Online Planning Register –

Public Access

User Guide

Updated July 2021

Before visiting our online planning register – Public Access please take the time to read the guidelines on the homepage of View Planning Applications.

Select View Planning Applications.

You can use our online register to:

- Find and view information about Planning Applications
- Find and view information about Planning Appeals
- Find and view information about Planning Enforcement Notices
- View documents and plans for Planning Applications validated since September 2009.
- Find information about Building Control submissions.

Contents

SEARCHING FOR INFORMATION

SIMPLE SEARCH
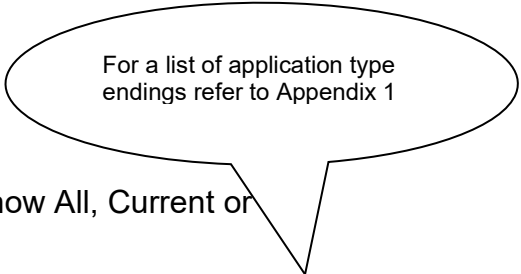A simple search allows you to search for an Application, Appeal or Enforcement

Notice by entering some text that will help identify it.

The search will default to **Applications**.

Applications   Appeals   Enforcements

For a list of application type
endings refer to Appendix 1

Using the **Status** dropdown you can amend the status to show All, Current or Decided applications.

In the free text box shown, type either an application number (e.g. 14/02132/3FUL, a postcode (e.g. DN1 3BU), partial address (e.g. Civic Office) or a keyword that may appear in the description of the application (e.g. office) and select **Search**.

Applications or cases that match with your selection will then be displayed.

NO RESULTS RETURNED?

Try amending your selection i.e. Westgate may be two words West Gate. Or try searching again using the **Advanced Search** facility. A maximum of 1000 records can be retrieved at any one time.

TIME SAVER TIP.

Instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search.

ADVANCED SEARCH (Planning Applications)

On the **Planning-Simple Search** page select **Advanced.**

The **Advanced** search will default to **Applications**.

On this screen you can choose to search by various fields including Ward, Parish, Agent. You can also include dates in your selection.

If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 01/09/2011) or click onto the calendar button and pick a date.

Problems?

Too many results (a maximum of 1000 records can be retrieved) – try searching again, but add from a different option. Alternatively, add a date selection into your search to limit the range of your search.

If you want to remove ALL of the selections you have made on the search form, select **Reset** at the bottom of the screen.

ADVANCED SEARCH (Appeals)

To search for Appeals click on the Appeals button on the Advanced Search tab. You can search by either the Appeal case reference or original planning application reference or any of the options listed in appeal details.

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

| Applications | **Appeals** | Enforcements |
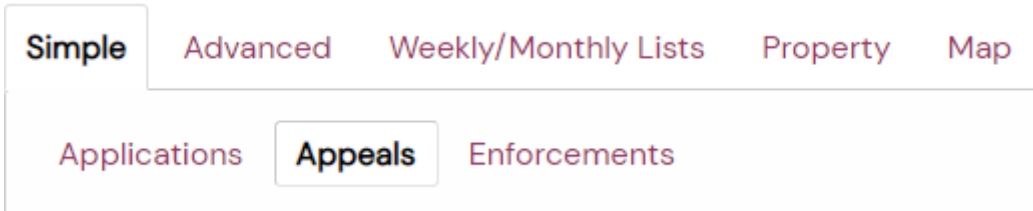
In addition you can also choose selections from the available fields to refine your search. You can also search for appeals by Date Lodged or Date of Decision. If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 21/06/2011or click onto the calendar button and pick a date.

