



**Rutland**  
County Council

# **Rutland County Council Public Access for Planning User Guide**

Planning  
Rutland County Council  
Council Offices  
Catmose  
Oakham  
LE15 6HP  
Tel: 01572 722577  
Email: [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk)



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# Introduction

Rutland County Council Public Access for Planning website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track applications for planning permission and appeals against refused consent.

Public Access for Planning - <https://publicaccess.rutland.gov.uk/online-applications/>

This document describes how to use the site.

# User Details

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.

## Registration

Registering for a Rutland County Public Access user account only requires you to provide your name and relevant contact details.

- 1 To create a new user account click on **Register** in the menu bar.

The screenshot shows the 'Registration' page of the Rutland County Council Public Access site. At the top is a dark blue navigation bar with links for 'Search', 'My Profile', 'Login', and 'Register'. Below the navigation bar, the page title 'Registration' is displayed. A message states: 'Once registered the following additional functionality will be available:' followed by a bulleted list: 'Tracking applications', 'Saving Searches', and 'Email notifications about tracked applications and new search results.' Below this, a note says 'Fields marked with a \* must be completed.' The registration form itself contains several fields: 'Title \*' (a dropdown menu with 'Ms' selected), 'First Name \*' (text input with 'Sophie'), 'Surname \*' (text input with 'Morris'), 'Phone Number' (text input with '0141 574 1000'), 'Email Address \*' (text input with 'sophie.morris@idoxgroup.com'), 'Confirm Email Address \*' (text input with 'sophie.morris@idoxgroup.com'), 'Password \*' (password input with masked characters), and 'Confirm Password \*' (password input with masked characters). A 'Next' button is located at the bottom of the form. A note above the email fields states: 'A confirmation email will be sent to the email address you provide below.' Another note above the password fields states: 'Your password must be at least 8 characters long and be a mix of letters and numbers.'

- 2 Register your personal details by filling in the following fields:
  - **Title** - select the title you wish to be addressed by.
  - **First Name** - enter your first name.
  - **Surname** - enter your surname.
  - **Email Address** - enter your email address. Enter it again to confirm that it is correct.
  - **Password** - enter a password that will allow only you to access your account.

**Note** Passwords must be eight characters or longer, must contain a mixture of letters and numbers and must not contain spaces. Enter the password again below to confirm that it is correct.
- 3 Click on Next.

- 4 Enter your postcode, then press Next.

Registration

Postcode \* SA12 2RR

Back Next

- 5 Select your address from the drop down list, then click on Next.

Registration

✖ Please check your registration details

- No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.

Address Line 1 \* 42 Thomas Street

Address Line 2

Town/City \* Glamorgan

Postcode \* SA12 2RY

Back Next

- 6 If your address is not listed, select **My address is not in the list** and click on Next.
- 7 Enter your address details in the appropriate fields, then click on Next.

Registration

Address Line 1 \* 42 Thomas Street

Address Line 2

Town/City \* Glamorgan

Postcode \* SA12 2RY

Back Next

- 8 Click to read the Terms and Conditions and Privacy Policy that apply to the use of the site. When you have done so, please tick the check box to indicate that you agree to them.
- 9 Check that your personal and login details are correct. To register them, click on the Next button.

- 10 An email will be sent to the address you entered. This provides final confirmation that you want to create a Public Access account. When the email arrives, click on the link to be returned to the Public Access site.

Subject: Registration Confirmation Request

---

Hello Sophie Morris,

To confirm your registration please click the following link:

<https://devcore103/online-applications3/registrationConfirm.do?action=createUser&key=30213fe2cee65d70dOc92d67f44bb64c>

If required you can also copy the link to the address field of your browser.

Please Log on with the username and password you originally selected.

## Log In

In order to use the full range of features offered by Rutland County Council Public Access you need to log in to the site using the username and password you provided when you registered your account.

- 1 Click on Login in the menu bar.
- 2 Enter your email address and password, then click on the Login button.

## Forgotten password

- 1 If you forget your password, click on the **Forgotten password?** link.
- 2 Enter your email address and then enter a new password twice. Press the **Change Password** button.
- 3 A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

## Log out

When you are finished using Rutland County Council Public Access, remember to log out by clicking on the Logout button in the menu bar.



## My Profile

Once your account has been created, you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **Profile Details** - your full personal details
- **Saved Searches** - a list of searches which you have saved
- **Notified Applications** - notifications for applications that you are tracking, or are the subject of saved searches, have been modified
- **Tracked Applications** - a list of applications that you have elected to track.




### Profile details

The Profile Details pages allow you to view and update your account details.

- 1 Select **Profile Details** from the My Profile drop down list in the menu bar.

**My Profile – Profile Details**

Profile Details   Saved Searches   Notified Applications   Tracked Applications

 Change password    Update personal details    Delete profile

Name	Ms Sophie Morris
Email	sophie.morris@idoxgroup.com
Phone Number	01417654444
Address	95 Bothwell Street Glasgow G2 7JZ

The Personal Details page allows you to view the details you registered with. You can change any of those details or update your password.

