

## USING NEW PUBLIC ACCESS FOR PLANNING

Before visiting our new Public Access system for Planning please take the time to read the following guidelines.

Click [HERE](#) to go to the New Public Access system for Planning.

### You can use Public Access to:-

find and view information about planning applications and comments on them;  
find and view information about planning appeals;  
view documents and plans for planning applications made since January 2009.

### New features include:

better searching facilities, including searching on descriptions;  
the ability to track individual applications and be informed by email of any changes;  
saving searches to be notified of new applications made in your area.

Before you can make a comment, track individual applications or save a search you must register on the site. However you can view the information without needing to register. See the [HOW TO REGISTER](#) topic below

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## TERMS AND CONDITIONS

### General

Information is available for planning applications from 1974. Plans and documents are available online for applications valid after 1st January 2009. Information for appeals, discharge of conditions and non material amendments are stored against the original planning application. We aim to make documents available within five working days. Revised plans may be uploaded to an application but the changes made may be of a minor nature so that additional comments are not invited. Please check the 'comments to be made by date' on the 'important dates screen' for details of when comments should be submitted by. Enforcement information will be added to the system within the next few months.

### Histories

The on-line planning history contained within the site should be complete for applications submitted after 1st January 2000. However it should not be relied on in connection with property or legal transactions. You are advised to carry out a local land charges search through the Council's Land Charges Section [locallandcharges@leeds.gov.uk](mailto:locallandcharges@leeds.gov.uk).

No responsibility will be taken for any errors or omissions in the planning history information obtained from "Public Access". Similarly, the information contained with "Public Access" does not constitute in any way a formal notification of a planning decision and as such any actions taken as a result of information displayed on the site are undertaken entirely at the viewer's own risk.

Leeds City Council reserves the right to remove or not display certain planning application information for confidentiality or other reasons.

If you have any queries please contact the Development Enquiry Centre on 0113 222 4409 or email to [dec@leeds.gov.uk](mailto:dec@leeds.gov.uk).

### Emails from Public Access

If you choose to receive emails from Public Access in respect of Saved Searches or Tracked Applications, Public Access will send you only **ONE** email each day that a change takes place. All new search results and any tracked applications that have changed, irrespective of the number being monitored, will be included together in this one email.

You should ensure that any **Spam Filters** you have applied to your email account are set to allow emails from [planning.comments@leeds.gov.uk](mailto:planning.comments@leeds.gov.uk) or [public.access@leeds.gov.uk](mailto:public.access@leeds.gov.uk) into your inbox or you may not receive the emails that we send you.

The emails will contain active links to take you to the applications they refer to. You will need to set your email program to receive and display HTML. If it is not, the links may not be active when you open the email. If this happens, you could try accessing your email via your providers web page or, alternatively you will need to note the application numbers and find them in Public Access manually.

## SEARCHING FOR INFORMATION

### SIMPLE SEARCH

On this screen you can search for Applications or Appeals that have been submitted within the last **TWO YEARS**

To search for **Appeals** click the button and then type in your selection.

Search for:

Applications  Appeals

In the free text box shown, type either an application number (eg 09/01234 ignoring any letters), a postcode (eg LS2 8HD), partial address (eg Rossington Street) or a keyword that may appear in the description of the application (eg hotel) and click on **Search**

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



**No results returned?** Try amending your selection ie Highgrove may have been input on the application as High Grove. Or try searching again using the **Advanced Search** facility. Please remember that only applications made within the last **TWO YEARS** can be found using **Simple Search**. A maximum of 500 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.

Click to go to [Simple Search](#)

## ADVANCED SEARCH (Planning Applications)

This screen can be used to look for planning applications back to 1974.

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

Applications Appeals

### Reference Numbers

Application Reference

### Application Details

Description Keyword	<input type="text"/>
Applicant Name	<input type="text"/>
Application Type	All <input type="button" value="v"/>
Ward	All <input type="button" value="v"/>
Parish	All <input type="button" value="v"/>
Agent	All <input type="button" value="v"/>
Status	All <input type="button" value="v"/>
Decision	All <input type="button" value="v"/>
Appeal Status	All <input type="button" value="v"/>
Address	<input type="text"/> 

Type in part of an application reference ie if you type in 09/0001 then all applications with the reference 09/00010 to 09/00019 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 clicking onto the drop down arrows and then selecting from the list.



Select **Pending Consideration** from **Status** list, together with a **Ward** or **Parish** to find current applications in that area.

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

### Dates

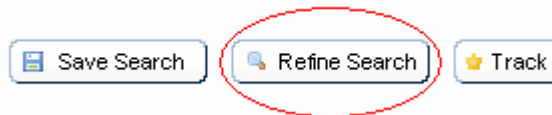
Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Validated:	<input type="text"/>	to:	<input type="text"/>
Date Actual Committee:	<input type="text"/>	to:	<input type="text"/>
Decision Date:	<input type="text"/>	to:	<input type="text"/>

If using dates, please remember to input the date in the format dd/mm/yyyy (eg 21/06/2008) or click onto the calendar button and pick a date.



**Problems?** Too many results (a maximum of 500 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. To change your selection and search again click on Refine 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 the **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 clicking on the Save Search button.

Click to go to [ADVANCED SEARCH](#)

## 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			

### Reference Numbers

Appeal Reference	<input type="text"/>
Application Reference	<input type="text"/>

### Appeal Details

Description Keyword	<input type="text"/>
Appeal Type	<input type="text" value="All"/>
Ward	<input type="text" value="All"/>
Parish	<input type="text" value="All"/>
Appeal Status	<input type="text" value="All"/>
Appeal Decision	<input type="text" value="All"/>
Appeal Process	<input type="text" value="All"/>
Address	<input type="text"/>

### 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 Lodged:	<input type="text"/>	to:	<input type="text"/>
Date Inspectorate Decision:	<input type="text"/>	to:	<input type="text"/>

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 (eg 21/06/2008) or click onto the calendar button and pick a date.

