

## Accessing Planning Information Online




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

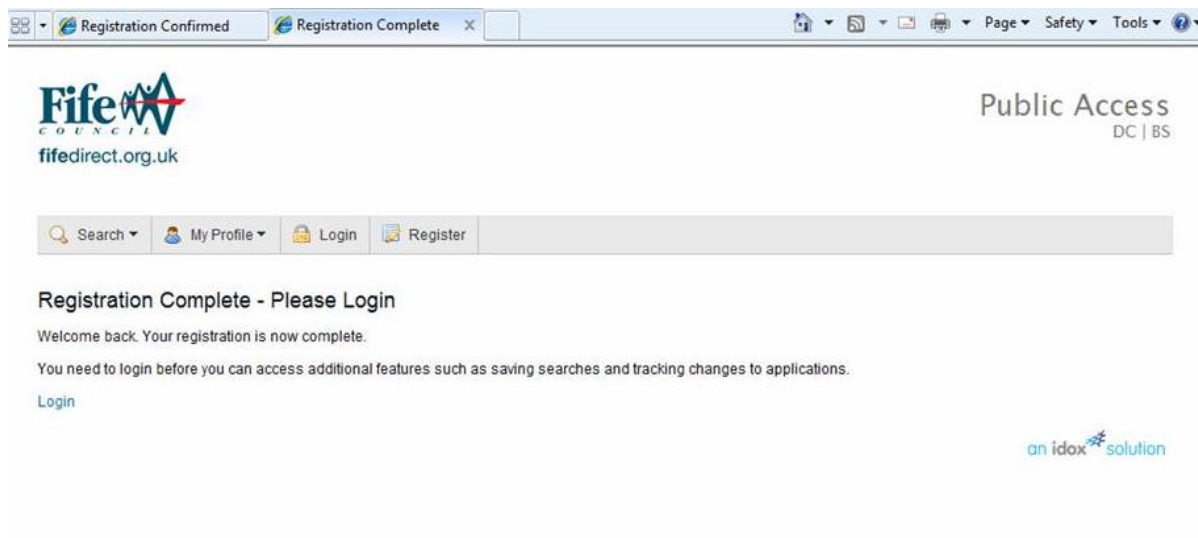
When you have accessed the site you have the option to register your details.



### How to register:



- Click on the  button on the toolbar as shown above
- Enter your details 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 overleaf*
- Please read and agree to the Terms and Conditions and Privacy Policy (which both open in a new window)
- You will be sent an email asking you to confirm your registration from [Development.Central@fife.gov.uk](mailto:Development.Central@fife.gov.uk)
- 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.

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 *	<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@ffe.com"/>
Confirm Email Address *	<input type="text" value="anemail@ffe.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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## What are the benefits of registering?

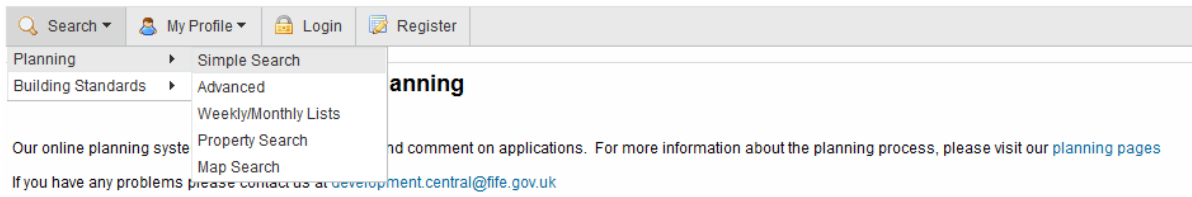
You can:

- 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

A screenshot of the 'Simple Search' form. 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'. Below this is a 'Status:' dropdown menu currently set to 'All'. A text input field is provided with the instruction: 'Enter a keyword, reference number, postcode or single line of an address.' To the left of the input field is a help icon (a question mark in a circle). To the right is a dark blue 'Search' button.

## 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

### 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.

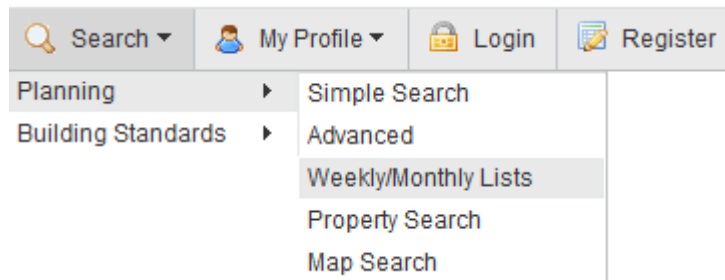
Simple	<b>Advanced</b>	Weekly / Monthly Lists	Property	Map
<b>Applications</b>	Appeals	Enforcements		
<b>Reference Numbers</b>				
Application Reference:	<input type="text"/>			
Planning Portal Reference:	<input type="text"/>			
<b>Application Details</b>				
Description Keyword:	<input type="text"/>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

