

# Accessing Planning Applications Online



# Accessing Planning Applications Online

South Ayrshire Council's online planning application provides some new features which will improve your access to planning information. You can now view, track and comment on planning applications online and, for applications submitted since May 2009, view documents related to an application. The Planning Applications Online service now gives you access to planning information at a place and time that is convenient to you. You will no longer need to travel to the Planning Office in Ayr if you want to find out what's happening near you.

The Planning Applications Online service includes information relating to the 'List of Applications' that the Council is required to maintain and publish in accordance with Regulations 21 and 22 of The Town and Country Planning (Development Management Procedure) (Scotland) Regulations 2008. These regulations also require South Ayrshire to maintain a Planning Register which the Council keeps in an electronic format. The Council has decided to publish this Register on the internet to help in the determination of planning and related applications.

Remember, you can still visit our offices in Ayr to see copies of relevant plans and information and speak to an officer if you have any questions.

## Planning Applications Online

When South Ayrshire receives a planning application, the application form, plans and all relevant documents are scanned. These are then made publicly available within **five** days on [www.south-ayrshire.gov.uk/planning/](http://www.south-ayrshire.gov.uk/planning/).

## Getting Started

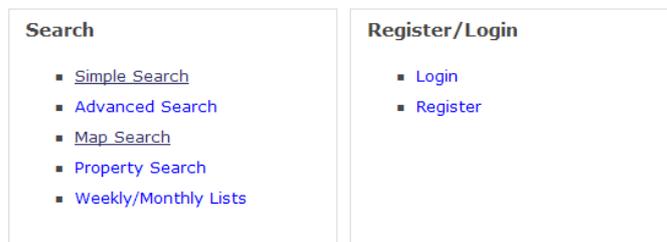
To access planning applications online go to **www.south-ayrshire.gov.uk** and select “Do It Online” from the front page of the website.



The screenshot shows the South Ayrshire Council website homepage. At the top is a banner image with the text "south AYRSHIRE" and a search bar. Below the banner is a navigation menu with links: Home, A to Z, Contact Us, Council, GIS and Maps, News and Events. The main content area is divided into three columns. The left column is titled "Services For" and lists: Family, Property and Housing, Learning, Health, Safety, Leisure, Environment. The middle column is titled "Latest Council News" and contains two news items: "20 April 2009 Make Your Vote Count At The European Election" and "15 April 2009 Recycle Your Leftover Paint". The right column is titled "Online Services" and lists: Apply For It, Do It Online, Find It, Pay For It, Report It. Below this is "About My Property" with the text "Information about where".

Select Planning Applications from the list of services.

All planning information is accessed from one of the Search options displayed in the middle of the screen. These options also appear as tabs across the middle of the screen. The following pages will explain what each of these are and how they work.



The screenshot shows two boxes. The left box is titled "Search" and contains a list of links: Simple Search, Advanced Search, Map Search, Property Search, Weekly/Monthly Lists. The right box is titled "Register/Login" and contains a list of links: Login, Register.

## List of Applications

The first section of the List of Applications can be viewed by using the Advanced Search option. Select “Pending Consideration” from the Status dropdown list and the information under Regulation 21(4) can be viewed by selecting any case and using the tabs available to you.

The second section relates specifically to “Proposal of Application Notices” and can be viewed by using the Advanced Search option. Select “Proposal of Application Notice” from the Application Type dropdown list and select Search. Select any of the cases returned to view the information relating to a Proposal of Application Notice under Regulation 21(3).

## Register of Applications

Part 1 of the Register can be viewed by selecting the Simple Search option. Details of the applicant, agent, plans and drawings, design/design and access statements, pre-application consultation reports and particulars of any Direction given under the Act or Regulations can be viewed by selecting the application you are interested in from the returned list.

Part 2 of the Register can be viewed, by arrangement, at the offices of the Planning Authority at Burns House, Burns Statute Square, Ayr KA7 1UT.