WEEKLY/MONTHLY LISTS

On the **Planning-Simple Search** page select **Weekly/Monthly Lists.**

You can search for all applications either **validated** or **decided** in a given week. All weeks start on a Monday and end on a Sunday. You can search any week in the past sixteen weeks.
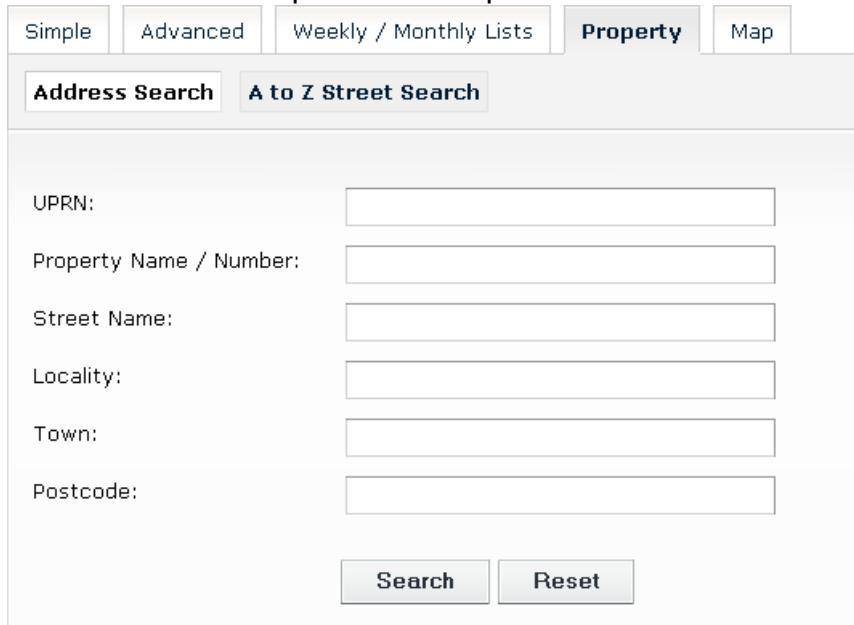

You can also limit your weekly list to just applications in one **Parish** or **Ward** by choosing the week, then the Parish or Ward from the drop down list.

If you wish to view a **Monthly List**. Select this option at the top of the menu. You can search for any month in the past six months.

PROPERTY SEARCH

On the **Planning-Simple Search** page select **Property.**

You can search for an address using a free text search by selecting the
Address Search option at the top of the menu.

You will get the best results by typing in the **Property Name/Number** and the **Street
Name** only.

PROPERTY SEARCH (A - Z Street Search)

Choose the street that you require by finding it under the relevant letter.

A list of all the streets beginning with the selected letter will be returned, like the
example above. Select the street you require.

A list of all the properties on the street will be returned, like the example below. Choose the address you wish to search by selecting from the list.

Note: If you choose the map tab on the property search the only information it will show is the property. No information for applications, appeals etc will be shown.

