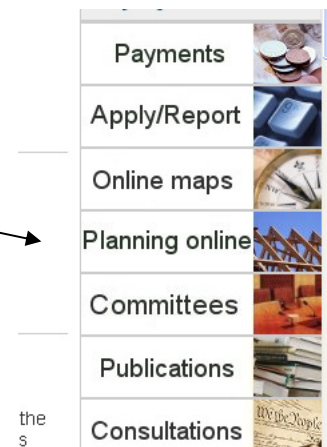


Using Public Access

Public Access is available from www.eastcambbs.gov.uk, from the home page there is a quick link on the right hand side of the page called Planning Online, clicking on this will take you to the View Planning Applications Online page.



At the bottom of the page click on the link named [Go To Public Access Online Service](#).

View Planning Applications Online

Visitors to the Council's website can now view planning applications online using the "Public Access" Internet Service. This service allows you to view details about planning applications being considered by the Council, monitor progress of applications, and submit comments. The information is constantly updated and includes a weekly list facility of live and decided applications.

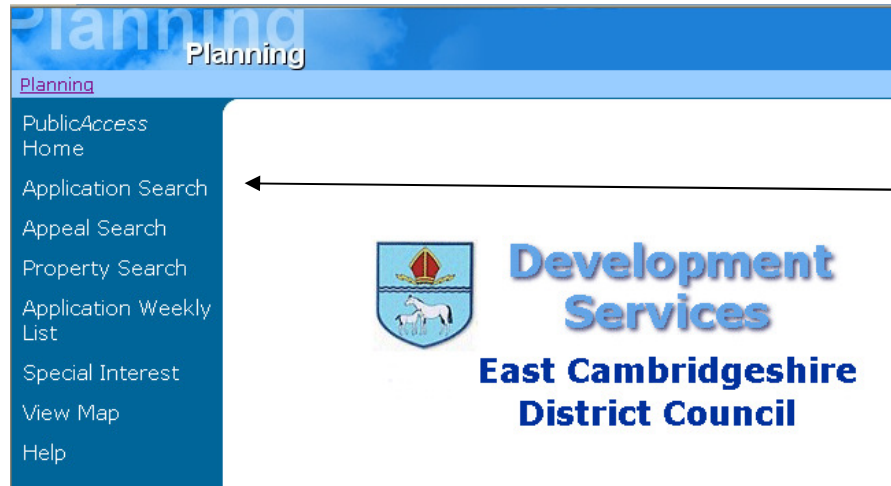
IMPORTANT INFORMATION - Please note the following:

- In order to use the facilities provided by Public Access you will need to use Microsoft Internet Explorer Version 5 or newer if you wish to use the map element of the site. Other browsers are supported for non-map based usage.
- Public access to planning applications is available online between 7am and 12 midnight daily.
- This online service continues to be developed, and at present is showing only limited documents for applications received after 1 April 2009. If you wish to see the full case file, please contact the Council's offices to arrange an appointment.
- Limited constraint information is available, but there may be information not displayed, so you are advised to contact Development Services for more details.
- Historical application information is incomplete and must not be used as an alternative for carrying out a formal Land Charge Search.
- Details of previous applications currently dates back to 1991. No responsibility will be taken for any errors/omissions in the planning history.
- Please note decision notices are only available in PDF format from 2005 onwards.

Every effort is made to ensure the accuracy of property data. However, if you find a problem relating to a property address, please [email our ICT support staff](#) with the relevant details and they will look into the matter for you.

[Go to the Public Access online service](#)

This opens the window to the Public Access System. On the blue bar on the left hand side of the screen you will be given the possible options as shown below.



To retrieve current applications for a specific ward:

Select **Application Search**

On the search page you have a variety of fields that you can use to retrieve applications.

If known, the reference number can be entered into the **Application Reference** field at the top of the screen. Then select **Search** at the bottom of the screen to retrieve results

Alternatively you can retrieve all applications that are current in your area.

To do this select **Pending Consideration** from the drop down list in the **Status** field, select the relevant **Parish** from the drop down list and select **Search** to retrieve results.

You can refine this search by adding in dates in the **Date Application Received** or **Date Application Validated**

The screenshot shows a search interface with the following sections:

- Application Case Reference**: Application Reference (text input)
- Planning Portal Reference Number**: Planning Portal Number (text input)
- Alternative Reference Number**: Alternative Reference (text input)
- Application Details**:
 - Application Type: All (dropdown)
 - Status: Pending Consideration (dropdown)
 - Decision: All (dropdown)
 - Appeal Status: All (dropdown)
 - Appeal Decision: All (dropdown)
 - Ward: All (dropdown)
 - Parish: Ashley (dropdown)
 - Agent's Name: All (dropdown)
- Dates**:
 - Date Application Received: [] to: [] (calendar icons)
 - Date Application Validated: [] to: [] (calendar icons)
 - Date Actual Committee: [] to: [] (calendar icons)
- Search** and **Clear** buttons at the bottom.

