

## 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:**

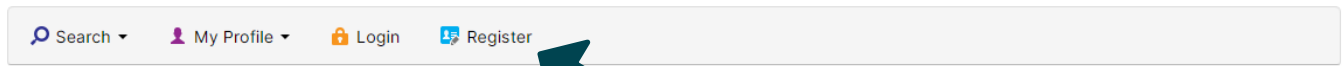
- Tracking applications
- Saving Searches
- Create your own personal profile
- Save details of searches you have made
- Track specific applications which you are interest in i.e. applications in a certain area
- Receive notification of changes to applications that you are tracking
- Comment on a Planning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

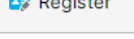
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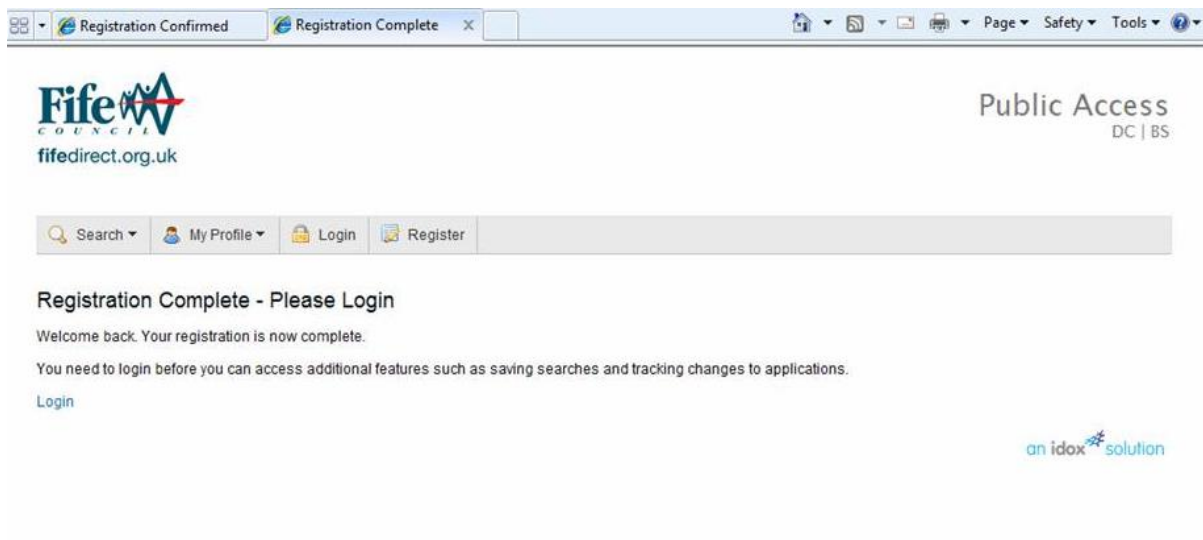
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# Registration

## How to Register



1. Once you are on the [website](#) click on the  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](mailto:Development.Central@fife.gov.uk)
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.

Fields marked with a \* must be completed.

Title *	<input type="text" value="Mr"/>
<small>Please select a title.</small>	
First Name *	<input type="text" value="John Smith"/>
Surname *	<input type="text" value="on behalf of Anyname Community Council"/>
Phone Number	<input type="text"/>
A confirmation email will be sent to the email address you provide below.	
Email Address *	<input type="text" value="anemail@fife.com"/>
Confirm Email Address *	<input type="text" value="anemail@fife.com"/>
Your password must be at least 8 characters long and be a mix of letters and numbers.	
Password *	<input type="password" value="••••••••"/>
Confirm Password *	<input type="password" value="••••••••"/>
<input type="button" value="Next"/>	

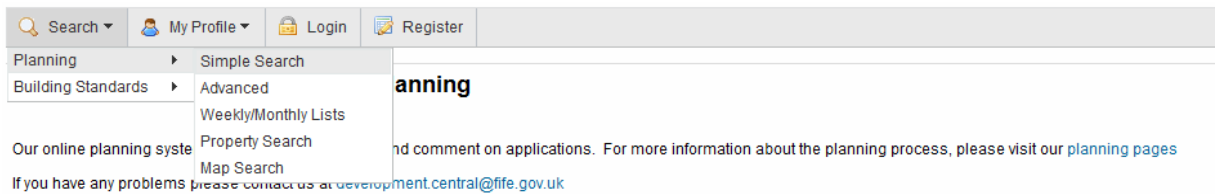
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# Accessing Planning Applications

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.