MAP SEARCHING

On the **Planning-Simple Search** page select **Map.**

Map tools – The interactive maps 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 pressed, drag the cursor in the direction that you want to pan.
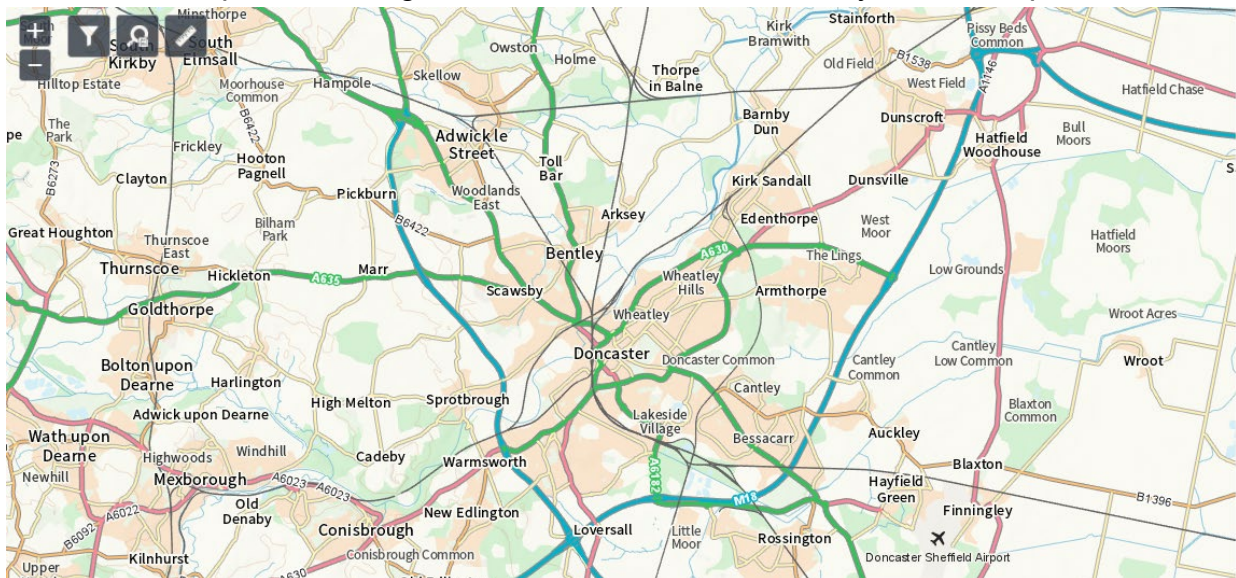
Once you have selected the relevant part of the map you can now filter the search.

MAP FILTERS

Select the [filter icon] icon, the following will be displayed.
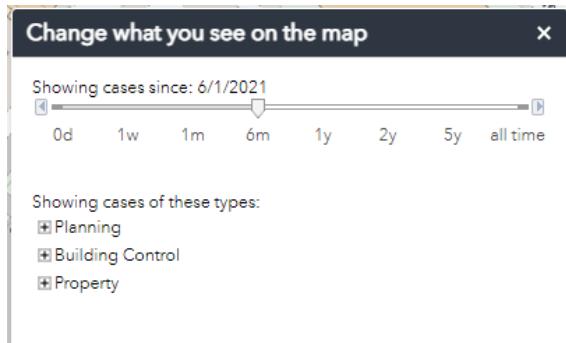
Using the + icons at the side of each select what you want to search for.
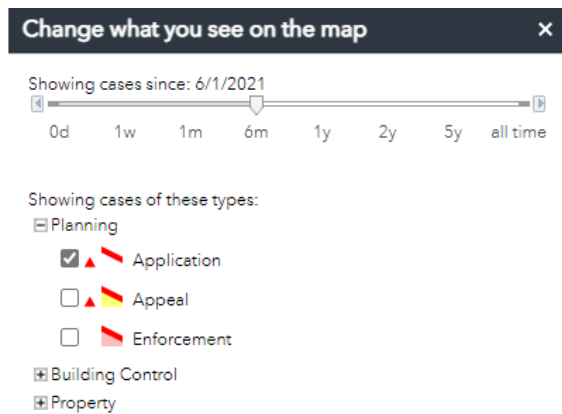
Planning –

Applications – Red polygons or triangles
Appeals – Shaded yellow
Enforcement – Shaded red

Building Control –

Applications – Blue polygons or triangles

Property –

Property – shown as black dots and black outlines identifying points and parcels of land associated to an address.

Select the relevant time period from the scroll bar.

PLEASE NOTE – It allows you to set the date field to "all time". Unfortunately, our property histories are not complete and information for plotted applications is only available from 1st April 2005.

Click a polygon to display summary information on that record.
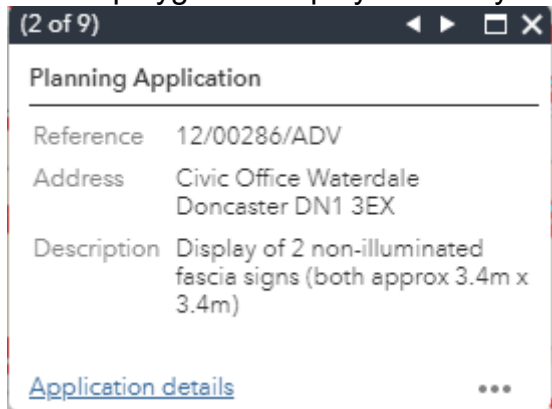
VIEWING SEARCH RESULTS

Whether you are searching for planning applications or appeals the results of your search will be returned in one of two ways.

