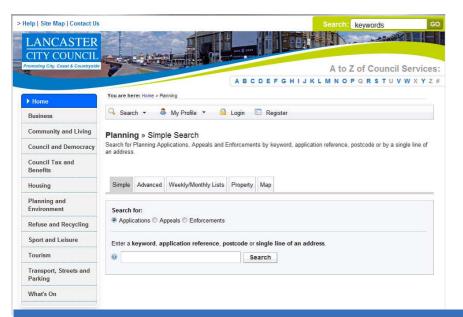
# **Using Public Access**

Open your web browser, and go to <a href="http://planning.lancaster.gov.uk">http://planning.lancaster.gov.uk</a> to access the Public Access site.



### Simple Search

You can search for Planning Applications, Appeals, or Enforcement Notices. Select the appropriate case type you require using the selection buttons.

To find a case, you can search by application number or case reference, postcode, or the first line of an address.

If you are not sure of any of the above, try a Property Search or a Map Search by clicking on the Property or Map tab.

### **Search Examples:**

Enter an application number, for example "10/00366/OUT" Enter the first line of an address, for example "Town Hall" Enter a postcode, for example "LA1 3RJ"

Simple Advanced Weekly	/Monthly Lists Property	Мар				
Applications Appeals	Enforcements					
eference Numbers						
Application Reference						
Planning Portal Reference						
Alternative Reference						
Applicant Name Application Type	All					
Applicant Name						
	7.01	E33)	Name of the last o			
	All					
Ward	All					
Ward Parish	All	•				
Ward Parish Agent	All	•				
Ward Parish Agent Status	All All	•				
Ward Parish Agent Status Decision	All All All	•				
Ward Parish Agent Status	All All	•				

### **Advanced Search**

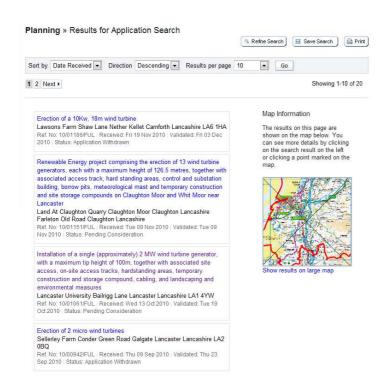
Click on the Advanced tab to access Advanced Search. This gives you more search options.

The Description Keyword field allows you to search the application description. If you wanted to find all the applications for "wind turbines", enter it here and click Search.

At the bottom of the screen you can enter date ranges to narrow your search results. This will also help speed up your searches.

### Search Results

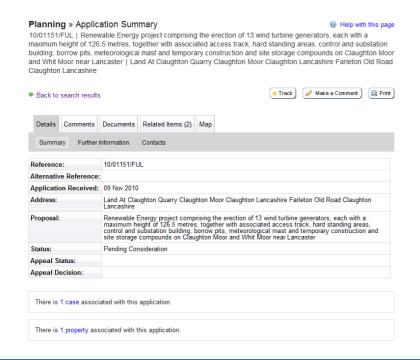
Your search results will be shown in the format below. If your search returns only one result, you will be taken directly to the Application Summary for that application.



If your search produces too many results, click Refine Search to change the criteria.

Using the grey bar at the top of the results, you can change the order of the search results. By default, results are shown in descending order of date received.

To view an application, click on the description text, usually shown in blue. The search results are also shown on a map on the right. Click the link to view a larger version, but if your search covers a large area and the application polygons are small they may be difficult to see.



After clicking on an application, you will be shown a summary of the application details.

Click on Further Information to view the full details of the application, including details of the applicant, agent, case officer and important dates.

The Contacts button will show the details of the local ward councillors for the application site.

The comments button allows you to submit a comment on the application (registration required). Other people's comments will be published in the Documents section of the site.

The Documents button allows you to access the application forms, plans, supporting documents, consultee comments and decision notice (once available) for the application. See the next page for further details.

### **Viewing Plans and Documents**

All documents published on here are in PDF format. You will need a PDF viewer for your computer or device.