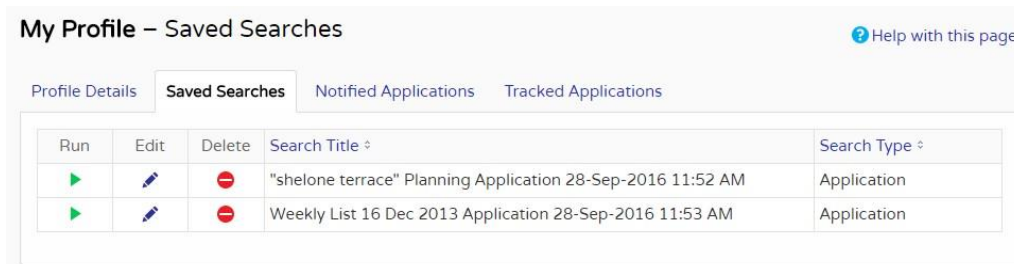
- 2 To update your password click on **Change Password**.
- 3 Enter your email address and then enter a new password twice.
- 4 Press the **Change Password button**. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.
- 5 To change your details click on **Update Personal Details**. Alter your details as required, clicking on the Next button to page through the sections.
- 6 When you no longer wish to use Rutland County Council Public Access, click on **Delete Profile**.







## Saved searches

The primary activity on the Rutland County Council Public Access site is to perform searches for information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see “Searching” on page 13).

Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

- 1 To view your saved searches, select **Saved Searches** from the My Profile drop down list.



Run	Edit	Delete	Search Title	Search Type
			"shelone terrace" Planning Application 28-Sep-2016 11:52 AM	Application
			Weekly List 16 Dec 2013 Application 28-Sep-2016 11:53 AM	Application

- 2 You can sort the list by clicking on the appropriate column headings:
  - **Search Title** - sort the list alphabetically by search title
  - **Search Type** - sort the list alphabetically by search type.
- 3 To perform a saved search now, click on the **Run** button for that search.  
**Note** Circular map searches cannot be run from the Saved Searches page.
- 4 To modify the search criteria, click on the **Edit** button for that search. This returns you to the appropriate search form and allows you to change the details of the search.
- 5 To remove a search from the list, click on the **Delete** button for that search.





## Tracked applications

After locating an application of interest by searching, you can choose to keep a watch on what happens to it by tracking it. Applications are displayed on the Tracked Applications page. When applications that you are tracking are modified, for example, if its status changes, a notification will appear on the Notified Applications page and you will be sent a notification email.

- 1 To view these applications, select **Tracked Applications** from the My Profile drop down list.

**My Profile – Tracked Applications** [Help with this page](#)

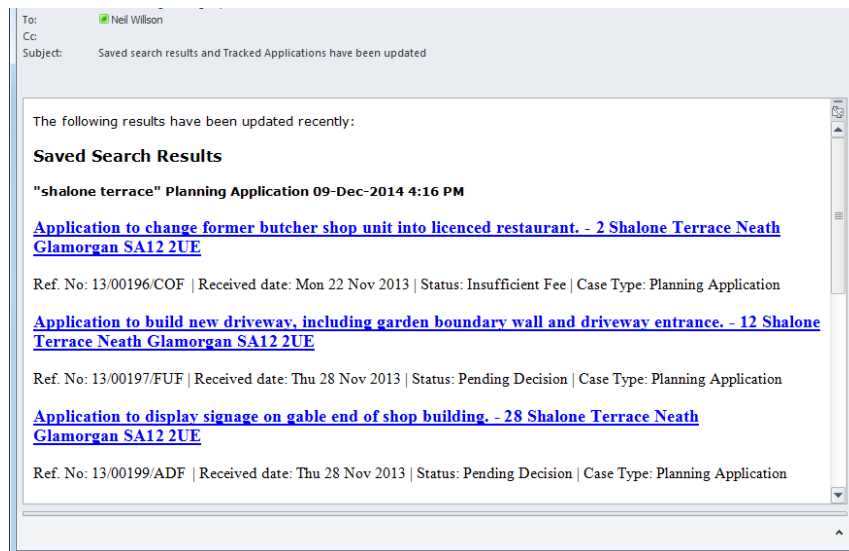
Profile Details Saved Searches Notified Applications **Tracked Applications**

View	Stop Tracking	Reference ▾	Address ▾	Type ▾	Status ▾
		16/00002/FUU	6 Craig Road Neath West Glamorgan SA11 6YX	Application	Awaiting decision
		13/06067/DGAFP	16 Shelone Terrace Neath West Glamorgan SA11 6UE	Building Control	Building Work Started

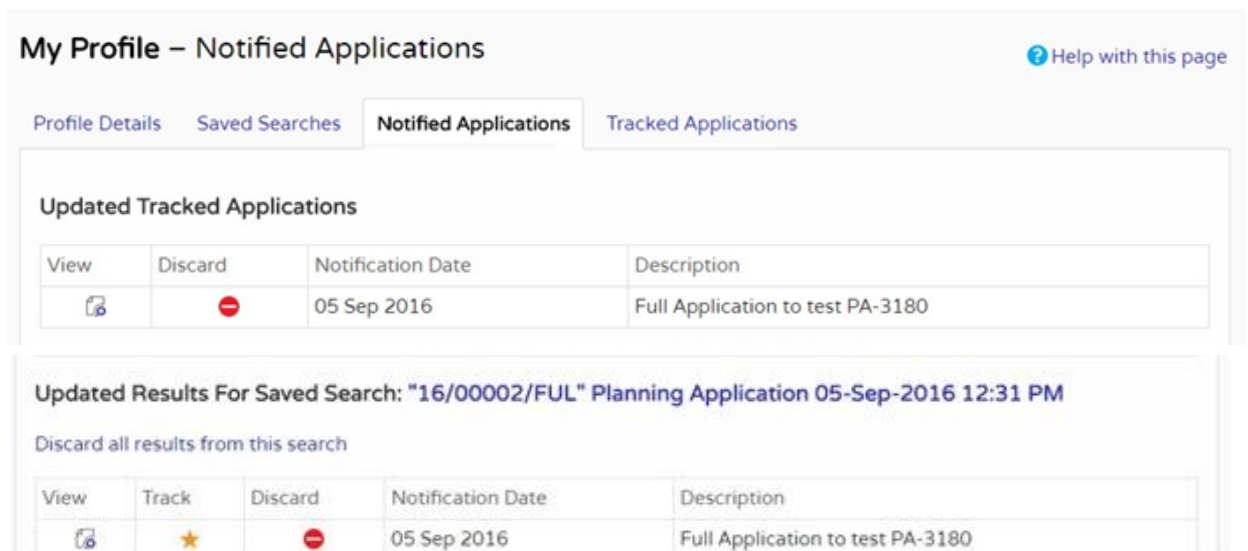
- 2 You can sort the list by clicking on the appropriate column headings:
  - **Reference** - sort the list alphanumerically by reference
  - **Address** - sort the list alphanumerically by the address that is the subject of the application
  - **Type** - sort the list alphabetically by the application type
  - **Status** - sort the list alphabetically by the status of the application.
- 3 To view a tracked application, click on the View button for that application.
- 4 To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application.

