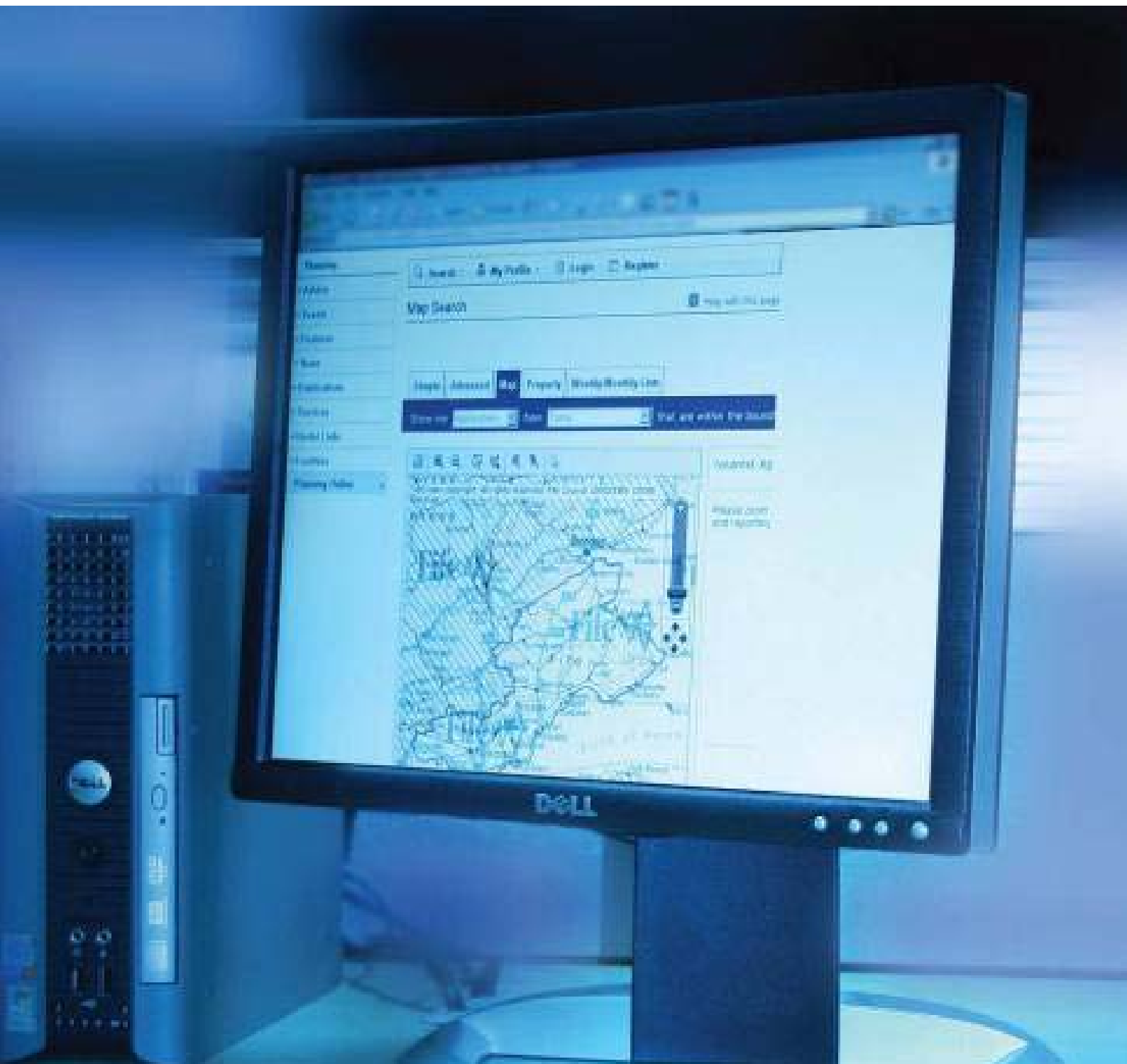


# Accessing Planning Information Online

January 2010



# Accessing Planning Information Online

Wakefield Council's e-Planning service means you can view, track and comment on planning applications online.

