



Leeds
CITY COUNCIL



Using New Public Access for Planning

User Guide

How to access planning information

USING PUBLIC ACCESS FOR PLANNING, BUILDING CONTROL AND LICENSING

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

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

Click [HERE](#) to go to the Public Access system for Building Control.

Click [HERE](#) to go to the Public Access system for Licensing

You can use Public Access for Planning to:-

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

You can use Public Access for Building Control to:-

find and view information about building regulation applications.

You can use Public Access for Licensing to:-

find and view information about Applications for Licences and comment on them;
find and view information about Licences granted or issued.

Features include:

free text 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 or cases 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

Planning

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.

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.

Building Control

Information is available about Building Regulation submissions made since 1974. Building Regulation submissions ensure that any new building or alterations to existing buildings conforms to the latest building regulations and standards. They are not concerned as to whether or not the structure should be built as a matter of principle. Therefore it is not possible to comment on Building Regulation submissions. Documents are not available for Building Regulation submissions.

Licensing

Information is available for Licensing submissions made since 2001. You can find and view Licence applications for various activities and make comments on certain types of application. You can also view details about licences that have been granted or were deemed to be granted.

Information for Users with 64-bit Systems

Public Access is compatible with most older and newer versions of popular browsers. However, users who have a 64-bit operating system (eg Windows Vista 64bit or Windows7 64 bit) and use the 64 bit version of their browser software (eg Internet Explorer 8 or 9, or Mozilla Firefox) may experience problems with some of the functions of Public Access, particularly the mapping and spatial elements.

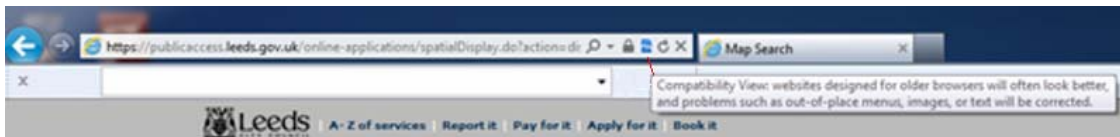
If you experience such problems, these can be resolved by using the Compatibility View function within your browser.

You can turn this feature on in your browser window by either clicking on the Compatibility View icon to the right of your browser's address window (see below)

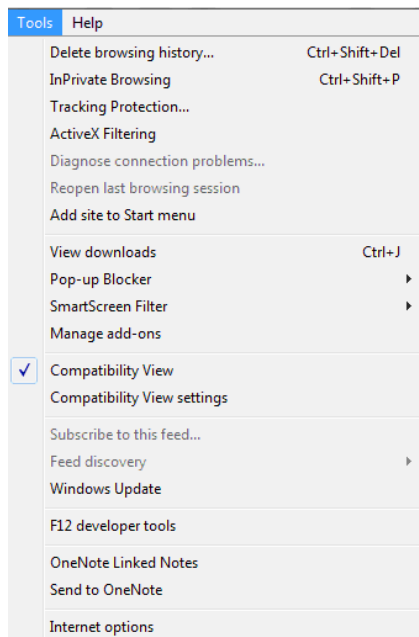
In Internet Explorer 8



In Internet Explorer 9

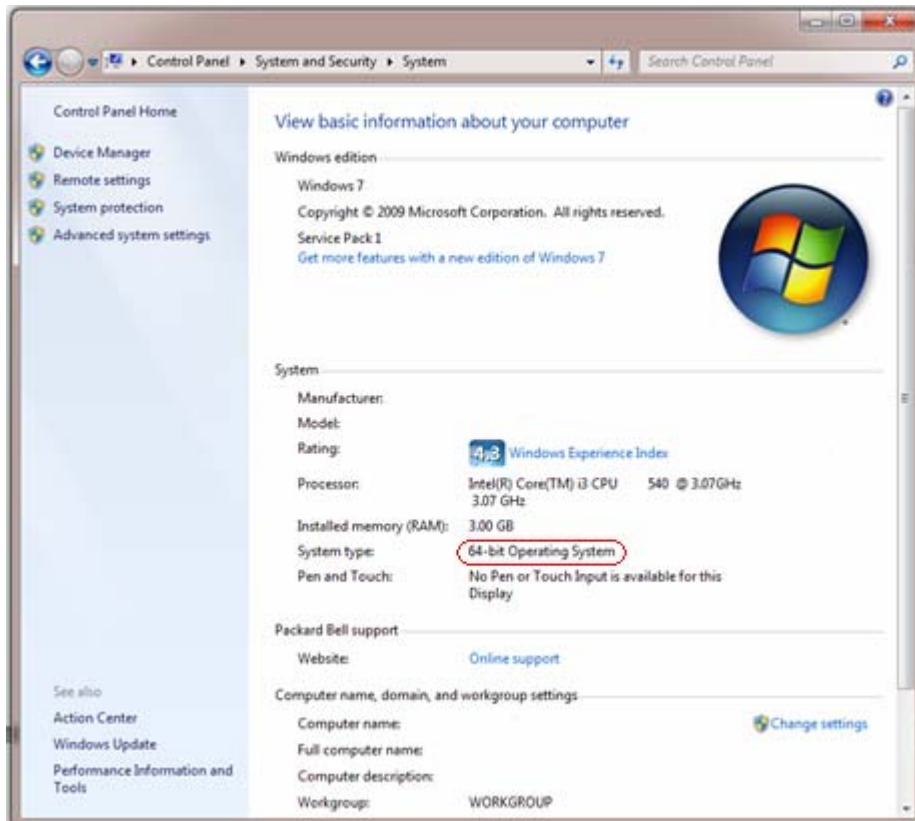


Alternatively you can turn the Compatibility View feature on by going to your browser's **Tools** menu and selecting **Compatibility View** from the options offered.





How do I know if my operating system is the 64-bit version? You can check which version of the operating system you are using by going to the Start button and selecting Control Panel – System and Security – System. A screen similar to the one below will be returned. If your operating system is a 64-bit version it will say so in the System type field, as in the example shown below. If this field does not specifically say 64-bit, then your operating system is NOT 64 bit.



SEARCHING FOR INFORMATION

SIMPLE SEARCH (Planning Applications)

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

Search for:

Applications Appeals

To search for **Appeals** click the button and then type in your selection. 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** facilities. Please remember that only applications or cases 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](#) for Planning

SIMPLE SEARCH (Building Regulations)

On this screen you can search for submissions made within the last **TWO YEARS**

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** facilities. 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](#) for Building Control

SIMPLE SEARCH (Licensing)

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

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

Search for:

Applications

Licences

In the free text box shown, type either an case number (eg 01090/09 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** facilities. Please remember that only applications or cases 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](#) for Licensing

ADVANCED SEARCH (Planning Applications)

Simple Advanced Weekly / Monthly Lists Property Map

Applications Appeals

Reference Numbers

Application Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Ward:

Parish:

Agent:

Status:

Decision:

Appeal Status:

Development Type:

Address:

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

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.

