

How to search for planning applications or building warrants

The guidance is for users looking for Planning applications and Building Warrant information on the [Planning and Building Standards Portal](#) (sometimes known as PublicAccess). The Planning and Building Standards Portal lets you

- view planning applications, enforcement cases and appeals
- comment on planning applications
- view building warrant information

Click on search – a drop down menu appears. You can now choose how to search for a planning application or building warrant.

Keep up to date with Planning & Building Standards changes by signing up to the [Planning Blog](#)

IMPORTANT INFORMATION – CONSTRAINTS: The constraints data on this site is for information only.

Planning – Simple Search

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

Simple Advanced Weekly/Monthly Lists Property Map

Applications Appeals Enforcements

Status: All

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

Search

There are 5 types of search:

1. **Simple Search**
2. **Advanced Search**
3. **Weekly/ Monthly**
4. **Property Search**
5. **Map Search**

1. **Simple Search** – Choose between Planning Applications, Appeals or Enforcements. Enter a keyword, reference (eg 01/00001/FUL), postcode or single line of an address. Wild card searching can be performed using the * character on any of the reference number fields (eg 01/*/FUL).

Planning – Simple Search

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

The screenshot shows the 'Simple Search' interface. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below these, there are sub-tabs for 'Applications', 'Appeals', and 'Enforcements'. A 'Status' dropdown menu is set to 'All'. Below the dropdown, there is a text input field with a placeholder that says 'Enter a keyword, reference number, postcode or single line of an address.' To the right of the input field is a purple 'Search' button. A small blue question mark icon is located to the left of the input field. The 'an idox solution' logo is visible in the bottom right corner.

2. **Advanced Search** – Choose between Planning Applications, Appeals or Enforcements. Enter a least one option on the form, eg applications details or date range. Wild card searching can be performed using the * character on any of the Applicant Name and Address fields (eg “Miss * Smith” or “Elm *”)

Planning – Applications Search

[Help with this page](#)

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

The screenshot shows the 'Advanced Search' interface. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below these, there are sub-tabs for 'Applications', 'Appeals', and 'Enforcements'. The form is divided into two sections: 'Reference Numbers' and 'Application Details'. Under 'Reference Numbers', there are three input fields labeled 'Application Reference:', 'Planning Portal Reference:', and 'Alternative Reference:'. Under 'Application Details', there is one input field labeled 'Description Keyword:'. The 'an idox solution' logo is visible in the bottom right corner.

3. Weekly/Monthly Lists Search – For Planning Applications only, search for applications either validated or decided in a given week or month.

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

Community Council:

Ward:

Week beginning:

Show applications: Validated in this week
 Decided in this week

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4. Property Search – for when you want to search by part of an address or Unique Property Reference Number (UPRN). Choose “A to Z Street Search” to select street name form a list.

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

UPRN:

Property Name/Number:

Street Name:

Locality:

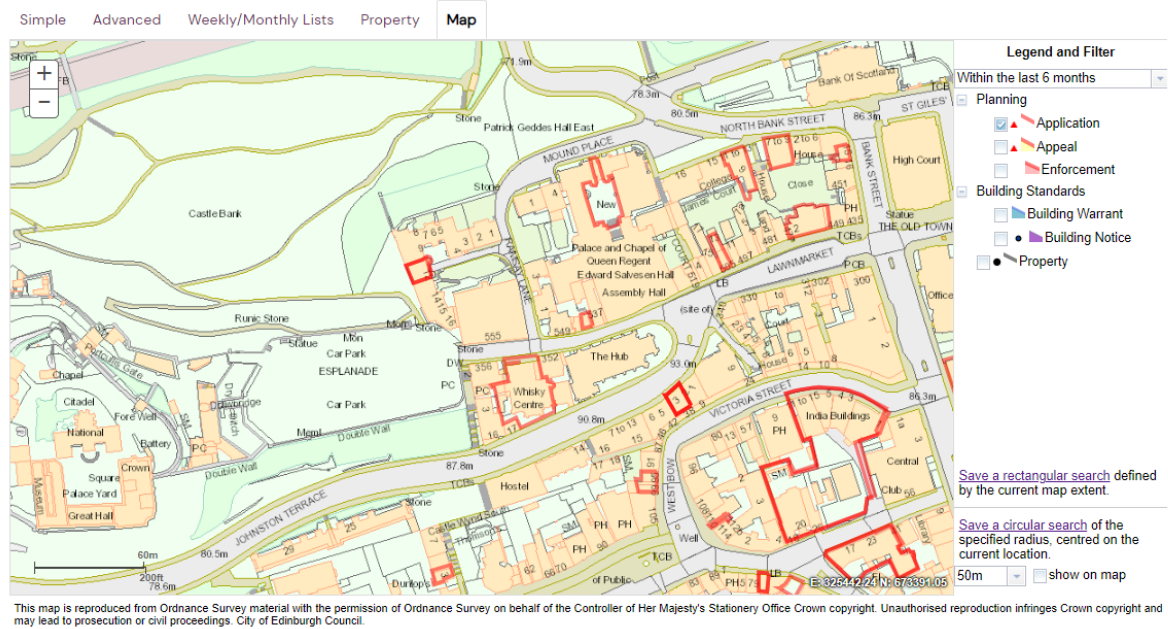
Town:

Postcode:

5. **Map Search** – zoom into your selected area, and filter by application type and dates. To show the legend box, enable the filter. The legend control allows the user to individually turn on/off any available layers.

Planning – Map Search

[Help with this page](#)



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Map Filters

Select what you want to search for:

Planning

- Applications – shown as red, non-shaded polygon
- Appeals – shown as red, yellow shaded polygon
- Enforcements – shown as red shaded polygon

Building Control

- Applications – shown as blue, non-shaded polygon
- Contraventions – shown as blue shaded polygon

Building Standards

- Warrants – shown as blue, non-shaded polygon
- Notices – shown as blue shaded polygon

Property


- Property – shown as black dots.

Select the relevant time period from the drop down list.

Map Tools

The interactive map contains a number of tools to help you zoom in and pan around the map to locate the desired case/property:

- Zoom in – click the + button on the map to zoom in, or zoom using the mouse wheel

- Zoom out – click the  button on the map to zoom out, or zoom using the mouse wheel
- Pan mode – to move around the map, click on the map and, keeping the mouse button pressed, drag the cursor in the direction that you want to pan.

Click a polygon to display summary information on that record.

Map Profile

You can add a map search to your Saved Searches list in one of two formats:

- Rectangular search - saves all of the records of the selected record type that apply to the area currently shown on the map
- Circular search - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

You can preview the circular search that will be saved by selecting a proximity distance from the drop down and clicking the show on map checkbox.