Click to go to [ADVANCED – APPEAL SEARCH](#)



**TIME SAVER tip** – instead of scrolling down to the Search button, press the **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 clicking on the **Save Search** button.

## 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 twelve months.

**Weekly List**

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

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

**Weekly List** Monthly List

Status:

Parish:

Ward:

Week beginning:

Show applications:  Validated in this week  
 Decided in this week

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 are searching for applications that have been decided, you can choose to look only for applications that are approved or refused by selecting this from the **Status** field.

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 twelve months.



**TIME SAVER tip** – instead of scrolling down to the Search button, press the **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.

Click to go to [WEEKLY/MONTHLY LISTS](#)

## PROPERTY SEARCH (A – Z SEARCH)



**TIME SAVER tip** – it may be easier to use the **Address** field on the **Advanced Search** tab as you can just simply type the address into this field.

Click to go to [ADVANCED SEARCH](#)

Choose the street that you require by finding it under the relevant letter. Change the **Results per page** to **View All** (like the example highlighted below) if it is not already set and press **Go**.

A to Z Street Search

Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.

Simple Advanced Weekly/Monthly Lists Property Map

A to Z Street Search Address Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Results per page View All Go

### Streets beginning with G

- Gable End Terrace , Pudsey
- Gabriel Court , Hunslet , Leeds
- Gadwall Drive , Allerton Bywater , Leeds
- Gain Lane , Thornbury , Leeds
- Gainford Drive , Garforth
- Gainsborough Avenue , Adel , Leeds
- Gainsborough Drive , Adel , Leeds
- Gainsborough Fields , New Farnley , Leeds
- Gainsborough Place , New Farnley , Leeds
- Gaitskell Court , Holbeck , Leeds
- Gaitskell Grange , Holbeck , Leeds

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

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

Results for Property Search

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

Direction Ascending Results per page 10 [Go](#)

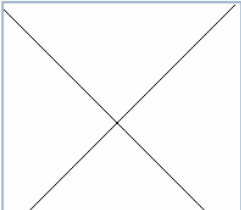
Showing 1-7 of 7

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1 Gable End Terrace Pudsey LS28 9BJ
3 Gable End Terrace Pudsey LS28 9BJ
5 Gable End Terrace Pudsey LS28 9BJ
7 Gable End Terrace Pudsey LS28 9BJ
9 Gable End Terrace Pudsey LS28 9BJ
Land Gable End Terrace Pudsey
Street Record Gable End Terrace Pudsey

#### 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 or clicking a point marked on the map.



Details relating to your choice will then be displayed. Details of any planning applications and appeals will appear on the **Property History** tab if there are any. You can also view the property on a map by clicking on the **Map** tab.

Property Address

[Help with this page](#)

000072287985 | 1 Gable End Terrace Pudsey LS28 9BJ

[Back to search results](#) [Print](#)

Address

Property History (0)

Map

<b>UPRN:</b>	000072287985
<b>Full Address:</b>	1 Gable End Terrace Pudsey LS28 9BJ
<b>Property Number:</b>	1
<b>Street:</b>	Gable End Terrace
<b>Town:</b>	Pudsey
<b>Postcode:</b>	LS28 9BJ
<b>Ward:</b>	Pudsey
<b>Parish:</b>	

If you wish to search another property on the same street use the **Back to search results** link highlighted above and select a different address.

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

**Address Search**

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

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

A to Z Street Search **Address Search**

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

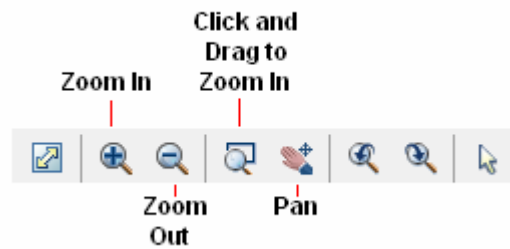
Post Code:

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

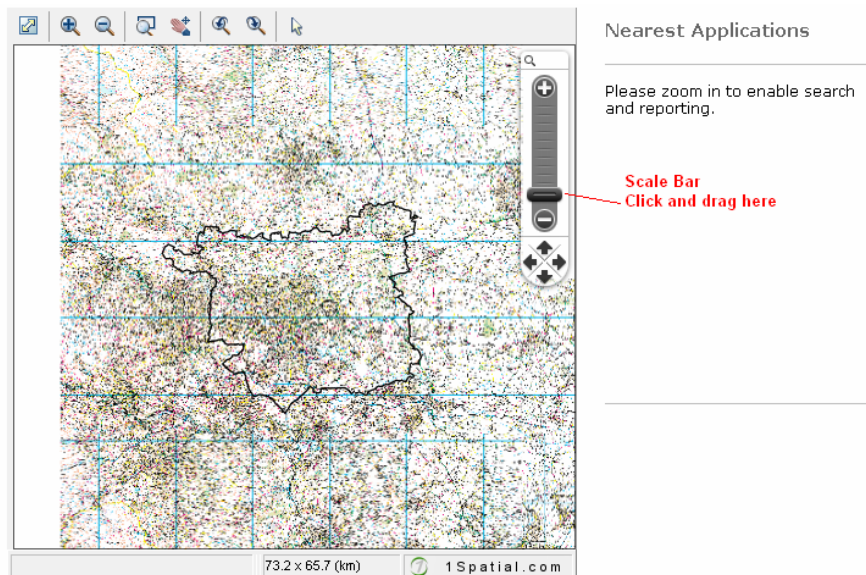
## MAP SEARCHING

On the Map tab, a map of the whole of the Leeds City Council area will be displayed when you first go into this screen.

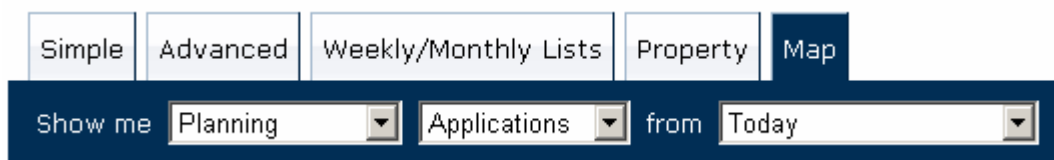
Use the buttons above the map display to:



You can also change the scale of the map by clicking on and dragging the scale bar in the top right hand corner of the map (shown below). The map can also be panned by clicking on the arrows directly below the scale bar.