The benefits of e-Planning are clear – it gives you convenient access to planning information online 24/7. This will lead to quicker and better decision making. And, you won't need to travel to your nearest planning office to find out what's happening near you.



We've recently introduced some new features and benefits which will improve your access to planning online. These are summarised on the next few pages.

**You can still visit** our office in Newton Bar, Leeds Road, Wakefield, WF1 2TX to see copies of relevant plans and information and speak to a **Duty Officer** if you have any questions.

**Wakefield  
Planning Online**



## ONLINE PLANNING APPLICATIONS

When we receive a valid application, it is scanned along with all plans and relevant documents. These are then made publicly available within **five** days on:

**[www.wakefield.gov.uk/planning](http://www.wakefield.gov.uk/planning)**

## NEW FEATURES AND BENEFITS

This is a brand new online planning system, which has been designed to offer many more features to our customers. The core of the new system is an ability to set up pro-active, personal email notifications, based on the applications and locations you are interested in. Other significant features are better search options and improved accessibility.

**The new features are summarised below:**


### REGISTRATION

If you register your details and create your own personal profile you can receive automatic emails when an application of the type that you are interested in is submitted to us.

### SEARCHING

You can search by various options to suit your requirements for example by ward, parish, date validated, by status (e.g. all those pending consideration) or by decision (e.g. all those refused). You can now also search by description\proposal (e.g. 'single storey rear extensions' or 'porches' or 'change of use').

**Saving a search** if you have registered on the system you can save your regular searches - saving time the next time you visit the site.



**Map search** you can view where applications are located on a map within a pre-selected time period (e.g. the last 6 weeks, or 2 years) with the option to zoom in and out. You can hold the cursor over the dots on the map to identify the application reference and summary details are given on the screen.

### **TRACKING APPLICATIONS**

You can track applications and receive an automatic email when there is a change in the status field. You can keep up to date with what is happening to your own/client's application or ones which you have an interest in.

### **PROPERTY AND POSTCODE SEARCH**

You can search alphabetically by street to see all the applications in progress for that street address. You are also able to search by postcode to view all applications allocated to a selected postcode.

### **VIEWING INFORMATION**

Once you have selected the application you are interested in you will be able to view the documents related to it online. You can look at a summary or full details, any related documents e.g., plans and drawings, comments, decision dates and maps showing the location of the application address.

# Getting Started

Go to [www.wakefield.gov.uk/planning](http://www.wakefield.gov.uk/planning)

Please take time to familiarise yourself with the **Terms and Conditions** before using this site.

## WHAT INFORMATION IS AVAILABLE

Information is available for all planning applications received since Wakefield MDC was established in 1974.

The more recent the application, the more information is available.

For most applications since 1992, there will also be supporting plans and documents available to view online.

Information is also held for Appeals against Planning Decisions, and Enforcement Cases.

The **Online Planning History** contained within the site should not be relied upon in connection with a property or legal transactions.

If you require a complete history, please contact our **Local Land Charges** team to discuss your requirements and any fees involved:

**Web** [www.wakefield.gov.uk/Planning/LocalLandCharges](http://www.wakefield.gov.uk/Planning/LocalLandCharges)

**Phone** 01924 305260

**Email** [landcharges@wakefield.gov.uk](mailto:landcharges@wakefield.gov.uk)

## HELP PAGES

Please make use of the help pages within the system, there is a **Help with this Page** link just under the Wakefield Planning Online logo on most pages.



**Wakefield Planning Online**

Search ▾ My Profile ▾ Login Register

**Application Summary** [Help with this page](#)

07/02613/FUL | Application for the development of 119 apartments and 542m<sup>2</sup> of retail (A1-A4) including demolition | ABC Cinema (Former) 75 Kirkgate Wakefield Wakefield WF1 1HX

Track Make a Comment Print

## REGISTERING

When you have accessed the site you have the option to register your details.

