

What is Planning Application Search?

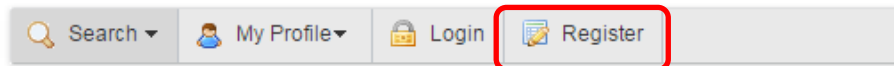
The council's Planning Application Search website allows you to view details of planning applications currently being considered by the council. You can also comment or object to applications.

If you create an account you can access advanced features such as:

- search for and then track the progress of current planning applications
- saving searches and map based searches
- setup email notifications

How do I register with Planning Application Search?

1. Click this link to visit [Planning Application Search](#)
2. Click on the register button



Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

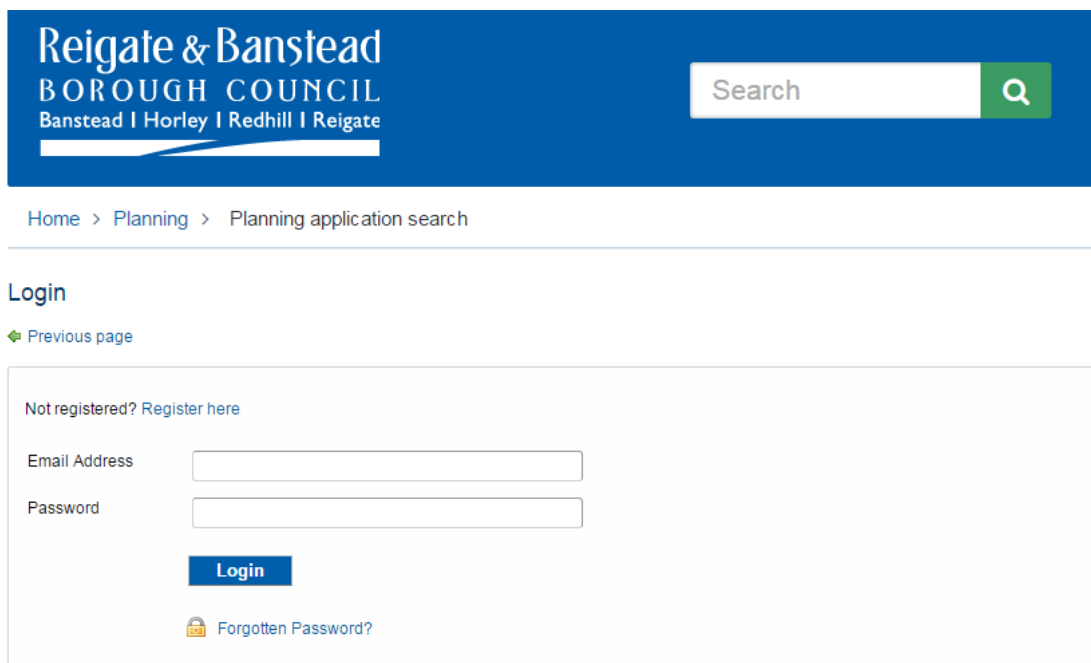
Fields marked with a * must be completed.

Title *	<input type="text" value="Mr"/>
First Name *	<input type="text" value="Jack"/>
Surname *	<input type="text" value="Davis"/>
Phone Number	<input type="text" value="01737 123456"/>
A confirmation email will be sent to the email address you provide below.	
Email Address *	<input type="text" value="jack.davis@email.co.uk"/>
Confirm Email Address *	<input type="text" value="jack.davis@email.co.uk"/>
Your password must be at least 8 characters long and be a mix of letters and numbers.	
Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>
<input type="button" value="Next"/>	

3. Enter your name (title, first name, surname)
4. Enter your email address
5. Enter a password (must be 8 characters long or longer containing a mixture of letters and numbers and must not contain spaces). Confirm the password
6. Enter your postcode
7. Select your address from the drop down list or enter your address manually
8. Read and accept the Terms and Conditions
9. Complete the registration
10. An email will be sent to the email address you have just entered – you will need to click on the link in this email to complete the registration process

How do I log in and out of Planning Application Search?