Search results

The searches detailed above will retrieve one or many applications; the results will be shown in a list format, as below. From the list, individual application details can be accessed by clicking on the arrow on the right hand side of the screen **Click to View**.

You searched for: Status = Pending Consideration, Parish = Bottisham



NOTE: For reasons of confidentiality, East Cambridgeshire District Council may choose not to display certain Planning Applications.


5 matching applications were found.

	Application Ref.	Date Received	Address	Proposal	Status	Click to view
1	09/00404/FUL	22/05/2009	1 Tunbridge Lane Bottisham Cambridge CB25 9DU	Construction of single storey side extension to replace existing conservatory	Pending Consideration	
2	09/00359/FUL	12/05/2009	32 Bell Road Bottisham Cambridge CB25 9DF	First floor extension to provide two additional bedrooms. Convert small bedroom to bathroom.	Pending Consideration	
3	09/00328/FUL	07/05/2009	Parsonage House 106 High Street Bottisham Cambridge CB25 9BA	Proposed summerhouse at bottom of garden	Pending Consideration	
4	09/00278/OUT	09/04/2009	Land To The Rear Of 17 And 18 Pound Close Bottisham Cambridge CB25 9DT	Construction of 2 No. single storey bungalows and associated works	Pending Consideration	
5	09/00018/FUM	12/01/2009	Land Off Bell Road Bottisham Cambridgeshire	Construction of 46 Dwellings, Roads and Sewers. Public open space at Land off Bell Road.	Pending Consideration	

Viewing application details

Once you have successfully found the application you require. You can then click on the bright blue tabs across the centre of the screen to access **important dates**, **applicant and agent details**, and **associated documents** e.g. the application form; plans, supporting documents and consultee/neighbour responses.

Selected Application: 09/00404/FUL

 You may comment on this application.
[Submit Comments...](#)

Application Details | Important Dates | Applicant Details | Agent Details | Related Info | Associated Documents

Application Reference: 09/00404/FUL

Planning Portal Reference Number: No Details

Address of Proposal: 1 Tunbridge Lane
Bottisham
Cambridge
CB25 9DU [Property Details...](#)

Proposal: Construction of single storey side extension to replace existing conservatory

Type of Application: Full Application Status: Pending Consideration

District Reference: No Details

Environmental Impact Assessment Requested? No

Case Officer: Penny Moore

Parish: Bottisham

Current Ward: Bottisham [Councillor Details...](#)

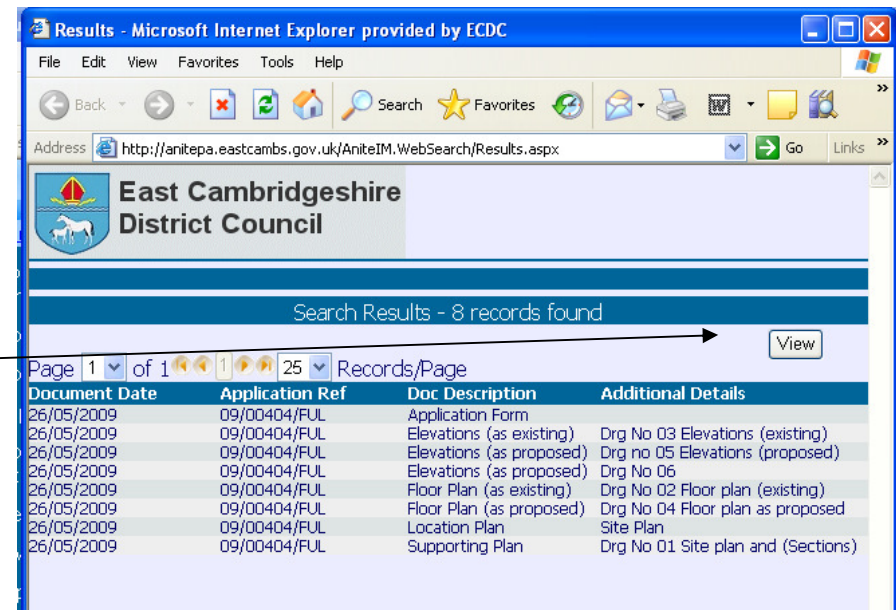
Viewing Associated Documents

To view documents select **Associated Documents** tab and click on the **View associated documents...** button



This will retrieve all documents stored against this application file and show them in a new window in the following format.

