Using the Lewisham planning website – public access

Version 2 – 2016

We have recently updated our planning website. It is now easier to keep updated with planning applications in the borough.

This document is an easy step by step guide on how to use the website including viewing, tracking and commenting on planning applications.

http://www.lewisham.gov.uk/myservices/planning/Pages/default.aspx

Contents

Creating an account

On your first visit, it is important that you create an account. This allows you to perform a search of the planning register and save, track and comment on applications.

Visit: http://www.lewisham.gov.uk/myservices/planning/Pages/default.aspx
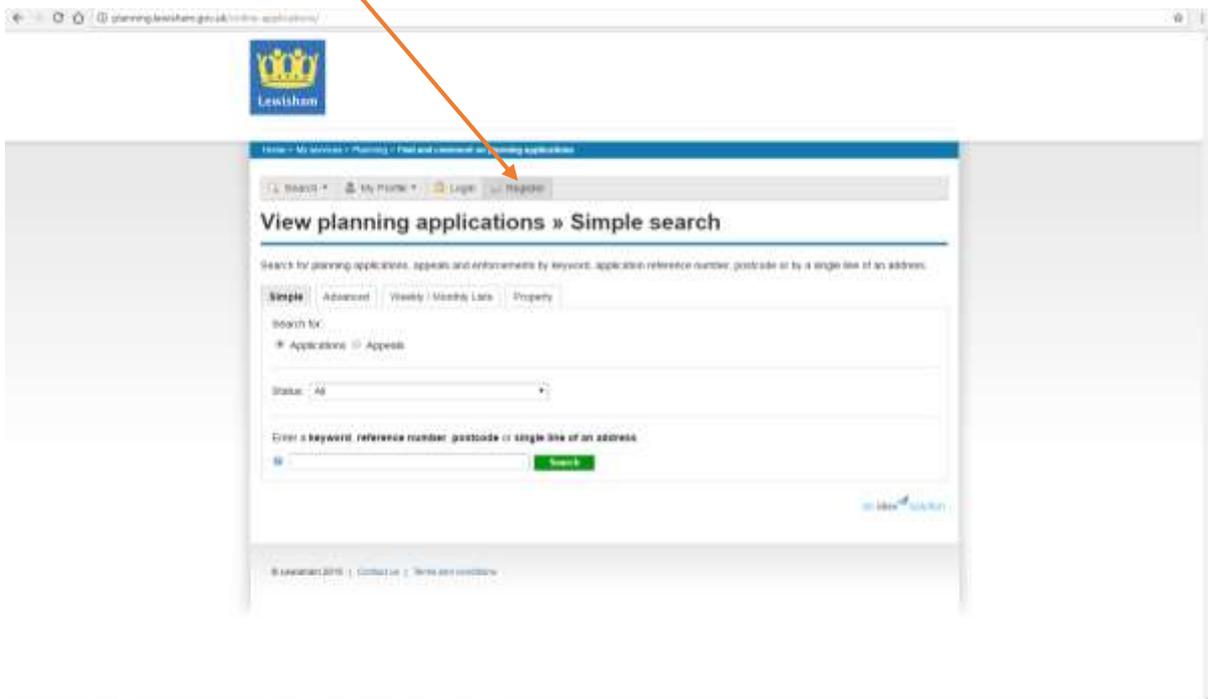
1) Click on find and comment on planning applications.
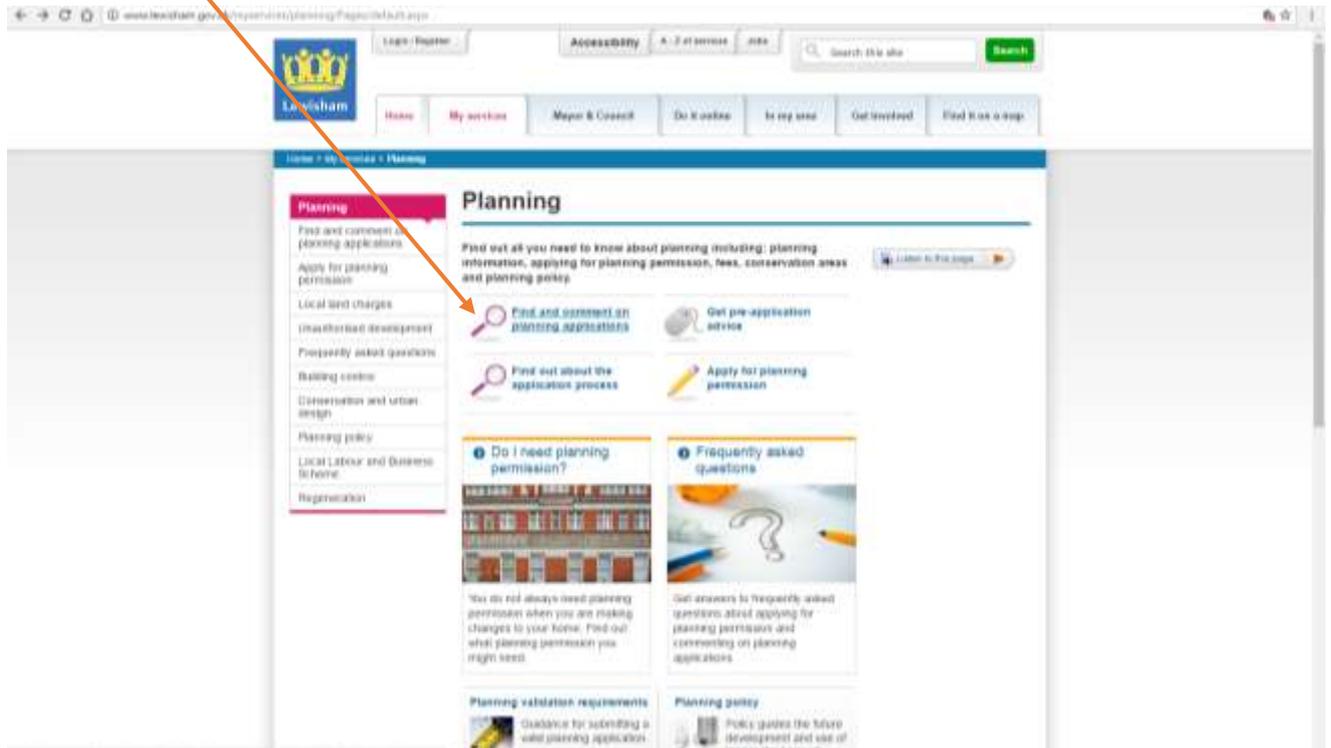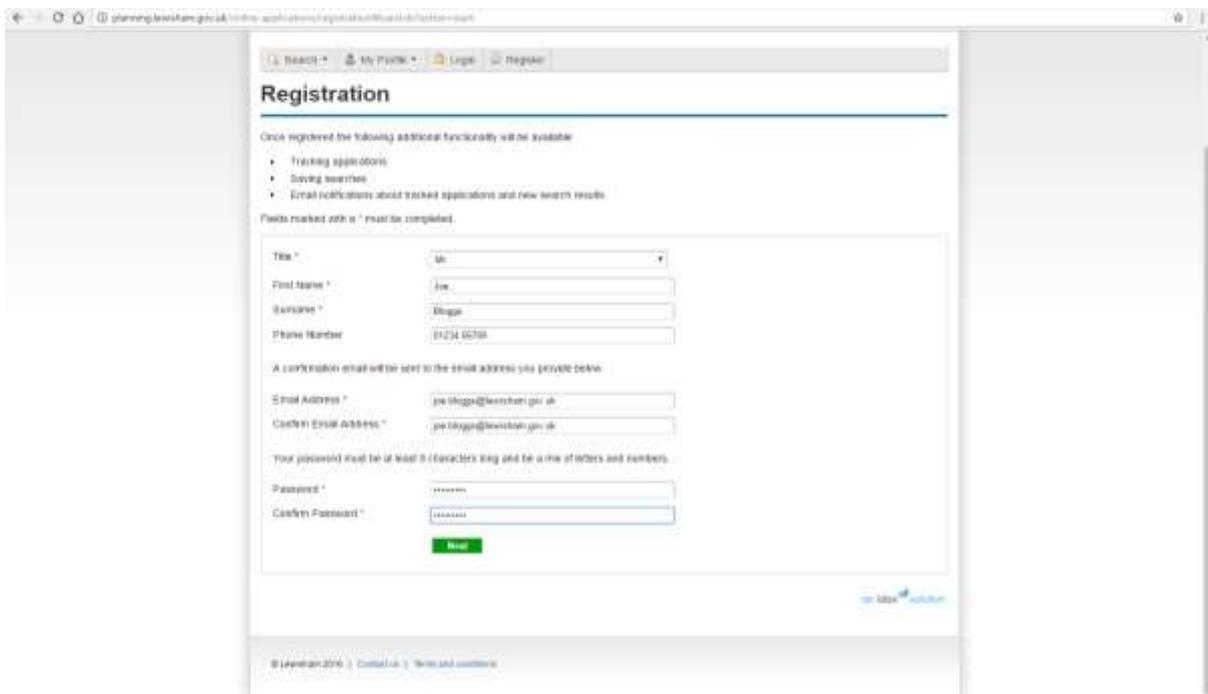

