



Stockton-on-Tees  
BOROUGH COUNCIL

## How to access planning information using New Public Access



## USING NEW PUBLIC ACCESS FOR PLANNING

***Before visiting our new Public Access system for Planning please take the time to read the following guidelines.***

### **You can use Public Access to:-**

- find and view information about planning applications and comment on them;
- find and view information about planning appeals and enforcements;
- view documents and plans for planning applications made from 1990.
- submit planning applications
- view associated building control applications

### **New features include:**

- better searching facilities, including searching on descriptions;
- the ability to save searches and track applications and be informed by email of any changes;

Please be aware that before you can make a comment, track individual applications or save a search you **MUST REGISTER** on the site. However you can view the information without needing to register. See the ***HOW TO REGISTER*** topic.

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## **TERMS AND CONDITIONS**

### **General**

Stockton Council's e-planning service means you can view, track and comment on planning applications online. It gives you convenient access to planning information online at a time and a place that suits you without the need to travel to your planning office to find out what's happening near you.

This system has been designed to offer many more features to our customers. The core of the system is an ability to set up pro-active, personal email notification, based on the applications and locations you are interested in. Other significant features are better search options and improved accessibility.

Plans and documents are available online for applications received after 1990. A full set of all planning records from 1948 to 1989 are held at our office and these records are continually being entered onto the system in an attempt to make all of our planning records available online.

A live link and up to date access is immediately available to information relating to valid application held by the Local Authority. We aim to make documents available within three working days and to update online information as soon as we receive it but this is not always possible if we have lots of information to process, or are experiencing any technical problems.

**Please note: Information for appeals, discharge of conditions and non material amendments are stored against the original planning application**

### **Histories**

The on-line planning history contained within the site should be complete for applications received after 1990. However it should **NOT** be relied on in connection with property or legal transactions. Public Access is not meant as an alternative to traditional searches or as a resource to give the full planning history of a site. If you want more in-depth information you can view a complete set of all records at our offices.

You are advised to carry out a local land charges search through the Council's Land Charges Section.

No responsibility will be taken for any errors or omissions in the planning history information obtained from "Public Access".

Stockton on Tees Council reserves the right to remove or not display certain planning application information for confidentiality or other reasons.

 [Help with this page](#)

### **Help**

A user help facility is available when viewing PublicAccess on selected pages however if you need further assistance please do not hesitate to contact Jean Ward on direct line 01642 526069 or email [jean.ward@stockton.gov.uk](mailto:jean.ward@stockton.gov.uk)

### **Feedback**

Feedback is important to us so please send any questions or comments to [jean.ward@stockton.gov.uk](mailto:jean.ward@stockton.gov.uk)

## HOW TO REGISTER

Registration is not compulsory however the benefits of registering are being able to create your own personal profile, save searches you have made, track specific applications you are interested in and receive automatic email notification of changes to applications you are tracking and saved searches.

Use this link [www.developmentmanagement.stockton.gov.uk/online-applications/](http://www.developmentmanagement.stockton.gov.uk/online-applications/) and click on the **Register** button and enter your contact details as required and then choose a password that you will use in future to log in with.

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**Registration**

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a \* must be completed.

Title *	<input type="text"/>
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Phone Number	<input type="text"/>

A confirmation email will be sent to the email address you provide below.

Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>

Your password must be at least 8 characters long and be a mix of letters and numbers.

Password *	<input type="text"/>
Confirm Password *	<input type="text"/>

Click on the Next button and type in your Postcode and click Next. The next screen will display all the addresses that share your Postcode. Find and click on your address. Click Next when you have completed this screen.

If your postcode is not recognised or you live outside the Stockton area you will need to complete your address details.

Tick the box to agree to the Terms and Conditions and click Next. Registration is complete.

A confirmation email will then be sent to the email address you provided. Please note that your user name is your email address

To finalise the Registration process, please open this email and click on the link within it. When you have done this, you have registered and can now log onto Public Access.

## HOW TO LOG IN

Once you have registered, click on the **Login** option

Simply type your email address and the password that you chose when you registered.

**Login**

Email Address	<input type="text"/>
Password	<input type="text"/>

[Forgotten Password?](#)

## Forgotten Password

If you forget your password, click on the **Forgotten password?** link.

Enter your email address and then enter a new password twice. Press the Save button.

A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

## Logout

When you have finished using the site remember to log out by clicking on the **Logout** button on the menu bar.

## MY PROFILE

Once your account has been created, you can access your **My Profile** area. This area allows you to configure your personal details as well as manage your saved searches and tracked applications.

- Profile Details – your full personal details
- \* **Saved Searches** – a list of searches which you have saved
- Notified Applications – notifications that applications that you are tracking, or are the subject of saved searches, have been modified
- \* **Tracked Applications** – a list of applications that you have elected to track.



If you wish to change your profile, click on Profile Details and then select one of the following options:-

- Change Password – you can change the password you use to log in to Public Access.
- Update Personal Details – you can change your name, postal address, telephone number and email address.
- Delete Profile – you can delete your account from the system. Please note that if you do this, you will no longer be able to make comments, save searches or track applications and that any searches you have saved will be deleted and you will no longer be able to continue tracking any applications.

Changing your email address **?** – if you change your email address, we will send an email to your new email address. You must open this and click on the link to confirm this change, before it takes effect.