## Registration

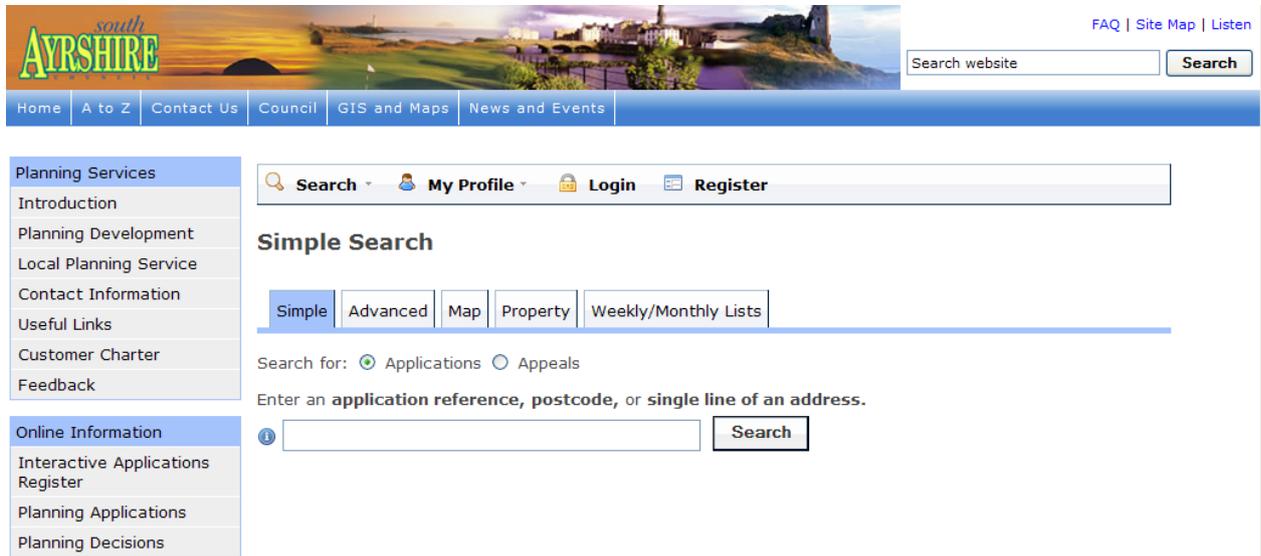
When you have accessed the site you have the option to register your details. This is not compulsory.

There are several benefits from registering your details. Once registered you can:

- create your own personal profile;
- save details of searches you have made;
- track specific applications which you are interested in; and
- receive notification of changes to applications that you are tracking

# Simple Search

You can search for planning cases by application reference, postcode or partial address.



## Search by Application Reference

If you already know the application reference number, enter it here to view the case information:

09/00001/FUL

## Search by postcode

If you want to find all planning cases at a particular postcode, enter the full or partial postcode:

KA7 1DR

KA7

Remember to include a space in your postcode, e.g. KA7 1DR not KA71DR.

## Search by partial address

If you want to find all planning cases at an address, in a street or in a town, enter one line of the address:

5 Bath Place

Bath Place

Straiton

## Search by house name

If you want to find all planning cases at a particular house or building name, enter it here to view the case information:

Manse House

## Wildcard searching

Wildcard searching can be performed using the \* or % character on any of the search criteria. Wildcards can be used if case details are only partially known.

For example to find cases in Elm Street, Elm Road and at Elm House:

Elm \*

To search for all cases that have 08 and FUL in the reference number:

08/%/FUL

To search for all postcodes starting with KA7:

KA7\*

To search for case numbers or addresses that start with 5:

5%

See the section “Customising Your Results” to find out how you can use the information that has been returned.

# Advanced Search

Advanced Search gives you even more ways to find the planning information you are looking for.

The screenshot shows the 'Advanced Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this is a 'Help with this page' link. The main search area is titled 'Applications Search' and includes a description: 'Search for Planning Applications, Appeals or Enforcements by matching one or more of the search options in the form below.' There are tabs for 'Simple', 'Advanced', 'Map', 'Property', and 'Weekly/Monthly Lists'. A blue bar highlights the 'Applications' and 'Appeals' categories. The 'Reference Numbers' section has an 'Application Reference' input field. The 'Application Details' section includes dropdown menus for 'Applicant Name', 'Application Type', 'Ward', 'Community Council', 'Agent', 'Status', 'Decision', 'Appeal Status', and 'Appeal Decision', all currently set to 'All'. There is also an 'Address' input field with an information icon. The 'Dates' section has a text box for entering a date range and a note explaining the date format (dd/mm/yyyy) and the availability of a calendar button.

You can search by Applicant, Ward, Community Council, Planning Status (eg. pending consideration, decided etc), Date of Decision, Agent, Name or Site Address. Enter the details you are looking for – like the Simple Search this allows wildcards – and click Search to begin.