2) Click on search and comment on applications and decisions.
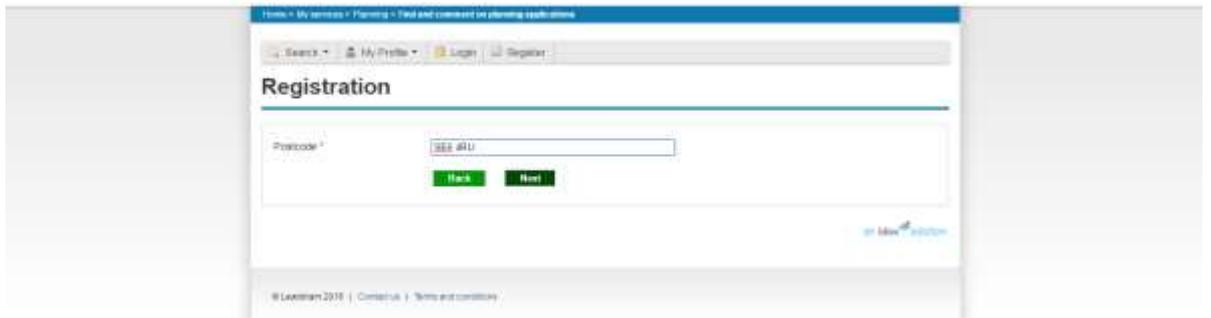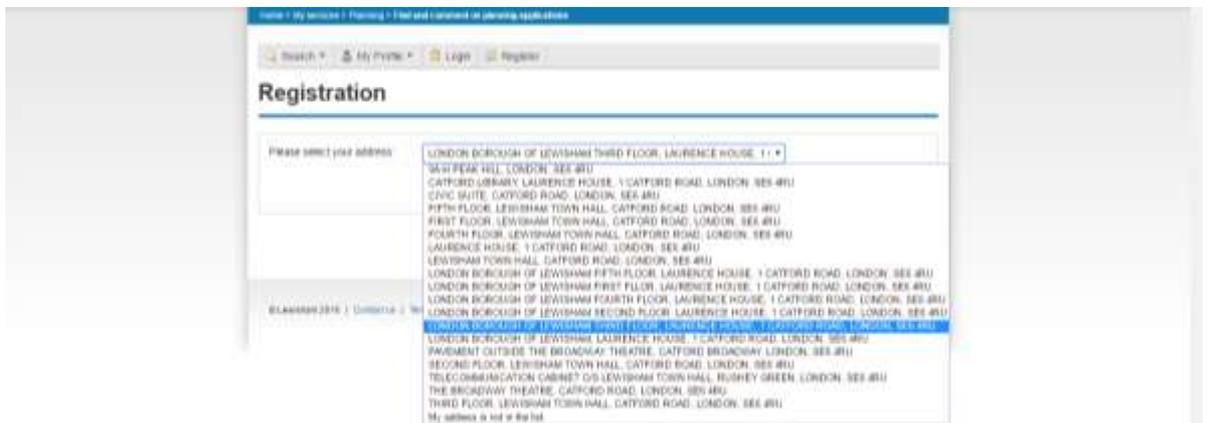
3) Click on register.