Please be aware of the different features between **Saved Searches** and **Tracked Applications**:-

\* When you carry out a **Saved Search** you will receive email notification each time the saved search is modified i.e. a representation has been recorded, an amendment has been received etc.,

\* When you have selected to **Track** an application you will receive email notification when the status of the application updates i.e. pending decision to decision made.

## HOW TO SEARCH

There are several ways to find information you require. Searches can be performed on planning applications, appeals or enforcement cases by selecting the required radio button. The system automatically defaults to the planning application radio button.

- **Simple search** – search for applications, appeals or enforcements according to basic search criteria
- **Advanced search** – search according to a combination of factors
- **Weekly/monthly lists** – search for applications that status is validated or decided, within a chosen time period.
- **Property search** – search for a particular property to which applications may apply
- **Map search** – search using an interactive map tool

### Appeals and Enforcements

You can search for Appeals and Enforcement cases in much the same way as a Planning Application search however you need to select the **Appeals** or **Enforcements** radio button.

Searching using the Appeals radio button can be performed by typing the address or any other keyword, in the same manner as an **Applications** search, however if you need to search using the appeals reference number and you do not know it, you will need to search for the planning application first to identify the appeal reference number

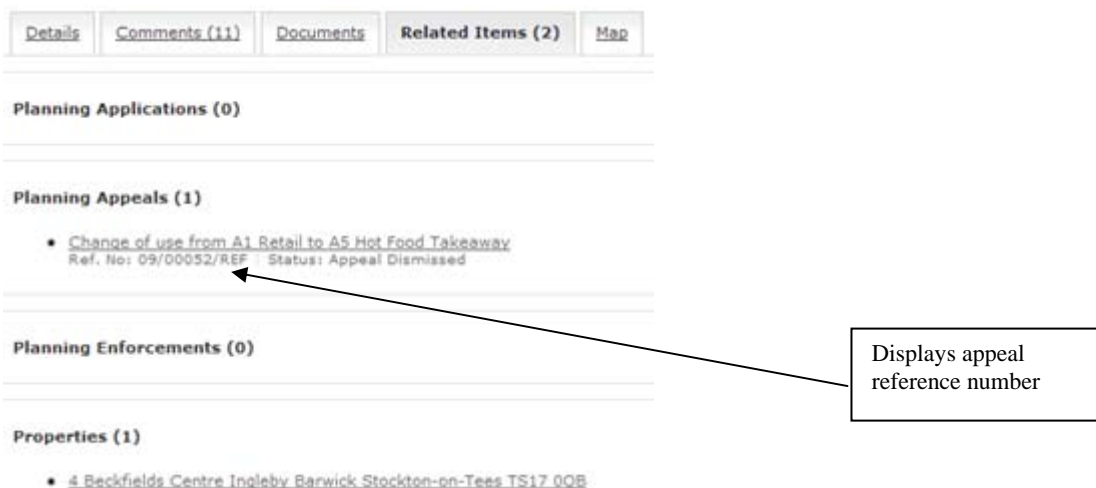


Search for:

Applications  Appeals  Enforcements

Enter a keyword, reference number, postcode or single line of an address.

Once you have retrieved the planning application required, from the **Summary** or **Related Items** tab the appeal reference number will be displayed for you to enter in the **Appeals** search .



Details Comments (11) Documents **Related Items (2)** Map

Planning Applications (0)

Planning Appeals (1)

- [Change of use from A1 Retail to A5 Hot Food Takeaway](#)  
Ref. No: 09/00052/REF Status: Appeal Dismissed

Planning Enforcements (0)

Properties (1)

- [4 Beckfields Centre Ingleby Barwick Stockton-on-Tees TS17 0QB](#)

Displays appeal reference number

### Please note

**The Planning Application reference number is not recognised when the Appeals radio button is selected and vice versa. The Appeals reference number is not recognised when the Applications radio button is selected.**

**Any documentation relating to appeals are stored against the associated original Planning Application.**

## Simple Search

A Simple Search allows you to search quickly for a planning Application, Appeal or Enforcement by entering some text that will help identify it.

To carry out a simple search for Planning Applications click the **Search** button from the main tab bar and select **Simple Search** then type in your selection in the free text box.

Search for:

Applications  Appeals  Enforcements

Enter a **keyword, reference number, postcode** or **single line of an address**.

Free text box

You can type an application number (eg 09/1234/FUL however you can ignore any suffix 09/1234), a postcode (eg TS18 1TW), single line of address (eg Beckfields Avenue) or a keyword that may appear in the description of the application (eg hotel) and click on **Search**. The Free Text box is not case sensitive.

Any applications or cases that match with your selection will then be displayed.

No results returned? Try amending your selection ie Beckfields may have been input on the application as Beck Fields or try searching again using the **Advanced Search** facility. A maximum of 500 records can be retrieved at any one time. You can save this search to run again by clicking on the **Save Search** button.

If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. To do this, click on the **Refine Search** button.

If this search is one that you will reuse, click on the **Save Search** button to save the search. (see Saving a Search) This search will appear in your Saved Searches page and from there it can be run as often as you like, or edited and updated at any time.