See the section “Customising Your Results” to find out how you can use the information that has been returned. To display the first section of the List of Applications, select “Pending Consideration” from the Status list. This will provide a list of all applications where the Council has yet to make a decision. You can refine the search to find specific application types including the “Proposal of Application Notices” as the second section of the List of Applications. The applicant/agent details and the date of expiry under Section 34(4)(a) of the Act can be found by selecting the chosen application.

# Map Search

Map Search allows you to find applications using an interactive map.

Please note that while South Ayrshire Council has designed this application for users on a standard internet connection, the maps are generated as images using the Council's interactive mapping system and it may still take several seconds to download each map image.

**Planning Services**  
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**Online Information**  
Interactive Applications Register  
Planning Applications  
Planning Decisions  
Planning Appeals  
Planning News  
Environmental Assessment  
Subscribe to Mailing List  
South Ayrshire Local Plan  
Interactive Mapping  
Forms  
Publications  
Housing Land Planning System  
Planning Applications Procedure  
Questions and Answers

**Contact**  
Planning Services  
Tel: 01292 616107  
South Ayrshire Council  
Burns House,  
Burns Statue Square,  
Ayr KA7 1UT

Search My Profile Login Register

### Map Search [Help with this page](#)

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

Show me Applications from Within the last 2 years that are within the bounds of the map below.

Nearest Applications

No applications found on map. Please set the date and zoom in.

E: 238285.6m, N: 604933.4m 292 x 298 (m) 1Spatial.com

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office © Crown copyright. Unauthorised reproduction infringes Crown copyright & may lead to prosecution or civil proceedings. South Ayrshire Council, Licence No. 100020765 (2008). The map shows planning applications from 1987.

Use the map tools to zoom in to the area you are interested in – please note that planning information is only displayed on the map once the map has been zoomed to a sufficient scale. Next select what you want to search for from the Show me drop down list:

- Applications – shown as green polygons;
- Appeals – shown as red polygons; and
- Properties – shown as blue dots.

Finally select the time period during which applications have been actioned.

## Map Tools

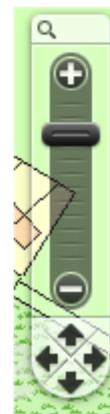
The interactive map contains a number of tools to help you zoom in and locate the desired case/property.



From left to right the tools are as follows:

- Initial map view – click this to zoom the map out to show the whole of South Ayrshire Council;
- Zoom in – select this tool then click a point on the map that you want to zoom in to;
- Zoom out – select this tool then click on the map to zoom out;
- Zoom to rectangle – to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map;
- Pan mode – to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan;
- Previous view – to return to the previous view, click on this tool;
- Next view – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed; and
- Selection Tool – click on a point on the map to view details for that case/property.

The map also contains a zoom slider and pan arrows. Move the slider up to zoom in; down to zoom out or click on the up, down, left or right arrows to pan the view in the selected direction.



You can also hover the cursor over one of the applications on the map to display the reference number for that application.

## Nearest Applications

The cases/properties shown on the map are listed by reference number to the right.

As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

To open one of these, click on it.

## Map Profile

If you have registered and are logged in you can add a map search to your Saved Searches list in one of two formats:

- Save Map Extents Search – click on this to save the search, incorporating all of the applications shown on the map
- Save Proximity Search – select a proximity distance, then click on this to save the search, incorporating all of the applications within the selected distance.