## Notified applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.



- 1 To view your notifications, select **Notified Applications** tab from the My Profile.



- 2 The tracked applications that have been modified are listed at the top of the screen. These will be followed by any modified applications that are subject to your saved searches.
- 3 To view an application, click on the **View** button for that application.
- 4 To remove an application from the notifications list, click on the **Discard** button for that application. To delete all of the notified results for a particular search, click on **Discard All Results from this search**.
- 5 Additionally, you can select the saved search tab and run a saved search. You can track any applications by click on the map and selecting the appropriate application by selecting application details. Click on the **Track** icon for the applications of interest. These will now be added to your Tracked Applications page.

# Searching

Your primary activity when you are logged in to the Rutland County Council Public Access site will be to search for planning records according to a variety of criteria. There are a variety of search methods to allow you to find the information you are looking for:

- **Simple** - search quickly for applications, appeals or enforcements according to some entered text
- **Advanced** - search according to a wide combination of relevant factors
- **Weekly/monthly list** - search for applications whose status is validated or decided within a particular time period
- **Property** - search for a particular property to which applications may apply
- **Map** - search using an interactive map tool.

## Simple Search

A simple search allows you to search quickly for an application, appeal or enforcement by entering some text that will help identify it.

- 1 From the Search drop down list choose the Planning module, then select **Simple Search**.

- 2 In the Planning module you can search for:

- Planning Applications
- Planning Appeals

Click to select the type of record that you want to locate.

- 3 If you choose to search for 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").

A wild card search your system will produce a wider range of results. Wildcard Searching assumes a wildcard symbol at the beginning and end of the search string and in between each term. For example, entering "10 High Street" (equivalent to "%10%High%Street%") may find results of "10-12 High Street".

- 5 Click on the **Search** button to display the results of your search (see "Search Results" on page 27).

## Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for information.

- 1 From the Search drop down list choose the Planning module, then select **Advanced Search**.

### Planning – Appeals Search

[Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

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

Applications
**Appeals**
Enforcements

#### Reference Numbers

Appeal Reference: 13/%

Alternative Reference:

Application Reference:

Enforcement Reference:

#### Appeal Details

Description Keyword:

Appeal Type: Refusal of Permission

Ward: All

Parish: All

Appeal Status: All

Appeal Decision: All

Appeal Process: All

Address: SA11

#### Dates

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.

Appeal Lodged Date: 01/01/2016 to: 30/08/2016

Date Validated: to:

Date Court Decision: to:

Date Inspectorate Decision: to:

Search
Reset

2 In the Planning module you can search for:

- Planning Applications
- Planning Appeals

Click to select the type of record that you want to locate.

3 A variety of reference numbers are associated with planning records. Enter one or more to help identify a specific record.

4 The details you can fill in depend on the record type selected.

Record Type	Details Required
Application details	Allows you to specify application type, application/appeal status or decision, and development type as well as location details, including ward, parish and address information.
Appeal details	Allows you to specify appeal type, status, decision or process as well as location details, including ward, parish and address information.

Enter the details you want to search on.

5 Every planning case has a number of important dates associated with it (for example, the date the application was validated or the inspectorate decision date. Use the date pickers to define an appropriate period to search within for any dates of interest.

6 Click on the Search button to display the results of your search (see “Search Results” on page 27).



## Weekly/Monthly Lists Search

The weekly or monthly lists feature allows you to search for applications according to the week or month in which they were validated or decided, as published in the local authority's lists.

- 1 From the Search drop down list choose the Planning module, then select **Weekly/Monthly Lists**.

**Planning – Monthly List**

Search Planning Applications either validated or decided in a given month.

[Simple](#) [Advanced](#) **Weekly / Monthly Lists** [Property](#) [Map](#)

[Weekly List](#) **Monthly List**

Parish:

Ward:

Month:

Show applications: ☒ Validated in this month ☐ Decided in this month

- 2 Click on **Weekly List** or **Monthly List** to select which list you want to search.
- 3 You can narrow your search to a particular area by selecting from the **Parish** or **Ward** drop down lists.
- 4 Specify the **Week** or **Month** by selecting from the drop down list.
- 5 Under **Show applications**, select to display:
  - Validated applications
  - Decided applications.
- 6 Click on the Search button to display the results of your search (see “Search Results” on page 27).

## Property Search

The property search feature allows you to search for a specific property. There are two property search options:

- **Address** - search for applications at a specified address
- **A to Z Street** - search for applications on a specified street chosen from an alphabetical list.

### Address search

- 1 From the Search drop down list choose the Planning module, then select **Property Search**.
- 2 To search for a specific property by its address, select the **Address Search** tab.