A list of the search results can also be printed by selecting the **Print** button

A map of the relevant area is displayed. To view an application you can click on its proposal from the list displayed or click on **Show results on large map** to see the locations of the search results in more detail (see Map Search)

To identify an application, hover over the green outlined site boundary then click on the corresponding application number displayed under the **Nearest Applications** menu to the side.

Refine Search Save Search Print

Sort by  Direction  Results per page

Showing 1-10 of 67

Change of use from A1 Retail to A5 Hot Food Takeaway.  
4 Beckfields Centre Ingleby Barwick Stockton-on-Tees TS17 0QB  
Ref. No: 10/0922/FUL | Received: Wed 14 Apr 2010 | Validated: Wed 14 Apr 2010 | Status: Application Refused

Change of use from A1 Retail to A5 Hot Food Takeaway.  
Beckfields Centre 4 Beckfields Avenue Ingleby Barwick Stockton-on-Tees TS17 0QB  
Ref. No: 09/2466/COU | Received: Mon 05 Oct 2009 | Validated: Mon 05 Oct 2009 | Status: Application Refused

Erection of 2 No. non-illuminated post signs.  
Beckfields Beckfields Avenue Ingleby Barwick Stockton-on-Tees TS17 0QA  
Ref. No: 08/3425/ADV | Received: Tue 16 Dec 2008 | Validated: Tue 23 Dec 2008 | Status: Approved with Conditions

Erection of 1 no external shelter.  
Beckfields Beckfields Avenue Ingleby Barwick Stockton-on-Tees TS17 0QA  
Ref. No: 08/2380/FUL | Received: Wed 10 Dec 2008 | Validated: Wed 10 Dec 2008 | Status: Approved with Conditions

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

Show results on large map

click on it's proposal from the list displayed or click on Show results on large map

**Important Note - Although online records are displayed from 1990 only applications received after 2004 will appear on maps**

## Advanced Search (Planning Applications)

This is not only a way to find individual applications but to find multiple applications that have something in common, such as applications within a Ward and/or Parish, by applicant/agent name or site address. You can carry out an advanced search by clicking on the **Search** button on the main menu tab bar and selecting **Advanced Search**

The screenshot shows the 'Advanced Search' interface. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Properties', and 'Map'. Below these are sub-tabs for 'Applications', 'Appeals', and 'Enforcements'. The 'Reference Numbers' section has two input fields: 'Application Reference' and 'Planning Portal Reference'. The 'Application Details' section contains several fields: 'Description Keyword' (text input), 'Applicant Name' (text input), 'Application Type' (drop-down menu), 'Ward' (drop-down menu), 'Parish' (drop-down menu), 'Agent' (drop-down menu), 'Status' (drop-down menu), 'Decision' (drop-down menu), 'Appeal Status' (drop-down menu), 'Appeal Decision' (drop-down menu), and 'Address' (text input with a location pin icon). A callout box with an arrow pointing to the drop-down menus contains the text: 'Choose multiple selections from the drop down menus'.

You can also choose to search from the other options by clicking onto the drop down arrows and then selecting from the list e.g. select Pending Consideration from Status list, together with a Ward or Parish to find current applications in that area.

You can also include dates in your selection as well as other fields.

The 'Dates' section has a heading 'Dates' and a note: '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 are six rows of date range inputs: 'Date Received', 'Date Validated', 'Date Actual Committee', 'Decision Date', 'Appeal Decision Date', and 'Date Determined'. Each row has two input fields separated by 'to'. At the bottom are 'Search' and 'Reset' buttons.

If using dates, please remember to input the date in the format dd/mm/yyyy (e.g. 21/06/2008) or click onto the calendar button and choose a date.

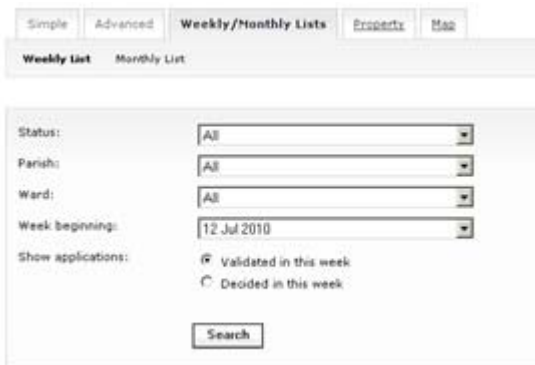
Problem? Too many results found (a maximum of 500 records can be retrieved)  
Try searching again, but add from a different option. Alternatively, add a date selection into your search to limit the range of your search.

If you want to remove ALL of the selections you have made on the search form, click Reset at the bottom of the screen.

You can save a search to run again by clicking on the Save Search button. (see Saved Searches)

## Weekly/Monthly Lists

You can search for all applications either validated or decided in a given week. All weeks start on a Monday and end on a Sunday. You can search any week in the past twelve months. You can carry out a Weekly/Monthly List search by clicking on the **Search** button on the main menu tab bar and selecting **Weekly/Monthly List**



The screenshot shows a web interface with a top navigation bar containing tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below this, there are two sub-tabs: 'Weekly list' (selected) and 'Monthly List'. The main form area includes several fields: 'Status:' with a dropdown menu set to 'All'; 'Parish:' with a dropdown menu set to 'All'; 'Ward:' with a dropdown menu set to 'All'; 'Week beginning:' with a dropdown menu set to '12 Jul 2010'; and 'Show applications:' with two radio buttons, 'Validated in this week' (selected) and 'Decided in this week'. A 'Search' button is located at the bottom of the form.

