

Using Public Access

A user guide to accessing planning information online

Planning
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Public Access is an online service that allows you to view details of planning applications being considered by the City Council, including the ability to:

- Search for planning applications received and determined by the City Council;
- View documents relating to planning applications;
- Submit comments on current planning applications;
- Track the progress of an application and receive electronic notifications.

Public Access also allows you to search for details of planning appeals and for enforcement action that Planning has taken within Manchester.

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Getting started

The Public Access system is available via the City Council's website at www.manchester.gov.uk/planning/publicaccess.

Limitations and copyright notices

The Public Access system is covered by the following disclaimer.

Are there any limitations to the Public Access service?

The online planning history contained within the site may be incomplete. It is not intended, and must not be used, as a substitute for carrying out a formal Land Charge Search.

Manchester City Council accepts no responsibility for any errors or omissions in the planning history information obtained using Public Access.

The information displayed within Public Access does not constitute a formal notification of a planning decision to applicants/agent and, as such, any actions taken as a result of information displayed on the site are undertaken entirely at the viewer's own risk.

If you cannot find the details of an application it is recommended that you contact the Planning section on 0161 234 4516 or by email to planning@manchester.gov.uk.

Are there any copyright or document restrictions?

Yes. All plans, drawing and material submitted to the Council are protected by the Copyright Acts (Section 47, 1988 Act).

You may only use material which is downloaded and/or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner.

We aim to have all documents relating to planning applications available to view within five working days of the planning application being deemed valid.

What planning application information is available in Public Access?

Public Access holds the textual records for all planning applications within the City of Manchester since 1974. This information includes a full description of the proposal, the type and status of the application and important dates such as the date of validation and the date of decision.

A copy of the decision for all applications will be available through the Documents tab. For applications made before 1 October 2005, this will be by way of a Register Entry that reproduces all the information from the original decision.

You can search for planning applications using a number of criteria, including reference number, type or ward and can view the location and search for planning applications using a map.

For applications made since 1st October 2005, the associated documents, such as the application form, plans and decision notice are available to view.

What appeals information is available in Public Access?

Public Access provides details of all appeals lodged since May 2003. The information available includes important dates during the appeal process and the information also includes a link to the relevant planning application or enforcement notice for the particular appeal.

You may search for appeal information by a variety of criteria including status and type or by using a map based search.

What enforcement details is available on Public Access?

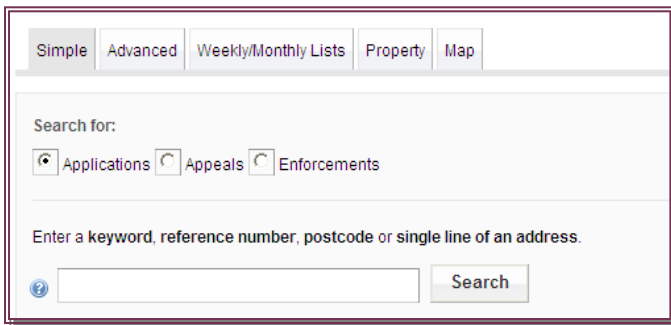
Public Access provides information on enforcement and breach of condition notices that have been issued since 2001. The information includes details of the nature of the enforcement case and a copy of the notice is available to view online.

Features of Public Access

Using the Simple Search

The simple search function is the easiest way to find information if you know the application number you wish to view or an exact address.

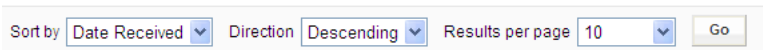
- Select either Applications, Appeals or Enforcements
- You can search by application number (you will only need to input the 6 digits at the beginning of the planning application reference, e.g. 095000), part of an address, a keyword or a post code.



