



ONLINE PLANNING GUIDANCE NOTES



Search for Applications



How to use Online Planning

The following guide provides advice on how to use the new ePlanning services available on the Council's Web Site. Online Planning will provide citizens, agents and consultees the opportunity to view planning applications (including drawings and supporting information), track their progress, submit comments and be notified of decisions, online from beginning to end.

This short guide explains how to:

- Carry out basic/advanced or property searches;
- Save, refine and track searches;
- Receive email notifications of new search results; and
- Comment on applications.

In conjunction with the Scottish Government, Online Planning also allows citizens and agents to apply for planning permission and submit planning appeals online. This service is available at www.eplanning.scotland.gov.uk

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- Save, Refine and Track your Searches
- How to perform a Property Search
- How to View Application Lists
- Contact Details/Terms and Conditions

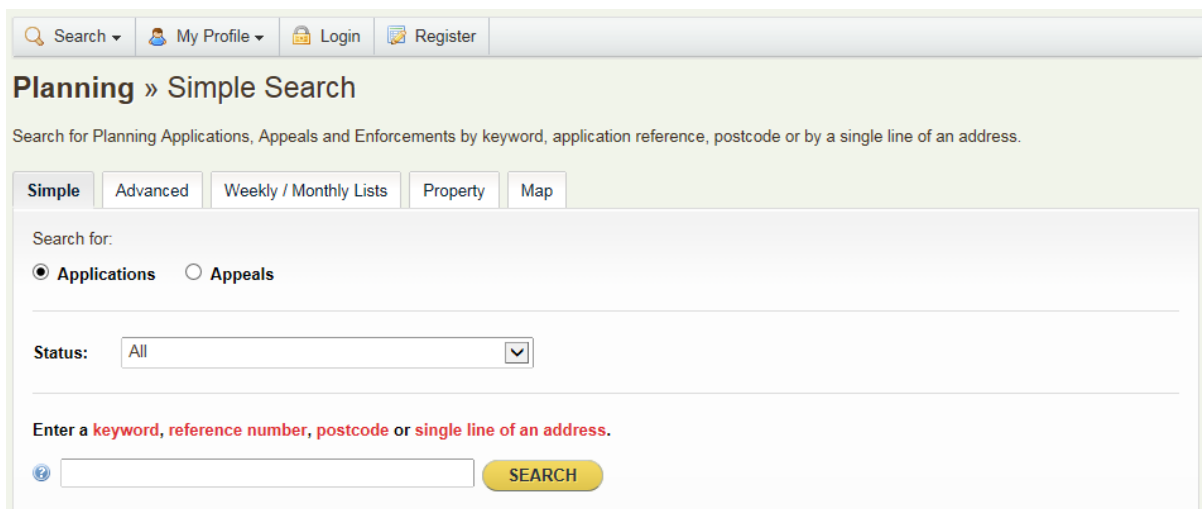
Searching for planning applications

You can access the planning information via the options below:
Log onto the web site by entering www.midlothian.gov.uk and;

- From the A-Z of Services select **P**
- Select **Planning Permission and applications**
- Select **Search and comment on planning applications**

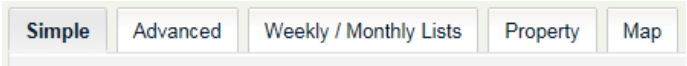
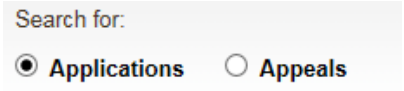


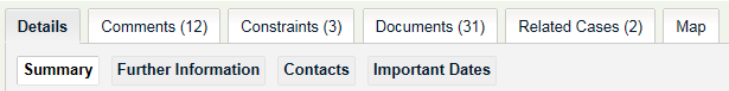
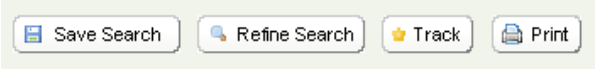


- From the **Most Visited** section select **Planning applications**
- Select **Search Planning applications**