The screenshot shows the 'Address Search' form. At the top, it says 'Address Search' and 'Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.' Below this are tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property' (which is selected), and 'Map'. Under the 'Property' tab, there are two sub-tabs: 'Address Search' (selected) and 'A to Z Street Search'. The form contains six input fields: 'UPRN:', 'Property Name / Number:', 'Street Name:' (with 'Regent Street' entered), 'Locality:', 'Town:' (with 'Neath' entered), and 'Postcode:'. At the bottom are 'Search' and 'Reset' buttons.

- 3 Enter as many details as you know in the appropriate fields, then press the Search button to display the results of your search (see “Search Results” on page 27).
- 4 If you need to clear the fields and start again, press the **Reset** button.

## A to Z Street search

- 1 From the Search drop down list choose the Planning module, then select **Property Search**.
- 2 To search for a street alphabetically, select **A to Z Street Search**.
- 3 Click on the initial letter of the street you are interested in to display all the streets that begin with that letter.

**A to Z Street Search**

Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.

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

Address Search   **A to Z Street Search**

A B C D E F G H I J K L M N O P Q **R** S T U V W X Y Z

Results per page 5 **Go**

**Streets beginning with R**

- [Regent Street East , Neath , West Glamorgan](#)
- [Regent Street West , Neath , West Glamorgan](#)
- [Ritson Street , Neath , West Glamorgan](#)
- [Rockingham Terrace , Neath , West Glamorgan](#)
- [Ruskin Street , Neath , West Glamorgan](#)

- 4 Select a street from the list to display the addresses on that street, then choose an address to discover whether any planning records exist for that address.
- 5 To go back and chose a different street, click on the **Refine Search** button.

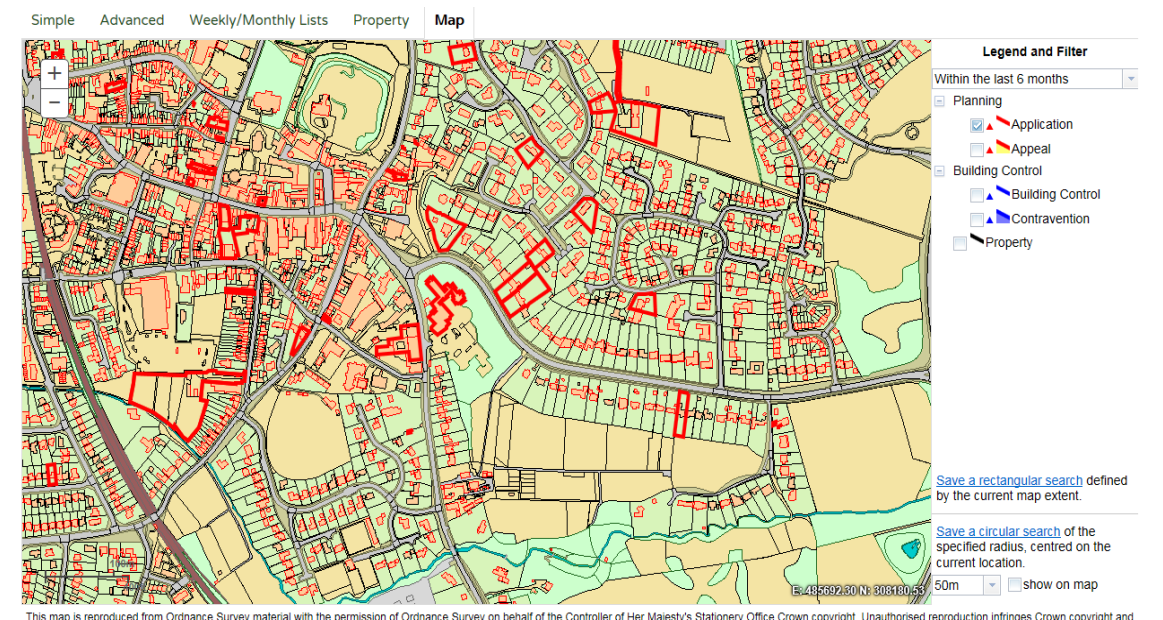
## Map Search

Map search allows you to identify properties that are the subjects of applications and appeals. using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches.

- 1 From the Search menu, choose the Planning module, then select **Map Search**.

The initial view shows applications submitted within the last six months.



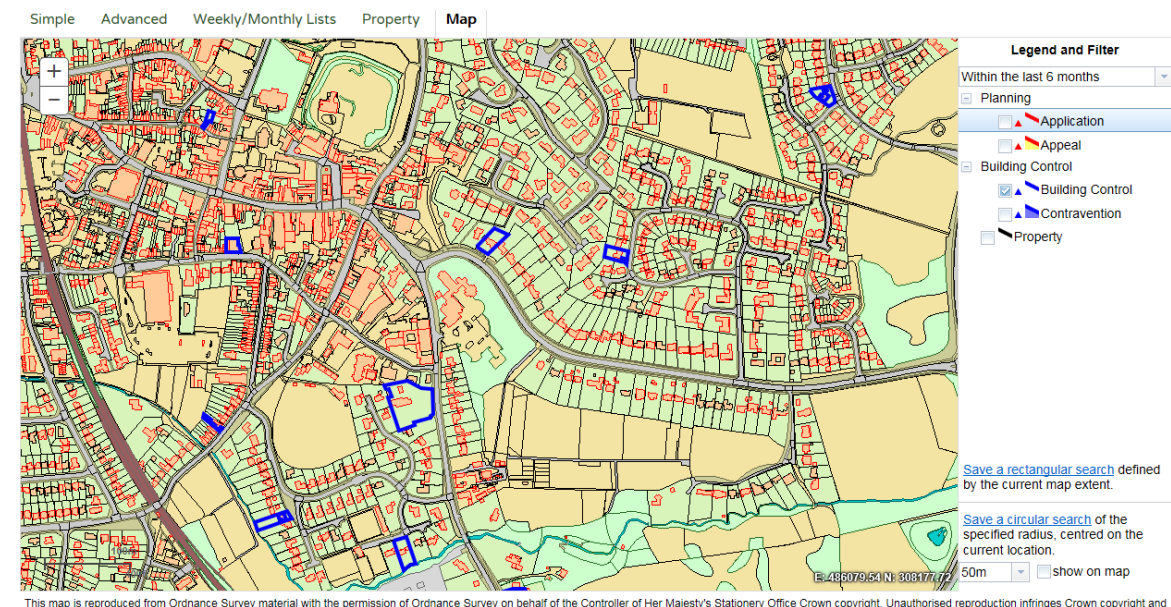
- 2 To zoom in on a specific location, click on a point on the map and click on the + button. To zoom out, click on the - button.

