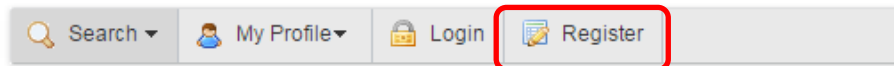## What is Planning Application Search?

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
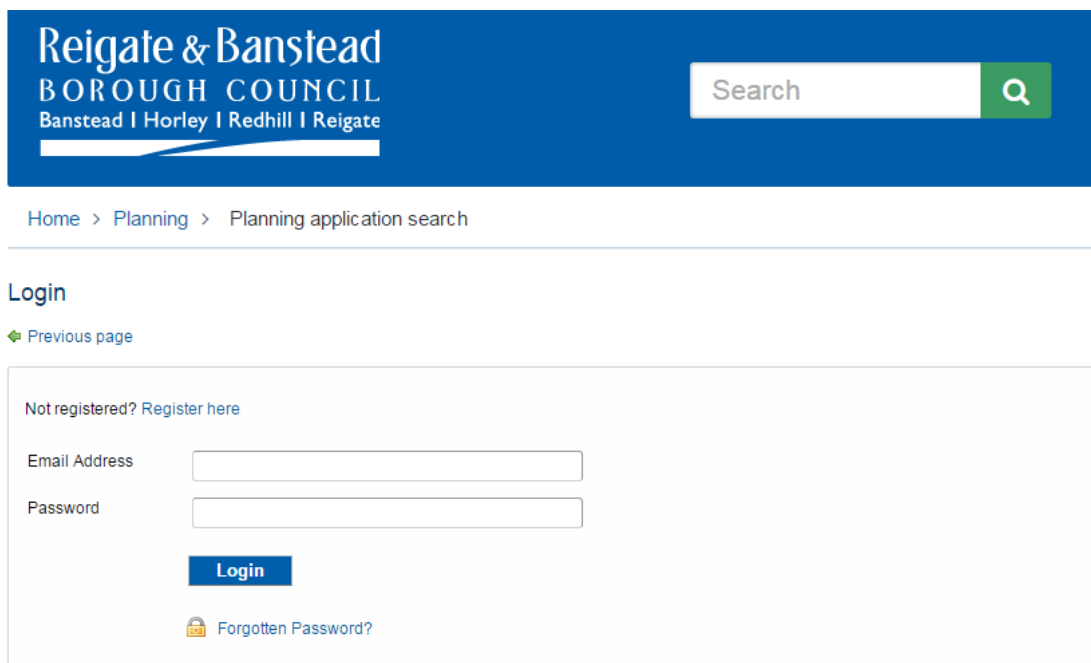
3. Enter your name (title, first name, surname)
4. Enter your email address
5. Enter a password (must be 8 characters long or longer containing a mixture of letters and numbers and must not contain spaces). Confirm the password
6. Enter your postcode
7. Select your address from the drop down list or 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

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: [   ]

Alternative Reference: [   ]

Application Details

Description Keyword: [   ]

Applicant Name: [   ]

Application Type: [Householder Application ▾]

Ward: [Reigate Central ▾]

Parish: [All ▾]

Conservation Area: [   ]

Agent: [   ]

Status: [Awaiting decision ▾]

Decision: [All ▾]

Appeal Status: [All ▾]

Appeal Decision: [All ▾]

Address: ❓ [   ]

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

4. Give the search a suitable name

5. 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

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

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

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