#### Planning » Planning Application Documents

View associated documents

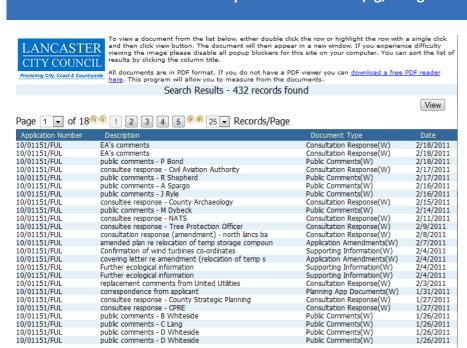
10/01151/FUL | Renewable Energy project comprising the erection of 13 wind turbine generators, each with a maximum height of 126.5 metres, together with associated access track, hard standing areas, control and substation building, borrow pits, meteorological mast and temporary construction and site storage compounds on Claughton Moor and Whit Moor near Lancaster | Land At Claughton Quarry Claughton Moor Claughton Lancashire Farleton Old Road Claughton Lancashire

Back to search results Details Comments Documents Related Items (2) Map

Click on the Documents tab within the application, then click on the View Associated Documents link. This will open the document list in a new window.

If no new window opens, check your pop up blocker settings on your web browser, Internet Security software or any browser toolbars (eg, Google Toolbar) you have installed.

View



The list of documents related to the application will appear in order of the date received.

The total number of documents is shown at the top of the screen.

Click on any of the column headings to sort the documents. For an application where there are lots of comments, clicking the Date heading twice will show you the earliest submitted documents - usually the forms and plans.



LANCASTER

To view a document from the list below, either double click the row or highlight the row with a single click and then click view button. The document will then appear in a new window. If you experience difficulty viewing the image please disable all popup blockers for this site on your computer. You can sort the list of results by clicking the column title.

All documents are in PDF format. If you do not have a PDF viewer you can <u>download a free PDF reader here</u>. This program will allow you to measure from the documents.

Search Results - 432 records found

Page 1 ▼ of 18 1 2 3 4 5 1 25 ▼ Records/Page Document Type Date 🦊 Consultation Response(W)
Consultation Response(W)
Public Comments(W)
Consultation Response(W)
Public Comments(W) EA's comments
EA's comments
EA's comments
Fa's comments
EA's comments - P Bond
consultee response - Civil Aviation Authority
public comments - A Shepherd
public comments - A Spargo
public comments - J Ryle 10/01151/FUL 10/01151/FUL 10/01151/FUL 2/18/2011 2/18/2011 2/18/2011 2/17/2011 2/17/2011 10/01151/FUL Public Comments(W 10/01151/FUL Public Comments(W) 2/16/2011 10/01151/FUL consultee response - County public comments - M Dybeck County Archaeology Consultation Response(W) 2/15/2011 10/01151/FUL Public Comments(W) 2/14/2011 10/01151/FUL 10/01151/FUL 10/01151/FUL 10/01151/FUL 10/01151/FUL 10/01151/FUL public comments - M Dybeck
consultee response - NATS
consultee response - Tree Protection Officer
consultation response (amendemet) - north lancs ba
amended plan re relocation of temp storage compoun
Confirmation of wind turbines co-ordinates Public Comments(W)
Consultation Response(W)
Consultation Response(W)
Consultation Response(W)
Application Amendments(W)
Supporting Information(W) 2/14/2011 2/11/2011 2/9/2011 2/8/2011 2/7/2011 2/4/2011 2/4/2011 covering letter re amendment (relocation of temp s Application Amendments(W) 10/01151/FUL Further ecological information Supporting Information(W) 2/4/2011 Further ecological information replacement comments from United Utilities correspondence from applicant consultee response - County Strategic Planning consultee response - CPE public comments - B Whiteside public comments - D Whiteside public comments - D Whiteside 10/01151/FUL Consultation Response(W) 2/3/2011 1/31/2011 10/01151/FUL Planning App Documents(W) Consultation Response(W)
Consultation Response(W)
Public Comments(W)
Public Comments(W) 10/01151/FUL 10/01151/FUL 10/01151/FUL 10/01151/FUL 1/27/2011 1/27/2011 1/26/2011 1/26/2011

To view a document, click on it to select it; it will usually turn blue to show it is selected.