A screenshot of the 'Simple Search' interface. At the top, there are five tabs: 'Simple' (selected), 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below the tabs, the text 'Search for:' is followed by three radio buttons: 'Applications' (selected), 'Appeals', and 'Enforcements'. A horizontal line separates this from a 'Status:' dropdown menu currently set to 'All'. Another horizontal line follows. Below that, the text 'Enter a keyword, reference number, postcode or single line of an address.' is displayed above a text input field and a blue 'Search' button.

## 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 have the ability to sort the results by date received, description or expiry date.

### Planning » Applications Search

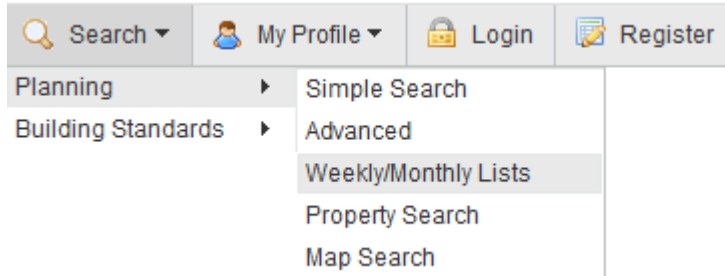
[Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

Simple	<b>Advanced</b>	Weekly / Monthly Lists	Property	Map
<b>Applications</b>	Appeals	Enforcements		
<b>Reference Numbers</b>				
Application Reference:	<input type="text"/>			
Planning Portal Reference:	<input type="text"/>			
<b>Application Details</b>				
Description Keyword:	<input type="text"/>			
Applicant Name:	<input type="text"/>			
Ward:	<input type="text" value="All"/>			
Community Council:	<input type="text" value="All"/>			
Agent:	<input type="text"/>			
Status:	<input type="text" value="All"/>			
Decision:	<input type="text" value="All"/>			
Appeal Status:	<input type="text" value="All"/>			
Appeal Decision:	<input type="text" value="All"/>			
Address:	<input type="text"/>			
<b>Dates</b>				

## 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.

### Planning – Weekly List

Search Planning Applications either validated or decided in a given week.

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

**Weekly List**   Monthly List

Community Council:

Ward:

Week beginning:

Show applications:  Validated in this week  
 Decided in this week

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## 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”.

The screenshot shows a web interface for property search. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below these, there are two sub-tabs: 'Address Search' and 'A to Z Street Search'. The 'Address Search' sub-tab is active. The form contains six input fields with labels: 'UPRN:', 'Property Name / Number:', 'Street Name:', 'Locality:', 'Town:', and 'Postcode:'. At the bottom of the form, there are two buttons: 'Search' and 'Reset'.



## 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.




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## 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 relating to the record selected.

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.

