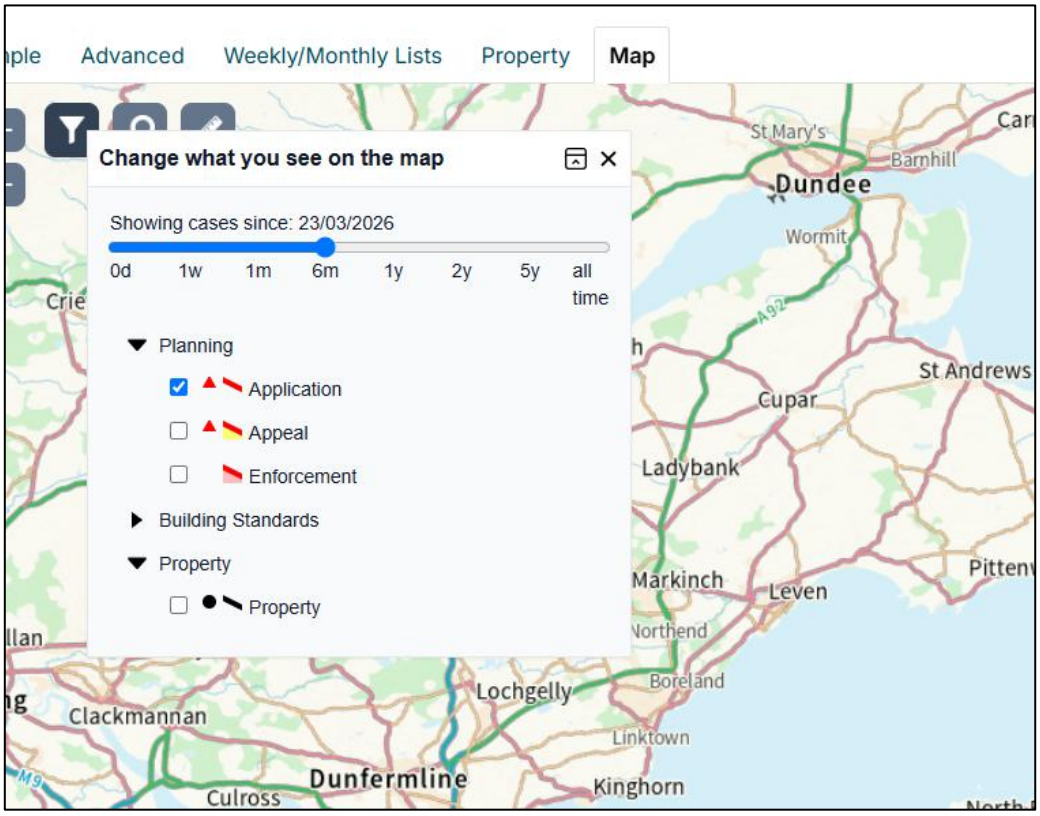
Map Filters

You can select what you want to appear on the map search:

- Planning
  - Applications – Shown as red, non-shaded polygon
  - Appeals – shown as red, yellow shaded polygon
  - Enforcements – shown as red shaded polygon
- Building Standards
  - Applications – shown as blue, non-shaded polygon
  - Contraventions – shown as blue shaded polygon
  - Building Standards
  - Warrants – shown as blue, non-shaded polygon
  - Notices – shown as blue shaded polygon
- Property
  - Property – shown as black dots.

These options can be added or removed by clicking on the relevant option as shown in the screenshot below

In addition to the above filter options, the timeline bar can be dragged to the right-hand side toward “all time” to allow searches to go far back as possible.



