This document provides guidance on:

- Viewing planning applications using the simple search box
- Viewing associated planning documents
- Commenting on planning applications
- Registering to receive notifications on planning applications
- Creating a map based search
- Removing a search

> Before you start, you need to visit our Public Access online system:
> www.fenland.gov.uk/publicaccess

Viewing planning applications using the simple search box

You can retrieve applications using either the:

- Reference number e.g F/YR12/0077
- Postcode
- First line of the address

Type this information into the **'Enter a keyword, reference number, postcode or first line of an address'** box.

You will then see the applications summary. If more than one result is found, all of them will be listed. Click on the description text to open the application summary you want to view.

Viewing associated documents

The **'documents'** tab shows documents associated with the application. These might be:

- The application form
- Relevant plans and drawings
- The decision notice (where application has been determined)

Click on the **'documents'** tab. The documents will be listed under the document type.

Click on the 'view' icon (a magnifying glass) to open each document.

Commenting on planning applications

Comment online through public access –www.fenland.gov.uk/publicaccess

Submitting comments

Use the **'simple search'** option to access the application you wish to comment on (as explained on the previous page).

Click on the **comments tab**.

You will need to register to make a comment – do this by clicking on '**Not got a login? Register here.'**

If you are already registered, click on '**login and make a comment'**.

Registering to receive notifications on planning applications

You can register to receive email notifications of any new applications received by the Council that meet the criteria of searches you've saved.

To do this, log on to www.fenland.gov.uk/publicaccess.

If you haven't already, you need to register an account. This is by clicking the **'register'** button at the top of the page.

Creating and saving search criteria

To receive notifications, you need to specify criteria for the system to check.

The example below explains how to save a search that alerts you to all applications received in a specific parish between specified dates.

1. Make sure you are logged in. Click on the **'advanced search'** tab in public access.
2. Select the parish you want from the drop down list for Parish
3. Enter the date into the **'date validated'** field. (You will need to enter a past date into the field as the system will not let you save a search unless it has received at least one result.)
4. Set a future date into the **'to'** field. (This will be the date the search stops on.)
5. Click **'search'**.
6. On the search results page, you should see a **"save search"** button to the top right of the page. Click on this and edit the search title if necessary.
7. Select **'yes'** for 'notify me via email about new search results'. Then click **'save'**

Creating a map based search

The Online Register lets you save a search based on an area on the map. To do this:

1. Log into Public Access and click on the **'map'** tab.
2. Zoom and navigate to the area you want to use as the centre of your search
3. Click **'enable filter'**
4. Select the layers you want to display e.g Planning > Application
5. In the bottom right of the screen, you can specify the area of search around the centre of the map e.g 50m, 100m etc
6. Click the **'show on map'** option for the search area to be displayed
7. When you are happy with the area you've selected, click **"save a circular search".**
8. Edit the search title (if necessary). Select 'yes' for 'notify me via email about new search results'.
9. Click **'save'**.

You can save multiple searches on the system.

Removing a search

To remove a saved search:

1. Log in to Public Access and click on the **'My Profile'** tab
2. Select **"Save Searches"** from the drop down list. A list of saved searches will be displayed.
3. Click on the red **'Stop Button'** to delete the search entry.