You can also limit your weekly list to just applications in one Ward or Parish by selecting the week and the Ward or Parish from the drop down list.

If you are searching for applications that have been decided, you can choose to only look for applications that are approved or refused by selecting this from the Status field.

If you wish to view a Monthly list, select this option at the top of the menu. You can search for any month in the past twelve months.

## Property Search

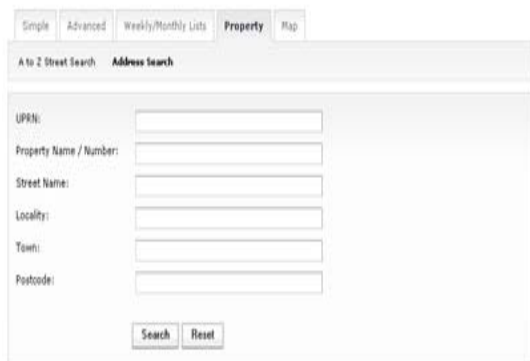
A Property search is used to view information on a property. You can view the history of all applications, appeals, enforcement and building regulations recorded against the property. You can carry out a Property Search by clicking on the **Search** button on the main menu tab bar and selecting **Property Search**

A property search can be done by either an **A-Z Search** or an **Address Search**.

**TIME SAVER tip** – you will probably find the **“Address Search”** option the quickest way to do a Property Search or by using the **“Address”** field on the **Advanced Search** tab as you can simply type in the address.

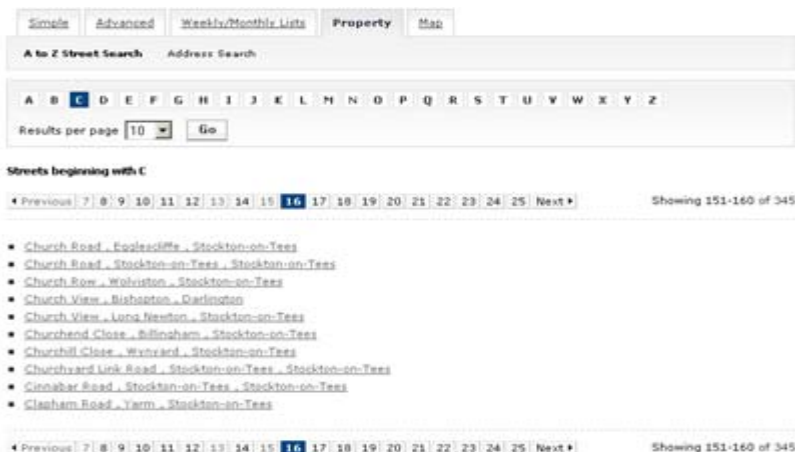
### **Address Search**

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

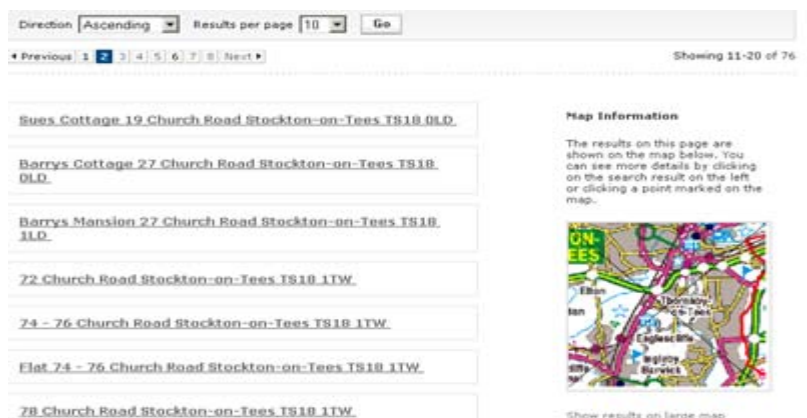


The screenshot shows a web interface with a top navigation bar containing tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below this, there are two sub-tabs: 'A to Z Street Search' and 'Address search' (selected). The main form area includes several input fields: 'UPRN:', 'Property Name / Number:', 'Street Name:', 'Locality:', 'Town:', and 'Postcode:'. At the bottom of the form, there are two buttons: 'Search' and 'Reset'.

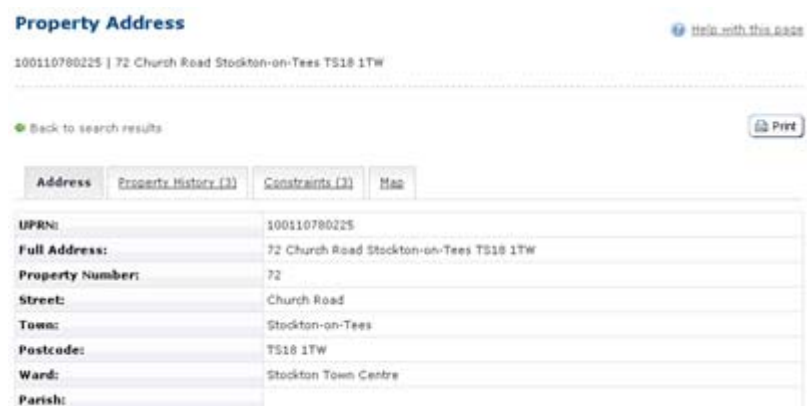
Alternatively, choose the **A - Z Street Search**, select the relevant letter that the street begins with. A list of all the streets beginning with the selected letter will be returned, like the example below. Select the street you require by clicking on it.