### What are the benefits of registering?

You can:

- create your own personal profile
- save details of searches you have made
- track specific applications which you are interested in
- receive automatic email notification of changes to applications that you are tracking

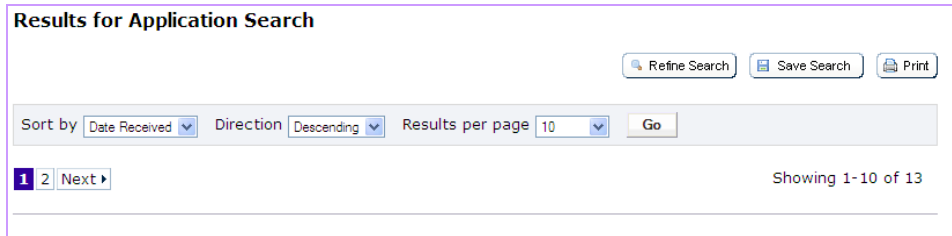
**Registration is not compulsory** you can still use the system to look up the details of Planning Applications, Properties, Appeals and Enforcement without completing the Registration process.

# Saving Searches

## YOU NEED TO BE REGISTERED TO SAVE SEARCHES

If you Save a Search, this will be run automatically, and you will be emailed the results.

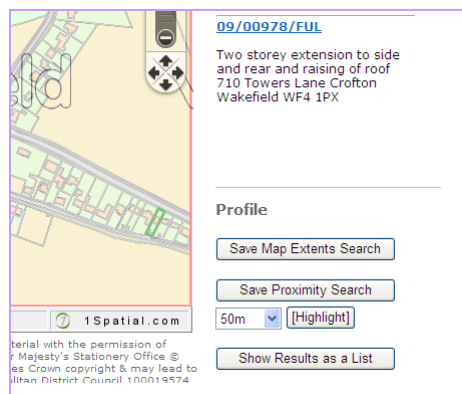
You can Save any search criteria you have used to get the Search Results list, simply press the Save Search button above the list of results.



you can also Save searches on the Map based on results.

**Save Map Extents** this saves a search based on the map as shown on screen when you Press the Save Map Extents button

**Save Proximity Search** this a search based on a radius of x meters from the centre of the map.



# Tracking Applications

## YOU NEED TO BE REGISTERED TO TRACK APPLICATIONS

Any application can be tracked so that you can be kept up to date with its progress without having to search for it again. If an application you are tracking changes, you will receive notification by email.

The changes that trigger an email are:

- If the application is Withdrawn or Returned
- When a decision has been issued

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.

**Application Summary** [Help with this page](#)

09/00978/FUL | Two storey extension to side and rear and raising of roof | 710 Towers Lane Crofton Wakefield WF4 1PX

Track Make a Comment Print

To return to this application at a later date, select Tracked Applications under My Profile

**My Profile » Tracked Applications**

Profile Details
Saved Searches
Notified Applications
Tracked Applications

Case Number	Address	Type	Status	View	Stop Tracking
09/01707/LBC	Abbey National 23 Market Place Pontefract West Yorkshire WF8 1DS	Application	Pending Consideration		✘
07/02613/FUL	ABC Cinema (Former) 75 Kirkgate Wakefield Wakefield WF1 1HX	Application	Application Approved		✘
09/01493/FUL	Horsefair House Horsefair Pontefract West Yorkshire WF8 1RF	Application	Pending Consideration		✘