If there is only one record found, then details of it will be displayed. If there is more than one record, a list of records with a summary will be displayed. To tab between cases use the arrow for the next record. To view application details select the Applications details link.

PLANNING APPLICATION SUMMARY

The planning application summary looks like the screen below.

The **Summary** screen gives basic information about the application. Further details can be found under the **Further Information**, **Contacts** and **Important Dates** options.

If the application is currently being considered and the application type allows comments, you can submit comments by clicking on the **Make a Public Comment** tab.

If you wish to view any available documents including comments or plans relating to the application click on the **Associated Documents tab** then select **View associated Documents which will open up a new tab with the documents listed.**

Plans and documents are only available for applications received after 1st September 2009. We aim to make documents available within 5 working days.

APPEALS SUMMARY

The appeals summary looks like the screen below.

Planning » Appeal Details

06/00053/TEST | This is a test application for DMBC training purposes | DMBC Planning Services Second Floor Danum House St Sepulchre Gate Doncaster DN1 1UB

Help with this page

[Save Search] [Refine Search] [Track] [Print]

| Details | Related Cases (4) | Associated Documents | Map |

Summary | **Important Dates**

Reference:	06/00053/TEST
Alternative Reference:	PP-00055213
Address:	DMBC Planning Services Second Floor Danum House St Sepulchre Gate Doncaster DN1 1UB
Nature:	This is a test application for DMBC training purposes
Status:	Appeal Allowed

The **Details Summary** screen gives basic information about the appeal. Details of significant dates can be found under the **Important Dates** tab.

Details of the planning application that the appeal relates to can be found under the **Related Cases** tab.

On the **Map** tab, you can see the boundary of the appeal site. Please note that you cannot search for other appeals on this map.

Where can I view appeal documentation? Appeal statements and appeal decisions that relate to planning applications can be found with all the other documents that relate to the planning application on the **Associated Documents** tab/**view associated documents.**

HOW TO REGISTER

Select the Register button.
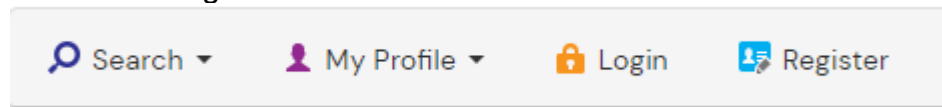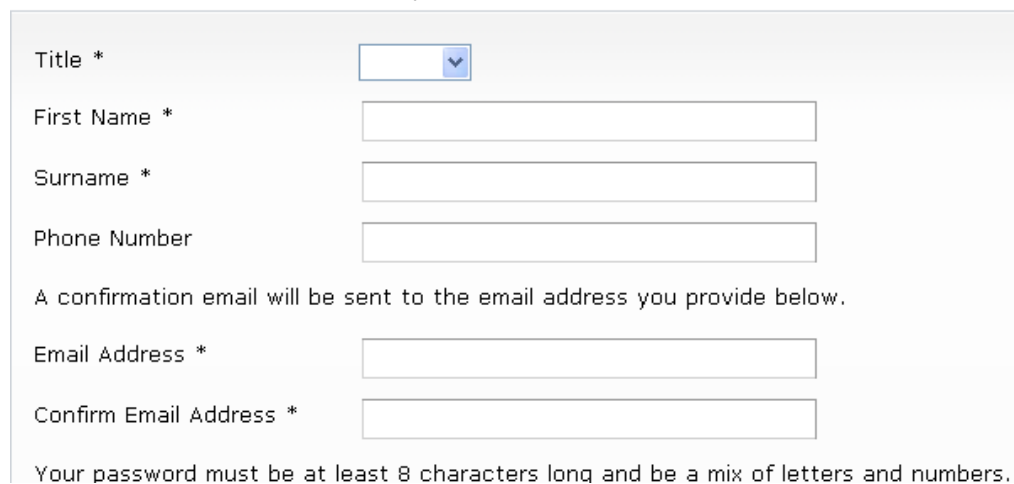
Please provide your contact details as requested and then choose a password that you will use in future to log in with.

