Accessing Planning Information Online

This guide provides details to help you get the most from our online planning site. To access planning applications online go to www.fifedirect.org.uk/planning

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

How to register:

- Click on the button on the toolbar as shown above

- Enter your details and create a password. You will also be required to enter a contact email address. *If you wish to register as a Community Council or an organisation - please see details overleaf*

- Please read and agree to the Terms and Conditions and Privacy Policy (which both open in a new window)

- You will be sent an email asking you to confirm your registration from Development.Central@fife.gov.uk

- When you receive the email, click on the link provided and you should see the page below. Click Login and enter your email address and password that you created.
How to register as a Community Council or an Organisation:

- Enter your details as shown below and create a password. You will also be required to enter a contact email address.

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 an * must be completed.

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, i.e., applications in a certain area.
- receive notification of changes to applications that you are tracking
- comment on a planning application

There are a number of tabs across the middle of the screen. An explanation of what these are and how to use them are contained in the sections that follow.
Accessing Planning Applications

In order to access the search function for planning applications, select the Search Button on the top left hand corner, and move the mouse to highlight Planning then select one of the search functions as shown below:

Simple Search

- You can choose to search by either applications or appeals
- You can search by keyword, reference number, part of an address or postcode
- Click on search button to display application related to your search
Advanced Search

- You can search by the **application details** such as the reference, a keyword, the applicant name, ward, community council, agent, status (eg. Pending consideration, decided etc), site address or **application dates**

- Once results are displayed you have the ability to sort the search results by date received, description or expiry date
Weekly and Monthly Lists

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

- Click on weekly/monthly list
- Select Community Council or Ward
- Select week/month
- Select applications; 
  - validated in this week
  - or decided in this week
- All applications will be listed for your selection
- Applications can be sorted by date, description, status etc.
Property Search

- A custom property search can be carried out by selecting the 'Address Search' tab where you can insert property name/number, street name, locality, town and postcode.
- The results will display all addresses which have applications in progress.
- You can search alphabetically by street by selecting 'A to Z Street Search'.

![Property Search Form](image-url)
Map Search

The map search allows you to identify applications using an interactive map

- Select the time period on the right of the map for application search
- You can zoom in/out and click and drag to pan around the map and locate the desired addresses

Details on how to use the Map Search are shown overleaf.
Show/Hide Legend

You have to enable the filter to show the Legend box. The legend control allows the user to individually turn on/off any available layers.

Map Filters

Select what you want to search for:

- Planning
  - Applications – shown as red, non-shaded polygon
  - Appeals – shown as red, yellow shaded polygon
  - Enforcements – shown as red shaded polygon
- Building Control
  - Applications – shown as blue, non-shaded polygon
  - Contraventions – shown as blue shaded polygon
  - Building Standards
  - Warrants – shown as blue, non-shaded polygon
  - Notices – shown as blue shaded polygon
- Licensing
  - Applications – shown as purple shaded polygon
  - Licences – shown as purple, non-shaded polygon
- Property
  - Property – shown as black dots.

Select the relevant time period from the drop down list.

Map Tools

The interactive map contains a number of tools to help you zoom in and pan around the map to locate the desired case/property:

- Zoom in – click the + button on the map to zoom in, or zoom using the mouse wheel
- Zoom out – click the button on the map to zoom out, or zoom using the mouse wheel
- Pan mode – to move around the map, click on the map and, keeping the mouse button pressed, drag the cursor in the direction that you want to pan.

Click a polygon to display summary information on that record.

Map Profile

You can add a map search to your Saved Searches list in one of two formats:

- Rectangular search - saves all of the records of the selected record type that apply to the area currently shown on the map
- Circular search - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

You can preview the circular search that will be saved by selecting a proximity distance from the drop down and clicking the show on map checkbox.
Viewing application details

Once you have selected an application from your search results, the application details will be displayed as shown below. You have the option to view details of the application, comments, documents, history and the application site on the map.

Details

This shows specific details in relation to any selected application. It provides a Summary of the application as well as Further Information and Important Dates. Within the Important Dates tab this also contains the Neighbour Consultation Expiry Date, which is the last date where we can accept comments in relation to the Planning Application. If this field is empty, it means that we are unable to accept comments in relation to this application.

Comments

Selecting this tab will allow you to make a comment on the application providing you are logged in and comments are being accepted in relation to the application. **Please note that your comments, name and address will be shown immediately online.** We will not display your email address or telephone number.

Documents

You can view all planning documents available in relation to any selected application. Here you can view all documents associated with the planning application and it is also possible to measure Drawings and/or OS Extracts providing the Online Measuring Tool is highlighted in orange.

History

You can view other Planning Applications, Planning Appeals and Planning Enforcements related to this application and also the property that it applies to.

Map

You can view the location of this application on the map.
Tracking an application

Any application can be tracked so that you can keep up to date with its progress without having to search for it again.

- 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 button
- To return to this application at a later date, select Tracked Applications under My Profile. (See Tracked Applications below)

- To stop tracking an application, return to the application and click on the button at the top right of the page. Alternatively click the red cross in the column on the Tracked Applications

Saved Searches

When you search for applications, you can also save them by clicking on the 'Save Search' button on the search results page.

Saved searches can be re-run automatically. You can also be notified by email of updates on search results matching your criteria.
Saved Advanced Searches

You can also be notified of new applications which have been registered within a certain area (like a Community Council Area or Ward) using saved Advanced Searches using Status (Registered) as shown below:
Click Search at the bottom of this page and it should produce a few applications as shown below:

From the top right hand corner select Save Search which should produce the following page where you can change the Search Title and Select ‘Notify me via email about new search results’ and click Save.

The system should then send updates via email whenever there are new applications registered within this Ward or Community Council area. Please note that this will only be sent to the email address you have registered with on the online system.
My Profile

This tab allows you to update your profile details and provides details on a list of applications you have been notified about.

Saved Searches

From this page you can view and change all of the searches you have previously saved.

**Sorting your searches**

You can sort the list by clicking on the appropriate column headings:

- Search Title: sort the list alphabetically by search title
- Search Type: sort the list alphabetically by search type

**See the results of a saved search**

To perform a saved search now, click on the Run button for that search. Please note that you cannot re-run saved proximity searches.

**Changing your search criteria**

To modify the search criteria, click on the Edit button for that search. You can also choose if you wish to receive updates by email when results of this search are updated.

**Removing a saved search**

To remove a search from the list, click on the Delete button for that search. You will no longer receive email updates for this search.
Notified Applications

From this you can view the progress of cases that you have been tracking. When one of your tracked applications is updated, it will appear in this list. Also, if a new application is added that matches one of your saved searches, the new application will appear on this page.

Viewing the application

To view an application, click on the View button for that application.

Tracking an application

To track an application, click on the Track button for that application. If that application is updated later, you will be sent an email.

Removing an application

To remove an application from the notifications list, click on the Discard button for that application. It may appear again in your notified application page if it is updated again.

Tracked Applications

From this page you can view all of the applications that you're currently tracking. When an application in your tracked list is updated by the local authority, you will be notified by email and in the Notified Applications page.

Sorting your tracked applications

You can sort the list by clicking on the appropriate column headings:

- Reference: sort the list alphanumerically by reference
- Address: sort the list alphanumerically by the address that is the subject of the application
- Type: sort the list alphabetically by the application type (application, appeal or enforcement)
- Status: sort the list alphabetically by the status of the application.

Viewing the application details

To view a tracked application's details, click on the View button for that application.

Remove a tracked application

To remove an application from the tracked applications list, click on the Stop Tracking button for that application. You will no longer be informed by email when that application is updated.

Reviewed May 2016

Updated September 2017