Filter Icon - 

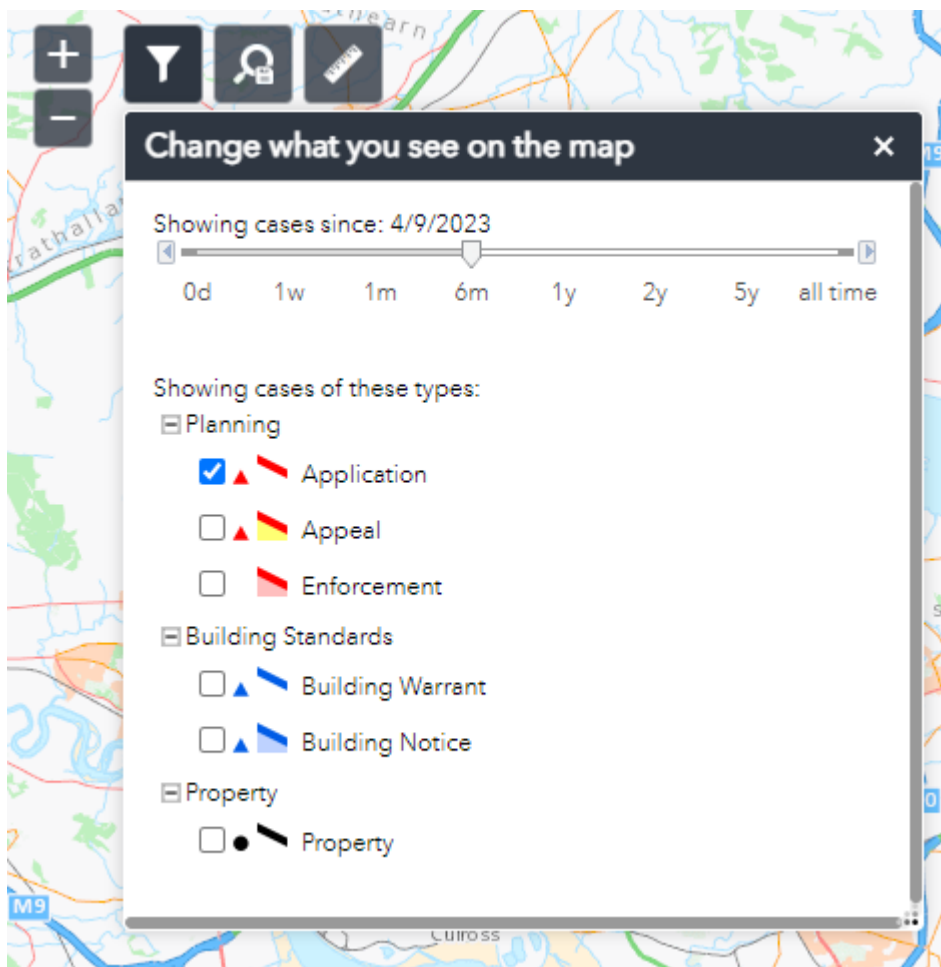
## Map Filters

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.



