

## Quick Guide – Public Access for Planning

A [full user guide](#) is available if you need more information and guidance on how to get the most from Public Access.

How to do a simple search – use this only for applications received in the last 2 years.

- type either an application number (eg 16/01234 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**

How to do an advanced search – use for all applications

- use the options on screen to type in or select from the drop down lists and dates to find your applications.

How to do a property search – type in the property number and street name only to get the best results

You can also search using the map – please see the main user guide.

Once you have found your application(s), you will be able to see key information including important dates and any documents.

Drawings or documents that can be scaled or measured are clearly identified in the Measure column. Online guidance is offered each time a document is opened for measuring.

You can comment on applications which haven't had a decision, but you need to register and log in to do this.

Once registered you can track individual applications and/or save searches so that you are notified by email of new applications or where something has changed.