# **Bristol City Council - Welcome to Planning Online**

Planning Online introduces some new features and benefits, which will enable you to carry out and save specific searches, track applications and request updates by e mail. You will need to register to use these new features.

#### Registration is not required if you wish to search, view and comment on applications.

1.	Simple search options	.1
	Advanced search options	
3.	Viewing application details	.3
	Commenting on an application	
	Tracking an application	
	Saving a search	

#### **1. Simple search options**

Once you have accessed the site, there are a number of tabs across the middle of the screen.

## 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	Мар	
Search for:					
Applications Appeals Enforcements					
Enter a <b>k</b>	eyword, ref	erence number, postc	ode or single Search	e line of an address.	

After completing your search, you can sort the results by selecting an option from the drop down menu. You can also set the amount of results per page required (the more results, the longer the response time will be)

#### Planning » Results for Enforcement Search

	Refine Search Save Search Arithmetic Print
Sort by Date Received 💌 Direction Descending 💌	Results per page 10 💌 Go
1 2 3 4 5 6 7 8 9 10 Next •	Showing 1-10 of 98

#### 2. Advanced search options

You can search by various options to suit your requirements for example by ward, Neighbourhood Partnership Area, address or description keyword. Once the results are displayed you have the ability to sort the search results.

### Example 1

#### To receive a list of applications for a specific ward

The following search profile is for all current applications within Clifton ward. If you save this search and request to be notified of new search results, you will receive an email as an application is made valid for that ward.

### **Application Details**

Description Keyword		
Applicant Name		
Application Type	All	•
Ward	Clifton	•
Neighbourhood Partnership Area	All	V
Agent	All	•
Status	Pending Consideration	
Decision	All	
Appeal Status	All	
Appeal Decision	All	•

#### Example 2 To receive notification of an appeal lodged for a specific ward

You can be advised of an appeal submitted in Cabot ward by completing the following search profile.

Ward	Cabot	•
Neighbourhood Partnership Area	All	•
Agent	All	•
Status	All	•
Decision	All	•
Appeal Status	Appeal In Progress	•

#### Example 3

You can search for all applications for a specific street, however you may also need to enter a date range, to avoid too many results being found.

Appeal Decision	All		
Address	Whiteladies Road		
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	01/01/2011 💷 to 14/03/2011 💷		

#### 3. Viewing application details

Once you have selected an application from your search results, the details will be displayed. You have the option to view details, related plans and documents, decision dates and maps. If the application is current you will also have the option to comment.

When viewing the related plans and documents, you will be able to sort by date published, document type or description.

Date Published 🕯	Document Type	\$	View	Description +
11 Feb 2011	OS Extract	Sort by Do	cument Type (ascendir Document	ITE PLAN
11 Feb 2011	Drawing		View Document	PROPOSED FLOOR PLANS
11 Feb 2011	OS Extract		View Document	LOCATION PLAN

#### 4. Commenting on an application

When you make your comment via Planning Online, it will be submitted to us and immediately made available online to the public. We will not display your telephone number or email address to the public. If you complete your email details, all correspondence will be forwarded to this address.

Only comments received with a valid name and address will be considered as part of the application decision making process.

#### 5. Tracking an application

You can track an application, keep up to date with its progress and receive an email notification when there is a change in the status (i.e. it has been decided, withdrawn etc).

Once you have performed a search, view the details of the application you are interested in. If you want to add this to your Tracked Applications page, click on the Track button

## Planning » Application Summary

Help with this page

11/00560/F | Construction of 5 no. family dwellings with private amenity space and associated refuse and cycle storage. | Land Between 76-88 Horfield Road Bristol

• Back to search results		🖕 Track 🛛 🥔 Make a Public Comment ) 🛛 🗎 Prin		
		Get	informed when this item is u	odated
Details Comments	Constraints (4)	Documents (22)	Related Items (1)	Мар
Summary Further Inform	nation Contacts	Important Dates		
Reference:	11/00560/F			

To return to this application at a later date, select Tracked Applications under My Profile. From here you can view or alternatively stop tracking the application.

# My Profile » Tracked Applications

Help with this page

Profile Details	Saved Searches	Notified App	lications	Tracked Ap	plications	
Reference *	Address ÷	Type 🌣	Status 🗧	View	Stop Track	king
11/00269/COND	89 Park Street City Centre Bristol BS1 5PW	Application	Pending Considerati	ion 🔓	×	

#### 6. Saving a search

If you have registered with Planning Online you can save your searches, saving time the next time you visit the site. You can also choose to have new search results automatically sent to your email address.

## My Profile » Save Search

#### Saved Search Options

Search Title (editable)	Planning Application 17-Feb-2011 2:44 PM
Notify me via email about new search results	O <sub>Yes</sub> O <sub>No</sub>
Last Run Date	Search not run yet.