If using dates, please remember to input the date in the format dd/mm/yyyy (eg 21/06/2011) or click onto the calendar button and pick a date.

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.

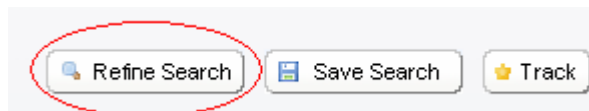
Date Validated: to:

Date Actual Committee: to:

Decision Date: to:



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)

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

Applications **Appeals**

Reference Numbers

Appeal Reference:

Application Reference:

Appeal Details

Description Keyword:

Appeal Type:

Ward:

Parish:

Appeal Status:

Appeal Decision:

Appeal Process:

Address:

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.

Appeal Lodged Date: to:

Date Inspectorate Decision: to:

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.

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 21/06/2011) or click onto the calendar button and pick a date.



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 – APPEAL SEARCH](#)

ADVANCED SEARCH (Building Regulations)

This screen can be used to look for Building Regulation submissions back to 1974.

Simple Advanced Weekly / Monthly Lists Property Map

Applications

Reference Numbers

Application Reference:

Application Details

Description Keyword:

Application Type:

Ward:

Parish:

Agent:

Status:

Decision:

Address:

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.

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:

Decision Date:

Valid Date:

Application Commenced:

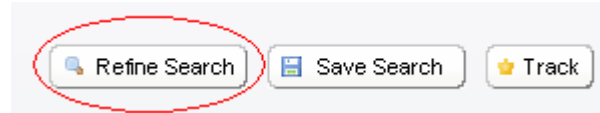
Application Completed:

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

If using dates, please remember to input the date in the format dd/mm/yyyy (eg 21/06/2011) 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 (Licence Applications)

This screen can be used to look for Licence Application submissions back to 2001.

Simple Advanced Property Map

Applications Licences

Reference Numbers

Application Reference:

Alternative Reference:

Licence Details

Applicant Name:

Application Type:

Licence Type:

Ward:

Agent:

Status:

Premises Name:

Decision:

Address of Premises:

Activities

Activity:

Time Period:

Time From:

Type in part of an application reference ie if you type in 0043 then all applications with the numbers 00430 to 00439 in their reference will be returned. Please ignore any letters after the number. Some applications have letters before their number eg Premise Licences (PREM) or Temporary Event Notices (TEN). Input the relevant letters before the number, if you wish to return only those records of a particular licence type ie if you type PREM/0043 then all applications with the references PREM/00430 to PREM/00439 will be returned.


You can also choose to search by Licence Type or select from the other options by clicking onto the drop down arrows and then selecting from the list.



Select **Open for Consultation** from **Status** list, together with a **Ward** to find current applications in that area, alternatively you can add a selection from the **Licence Type** list as well, to find all applications of that particular type in your Ward.

Dates

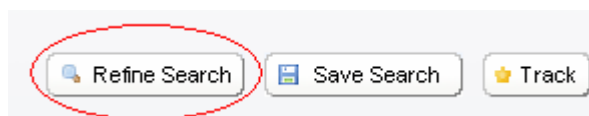
Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Received Date:  to: 

You can also include dates in your selection as well as any fields above. If using dates, please remember to input the date in the format dd/mm/yyyy (eg 21/06/2011) 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 (Licences)

This screen can be used to look for Licences granted or issued back to 2001.

Simple Advanced Property Map

Applications Licences

Reference Numbers

Application Reference:

Alternative Reference:

Licence Details

Applicant Name:

Application Type:

Licence Type:

Ward:

Agent:

Status:

Premises Name:

Decision:

Address of Premises:

Activities

Activity:

Time Period:

Time From:

Type in part of an application reference ie if you type in 0043 then all applications with the numbers 00430 to 00439 in their reference will be returned. Please ignore any letters after the number. Some applications have letters before their number eg Premise Licences (PREM) or Temporary Event Notices (TEN). Input the relevant letters before the number, if you wish to return only those records of a particular licence type ie if you type PREM/0043 then all applications with the references PREM/00430 to PREM/00439 will be returned.

You can also choose to search by Licence Type or select from the other options by clicking onto the drop down arrows and then selecting from the list.







Select **Current Licence** from **Status** list, together with a **Ward** to find current licences in that area, alternatively you can add a selection from the **Licence Type** list as well, to find all licences of that particular type in your Ward.


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.

Issued Date:  to: 

Duration Date:  to: 

Hearing Date:  to: 

If using dates, please remember to input the date in the format dd/mm/yyyy (eg 21/06/2011) 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](#)

WEEKLY/MONTHLY LISTS (Planning Applications)

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.

Planning » Weekly List

Using this search option, you will retrieve any applications which have been validated or decided which have appeared on a published list during the selected period. This will not necessarily include all applications with valid dates or decision dates during this period. For this information, please use the advanced search facility.

Simple	Advanced	Weekly / Monthly Lists	Property	Map
Weekly List		Monthly List		
Status:	<input type="text" value="All"/>			
Parish:	<input type="text" value="All"/>			
Ward:	<input type="text" value="All"/>			
Week beginning:	<input type="text" value="04 Oct 2010"/>			
Show applications:	<input checked="" type="radio"/> Validated in this week <input type="radio"/> Decided in this week			
<input type="button" value="Search"/>				

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](#)

WEEKLY/MONTHLY LISTS (Building Regulations)

You can search for all applications **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 twelve months.

Building Control » Weekly List

Using this search option, you will retrieve any applications which have been validated or decided which have appeared on a published list during the selected period. This will not necessarily include all applications with valid dates or decision dates during this period. For this information, please use the advanced search facility.

Simple	Advanced	Weekly / Monthly Lists	Property	Map
Weekly List		Monthly List		
Status:	<input type="text" value="All"/>			
Parish:	<input type="text" value="All"/>			
Ward:	<input type="text" value="All"/>			
Week beginning:	<input type="text" value="04 Oct 2010"/>			
Show applications:	<input checked="" type="radio"/> Deposited in this week <input type="radio"/> Decided in this week <input type="radio"/> Commenced in this week <input type="radio"/> Completed in this week			
<input type="button" value="Search"/>				

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.

Applications that containing multiple plots will only appear in the Commenced or Completed list when the first plot is commenced and when the last plot is completed. Plots started and completed in-between will not cause the application to appear in these lists at other times.

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



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](#)

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](#)

[Address Search](#) [A to Z Street Search](#)

Property Name / Number:

Street Name:

Locality:

Town:

Postcode:

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

A – Z Search

Choose the street that you require by finding it under the relevant letter. By default the system will return 10 records on each screen. You can change this by setting the **Results per page** up to **100** (like the example highlighted below) and pressing **Go**.

