

# Development Management Public Access Online – A Short Guide

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# Introduction

The Public Access for Planning website has been designed to provide an efficient and easy-to-use process for users to search for planning permission, appeals against refused consent and planning enforcements.

This document describes how to use the site.

# Searching

Your primary activity when you are logged in to the Public Access site will be to search for planning records according to a variety of criteria. There are a variety of search methods to allow you to find the information you are looking for:

- **Simple** - search quickly for applications, appeals or enforcements according to some entered text
- **Advanced** - search according to a wide combination of relevant factors
- **Weekly/monthly list** - search for applications whose status is validated or decided within a particular time period
- **Property** - search for a particular property to which applications may apply
- **Map** - search using an interactive map tool

# Simple Search

A simple search allows you to search quickly for an application, appeal or enforcement by entering some text that will help identify it. To search for a planning application:

[Home](#) > [Planning](#) > [View or Comment on Planning Applications](#)

[Search](#) [My Profile](#) [Login](#) [Register](#)

## Planning – Simple Search

Search for Planning Applications and Enforcements by keyword, application reference, postcode or by a single line of an address.

**Simple** [Advanced](#) [Weekly/Monthly Lists](#) [Property](#) [Map](#)

Search for:

Applications  Enforcements

Status:

Enter a **keyword**, **reference number**, **postcode** or **single line of an address**.

- 1 Enter some text in the **Search** box that will correspond to one of:
  - reference number (for example, "DC/20/0003")
  - post code (for example, "RH12 1RL")
  - part of an address (for example, "North Street", "Scott Street").

You can also use Wildcard Searching assuming a wildcard symbol at the beginning and end of the search string and in between each term. For example, entering "10 High Street" (equivalent to "%10%High%Street%") may find results of "103 High Street, Steyning" or "110 High Street, Henfield" and so on

- 2 Click on the **Search** button to display the results of your search (see "Search Results" on page 10)

# Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for information. A variety of reference numbers are associated with planning records. Enter one or more to help identify a specific record.

Home » Planning » View or Comment on Planning Applications

Search - My Profile - Login Register

## Planning – Applications Search [Help with this page](#)

Search for Planning Applications and Enforcements by matching at least one search option in the form below.

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

Applications Enforcements

### Reference Numbers

Application Reference:

Planning Portal Reference:

### Application Details

Description Keyword:

Applicant Name:

Application Type:

Ward:

Parish:

Conservation Area:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

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.

Date Received:   to:

Date Validated:   to:

Date Actual Committee:   to:

Decision Date:   to:

Appeal Decision Date:   to:

1. From the tab section select **Advanced Search** and click on the **Search** button to display your results. (see “Search Results” on page 10)

# Weekly/Monthly Lists Search

The weekly or monthly lists feature allows you to search for applications according to the week or month in which they were validated or decided,

- 1 From the tab section select **Weekly/Monthly Lists**.

[Home](#) > [Planning](#) > [View or Comment on Planning Applications](#)

[Search](#) [My Profile](#) [Login](#) [Register](#)

## Planning – Weekly List

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

[Simple](#) [Advanced](#) **Weekly/Monthly Lists** [Property](#) [Map](#)

**Weekly List** [Monthly List](#)

Parish:

Ward:

Week beginning:

Show applications:  Validated in this week  
 Decided in this week

[Search](#)

- 2 Click on **Weekly List** or **Monthly List** to select which list you want to search.
- 3 You can narrow your search to a particular area by selecting from the **Parish** or **Ward** drop down lists.
- 4 Specify the **Week** or **Month** by selecting from the drop down list.
- 5 Under **Show applications**, select to display:
  - Validated applications
  - Decided applications.
- 6 Click on the **Search** button to display the results of your search. (see “Search Results” on page 10)

# Property Search

The property search feature allows you to search for a specific property in the gazeteer. There are two property search options:

- **Address** - search for applications at a specified address
- **A to Z Street** - search for applications on a specified street chosen from an alphabetical list.