Choose what you wish to search for on the map, by using the **Show Me** options shown below.



Click on the small arrows to the right to change the selection.



**Please note:** It is not possible to search for your selection until the map is at a scale of 1:5000 or less.

Once you have located and zoomed into your area of interest and made your selection from the **Show Me** options, the map will display like the one below, with the boundaries of any records (shown in the example in green) that appear within the map shown along with a list of the records on the right hand side.

If you hover your cursor over a record on the map, a pop-up box will provide the application number and address of the record (as above). If you wish to see more details of the application, click on the application number (highlighted) within the list under **Nearest Applications**.

As an alternative, you can place your cursor onto the map at a point of interest and click with your mouse. The system will return details of any applications which have boundaries that lie beneath where you clicked.



**Problems with maps?** You've found your site and zoomed in, but no records are being displayed on the map. Have you changed the **from** selection in **Show Me** from **Today** to a different period. Leaving this option set at **Today** will not allow applications older than ONE DAY old to be found.

You've changed a setting in **Show Me**, but nothing seems to be happening and the list of **Nearest Applications** has not changed. Click your mouse outside of the **from** field, or if this fails try 'nudging' the map by using the pan tool to move the map slightly, before returning back to its original position. This will make the system start searching again.

If you click onto one of the links to applications in the **Nearest Applications** list or click on a **Point of Interest** on the map, then when you return to the map, it will display the whole of the Leeds City Council area and it will be necessary for you to find your area of interest again.

If you have selected either the **Zoom In**, **Zoom Out**, **Click and Drag to Zoom In** or **Pan** options, then when you attempt to deselect any of these options by clicking on the **Select Mode** option, the system will appear to ignore your request, however, even though the cursor icon does not change, the system will have moved into the **Select Mode** and de-selected the previous mode.



**TIME SAVER tip** – If you wish to [Save Map Extents Search](#) or [Save Proximity Search](#) (click on links to see relevant topics in these guidance notes) for your area of interest you should **Log In** and do this before you click onto an application in the **Nearest Applications** list or selecting **Show Results as List**.

## 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. If you want to see more information about a particular record, click on the blue text for the record (highlighted).

You can sort the records by selecting an option from the Sort by drop down list and pressing Go. You can also change the Result per page to view all the records in one list.

**Results for Application Search**

Refine Search Save Search Print

Sort by  Direction  Results per page  Go

1 2 Next ▾ Showing 1-10 of 14

**Single storey extension to front**  
41 Fawcett way Lower Wortley Leeds LS12 4TP  
Ref. No: 09/01972/FU | Received: Thu 07 May 2009 | Validated: Thu 07 May 2009 | Status: Pending Consideration

**Conservatory to rear**  
5 Windmill Rise Wortley Leeds LS12 4WA  
Ref. No: 09/01792/FU | Received: Mon 27 Apr 2009 | Validated: Mon 11 May 2009 | Status: Pending Consideration

**Installation of ATM machine to retail unit**  
Dixon Lane Post Office 108 - 110 Dixon Lane Wortley Leeds LS12 4AD  
Ref. No: 09/01699/FU | Received: Mon 20 Apr 2009 | Validated: Mon 20 Apr 2009 | Status: Pending Consideration

**Change of use of public house to 5 one bedroom flats**

**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 or clicking a point marked on the map.



If you want to change your search without losing all the settings you selected, click on **Refine Search** at the top of the screen. You will be returned to the screen you were on before you started the search. You can then change these settings before searching again.



If you have **Registered and logged in** you will have the option to **Save the search** or to track individual applications.

## PLANNING APPLICATION SUMMARY

The planning application summary looks like the screen below.

[Help with this page](#)

09/01972/FU | Single storey extension to front | 41 Fawcett Way Lower Wortley Leeds LS12 4TP

[Save Search](#) [Refine Search](#) [Track](#) [Make a Comment](#) [Print](#)

[Details](#) [Comments](#) [Documents](#) [Related Items \(1\)](#) [Map](#)

[Summary](#) [Further Information](#) [Contacts](#) [Important Dates](#)

<b>Reference:</b>	09/01972/FU
<b>Application Received:</b>	07 May 2009
<b>Address:</b>	41 Fawcett Way Lower Wortley Leeds LS12 4TP
<b>Proposal:</b>	Single storey extension to front
<b>Status:</b>	Pending Consideration
<b>Appeal Status:</b>	
<b>Appeal Decision:</b>	

There are 0 documents associated with this application.

There are 0 cases associated with this application.

There is **1 property** associated with this application.

The **Summary** screen gives basic information about the application. Further details can be found under the **Further Information**, **Contacts** and **Important Dates** options highlighted above. The important dates tab details when comments should be submitted by if the application type allows comments and a decision has not been made.

If the application is currently being considered and the application type allows comments, you can submit comments by clicking on the **Comments** tab. You will need to **Register** and **Log in** before you can do this. Comments can be viewed on the system as documents.

If you wish to view any available documents including comments or plans relating to the application click on the **Documents** tab. Please read the separate guidance notes relating to viewing documents.

Details of any other planning applications or records that relate to this application can be found under the **Related Items** tab.

On the **Map** tab, you can see the boundary of the planning application. Please note that you cannot search for other applications on this map. If you wish to do a map search, click on the **Map Search** option at the top of the screen.



**Problems with Planning Application Summary** – some of the fields are empty – why is this? **Public Access** can access the details of over 200,000 planning applications dating back to 1974. Not all the information we show today was put in to the system originally. If this is the case, then the field will display empty.

The **Associated Documents** tab does not contain any documents. Plans and documents are only available for applications received after 1st January 2009. We aim to make documents available within 5 working days.

## APPEALS SUMMARY

The appeals summary looks like the screen below.