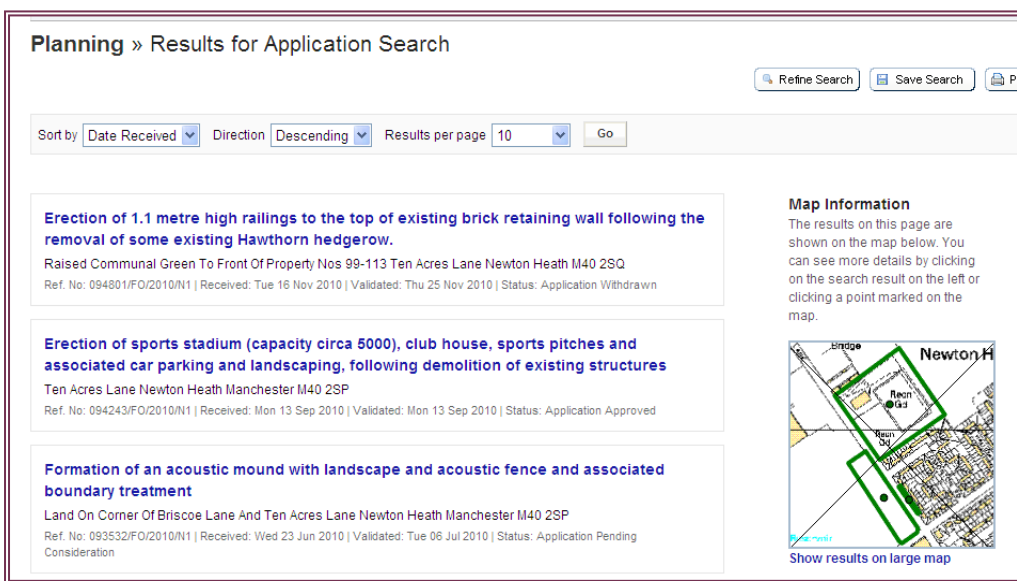
The maximum number of results that will be returned from any search is 200. If your search produces greater than 200 results, you will be asked to refine your criteria.

Sorting search information

You can sort the results of any search that you make by using the options at the top of the search results screen.



Additionally, the search results screen includes a small thumbnail map showing the location of the results that have met the criteria of your search. To see further details of a particular result found by your search, click on the title in the list or to you can select “Show results on large map” to see a clearer display of the location of the applications found.



Planning » Results for Application Search

Sort by Direction Results per page

Erection of 1.1 metre high railings to the top of existing brick retaining wall following the removal of some existing Hawthorn hedgerow.
Raised Communal Green To Front Of Property Nos 99-113 Ten Acres Lane Newton Heath M40 2SQ
Ref. No: 094801/FOI/2010/N1 | Received: Tue 16 Nov 2010 | Validated: Thu 25 Nov 2010 | Status: Application Withdrawn

Erection of sports stadium (capacity circa 5000), club house, sports pitches and associated car parking and landscaping, following demolition of existing structures
Ten Acres Lane Newton Heath Manchester M40 2SP
Ref. No: 094243/FOI/2010/N1 | Received: Mon 13 Sep 2010 | Validated: Mon 13 Sep 2010 | Status: Application Approved

Formation of an acoustic mound with landscape and acoustic fence and associated boundary treatment
Land On Corner Of Briscoe Lane And Ten Acres Lane Newton Heath Manchester M40 2SP
Ref. No: 093532/FOI/2010/N1 | Received: Wed 23 Jun 2010 | Validated: Tue 06 Jul 2010 | Status: Application Pending Consideration