## Address search

1 To search for a specific property by its address, select the **Address Search** tab.

[Home](#) > [Planning](#) > [View or Comment on Planning Applications](#)

[Search](#) [My Profile](#) [Login](#) [Register](#)

### 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:

- 2 Enter as many details as you know in the appropriate fields, then press the Search button to display the results of your search (see "Search Results" on page 10).
- 3 If you need to clear the fields and start again, press the **Reset** button.

# A to Z Street search

- 1 To search for a street alphabetically, select **A to Z Street Search**.
- 2 Click on the initial letter of the street you are interested in to display all the streets that begin with that letter.

[Home](#) > [Planning](#) > [View or Comment on Planning Applications](#)

[Search](#) [My Profile](#) [Login](#) [Register](#)

## 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](#)

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  [Go](#)

### Streets beginning with G

**1** [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

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- [Gaggle Wood , Mannings Heath](#)
- [Ganders Close , Henfield](#)
- [Garden Close , Storrington](#)
- [Garden Walk , Horsham](#)
- [Garden Wood Close , West Chiltington](#)
- [Gardeners Close , Warnham](#)
- [Gardeners Green , Rusper](#)
- [Garton Close , Ifield , Crawley](#)
- [Gaskyns Close , Rudgwick](#)
- [Gateford Drive , Horsham](#)

**1** [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

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- 3 Select a street from the list to display the addresses on that street, then choose an address to discover whether any planning records exist for that address.
- 4 To view the property history, use the **Property History** tab

# Map Search

Map search allows you to identify properties that are the subjects of applications using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches

- 1 To use the **Map Search** select the **Map Search** tab. The initial view shows a view of the whole district.

Home > Planning > View or Comment on Planning Applications

Search My Profile Login Register

## Map Search [Help with this page](#)

Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.

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

Legend and Filter

Within the last 6 months

- Application
- Enforcement
- Property

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

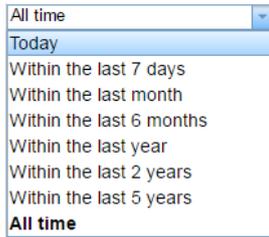
50m  show on map

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- 2 To zoom in on a specific location, double click on a point on the map or click on the + button. To zoom out, click on the – button

**Note** The scale at the bottom left of the map changes as you zoom. Alternatively, you can zoom in and out by scrolling the mouse wheel. **Applications will appear when the scale is at 100m**

- To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.
- The initial view displays applications submitted within the last six months. To change the time period select from the **Time Period** drop down list.



- To display more record types on the map, check the relevant boxes in the **Legend and Filter** list

Home > Planning > View or Comment on Planning Applications

Search My Profile Login Register

### Map Search [Help with this page](#)

Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.

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

Legend and Filter

Within the last 5 years

Planning

Application

Enforcement

Property

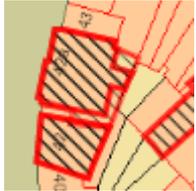
[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

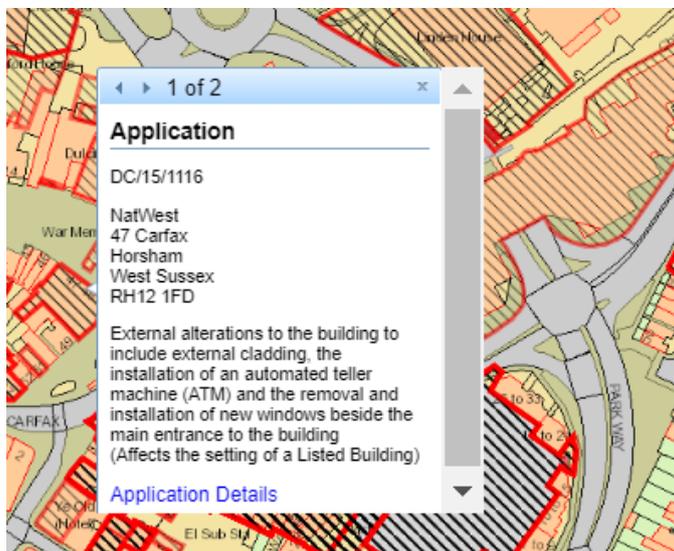
50m  show on map

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- All records are displayed as a polygon