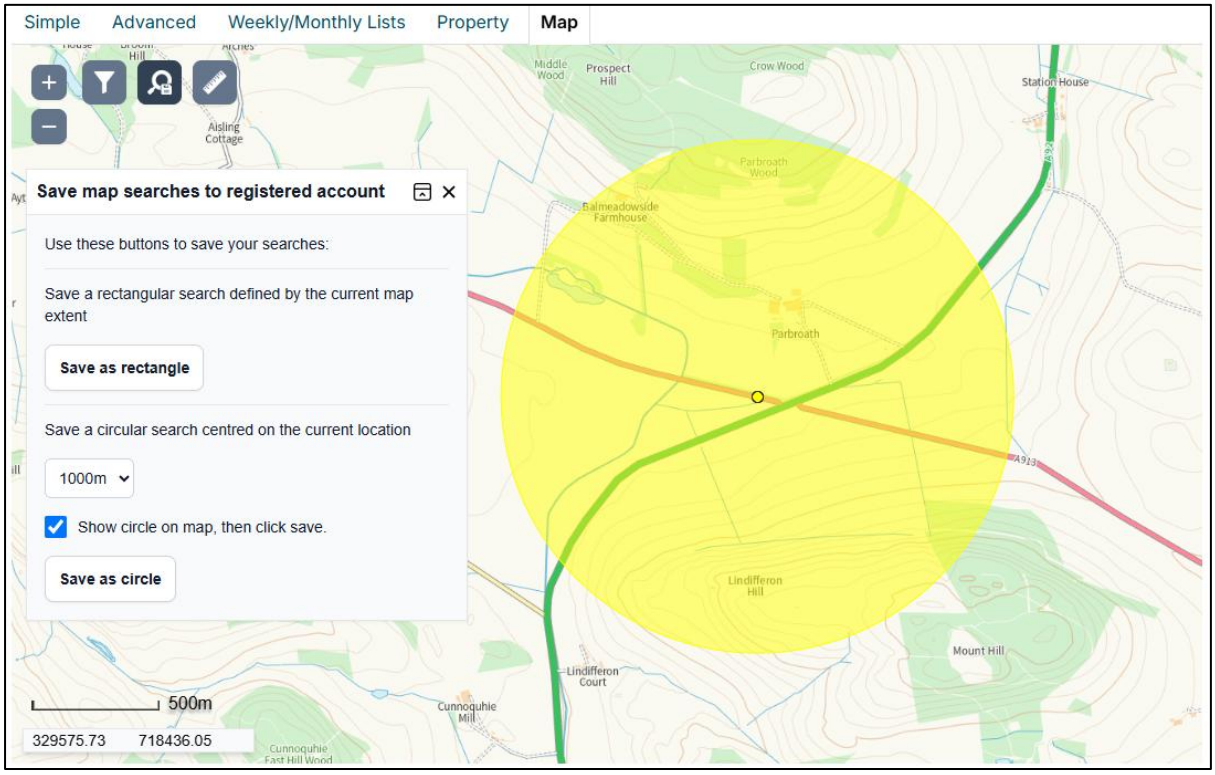
Map Profile

You can add a map search to your Saved Searches list by clicking the button 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 area displayed.

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. Yellow Circle on the screenshot below

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 for the application you are viewing. **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.

Attachments

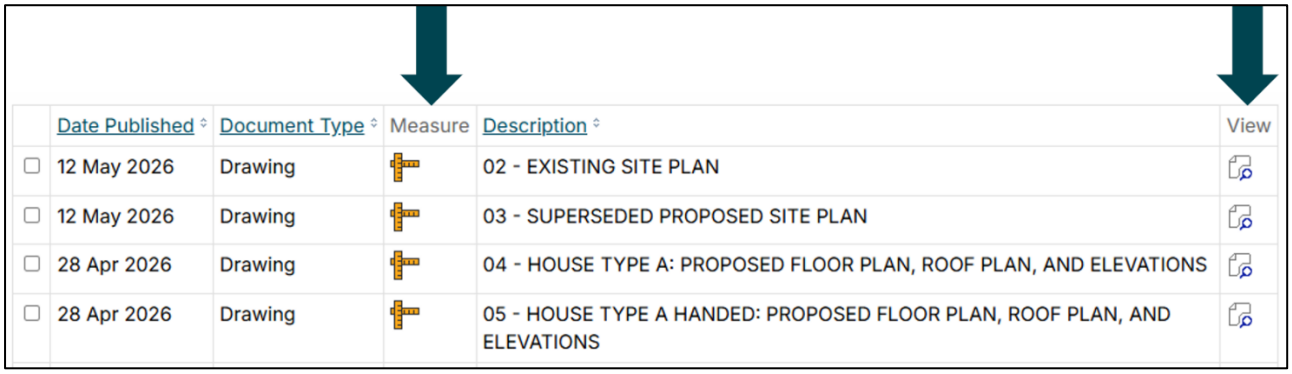
We recognise that the current Planning Portal does not provide an option to upload supporting documents and appreciate the limitations this may create for some users.