**Appeal Details**

[Help with this page](#)

101101 | Change of use of vacant land to domestic garden | Land Adjacent To Alvis Main Street East Ardsley

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

[Details](#) [Related Items \(2\)](#) [Map](#)

[Details](#) [Important Dates](#)

<b>Appeal Reference:</b>	101101
<b>Alternative Reference:</b>	
<b>Address:</b>	Land Adjacent To Alvis Main Street East Ardsley
<b>Nature:</b>	Change of use of vacant land to domestic garden
<b>Status:</b>	Appeal Allowed
<b>Case Type:</b>	Appeal Against Refusal
<b>Decision:</b>	Appeal Allowed
<b>Parish:</b>	
<b>Ward:</b>	Ardsley & Robin Hood
<b>Procedure:</b>	Written Representation
<b>Decision Date:</b>	22 Jun 2009
<b>Venue:</b>	
<b>Venue Date:</b>	

The **Details** 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 Items** 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. If you wish to do a map search, click on the **Map Search** option at the top of the screen.



**Problems with Appeal details** – some of the fields are empty – why is this? **Public Access** can access the details of all appeals dating back to 1974. Not all the information we show today was put in to the system originally. If this is the case, then these fields will be empty.

**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 on the application record. You will find a link to the original application on the **Related Items** tab.

## VIEWING ASSOCIATED DOCUMENTS

To view any available documents click on to the link on the **Details – Summary** screen

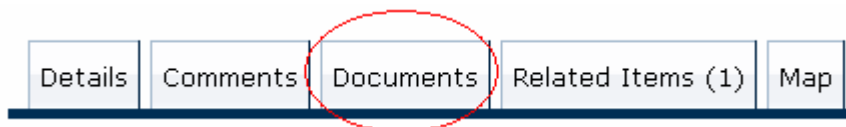
There are **15 documents** associated with this application.

This link tells you how many documents are available (15 in the example above) and clicking on it displays a list of the documents with more details, which you can then choose to view by clicking on **View Document**.

Details	Comments	Documents	Related Items (1)	Map
<b>Case No.</b>	08/04749/FU			
<b>Date Created</b>	27 Aug 2008			
<b>Location</b>	The Barn, Hawksworth Lane			
<b>Description</b>	The Barn, Hawksworth Lane			
<b>Online Ref.</b>				
Date Published	Document Type	View	Description	
27 Aug 2008	Application Form	<a href="#">View Document</a>		
27 Aug 2008	Drawing	<a href="#">View Document</a>	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN	
27 Aug 2008	Drawing	<a href="#">View Document</a>	MAP	
27 Aug 2008	Drawing	<a href="#">View Document</a>	EXISTING ELEVATIONS	
27 Aug 2008	Drawing	<a href="#">View Document</a>	PROPOSED ELEVATIONS 1 OF 2	
27 Aug 2008	Drawing	<a href="#">View Document</a>	PROPOSED ELEVATIONS 2 OF 2	
27 Aug 2008	Drawing	<a href="#">View Document</a>	EXISTING GROUND FLOOR PLAN	
27 Aug 2008	Drawing	<a href="#">View Document</a>	EXISTING FIRST FLOOR PLAN	
27 Aug 2008	Drawing	<a href="#">View Document</a>	EXISTING SITE PLAN	
27 Aug 2008	Drawing	<a href="#">View Document</a>	PROPOSED GROUND FLOOR PLAN	
27 Aug 2008	Drawing	<a href="#">View Document</a>	PROPOSED FIRST FLOOR PLAN	
27 Aug 2008	Drawing	<a href="#">View Document</a>	PROPOSED SITE PLAN	
27 Aug 2008	Drawing	<a href="#">View Document</a>	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN	
24 Oct 2008	Decision	<a href="#">View Document</a>		
24 Oct 2008	Report	<a href="#">View Document</a>		



If you wish to scale and measure plans then you should go to the **Documents** tab



Click on the View Associated Documents link.

### [View associated documents](#)


This will take you to the same list of documents except that you will have an additional option to view the document as a .TIF Doc which you should use to scale and measure.



**Please note** – you may need to have **Java** installed and enabled on your computer to be able to use this facility. You maybe asked if you wish to trust a **Security Certificate** issued by **Thwaite Consulting**, if you do not answer **Yes** or **Always** to this question you will be unable to use this facility.


The list will look like this example.


**Application No:** 08/04749/FU  
**Registration Date:** 27 Aug 2008  
**Location:** The Barn, Hawksworth Lane  
**Development:** The Barn, Hawksworth Lane  
**Online Ref:**

 Drawings can be large files. We recommend that you click on the "thumbnail" links. The quality of the image depends on the quality of the original submission.

Date published *	Document Type	View	Description
27 Aug 2008	Application Form	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a> / <a href="#">Thumbnails</a>	
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	EXISTING ELEVATIONS
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	EXISTING FIRST FLOOR PLAN
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	EXISTING GROUND FLOOR PLAN
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	EXISTING SITE PLAN
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	MAP
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	PROPOSED ELEVATIONS 1 OF 2
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	PROPOSED ELEVATIONS 2 OF 2
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	PROPOSED FIRST FLOOR PLAN
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	PROPOSED GROUND FLOOR PLAN
27 Aug 2008	Drawing	<a href="#">Whole Doc</a> / <a href="#">TIF Doc</a>	PROPOSED SITE PLAN
24 Oct 2008	Decision	<a href="#">Whole Doc</a>	
24 Oct 2008	Report	<a href="#">Whole Doc</a>	

## Measuring Documents or Plans (using the .TIF Doc Option)

First, you must set the scale, which is usually at the bottom right of the plan eg 1:50 or 1:100 or 1:500 etc. Click on the Set Scale button  and in the Ratio field change the second field to the scale, ie if the scale is 1:50, change the second field to 50. Change the Units of Measure to Metres and click OK.

Then, click on the Measure button . Click once where you wish to begin measuring and double click to stop. To measure around a building or shape, click once to start and then again at any point you want to change direction. Double click to stop. The measurements will appear in a separate box.