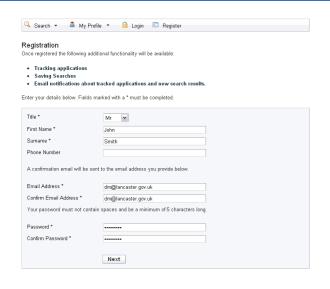
Click the View button above the document list to view.

The document will open in a new window.

If nothing happens when you click View, check your pop up blocker settings. We recommend you allow pop ups from \*.lancaster.gov.uk

# Registration

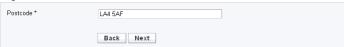
Registration is required if you want to submit comments on an application. Registering also allows users to track applications, save searches and receive email notifications about tracked applications and new search results.



Click the Register button, and complete the details on the registration screen.

Click Next

#### Registration



Enter your postcode, then click Next. There will be a short wait as your postcode is matched to the database

#### Registration



Select your address from the list. If your address is outside the district, you will need to enter it manually at this point. Click Next.

#### Registration



Check your details are correct. Use the back button to correct any mistakes.

Tick to accept the Terms and Conditions and Privacy Policy.

Click Next.

### Registration Complete

Thank you for registering.

You will shortly be sent an e-mail with instructions on how to complete your registration

🔾 Search 🔻 🚨 My Profile 🔻 🔒 Login 🖾 Register

You will not be able to save searches or track applications, unless you confirm your registration details via the e-mail we send



#### Registration Complete - Please Login

Welcome back. Your registration is now complete.

You need to login before you can access additional features such as saving searches and tracking changes to applications

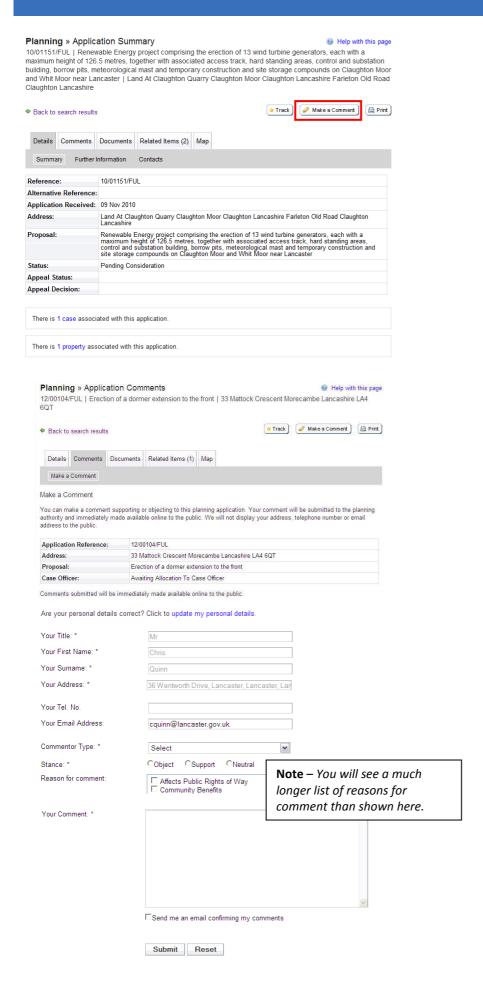
Login

The system will confirm that your registration is complete. You will need to check your email for a message from developmentcontrol@lancaster

Follow the link in the email to confirm your registration. You should see the confirmation shown opposite.

# Making a comment (Registration Required)

You can submit comments on an application using Public Access. Before submitting your comments, you are advised to read the guidance page <a href="https://www.lancaster.gov.uk/dmcomments">www.lancaster.gov.uk/dmcomments</a>.



To make a comment, you must be viewing the Application Summary screen. Details of how to find an application are shown above.

Click on the Make a Comment button (shown highlighted in red)

If you are not logged in, you will be prompted to log in using your email address and password you selected when you registered.

The Application comments screen will appear.

Check that your personal details are correct.

Select the Commentor Type from the list, and your stance – whether you object, support or are neutral.

Tick any Reasons for comment you believe may be appropriate to the case.