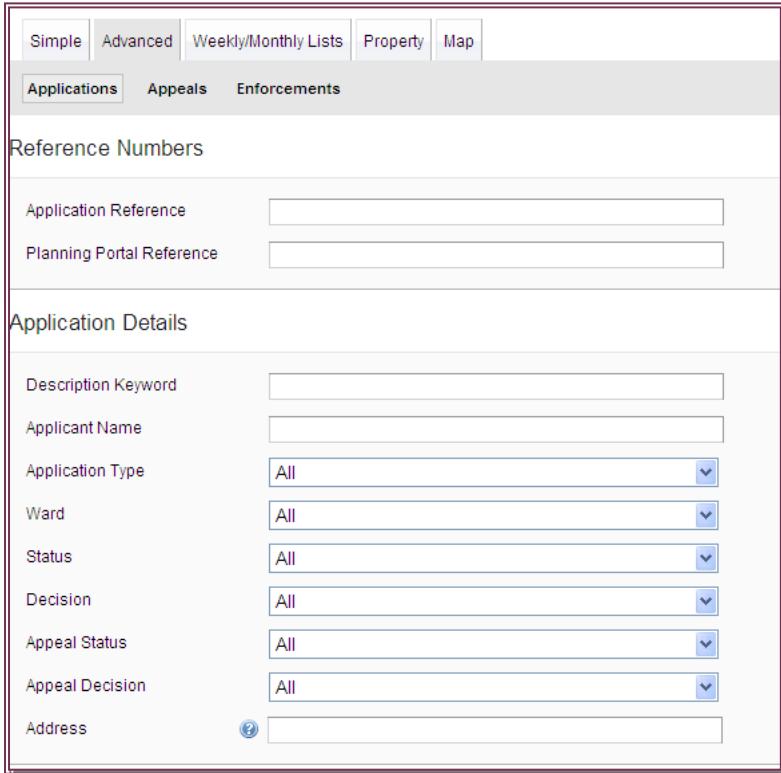
Map Information
The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.

[Show results on large map](#)

Using the Advanced Search

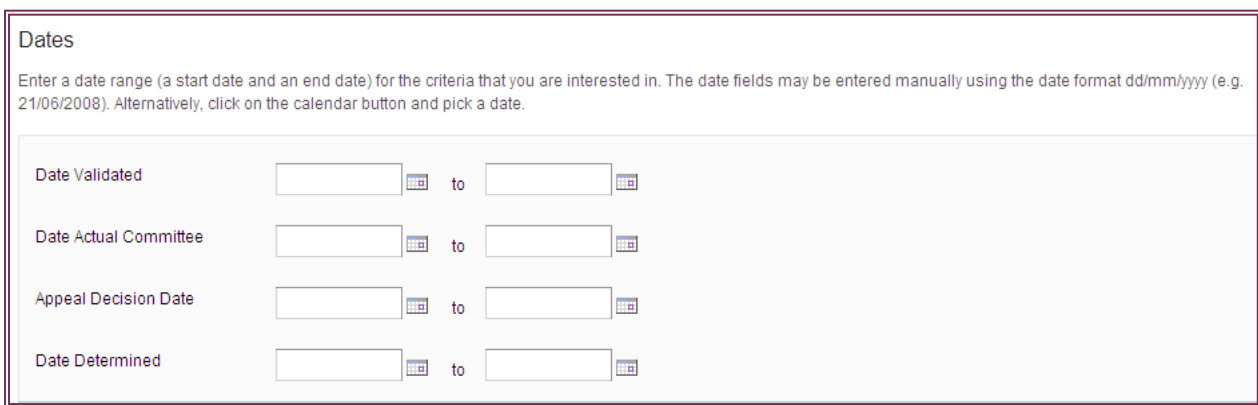
The advanced search is a good method of finding multiple applications you may be interested in that have features in common, such as application type, ward or within a certain date range.

- Select whether you are searching for applications, appeals or enforcements
- You can search by as many of the available areas as you wish, either by selecting the relevant option from the list or by typing into the fields on the search screen



The screenshot shows the 'Advanced' search tab selected. Below the navigation tabs, there are three sub-tabs: 'Applications', 'Appeals', and 'Enforcements'. The 'Applications' sub-tab is active. The search criteria are organized into two sections: 'Reference Numbers' and 'Application Details'. Under 'Reference Numbers', there are two text input fields: 'Application Reference' and 'Planning Portal Reference'. Under 'Application Details', there are several fields: 'Description Keyword' (text input), 'Applicant Name' (text input), 'Application Type' (dropdown menu set to 'All'), 'Ward' (dropdown menu set to 'All'), 'Status' (dropdown menu set to 'All'), 'Decision' (dropdown menu set to 'All'), 'Appeal Status' (dropdown menu set to 'All'), 'Appeal Decision' (dropdown menu set to 'All'), and 'Address' (text input with a help icon).

You can also use the date criteria find information or limit the search you are performing to a particular time period.