1. You need to login to [Planning Application Search](#) in order to take advantage of all of the features
2. Click the Login button and enter your details



The screenshot shows the top navigation bar of the Reigate & Banstead Borough Council website. The header includes the council's name and logo, a search bar with a magnifying glass icon, and a breadcrumb trail: Home > Planning > Planning application search. Below the header, the page title is "Login". A link for "Previous page" is visible. The main content area contains a login form with the following elements:

- A link: "Not registered? Register here"
- Input fields for "Email Address" and "Password"
- A blue "Login" button
- A link with a lock icon: "Forgotten Password?"

3. You can also use the Forgotten Password feature and change your password here

Saving an advanced search and getting an email notification

The primary function of Planning Application Search is to search for and retrieve information.

1. Searches you wish to perform regularly can be saved.

The example below is an Advanced Search identifying:

- Planning “*Applications*”
- that are application type of “*Householder*”
- that are in the ward of “*Reigate Central*”
- that have the Status of “*Awaiting Decision*”

2. Click on the Search button to show a list of cases

Planning » Applications 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				
Reference Numbers				
Application Reference:	<input type="text"/>			
Alternative Reference:	<input type="text"/>			
Application Details				
Description Keyword:	<input type="text"/>			
Applicant Name:	<input type="text"/>			
Application Type:	Householder Application ▼			
Ward:	Reigate Central ▼			
Parish:	All ▼			
Conservation Area:	<input type="text"/>			
Agent:	<input type="text"/>			
Status:	Awaiting decision ▼			
Decision:	All ▼			
Appeal Status:	All ▼			
Appeal Decision:	All ▼			
Address:	<input type="text"/>	<input type="text"/>		

- When a list of cases is returned, click on the Save Search button

Planning » Results for Application Search

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 Go

Previous 1 2 Showing 11-13 of 13

Submission of materials details pursuant to Condition 3 of 14/01327/F - Erection of 4 detached dwellings with associated garaging.
Rutland Care Home 46 West Street Reigate Surrey RH2 9DB
Ref. No: 14/01327/DET03 | Validated: Wed 21 Oct 2015 | Status: Awaiting decision

Change of use of ground floor from retail (Class A1) to a restaurant (Class A3), signage, shopfront alterations and installation of plant equipment. As amended on 26/11/2015

Map Information
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. Select 'Show results on large map' to see a more detailed map view of your search results.

- Give the search a suitable name

My Profile » Save Search

Saved Search Options

Search Title (editable) Reigate Central applications awaiting decision

Notify me via email about new search results Yes No

Last Run Date Search not run yet.

- If you want to receive an email when new cases meeting the criteria are found, select the **Yes** button for Notify me via email about new search results.

New applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

Saving a rectangular map search and getting an email notification

1. This will save a search based on the current map extents you are viewing on screen
2. Zoom and pan the map to display your area of interest
3. Select the required time period eg Within the last year
4. Filter the legend to display one record type eg Application
5. Click on Save a rectangular search

Map Search

[Help with this page](#)

Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.

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

Legend and Filter
No longer showing search results.
Within the last year
Planning
 Application
 Appeal
 Property

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

50m show on map

6. Give the search a memorable name for future use
7. If you want to be notified by email of any new records select this option. These notifications will then also display in your Notified Applications tab
8. Click Save to add the rectangular extent search to your Saved Searches

Saved Search Options

Search Title (editable)

Map - rectangular search - Merstham

Notify me via email about new search results

Yes No

Saving a circular map search and getting an email notification

1. This will save a search based on a defined radius from the centre of the map.
2. Zoom and pan the map to display your area of interest
3. Select the time period
4. Filter the legend to display one record type
5. Select the radial distance from the centre of the displayed map in which to search for records
6. Click on the Show on map button to display the circle. Choose your radial distance:
 - a. 50m
 - b. 100m
 - c. 500m
 - d. 1000m

Simple Advanced Weekly / Monthly Lists Property Map

Legend and Filter
No longer showing search results.
Within the last year

Planning
 Application
 Appeal
 Property

Save a rectangular search defined by the current map extent.

Save a circular search of the specified radius, centred on the current location.
100m show on map

7. Click the Save a circular search button to add it to your saved searches
8. If you want to be notified by email of any new records select this option. These notifications will then also display in your Notified Applications tab.
9. Click Save to add the circular search to your Saved Searches

Saved Search Options

Search Title (editable)

Notify me via email about new search results Yes No