Alternatively, you can zoom in and out by scrolling the mouse wheel.

**Note** The scale at the bottom left of the map changes as you zoom.

- 3 To move the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to move.

- 4 To refine the display, click on **Enable Filter**.




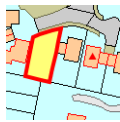
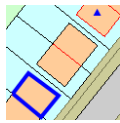
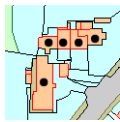
- 5 The initial view displays applications submitted within the last six months. To change the time period select from the **Time Period** drop down list.



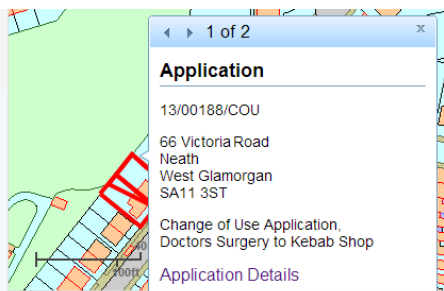
- 6 To display more record types on the map, check the relevant boxes in the **Legend and Filter** list. To remove record types from the map, uncheck them.

Most records can be displayed in two ways:

- Records which only affect the property which is the subject of the application are shown as triangular points.
- Records which affect others (for example, neighbours or the public) are displayed as a polygon which illustrates the boundary of the property affected by the application.

Module	Record type	Displayed As
<b>Planning</b>	<b>Applications</b> - properties for which planning applications have been submitted.	
	<b>Appeals</b> - properties which are the subject of planning appeals.	
<b>Building Control</b>	<b>Applications</b> - properties for which building control applications have been submitted.	
<b>All</b>	<b>Properties</b> - all valid properties in your local area. You can click on any of these to see if any current record exists at that address.	

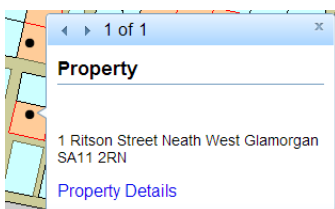
- 7 Once you have identified a record of interest, click on the triangle point or polygon to display a summary of the information about the record.



If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.

To view the full record details click on the **Details** link.

- 8 When the black Properties markers are displayed, you can click on any of these to view the property summary.



To view full details about that property, including any historical records that are recorded within our system that do not fall into the time period displayed on the map, click on **Property Details**.



## Saving map searches

You can add a map search to your Saved Searches list in one of two formats:

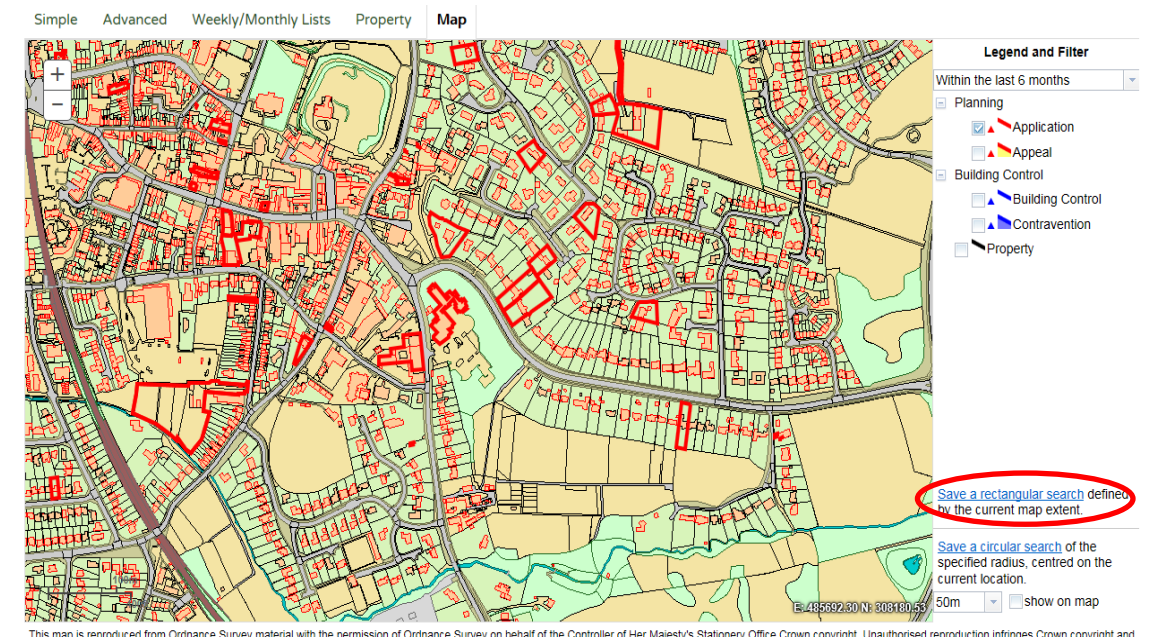
- **Rectangular search** - saves all of the records of the selected record type that apply to the area currently shown on the map
- **Circular search** - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

**Note** Map searches can only be saved for one record type (for example, applications) at a time. If you want to save a search for another record type in the same geographical area, you must save it as a different search.