Where a representation has been submitted through the Planning Portal, supporting documents referred to within that representation may be submitted separately by email to development.central@fife.gov.uk. To ensure these documents are linked to the correct application, the planning application reference number must be included in the subject line of the email.

This facility is only for supporting evidence, such as photographs, plans, reports, or other relevant documents. Additional correspondence or documents containing further comments, objections, support statements, or other representation details will not be accepted. All representations must be submitted through the Planning Portal or by post in accordance with our published procedures.

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.



	Date Published	Document Type	Measure	Description	View
☐	12 May 2026	Drawing		02 - EXISTING SITE PLAN	
☐	12 May 2026	Drawing		03 - SUPERSEDED PROPOSED SITE PLAN	
☐	28 Apr 2026	Drawing		04 - HOUSE TYPE A: PROPOSED FLOOR PLAN, ROOF PLAN, AND ELEVATIONS	
☐	28 Apr 2026	Drawing		05 - HOUSE TYPE A HANDED: PROPOSED FLOOR PLAN, ROOF PLAN, AND ELEVATIONS	

History

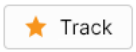
You can view other Planning Applications, Planning Appeals and Planning Enforcements related to this application and also the property that it applies to.

Map

When you are viewing an application, clicking on the map tab will move the map view to show you the current application, the site boundary will be outlined in red. You can view the location of this application on the map.

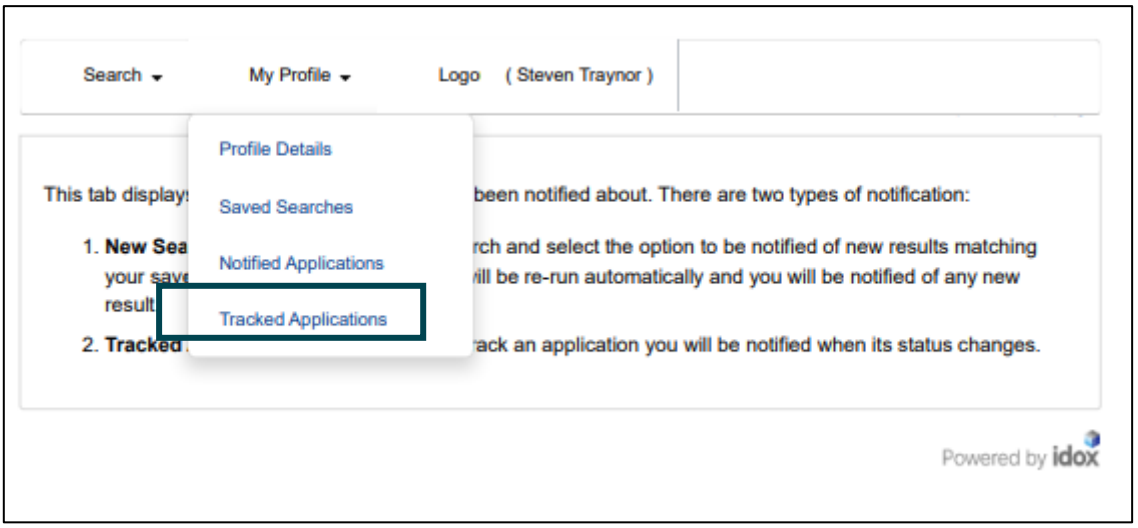
Tracking Application

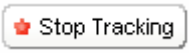
Any application can be tracked so that you can keep up to date with its progress without having to search for it again.