Simple Advanced Weekly / Monthly Lists Property Map

Address Search A to Z Street 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 100 Go

Streets beginning with G

1 2 3 4 5 6 7 Next ▶ Showing 1-100 of 661

- Gable End Terrace , Pudsey
- Gabriel Court , Hunslet , Leeds
- Gadwall Drive , Allerton Bywater , Leeds
- Gain Lane , Bradford
- Gain Lane , Thornbury , Leeds
- Gainford Drive , Garforth
- Gainsborough Avenue , Adel , Leeds
- Gainsborough Drive , Adel , Leeds

A list of streets beginning with the selected letter will be returned, like the example above. Select the street you require by clicking on it. If the street you require does not appear on this screen, select the next screen by clicking on the Next link or by selecting a subsequent screen from the choice offered.

A list of all the properties on the street will be returned, like the example below.

Results for Property Search

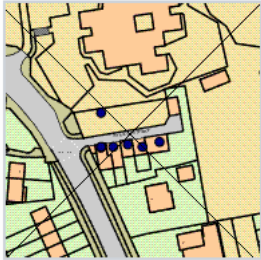
[Refine Search](#) [Print](#)

Direction Results per page

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.



[Show results on large map](#)

Choose the address you wish to search by clicking on it in the list.

Details relating to your choice will then be displayed. Details of any planning applications, appeals, building regulation submissions and licensing applications 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](#)

1 Gable End Terrace Pudsey LS28 9BJ

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

Address **Property History (1)** **Map**

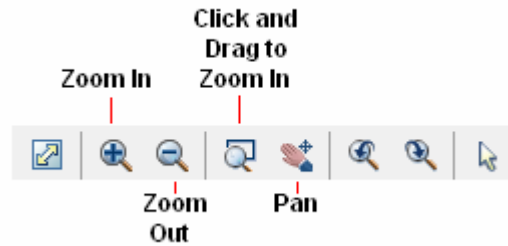
Full Address:	1 Gable End Terrace Pudsey LS28 9BJ
Property Number:	1
Street:	Gable End Terrace
Town:	Pudsey
Postcode:	LS28 9BJ
Ward:	Pudsey
Parish:	Not Available

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.

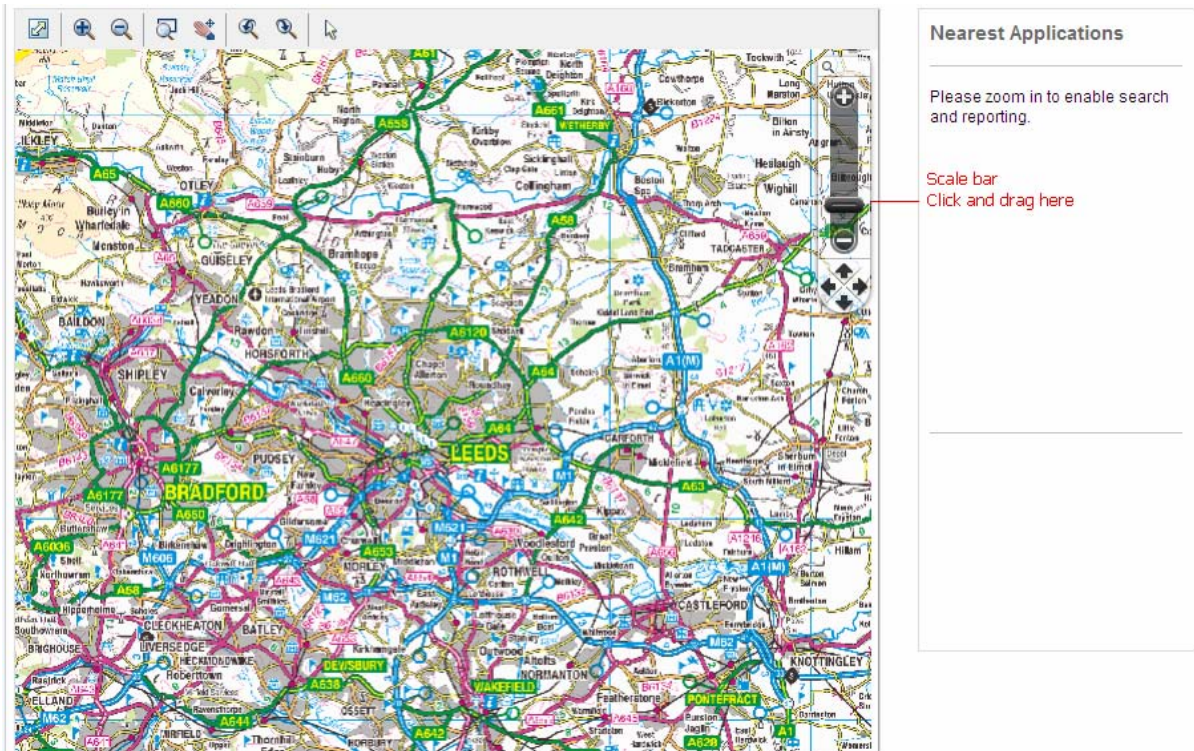
MAP SEARCHING

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.

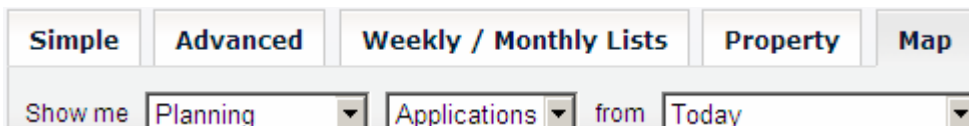
Use the buttons above the map display to:



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.

The screenshot shows a web application interface for planning applications. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below the tabs, there are dropdown menus for 'Show me' (set to 'Planning'), 'Applications', and 'from' (set to 'Within the last 5 years'). The main area is a map showing a residential area with green boundaries around buildings. A pop-up box over the map displays '07/03104/FU Harehills Post Office 275 Roundhay Road Leeds LS8 4HS'. On the right side, there is a 'Nearest Applications' panel with a list of three applications, each with a highlighted application number and a description. Below the list are buttons for 'Save Map Extents Search', 'Save Proximity Search', a distance dropdown set to '50m', and a '[Highlight]' button.

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**



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 records 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 applications in the **Nearest Applications** list, 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.

The buttons on the toolbar above the map do not appear to work. Users with a 64 bit operating system (ie Windows Vista 64 bit version and Windows7 64 bit version) and a 64-bit browser (ie Internet Explorer 9 - 64 bit) may notice

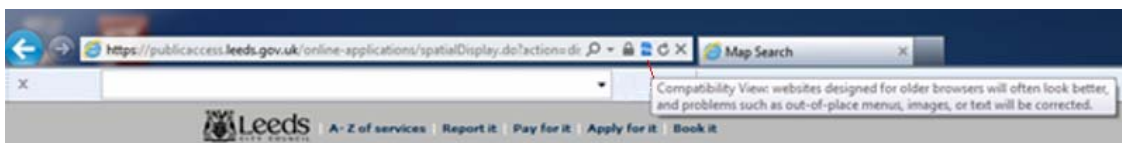
that these buttons do not work. This can be resolved by using the Compatibility View option in your browser.

