

User instructions for Planning Explorer



Planning Explorer allows you to access our planning database for information on current and historic planning applications. Application plans, associated documents and application status details are all available through Planning Explorer.

Please note: You must be using an up to date web browser and operating system to successfully navigate Planning Explorer. At the time of writing (August 2016), this means (for PCs) at least Windows 7 and Internet Explorer 10. If you have the very latest operating system and browser versions on your device and are still having problems, they could be due to security restrictions on the network you are using to access the internet, or a plug-in on your browser, for example an advertisement or pop-up blocker.

Beyond the above advice we cannot assist with individual issues encountered when accessing Planning Explorer, but we do have computers available for public access in our customer service area in our offices at Southfield Road, Loughborough, LE11 2TN.

Accessing Planning Explorer

You can access Planning Explorer in either of the following ways:

- 1) Via the 'View, comment or object – planning' tile in the 'Top Tasks' on the front page of our website: www.charnwood.gov.uk
- 2) By going directly to this web page:
<http://portal.charnwood.gov.uk/Northgate/PlanningExplorerAA/Home.aspx>

Search options

Once at the Planning Explorer front page, you have a number of search options.

General Search: Use this option if you don't know the planning application number for the application you wish to view. You can populate any or all of the fields in the 'Search Criteria' section, and you do not need to put whole words in the fields – parts of words will also return search results. For example entering "saund" in the 'Agent Name' field will return all applications where "saund" forms part or all of the name of the agent who submitted the application. You can also restrict the date range of your search using the 'Date Search' section either in conjunction with the 'Search Criteria' section, or on its own if you want to access all applications within a certain date range.

Specific Application: If you know the application number for the application you wish to view, this option is the quickest way to obtain the information you require. Simply enter the application number in the 'Search Criteria' box.

New Application: Use this option to display all the applications we have received in the last 1-31 days, by selecting a date range from the drop down menu.

Undetermined: Use this option to display all the application we have received, but have not yet been determined.

Recent Decisions: Use this option to display all the applications we have determined in the last 1-60 days, by selecting a date range from the drop down menu.

Keywords: This option provides the same functionality as the 'General Search' option above.

Obtaining further details on a specific application

Once a list of one or more relevant applications has been returned from your search, you can obtain more details on a particular application by clicking on the application number in the first column, which will be displayed in black in the list with a faint dotted line underneath it. This will take you to the details page for that particular application.

On this screen you will be able to see information about the status/progress of the application and also details about the applicant, agent and planning officer, etc.

At the bottom of the screen you will see a section entitled 'Other Information Available For Planning Application....', with a number of hyperlink options providing more details about the application. The most commonly used one of these is the last one – 'View Related Documents'. Clicking on this will bring up all the documents relating to the application, including the application form, plans, reports etc. To view a particular document, simply click on the relevant hyperlink in the 'Document Type' column.

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