All of the options above will take you to the **Simple Search** screen



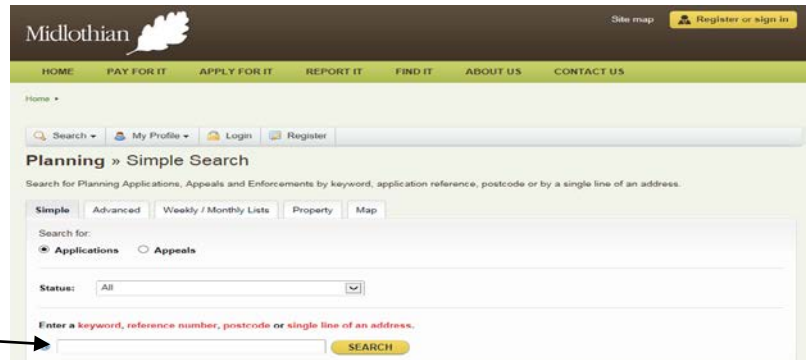
The screenshot shows the 'Simple Search' interface. At the top, there are navigation links: Search, My Profile, Login, and Register. Below this is the breadcrumb 'Planning » Simple Search' and a search instruction: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are five tabs: Simple (selected), Advanced, Weekly / Monthly Lists, Property, and Map. Under 'Search for:', there are radio buttons for 'Applications' (selected) and 'Appeals'. A 'Status:' dropdown menu is set to 'All'. Below this is a text input field with a placeholder: 'Enter a keyword, reference number, postcode or single line of an address.' and a yellow 'SEARCH' button.

ON-LINE PLANNING ICONS EXPLAINED

<u>ICON</u>	<u>EXPLANATION</u>
* Indicates a mandatory field	
Greyed out Fields/Tabs	This option is not available
	Tabs
	Radio Buttons
	Free text field
	Drop down list
	Tab within an application
	Action buttons
	Solid RED Line indicates application site
	Map Navigation keys

SIMPLE SEARCH

To carry out a **Simple** search on an Application by Reference Number; type the reference number into the field and press *Search*, alternatively you can search on the postcode or single line of the address.

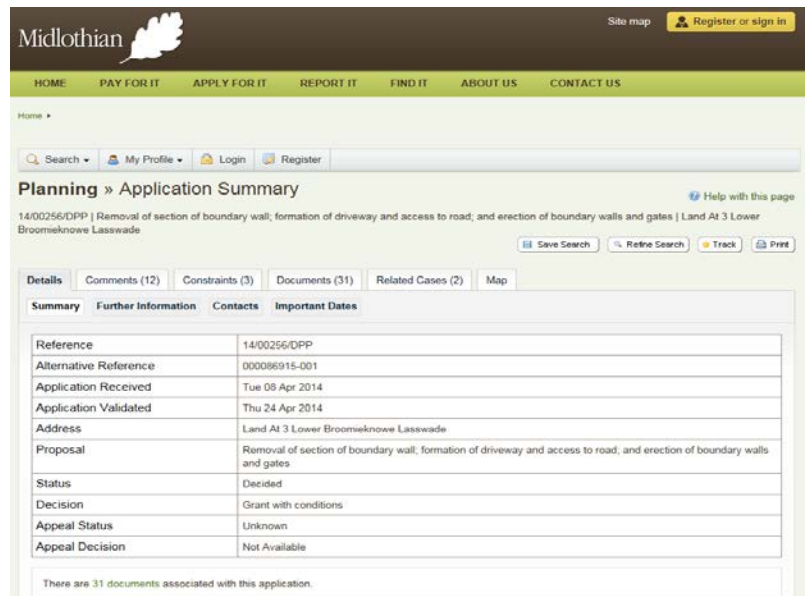


When the results are returned select the relevant application.

A *Summary* of the Application is displayed, click on the:

Further Information Tab to display the Case Officer Details/Applicants and Agents Details.

The *Important Dates Tab* will display all the relevant dates of the Application.



On pressing the *Documents Tab* you can then view all correspondence that relates to this Application.

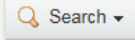
The *Comments Tab*, has the details of the public comments that have been submitted on-line, paper submitted comments are visible via the document tab.

The *Related Cases Tab* will display any Appeals or other planning applications related to the property.

The *Map Tab* will display the Application site and surrounding area, the application site is highlighted by a RED border.

ADVANCED SEARCH



An advanced Search can be created by selecting the *Advanced Search* tab, or from the Search button  select Planning - Advanced.

The selection fields opposite will be displayed, any permutation of these can be used.

It is best to leave those not selected as the default of ALL

Note for Information:- No Enforcement Files are visible on the Intranet/Internet.

You can also select more than one date range, to create a search that will show all applications received, validated and decided in a specific time period you should populate:

Date Received (from/to) Date Validated (from/to) Decision Date (from/to)

A list like the one opposite will be displayed, this can be sorted into Application Reference, Description or Status in Ascending or Descending order, the number of results per page can also be increased to a maximum of 50. The results can be printed by selecting the Print Icon (right of the page). It is best to set the results per page to 50 before you select print.