You can turn this feature on in your browser window by either clicking on the Compatibility View icon to the right of your browser's address window (see below)

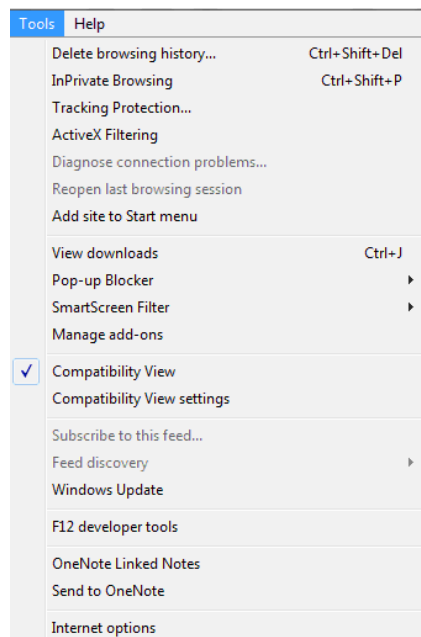
In Internet Explorer 8



In Internet Explorer 9



Alternatively you can turn the Compatibility View feature on by going to your browser's **Tools** menu and selecting **Compatibility View** from the options offered.



Once selected, your browser will refresh the page and you should find that all the buttons now work.

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.

VIEWING SEARCH RESULTS

Whether you are searching for planning applications, appeals, building regulation submissions or licensing applications, 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).

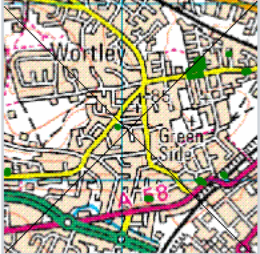
You can sort the records by selecting an option from the Sort by drop down list and pressing Go. You can also change the Result per page to view up to 100 records per page.

Planning » Results for Application Search

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 Go

1 2 Next > Showing 1-10 of 14

Part single storey, part two storey side extension 17 Lynwood Crescent Lower Wortley Leeds LS12 4AT Ref. No: 11/03768/FU Validated: Tue 06 Sep 2011 Status: Pending Consideration	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. 
Removal of condition 3 of Planning application 24/310/04/FU to remove boundary fence 79 Highfield Close Lower Wortley Leeds LS12 4BB Ref. No: 11/03165/FU Validated: Wed 03 Aug 2011 Status: Pending Consideration	
Dormer window to front 27 Roseneath Street Upper Wortley Leeds LS12 4DY Ref. No: 11/03126/FU Validated: Fri 29 Jul 2011 Status: Application Refused	
Extension to side and rear 3 Kellett Avenue Lower Wortley Leeds LS12 4AW Ref. No: 11/03007/FU Validated: Fri 29 Jul 2011 Status: Application Approved	



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.

Planning » Application Summary [Help with this page](#)

11/03768/FU | Part single storey, part two storey side extension | 17 Lynwood Crescent Lower Wortley Leeds LS12 4AT

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

Details Comments Related Cases Documents Map

Summary Further Information Important Dates Contacts

Reference	11/03768/FU
Address	17 Lynwood Crescent Lower Wortley Leeds LS12 4AT
Proposal	Part single storey, part two storey side extension
Status	Pending Consideration
Appeal Status	No data

There are **12 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**, **Important Dates** and **Contacts** 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.

The **Related Cases** tab, gives details of any other planning applications or records that have been specifically selected as being related to the case you are viewing, ie if you are viewing a reserved matters submission, then the original outline application should appear in this list. The list of related cases will not necessarily contain details of all applications or records that relate to the property or application. To obtain a list of all planning applications or records relating to a property, you should undertake a [Property Search](#)

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 or say “No Data” – 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 these fields will either be empty or will say “No Data”.

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.

Planning » Appeal Details [Help with this page](#)

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

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

Details **Related Cases (2)** **Map**

Summary **Important Dates**

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

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

The **Related Cases** tab, gives details of any other appeal submissions, planning applications or records that have been specifically selected as being related to the case you are viewing. The list of related cases will not necessarily contain details of all applications or records that relate to the property or application. To obtain a list of all appeal submissions or records relating to a property, you should undertake a [Property Search](#)

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.

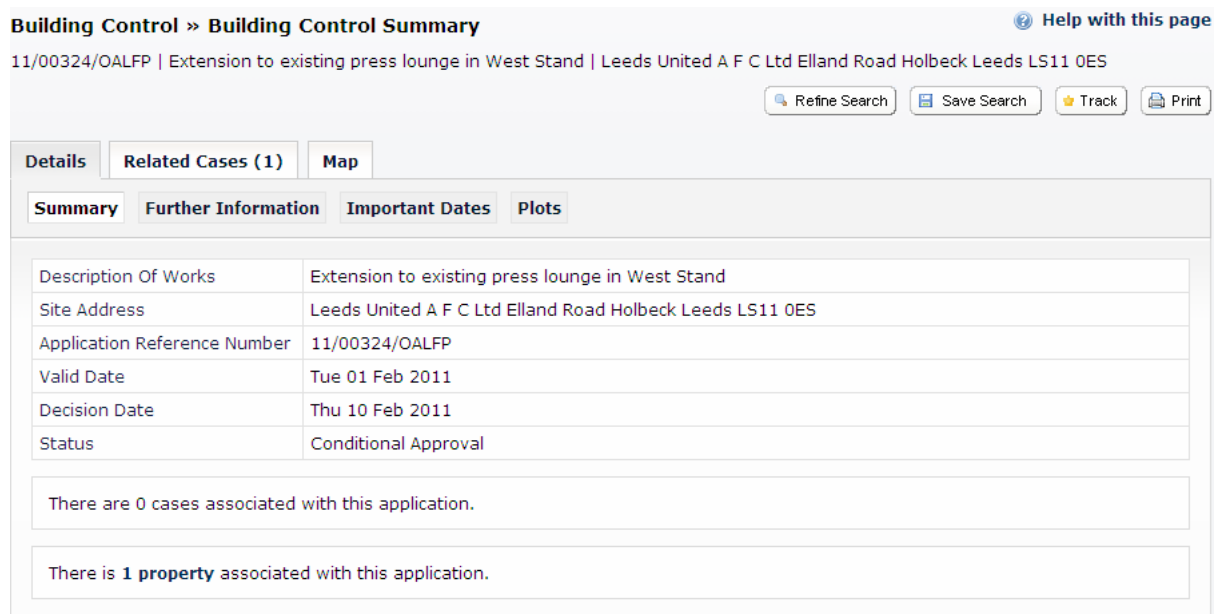


Problems with Appeal details – some of the fields are empty or say “No Data” – why is this? **Public Access** can access the details of all submissions dating back to 1974. Not all the information we show today was put in to the system originally. If this is the case, then these fields will either be empty or will say “No Data”.

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

BUILDING CONTROL SUMMARY

The Building Control summary looks like the screen below.