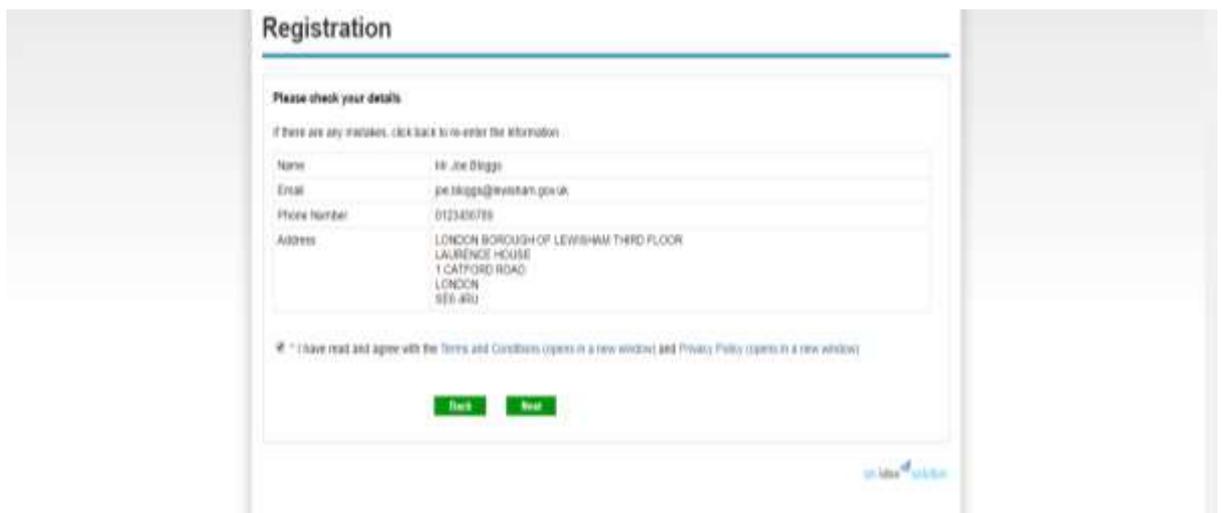4) Complete the form, then click 'next'.

5) Type in your postcode, then click 'next'.

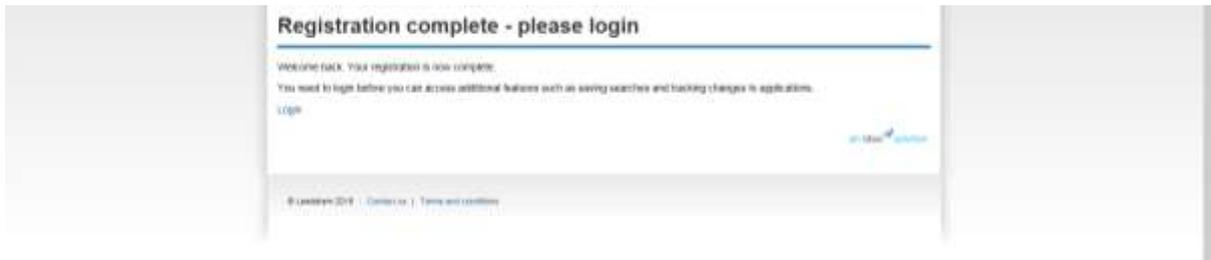6) Select your address, then click 'next'.