## HOW TO REGISTER

Click on the Register button, highlighted below.



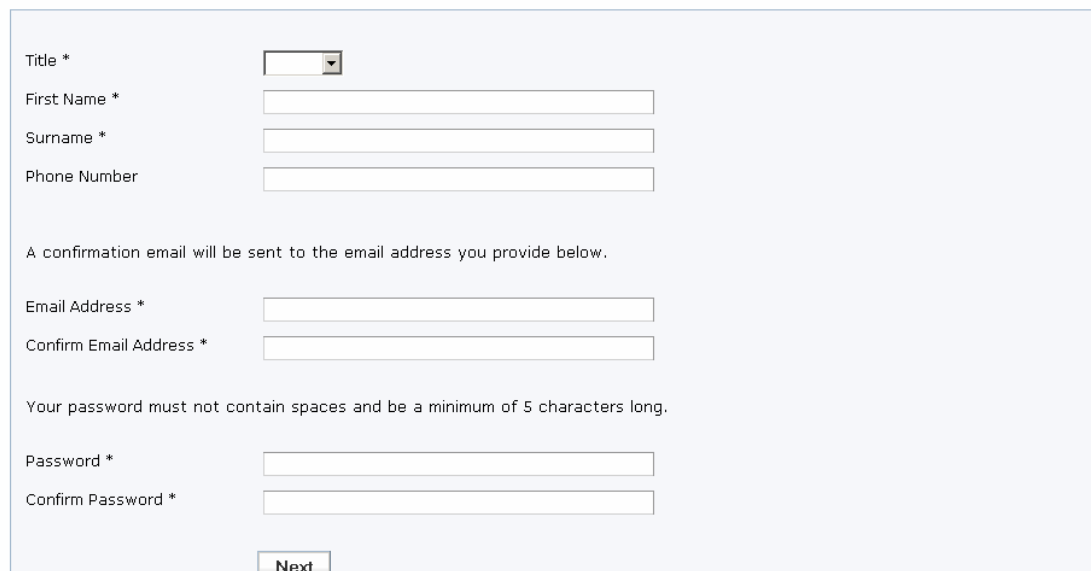
The screenshot shows the Leeds City Council website header with navigation links: Home, Life events, Do it online, About Leeds, Council publications, FAQs, Contact us, Accessibility. Below the header is a search bar with a magnifying glass icon and a dropdown arrow. To the right of the search bar are links for My Profile, Login, and Register. The Register link is circled in red. Below the search bar is a 'Simple Search' section with a search input field and a Search button. The search input field contains the text 'Search for:' and has radio buttons for 'Applications' and 'Appeals'. Below the search input field is a text box for entering a keyword, application reference, postcode, or single line of an address, and a Search button.

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

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

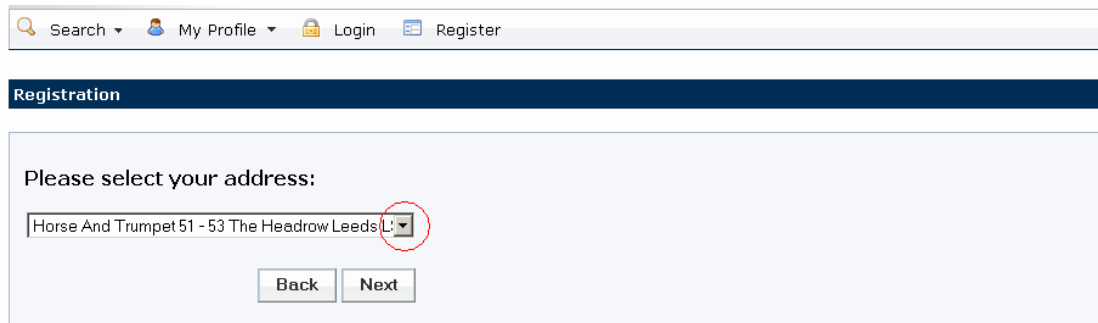
Enter your details below. Fields marked with a \* must be completed.



The registration form contains the following fields and instructions:

- Title \* (dropdown menu)
- First Name \* (text input)
- Surname \* (text input)
- Phone Number (text input)
- A confirmation email will be sent to the email address you provide below.
- Email Address \* (text input)
- Confirm Email Address \* (text input)
- Your password must not contain spaces and be a minimum of 5 characters long.
- Password \* (text input)
- Confirm Password \* (text input)
- Next (button)

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



The screenshot shows a web browser interface with a navigation bar at the top containing 'Search', 'My Profile', 'Login', and 'Register'. Below this is a dark blue header with the word 'Registration'. The main content area has the text 'Please select your address:' followed by a dropdown menu. The dropdown menu is open, showing a list of addresses, with the first one, 'Horse And Trumpet 51 - 53 The Headrow Leeds L...', highlighted. A red circle highlights the downward-pointing arrow on the right side of the dropdown menu. Below the dropdown menu are two buttons: 'Back' and 'Next'.

Click on the arrow (highlighted) to the side of the first address to expand the list of addresses and then find and click on your address. Click **Next** when you have completed this screen.

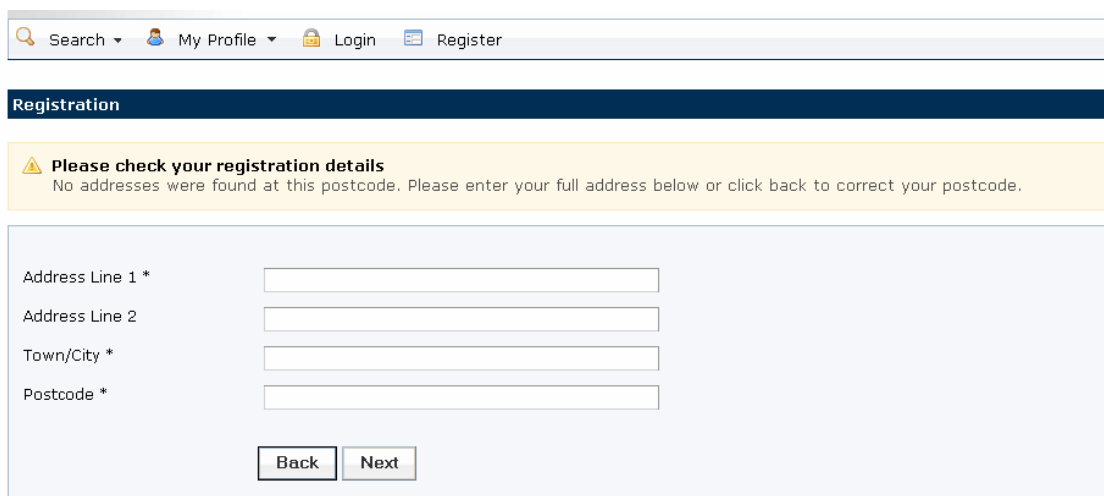
A confirmation email will then be sent to the email address you provided.