Building Control >> Building Control Summary [Help with this page](#)

11/00324/OALFP | Extension to existing press lounge in West Stand | Leeds United A F C Ltd Elland Road Holbeck Leeds LS11 0ES

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

Details **Related Cases (1)** **Map**

Summary **Further Information** **Important Dates** **Plots**

Description Of Works	Extension to existing press lounge in West Stand
Site Address	Leeds United A F C Ltd Elland Road Holbeck Leeds LS11 0ES
Application Reference Number	11/00324/OALFP
Valid Date	Tue 01 Feb 2011
Decision Date	Thu 10 Feb 2011
Status	Conditional Approval

There are 0 cases associated with this application.

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

The **Details** screen gives basic information about the submission. Further information about the submission can be found on the **Further Information** tab. Details of significant dates can be found under the **Important Dates** tab. If the submission relates to a number of separate plots, then these will be detailed on the **Plots** tab

The **Related Cases** tab, gives details of any other building regulation submissions or records that have been specifically selected as being related to the submission you are viewing. The list of related cases will not necessarily contain details of all applications or records that relate to the property or submission. To obtain a list of all building regulation submissions or records relating to a property, you should undertake a [Property Search](#)

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



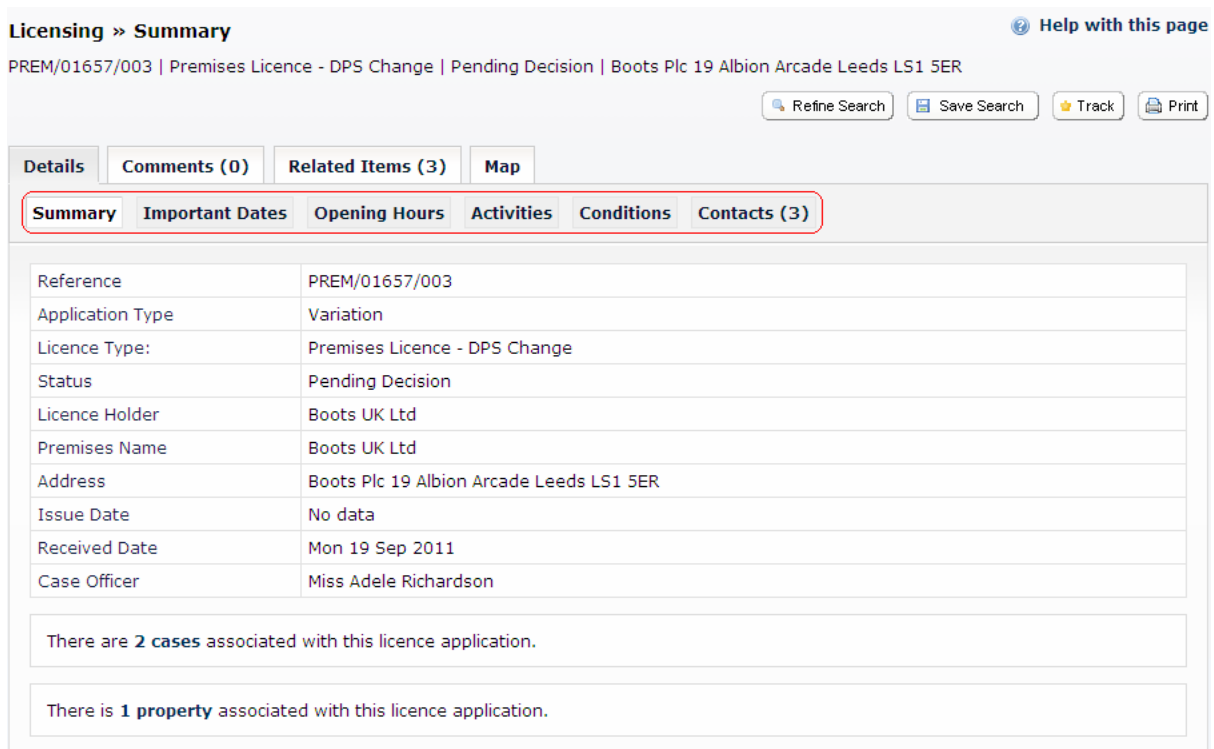
Problems with Building Control Summary – some of the fields are empty or say “No Data” – why is this? **Public Access** can access the details of all submissions dating back to 1974. Not all the information we show today was put in to the system originally. If this is the case, then these fields will either be empty or will say “No Data”.

Can I view building regulation documentation? Documentation relating to building regulation submissions cannot be viewed via Public Access.

Can I make comments on Building Regulation submissions? It is not possible to comment on building regulation submissions. Building Regulation submissions ensure that any new building, or alterations to existing building conforms to the latest building regulations and standards. They are not concerned as to whether or not the structure should be built as a matter of principle.

LICENSING APPLICATIONS SUMMARY

The licensing applications summary looks like the screen below.



Licensing » Summary Help with this page

PREM/01657/003 | Premises Licence - DPS Change | Pending Decision | Boots Plc 19 Albion Arcade Leeds LS1 5ER

Refine Search Save Search Track Print

Details Comments (0) Related Items (3) Map

Summary Important Dates Opening Hours Activities Conditions Contacts (3)

Reference	PREM/01657/003
Application Type	Variation
Licence Type:	Premises Licence - DPS Change
Status	Pending Decision
Licence Holder	Boots UK Ltd
Premises Name	Boots UK Ltd
Address	Boots Plc 19 Albion Arcade Leeds LS1 5ER
Issue Date	No data
Received Date	Mon 19 Sep 2011
Case Officer	Miss Adele Richardson

There are **2 cases** associated with this licence application.

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

The above example shows the screen relating to a Premises Licence. The options offered depend on the type of Licence the record relates to and will not be offered in all cases. All records feature a **Summary** screen giving basic information about the application. Further details can be found under the **Important Dates**, **Opening Hours**, **Activities**, **Conditions** and **Contacts** options where these are offered. The important dates tab gives details of when comments should be submitted by, if the application type allows comments to be 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.

The **Related Cases** tab, gives details of any other licensing submissions or records that have been specifically selected as being related to the case you are viewing. The list of related cases will not necessarily contain details of all applications or records that relate to the property or application. To obtain a list of all licensing submissions or records relating to a property, you should undertake a [Property Search](#)

On the **Map** tab, you can see the boundary of the 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 Licensing Summary – some of the fields are empty or say “No Data” – why is this? **Public Access** can access the details of all submissions dating back to 2001. Not all the information we show today was put in to the system originally. If this is the case, then these fields will either be empty or will say “No Data”.

Can I view Licensing documentation? Documentation relating to licensing submissions cannot be viewed via Public Access.

VIEWING ASSOCIATED DOCUMENTS

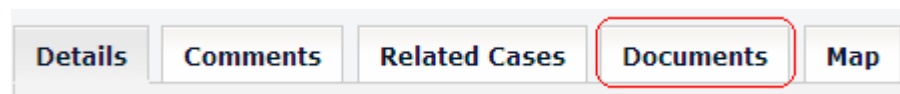
To view any available documents click on to the link on the **Details – Summary** screen

There are **16 documents** associated with this application.

