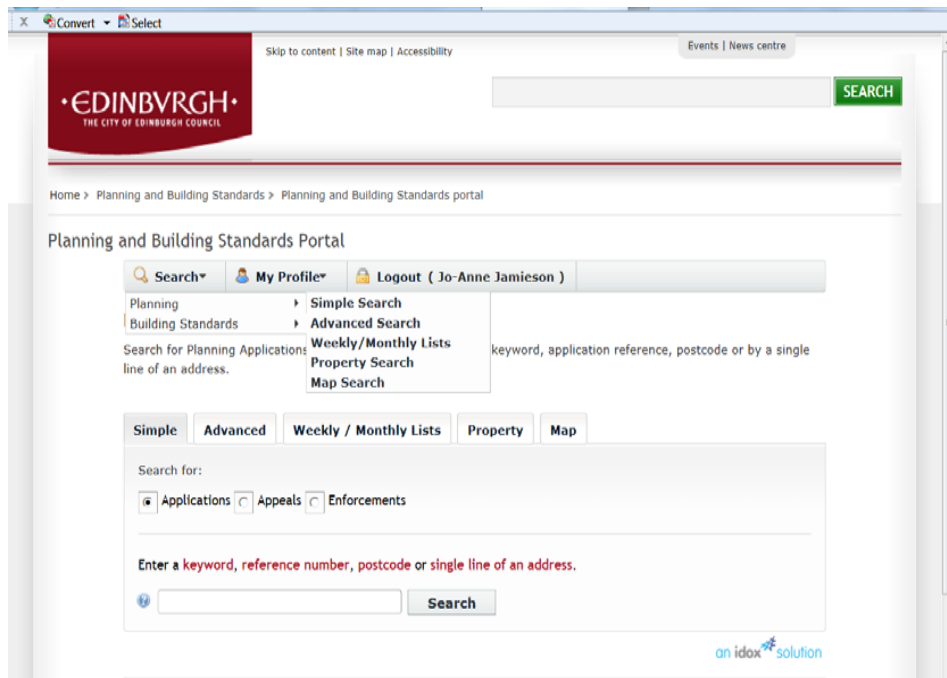


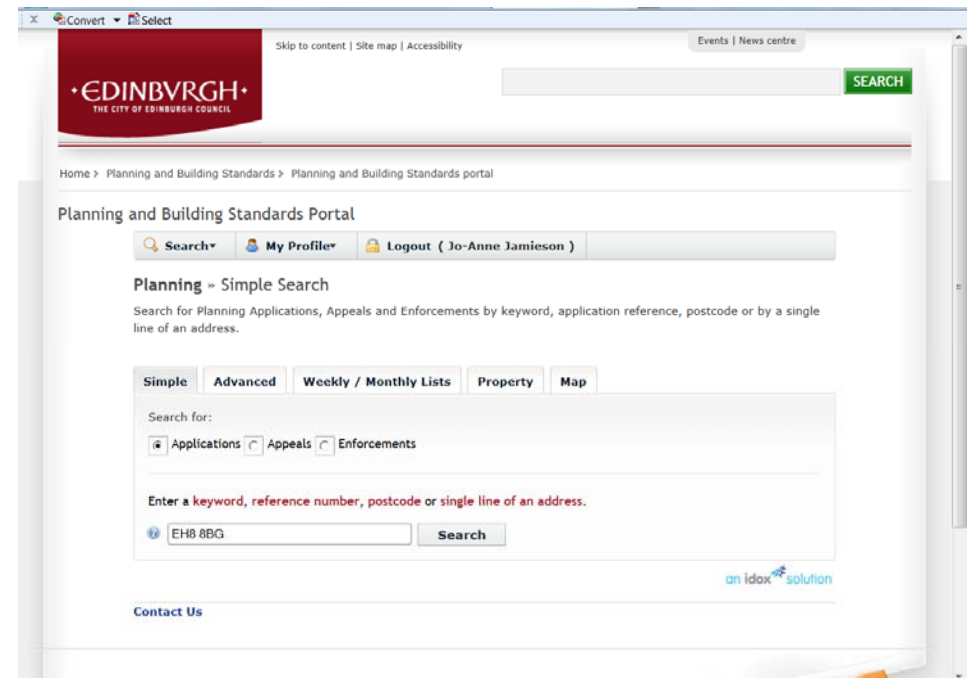
TO SEARCH FOR APPLICATIONS AND BUILDING WARRANTS

Click on **search**, a drop down menu appears. You can choose how to search for a planning application or building warrant.



1. Simple search

Enter a keyword, reference number, postcode or single line of an address.



2. Advanced search

Enter at least one option in the form, e.g. application details, date options etc.

The screenshot shows the 'Advanced' search tab selected. The form includes the following sections:

- Reference Numbers:** Application Reference, Planning Portal Reference, Alternative Reference.
- Application Details:** Description Keyword, Applicant Name, Application Type, Ward, Community Council, Agent, Status, Decision, Appeal Status, Appeal Decision, Development Type, Address.
- Dates:** Date Received, Date Validated, Date Actual Committee, Decision Date, Appeal Decision Date, Target Determination Date.

Red arrows point to the 'Advanced' tab and the 'Application Details' and 'Dates' sections.

3. Weekly list

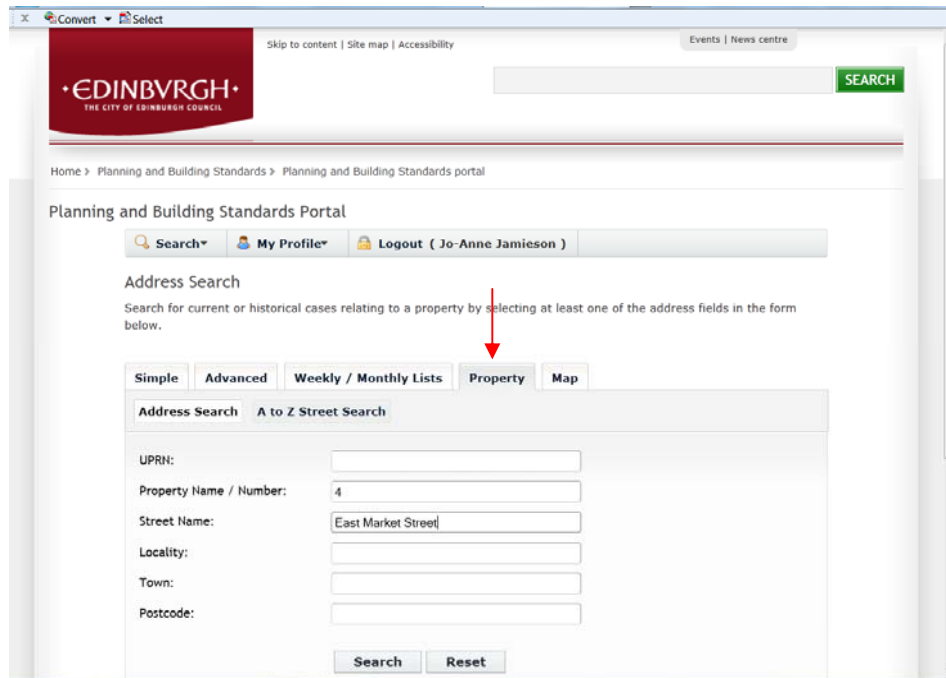
Search for planning applications either validated or decided in a given week.

The screenshot shows the 'Weekly / Monthly Lists' tab selected. The form includes the following sections:

- Weekly List / Monthly List:** Radio buttons to select the view.
- Filters:** Status (Pending Consideration), Community Council (Queensferry & District), Ward (All), Week beginning (24 Nov 2014).
- Show applications:** Radio buttons for 'Validated in this week' (selected) and 'Decided in this week'.
- Search:** A 'Search' button.

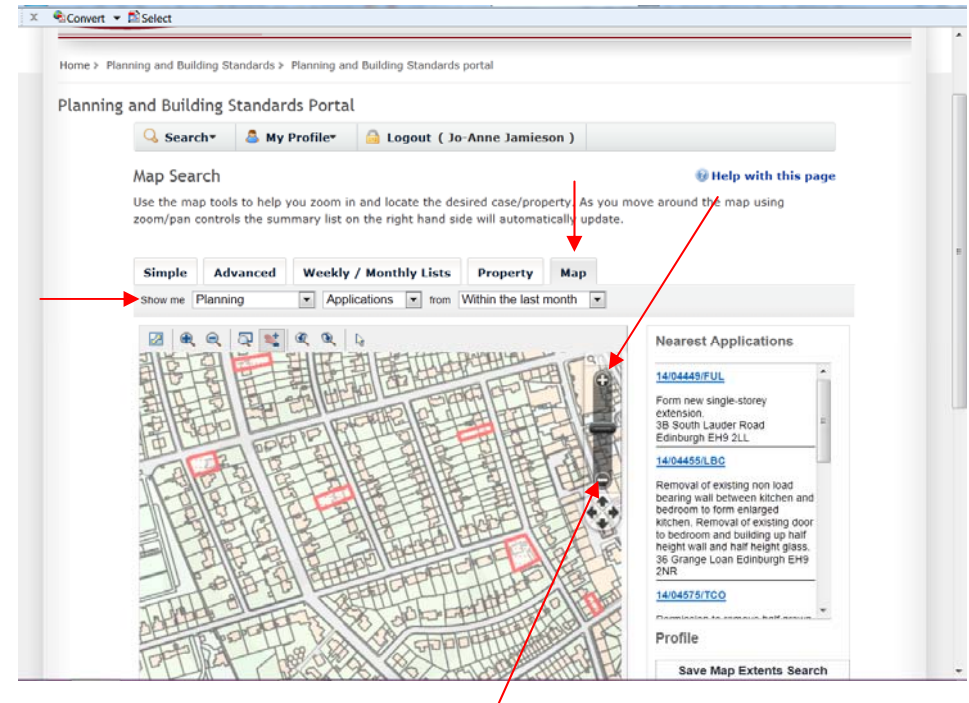
4. Property/Address search

Enter the property address for related current or historical cases.



5. Map search

Select from options in the show me menus. Zoom in until the map changes to colour. Locate the desired case/property on the map.



As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.