7) Check that your details are correct. Tick the box once you have read our terms and conditions.

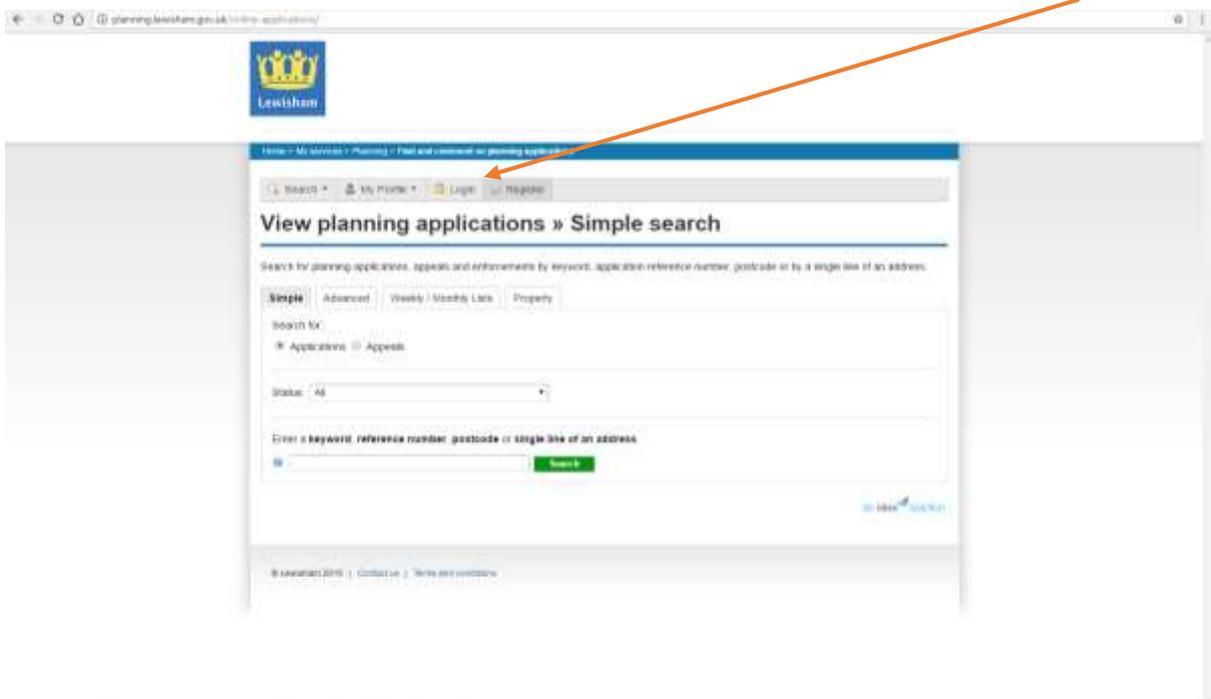An email will have been sent to your email address.

8) Click on the link in the email to confirm your account.

Now that you are registered you can easily use the planning website by logging in.

Logging in

1) Visit: http://planning.lewisham.gov.uk/online-applications/ and click 'login'

2) Type in the email address and password that you registered with. Click 'login'

<u>Search for an application</u>

There are four ways you can search for a planning application depending on how much information you already have:

1) simple search
2) advanced search
3) weekly/monthly lists
4) property search

These can all be found under the 'search' tab.

<u>Simple search</u>

A simple search is the fastest way to search for an application. Type into the search bar either the:

1) property address
2) postcode
3) planning reference – *i.e. DC/16/90001*
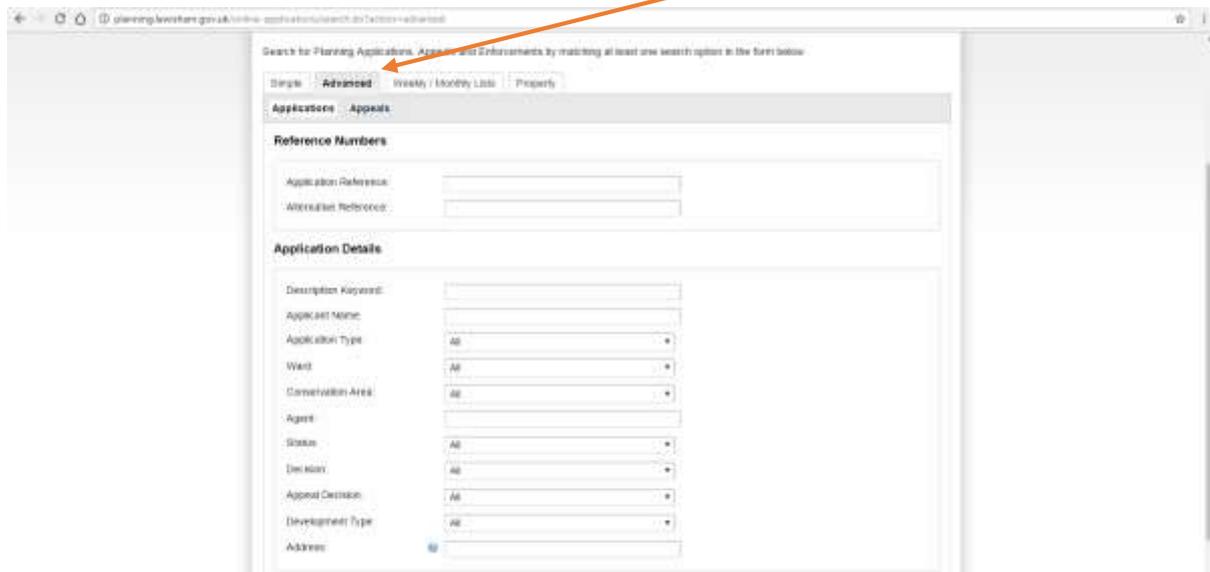*4)* keywords – *i.e. public house*

This will bring up every application related to that property.

Please note that with historical planning application references (e.g. LE/881/G) you can only search these with an advanced search.

<u>Advanced search</u>

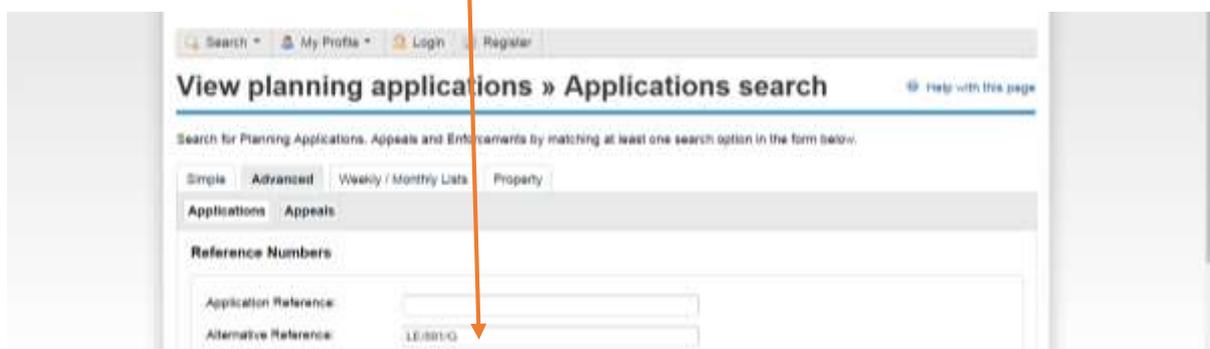To carry out an advanced search, click on the 'advanced' tab.

You can search for a specific planning application by entering information into the provided space.
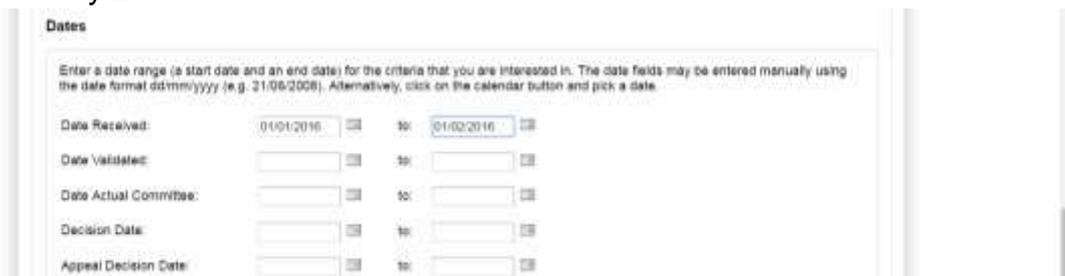
You do not need to complete every box however the more information provided, the more specific your results will be. The quickest way to find an application is by entering an application reference number and/or address.

If you have a historical planning reference number, this will need to be entered into the alternative reference box.

To view an entire period of planning applications, search by date e.g. 1 January 2016–1 February 2016.

After you have entered your information, click 'search' at the bottom of the page.

