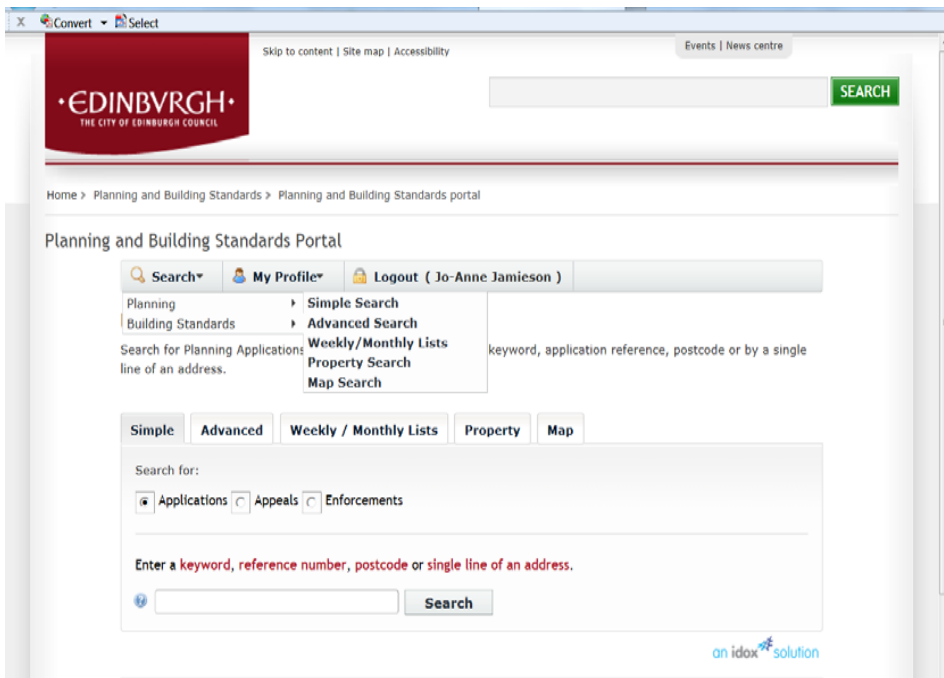


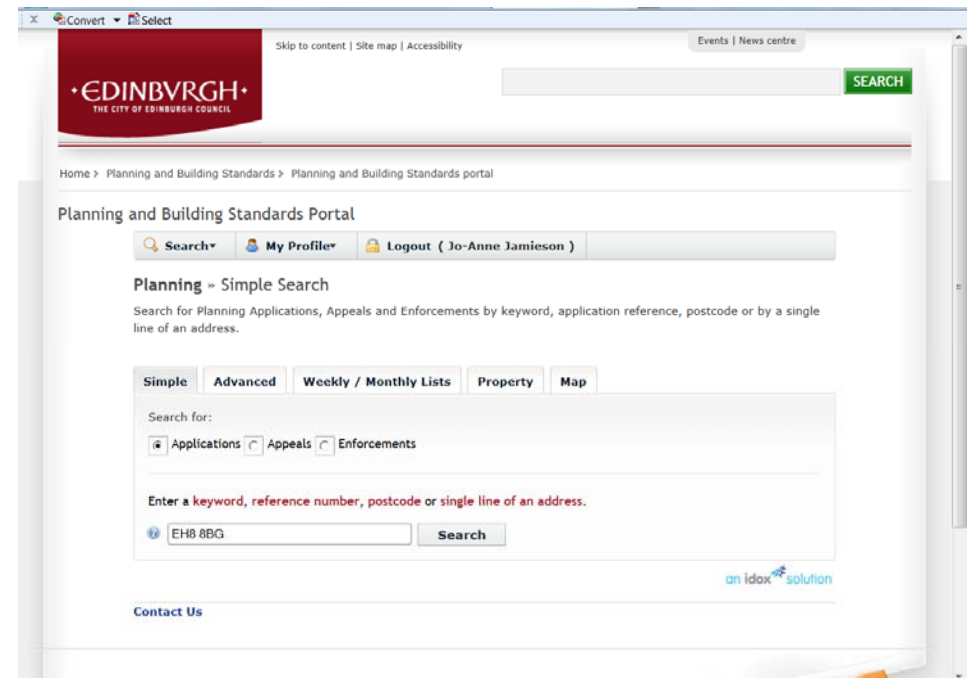
TO SEARCH FOR APPLICATIONS AND BUILDING WARRANTS

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' form on the Edinburgh City Council Planning and Building Standards Portal. The form is divided into several sections:

- Reference Numbers:** Includes fields for Application Reference, Planning Portal Reference, and Alternative Reference.
- Application Details:** Includes fields for Description Keyword, Applicant Name, Application Type, Ward, Community Council, Agent, Status, Decision, Appeal Status, Appeal Decision, Development Type, and Address.
- Dates:** Includes fields for Date Received, Date Validated, Date Actual Committee, Decision Date, Appeal Decision Date, and Target Determination Date, each with a 'to' field for a date range.

Red arrows point to the 'Advanced' tab and the 'Application Details' and 'Dates' sections. The 'Search' and 'Reset' buttons are at the bottom.