This link tells you how many documents are available (16 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	Related Cases	Documents	Map
Date Published	Document Type	View	Description	
27 Aug 2008	Application Form	View Document		
27 Aug 2008	Drawing	View Document	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN	
27 Aug 2008	Drawing	View Document	MAP	
27 Aug 2008	Drawing	View Document	EXISTING ELEVATIONS	
27 Aug 2008	Drawing	View Document	PROPOSED ELEVATIONS 1 OF 2	
27 Aug 2008	Drawing	View Document	PROPOSED ELEVATIONS 2 OF 2	
27 Aug 2008	Drawing	View Document	EXISTING GROUND FLOOR PLAN	
27 Aug 2008	Drawing	View Document	EXISTING FIRST FLOOR PLAN	
27 Aug 2008	Drawing	View Document	EXISTING SITE PLAN	
27 Aug 2008	Drawing	View Document	PROPOSED GROUND FLOOR PLAN	
27 Aug 2008	Drawing	View Document	PROPOSED FIRST FLOOR PLAN	
27 Aug 2008	Drawing	View Document	PROPOSED SITE PLAN	
27 Aug 2008	Drawing	View Document	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN	
01 Sep 2008	Site Notice and Advert	View Document		
24 Oct 2008	Report	View Document		
24 Oct 2008	Decision	View Document		

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 will 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	Whole Doc / TIF Doc / Thumbnails	
27 Aug 2008	Drawing	Whole Doc / TIF Doc	EXISTING ELEVATIONS
27 Aug 2008	Drawing	Whole Doc / TIF Doc	EXISTING FIRST FLOOR PLAN
27 Aug 2008	Drawing	Whole Doc / TIF Doc	EXISTING GROUND FLOOR PLAN
27 Aug 2008	Drawing	Whole Doc / TIF Doc	EXISTING SITE PLAN
27 Aug 2008	Drawing	Whole Doc / TIF Doc	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN
27 Aug 2008	Drawing	Whole Doc / TIF Doc	LOCATION PLAN/RED LINE BOUNDARY/OS PLAN
27 Aug 2008	Drawing	Whole Doc / TIF Doc	MAP
27 Aug 2008	Drawing	Whole Doc / TIF Doc	PROPOSED ELEVATIONS 1 OF 2
27 Aug 2008	Drawing	Whole Doc / TIF Doc	PROPOSED ELEVATIONS 2 OF 2
27 Aug 2008	Drawing	Whole Doc / TIF Doc	PROPOSED FIRST FLOOR PLAN
27 Aug 2008	Drawing	Whole Doc / TIF Doc	PROPOSED GROUND FLOOR PLAN
27 Aug 2008	Drawing	Whole Doc / TIF Doc	PROPOSED SITE PLAN
24 Oct 2008	Decision	Whole Doc	
24 Oct 2008	Report	Whole Doc	
01 Sep 2008	Site Notice and Advert	Whole Doc / TIF Doc / Thumbnails	

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 and a navigation menu with 'Register' highlighted in a red box. The main content area is titled 'Planning » Simple Search' and contains a search form with tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The search form includes radio buttons for 'Applications' and 'Appeals', a text input field for a search term, 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.

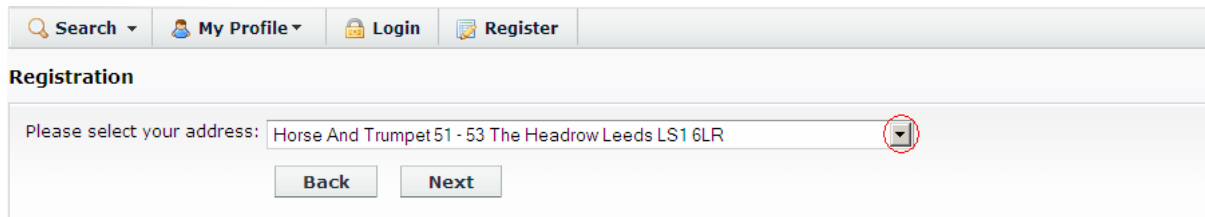
Once registered the following additional functionality will be available:

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

Fields marked with a * must be completed.

The registration form includes the following fields: Title * (dropdown menu), First Name * (text input), Surname * (text input), Phone Number (text input), Email Address * (text input), Confirm Email Address * (text input), Password * (text input), and Confirm Password * (text input). A 'Next' button is located at the bottom of the form. A note states: 'A confirmation email will be sent to the email address you provide below.' Another note states: '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 click **Next**. The next screen will display all the addresses that share your Postcode.



The screenshot shows a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below it is a 'Registration' section with a text input field containing 'Horse And Trumpet 51 - 53 The Headrow Leeds LS1 6LR'. A red circle highlights a small downward arrow on the right side of the input field. Below the input field are 'Back' and 'Next' buttons.

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.

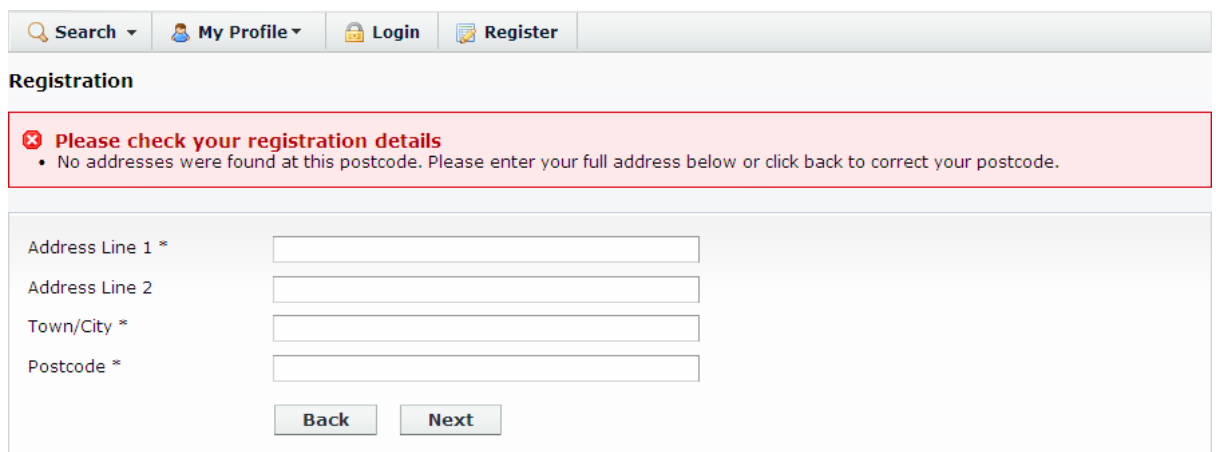
A confirmation email will then be sent to the email address you provided containing a link similar to the one below.

To confirm your registration please click the following link:
<http://testpublicaccess.leeds.gov.uk/online-applications/registrationConfirm.do?action=createUser&key=6df5d1188f1c08907d837d81034b6613>
If required you can also copy the link to the address field of your browser.
Please Logon with the username and password you originally selected.

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 features.