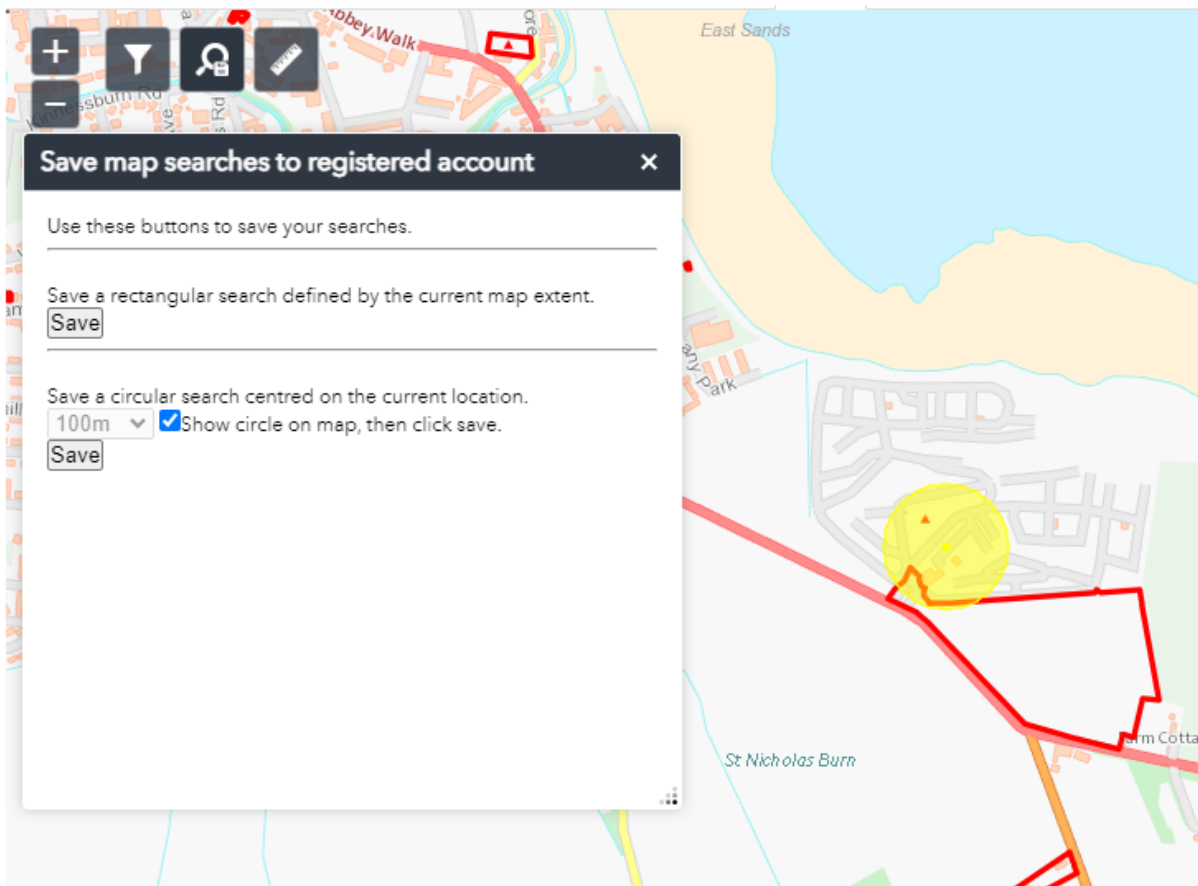
## Map Profile

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.

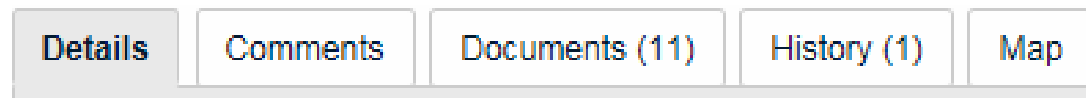
**Circular search** - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre. Yellow Circle on the screenshot below

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 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.

### 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.

### 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.

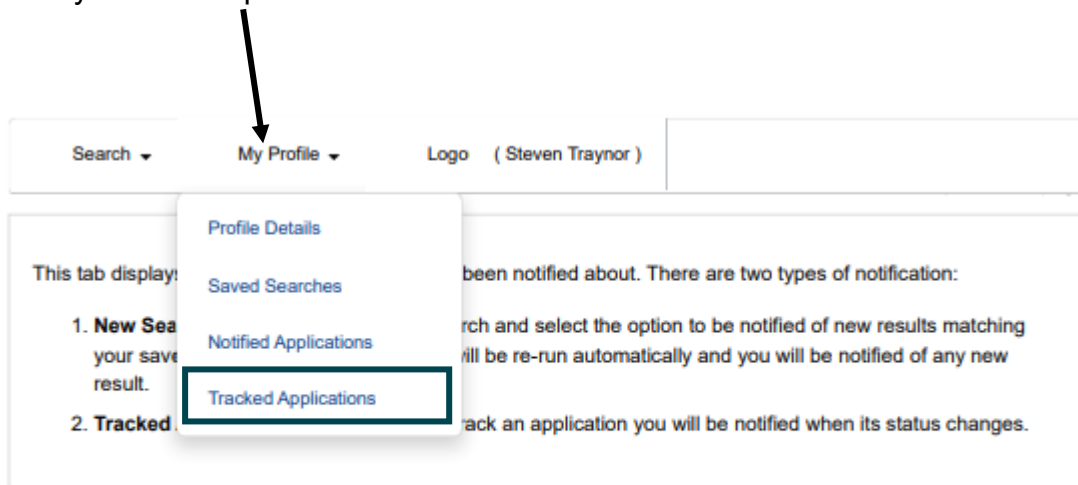
## Tracking Application

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,

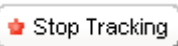
click on the  button



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



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

 button at the top right of the page. Alternatively, click the red cross in the **Stop Tracking** column on the **Tracked Applications** (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.