You can Save your Search by pressing the Save Search Icon or Refine your search if to many results have been returned

PROPERTY SEARCH



If the Application Reference Number is not available you can do a *Property Search* type in the Street Name, Locality, Town or Postcode and press *Search*.

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:

SEARCH **RESET**

A list of all properties will be returned; select the relevant address and press enter.

Direction: Ascending Results per page: 10 GO

1 2 3 4 5 6 7 8 9 10 Next

1 Clerk Street Loanhead EH20 9DP
1A Clerk Street Loanhead EH20 9DP
2 Clerk Street Loanhead EH20 9DR
Library Headquarters 2 Clerk Street Loanhead EH20 9DR
3 Clerk Street Loanhead EH20 9DP
Loanhead Social Work Centre 4 Clerk Street Loanhead EH20 9DR
5 Clerk Street Loanhead EH20 9DP
7 Clerk Street Loanhead EH20 9DP
9 Clerk Street Loanhead EH20 9DP
9A Clerk Street Loanhead EH20 9DP

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. Select "Show results on large map" to see a more detailed map view of your search results.

SHOW RESULTS ON LARGE MAP

Showing 1-10 of 109

The property details are displayed. Select the *Property History Tab*, under the Applications section; press enter on the green text to display all the relevant tabs as per the Simple Search (if no application has been made against this property the *Property History Tab* will be Greyed out).

Property History

000120010044 | 83 Clerk Street Loanhead EH20 9RE

[Back to search results](#)

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

Planning Applications (1)

- Erection of first floor extension and raised terrace, installation of external stair and raising of roof ridge
Ref. No: 14/00552/DPP | Status: Application Refused

Planning Appeals (0)

Properties (0)

If this is an early application the Document tab will be greyed out and showing (0) as no case file information is held on the live system.

Planning » Application Summary

00/00169/FUL | Change of use from shop to flatted dwelling | 15 Clerk Street Loanhead Midlothian EH20 9DP

[Property 000120010476](#)

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

Summary Further Information Contacts Important Dates

Reference	00/00169/FUL
Alternative Reference	Not Available
Application Received	Thu 23 Mar 2000
Application Validated	Fri 24 Mar 2000

VIEW WEEKLY/MONTHLY LISTS AND CURRENT APPLICATIONS



Select the *Weekly/Monthly Lists Tab*, from the Simple Search 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 Map

The Parish/Ward field should be left as the default of ALL, from the drop down arrow select the relevant week/month that you wish to view. If you wish to view decided applications change the radio button to Decided in this week. It is important to note that these are live lists and are subject to change. If you wish to view a specific period of time – please refer to the Advanced Search procedure.

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 Current Applications

Parish: All

Ward: All

Week beginning: 27 Oct 2014

Show applications: Validated in this week Decided in this week

SEARCH

To view the Current List of applications, select the Current Application option and then press GET CURRENT APPLICATIONS this will return a list of all applications that are Pending Consideration. There is no option to amend the date criteria on this search option.

Planning » Current Applications

Search for a list of all Current Applications on the casework system.

Simple Advanced Weekly / Monthly Lists Property Map

Weekly List Monthly List Current Applications

Get a list of all Current Applications on the casework system

GET CURRENT APPLICATIONS

REGISTRATION



SAVE TIME SEARCHING AND GET NOTIFIED OF CHANGES

For searches to be Saved, Redefined or Tracked on the Internet and submit Comments you are required to firstly register with the site.

This can be done by selecting the Register button from the top tool bar, and following the on-line instructions.

Registration

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.

Title *	<input type="text"/>
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Phone Number	<input type="text"/>
A confirmation email will be sent to the email address you provide below.	
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>
Your password must be at least 8 characters long and be a mix of letters and numbers.	
Password *	<input type="text"/>
Confirm Password *	<input type="text"/>

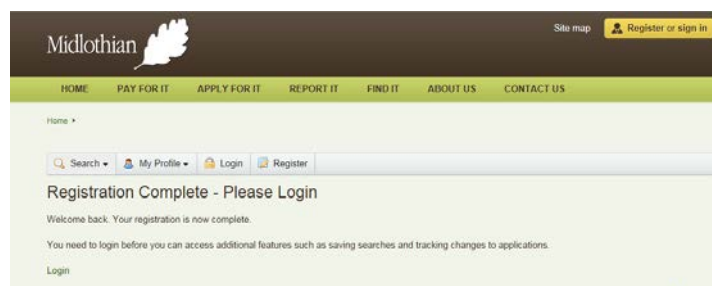
NEXT

All fields marked with an * are mandatory. Enter your Postcode to confirm your address.