Enter your comments in the Your comment box. You can copy and paste from another application if required.

Tick the box to receive a copy of your comments via email. (recommended). You will need to enter your email address if you select this.

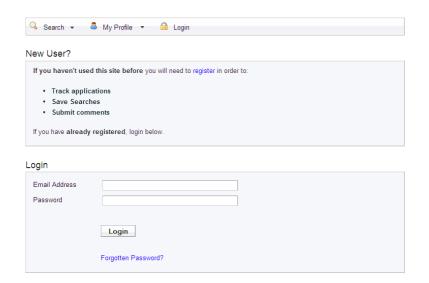
Click Submit to send your comment.



You should see the following confirmation that your comments have been received by the Council and forwarded to the Case Officer.

### **Forgotten Passwords**

All user passwords are held in a secure, encrypted database which cannot be accessed by Council staff. If you forget your password, you will need to follow the password reset procedure.



Click the Login button, and you will be taken to the login page.

Click on the Forgotten Password link. You will need access to the email address you used when you registered with us.

If you now have a new email address, you will need to register as a new user.

Email Address	
New Password	
Confirm New Password	
	Change password

Thank you. An email confirming your update will be sent to you shortly

Click on the Change password button.

Enter the email address you used to register on the site, and a new password you would like to use.

You will see the confirmation message shown here.

Next, check your email inbox for a message from <u>developmentcontrol@lancaster.gov.uk</u> with "Lancaster City Council Public Access – Password Change Confirmation Request" in the subject.

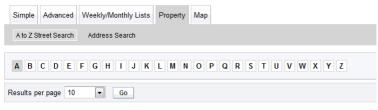
Click on the link in the email to activate your new password. If your email client doesn't show a link, try copying and pasting the text into the address bar of your web browser.

# **Property Search**

A property search allows you to view all applications and cases on a particular address. There are 2 ways to search. Click on the Property tab, and select the A to Z or Address Search option.

#### 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 particular street.



Streets beginning with A

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next >

- A6 North Of Its Junction With A6070 To County Boundary , Yealand Redmayne
- A601m B6254 To M6 Junction 35 , Carnforth
- · Aalborg Place , Lancaster
- Abbeydale , Morecambe
- · Abbeyfield Close , Lancaster
- · Abbeystead Drive , Lancaster
- Abbeystead Lane , Abbeystead
   Abbeystead Lane , Dolphinholme

# A to Z Street Search

The A to Z Street Search allows you to view properties by Street Name.
Use the letters across the top to show streets beginning with that letter.
You can change the number of results per page by changing the drop down menu and clicking Go.
Click on the street name to show the properties on the street.

#### 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

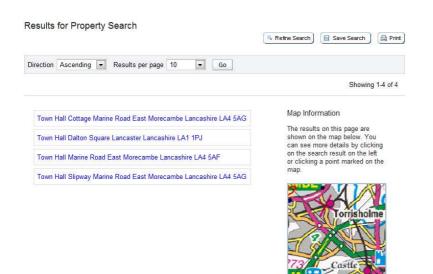
Simple	Advanced	Weekly/Month	ly Lists Prop	erty Map			
A to Z S	treet Search	Address Sea	rch				
UPRN:					7		
	Name / Nun	nber:					
Street N	ame:						
Locality:							
Town:							
Post Co	de:						
			Search R	eset			

### **Address Search**

The address search allows you to perform a conventional address search.

You can search by postcode from this screen.

Enter the address details and click Search to show the results.

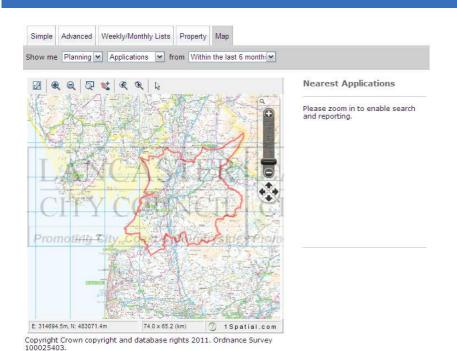


The property search results are shown in a list.

Click on the property to view the property details.