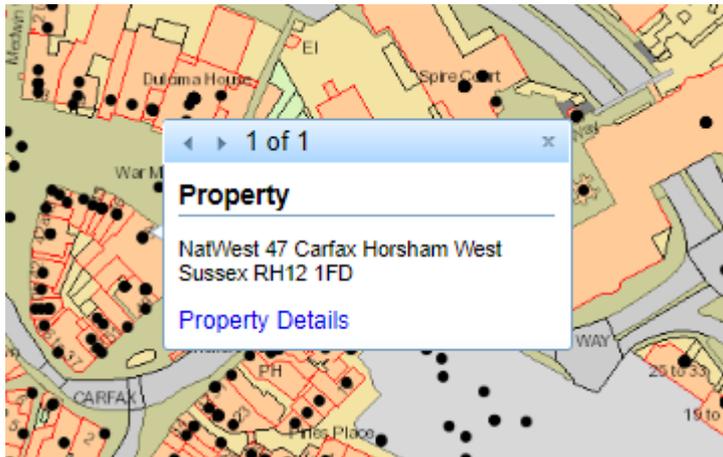
Module	Record type	Displayed As
<b>Planning</b>	<b>Applications</b> - properties for which planning applications have been submitted.	
	<b>Enforcements</b> - properties which are the subject of planning enforcements.	

- Once you have identified a record of interest, click on the polygon to display a summary of the information about the record.



- If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.
- To view the full record details, click on the **Application Details** link.

10 When the black property markers are displayed, you can click on any of these to view the property summary.



11 To view full details about that property, including any historical records that do not fall into the time period displayed on the map, click on **Property Details**.

# Search Results

Once you have run a search, a list of records matching the search criteria is displayed.

Home > Planning > View or Comment on Planning Applications

[Search](#) [My Profile](#) [Login](#) [Register](#)

## Planning – Results for Application Search

[Refine search](#)

[Save search](#)

[Print](#)

Sort by  Direction  Results per page  [Go](#)

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### Erection of single storey front extension

11 Blunts Way Horsham West Sussex RH12 2BJ  
Ref. No: DC/20/0791 | Validated: Fri 24 Apr 2020 | Status: Registered

### Creation of 4no. parking spaces (Certificate of Lawful Development - Proposed)

Stammerham South Christs Hospital Horsham West Sussex RH13 0NF  
Ref. No: DC/20/0786 | Validated: Thu 23 Apr 2020 | Status: Registered

### Approval of details reserved by condition 3 on DC/18/1863

29 Friday Street Warnham Horsham West Sussex RH12 3QY  
Ref. No: DISC/20/0104 | Validated: Wed 22 Apr 2020 | Status: Registered

### Retrospective application for the erection of a summerhouse.

39 Watermeadow Lane Storrington Pulborough West Sussex RH20 3GU  
Ref. No: DC/20/0779 | Validated: Thu 23 Apr 2020 | Status: Registered

### Application for approval of details reserved by condition 3 on DC/19/1892.

Rowfold Nurseries Coneyhurst Road Billingshurst West Sussex  
Ref. No: DISC/20/0106 | Validated: Wed 22 Apr 2020 | Status: Registered

### Erection of a single storey rear infill extension, with associated minor hard and soft landscaping works (Householder Application)

The Red House Leonardslee Gardens Brighton Road Lower Beeding Horsham West Sussex RH13 6PP  
Ref. No: DC/20/0777 | Validated: Wed 22 Apr 2020 | Status: Registered

**Note** A speech bubble icon attached to a record indicates that comments may be made about that record at this time

- 1 You can manipulate how the search results are displayed to help you find applications of particular interest:
  - **Sort By** - re-order the results according to a selected criterion
  - **Direction** - choose whether the results are displayed in ascending or descending order
  - **Results per page** - choose how many results should be displayed on the page at once. When you have made your display selections, click on the Go button.

- 2 The number of results displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on Next to view the next page or Previous to view the previous one, or by clicking directly on the page number
- 3 If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. Press the **Refine Search** button.
- 4 To display the current page of search results in a printable format, click on the **Print** button.