### Rectangular search

The rectangular search allows you to display occurrences of a record type over the geographical area currently displayed on the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your town centre and filtered the legend to display planning applications in the last month you can save an extents search that allows you to monitor new applications arising in the town centre on a monthly basis.

- 1 Zoom and pan the map to display the geographical area of interest.
- 2 Select the required time period.
- 3 Filter the legend to display one record type.
- 4 Click on **Save a rectangular search**.





- 5 On the **Saved Search Options** page you may change the default search title if you wish.

My Profile »  
Save Search

Saved Search Options

Search Title (editable)

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

- 6 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see “Notified applications” on page 12).
- 7 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 10).

### Circular search

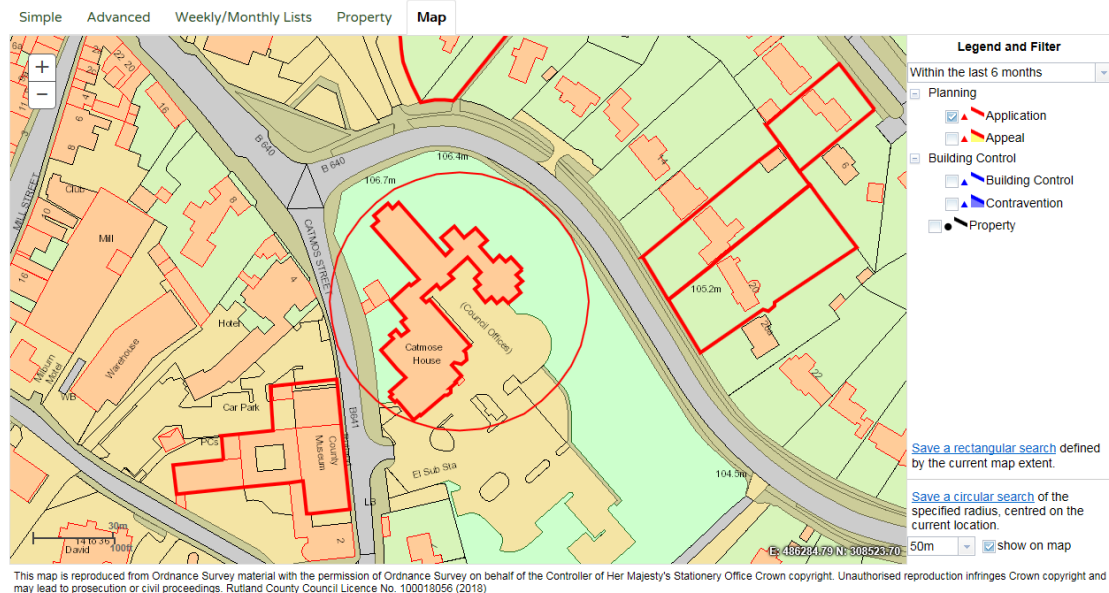
The circular map search allows you to display occurrences of a record type over the geographical area currently displayed within a specified proximity of the centre of the map. By rerunning the search, you can monitor new occurrences. For example, if you have zoomed the map to display your home and filtered the legend to display planning applications submitted in the last year you can save a proximity search that allows you to monitor new planning applications arising within a specified distance of your home on a yearly basis.

- 1 Zoom and pan the map, placing the geographical point of interest at the centre.
- 2 Select the required time period.
- 3 Filter the legend to display one record type.

## Searching

### Map Search

- 4 Select the radial distance from the centre in which to search for records.



Check the **Show on map box** to display the proximity as a circle around the centre. You can pan the map to make adjustments if required.

- 5 Click on **Save a circular search**.
- 6 In the Saved Search Options box you may change the default search title if you wish.

My Profile »

Save Search

Saved Search Options

Search Title (editable)

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

- 7 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see “Notified applications” on page 12).
- 8 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 10).

# Search Results

Once you have run a search, a list of records matching the search criteria is displayed.

Sort by  Direction  Results per page

1 2 3 Next >

Showing 1-10 of 25

**Construction of steel fire escape following removal of existing. Alterations to 2nd floor doorway with associated groundworks.**  
Catmose House Catmos Street Oakham Rutland LE15 6HP  
Ref. No: APP/2013/0043 | Received: Tue 15 Jan 2013 | Validated: Wed 06 Mar 2013 | Status: Decided

**Construction of steel fire escape following removal of existing. Alterations to 2nd floor doorway with associated groundworks.**  
Catmose House Catmos Street Oakham Rutland LE15 6HP  
Ref. No: APP/2013/0016 | Received: Tue 08 Jan 2013 | Validated: Tue 08 Jan 2013 | Status: Decided

**Installation of roof vents to front (east) and rear (west) elevations - and widening of existing roof hatch**  
Rutland County Museum Catmose Street Oakham Oakham Rutland LE15 6HP  
Ref. No: LBA/2009/0737 | Received: Thu 06 Aug 2009 | Validated: Thu 20 Aug 2009 | Status: Decided

**Rutland County Council flag on existing flagpole to the side (west) of building.**  
Catmose House Catmose Street Oakham Rutland LE15 6HP  
Ref. No: ADV/2009/0674 | Received: Tue 28 Jul 2009 | Validated: Tue 28 Jul 2009 | Status: Decided

**Note** A speech bubble icon attached to a record indicates that comments may be made about that record at this time

- You can manipulate how the search results are displayed to help you find applications of particular interest:
  - Sort By** - re-order the results according to a selected criterion
  - Direction** - choose whether the results are displayed in ascending or descending order
  - Results per page** - choose how many results should be displayed on the page at once.
When you have made your display selections, click on the Go button.
- The number of results displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on Next to view the next page or Previous to view the previous one, or by clicking directly on the page number
- To view an individual record in detail, click on its title.