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 navigation bar as the previous image. Below it is a 'Registration' section with a red-bordered box containing an error message: 'Please check your registration details' followed by a bullet point: 'No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.' Below the error box are four input fields labeled 'Address Line 1 *', 'Address Line 2', 'Town/City *', and 'Postcode *'. At the bottom of the form are 'Back' and 'Next' buttons.

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

I have provided my details, but I have not received an email containing the link to complete the process. Are you using anti-spam software on your PC or email account? The use of such software is common and is sometimes

provided automatically by email providers. Unfortunately, such software can often wrongly identify genuine emails generated by an automated system, such as Public Access, as spam and divert them away from your inbox into a "Spam" or "Junk" email folder, or in some cases can simply delete them automatically. If you have a box or folder marked as spam or junk, please check inside this folder to see if the Registration Confirmation email is there.

If you are using anti-spam software you may have the facility to add the Public Access sender's details as a contact. This should tell your spam filters to allow emails sent by Public Access to be delivered direct to your inbox. The sender's details are planning.comments@leeds.gov.uk

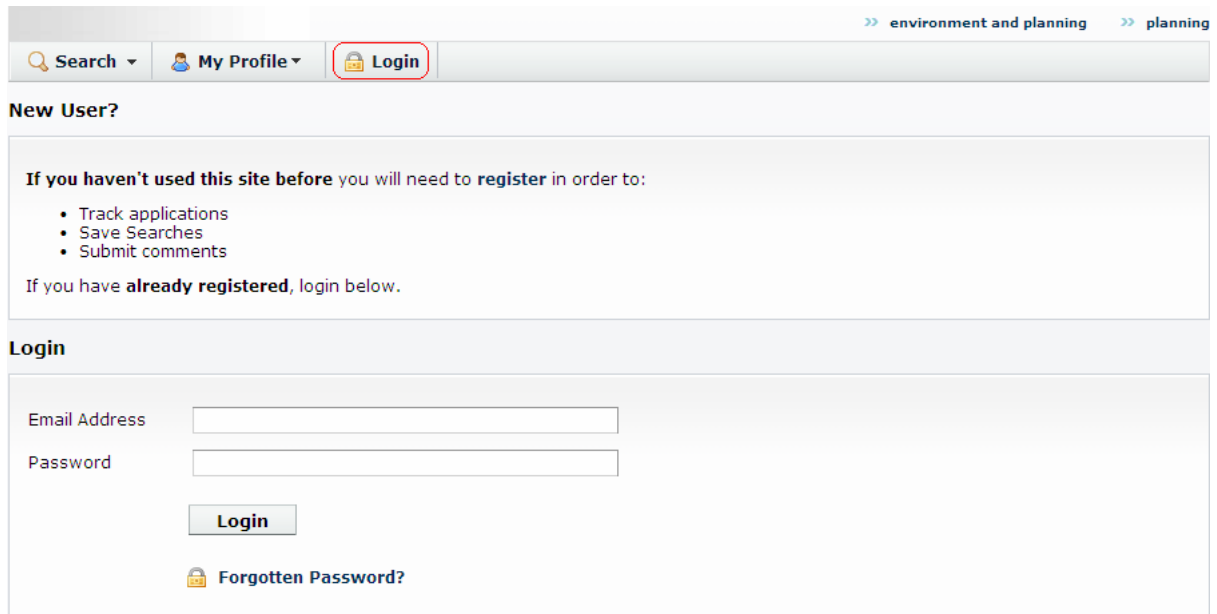
If you are using anti-spam software or services provided by your email provider, you should contact them for further advice on this issue. For third party products you should contact your vendor or software distributor for further advice.

Other problems? If you experience any other problems with the registration process, please email the Development Enquiry Centre at dec@leeds.gov.uk or phone 0113 222 4409. If you have received emails from Public Access as part of the process, please forward these with your email.

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.



» environment and planning » planning

Search My Profile Login

New User?

If you haven't used this site before you will need to **register** in order to:

- Track applications
- Save Searches
- Submit comments


If you have **already registered**, login below.

Login

Email Address

Password

Login

 [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. You can use **Public Access** to comment on **planning applications** and certain types of **licensing applications**.



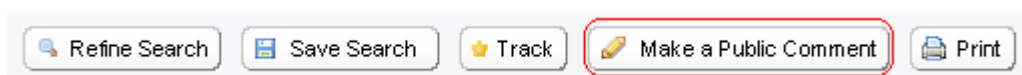
Please note that all comments made on planning applications are a matter of **public record** and will be displayed on the internet on Public Access. This will **include your name and postal address**. However, your email address and telephone number will not be published. Please do not include your 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.

Objections or supporting comments on **planning applications** must be rational, impersonal and directed principally to the planning issues raised by the proposal. Comments of a personal, slanderous, libellous, defamatory, or otherwise offensive or abusive nature are not constructive or helpful to the process of determining a planning application and may result in an action for libel.

To make comments you should click onto the **Comments** tab. If you are not logged into your account, you will be prompted to log in or register before continuing.

If you are already logged into your account and comments can be accepted on the application you are viewing, then a **Make a Public Comment** button will appear at the top of the screen. You can click on this button to make your comments.



When you are logged in and click on to either of these options the screen below will be returned.



Important – for security reasons this screen will “time out” if the **Submit** button is not clicked within a period of one hour. No further warning is given. Any comments submitted after this period of time will not be sent to us and will be lost. If you require more time to compose your comments or if you are unsure, please compose your comments in a word processor or similar program first and then copy and paste them into this screen, before clicking on **Submit**.

Details	Comments	Constraints (0)	Documents	Related Cases (1)	Map
---------	----------	-----------------	-----------	-------------------	-----

[Make a Comment](#)
[Public Comments \(8\)](#)
[Consultee Comments \(7\)](#)

Make a Comment

You can make a comment about this application. Your comment will be submitted to the case officer and will be made available online to the public immediately. We will not display your telephone number or email address to the public.

⊗ Please note: This page will time-out in 1 hour. Any comments submitted after this period will be lost without further warning. If you require more time, please compose your comments in a word processor or similar program first and then copy and paste them into this screen, before you click Submit

Application Reference:	23/625/04/FU
Address:	Blackgates Primary School Smithy Lane West Ardsley WF3 1QQ
Proposal:	Single storey extension part new roof and access to school
Case Officer:	

Comments submitted will be immediately made available online to the public.

Are your personal details correct? Click to [update my personal details](#).

Your Title: *

Your First Name: *

Your Surname: *

Your Address: *

Your Tel. No.

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 that all comments made on planning applications are a matter of **public record** and will be displayed on the internet on Public Access. This will **include your name and postal address**. However, your email address

and telephone number will not be published. Please 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.

Important – for security reasons this screen will “time out” if the **Submit** button is not clicked within a period of one hour. No further warning is given. Any comments submitted after this period of time will not be sent to us and will be lost. If you require more time to compose your comments, or if you are unsure please compose your comments in a word processor or similar program first and then copy and paste them into this screen, before clicking on **Submit**.