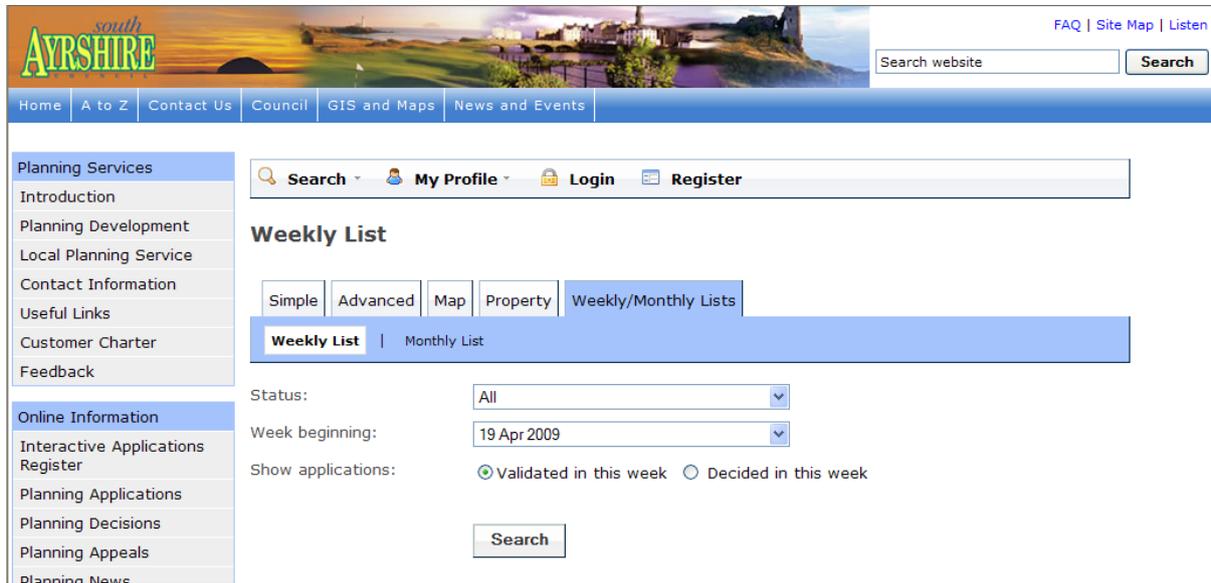
You can preview the proximity search that will be saved by selecting a proximity distance from the drop down and clicking the Highlight button.

You can display the applications on the map as a search results list. To do this, click on Show Results as a List.

- You can print off this list by clicking on the Print button.
- The application locations are displayed on a Small Map on the right. You can return to the original map by clicking on Show results on large map.

# Weekly and Monthly Lists

You can search for applications according to the week or month in which they were validated or decided.



To create a weekly or monthly planning list:

- Click on weekly/monthly list from the options menu;
- Select application status from drop down menu;
- Select week/month;
- Select applications validated or decided in this time period;
- Click search; and
- All applications will be listed for your selection.

See the section “Customising Your Results” to find out how you can use the information that has been returned.

# Property Search

Property Search allows you to find properties in South Ayrshire that match a search criterion or are found on a particular street or road.

The screenshot shows the South Ayrshire Council website's Property Search page. At the top, there is a navigation bar with links for Home, A to Z, Contact Us, Council, GIS and Maps, and News and Events. A search box is located in the top right corner. Below the navigation bar, there is a sidebar with links for Planning Services, Online Information, and other services. The main content area features a 'Custom Property Search' section with a search bar and several tabs: Simple, Advanced, Map, Property, and Weekly/Monthly Lists. The 'Property' tab is selected. Below the tabs, there are five text input fields for Property Name / Number, Street Name, Locality, Town, and Post Code. At the bottom of the search form, there are 'Search' and 'Reset' buttons.

## Custom Property Search

Enter all or part of an address into one or more of the text entry fields and click Search to find all matching properties. Like Simple and Advanced Search, Property Search supports wildcard searching.

## Advanced Street Search

You can search alphabetically by street. The results will display all addresses which have applications in progress.

# Customising Your Results

You can sort the search results to help you find applications of particular interest by selecting an option from the drop down menu.

The screenshot shows the Planning Services website interface. On the left is a navigation menu with categories like 'Planning Services', 'Online Information', and 'Interactive Mapping'. The main content area is titled 'Results for "KA10 6LY" Application Search'. It includes a search bar at the top with options for 'Search', 'My Profile', 'Login', and 'Register'. Below the search bar are buttons for 'Refine Search', 'Save Search', and 'Print'. A sorting section allows users to sort by 'Date Received', set the direction to 'Descending', and choose 'Results per page' (set to 10). A 'Go' button is next to the results per page dropdown. Below the sorting options, there are pagination links: '1', '2', and 'Next'. On the right side of the results, it says 'Showing 1-10 of 14'. The search results list includes:

- Certificate of lawfulness for alterations to dwellinghouse**  
58 Barassie Street Troon South Ayrshire KA10 6LY  
Ref. No: 08/01556/COL | Received: Tue 23 Dec 2008 | Status: Application Permitted
- Formation of driveway road access**  
68 Barassie Street Troon South Ayrshire KA10 6LY  
Ref. No: 05/01502/FUL | Received: Wed 16 Nov 2005 | Status: Application Permitted
- Alterations and Extension to dwellinghouse**  
53 Barassie Street Troon South Ayrshire KA10 6LY  
Ref. No: 05/01202/FUL | Received: Thu 08 Sep 2005 | Status: Application Permitted
- Alterations and extension to dwellinghouse**  
66 Barassie Street Troon South Ayrshire KA10 6LY  
Ref. No: 05/00277/FUL | Received: Thu 10 Mar 2005 | Status: Application Permitted
- Alterations and Extension to dwellinghouse**  
57 Barassie Street Troon South Ayrshire KA10 6LY  
Ref. No: 04/01468/FUL | Received: Mon 11 Oct 2004 | Status: Application Permitted
- Change of use of garden ground to form hardstanding for cars.**

On the right side of the results, there is a 'Map Information' section with the text: 'The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.' Below this text is a small map showing a street grid with several green rectangular markers indicating the locations of the search results. A link 'Show results on large map' is located below the map.

## Display More Results

- Set the amount of results per page required (the more results, the longer the response time will be) and click Go to update the list.

## Display on Map

- A map of the relevant area is displayed alongside a list of search results. Click on 'Show results on large map' to see a map-based view of the results.

## View Application Details

- Click on the application title in the list of results.

## Save Search Results

- If you have registered you will have the option to Save Search.

# Viewing Application Details

From this page you can view information on a Planning Application. You can also track an application so that you can find out when it is updated.

The screenshot shows a web interface for viewing planning application details. On the left is a navigation menu with sections for 'Planning Services' and 'Online Information'. The main content area has a search bar and user options at the top. Below that is the 'Application Summary' section, which includes the application reference number, address, and several action buttons. A sub-section below the summary lists related items like documents, comments, and related items, each with a count. The 'Summary' tab is currently selected, displaying key information about the application.

**Planning Services**

- Introduction
- Planning Development
- Local Planning Service
- Contact Information
- Useful Links
- Customer Charter
- Feedback

**Online Information**

- Interactive Applications Register
- Planning Applications
- Planning Decisions
- Planning Appeals
- Planning News
- Environmental Assessment
- Subscribe to Mailing List
- South Ayrshire Local Plan
- Interactive Mapping
- Forms
- Publications
- Housing Land Planning System
- Planning Applications Procedure
- Questions and Answers

Search My Profile Logout

### Application Summary [Help with this page](#)

08/01447/FUL | Alterations and extension to dwellingflat | 37A St Ninian's Road Prestwick South Ayrshire KA9 1SL

Stop Tracking Make a Comment Print

Details Documents (0) Comments (0) Related Items (1) Map

**Summary** | Further Information | Important Dates

**Reference:** 08/01447/FUL

**Alternative Reference:**

**Application Received:** 24 Nov 2008

**Address:** 37A St Ninian's Road Prestwick South Ayrshire KA9 1SL

**Proposal:** Alterations and extension to dwellingflat

**Status:** Application Permitted

There are 0 documents associated with this application

There are 0 cases associated with this application.

There are 0 comments associated with this application.

There is 1 [property](#) associated with this application.

## Summary

The summary tab shows basic information on this application including the case reference and address.

## Details

The details tab shows additional information on this application.

## Documents

If publicly available documents exist for this application, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

## Dates

You can see significant dates for this application such as when it was received by the planning authority and when a decision is due or when a decision was made.

## Related Items

You can see the appeals and enforcements related to this application and also the property(ies) that it applies to.

## Map

You can view the location of this application on the map.

## Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to the your Tracked Applications page in My Profile. You will then be notified by email when this application is updated. If you are already tracking this application, click on Stop Tracking if you no longer wish to be informed when the application is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

## Commenting on an Application

You can view all comments submitted against an application by members of the public. You can also submit a comment of your own in support of or objecting to the application. Simply click the Comments tab to start.

Feedback

Details | Documents (10) | **Comments (0)** | Related Items (1) | Map

**There are no comments lodged for this application.**

No comments have yet been lodged for this application. You can make a comment using the form below.

**Make a Comment**

You can make a comment supporting or objecting to this planning application. Your comment will be submitted to the planning authority and immediately made available online to the public. We will not display your address, telephone number or email address to the public.

» Fields marked with an asterisk (\*) are required.