To finish the Registration process, please open this email and click on the link within it. When you have done this, you have registered and can now log into Public Access to make comments or use the new features.



**Please note!** the email you receive will contain an active link within it. Your email program will need to be set to receive and display HTML. If it is not, the link may not be active when you open the email. If this happens, it is still possible to complete the process - simply copy all of the characters that begin with <http://publicaccess> up to, but not including, the first empty space into the address box of your browser and then click on **Go**

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



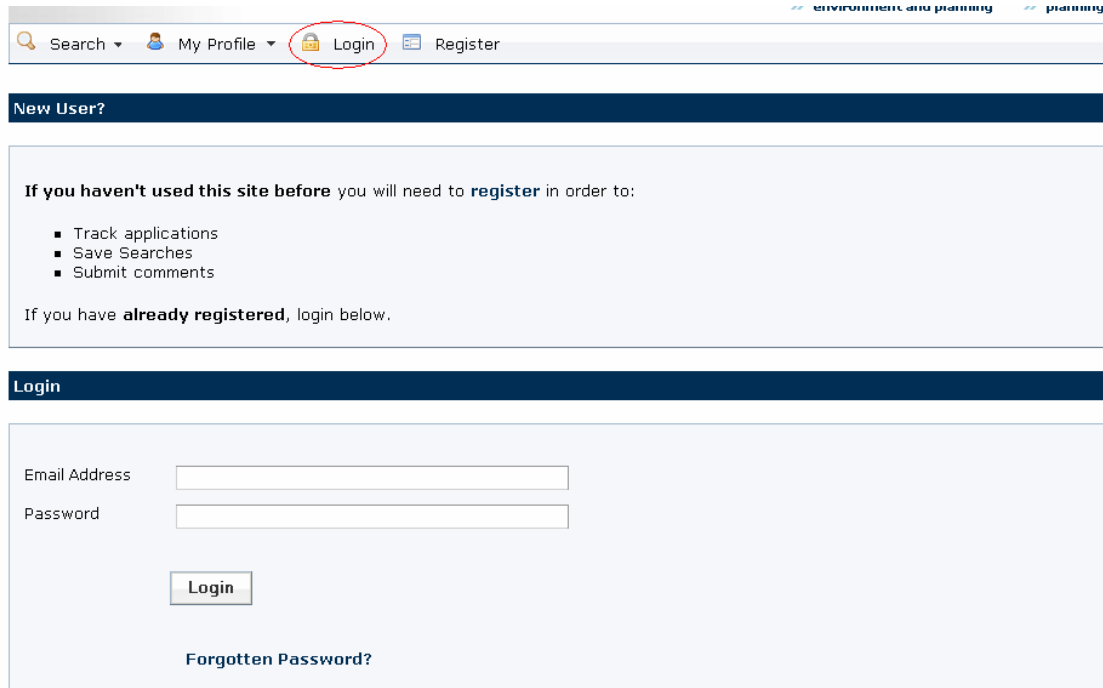
The screenshot shows the same web browser interface as the previous screenshot. Below the 'Registration' header, there is a yellow warning box with a triangle icon and the text: 'Please check your registration details. No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.' Below the warning box, there are four input fields for address details: 'Address Line 1 \*', 'Address Line 2', 'Town/City \*', and 'Postcode \*'. At the bottom of the form are two buttons: 'Back' and 'Next'.

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

## HOW TO LOG IN

Once you have registered, click on the Login option (highlighted below)

Just type your email address and the password that you chose when you registered.



The screenshot shows a website header with navigation links: "Search", "My Profile", "Login" (circled in red), and "Register". Below the header is a "New User?" section with the text: "If you haven't used this site before you will need to register in order to:" followed by a bulleted list: "Track applications", "Save Searches", and "Submit comments". Below this list is the text: "If you have already registered, login below." Below the "New User?" section is a "Login" section with two input fields: "Email Address" and "Password". Below the input fields is a "Login" button and a link for "Forgotten Password?".



**Forgotten your password?** Just click on the link and a reminder will be sent to your email address.

## MAKING COMMENTS

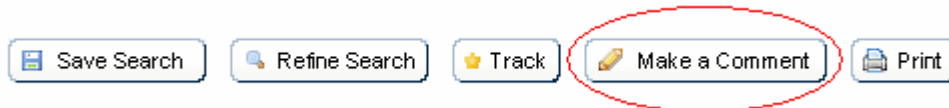
You must **Register** and **Log in** before you can use **Public Access** to submit comments.



Please note that all comments made on planning applications are a matter of **public record** and will be displayed on the internet on Public Access. Therefore do not include your signature or telephone number or any other information you do not wish to be displayed on the website within your comment text.

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 **Comments** tab and the **Make a Comment** button will not appear on the screen.

To make comments you can either click onto the **Comments** tab or on the **Make a Comment** button at the top of the screen



When you click on to either of these options the following screen will appear.



### Make a Comment

You can make a comment supporting or objecting to this planning application. Your comment will be submitted to the planning authority and will be made available online to the public. This will include your name and address, however we will not display your signature, telephone number or email address.