## Saving a Search

You may find that you use a particular search regularly. For example a simple search based on your post code or an advanced search charting the progress of a specific planning application. As a registered user, you can save these searches to be run again from your Saved Searches page (see "Saved searches" on page 10). Additionally, when new records corresponding to a saved search arrive, news of these will automatically appear on your Notified Applications page (see "Notified applications" on page 12).

## Search Results

### Saving a Search

- 1 To save a search, click on the **Save Search** button.

My Profile »  
Save Search

Saved Search Options

Search Title (editable)

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

**Save** Cancel

- 2 Change the default search title if you wish.
- 3 If you want to be notified by email of any new records matching your search criteria, select **Yes**.
- 4 Click on **Save** to save the search.

## Record Details

When you select to view a record, the application details are displayed at the top of the page, with further tabs below containing all of the relevant information about the application. Planning records contain the following tabs:

- **Details** - displays the key information about the record
- **Comments** - allows users to make a comment on an application.
- **Documents** - displays a list of documents relevant to the case
- **Related Cases** - displays a list of items which are related to the current record
- **Map** - displays the case property using the map view.

## Details

The Details tab displays key information about the record.

- 1 Click on the **Details** tab.

**Planning – Application Summary** [Help with this page](#)

APP/2013/0043 | Construction of steel fire escape following removal of existing. Alterations to 2nd floor doorway with associated groundworks. | Catmose House Catmos Street Oakham Rutland LE15 6HP

[Back to search results](#) [Track](#) [Print](#) [Share](#)

**Details** | Comments | Documents (21) | Related Cases (1) | Map

**Summary** | Further Information | Contacts | Important Dates

Reference	APP/2013/0043
Alternative Reference	Not available
Application Received	Tue 15 Jan 2013
Application Validated	Wed 06 Mar 2013
Address	Catmose House Catmos Street Oakham Rutland LE15 6HP
Proposal	Construction of steel fire escape following removal of existing. Alterations to 2nd floor doorway with associated groundworks.
Status	Decided
Decision	Approve
Decision Issued Date	Mon 11 Mar 2013
Appeal Status	Unknown
Appeal Decision	Not available

There are 21 documents associated with this application.

There is 1 case associated with this application.

There are 0 properties associated with this application.

- 2 The record details are split up into four tabbed sections. Click on the appropriate tab to display those details.
  - **Summary** - displays the basic information pertaining to the record. The summary also identifies the number of the documents, cases and properties that have been added to this record. Click on one of these to view them.
  - **Further Information** - displays additional information about the application that was not included in the summary.
  - **Contacts** - displays a list of contacts relevant to this case. The number of contacts is displayed on the tab.
  - **Important Dates** - displays the dates on which important events in the life span of the case occur from initial submission through to the decision. If the case is still in progress some of these may be blank.

## Comments

Anyone can make a comment on a planning application however we would strongly recommend that you register for a user account to take full advantage of the enhance profile features such as tracking an application.

Click on the comments tab

Details **Comments** Documents (1) Related Cases (1) Map

### Make a Comment

You are making a comment supporting or objecting to this application. Your comments will be submitted and in due course made available online and can be viewed in the documents tab. Important – a planning application is a public document and you should therefore be aware that any comments you make will be made available to others and published on our website. Personal contact details will be removed before publishing but your name and postal address will remain visible. Your email address will be used to enable us to confirm receipt of your comment. For more information about your Rights regarding Data Protection please contact [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk). If any of the content is racist it will be returned to you and the Police may be notified.

Application Reference:	1801/0001/FUL
Address:	Dummy Address Catmos Street Oakham Rutland
Proposal:	Test case
Case Officer:	Not available

Are your personal details correct? Click to [update my personal details](#).

Your Title: \*

Your First Name: \*

Your Surname: \*

Your Address: \*

Your Tel. No.

Your Email Address: \*

Commenter Type: \*

Stance: \* ☐ Object ☐ Support ☐ Neutral

Your Comment:

12 Your name and address are added automatically to the form if you are a registered user. If these are not correct, click on **update my personal details** and make the appropriate changes.

13 Add your remaining 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.

## Documents

1 Click on the **Documents** tab to display any documents (including comments) that have been added to this application.

Details Comments **Documents (24)** Related Cases (1) Map

Filter By: Document Type  Show All  **Apply**

You can select up to 25 documents to download in one archive file at a time.