Registration

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.
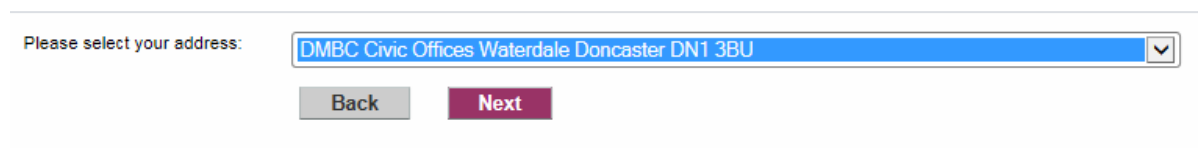
Title *	
First Name *	
Surname *	
Phone Number	

A confirmation email will be sent to the email address you provide below.

Email Address *	
Confirm Email Address *	

Your password must be at least 8 characters long and be a mix of letters and numbers.

Click on **Next**. On the next screen type in your Postcode and select **Next**. The next screen will display all the addresses that share your Postcode.

Registration

Please select your address: DMBC Civic Offices Waterdale Doncaster DN1 3BU

Back   Next

Select the drop down arrow to the side of the first address to expand the list of addresses and then find and select your address. Click **Next** when you have completed this screen.

A registration screen will be displayed. Check the details are correct and tick the boxes once you have read and agreed to the **Terms and Conditions** and **Your Data**. Select **Next**.

A confirmation email will then be sent to the email address you provided.

To finish the Registration process, please open this email and select the link within it. When you have done this, you have registered and can now log into Planning Applications Online to make comments or use the new features.

Problems registering? If your postcode is not recognised or you live outside the Doncaster Council area the following screen will be displayed.

Registration

> ❌ **Please check your registration details**
> - No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.

Address Line 1 *	
Address Line 2	
Town/City *	
Postcode *	S65 9RT

Back   Next

Please complete your address details manually and then select **Next**. A confirmation email will then be sent to the email address you provided.

HOW TO LOG IN

Once you have registered, select Login.
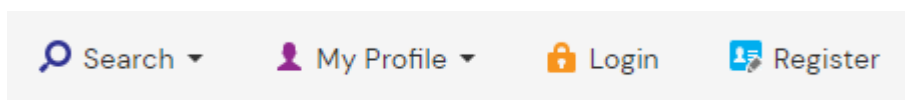
Complete your email address and the password that you chose when you registered. Select login.

Forgotten your password? Just select the Forgotten Password? link and a reminder will be sent to your email address.

MAKING COMMENTS

To make a comment you must register. This is a requirement to ensure GDPR compliancy.

You can only comment on certain types of applications that are currently being considered. We do not accept anonymous comments. If comments cannot be made, then a message will appear on the Make a Public Comment screen.

To make comments select the Make a Public Comment.

Enter the details as required and your comments.

Select **Submit** to send us your comments.

Please note while drafting a comment if you are logged out due to a time out when you log back in the comment will be retained. The comment will be retained by your browser's cookies for up to two days on the same machine until its submission. If you are still typing a comment after the 30 minute time out period, you will not be logged out of the site until you perform an action which will cause the page to refresh. You can log back in and pick back up where you have left it at the time of log out.

Please note that all comments made on planning applications are a matter of **public record** and will be displayed on the internet on **Planning Applications Online**. Therefore do not include your contact details or any other information you are unwilling to publish on the internet.