From here you are able to pick which document you wish to view and double click to open in pdf, or alternatively click to highlight then click on the **View** button



Viewing property details

To view property details click on **Property Details....** button to the right of the Address of Proposal. This will open a new page showing tabs Property Address, Constraints, Related Info & View Property on Map.

Selected Property: Address of Proposal for Planning Application 08/00554/FUL [View Planning Application](#)

Property Address | Constraints | Related Info | View Property on Map

Full Address: 14 Field End
Witchford
Ely
Cambridgeshire
CB6 2XE

Property Number: 14

Street Name: Field End

Town Name: Witchford

Postcode: CB6 2XE

Ward: Haddenham
[Councillor Details...](#)

Parish: Witchford

Address status: Approved Preferred

Official Address?: Yes

Current Address?: Yes

This allows you to see constraints for the site as recorded in back office systems, please note that these constraints are not exhaustive, for confirmation of constraints affecting a site please contact the Case Officer.

Selected Property: Address of Proposal for Planning Application 08/00554/FUL [View Planning Application](#)

Property Address **Constraints** Related Info View Property on Map

There are 3 constraints associated with this property.

There may be constraints associated with this property that can not be displayed. Please contact East Cambridgeshire District Council for more information.

	Constraint Name	Constraint Type	Constraint Description
1	The County Of Cambridgeshire And Isle Of E	Area Spec Control Ad	Approved by the Secretary of State for the Enviroment 15.03.1976
2	WITCHFORD (Main)	In Development Env	Inside Development Envelope for Witchford
3	Land Between Main Street/Common Road, Witchford	Section 106 agreements	Case ref: ? Plan ref: E/0763/90/O

You are also able to view other planning records for the property (ie. Planning history) and search for other planning related cases within specified distance from this property.

Selected Property: Address of Proposal for Planning Application 08/00554/FUL [View Planning Application](#)

Property Address Constraints **Related Info** View Property on Map

Selected Property

Press the 'Display...' button below to display a summary of records related to this property.

There are 3 related records: [Display...](#)

Nearby Properties and Applications

Press the 'Search' button below to search for the selected type of records within the specified distance in metres from the currently selected property.

Find within metres of the currently selected property. [Search...](#)

-
-
-

Appeal Search

Case Reference	
Case Reference	<input type="text"/>
Alternative Reference Number	
Alternative Reference	<input type="text"/>
Case Details	
Appeal Type	All
Appeal Status	All
Appeal Decision	All
Ward	Bottisham
Parish	All
Dates	
Date Appeal Lodged	<input type="text"/> to: <input type="text"/>
Date Appeal Validated	<input type="text"/> to: <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

You will also have the option to search for appeals using Case Reference (ECDC reference no), Ward, Parish, dates, etc.

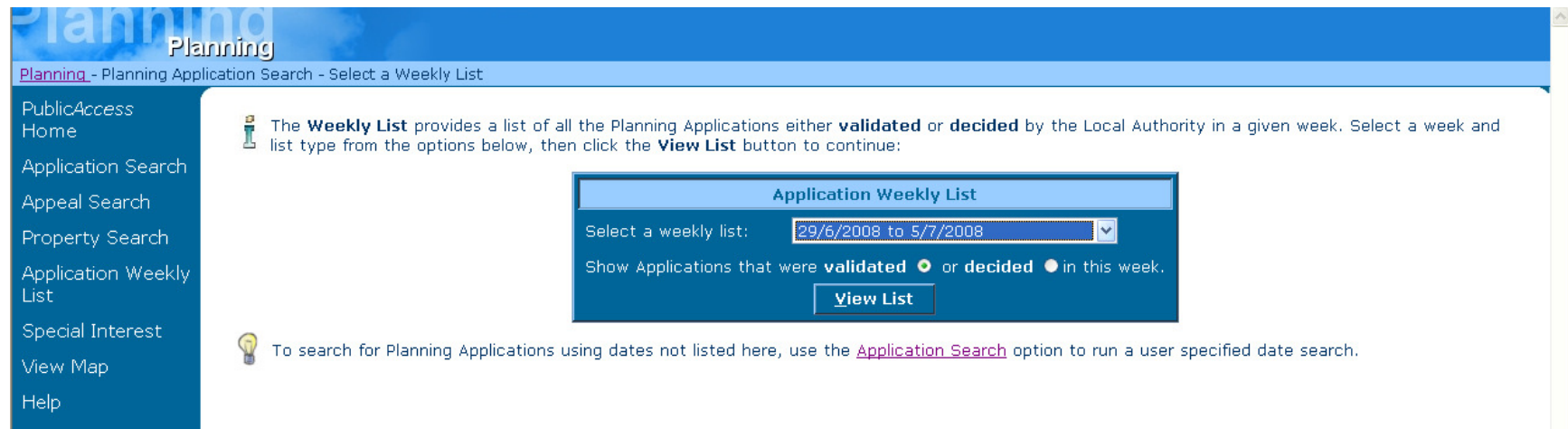
Select the Appeal you would like to view, using the same process as detailed for Viewing Planning Applications. Again using the bright blue tabs you will be able to navigate between screens.