Once you have performed a search, view the details of the application you are interested in. If you want to add the application to your Tracked Applications page, click on the 

button

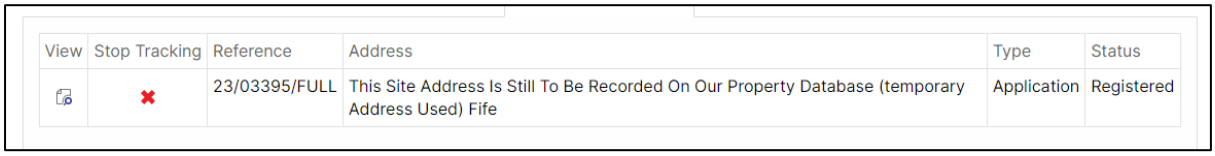
To return to this application later, select Tracked Applications from within the My Profile dropdown menu.



To stop tracking an application, return to the application and click 

at the top right of the page.

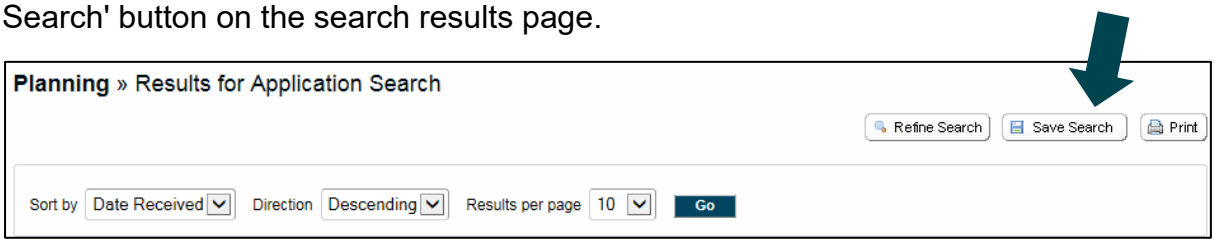
Alternatively, click the red cross in the **Stop Tracking** column on the **Tracked Applications page** (shown below).



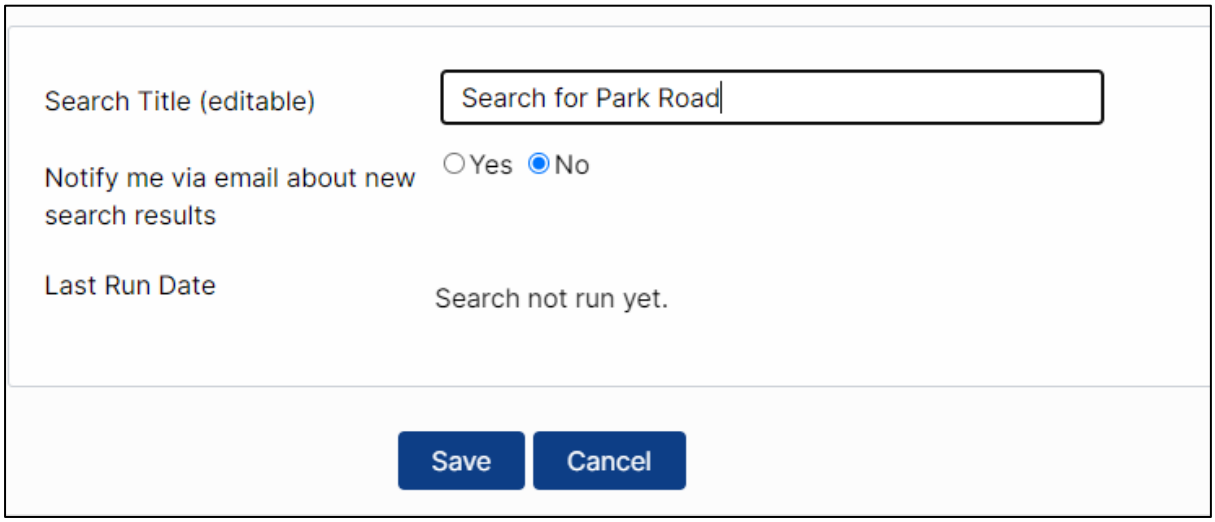
View	Stop Tracking	Reference	Address	Type	Status
	✖	23/03395/FULL	This Site Address Is Still To Be Recorded On Our Property Database (temporary Address Used) Fife	Application	Registered