<b>Application Reference:</b>	09/00003/LA
<b>Address:</b>	Intake High School Calverley Lane Bramley Leeds LS13 1AH
<b>Proposal:</b>	Outline application to demolish school and erect replacement secondary school

Are your personal details correct? Click to **update my personal details**.

Your Title: \*

Your First Name: \*

Your Surname: \*

Your Address: \*

Your Tel. No.

Your Email Address:

Commentor Type: \*

Stance: \*  Object  Support  Neutral

Your Comment: \*

Send me an email confirming my comments

Please use the **Commentor Type** field to tell us if you are a neighbour or if you live outside of the immediate area of the application. Click on the down arrow (highlighted) to see all the available options.

If you would like to receive a copy of your comments by email, please put a tick in the **“Send me”** box and a copy will be sent to you, when you submit your comments.

Click on **Submit** to send us your comments.



**Please note:** all comments made on planning applications are a matter of **public record** and will be displayed on the internet on Public Access. Therefore do not include your signature or telephone number or any other information you do not wish to be displayed on the website within your comment text.

The important dates screen will tell you when comments should be submitted by, any later and the application may be determined. This date may change if revised plans are received that contain significant changes and the case officer decides to do further notification and/or consultation.

Details	Comments	Documents	Related Items (1)	Map
Summary	Further Information	Contacts	Important Dates	

<b>Application Validated Date:</b>	27 Aug 2008
<b>Comments To Be Submitted By:</b>	24 Sep 2008
<b>Actual Committee Date:</b>	

**How do I know you have received my comments?** After you have clicked **Submit**, a message banner should appear at the top of your screen that looks like the one below.

Application Comments [Help with this page](#)

**⚠ Your comments have been submitted.**  
Your comments have been registered against this application.  
An email confirmation has been sent to your email.address@your.email.provider  
An email confirmation has been sent to the case officer.

This tells you that you comments have been successfully submitted. If the banner tells you that your comments have been submitted, but that a function has **NOT** been performed, you do not need to take any action. We will also be notified of this and will take the appropriate steps to rectify any error.

If the banner indicates that submission of your comments has failed or if no banner appears at all, please try submitting your comments again.

## SAVED SEARCHES

You must **Register** and **Log in** before you can save your search in **Public Access**

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



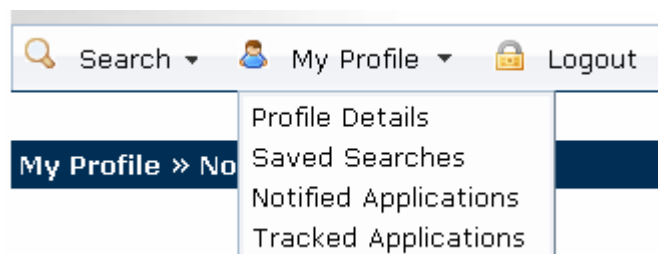
You will then be asked to give your search a name

**My Profile » Save Search**

Enter a Search Title that is meaningful to you. You can also choose to receive email updates when new cases are added matching your search.

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

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**

Search Title	Search Type	Max Results	Run	Edit	Delete
Search No. 1	Application	500			
Search No. 2	Application	500	-		

To edit a search, click on **Edit** against the search you wish to change. Make the changes and then click **Save**. To delete a search click on 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 sent ONE email detailing any saved searches which have new entries and any tracked application which have been updated. You can click on the application number to view the application.

## SAVED MAP SEARCHES

You must **Register** and **Log in** before you can save your search in **Public Access**

When you have used the **Map** to find applications or cases you can save this search and ask the system to notify you by email when any new results are found by your search.

On the Map tab click on **Save Map Extents Search** (highlighted).

The screenshot shows the 'Map' tab selected in the top navigation bar. Below it, search filters are set to 'Planning' for 'Applications' from 'Within the last year'. A map of a residential area is displayed. To the right, a 'Nearest Applications' list shows two results: '09/00995/ADV' and '09/01277/ADV'. Below the list, a 'Profile' section contains three buttons: 'Save Map Extents Search' (circled in red), 'Save Proximity Search', and 'Show Results as a List'. A '50m' distance filter and a '[Highlight]' button are also visible.

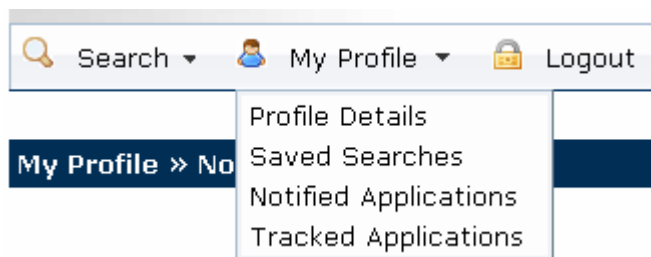
You will then be asked to give your search a name.

**My Profile » Save Search**

Enter a Search Title that is meaningful to you. You can also choose to receive email updates when new cases are added matching your search.

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

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 delete a saved map search, go to **My Profile – Saved Searches**

Search Title	Search Type	Max Results	Run	Edit	Delete
Search No. 1	Application	500			
Search No. 2	Application	500	-		

To delete a search click on the **Delete** and confirm the deletion when prompted.



**Please note** – you cannot amend the map extent once you have saved your search. If you want to change the extent, you need to create a new map search and delete any that you no longer need. If you click on the **Edit** option, you can change the name of your saved map search or change your choice of receiving email notifications.

If you wish to track any of the applications found by your search, in **Notified Applications** click on the Yellow star under Track. The application will then appear in your **Tracked Applications** list.

Notification Date	Description	View	Track	Discard
20 Nov 2009	Alterations including new first floor and raised roof height to bungalow to form four bedroom dwelling house			
20 Nov 2009	Single storey side extension			
20 Nov 2009	Test Application ONLY			
20 Nov 2009	Part two storey part single storey side and rear extension			
20 Nov 2009	Two storey side extension			



If your list of **Notified Applications** increases in length each day. You are advised to monitor the list and discard any entries immediately that are not of interest. This will ensure that your list does not become unmanageable. To remove an entry click on the red circle under Discard.