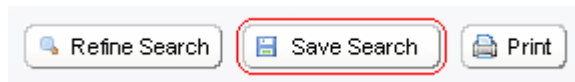
The **Important Dates** screen will tell you when comments should be submitted by, any later and the application may be determined. This date may change if revised plans are received that contain significant changes and the case officer decides to do further notification and/or consultation.

Details	Comments	Related Cases	Documents	Map
Summary	Further Information	Important Dates	Contacts	
Application Validated Date	Thu 25 Aug 2011			
Comments To Be Submitted By	Tue 27 Sep 2011			
Actual Committee Date	No data			

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

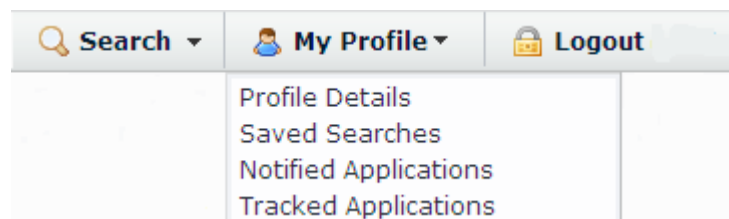
Saved Search Options

Search Title (editable)







Notify me via email about new search results Yes 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**

Profile Details	Saved Searches	Notified Applications	Tracked Applications	
Search Title ↕	Search Type ↕	Run	Edit	Delete
Search No. 1	Application			
Search No. 2	Application			

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 send you one email detailing any new entries relating to any saved searches and any tracked application which has been updated. You can click on the application number links within the email to view these applications.

SAVED MAP SEARCHES

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



Please do this before you use the map to find applications or cases. If you do not, you will need to start your search again from the default map before the search can be saved.

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, if you are already logged into your account.

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

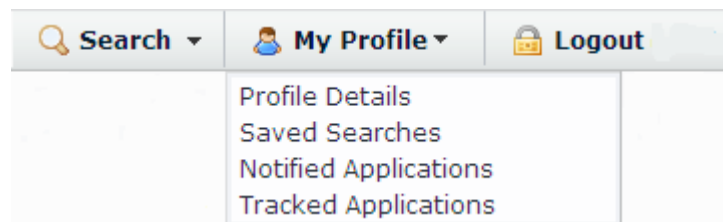
You will then be asked to give your search a name.

My Profile » Save Search

Saved Search Options

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**

Profile Details	Saved Searches	Notified Applications	Tracked Applications	
Search Title ▾	Search Type ▾	Run	Edit	Delete
Search No. 1	Application			
Search No. 2	Application			

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.

Updated Results For Saved Search

Discard all results from this search

Notification Date	Description	View	Track	Discard
25 Jul 2011	Change of use including refurbishment and extensions to 2 church buildings with 2 flats, to form offices and 16 flats and erect 5 storey block comprising office and 21 flats, with car parking.			
25 Jul 2011	1.5m high retaining wall to embankment to rear			
25 Jul 2011	Part demolition, change of use, including 5 storey extension and addition of new floor to roof of industrial building, to form 190 flats and erection of multi level development up to 9 storeys in 4 blocks, comprising 9 town houses and 150 flats, with shop, car parking and landscaping			
25 Jul 2011	One 3 bedroom detached house			

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

SAVED PROXIMITY SEARCHES

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



Please do this before you use the map to find applications or cases. If you do not, you will need to start your search again from the default map before the search can be saved.

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.

Simple Advanced Weekly / Monthly Lists Property Map

Show me Planning Applications from Within the last 5 years

HAREHILLS CORNER

Nearest Applications

- [06/05614/ADV](#)
1 internally illuminated 48 sheet wall mounted hoarding
291 Roundhay Road Leeds LS6 4HS
- [06/06335/FU](#)
Single storey front extension to ground floor launderette
303 Roundhay Road Leeds LS6 4HT
- [06/06879/FU](#)
Change of use of first floor gymnasium to church

Profile

Save Map Extents Search

Save Proximity Search

50m [Highlight]

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

My Profile » Save Search

Saved Search Options

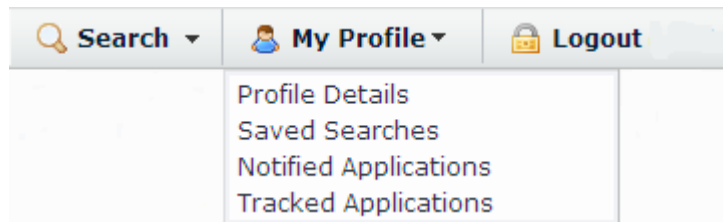
Search Title (editable)

Notify me via email about new search results Yes No

Last Run Date Search not run yet.

Save Cancel

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**

Profile Details	Saved Searches	Notified Applications	Tracked Applications	
Search Title ↕	Search Type ↕	Run	Edit	Delete
Search No. 1	Application			
Search No. 2	Application			

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

Updated Results For Saved Search

Discard all results from this search

Notification Date	Description	View	Track	Discard
25 Jul 2011	Change of use including refurbishment and extensions to 2 church buildings with 2 flats, to form offices and 16 flats and erect 5 storey block comprising office and 21 flats, with car parking.			
25 Jul 2011	1.5m high retaining wall to embankment to rear			
25 Jul 2011	Part demolition, change of use, including 5 storey extension and addition of new floor to roof of industrial building, to form 190 flats and erection of multi level development up to 9 storeys in 4 blocks, comprising 9 town houses and 150 flats, with shop, car parking and landscaping			
25 Jul 2011	One 3 bedroom detached house			

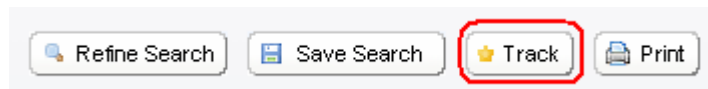
If you have asked to be informed of changes by email, the system runs a daily update and will send you one email detailing any new entries relating to any saved searches and any tracked application which has been updated. You can click on the application number links within the email to view these applications.

TRACKED APPLICATIONS

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

You can ask **Public Access** to track any application or case in the system for you. When an application is being tracked you will be notified by email if the status of the application or case 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

Reference	Address	Type	Status	View	Stop Tracking
23/35/01/OT	Nepshaw Lane Gildersome Leeds	Application	Pending Consideration		

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



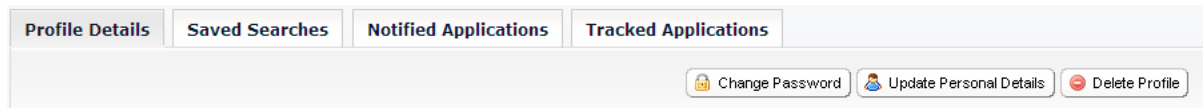
If you have asked to be informed of changes by email, the system runs a daily update and will send you one email detailing any new entries relating to any saved searches and any tracked application which has been updated. You can click on the application number links within the email to view these applications.

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 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 new address. You must open this and click on the link to confirm this change, before it takes effect.