SAVED SEARCHES

You must **Register** and **Log in** before you can save your search in **Planning Applications Online**.

When you have set up and run your search, you have the option of saving the search. To do this select the Save Search from the top button.

You will then be asked to give your search a name
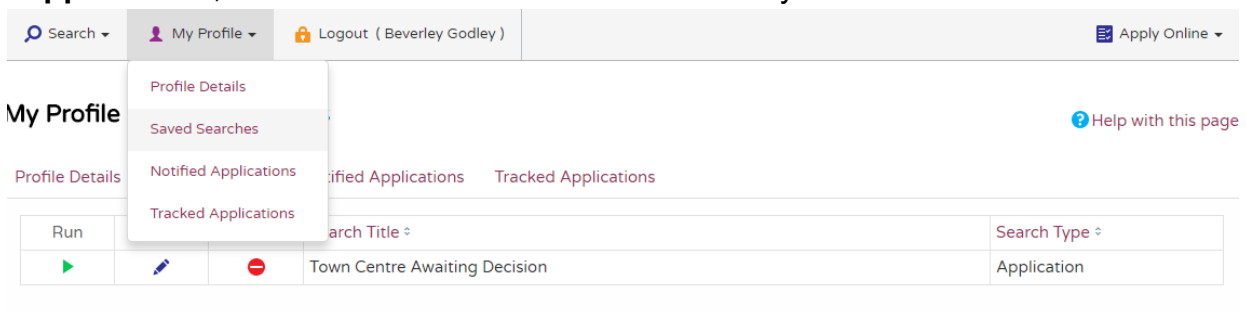
You also have the option of asking to be informed by email when any new results are found by your search. If you tick **No** to this option, any new results will appear in the list of Notified Applications which you can find under **My Profile – Notified Applications**, but no email notification will be sent to you.

If you want to amend or delete a saved search, go to **My Profile – Saved Searches**

To edit a search, click on **Edit** against the search you wish to change. Make the changes and then select **Save**. To delete a search select the **Delete** and confirm the deletion when prompted.

If you have asked to be informed of changes by email, the system runs a daily update and will send 1 email detailing any saved searches which have new entries and any tracked application which have been updated. You can select the application number to view the application.

SAVED MAP SEARCHES

You must **Register** and **Log in** before you can save your search in **Planning Applications Online**.

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 map search – saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.
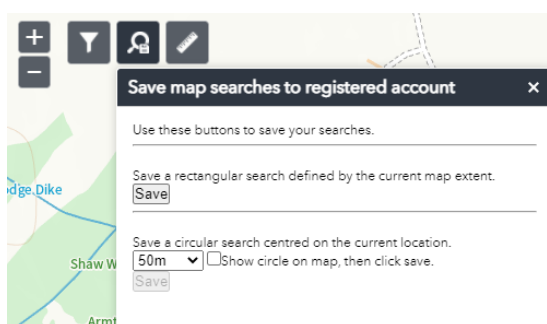
TRACKED APPLICATIONS

You must **Register** and **Log In** before you can track an application in **Planning Applications Online**.

You can ask **Planning applications Online** to track any application in the system for you. When an application is being tracked you will be notified by email if the status of the application changes e.g. when the application has a decision.

To begin tracking an application – on the **Application Summary** screen click on **Track** at the top of the screen.

The application will now appear on your **Tracked Applications** screen

View	Stop Tracking	Reference	Address	Type	Status
🗔	✖	18/01187/FUL	Doncaster MBC Civic Offices Waterdale Doncaster DN1 3BU	Application	Awaiting decision

If you wish to stop tracking an application click on the red cross under the **Stop Tracking** option.

CHANGING YOUR PROFILE DETAILS

You must **Log In** before you can save your changes to your profile in **Planning Applications Online**.

If you wish to change your profile, select Profile Details and then select one of the options from the top of the screen.