## Weekly and Monthly Lists

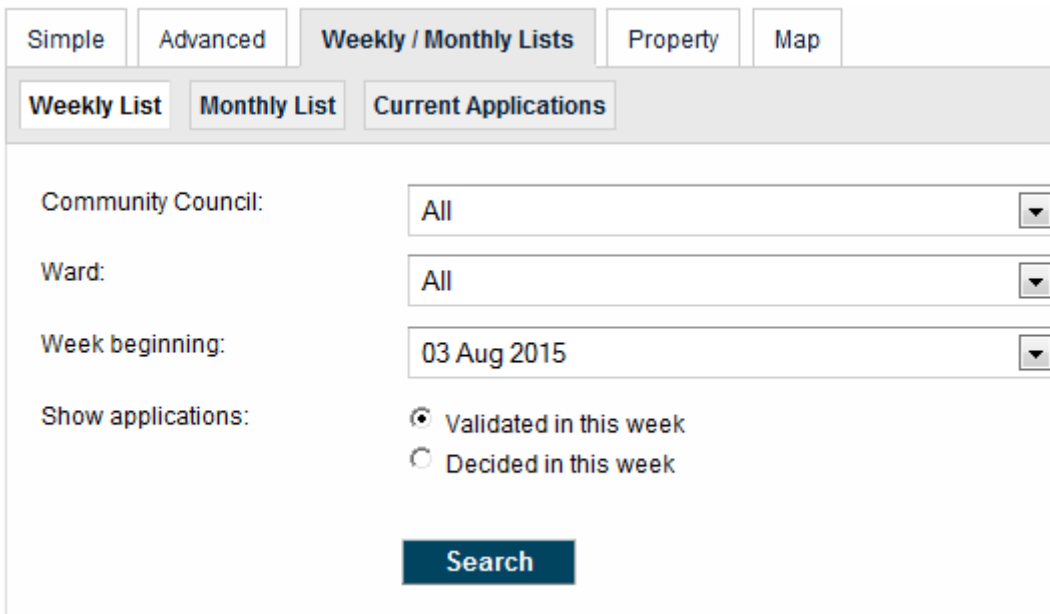
You can search for applications according to the week or month in which they were validated or decided.

- Click on weekly/monthly 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.

A screenshot of a search filter interface. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is selected and highlighted), 'Property', and 'Map'. Below these tabs, there are three sub-tabs: 'Weekly List', 'Monthly List', and 'Current Applications'. The main area contains four filter fields: 'Community Council:' with a dropdown menu showing 'All'; 'Ward:' with a dropdown menu showing 'All'; 'Week beginning:' with a dropdown menu showing '03 Aug 2015'; and 'Show applications:' with two radio buttons: 'Validated in this week' (which is selected) and 'Decided in this week'. At the bottom, there is a dark blue button labeled 'Search'.

## Property Search

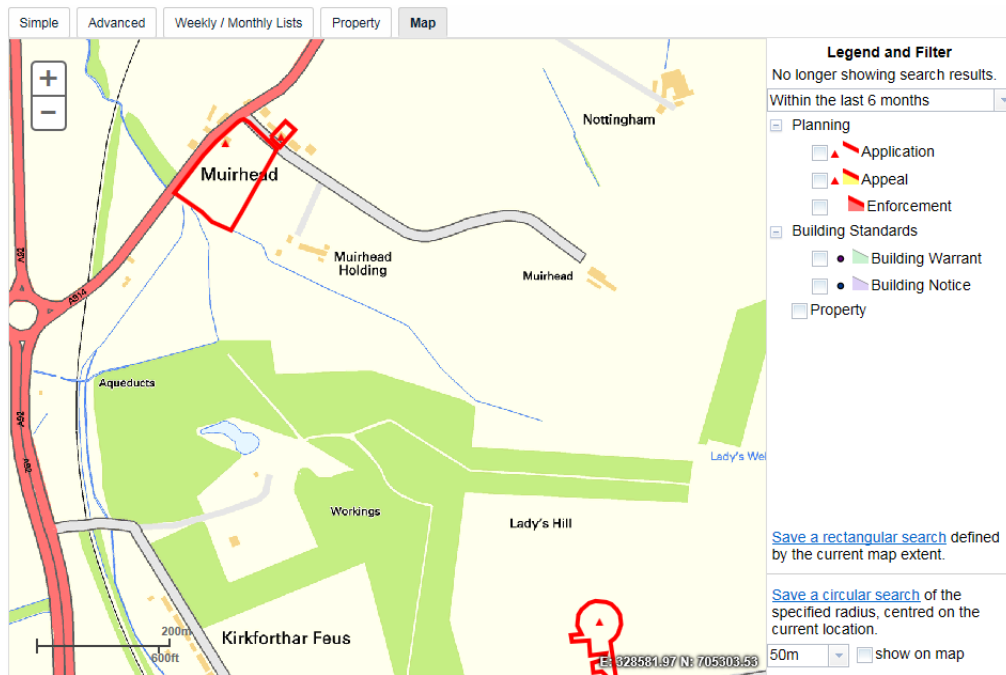
- A custom property search can be carried out by selecting the 'Address Search' tab where you can insert property name/number, street name, locality, town and postcode
- The results will display all addresses which have applications in progress
- You can search alphabetically by street by selecting 'A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

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' 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' (in a dark blue box) and 'Reset' (in a grey box).

