

How to view Planning Application material online

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Version 1.0

A quick guide on how to access Plans and other material related to an application that we are consulting you on.

Background

- There is a large amount of information about planning applications online, this now includes plans and other documents submitted with the application.
- You can view this material from your own PC at home, and we also have PCs available for you to use at the Civic Offices in Epping. You should also be able to use PCs in places such as libraries to access this information.
- This means that information is now available to you outside of our normal office hours, and also means that you do not have to travel to the Civic Offices to view details of a case.

Online Basics

- The main planning website is available at www.eppingforestdc.gov.uk/planning, this holds information about local policy, guidance notes, lists of applications and decisions, downloadable forms, etc.
- The interactive part of the website is titled **iPlan** and allows you to search our records, (where they are available electronically) and view many documents online, this can be accessed at www.eppingforestdc.gov.uk/iplan, to view details about the case this is the page you need to start from.

Navigating around iPlan

- When **iPlan** opens the main screen gives you a list of quick links in the middle of the screen
- Click on **Search Planning records**

Searching Planning Records

- You use this screen to search for planning applications by using a combination of search criteria. You can enter as much or as little information as you like, and use as many or as few search criteria as you wish.

- On the letter you have been sent there is an application number (for example EPF/1380/08), you will find this at the top left corner of the letter, you can ignore any letters before the EPF part.
- You should enter this number in the box labelled **Application Number**, making sure you type the number as shown on the letter.

Search Criteria	
Application Number	EPF/1380/08

- Once you have entered the number, scroll down to the bottom of the screen, and click on the **Search** button in the bottom right hand corner.

- A new screen will open which displays summary details of the case

Application Number	Site Address	Development Description	Status	Date Registered
EPF/1380/08	Former Thomas Tallis School Hillhouse Waltham Abbey Essex EN9 3EL	Demolition of existing vacant single storey school building and erection of proposed nursing home.	REGISTERED	09-07-2008

- If this is the correct case click on the Application Number (highlighted in green) to view full details of the case, these will open in a new window.
- If this is not correct click on the button labelled **New Search** to look again.

Viewing Case Details

- The boxes at the top of the screen will give you key details and dates for the case. Of most interest will be the date when the application was registered with us, and what the deadline is for any comments to be received.

Application Progress Summary	
Application Registered	09-07-2008
Comments Until	06-08-2008
Date of Committee	
Decision	
Appeal Lodged	
Appeal Decision	

- The middle part of the screen will summarise other details of the case

Application Details	
Application Number	EPF/1380/08
Site Address	Former Thomas Tallis School Hillhouse Waltham Abbey Essex EN9 3EL
Application Type	Full Planning Application
Development Type	New Buildings
Proposal	Demolition of existing vacant single storey school building and erection of proposed nursing home.
Current Status	REGISTERED
Applicant	Runwood Homes PLC
Agent	Wincer Kievenarr LLP
Wards	Waltham Abbey Paternoster
Location Co ordinates	Easting 539912 Northing 200631
Parishes	Waltham Abbey
OS Mapsheet	
Appeal Submitted?	No
Appeal Decision	
Case Officer / Tel	Graham Courtney 01992 564228
Division	
Planning Officer	Graham Courtney
District	
Recommendation	
Determination Level	
Existing Land Use	D1 - Places of worship, church hall; Clinics, health centres, crèches, day nurseries, consulting rms
Proposed Land Use	C2 - Residential schools and colleges; Hospitals and convalescent/nursing homes

- The information on the screen will give you details about the applicant and the agent, as well as the case officer (and their contact details).
- It also gives you details about the existing and proposed use of the site, as well as the grid reference of the site, and the parish(es) that it is located in.

Viewing more information

- At the bottom of the screen is a list of links to other pages relating to the case

Other Information Available for Planning Application - EPF/1380/08	
Application Dates	
Application Constraints	
Application Site History	
Consultees Details	
Neighbours Details	
Comment on a Planning Application	
View Related Documents	

- Clicking any of these links will bring up additional information about a case. Clicking on **Application Dates** will give you more

details about key dates for the application

Dates Page for Planning Application - EPF/1380/08	
Site Address	Former Thomas Tallis School Hillhouse Waltham Abbey Essex EN9 3EL
Dates	
Received	03-07-2008
Registered	09-07-2008
Valid	03-07-2008
Validated	09-07-2008
First Advertised	
First Site Notice	
Date of First Consultation	09-07-2008
Consultation Expiry Date	06-08-2008
Decision Expiry	

Other Information Available for Planning Application - EPF/1380/08	
Main Details	

- Click on **Main Details** (highlighted in green) to return the screen before.
- Clicking on **Application Constraints** will list major constraints identified on the site (NB there may be more constraints affecting the site than this list may show).
- Clicking on **Consultees Details** or **Neighbours Details** will give you lists of which Neighbours and Consultees have been consulted on this case.
- To comment on the case click on **Comment on a Planning Application**, a new window will open for you to enter your comments and details into.

Viewing documents & plans

- To view plans and other documents click on **View Related Documents**, a list of documents relating to the case will open in a new window:

Date	Doc Name	Document Type	Title Description
PL 11/07/2008	PL_DC_SUPP	DC Supporting Information for Applications	DC Supporting Information for Applications
PL 11/07/2008	PL_DC_SUPP	DC Supporting Information for Applications	DC Supporting Information for Applications
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 08/07/2008	PL_DC_SUPP	DC Supporting Information for Applications	DC Supporting Information for Applications
PL 08/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans

- Various types of documents are available to view, the main ones are:
 - Plans** (these are the plans submitted with the planning application)

- Application Forms** (the forms submitted)
 - Supporting Information** (such as design and access statements)
- To view a document, left click on it on the list so it is highlighted

Date	Doc Name	Document Type	Title Description
PL 11/07/2008	PL_DC_SUPP	DC Supporting Information for Applications	DC Supporting Information for Applications
PL 11/07/2008	PL_DC_SUPP	DC Supporting Information for Applications	DC Supporting Information for Applications
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 11/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans
PL 08/07/2008	PL_DC_SUPP	DC Supporting Information for Applications	DC Supporting Information for Applications
PL 08/07/2008	PL_DC_PLANS	Development Control - Plans	Development Control - Plans

- Then click the **View** button, and the document you have selected will open in Adobe Acrobat.
- If you do not have Acrobat, it is available as a free download from www.adobe.com/acrobat
- Controls vary within different versions of Acrobat, but all versions will enable you to zoom in and out of the document/plan, and to rotate the document if necessary.

Keeping up to date with an application

- As the application progresses the details on the website will change, for example: you will be able to view recommended decisions online
- You will also be able to view committee agendas and reports.
- Once the case is decided you will be able to view conditions for approval or reasons for refusal via links at the bottom of the Case details screen.
- You will be able to view the actual decision notice on the Plans and Documents screen.

Information Disclaimer

The online data is an extract from the Planning & BC systems. It is provided solely in an attempt to be of assistance. However, due to ongoing data improvement work the list of applications provided may not be fully complete. If you choose to rely exclusively upon this printout the Council cannot accept liability for any consequent use you may make of the information provided. Work is constantly in progress to improve the quality of this information. Should you require clarification of the above you should contact the Directorate of Planning.