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

If you have any queries or problems please email [dec@leeds.gov.uk](mailto:dec@leeds.gov.uk) or phone 0113 222 4409

## SAVED PROXIMITY SEARCHES

You must **Register** and **Log in** before you can save your search in **Public Access**

You can also ask the system to notify you about any applications within a fixed distance from the centre of your map.

To save a proximity search click on **Save Proximity Search** and select the distance you wish the system to monitor from the list available by clicking on the down arrow. These range from a minimum of 50M to a maximum of 1000M.

The screenshot shows the 1Spatial.com web application interface. At the top, there are navigation tabs: Simple, Advanced, Weekly/Monthly Lists, Property, and Map. Below these is a search bar with dropdown menus for 'Show me' (Planning), 'Applications', and 'from' (Within the last year). The main area features a map of a residential area with a search radius highlighted in green. To the right of the map is a 'Nearest Applications' panel listing two applications: '09/00722/EU' (Change of use and alterations of former nursery to 9 flats) and '09/00534/LI' (Listed Building Application for internal and external alterations). Below the map is a 'Profile' section with buttons for 'Save Map Extents Search', 'Save Proximity Search', a distance dropdown menu set to '50m', a '[Highlight]' button, and 'Show Results as a List'. The 'Save Proximity Search' button and the '50m' dropdown are circled in red. At the bottom, there is a copyright notice for Ordnance Survey material.

You will then be asked to give your search a name.

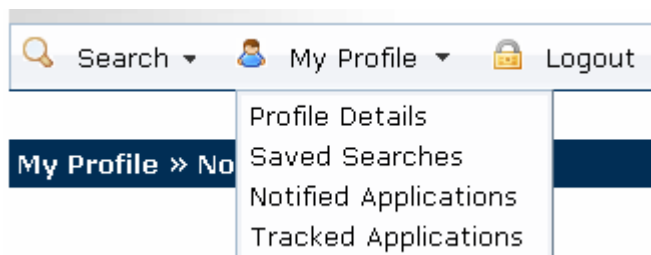
**My Profile » Save Search**

Enter a Search Title that is meaningful to you. You can also choose to receive email updates when new cases are added matching your search.

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

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 delete a saved map search, go to **My Profile – Saved Searches**

Search Title	Search Type	Max Results	Run	Edit	Delete
Search No. 1	Application	500			
Search No. 2	Application	500	-		

To delete a search click on the **Delete** and confirm the deletion when prompted.



**Please note** – you cannot amend a proximity search once it is saved. If you want to change the extent or settings, you need to create a new proximity search and delete any that you no longer need. If you click on the **Edit** option, you can change the name of your saved proximity search or change your choice of receiving email notifications.

If you wish to track any of the applications found by your search, in **Notified Applications** click on the Yellow star under Track. The application will then appear in your **Tracked Applications** list

Profile Details	Saved Searches	Notified Applications	Tracked Applications
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Updated Results For Saved Search: **Search No. 1**

Discard all results from this search

Notification Date	Description	View	Track	Discard
20 Nov 2009	Alterations including new first floor and raised roof height to bungalow to form four bedroom dwelling house			
20 Nov 2009	Single storey side extension			
20 Nov 2009	Test Application ONLY			
20 Nov 2009	Part two storey part single storey side and rear extension			
20 Nov 2009	Two storey side extension			



If your list of **Notified Applications** increases in length each day. You are advised to monitor the list and discard any entries immediately that are not of interest. This will ensure that your list does not become unmanageable. To remove an entry click on the red circle under Discard.

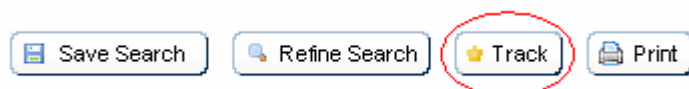
If you have asked to be informed of changes by email, the system runs a daily update and will sent ONE email detailing any saved searches which have new entries and any tracked application which have been updated. You can click on the application number to view the application.

## TRACKED APPLICATIONS

You must **Register** and **Log in** before you can track an application in **Public Access**.



You can ask **Public Access** 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 eg when the application has a decision or if a new document or plan becomes available for viewing.

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

My Profile » Tracked Applications Help with this page

Case Number	Address	Type	Status	View	Stop Tracking
08/04749/FU	The Barn Hawksworth Lane Guiseley Leeds LS20 8HE	Application	Application Refused		

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



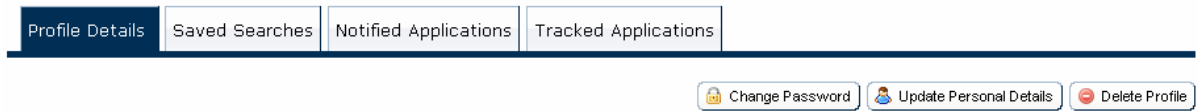
If you have asked to be informed of changes by email, the system runs a daily update and will send ONE email detailing any saved searches which have new entries and any tracked application which have been updated. You can click on the application number to view the application.

If you are tracking applications you will be notified when revised plans are received. However the changes made may be of a minor nature and the case officer may decide that further notification and/or consultation is not required. This will be indicated on the plan and the 'comments to be made by date' on the 'important dates screen' will have the original date for when comments should be submitted by. If the case officer decides that the amendments are significant enough that further consultation/notification is required, the new date for 'comments to be submitted by' will be displayed on the important dates screen.

## CHANGING YOUR PROFILE DETAILS

You must **Log in** before you can save your change your profile in **Public Access**.

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



**Change Password** – you can change the password you use to log in to Public Access.

**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.



**Changing your email address** – if you change your email address, we will send an email to your **OLD** email address. You must open this and click on the link to confirm this change, before it takes effect. This is to ensure that only you have control over your account. If you no longer have access to your old email account, you will be unable to amend your account in Public Access. If this is the case you should delete your profile from Public Access and then register again using your new email account. You will need to recreate any saved searches or tracked applications that existed on your old account, if they are still required.