A list of all the properties on the street will be returned, even those that do not have applications associated with them. Choose the address you wish to search by clicking on it in the list.



Details relating to your choice will then be displayed. Details of any Planning Applications, Appeals, Enforcements and associated Building Control Applications will appear on the Property History tab if there are any. You can also view the property on a map by clicking on the Map tab.



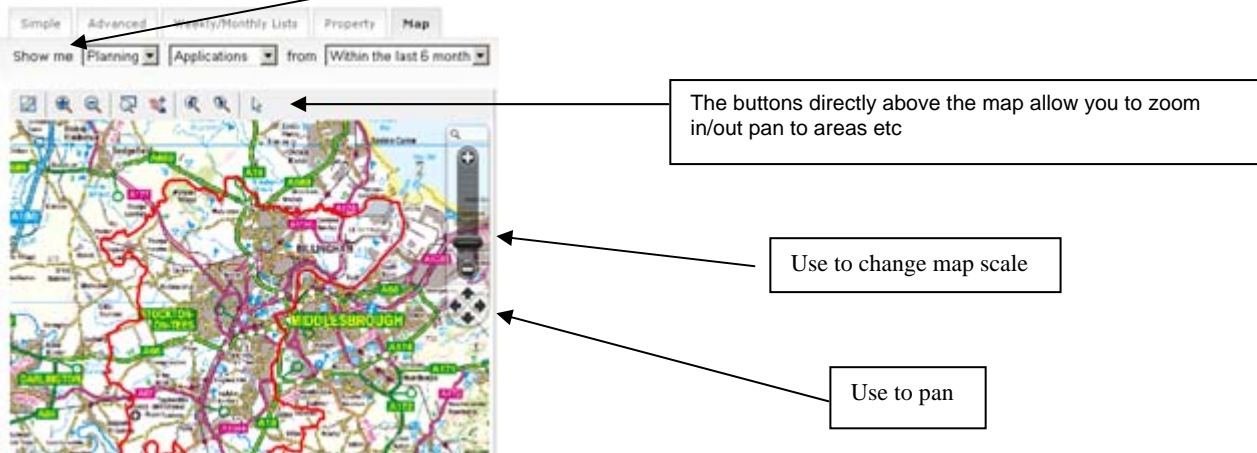
If you wish to search another property on the same street use the Back to search results link and select a different address.

## Map Search

**TIME SAVER tip** – It is usually more straightforward and quicker to find applications using one of the other search methods.

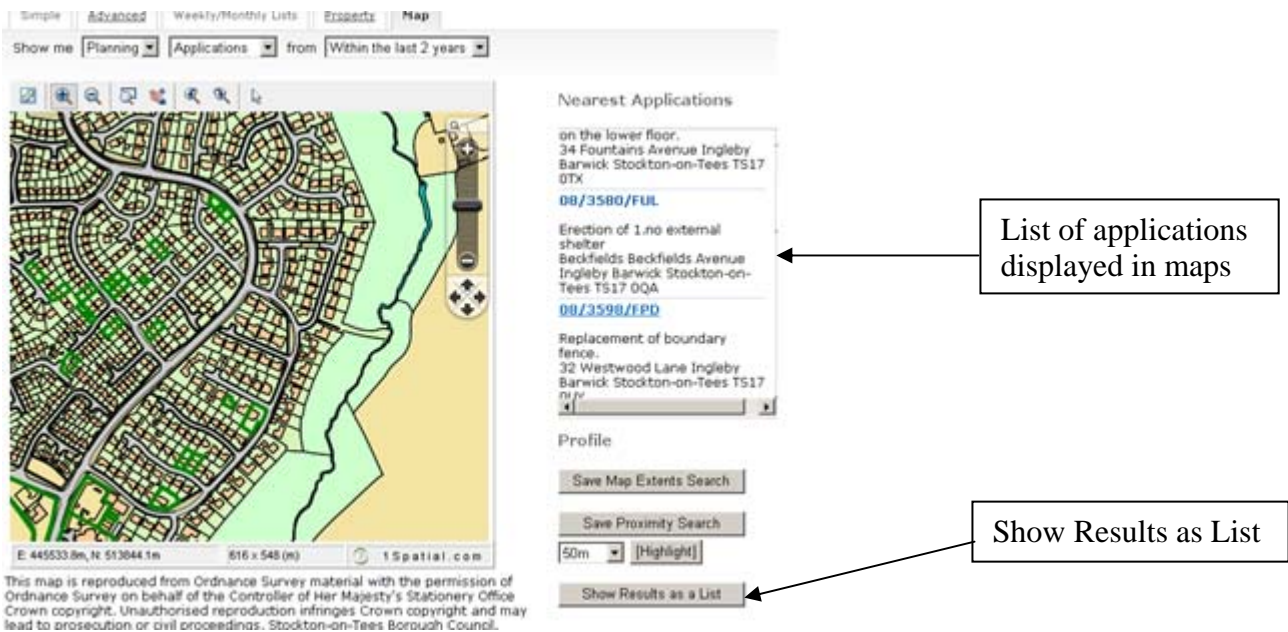
To use the map search tool select the **Search** button on the main tab bar and select **Map Search**. A Map of Stockton Borough will be displayed.

