

Guide to The Newcastle City Council Online Planning Search system

Search for, view, and comment on planning applications

From April 2020, our online system has changed.

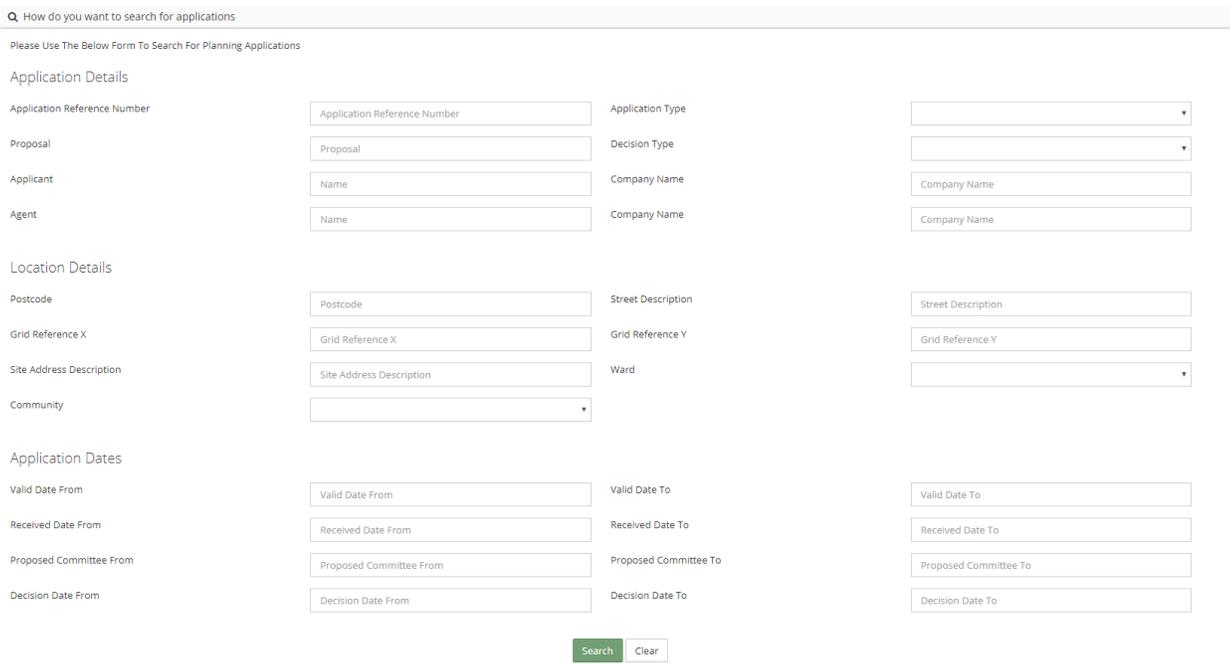
The landing webpage on our site is still: www.newcastle.gov.uk/viewplanning

There are options there taking you to the main search page, or to view a weekly list of applications received or decided.

You don't need to log in to view anything, but you will need to register and log in to make a comment.

The main search page has a very comprehensive set of options to search for an application. You can use any or a combination of these. Some are free text, some are drop-down lists, and some are date ranges.

The easiest way to find a specific application is to put in the reference in the top left box, but it has to be the FULL reference. The other text boxes are automatically 'wildcard' searches, and they're not case sensitive so don't worry about capital letters. You can use these boxes to find a particular word in a proposal or address or applicant name, and no wildcard symbol is needed.



The screenshot shows a search form titled "How do you want to search for applications". Below the title is a sub-header: "Please Use The Below Form To Search For Planning Applications". The form is organized into several sections:

- Application Details:** Includes fields for Application Reference Number, Proposal, Applicant, and Agent, each with a corresponding text input box. It also includes dropdown menus for Application Type, Decision Type, and Company Name.
- Location Details:** Includes fields for Postcode, Grid Reference X, Site Address Description, and Community (a dropdown menu). It also includes text input boxes for Street Description, Grid Reference Y, and Ward (a dropdown menu).
- Application Dates:** Includes date range fields for Valid Date From/To, Received Date From/To, Proposed Committee From/To, and Decision Date From/To.

At the bottom of the form are "Search" and "Clear" buttons.

Press Enter or click 'Search' to search using the options you have selected.

If anything is found, the search results list is displayed at the bottom of the page, so scroll down. The list is in order of Application Reference, the most recent at the top.

