To search, view and make a comment on a planning application

Anyone can use the Rutland County Council Public Access site and make a comment on an application without having to register however to take advantage of the advanced profile features such as tracking an application we would strongly recommend you register a user account.

2 In the Planning module you can search for Planning Applications and Appeals. Click to select the type of record that you want to locate.

3 If you select Applications, you can also select the status of the records you are looking for:
   • Current applications
   • Decided applications
   • All applications.

Choose the appropriate option from the Status drop down list.

4 Enter some text in the Search box that will correspond to one of:
   • reference number (for example, "2018/0000/FUL")
   • post code (for example, "LE15 6HP")
   • part of an address (for example, "Main Street").

5 Click on the Search button to display the results of your search.

Documents

1 Click on the Documents tab to display any documents that have been added to this application.
2 If there are a lot of documents you can filter the list. Select one of the following from the Filter By list:
   • **Document Type** - select from the drop down list
   • **Description** - enter some text that may appear in a document’s description. Press Apply.
3 You can re-order the list according to:
   • Date Published
   • Document Type
   • Description.
Click on the appropriate heading to re-order the list.
4 To view any of the documents in a separate window, click on **View**.
5 To download up to 25 documents at a time, depending on your configuration, to view at a later date, check the appropriate check boxes next to the desired documents.

**Comments**
Click on the comments tab

12 Add your contact details in the appropriate boxes.
14 The **Commenter Type** drop down list describes the type of people who may need to make a comment about a case. These include councillors, neighbours to the application address and members of the public. Select the one that applies to you.
15 Under **Stance** select whether you object to or support the application, or if you want to remain neutral.
16 Enter the details of your comment in the **Your Comment** box. Please refer to our guide on making comments on our website.
   **Note** Draft comments are retained up to two days after being logged out due to a time-out. You must log in using the same browser and PC as the comment was started.
17 Ensure to spell check your comment before submitting by correcting them or by right clicking on red underlined words and selecting the appropriate correction.
18 When you have completed all the details, click on the **Submit** button. Your comment will appear in the documents tab for this case in due course. Your name and postal address will be published all other personal information will be removed.