<u>Weekly/monthly lists</u>

A weekly/monthly list allows you to view every application which has been validated or decided in a given period within a ward or the borough.
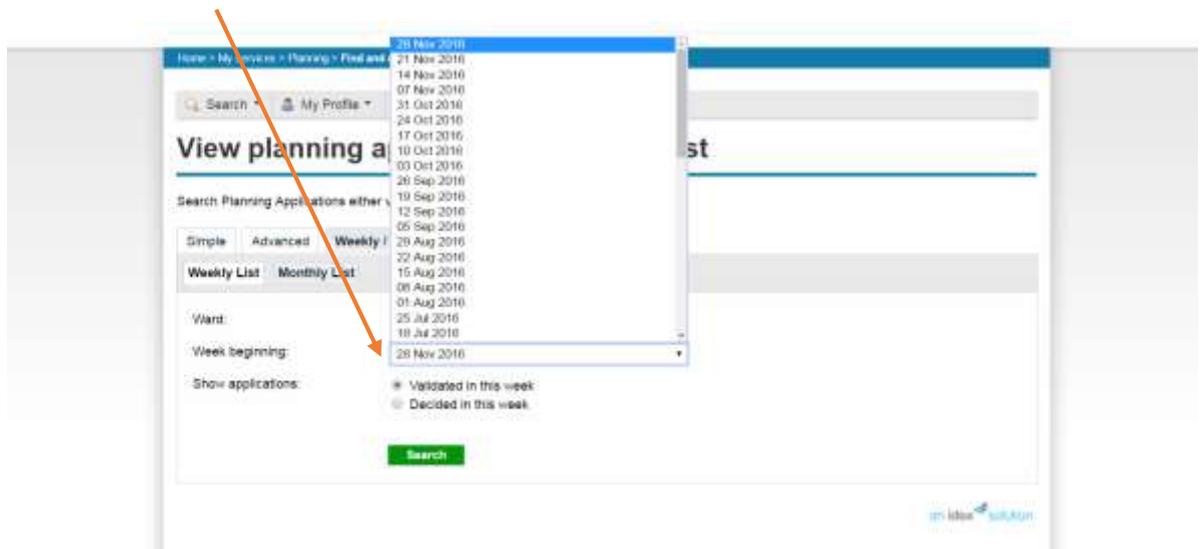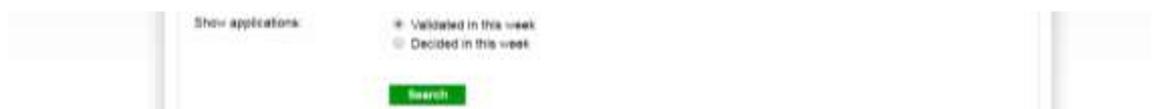
1) Click on the weekly/month lists tab.
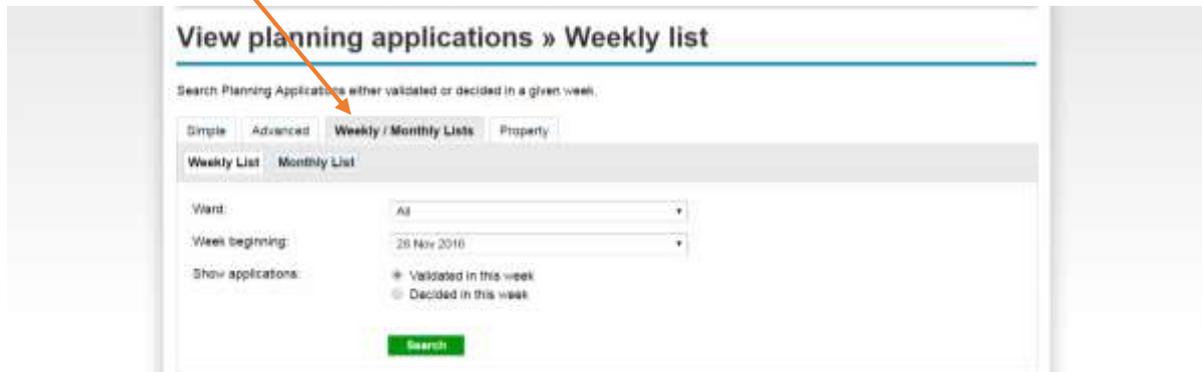
2) Select 'weekly' or 'monthly' list.

3) Select the 'week beginning' drop down list and select the week.

5) Select 'validated in this week' or 'decided in this week'.

6) Click 'search'.