If there are too many results, you can narrow down your search by using more of the options, for instance a decision date from/to, or a Ward, or an application type. Search again to see the results.

Application Reference	Application Type	Location Details	Proposal	Ward	Community	Decision	View
2016/0660/08/LBC	Approval of Details Reserved by Condition	10-16, 18-24 Cloth Market, Newcastle Upon Tyne, NE1 1EE	Listed Building Application: Submission of large scale details of installation and repairs of windows, doors and staircases and schedule of works to comply with conditions 12, 13 and 14 of	18MONT			View

- ✓ TIP: there is also the Weekly Lists option in the left hand menu, to see a list of applications received, or decided, in a specific week.

Click the ‘View’ button to open up the application, in a new browser tab.

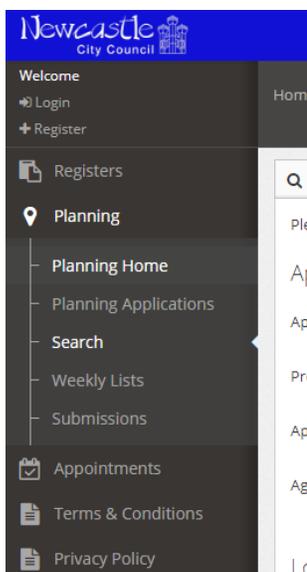
You should see the top section of the screen is the applications details, with the application type, address, proposal details, applicant, decision if it has been made, the relevant dates, and the Planning Officer dealing with it.

Underneath that you will normally see a map of the area as a snapshot image – the proposal area has a blue border. (note that this will not normally be available on older applications received before March 2020)

The next section is **Documents**.

If you cannot see any documents, or the ones you expected to see are not there, they might not yet have been made available by the case administrator. Please contact the planning officer by email if known, or planning.control@newcastle.gov.uk.

- ✓ NOTE (at April 2020) that for applications older than 3 years ago, these documents are still being backloaded into our system and may take another few weeks to be fully available. Please contact the planning officer by email if known, or planning.control@newcastle.gov.uk.
- ✓ TIP: On a large application where there are many documents, it may be more difficult to find what you’re looking for. You can use the text search facility on your browser to find the name or description of the document on the page and go to it. This is normally **Ctrl+F**.



TO COMMENT ON AN APPLICATION:

NOTE: your comment will not normally be made available to view on the website for this application, but all comments are taken into consideration by the Planning Officer.

The bottom section of the screen is ‘**Make a Representation**’.

You will need to log in to the system in order to make a comment. Please Register your details if you haven’t already. The option to login is at the bottom of an application page, or the top left of the screen. You can register yourself from there.

- ✓ TIP: when you log in, the website takes you back to the Main Homepage, and by default the Building Control section (this is different to Planning). So you will have to navigate back to planning. If you 'Go Back' a couple of pages, you will get back to the application page you were on. Alternatively, you can **right-click** on the Login link and **Open In New Tab**. Refresh the application page to now see the option to submit a comment.

Select whether you **Support or Object** to the application, or if it is a **General Comment**.

- You can type your comments into the text box below that.
- To make the box bigger, drag the bottom right corner.
- You can copy/paste text into here from another source such as a word document, if you wish to type up your text somewhere else first.
- Your browser might have a built in spellchecker, if you want to make use of that.
- You can attach a file to your comment, or alternatively instead of a comment in the text box submit your comment within a file such as a pdf or word document, if you prefer. Photographs and formatted statements are permitted; as with text comments, they are not made available online.
- Click the **SUBMIT** button.
- Note that you will not normally be informed of the outcome of the decision; please refer back to this webpage for updates on the progress on the case. The Decision will be available as a document as soon as it is published.

- If you have any problems with things not displaying as expected, you could try with a different internet browser, or updating the one you are using.
- There is currently no facility to search applications via a **map** (as previously); we are hopeful that this part of the system is being developed soon. In the meantime, for historic applications from before March 2020, the old system is still currently available (until around Summer 2020 when it will be discontinued) which you can still access for these searches. New applications will not appear there. You can access here:
<https://publicaccessapplications.newcastle.gov.uk/online-applications/spatialDisplay.do?action=display&searchType=Application>

For any difficulties or further questions with the system, or you feel some information is difficult to find, please contact planning.control@newcastle.gov.uk for guidance.