# Finding Applications

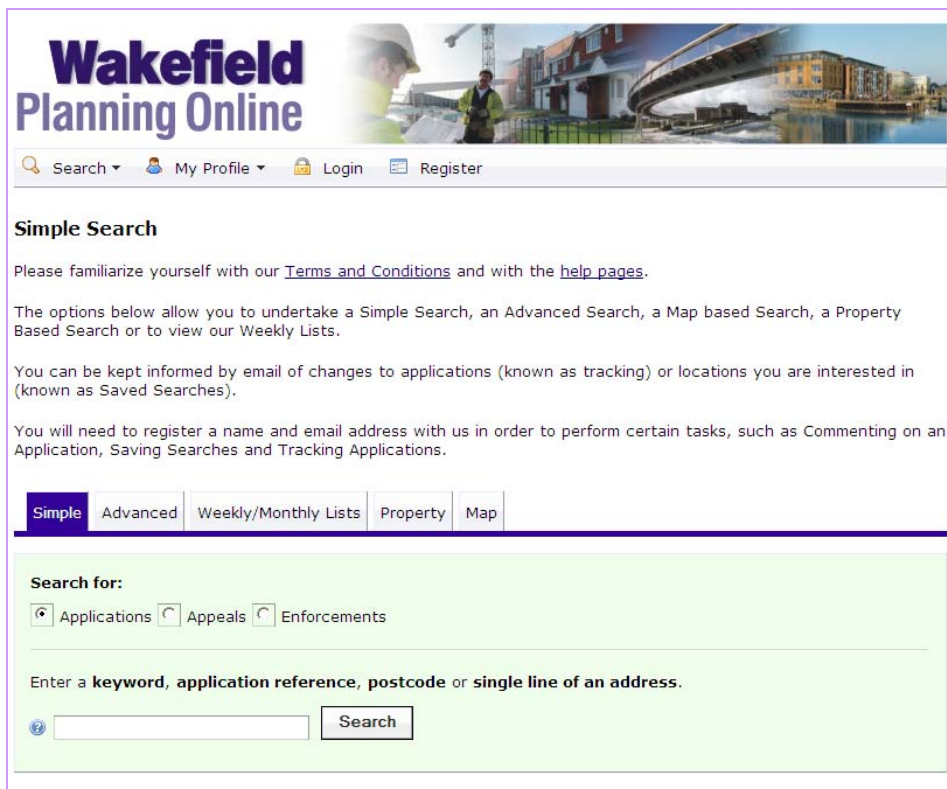
There are a variety of means of finding the information you require.

## SIMPLE SEARCH

This is a great way to find information if you know the exact address or application number.

### Searching for an application

- You can choose to search by applications, appeals or enforcements
- You can search by application number, part of an address, postcode or keyword



The screenshot shows the 'Wakefield Planning Online' website interface. At the top, there is a navigation bar with a search icon, 'Search', 'My Profile', 'Login', and 'Register'. Below this is a 'Simple Search' section with the following text:

Please familiarize yourself with our [Terms and Conditions](#) and with the [help pages](#).

The options below allow you to undertake a Simple Search, an Advanced Search, a Map based Search, a Property Based Search or to view our Weekly Lists.

You can be kept informed by email of changes to applications (known as tracking) or locations you are interested in (known as Saved Searches).

You will need to register a name and email address with us in order to perform certain tasks, such as Commenting on an Application, Saving Searches and Tracking Applications.

Below the text are five tabs: 'Simple' (selected), 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'.

The 'Simple Search' form includes a 'Search for:' section with three radio buttons: 'Applications' (selected), 'Appeals', and 'Enforcements'. Below this is a text input field with a placeholder: 'Enter a **keyword**, **application reference**, **postcode** or **single line of an address**.' A 'Search' button is located to the right of the input field.

## SORTING RESULTS

You can sort the search results to help you find applications of particular interest by selecting an option from the drop down menu.

**Results for Application Search**

Sort by Date Received Direction Descending Results per page 10

1 2 Next Showing 1-10 of 13

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[Demolition of existing school and construction of new junior and infants school \(including community room and nursery\)](#)  
 Sandal Magna Junior And Infants School Belle Vue Road Wakefield West Yorkshire WF1 5NF  
 Ref. No: 08/03041/FUL | Received: Wed 10 Dec 2008 | Validated: Tue 16 Dec 2008 | Status: Application Approved