Choose what you wish to search for on the map using the **Show Me** options i.e. Planning Application within the last 6 months



You can change the scale of the map by clicking on and dragging the scale bar in the top right hand corner of the map (shown above). The map can also be panned by clicking on the arrows directly below the scale bar.

Once you have located and zoomed into your area of interest, a map will be displayed like the one below, with any application boundaries that appear within the map shown in green with a list of corresponding records displayed on the right hand side.



If you hover, your cursor over an outlined boundary on the map, a pop-up box will provide the application number and address. If you wish to see more details of the application, click on the application number displayed in the list under “**Nearest Applications**” or by clicking on **Show Results as List** which will list all of the applications displayed on the map.

You can add a map search to your **Saved Searches** list in one of two formats:

- **Save Map Extents Search** – click on this to save the search, incorporating all of the applications shown on the map
- **Save Proximity Search** – select the distance you wish the system to monitor from the options available by clicking on the down arrow. These range from 50m to a maximum of 1000m. Click to save the search, incorporating all of the applications within the selected distance.

## MAP TOOLS

The interactive map contains a number of tools to help you view the application area:

- Initial map view – click this to zoom the map out to show the widest possible view.
- Zoom in – select this tool then click a point on the map that you want to zoom in to. Alternatively you can drag the Zoom Slider up.
- Zoom out – select this tool then click on the map to zoom out. Alternatively you can drag the Zoom Slider down.
- Pan mode – to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan. Alternatively you can click on the Pan Direction arrows on the map.
- Zoom to rectangle – to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map.
- Previous view – to return to the previous view, click on this tool.
- Next view – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed.

## VIEW SEARCH RESULTS

Whether you are searching for planning applications, appeals or enforcements the results of your search will be returned in one of two ways. If there is only one record found, then details of it will be displayed. If there is more than one record, a list of records with a summary will be displayed. If you want to see more information about a particular record, click on the proposal for that record.

### Planning > Results for Application Search

[Refine Search](#) [Save Search](#) [Print](#)

Sort by  Direction  Results per page

[1](#) [2](#) [3](#) [Next](#) Showing 1-10 of 28

Provision of car parking and landscaping to rear.  
124 High Street Yarm TS15 9AU  
Ref. No: 09/0225/FUL | Received: Mon 02 Feb 2009 | Validated: Mon 02 Feb 2009 | Status: Application Refused


Listed Building Consent for car parking and landscaping to rear.  
124 High Street Yarm TS15 9AU  
Ref. No: 09/0229/LBC | Received: Wed 23 Jan 2009 | Validated: Mon 02 Feb 2009 | Status: Approved with Conditions

Listed Building Consent for alterations to redevelop and provide 6 no. apartments including re-building of demolished rear extension and repainting of windows and render.  
Bridge House 124 High Street Yarm TS15 9AU  
Ref. No: 08/2429/LBC | Received: Fri 21 Nov 2008 | Validated: Fri 21 Nov 2008 | Status: Approved with Conditions

Change of use of ground floor of premises at Bridge House.

**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](#)

Once you have selected an application from your list of search results, information is displayed under various tabs, such as *details*, *comments*, *constraints etc.*,

- **Summary** – displays the basic information pertaining to the application
- **Further Information** - displays the expected decision level, case officer, ward and parish and applicant and agent details.
- **Important Dates** – displays the dates on which important events in the lifespan of the application occur from initial submission through to the decision.
- **Contacts** – displays a list of contacts relevant to this application.
- **Related Items** such as property details; other planning applications at the same address; any buildings regulation; appeal or enforcements
- **Comments** you can submit comments and view those submitted by others
- **Constraints** - displays any constraints that have been placed on the application
- **Documents** you can view documents we have scanned against an application
- **Map** allows you to view the location of the application

**Planning » Application Summary** [Help with this page](#)

09/1069/PUL | Conversion of garage into habitable room. | 9 Wintersweet Gardens Norton Stockton-on-Tees TS20 2XN

[Back to search results](#) [Track](#) [Make a Public Comment](#) [Print](#)

[Details](#) [Comments \(1\)](#) [Constraints \(1\)](#) [Documents \(11\)](#) [Documents](#) [Related Items \(1\)](#) [Map](#)

[Summary](#) [Further Information](#) [Contacts](#) [Important Dates](#)

Reference:	09/1069/PUL
Alternative Reference:	
Application Received:	24 Jul 2009
Address:	9 Wintersweet Gardens Norton Stockton-on-Tees TS20 2XN
Proposal:	Conversion of garage into habitable room.
Status:	Pending Decision
Appeal Status:	
Appeal Decision:	

There are 0 cases associated with this application.

There is 1 accounts associated with this application.

**Please be aware that some of the fields will be empty on older applications.**

## SAVED SEARCHES

Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like.