The screenshot shows the 'Dates' section of the search interface. It includes a heading 'Dates' and a paragraph of instructions: 'Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.' Below this, there are four rows of date range selection fields, each with a text input, a calendar icon, and a 'to' separator followed by another text input and calendar icon. The rows are labeled: 'Date Validated', 'Date Actual Committee', 'Appeal Decision Date', and 'Date Determined'.

The maximum number of results that will be returned from any search is 200. If your search produces greater than 200 results, you will be asked to refine your criteria.

Viewing the Weekly/Monthly List

The weekly/monthly list search is a very useful tool if you know when an application was either validated or determined by the City Council, or if you wish to see all applications either validated or determined in a certain week or month.

- Select whether you wish to view a weekly or monthly list
- Select any criteria, such as status or ward
- Select the week or month you wish to view
- Select whether you wish to view validated (received) applications or determined applications

Using the Property Search

The property search is a useful way to find out what is happening at an address. There are two methods available, and you will probably find the Address Search option the quickest and more useful.


An **Address Search** can be carried out by selecting the property tab and then the **Address Search** option. This will allow you to enter part of an address.

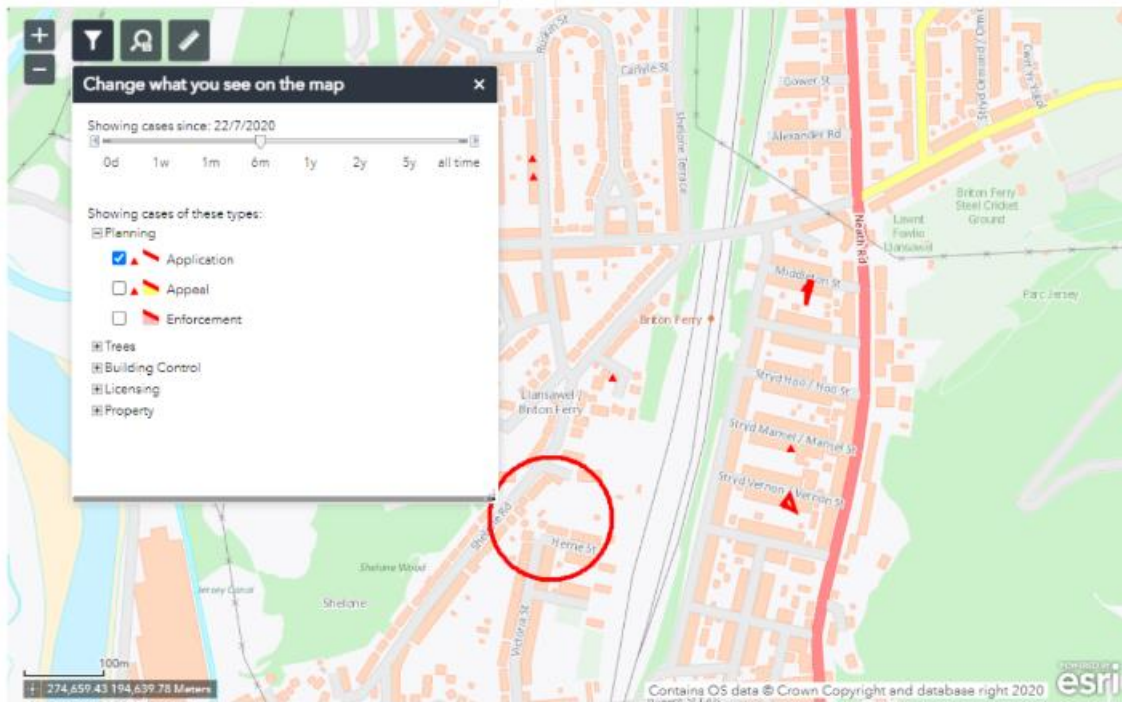
Alternatively, the A-Z Street Search option will allow you to view an alphabetical list of all streets in Manchester. You can view the properties on a particular street and view details relating to an address from the results returned.

The results of a property search will show all addresses that match your property search criteria, not just those with planning information associated with them.