If you wish to search on a specific ward's planning applications, select the ward from the drop down list.
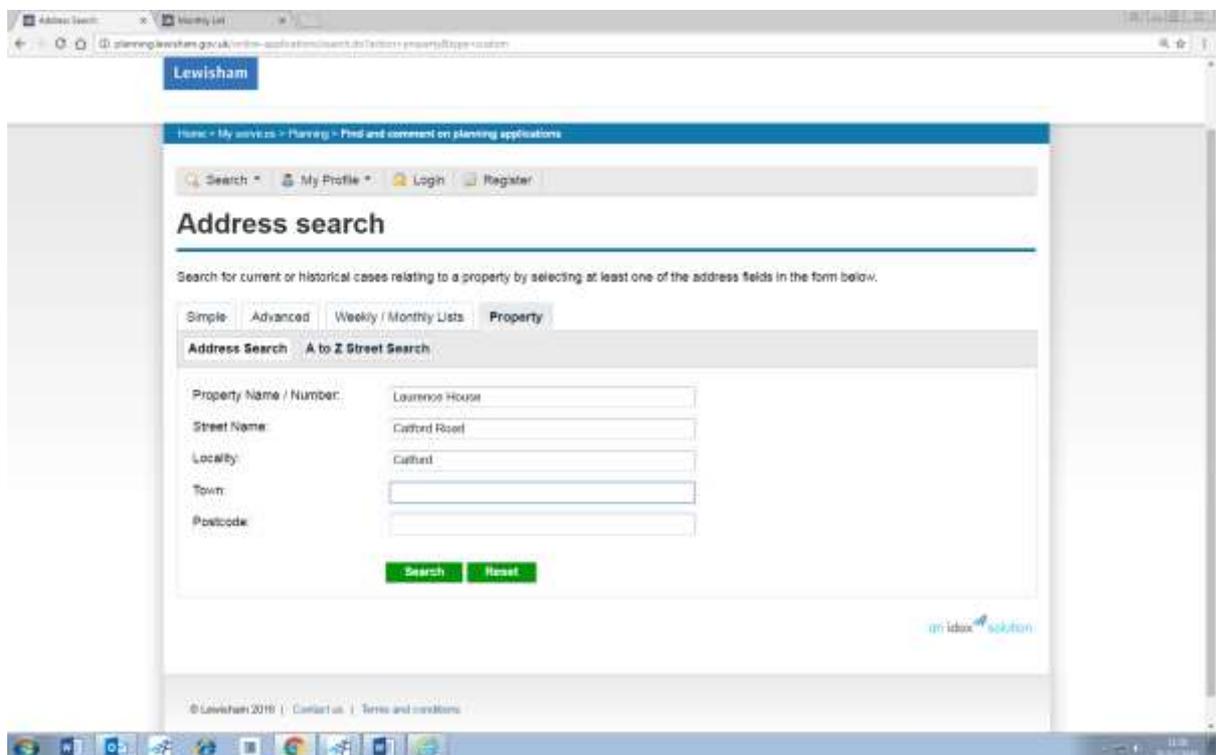
Property search

The property search allows you to search the planning history of a specific property within the borough. This will only search any information electronically held. For a full planning history, please contact the Planning Information Team.

1) Select the property tab.

2) Enter the specific property details and click search.
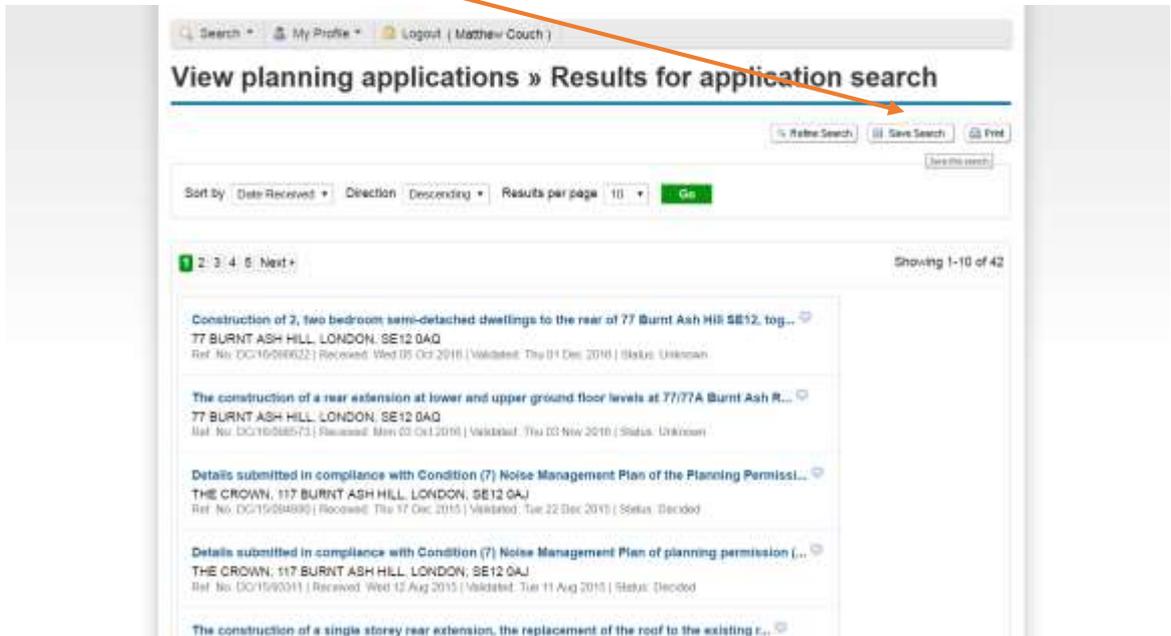

The property search is useful for saving a search on a large site in the borough such as major development sites.
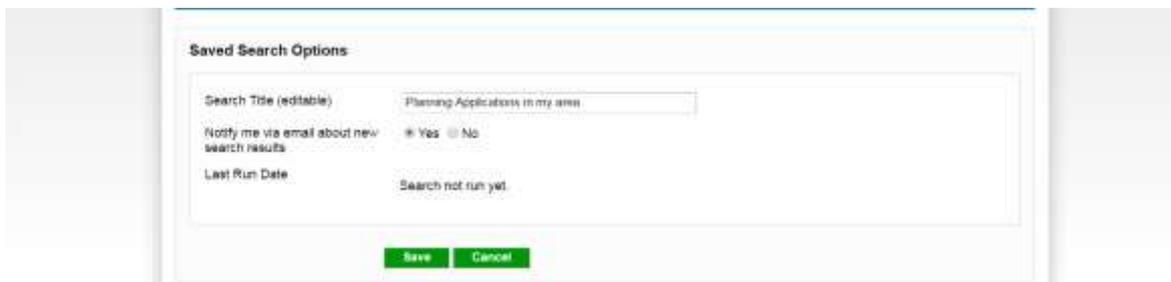
<u>Saving searches</u>

When you carry out a search you are given the option to save the search.