## 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



Details on how to use the Map Search are shown overleaf.

## 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
- Building Control
  - 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
- Licensing
  - Applications – shown as purple shaded polygon
  - Licences – shown as purple, non-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 Profile

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

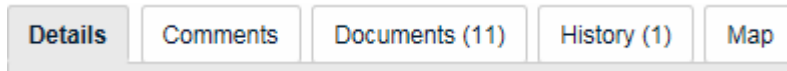
- Rectangular search - saves all of the records of the selected record type that apply to the area currently shown on the map
- Circular search - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

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.

### 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

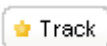
You can view other Planning Applications, Planning Appeals and Planning Enforcements related to this application and also the property that it applies to.

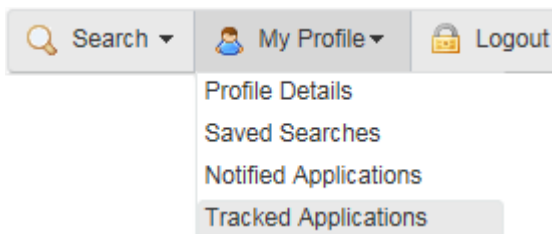
### Map

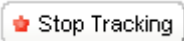
You can view the location of this application on the map.

## Tracking 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  button
- To return to this application at a later date, select Tracked Applications under My Profile. (See Tracked Applications below)

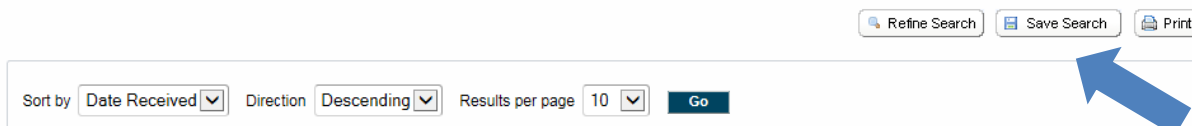


- To stop tracking an application, return to the application and click on the  button at the top right of the page. Alternatively click the red cross in the **Stop Tracking** column on the **Tracked Applications**

## Saved Searches

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

Planning » Results for Application Search



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

### Saved Search Options

Search Title (editable)	<input type="text"/>
Notify me via email about new search results	<input checked="" type="radio"/> Yes <input type="radio"/> No

## 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	<b>Advanced</b>	Weekly / Monthly Lists	Property	Map
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<b>Applications</b>	Appeals	Enforcements
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#### Reference Numbers

Application Reference:	<input type="text"/>
Planning Portal Reference:	<input type="text"/>

#### Application Details


Description Keyword:	<input type="text"/>
Applicant Name:	<input type="text"/>
Ward:	All <input type="button" value="v"/>
Community Council	Elie and Royal Burgh of Earlsferry <input type="button" value="v"/>
Agent:	<input type="text"/>
Status:	Registered <input type="button" value="v"/>
Decision:	All <input type="button" value="v"/>
Appeal Status:	All <input type="button" value="v"/>
Appeal Decision:	All <input type="button" value="v"/>
Address:	<input type="text"/>

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

Planning » Results for Application Search

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 Go

<p><b>Erection of two dwellinghouses and associated parking and garages (demolition of garage)</b> Royal Bank Of Scotland Bank Street Elie Leven Fife KY9 1BP Ref. No: 15/02695/FULL   Received: Fri 24 Jul 2015   Validated: Tue 28 Jul 2015   Status: Registered</p>	<p><b>Map Information</b></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>Show results on large map</p>
<p><b>Erection of dwellinghouse, wall and summerhouse and formation of vehicular access on Plot 4</b></p> <p>Elie House Grounds The Granary Elie Fife Ref. No: 15/02684/FULL   Received: Wed 22 Jul 2015   Validated: Tue 18 Aug 2015   Status: Registered</p>	
<p><b>Erection of dwellinghouse with associated vehicular access and parking</b></p> <p>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</p>	

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.

My Profile » Save Search

**Saved Search Options**

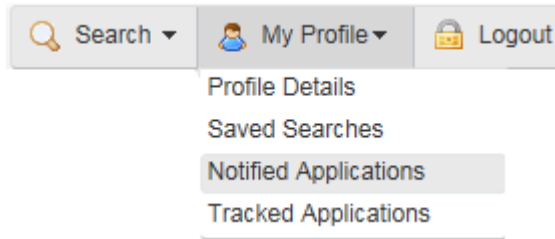
Search Title (editable)	<input type="text" value="Applications Registered within CC Area"/>
Notify me via email about new search results	<input checked="" type="radio"/> Yes <input type="radio"/> No
Last Run Date	Search not run yet.

Save Cancel

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.

## 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 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. This will only include a notification of any changes to the status of the application. Please note that the Tracking Applications function **will not notify** you 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.