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

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2. Click on view planning applications or view building warrant information

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	Building Warrants
	Conservation
Accessing Planning and Building Standards services	Edinburgh Development Forum
online	Edinburgh public spaces
If you've not used our online services before we would recommend you	Edinburgh Urban Design Panel
read our information on planning applications and information on building warrants.	Enforcement
	Local plans and guidelines
PublicAccess	Permissions for development
The PublicAccess service allows you to:	Planning and Building
View planning applications, enforcement cases and appeals, and	Standards teams map
semment on planning applications, enforcement cases and appeals, and	Planning and Building
comment on planning applications	Standards teams search
View building warrant information	Planning applications
	Planning News

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

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Phone Number	
A confirmation email will be sent to t The e-mail address you provide bec	the email address you provide below. comes your username when you login to use the additional functionality.
Email Address *	
Confirm Email Address *	
Your password must be at least 8 ch	naracters long and be a mix of letters and numbers.
Password *	
Confirm Password *	
	Next

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**

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Check your details, agree with terms and conditions and click next

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	Name	Miss	Jo-Anne Lai	dlaw						
	Email	jo-ai	nne.laidlaw@	¢edinburgh.gov	r.uk					
	Phone Number	r 013:	529 3147							
	Address	Wav Edin City EH8	erley Court ourgh of Edinburgh 886	4 East Market S 1	Street					

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

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Home > Planning and Building Standards > Planning and Building Standards Online Services Planning and Building Standards Online Services Planning and Building Standards Online Services Q Search My Profile My Profile Image: Register Registration Complete Thank you for registering. You will shortly be sent an e-mail with instructions on how to complete your registration. You will not be able to save searches or track applications, unless you confirm your registration details via the e-mail we	
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You will receive an email from <u>publicaccess.alerts@edinburgh.gov.uk</u>
 Click on the link within the email.

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required you can also copy the link to the address field of your browser.	
ease Logon with the username and password you originally selected.	

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

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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.

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Simple search

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

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Advanced search

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

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	Community Council	All		•		
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Advanced search example

Search for Proposal of Application Notices in City Centre ward

Simple Advanced Wee	ekly / Monthly Lists Property Map	
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Alternative Reference:		
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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

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Property/Address search

Enter the property address for related current or historical cases

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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

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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



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TO TRACK AN APPLICATION

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

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