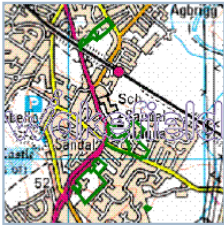
[Demolition of existing school and construction of new Junior and Infant School \(including new 26 place day nursery\)](#)  
 Sandal Magna Junior And Infants School Belle Vue Road Sandal Wakefield West Yorkshire WF1 5NF  
 Ref. No: 07/00140/FUL | Received: Tue 16 Jan 2007 | Validated: Tue 16 Jan 2007 | Status: Application Approved

[Fell 10no trees and selectively prune 84no trees](#)  
 Sandal Hall Mews Sandal Magna Wakefield  
 Ref. No: 02/99/05060/D | Received: Tue 22 Jan 2002 | Validated: Tue 22 Jan 2002 | Status: Pending Consideration

[Partial demolition of existing building and erection of new porch](#)  
 Sandal Magna Vicarage Barnsley Road Wakefield  
 Ref. No: 04/00/00580/E | Received: Thu 17 Nov 1994 | Validated: ...

**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 or clicking a point marked on the map.



[Show results on large map](#)

- Set the amount of results per page required (the more results, the longer the response time will be)
- Select Go
- A map of the relevant area is then displayed alongside a list of search results
- Click on 'show results on large map' to see the location of the applications from your search or to view a search result in detail, click on the application title in the list
- If you have registered you will have the option to **save search**

## ADVANCED SEARCH

This is a great way to find multiple applications that have something in common, such as applications within a parish or ward; applications within a date range; or by applicant\agent.

**Applications Search** [Help with this page](#)

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

**Reference Numbers**

Application Reference

Planning Portal Reference

Alternative Reference

**Application Details**

Description Keyword

Applicant Name

Application Type

Ward

Parish

Agent

Status

Decision

Appeal Status

Appeal Decision

Address

- You can search by ward, parish, status (e.g. pending consideration, decided etc), date of decision, agent, name or site address

You can also search by date ranges

**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:

Date Determined:   to:

- Once results are displayed you have the ability to sort the search results using the options described in the Simple Search

## WEEKLY & MONTHLY LISTS

This is a great way to search for applications when if you know when they were Validated or Determined.

You can search for applications according to the week or month in which they were validated or decided.

- Click on weekly/monthly list
- Select application status from drop down menu
- Select week/month and search
- All applications will be listed for your selection
- Applications can be sorted by date, description, status etc as described above

### Weekly List

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

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

**Weekly List** | Monthly List

Status:

Parish:

Ward:

Week beginning:

Show applications:  Validated in this week  
 Decided in this week

## PROPERTY SEARCH

This is a great way to find out what is happening at a particular address.

You will probably find the Address Search option the quickest way to do a property search.

An **Address Search** can be carried out by selecting the 'property search' tab and then the 'Address Search' option. This will allow you to enter part of an address.

**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.

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

Post Code:

Alternatively, you can search alphabetically by street, using the **A to Z Street Search** option. An **A-Z Street Search** can be carried out by selecting the 'property search' tab and then the 'A-Z Street 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 on that particular street.

Results per page

**Streets beginning with S**

- [St James Way , Crigglestone , Wakefield , West Yorkshire](#)
- [St James's Court , Wakefield , West Yorkshire](#)
- [St James's Park , Wakefield , West Yorkshire](#)
- [St John's Avenue , Wakefield , West Yorkshire](#)
- [St John's Crescent , Normanton , West Yorkshire](#)
- [St John's Grove , Wakefield , West Yorkshire](#)
- [St John's Mount , Wakefield , West Yorkshire](#)
- [St John's Square , Wakefield , West Yorkshire](#)
- [St Johns Avenue , Ossett , West Yorkshire](#)
- [St Johns Chase , Wakefield , West Yorkshire](#)

Click on the street you are interested in, and then on the next page select the property from that street.

The results will display all addresses, even those that do not have applications associated with them.

## MAP SEARCH

The map search allows you to identify applications using an interactive map (*this feature is only recommended for broadband users*). It is usually faster and more straightforward to find applications using one of the other search methods.