Selected Case: 08/00038/REFAPP			
Case Details	Important Dates	Appellant Details	Related Info
Click on the buttons in this tab to view records related to this Appeal Application.			
There is a related Planning Application		<input type="button" value="Planning Application..."/>	

You are able to view the planning application details from the Related Info tab.

Application Weekly List

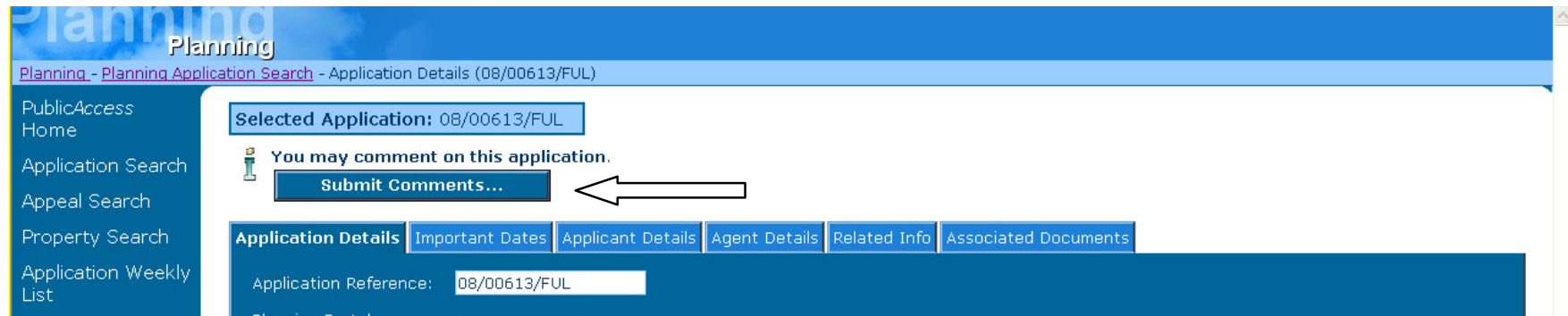
The **Application Weekly List** item to the left of the screen returns a list of all planning applications either **validated** or **decided** in the present or during past weeks (this is a live feed and will continue to update as applications are registered in the back office). Select required week and click **View List** button.



The screenshot shows a web application interface for planning applications. On the left is a dark blue navigation menu with the following items: PublicAccess, Home, Application Search, Appeal Search, Property Search, Application Weekly List (highlighted), Special Interest, View Map, and Help. The main content area has a blue header with the word "Planning" and a sub-header "Planning - Planning Application Search - Select a Weekly List". Below the header, there is a light blue box with a lightbulb icon and text: "The **Weekly List** provides a list of all the Planning Applications either **validated** or **decided** by the Local Authority in a given week. Select a week and list type from the options below, then click the **View List** button to continue:". In the center, there is a white box with a blue border titled "Application Weekly List". It contains a dropdown menu labeled "Select a weekly list:" with the selected value "29/6/2008 to 5/7/2008". Below the dropdown, it says "Show Applications that were **validated** or **decided** in this week." and a blue "View List" button. At the bottom of the main content area, there is a lightbulb icon and text: "To search for Planning Applications using dates not listed here, use the [Application Search](#) option to run a user specified date search."

Submitting comments via Public Access

Please note that the “Submit Comments” tab can be used to support, raise objections or comment in general on an undecided application that is selected. Please be aware that any comments you make will be available for viewing by the general public, both before and after a decision is made, in accordance with the Local Government (Access to Information) Act 1985. The Council will only consider comments on material planning considerations, and in line with the Council’s Corporate Equality Policy, any personal or discriminatory comments will be returned to the sender without consideration.



If you have any queries regarding using the Public Access system please contact Lucy Flintham, Development Services Office Supervisor on 01353 665555 or email lucy.flintham@eastcambs.gov.uk.

We are happy to receive any comments you may have regarding the system or user guide e.g. whether there is anything else we could include which would assist yourselves as users. Please send any comments to the email address above.