You must agree to the Terms and Conditions and Privacy Policy to proceed with registration.

You will receive an email, click on the link to confirm your registration details as instructed for the completion of registration.

Once this has been completed you can then Login and make Comment, and Redefine Saved and tracked searches.



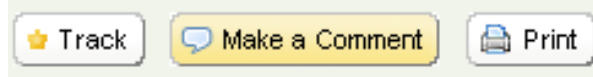
SUBMIT COMMENTS ON-LINE



Login to your account on the planning search site before you start to make a comment on an application. Representations (Objections/Supporting and Neutral Comments) can only be made for Planning Applications that are still pending consideration.

Locate the relevant Planning Application using any of the search methods detailed.

From within the application details screen select the *Make a Comment* button



Your registration details will be detailed, all fields with an * are mandatory fields and need to be completed.

To receive an email confirmation of your comment you must tick the 'Send me an email confirming my comments' Press SUBMIT to have your comments added to the application case file.

Make a Comment

You may make a comment supporting or objecting to this application. Your comments will be submitted and in due course made available online. We will not display your personal data online.

Comments cannot be made on applications that have already been determined.

Application Reference:	14/00814/DPP
Address:	247 Rullion Road Penicuik EH26 9JP
Proposal:	Extension to dwellinghouse; formation of decking
Case Officer:	Ingrid Forteath

Are your personal details correct? Click to update my personal details.

Your Title: *

Your First Name: *

Your Surname: *

Your Address: *

Your Tel. No.

Your Email Address: *

Commenter Type: *

Stance: * Object Support Neutral

Your Comment:

Send me an email confirming my comments

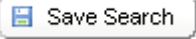
SAVE, REFINE AND TRACK SEARCHES



SAVE

If you have created a search and you wish to repeat this it can be saved.

Run your search and select the .

Save Search button,  Save Search the screen opposite will be displayed you should change the Search Title to a relevant description, tick the YES button next to Notify via email about new search results to receive new updates on any of the applications listed. Press the Save button, your saved search will now be listed under your Saved Searches tab.

A screenshot of a web form titled "My Profile » Save Search". The form is titled "Saved Search Options" and contains the following fields:

- Search Title (editable)**: A text input field containing "Planning Application 17-Dec-2014 10:47 AM".
- Notify me via email about new search results**: A radio button selection with "Yes" selected and "No" unselected.
- Last Run Date**: A text input field containing "Search not run yet."

At the bottom of the form are two buttons: "SAVE" and "CANCEL".

HOW TO REFINE SEARCHES

To Refine an already created search select Saved Searches from within *MY Profile Tab* and change as necessary.

To Run your Saved Search select *My Profile, Saved Searches* select Run this will return the search with the current criteria; you should edit the search to change the dates etc.

When you wish to delete a Saved Search, select *My Profile, Saved Searches* then select Delete.

HOW TO TRACK SEARCHES

If you wish to Track and application create a Simple Search. When the results are returned for the Application, select the *Track Icon Button*

To view the documents attached to this application press View, the documents will be displayed as per the Simple Search. The purpose of tracking case files is to keep you up to date when any changes are made to the application, i.e. when the Decision Notice has been issued.

To Stop Tracking select, *MY Profile, Tracked Applications* then select the Red Cross, this will remove the Application from your tracking list. This process will display any changes made to the Council's internal Planning system, which may not be visible via the web site.

CONTACT DETAILS



Midlothian Council Web Site Terms and Conditions

Email planning-applications@midlothian.gov.uk
Web site www.midlothian.gov.uk
Telephone 0131 271 3302
Fax 0131 271 3537
Post/Call-in Midlothian Council, Education Communities and Economy, Planning and Development, Fairfield House, 8 Lothian Road, Dalkeith EH 22 3ZN
ePlanning Scotland www.eplanning.scot

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COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

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اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور مطبوعات اور دستاویزات دیگر شکلوں میں مثلاً بریل (بڑے افراد کے لیے) اور بڑے ہونے حروف کی کھمبائی (بیمیں، ڈیپ وی یا بے حروف کی کھمبائی میں فراہم کر سکتے ہیں۔)

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk