

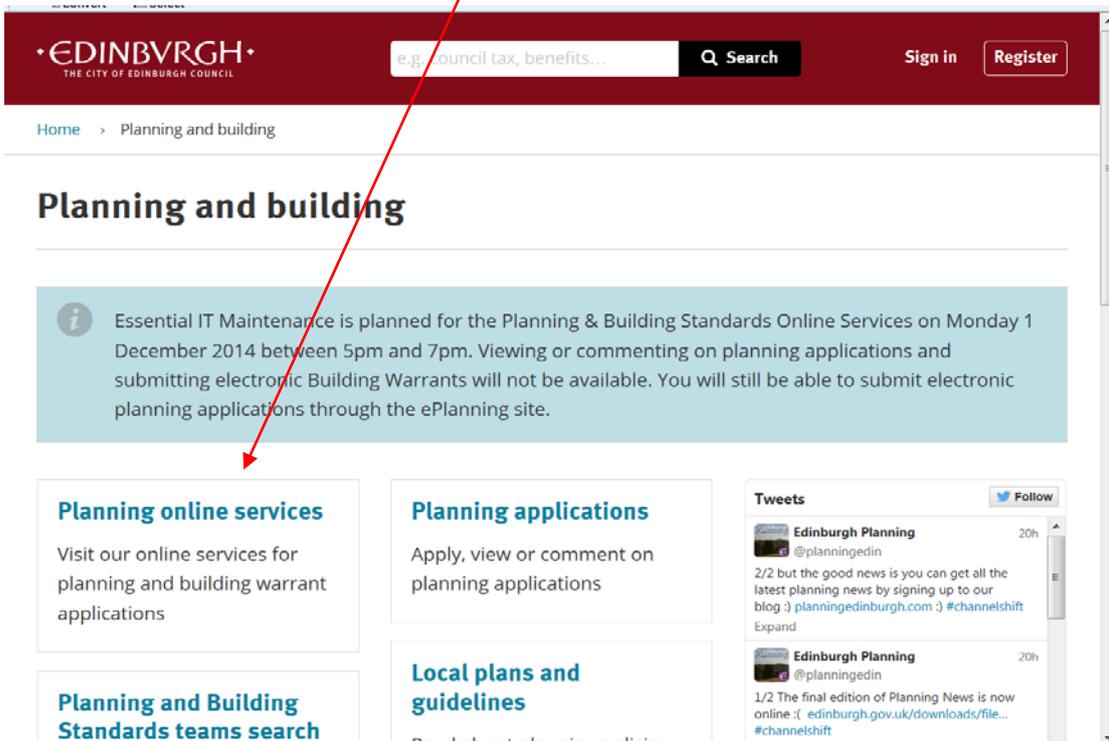
**COMMUNITY COUNCIL ADVICE NOTE:
How to use the Planning & Building Standards Portal**

December 2016

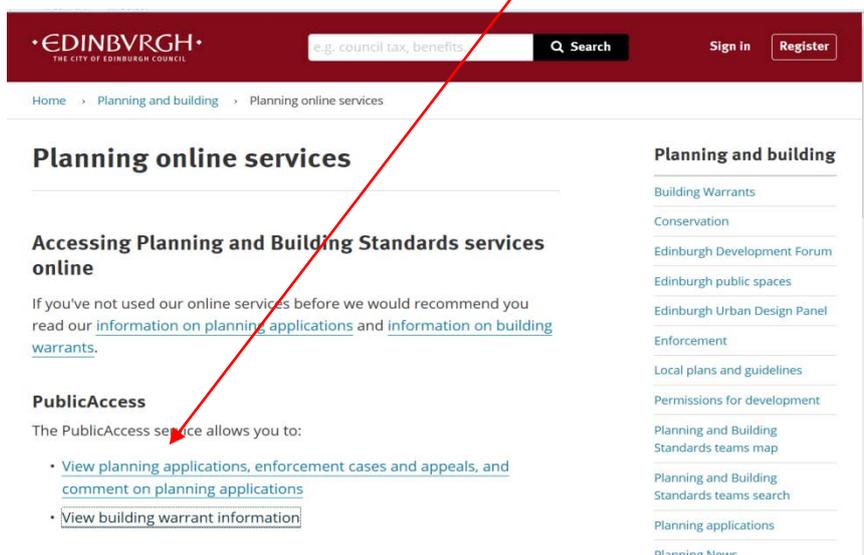
Part 1	How to register on the Portal	Page 1-5
Part 2	How to login and search for applications	Page 6-12
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PART 1 HOW TO REGISTER

- From the planning and building homepage <http://www.edinburgh.gov.uk/planning> click on **Planning online services**



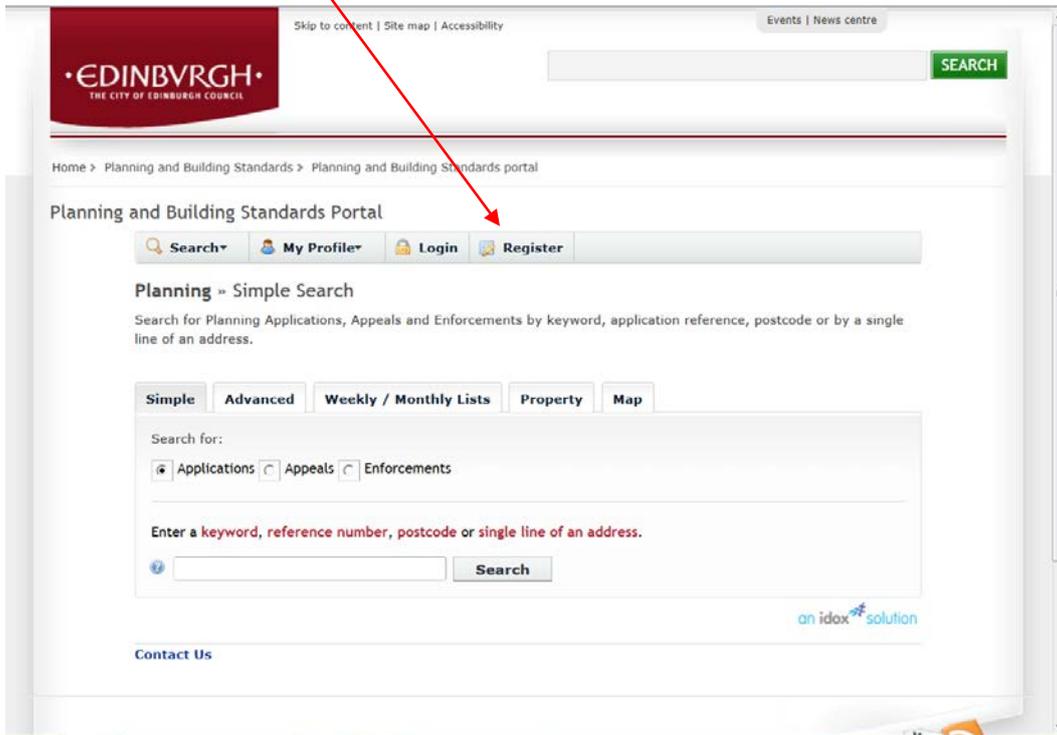
- Click on **view planning applications** or **view building warrant information**



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3. Click on **Register**



4. Enter your community council details as below and click on **next**

The screenshot shows the registration form on the Planning and Building Standards Portal. The form is titled 'Registration' and includes the following fields:

- Title ***: A dropdown menu with 'Community Council' selected.
- First Name ***: A text input field with 'Ratho' entered.
- Surname ***: A text input field with 'Community Council' entered.
- Phone Number**: An empty text input field.
- Email Address ***: An empty text input field.
- Confirm Email Address ***: An empty text input field.
- Password ***: An empty text input field.
- Confirm Password ***: An empty text input field.

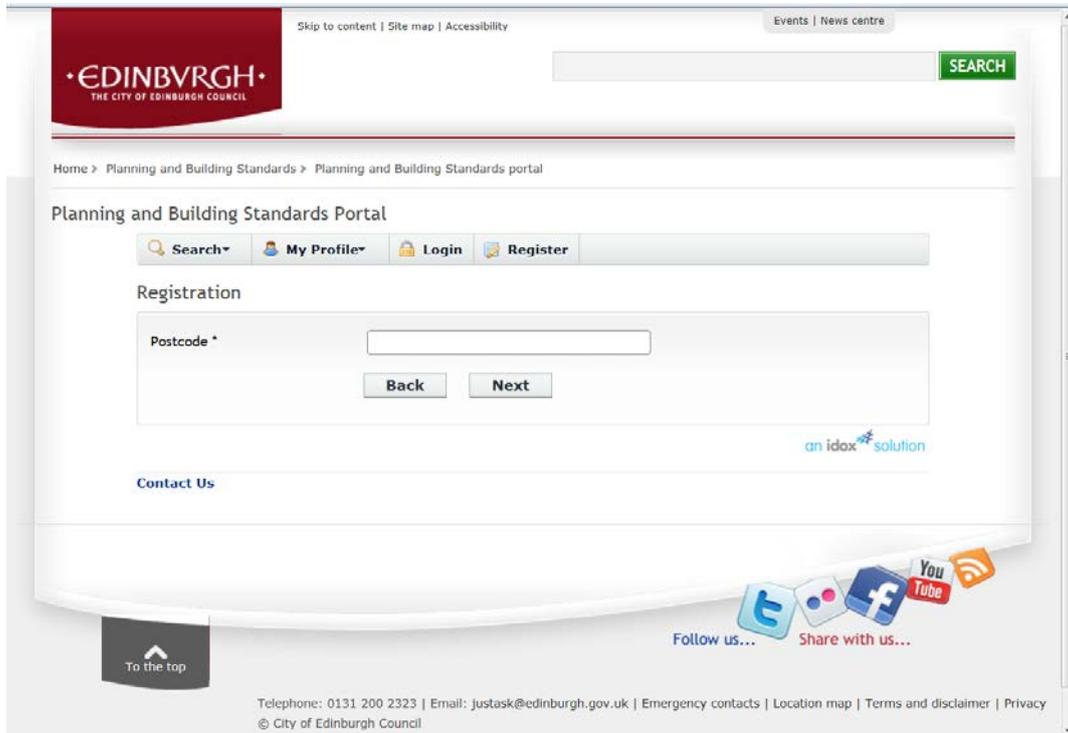
Below the form, there is a green 'Next' button. A note states: 'A confirmation email will be sent to the email address you provide below. The e-mail address you provide becomes your username when you login to use the additional functionality.'

Please note you should chose the community council title, then community council name, eg Ratho for first name and Community Council for surname. This will ensure community council comments will then appear on the comments list as, eg CC Ratho and District Community Council (not the individual community council member’s name).

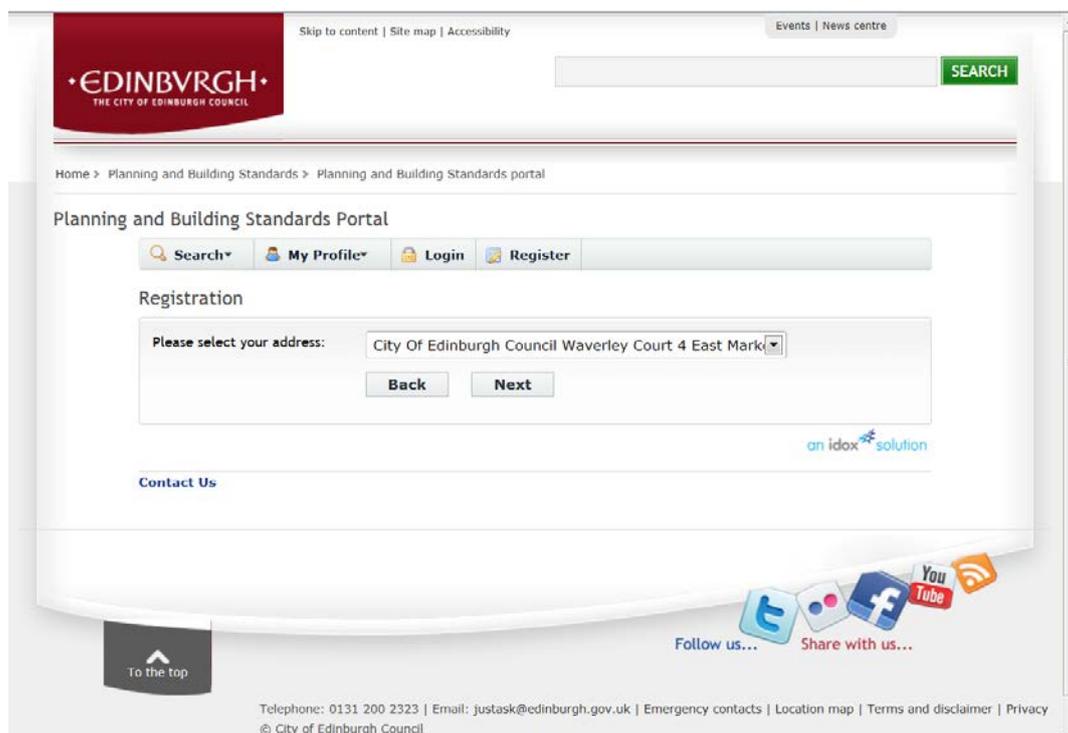
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- 5. Enter your postcode and click on **next**



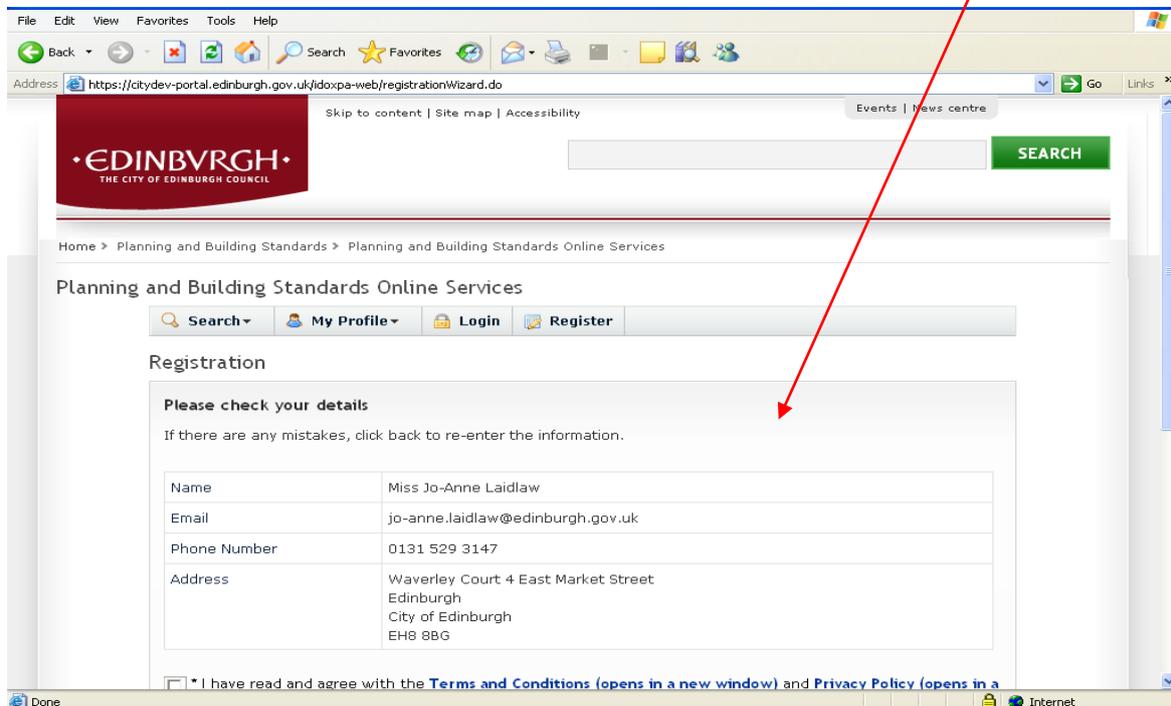
- Check that your address appears in the box and click **next**



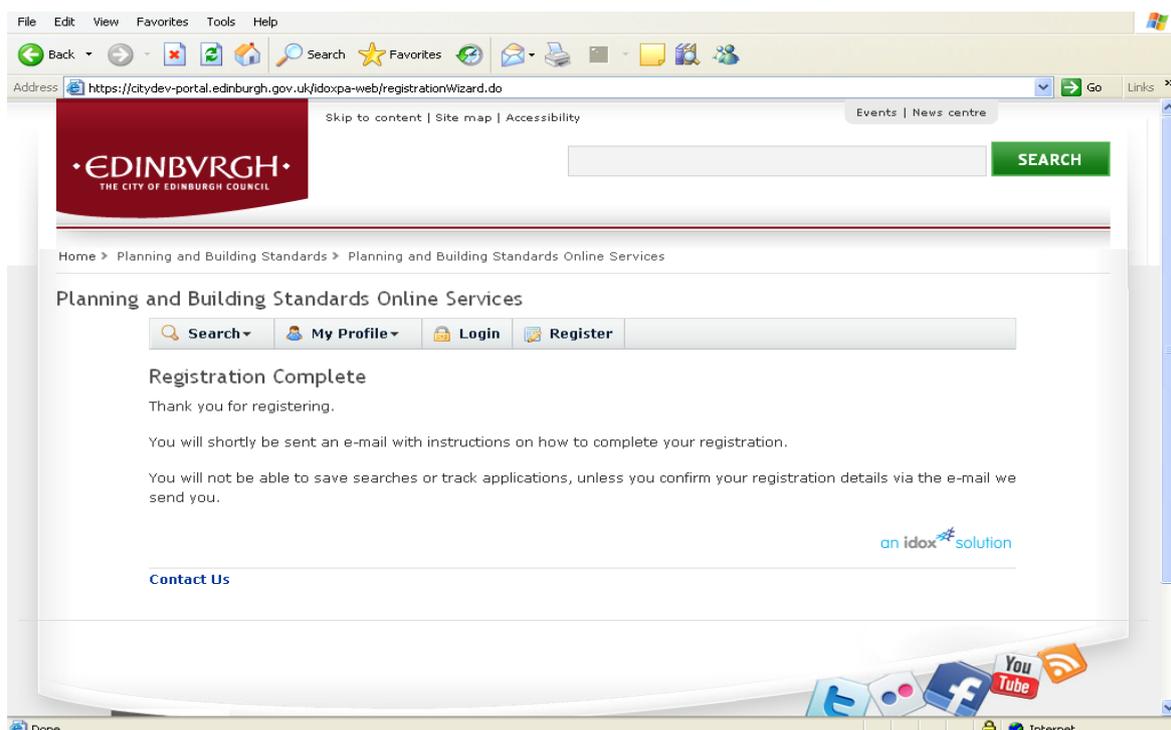
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6. Check your details, agree with terms and conditions and click **next**



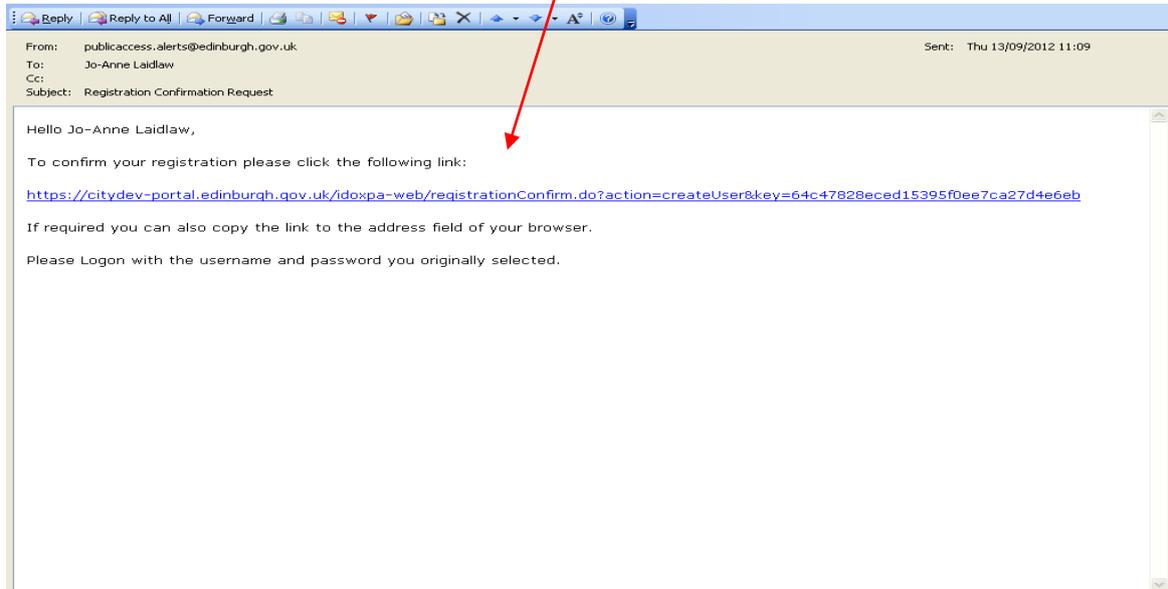
7. Registration complete page **pending email confirmation**



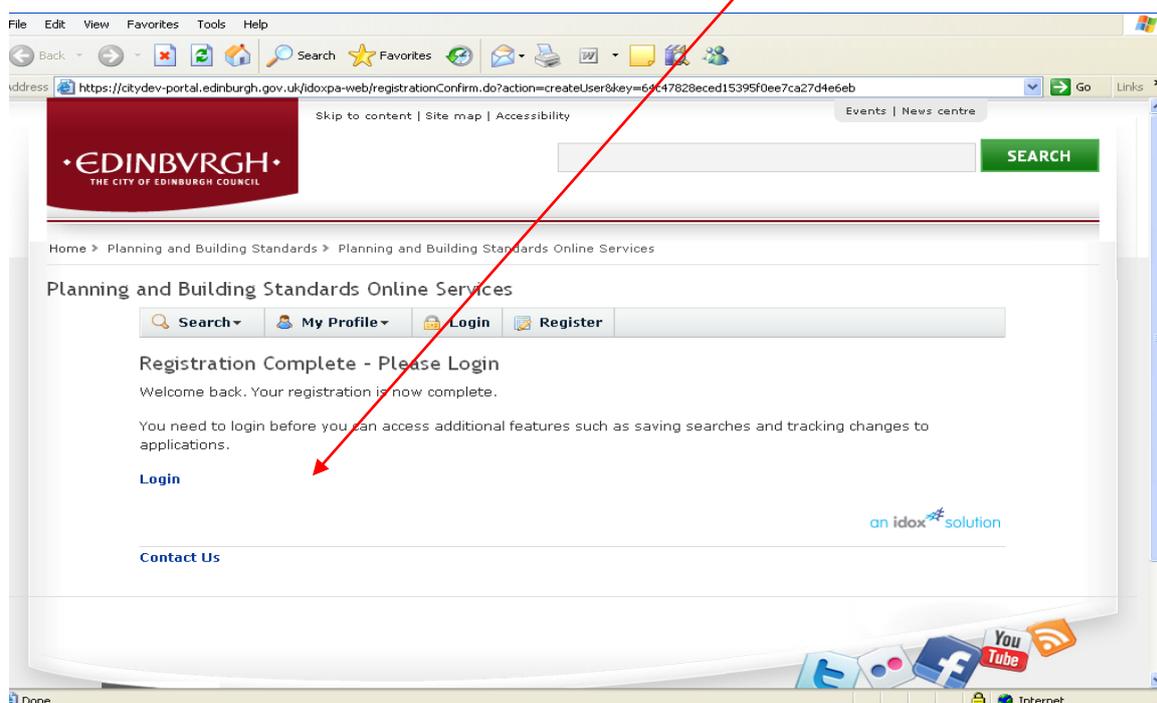
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8. You will receive an email from publicaccess.alerts@edinburgh.gov.uk
Click on the link within the email.



9. This takes you to the **registration complete Login page**

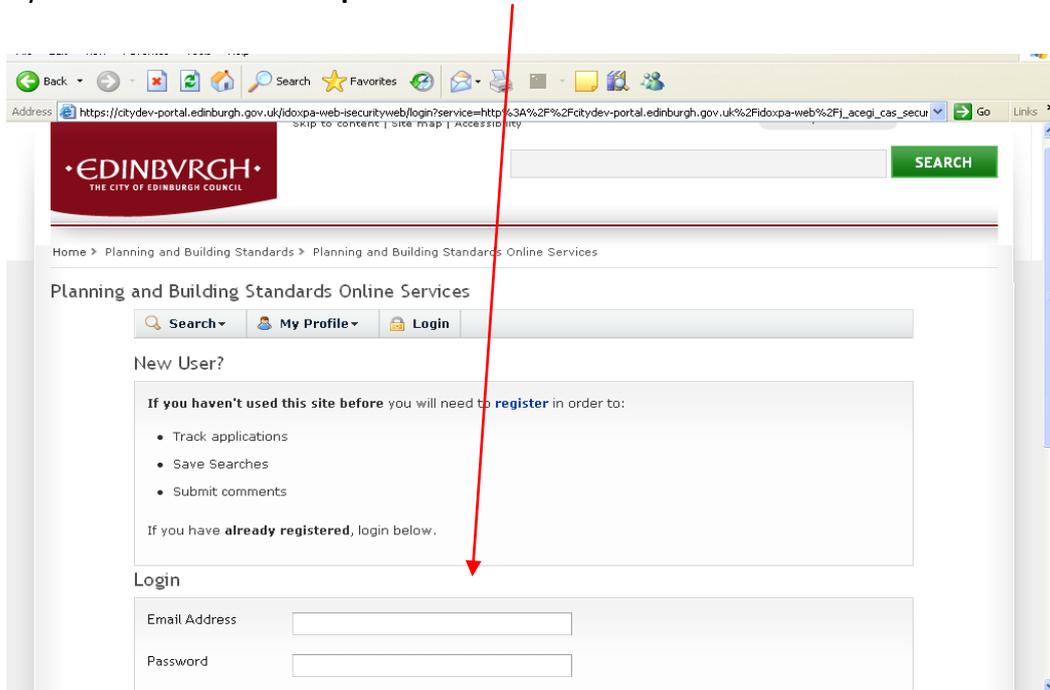


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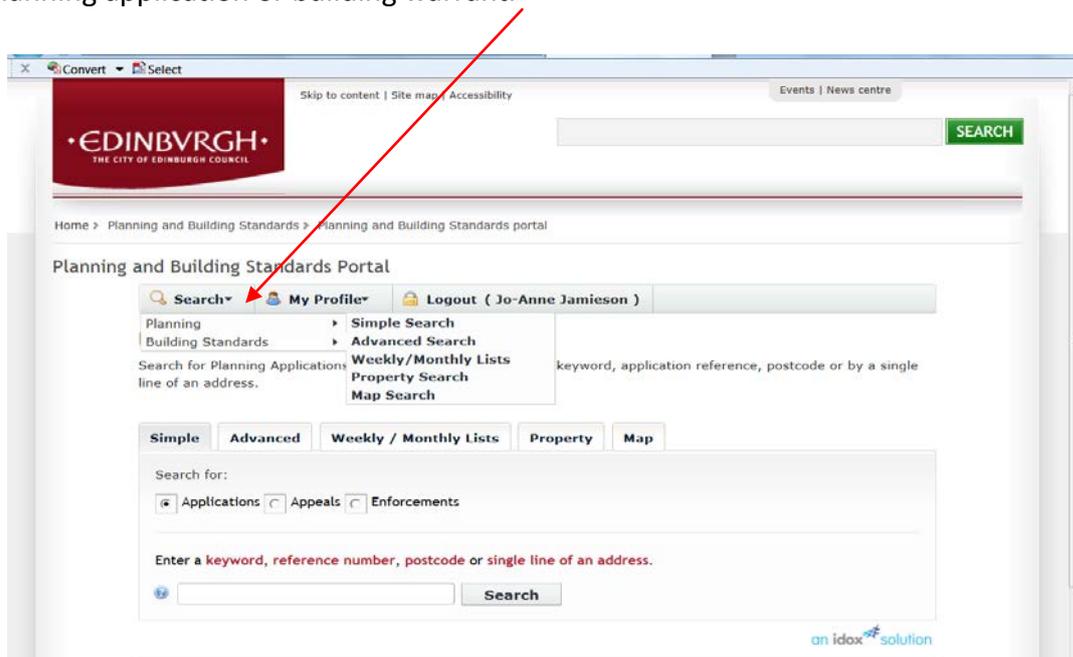
PART 2 HOW TO LOGIN AND SEARCH

Enter your **email address** and **password**



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.



Simple search

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Advanced search

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

The screenshot shows the 'Planning and Building Standards Portal' with the following elements:

- Header:** City of Edinburgh Council logo, navigation links (Skip to content, Site map, Accessibility), and a search bar.
- Breadcrumbs:** Home > Planning and Building Standards > Planning and Building Standards portal
- Navigation:** Search, My Profile, Logout (Jo-Anne Jamieson)
- Section:** Planning » Applications Search (Help with this page)
- Search Options:** Simple, **Advanced** (indicated by a red arrow), Weekly / Monthly Lists, Property, Map
- Search Categories:** Applications, Appeals, Enforcements
- Reference Numbers:**
 - Application Reference:
 - Planning Portal Reference:
 - Alternative Reference:
- Application Details:** (indicated by a red arrow)
 - Description Keyword:
 - Applicant Name:
 - Application Type: All (dropdown)
 - Ward: All (dropdown)
 - Community Council: All (dropdown)
 - Agent: All (dropdown)
 - Status: All (dropdown)
 - Decision: All (dropdown)
 - Appeal Status: All (dropdown)
 - Appeal Decision: All (dropdown)
 - Development Type: All (dropdown)
 - Address: (with a help icon)
- Dates:** (indicated by a red arrow)

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:
 - Target Determination Date: to:
- Buttons:** Search, Reset

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Advanced search example

Search for **Proposal of Application Notices** in **City Centre** ward

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

Applications Appeals Enforcements

Reference Numbers

Application Reference:

Planning Portal Reference:

Alternative Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type: Proposal of Application Notice

Ward: City Centre

Community Council: All

Agent: All

Status: All

Decision: All

Appeal Status: All

Appeal Decision: All

Results

EDINBURGH THE CITY OF EDINBURGH COUNCIL

Home > Planning and Building Standards > Planning and Building Standards portal

Planning and Building Standards Portal

Search My Profile Logout (Jo-Anne Jamieson)

Planning » Results for Application Search

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 Go

Showing 1 - 10 of 32

Mixed use development including residential, office, hotel, serviced apartments, class 1, 2 & 3 uses and involving partial demolition, refurbishment and new build.

41 - 42 St Andrew Square 9-19 South St Andrew Street 28-50 West Register Street Edinburgh EH2 2AD
Ref. No: 14/03550/PAN | Received: Wed 27 Aug 2014 | Validated: Wed 03 Sep 2014 | Status: Application Approved

Demolition of redundant Skyparks carpark building and proposed development of new grade A offices, multi-storey carpark to include re-location of Scottish Power substation, public realm and

Map Information

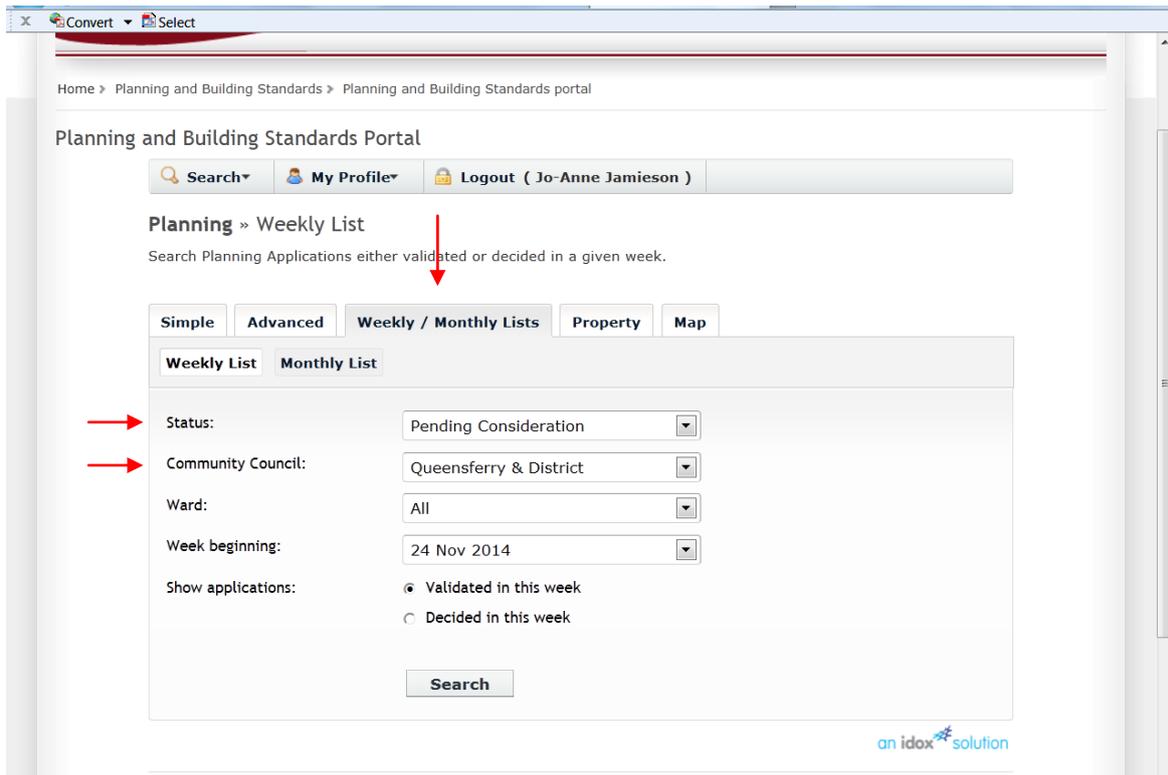
The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.

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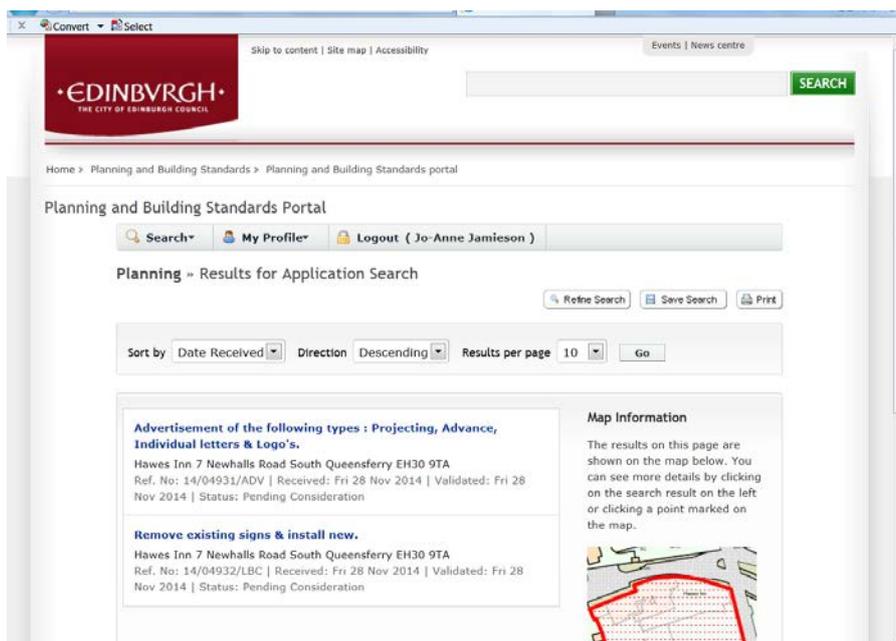
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Weekly list

Search for planning applications either validated or decided in a given week
For example – applications pending consideration within Queensferry & District area validated week beginning 23 November 2014



Results

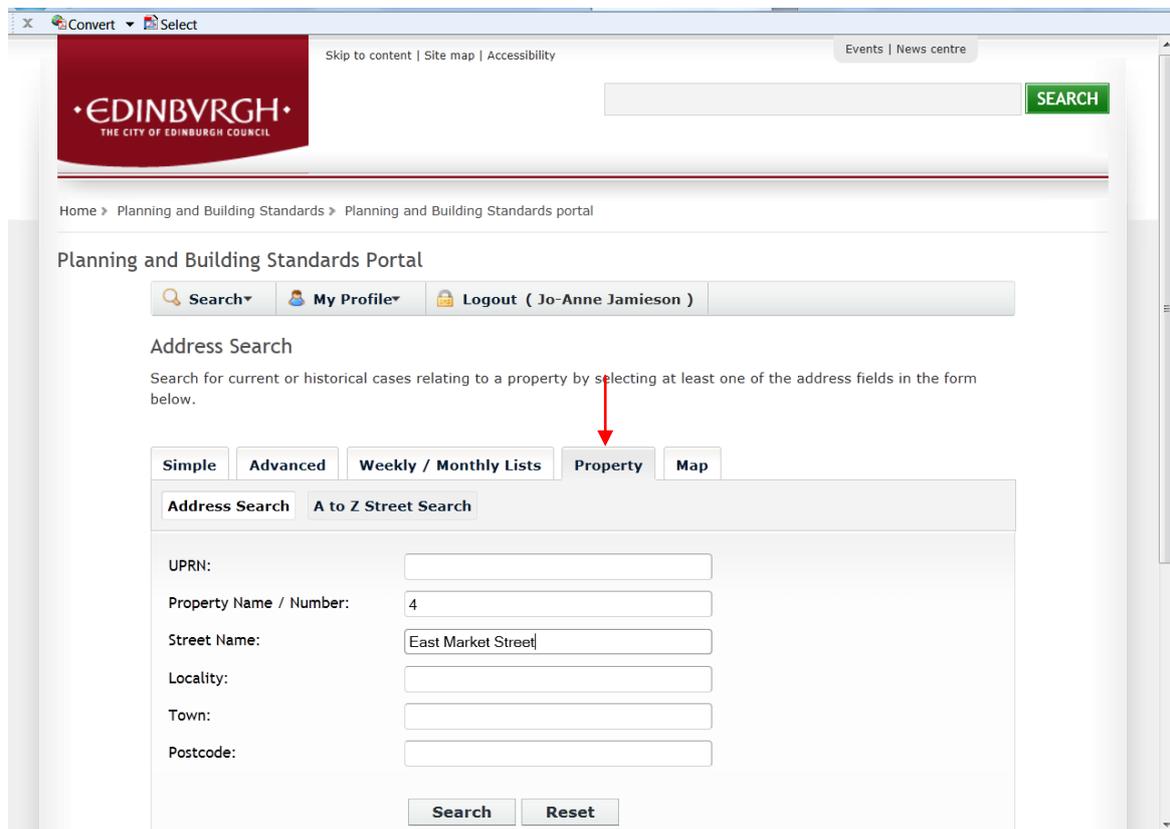


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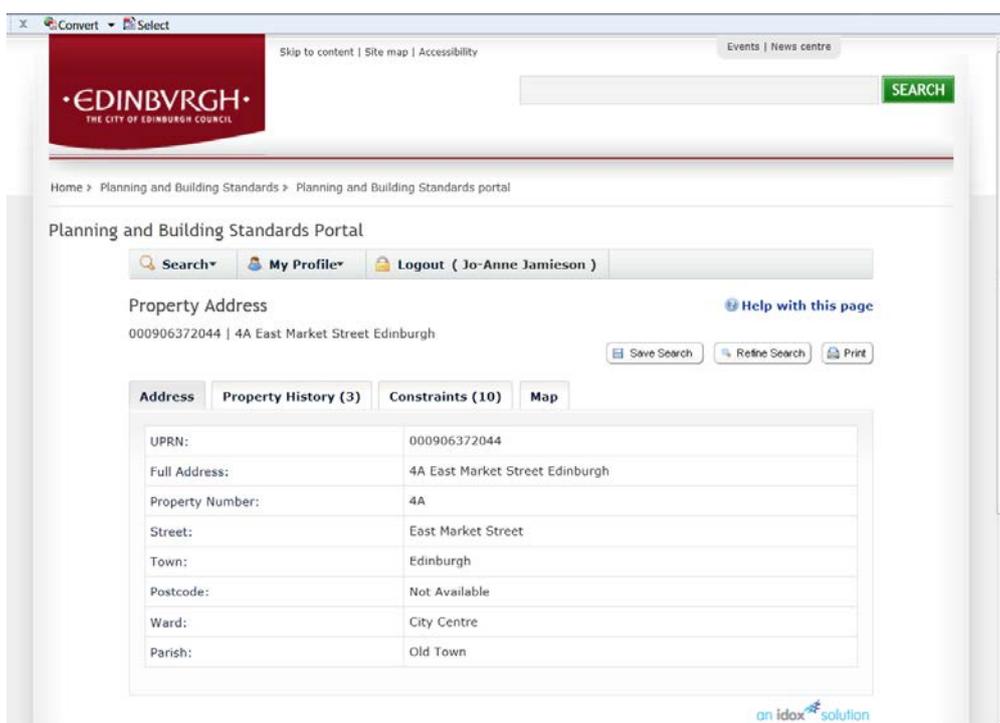
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Property/Address search

Enter the property address for related current or historical cases



Results



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Map search

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

Home > Planning and Building Standards > Planning and Building Standards portal

Planning and Building Standards Portal

Search My Profile Logout (Jo-Anne Jamieson)

Map Search [Help with this page](#)

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 month

Nearest Applications

- [14/04449/FUL](#)
Form new single-storey extension.
3B South Lauder Road
Edinburgh EH9 2LL
- [14/04455/LBC](#)
Removal of existing non load bearing wall between kitchen and bedroom to form enlarged kitchen. Removal of existing door to bedroom and building up half height wall and half height glass.
36 Grange Loan Edinburgh EH9 2NR
- [14/04575/TCO](#)
Permission to remove half group

Profile

Save Map Extents Search

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

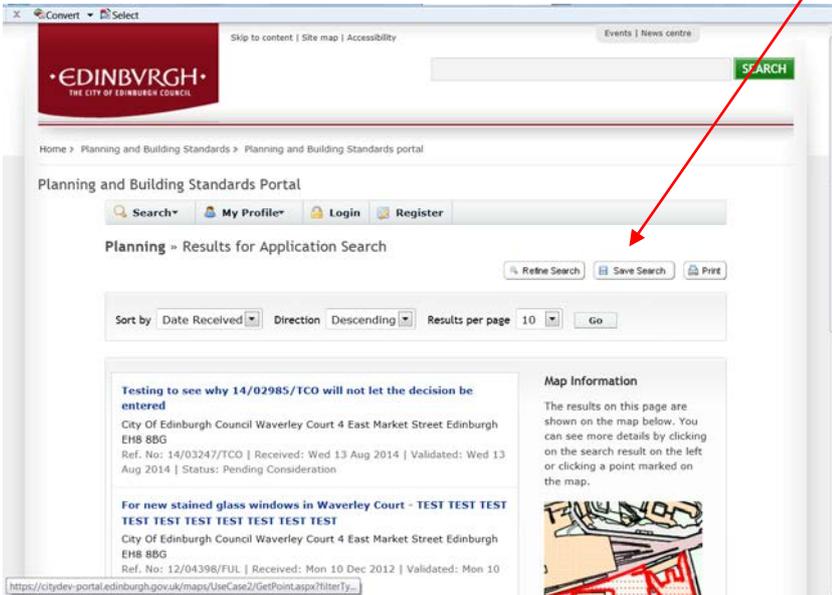
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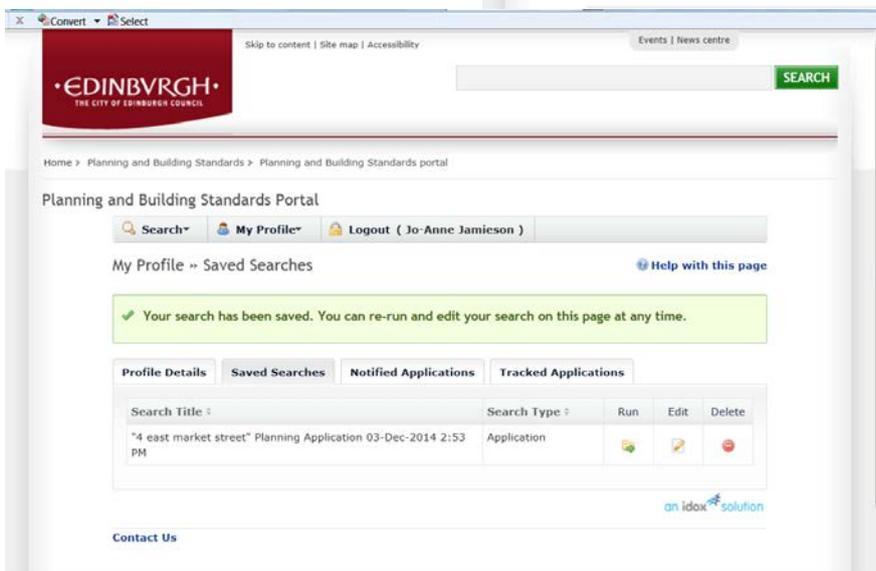
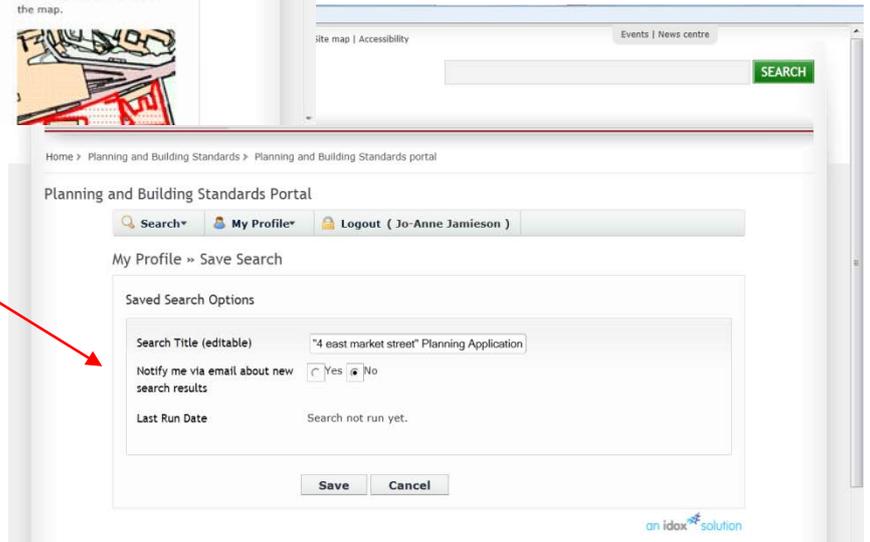
PART 3 HOW TO SAVE SEARCHES AND TRACK APPLICATIONS

SAVE A SEARCH

Once you have your search results, click on **save search**



Choose to receive **emails** about new search results



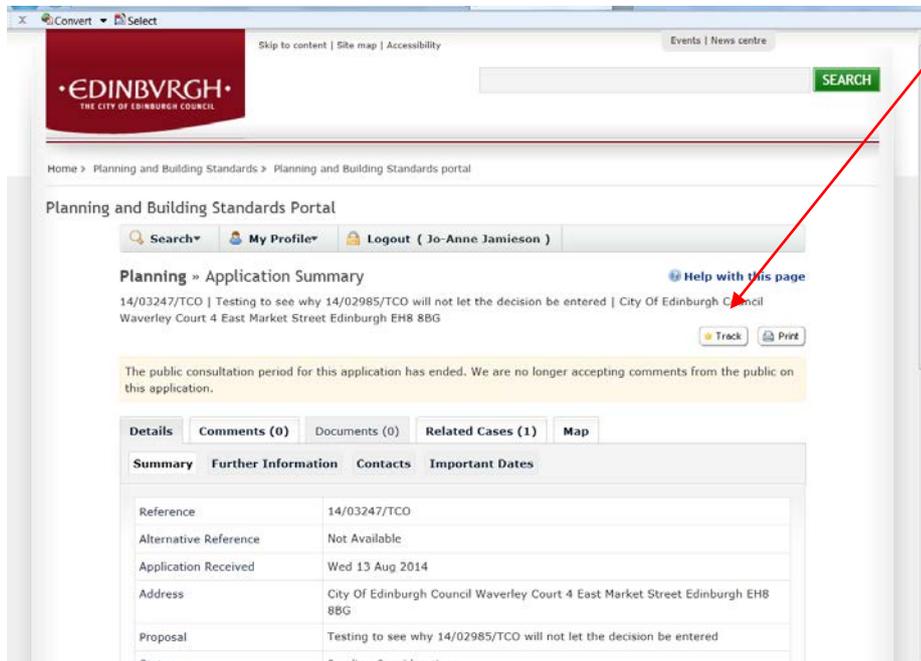
Re-run your search at any time

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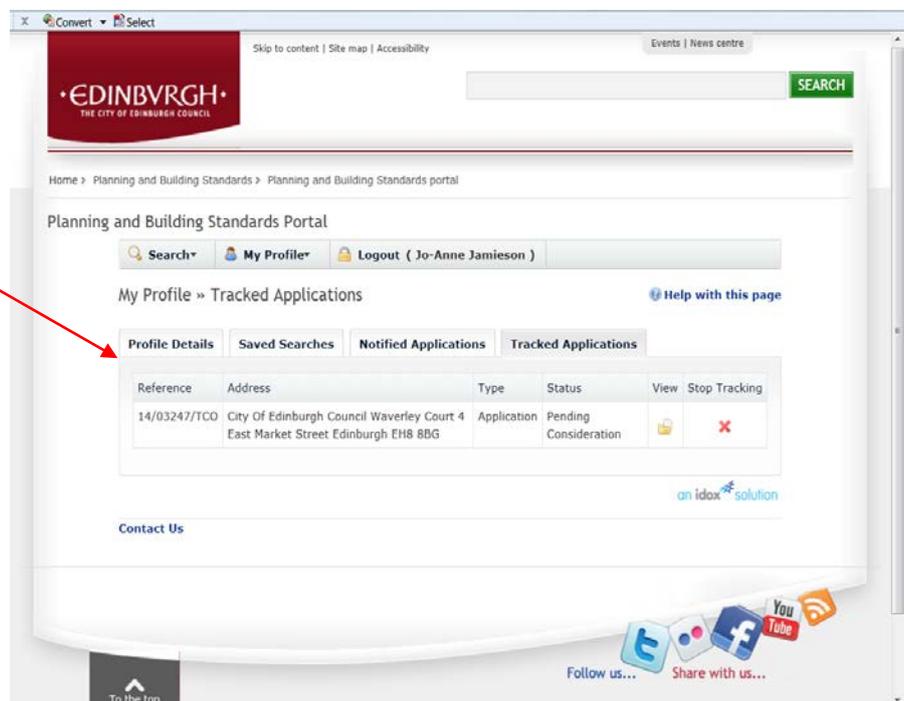
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TO TRACK AN APPLICATION

Once you have searched and found an application, you can click on **Track**



You will be **notified by email** of any updates to your tracked applications



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WHERE TO FIND SAVED SEARCHES, NOTIFIED AND TRACKED APPLICATIONS

Click on **My Profile**