Planning » Results for Application Search

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



Sort by  Direction  Results per 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.

Search Title (editable)	<input type="text" value="Search for Park Road"/>
Notify me via email about new search results	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last Run Date	Search not run yet.

# 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:

**Planning » Applications Search** [Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

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

Applications Appeals Enforcements

**Reference Numbers**

Application Reference:

Planning Portal Reference:

**Application Details**

Description Keyword:

Applicant Name:

Ward:

Community Council:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Address:

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



Public Access  
DC | BS

Search My Profile Logout (Pete O'Connor)

## Planning » Results for Application Search

Refine Search Save Search Print

Sort by  Direction  Results per page  **Go**

- Erection of two dwellinghouses and associated parking and garages (demolition of garage)  
Royal Bank Of Scotland Bank Street Elie Leven Fife KY9 1BP  
Ref. No: 15/02696/FULL | Received: Fri 24 Jul 2015 | Validated: Tue 28 Jul 2015 | Status: Registered
- Erection of dwellinghouse, wall and summerhouse and formation of vehicular access on Plot 4  
Elie House Grounds The Granary Elie Fife  
Ref. No: 15/02684/FULL | Received: Wed 22 Jul 2015 | Validated: Tue 18 Aug 2015 | Status: Registered
- Erection of dwellinghouse with associated vehicular access and parking  
Land To The East Of Harran Lodge Elie Estate Elie Fife  
Ref. No: 15/02218/FULL | Received: Fri 19 Jun 2015 | Validated: Fri 26 Jun 2015 | Status: Registered

### Map Information

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.



Show results on large map

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From the top right-hand corner select Save Search 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.

The screenshot shows a web application interface. At the top, there is a navigation bar with a search icon, a 'My Profile' dropdown menu, and a 'Logout (Pete O'Connor)' button. Below the navigation bar, the breadcrumb 'My Profile » Save Search' is visible. The main content area is titled 'Saved Search Options' and contains a form with the following fields:

- Search Title (editable):** A text input field containing 'Applications Registered within CC Area'.
- Notify me via email about new search results:** Radio buttons for 'Yes' (selected) and 'No'.
- Last Run Date:** A text field containing 'Search not run yet'.

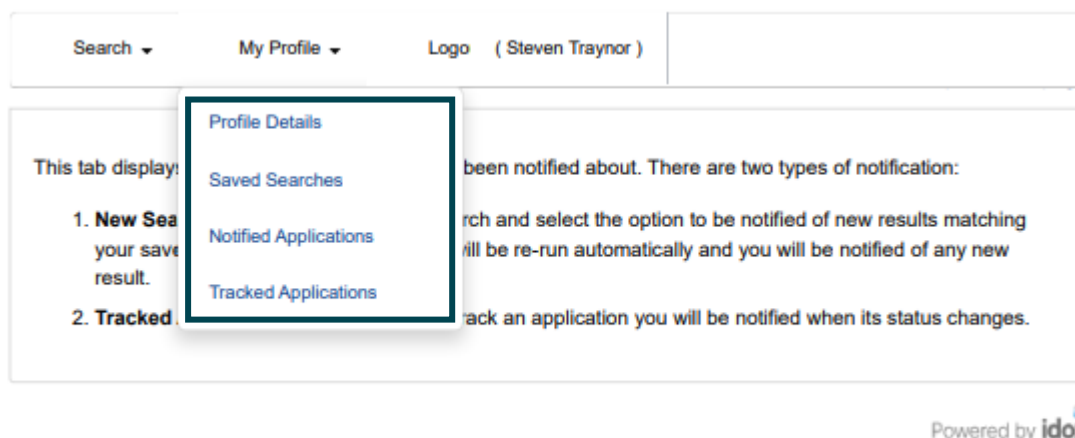
At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

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.