Profile Details	Saved Searches	Notified Applications	Tracked Applications

🔒 Change Password   👤 Update Personal Details   ⊖ Delete Profile

Change Password – you can change the password you use to log in to **Planning Applications Online**

Update Personal Details – you can change your name, postal address, telephone number and email address

Delete Profile – you can delete your account from the system. Please note that if you do this, you will no longer be able to make comments, save searches or track applications and that any searches you have saved will be deleted and you will no longer be able to continue tracking any applications.
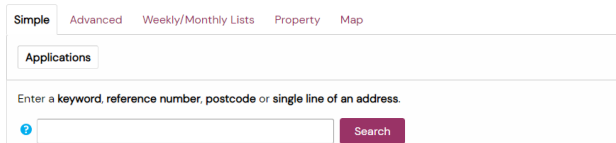
SEARCHING FOR INFORMATION IN BUILDING CONTROL

SIMPLE SEARCH (Building Control)

On this screen you can search for Building Control.

In the free text box shown, type either an application number (e.g. 09/01234/DEX), a postcode (e.g. DN1 1UB), partial address (e.g. St Sepulchre Gate) or a keyword that may appear in the description of the application (e.g. office) and select **Search**.

Any applications that match with your selection will then be displayed.
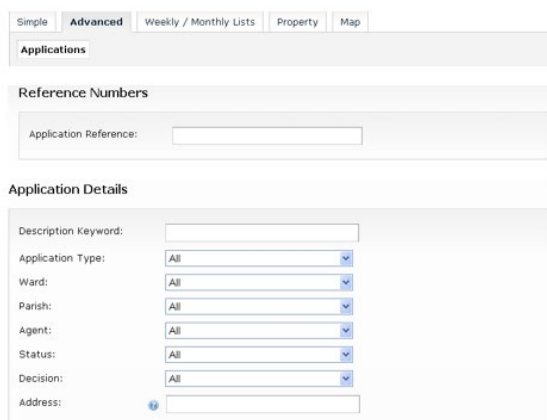
NO RESULTS RETURNED?

Try amending your selection i.e. Westgate may be two words West Gate. Or try searching again using the **Advanced Search** facility. A maximum of 1000 records can be retrieved at any one time. You can save this search to run again by clicking on the Save search button.

TIME SAVER TIP

Instead of scrolling down to the Search button, press the **Enter** or **Return** key on your keyboard to start the search.

ADVANCED SEARCH (Building Control)

Type in the reference i.e. if you type in 11/0001/DEX then all applications with the reference 11/00010 to 11/00019 will be returned. Please ignore any letters after the

number.

You can also choose to search by Ward or Parish or select from the other options by selecting the drop down arrows and then selecting from the list.

Select **Building Work Started** from **Status** list, together with a **Ward** or **Parish** to find applications in that area.

You can also include dates in your selection as well as any fields above.

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Received: ____ to: ____

Decision Date: ____ to: ____

Valid Date: ____ to: ____

Application Commenced: ____ to: ____

Application Completed: ____ to: ____

Search   Reset

If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 01/09/2011) or click onto the calendar button and pick a date.

Problems?

Too many results – try searching again, but add from a different option. Alternatively, add a date selection into your search to limit the range of your search.

If you want to remove ALL of the selections you have made on the search form, click **Reset** at the bottom of the screen.

TIME SAVER TIP

Instead of scrolling down to the Search button, press **Enter** or **Return** key on your keyboard to start the search, **BUT** if you have made a selection in one of the fields remember to click out of this field (but not into another field) **BEFORE** you press the **Enter** or **Return** key. You can save this search to run again by selecting the Save Search button.

WEEKLY/MONTHLY LISTS (Building Control)

You can search for all applications either **Deposited**, **Decided**, **Commenced** or **Completed** in a given week. All weeks start on a Monday and end on a Sunday. You can search any week in the past sixteen weeks.