**Map Search**

Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

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

Show me **Planning** Applications from **Within the last 5 years**

**Nearest Applications**

- [04/99/54498/D](#)  
Detached garage  
8 Towers Lane Crofton
- [04/99/45406/D](#)  
Single storey extension to front & rear  
1A Towers Lane Crofton
- [05/99/67351/A](#)  
Detached garage  
3 Towers Lane Crofton
- [05/99/30549/N](#)  
Detached garage (resubmission)  
Crofton Towers (Plot 4) Towers

**Profile**

Save Map Extents Search

Save Proximity Search

50m [Highlight]

Show Results as a List

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright & may lead to prosecution or civil proceedings Wakefield Metropolitan District Council 100019574

- Select the time period for application search
- You can zoom in/out and move the slider bar to locate the desired addresses
- Hold the cursor over one of the dots to identify the application reference
- The applications shown will be listed to the right of the map

## APPLICATION DETAILS

Once you have selected an application from your list of search results, you get lots of information about it, these are found in the various Tabs:

**Further Information** and **Important Dates** such as when an application is expected to go to committee; or when a decision is expected.

**Related Items** such as property details; other planning applications at the same address; any appeals or enforcements on the site.

**Comments** you can submit comments and view those submitted by others.

**Documents** you can view the documents we have scanned for an application.

**Map** allows you to view the location of the application

**Application Summary** [Help with this page](#)

07/01867/FUL | Single storey extension to side | 8 Towers Lane Crofton Wakefield West Yorkshire WF4 1PT

[Track](#)
[Make a Comment](#)
[Print](#)

Details
Comments
Documents
Related Items (1)
Map

Summary
Further Information
Important Dates

<b>Reference:</b>	07/01867/FUL
<b>Alternative Reference:</b>	
<b>Application Received:</b>	22 Jun 2007
<b>Address:</b>	8 Towers Lane Crofton Wakefield West Yorkshire WF4 1PT
<b>Proposal:</b>	Single storey extension to side
<b>Status:</b>	Application Approved
<b>Appeal Status:</b>	
<b>Appeal Decision:</b>	

## ENFORCEMENT AND APPEALS

You can search our database for Appeal and Enforcement Cases too. They work in much the same way as the Planning Application searches above, but you need to select Appeals or Enforcements on the relevant search screen.

Appeal documents are stored under the Planning Application number; this will be in the Related Info tab for each appeal.

# Making Comments

## YOU NEED TO BE REGISTERED TO MAKE COMMENTS

### TERMS & CONDITIONS

Please be aware that all comments submitted by you about any planning application are a matter of Public Record and will be scanned and placed on our website for inspection by the public. Therefore:-

- **DO NOT** include your signature
- **DO NOT** include your phone number
- **DO NOT** include any other information you are unwilling to publish on the Internet
- **DO** include your surname, initials and address

Once you have registered/logged in, and the application is still within its consultation period, simply complete and submit the online comments form.

### VIEWING COMMENTS

All comments and Consultation Responses submitted about an application are available to view within the Documents list for that application.

Comments and Consultation Responses are ordinarily removed a few weeks after the Application has been decided.

# Further Information

If you require further information about any of the information you have viewed using this system, please contact the **Planning Department** at:

Newton Bar, Leeds Road, Wakefield, WF1 2TX

**Web** [www.wakefield.gov.uk/Planning](http://www.wakefield.gov.uk/Planning)

**Phone** 01924 306636

**Email** [devcontrol@wakefield.gov.uk](mailto:devcontrol@wakefield.gov.uk)

If you are contacting us regarding an application, decision or appeal, please quote the Reference number if you know it.

## Opening Times

<b>Monday to Thursday</b>	8:30 AM	to	5:00 PM
<b>Friday</b>	8:30 AM	to	4:30 PM
<b>Weekend &amp; Bank Holidays</b>	closed		

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If you have any questions about this system that have not been addressed by this guide, the Help Pages or the Terms and Conditions, then please contact:

**Mr Steven Daley**

Business Systems and Information Team Leader

01924 30 6667 | [sdaley@wakefield.gov.uk](mailto:sdaley@wakefield.gov.uk)