### Saving a Search

When you have set up and run your search, you have the option of saving the search. To do this click on **Save Search** button on the Search Results page

You will then be asked to give your search a name

#### **My Profile » Save Search**

##### Saved Search Options

Search Title (editable)	<input type="text" value="Enter Search Name"/>	← Enter a search name
Notify me via email about new search results	<input checked="" type="radio"/> Yes <input type="radio"/> No	← Choose Yes or No button for email notification
Last Run Date	Search not run yet.	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

You also have the option of asking to be informed by email when any new results are found by your search. If you tick **No** to this option although, any new results will appear in the list of **Notified Applications** which you can find under **My Profile** no email notification will be sent to you.

If you have ticked **Yes** and asked to be informed of changes by email, the system runs a daily update and will send an email detailing any saved searches which have new entries and any tracked applications which have been updated. You can click on the application number within the email to view the application.

If you want to view, amend or delete a saved search, go to **My Profile, Saved Searches** and use the **Edit** and **Delete** buttons to carry out these two functions.

## SUBMIT AND VIEW COMMENTS

### Submit Comments

To comment on an application click on the **Make Public Comment** button. Select the **Commentor Type** from the drop down menu and **Stance** (see example neighbour and neutral as shown below) both of these fields are mandatory. You can choose from the **Reasons for Comments** list, as many reasons as you wish, if applicable, however you must expand on any reasons you have chosen in **Your Comment** text box in order for these comments to be taken into consideration when determining the application.

Commentor Type: \*

Stance: \*  Object  Support  Neutral

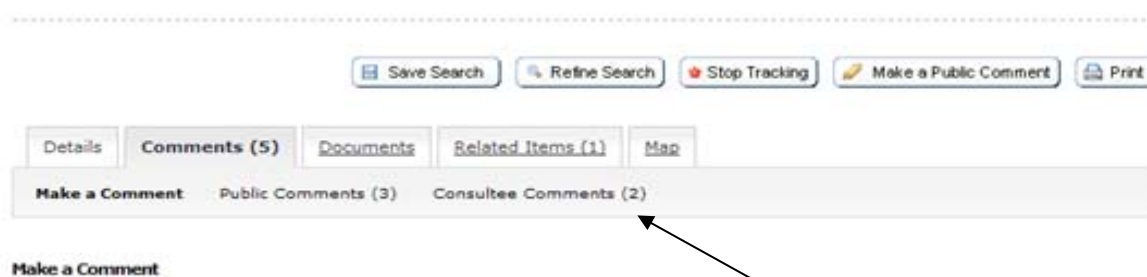
Reason for comment:

- anti-social behaviour/crime
- back land development
- Car parking issues
- close proximity

If you would like a confirmation email sent to you about the comments you submitted you must tick the email box. When you are finished, click on the **Submit Comment** button.

### View Comments

Comments received can be viewed by selecting the **Public Comments** or **Consultee Comments** tab.



#### **Please be aware of the following:**

- the number of comments against the **Consultee Comments** tab (2 as displayed in example shown above) may not automatically be the actual number of comments received from consults but the number of Consultees we have consulted on the application.
- comments that have been submitted to us using a different method than Public Access, i.e. email or post, will not necessarily be viewable under the **Comments** tab. However these comments are scanned and will be made available for inspection via the Documents tab.
- all comments made on a planning application are a matter of public record and will be displayed via Public Access. Do not include your signature or telephone number or any other information you do not wish to be displayed within your comment text box.

Your Comment:

Send me an email confirming my comments

Do not enter any personal information in this box

**We do not accept anonymous comments and comments can only be submitted on certain types of applications that are currently being considered.**

### **VIEW ASSOCIATED DOCUMENTS**

To view application forms, plans and any other documentation submitted with an application undertake your search and select the application of interest. Select the **Documents** tab and then click **View Associated Documents**.

[View associated documents](#)

**Please note certain documents, such as neighbour comments, are restricted from view once an application has been determined.**

To view a document click on the version required i.e. Whole Document, Thumbnail or Tiff Doc, under the View heading.

Date published	Document Type	View	Description
10 Feb 2011	Application Form	<a href="#">Whole Doc / TIF Doc</a>	
10 Feb 2011	Drawing	<a href="#">Whole Doc / TIF Doc</a>	LOCATION PLAN
10 Feb 2011	Drawing	<a href="#">Whole Doc / TIF Doc</a>	PROPOSED PLAN
14 Feb 2011	Other	<a href="#">Whole Doc</a>	LIST OF CONSULTS AND NEIGHBOURS

If the measuring tool is required select the TIF Doc.

[Download Acrobat Reader](#)