	Date Published ▾	Document Type ▾	Measure	Description ▾	View
<input type="checkbox"/>	25 Jul 2018	Correspondence		CORRESPONDENCE REGARDING MATERIALS	
<input type="checkbox"/>	25 Jul 2018	Other		COMMITTEE REPORT	
<input type="checkbox"/>	13 Jul 2018	Drawing Revised		SOFT LANDSCAPING PLAN	
<input type="checkbox"/>	06 Jul 2018	Decision Notice		DECISION NOTICE	
<input type="checkbox"/>	25 Jun 2018	Drawing		GA ELEVATION	
<input type="checkbox"/>	25 Jun 2018	Drawing		GA ELEVATIONS	
<input type="checkbox"/>	25 Jun 2018	Drawing		GA ELEVATION	
<input type="checkbox"/>	25 Jun 2018	Drawing		PROPOSED GA BUILDING PLAN	
<input type="checkbox"/>	25 Jun 2018	Drawing		PROPOSED SITE PLAN	
<input type="checkbox"/>	25 Jun 2018	Drawing		PROPOSED SITE PLAN	
<input type="checkbox"/>	08 Jun 2018	Representations		REPRESENTATION PARISH COUNCIL	

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

## Search Results

### Record Details

- 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.

## Related cases

The Related Cases tab displays the other cases that have a relation to the current one. These may be other Applications, Appeals in the Planning module or Building Control Cases.

Affected properties are also listed in the Related Cases tab.

The total number of items are displayed on the tab.

- 1 Click on **Related Cases** to view a summary of additional information related to the application.

[Details](#) [Comments](#) [Documents \(24\)](#) **[Related Cases \(1\)](#)** [Map](#)

Planning Applications (0)

Planning Appeals (0)

Properties (1)

- Oakham Enterprise Park Ashwell Road Oakham Rutland

Building Control Applications (0)

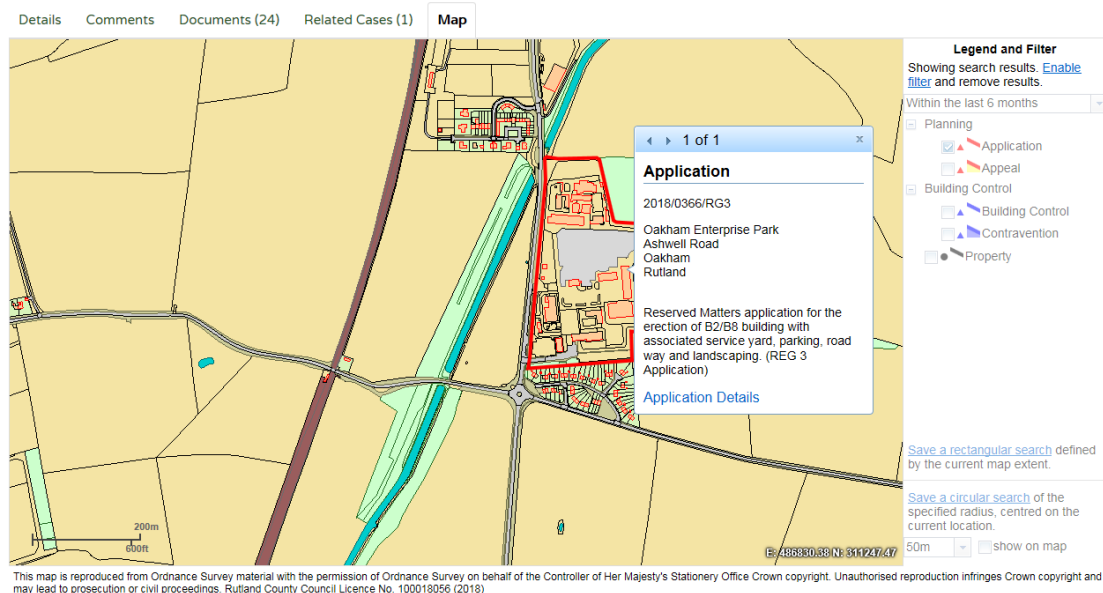
- 2 To view any of the listed items, click on its title.



## Map

The Map tab displays the location of the case property on the interactive map.

- 1 Click on the **Map** tab.

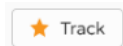


- 2 The interactive map contains a number of tools to help you view the application area (see “Map Search” on page 20 for details).

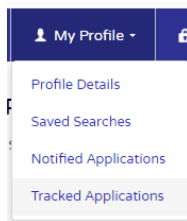
## Tracking Applications

Any application can be tracked so that you can keep up to date with its progress without having to search for it again. These cases are listed in your **Tracked Applications** page (see “Tracked applications” on page 11).

- 1 If you want to add a case to your Tracked Applications page click on the **Track** button.



- 2 To find this case again, select Tracked Applications under My Profile.



- 2 To stop tracking an application, return to the application details and click the **Stop Tracking** button at the top of the page. Alternatively, click the Stop Tracking button next to the application in the Tracked Applications page.

View	Stop Tracking	Reference	Address	Type	Status
		14/00001/2PERS	6 Elmwood Drive Neath West Glamorgan SA11 2NF	Licence Application	

## Sharing On Social Media

Public Access has included social media integration to allow users to share comments and activity via email or Twitter.

### Share via email

To share comments or activity through email:

- 1 Search for and open the Details tab of the desired record.
- 2 Press the Share button.



- 3 Press the Email icon that has now appeared alongside the Share button.



- 4 Your default email service will open and insert the link to the record into the email's body and use **Online application** as the subject.

Enter the recipients and any further details to the email.



**Note** If you wish to use another email service, copy and paste the link into your desired email.

- 5 Press Send.

## Share via Twitter

To share comments or activity through Twitter ensure you have already created a Twitter account.

- 1 Search for and open the Details tab of the desired record.
- 2 Press the Share button.



- 3 Press the Twitter icon that has now appeared alongside the Share button.



- 4 A pop-up will appear with the link to the record inserted into the body of the Tweet. Enter any further details into the body.

**Note** Only 140 characters can be used for Twitter.

- 5 If you are not logged in, press Log in and Tweet, otherwise, press Tweet.