1) Click save search.

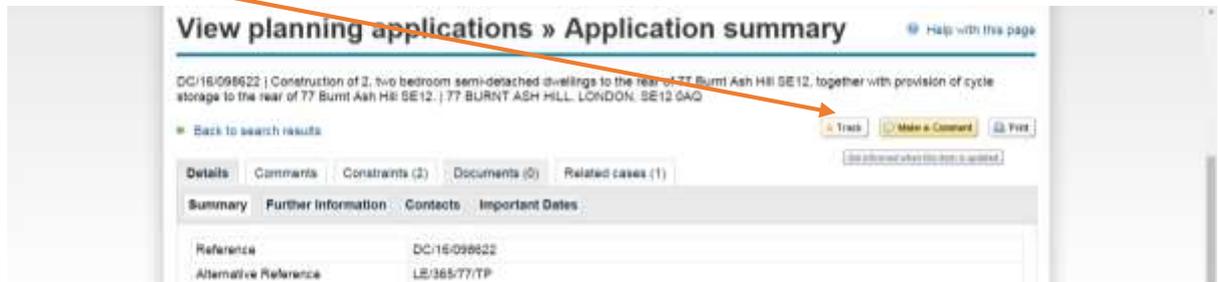2) Click the 'yes' button to receive an email when there are updates on the search results.
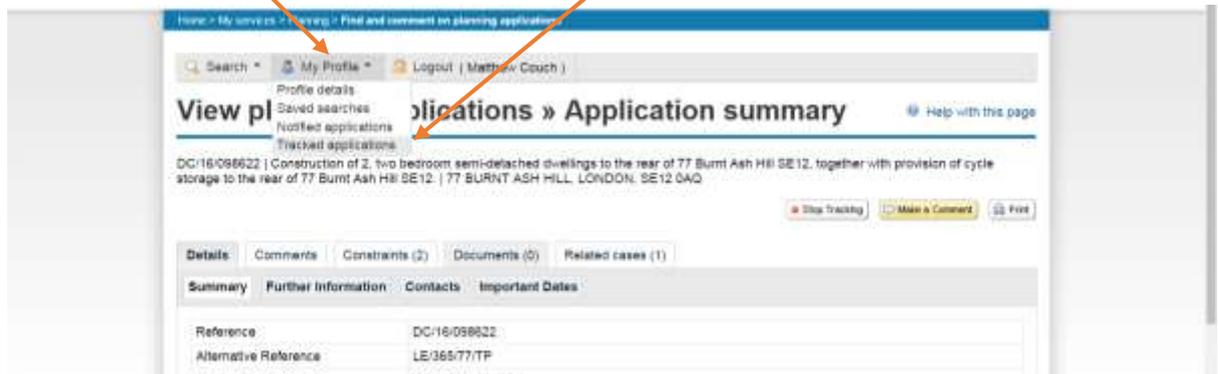

3) Click 'save'.

Tracking an application

When you search for an individual application, you are given the option to track it.

1) Search the application and select the record.

2) Click 'track'.

3) Click the 'my profile tab' and select 'tracked applications'.

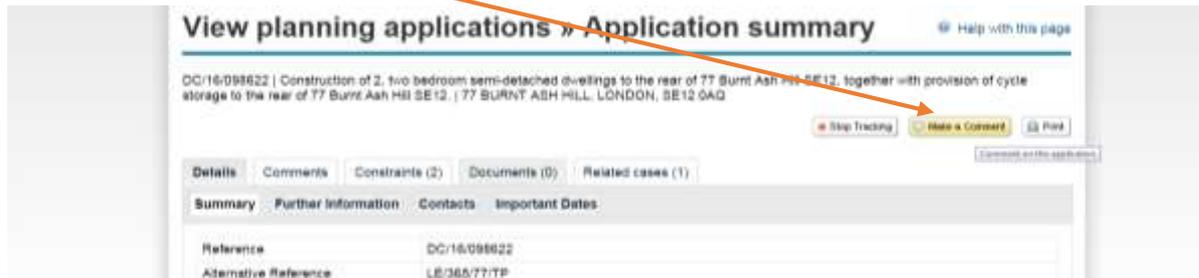You can now view all of your tracked planning applications.

To stop tracking the application, click the red x.

Commenting on an application

To support or object to a planning application you can comment on the planning website.

Once you have found the application through one of the four searches, you can comment on it.

1) Select 'make a comment'.

2) Ensure the contact details are correct. We do not publish any personal data in accordance with the Data Protection Act 1998.

3) Select who you are: applicant; complainant or developer.

4) Comment in the box provided. Once you have submitted your comment, a message will appear confirming that it has been submitted and received.

   You will receive an acknowledgement letter from the case officer in due course.