## MEASURING DRAWINGS/PLANS -

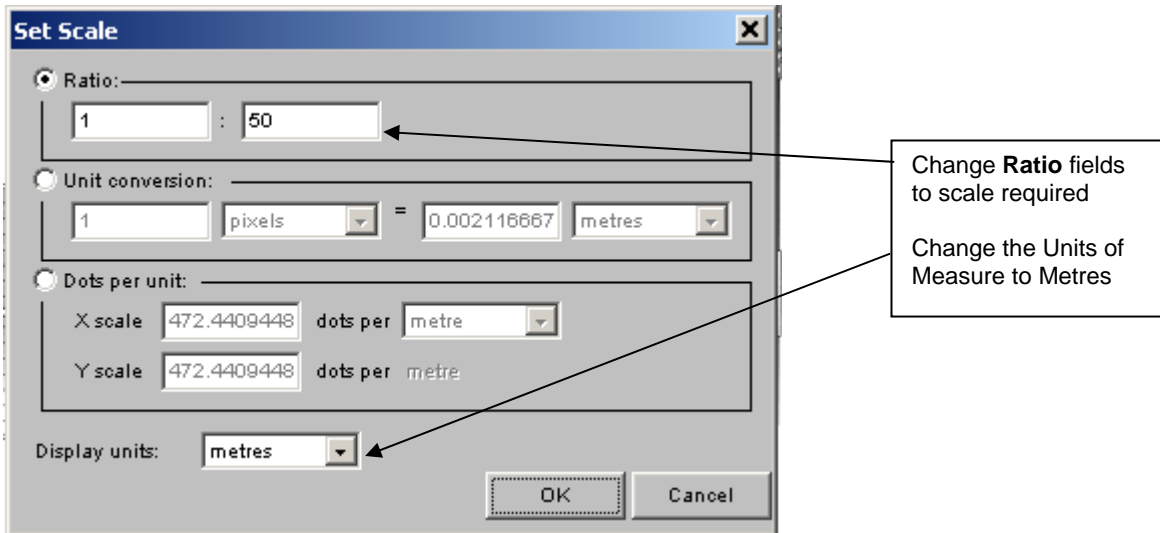
**Please note this facility cannot be used on PDF drawings**


If you need to measure from a drawing/plan, open the required drawing by selecting the **TIF Doc**.

First, you must set the scale of the drawing selected, which is usually displayed at the bottom right of the drawing eg: 1:50, 1:100, 1:500 etc.,

Click on the **Set Scale** button  and in the **Ratio** fields enter the scale. (example shown below set to 1:50)

Change the Display Units to metres and click OK. The scale has now been set.



click on the **Measure** button . Click once where you wish to begin measuring and double click to stop. To measure around a building or shape or measure an area, click once to start and then again at any point you want to change direction. Double click to stop. The measurements will appear in a separate box. (shown below)



## RELATED ITEMS

Click on the Related Items to view a summary of additional information related to the application.

These may include:

- Applications
- Appeals
- Enforcements
- Properties
- Associated Building Control Applications  
(Please note no documents are available to view relating to Building Control applications)

To view any of the listed items, click on its title.

## NOTIFIED APPLICATIONS

When applications have been modified, that are the subject of a saved search or are in your **Tracked Applications** list, a list of those applications will appear in the **Notified Applications** page. You will also be sent a notification email.

To view your notifications, select **Notified Applications** from the **My Profile** drop down list.

The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches.

To view an application, click on the **View** button for that application.

To remove an application from the **Notified Applications** list, click on the **Discard** button for that application. To delete all of the notified results for a particular search, click on **Discard all results from this search** which appears below each search.

Additionally, you can select saved search applications from the notifications list and track these. Click on the **Track** button for the applications of interest. These will now be added to your **Tracked Applications** page.

## TRACKED APPLICATIONS

Any application, appeal or enforcement can be Tracked so that you can keep up to date with its progress without having to search for it again.

To do this, having performed a search, view the details of the appropriate application and click on the **Track** button.

To stop tracking an application, return to the application details and click the **Stop Tracking this Application** button at the top of the page. Alternatively click the **Stop Tracking** button next to the application in the Tracked Applications page.

You can sort the list by clicking on the appropriate column headings:

To view a tracked application, click on the **View** button for that application.

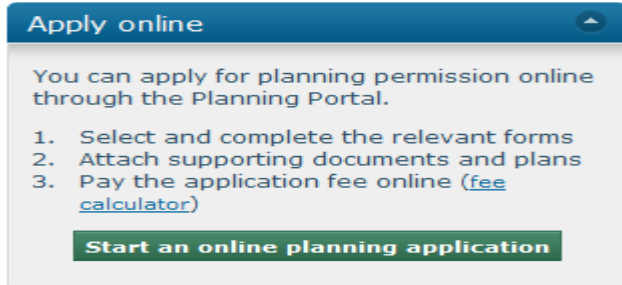
Reference	Address	Type	Status	View	Stop Tracking
09/2232/ADV	5 Westwood Lane Ingleby Barwick Stockton-on-Tees TS17 0UY	Application	Pending Consideration		

## **SUBMIT ONLINE APPLICATIONS**

To submit an online planning application/consent, from the main page select **Submit online applications**. This will direct you to the government's national **Planning Portal** website.

<http://www.planningportal.gov.uk/planning/>

### **Planning Portal Page**



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## **FURTHER INFORMATION**

If you require further assistance about any of the information you have viewed using this system please contact the Planning Department at:

Address	Gloucester House 72 Church Road Stockton on Tees Cleveland TS18 1TW
Web	<a href="http://www.stockton.gov.uk">www.stockton.gov.uk</a>
Phone	01642 526022/528758
Email	<a href="mailto:developmentsservices@stockton.gov.uk">developmentsservices@stockton.gov.uk</a>
Opening Times	Monday to Thursday 8.30am to 5.00pm Friday 8.30am to 4.30pm

If you are contacting us regarding a planning application, appeal or enforcement case, please quote the Reference number if you know it.

If you have any queries about this system that have not been addressed in this guide or the help pages then please contact:

Mrs Jean Ward  
Systems Administrator

Tel: 01642 526069  
Email [jean.ward@stockton.gov.uk](mailto:jean.ward@stockton.gov.uk)