Using the Map search

The map search allows you to find planning information by the use of an interactive map.

- Click the Filter button  at the top of the map to enable the information and date range that you wish to display.
- Zoom in/out using the sliding bar or pan/move the map using the tools above the map
- Details of applications meeting your criteria will be displayed on the map. To view details of the case, click on the red boundary of the application.



It will normally be quicker and easier for you to find the information that you want by using alternative searching methods to the map search if you have details of a specific application.

Advanced Features of Public Access

Registering

You can now register and create a profile on the Public Access system. By registering, you will benefit from the following features available within Public Access:

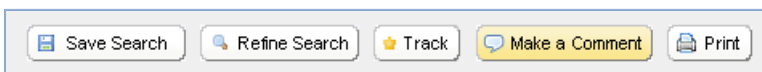
- Submit comments on planning applications
- Track the progress of an application that you are interested in
- Save searches that you have used, saving time should you wish to find results based the same criteria at a later date
- Receive automatic email notifications of changes to applications you are tracking or of new applications we receive that match your search criteria

Registration is not compulsory. You can use Public Access to search for and view application, appeal, enforcement or property information without completing the registration process.

Commenting on applications

When viewing the details of an application, you will be able to submit a comment direct to the relevant case officer using Public Access providing the public consultation period for the application is still open.

To make a comment, select the Make a Comment button.



Complete the form with your views and click submit to send the comments to the case officer. You can also select an option to automatically email a copy of your comments to the email address stored in your profile.

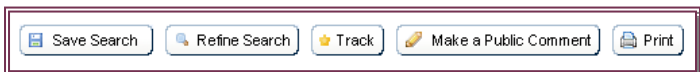
Please note any comments you make will be placed on a publicly available case file and will be summarised in reports that will be available on the Council's website. Your personal details will not be included in these reports. Your comments and details will not be viewable online.

Tracking applications

You must be registered to track applications using Public Access

You can track an application so that you are kept informed on its progress. If there is a development on an application you are tracking, such as a change in status on the application or a decision is made, you will receive an email notification.

If you wish to track an application, perform your search and view the details of the particular application, then click the Track button.



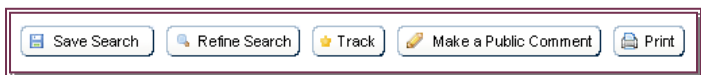
To return to this application, or to see which applications you are tracking, you can go to Tracked Applications within your profile. You can also opt to stop tracking a particular application from this screen.

Reference	Address	Type	Status	View	Stop Tracking
095284/REP/2011/S1	9 Wilcock Street Alexandra Park Manchester M16 7DA	Application	Application Pending Consideration		
095153/FO/2010/N2	308 Moseley Road Levenshulme Manchester M19 2LH	Application	Application Pending Consideration		