**Application Reference:** 09/00121/FUL

**Address:** 21 Arran View Dunure South Ayrshire KA7 4LP

**Proposal:** Alterations and extension to dwellinghouse

**Case Officer:** Mr Andrew Henderson

Portalizer Message key (comment.field.name) **\*\*NOT SET\*\*** \*

Portalizer Message key (comment.field.address) **\*\*NOT SET\*\*** \*

Tel. No.

Email Address:

Commentor Type: \*

Stance: \*  Object  Support  Neutral

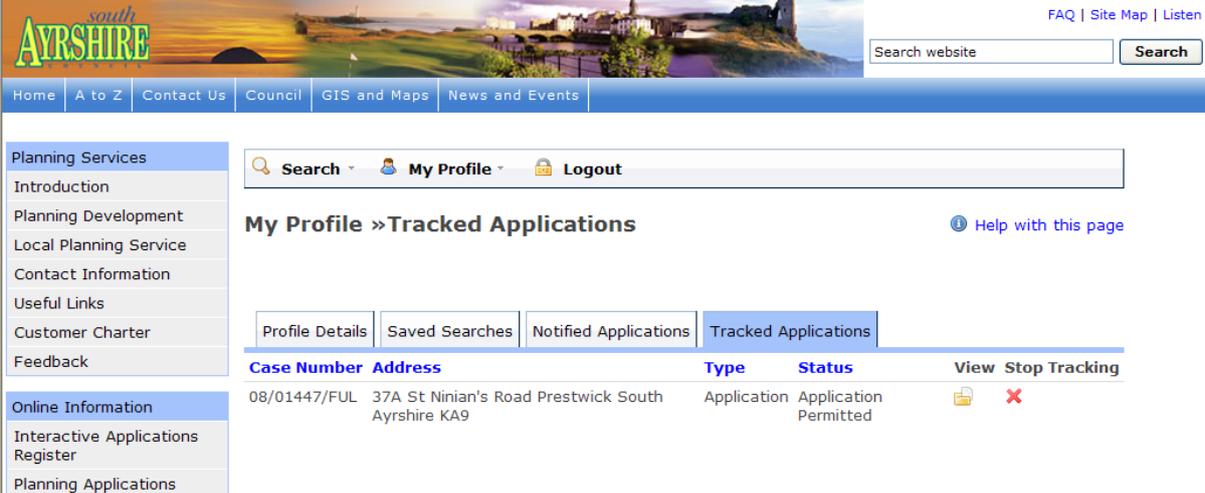
Your Comment: \*

2000 characters left

When commenting on an application you should keep your comments to planning matters only and be careful not to use any potentially defamatory remarks for example about financial circumstances, criminal convictions or personal information which could lead to legal action being taken against you. South Ayrshire Council reserves the right to amend any comment or correspondence received to remove any defamatory statements brought to our attention.

# Tracking an Application

Any application can be tracked so that you can keep up to date with its progress without having to search for it again.



The screenshot shows the South Ayrshire Council website. The main navigation bar includes links for Home, A to Z, Contact Us, Council, GIS and Maps, and News and Events. A search bar is located in the top right corner. Below the navigation bar, there is a 'My Profile > Tracked Applications' section. This section includes a search bar, a 'My Profile' dropdown menu, and a 'Logout' button. A 'Help with this page' link is also present. Below this, there are tabs for Profile Details, Saved Searches, Notified Applications, and Tracked Applications. The 'Tracked Applications' tab is active, displaying a table with the following data:

Case Number	Address	Type	Status	View	Stop Tracking
08/01447/FUL	37A St Ninian's Road Prestwick South Ayrshire KA9	Application	Application Permitted		

To track an application, first register or login to the application. Next, follow these steps to start tracking applications in your area:

- Search for the application you are interested in then view its' details; and
- Click on the Track button.

To return to this application at a later date, select Tracked Applications under My Profile. To stop tracking an application, return to the application and click on Stop tracking this application button at the top of the page. Alternatively click Stop tracking button next to the application in the Tracked Applications page

Saved search results will be sent automatically to your email address

## Planning Services

Burns House, Burns Statue Square

Ayr, KA7 1DR

 01292 616107

 [Planning.submissions@south-ayrshire.gov.uk](mailto:Planning.submissions@south-ayrshire.gov.uk)

You can also view South Ayrshire Council's local development plan online and access useful information on the planning services we provide.

**[www.south-ayrshire.gov.uk/planning/](http://www.south-ayrshire.gov.uk/planning/)**