3. Weekly list

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

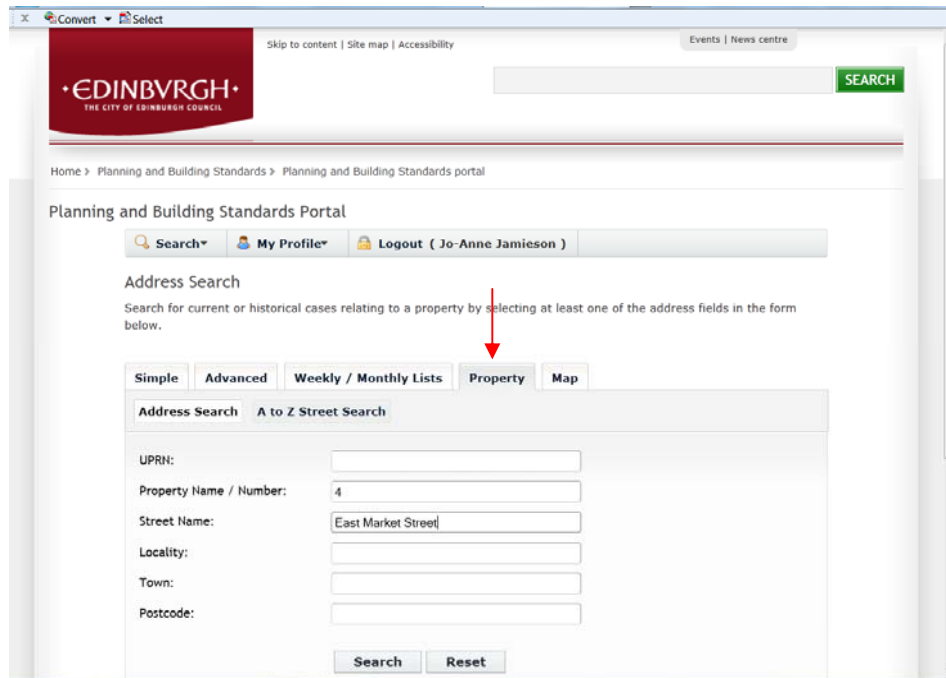
The screenshot shows the 'Weekly List' search form on the Edinburgh City Council Planning and Building Standards Portal. The form is divided into several sections:

- Reference Numbers:** Includes fields for Application Reference, Planning Portal Reference, and Alternative Reference.
- Application Details:** Includes fields for Description Keyword, Applicant Name, Application Type, Ward, Community Council, Agent, Status, Decision, Appeal Status, Appeal Decision, Development Type, and Address.
- Dates:** Includes fields for Date Received, Date Validated, Date Actual Committee, Decision Date, Appeal Decision Date, and Target Determination Date, each with a 'to' field for a date range.

The 'Weekly / Monthly Lists' tab is selected. The 'Status' dropdown is set to 'Pending Consideration', 'Community Council' is 'Queensferry & District', 'Ward' is 'All', and 'Week beginning' is '24 Nov 2014'. The 'Show applications' section has 'Validated in this week' selected. The 'Search' button is at the bottom.

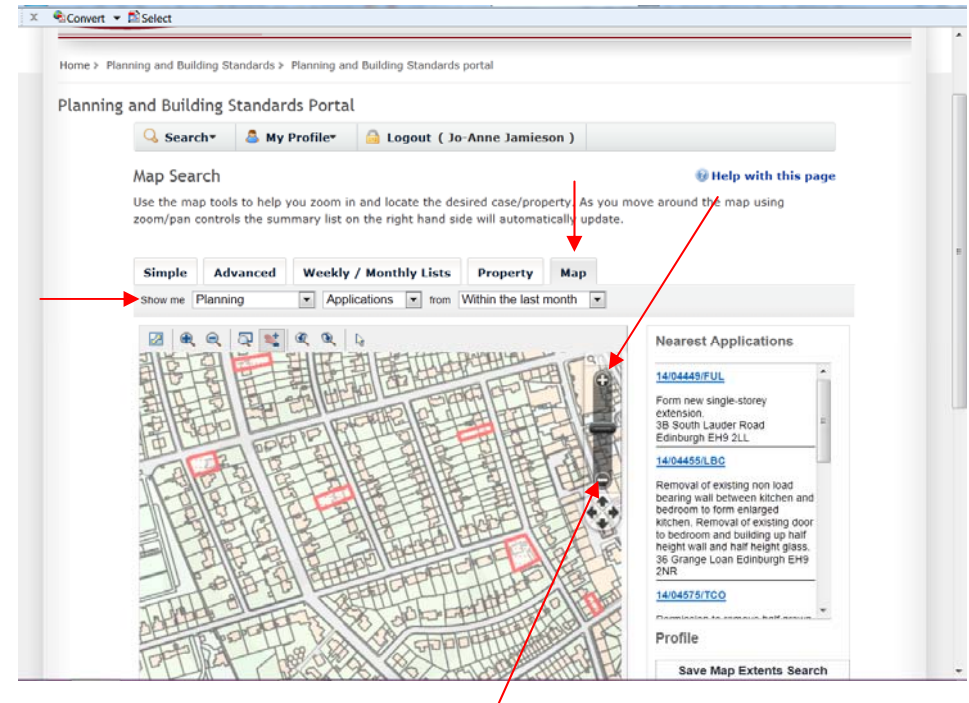
4. Property/Address search

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.