You can also limit your weekly list to just applications in one **Ward** or **Parish** by choosing the week, then the ward or Parish from the drop down list.

If you wish to view a **Monthly List**. Select this option at the top of the menu. You can search for any month in the past six months.

Appendix 1

What do the application number endings mean?

A planning application reference number will be detailed as follows:

21/01234/FUL

The first two characters represent the year (e.g. 21)

The next 5 numbers represent a unique sequential number for the application

The ending is always an abbreviation of the type of planning application it is.

These abbreviations and their descriptions have been outlined below.

Please note: This list is accurate as of March 2021

Application Type Abbreviation	Application Type Description
3ADV	Application to Display Adverts (DMBC Reg 3)
3COU	Change Of Use (DMBC Reg 3)
3DEM	Demolition Notification (DMBC Reg3)
3FUL	Planning FULL (DMBC Reg3)
3FULM	Planning FULL (DMBC Reg 3) Major
3OUT	Outline Planning (DMBC Reg 3)
3OUTM	Outline Planning (DMBC Reg 3) Major
3REM	Reserved Matters (DMBC Reg 3)
3REMM	Reserved Matters Major (DMBC Reg 3)
4ADV	Application to Display Adverts (DMBC Reg 4)
4COU	Change Of Use (DMBC Reg 4)
4DEM	Demolition Notification (DMBC Reg4)
4FUL	Planning FULL (DMBC Reg 4)
4FULM	Planning FULL (DMBC Reg4) Major
4LBC	Listed Building Consent (DMBC Reg 4)
4OUT	Outline Planning (DMBC Reg 4)
4OUTM	Outline Planning (DMBC Reg 4) Major
ADV	Application to Display Adverts
AGD	Agricultural Determination
AGR	Agricultural Notification
CIR	Circular 18/84
CON13	Conservation Area Consent (DMBC Reg 13)
COND	Discharge of Conditions
COU	Change of Use
COUM	Change of Use Major
CPE	Certificate Existing Lawful Use/Development
CPL	Certificate Proposed Lawful Use/Development

Application Type Abbreviation	Application Type Description
DEM	Demolition Notification
FUL	Full Application
FULA	Planning FULL With Environmental Assessment
FULAC	Planning FULL With EA (County Matters)
FULM	Planning FULL Major
FULMC	Planning FULL Major (County Matters)
HAZ	Hazardous Substance Consent
HEDGE	Hedgerow Removal Notice
LB13	Listed Building Consent (DMBC Reg 13)
LBC	Listed Building Consent
LBCM	Listed Building Consent Major
LBCSTR	Listed Building Consent for Grade I/II*
LBD	Listed Building Demolition
LD13	Listed Building Cons to Demolish (DMBC)
MAT	Non Material Changes
MATC	Non Material Changes (County Matter)
MIN	Mineral Application
MINA	Mineral Application With Environ. Assess
OHL	Overhead Electricity Lines
OUT	Outline Application
OUTA	Outline With Environmental Assessment
OUTAC	Outline Application with EA (County)
OUTM	Outline Planning Major
OUTMC	Outline Application Major(County Matter)
PD	Permitted Development Enquiry
PDE	General Permitted Development-Extensions
PIP	Planning Permission in Principle
PRIOR	Prior Approval
REM	Approval of Reserved Matters
REMM	Approval of Reserved Matters Major
REMMC	Reserved Matters Major (County)
REV	Determination Conditions Mineral Mining Site
REVA	Det Conds Min Mining Site+Env Statement
TCON	Works to Tree in Conservation Area
TDC	Technical Details Consent
TEL	Telecommunications Notification
TIP	Tipping/Waste Disposal
TIPA	Tipping/Waste With Environmental Assess.
TMPCOU	Temporary Change of Use
TMPHFT	Temporary COU (Hot Food Takeaway)

Application Type Abbreviation	Application Type Description
TPO	Tree Preservation Order
WCCC	Without Compliance with Cond (County)