Saved Searches

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

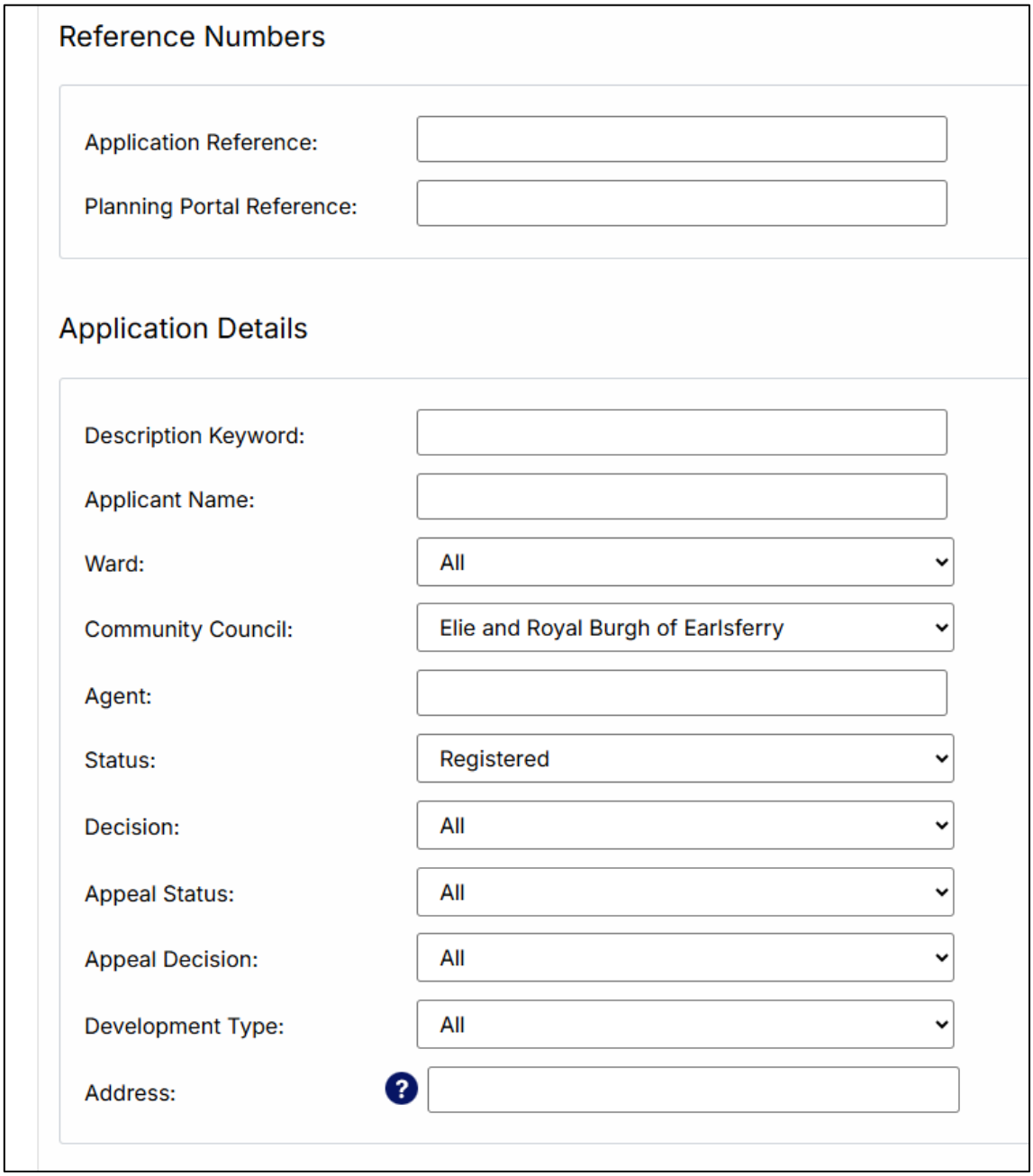


When you click on Save Search you are then able to edit the name of the search and enable or disable notification via email about new results on that search. In addition, it will show you the last run date of the search.