Saving searches

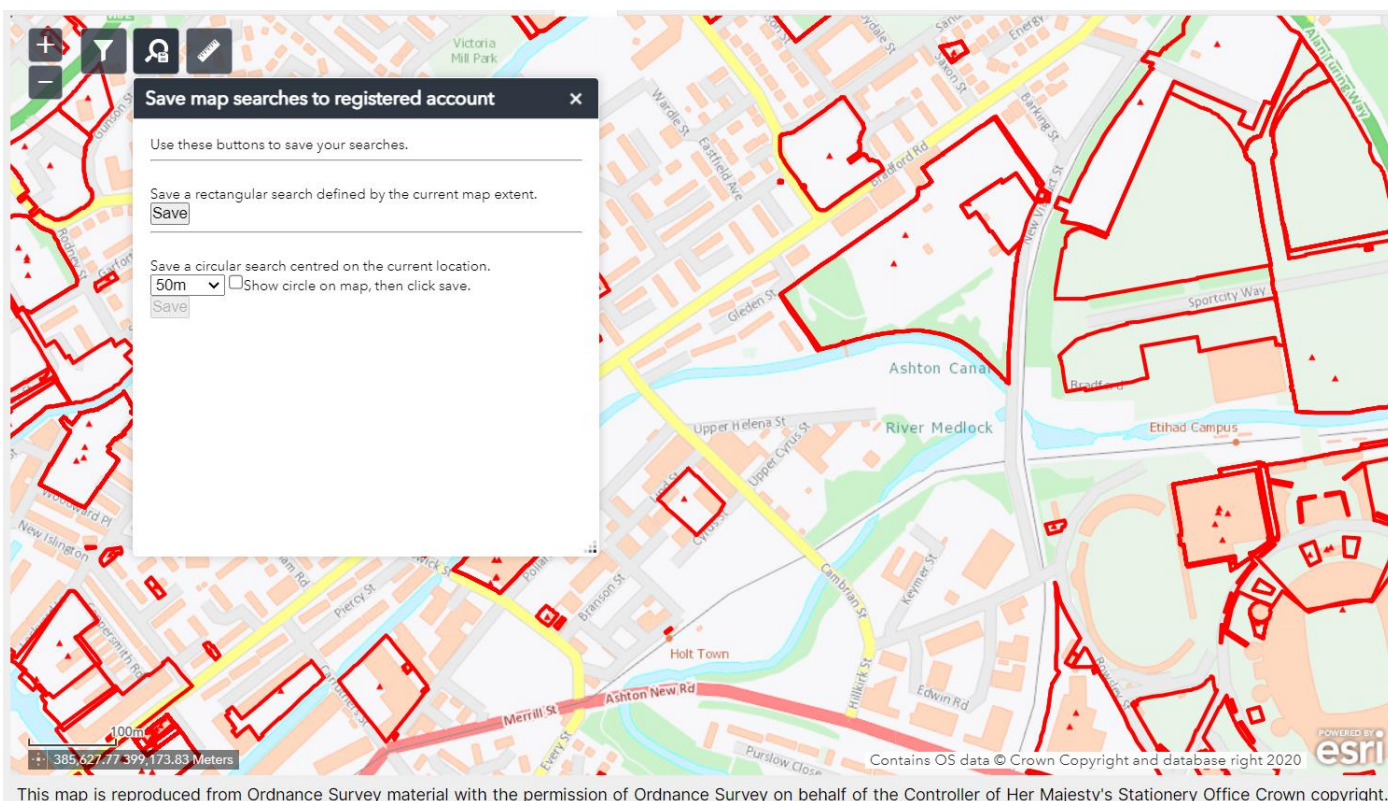
You must be registered to save searches on Public Access

When you have performed a search, you can save the search so that you do not have to recreate it again should you wish to find out the information another time. To save a search, select the Save Search button. You will be given the opportunity to customise the name of the search and choose whether you wish to receive email notifications of new applications that meet that search criteria.






You can also save map-based searches. Using the map search, you have the option to:

- **Save a rectangular search** – this searches for applications/appeals or enforcement action within the map shown on the screen
- **Save Proximity Search** – this searches for the specified distance from the centre point of the map on screen



You can review, edit, run or delete your saved searches by going to the Search Searches area of your profile.

Profile Details	Saved Searches	Notified Applications	Tracked Applications	
Search Title	Search Type	Run	Edit	Delete
Valid from...	Application			

The maximum number of searches that can be saved to your profile is 50

Receiving email notifications

You must be registered to receive email notifications from Public Access

You will automatically receive email notifications for any applications that you choose to track, notifying you when something changes on the application, such as a status change or a decision being made.

When you save a search, you can select whether or not you wish to receive email notifications for any new applications that meet that search criteria.

Notify me via email about new search results	<input checked="" type="radio"/> Yes	<input type="radio"/> No
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Getting help

If you are experiencing difficulties with using the Public Access system or are unsure over how a feature works, there is an in-built help feature that will guide you. To use this feature, click the Help with this page button where it appears.



Contact us

You can also contact the Planning section for assistance should you experience any difficulties and would like some help. If you experience any error message, please take a brief note of the issue, as this will help us try to resolve any problems swiftly.

The Planning section can be contacted by:

- Telephone: 0161 234 4516
- Email: planning@manchester.gov.uk