# **Map Search**

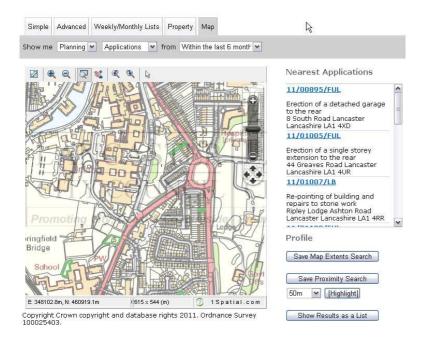
The Map Search allows you to view applications on an interactive map. To start, click on the Map tab.



This shows the initial map view.

You can select what type of applications and from what time frame you want to view using the "Show me" drop-down menus above the map.

Use the map controls to zoom to the area you are interested in.



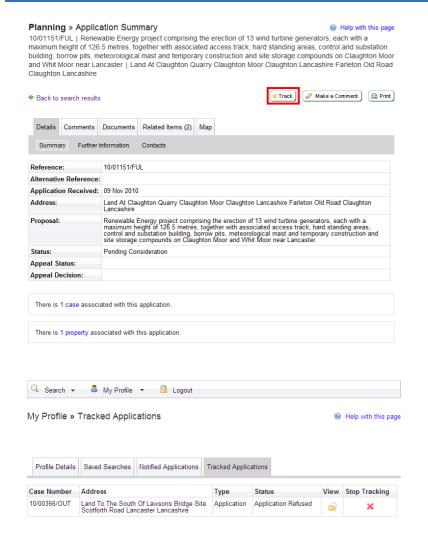
Once zoomed in below a scale of 1:10000, the applications are highlighted on the map edged in green, and the list of Nearest Applications is completed.

Click on the application number to view the application details.

Click Show Results as a List to show the applications as a list without the map view.

# Tracking an Application (Registration Required)

Once registered, you can track an application. You will receive an email alert when the application is determined. You will need to log in to track an application.



To track an application, you must first search for the application and view the Application Summary screen. Details of how to do this can be found above.

Click on the Track button (shown highlighted in red).

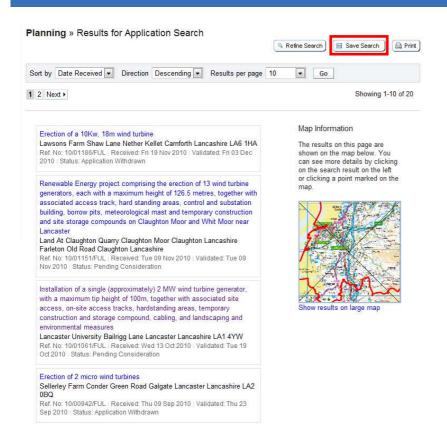
If you are not logged in, you will be prompted to log in using your email address and password you selected when you registered.

The application will be shown in your Tracked Applications list within My Profile.

If you no longer wish to track an application, click the red cross to remove it from your tracked applications list.

# Saving a Search (Registration Required)

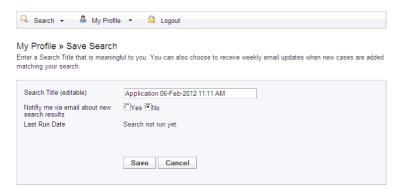
Once registered, you save a search. You will receive an email alert when new applications meet your search criteria. You will need to log in to save a search.



To save a search, you must first run an search and be viewing the Results for Application Search screen. Details of how to do this can be found above.

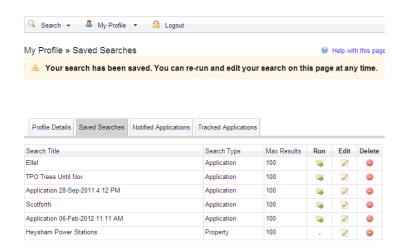
Click on the Save Search button (shown highlighted in red).

If you are not logged in, you will be prompted to log in using your email address and password you selected when you registered.



On the Save Search screen, you can enter a title for your search and select to receive email alerts of new search results.

Click the Save button to save your search.



Your search will appear in the list of Saved Searches under My Profile. From here you can run, edit or delete your search at any time.