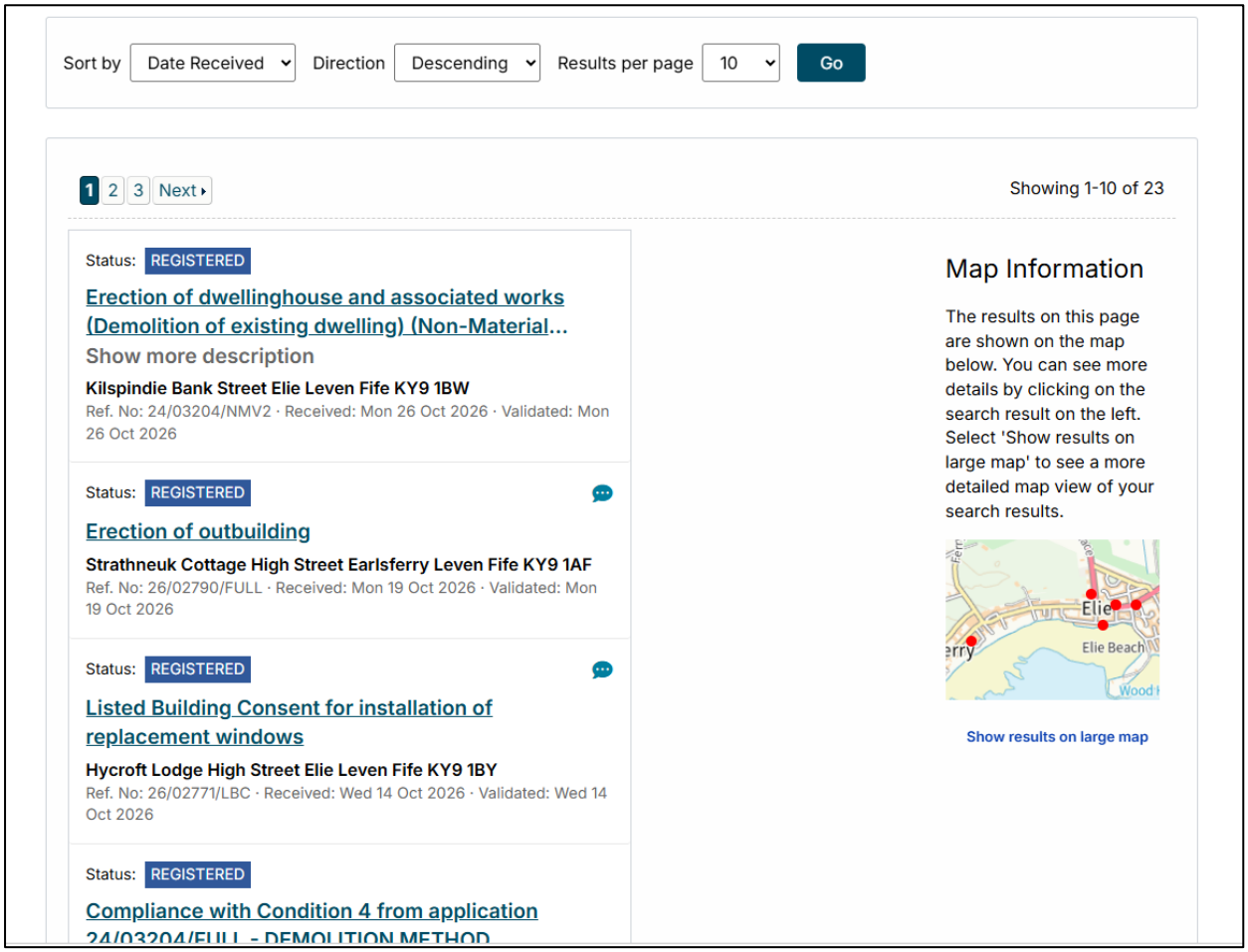


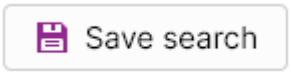
Saved Advanced Searches

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:

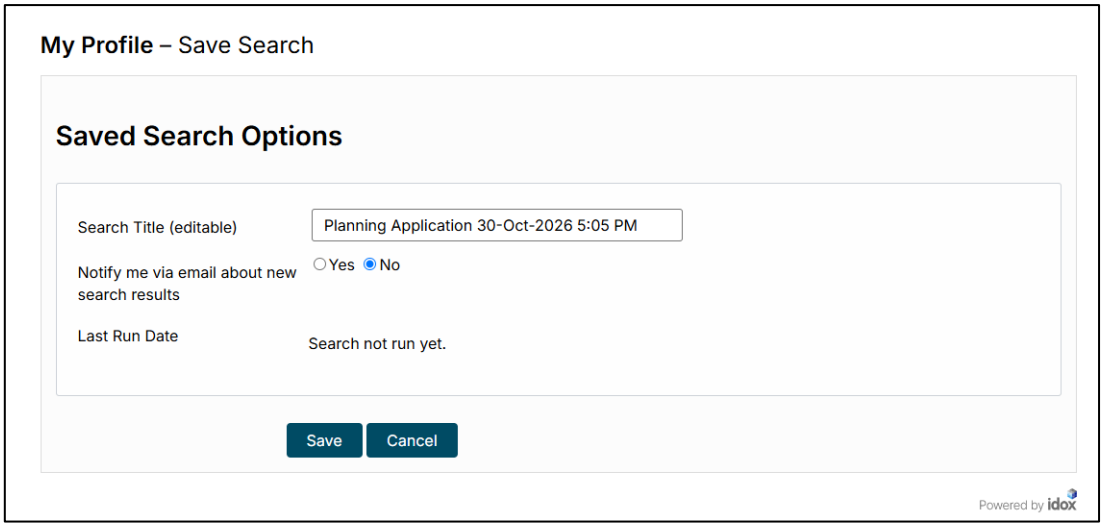


Click on search at the bottom of the advanced search page and it will produce a list of application with the input criteria.



From the top right-hand corner click 

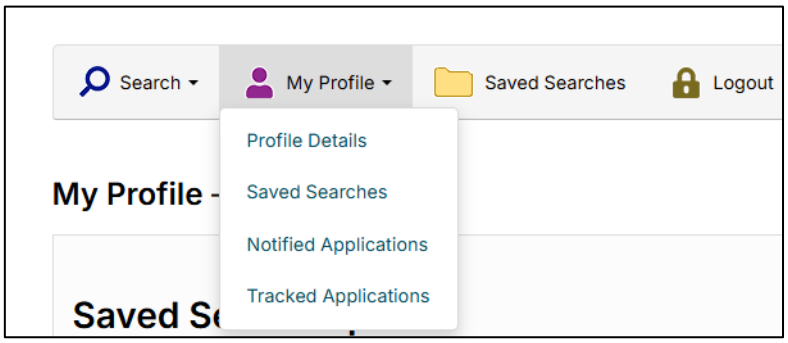
which will then produce the following page where you can change the Search Title and select to disable or enable notification of new search results for this saved search.



If the option to notify is enabled the system will 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 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.

Notified Applications

From this, you can view the progress of cases that you have been tracking. When one of your tracked applications is updated, it will appear in this list. Also, if a new application is added that matches one of your saved searches, the new application will appear on this page.

Viewing the application

To view an application, click on the View button for that application.

Tracking an application

To track an application, click on the Track button for that application. If that application is updated later, you will be sent an email.

Removing an application

To remove an application from the notifications list, click on the Discard button for that application. It may appear again in your notified application page if it is updated again.

Tracked Applications

From this page you can view all the applications that you are 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. This will only include a notification of any changes to the status of the application. Please note that the Tracking Applications function **will not let you know** of any additional documents that have been added to the application that is being tracked.

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.