



# Public Access guide

To view Public Access, go to [darlington.gov.uk/PA](http://darlington.gov.uk/PA)

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## Simple Search

Use the Simple Search to search for Planning Applications.

Appeals and Enforcement Notices will be available in the future by using the selection buttons.

To find a case, you can search by the application number/case reference, postcode, or the first line of an address.

If you are not sure of any of the above, try a Property Search or a Map Search by clicking on the Property or Map tab.

Search Examples:

- Enter an application number, for example “18/01234/FUL”
- Enter the first line of an address or Enter a postcode,”

*Simple Search example image:*

The screenshot shows the 'Darlington.gov.uk' website interface. At the top, there is a navigation bar with 'Home', 'Environment and Planning', 'Planning', and 'View Planning Applications Online'. Below this is a utility bar with 'Search', 'My Profile', 'Login', 'Register', and 'Apply Online'. The main heading is 'Planning – Simple Search'. Below the heading, there is a search instruction: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are four tabs: 'Simple' (selected), 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Under 'Search for:', there are radio buttons for 'Applications' (selected), 'Appeals', and 'Enforcements'. Below that is a 'Status:' dropdown menu set to 'All'. A text input field is followed by the instruction 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button. The footer contains 'Contact the Council | Accessibility' and the 'DARLINGTON' logo.

## Advanced Search

Click on the Advanced tab to access Advanced Search. This gives you more search options.

The Description Keyword field allows you to search the application description.

If you wanted to find all the applications for "wind turbines", enter it here and click Search.

At the bottom of the screen, you can enter date ranges to narrow your search results.

This will also help speed up your searches.

## Search Results

Your search results will be shown in the format below.

If your search returns only one result, you will be taken directly to the Application Summary for that application.

*Advanced Search results example image:*

### Planning – Applications Search

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

Simple **Advanced** Weekly / Monthly Lists Property Map

Applications Appeals Enforcements

**Reference Numbers**

Application Reference:

Planning Portal Reference:

Alternative Reference:

**Application Details**

Description Keyword:

Applicant Name:

Application Type: All ▼

Ward: SADBERGE AND MIDDLETON ST GEORGE ▼

Parish: All ▼

Conservation Area:

Agent:

Status: All ▼

Decision: All ▼

Appeal Status: All ▼

Appeal Decision: All ▼

Development Type: All ▼

Address:



If your search produces too many results, click Refine Search to change the criteria.

Using the grey bar at the top of the results, you can change the order of the search results. By default, results are shown in descending order of date received.

To view an application, click on the description text, usually shown in blue.

The search results are also shown on a map on the right.

Click the link to view a larger version, but if your search covers a large area and the application polygons are small, they may be difficult to see.

*Results page example image:*

## Planning – Results for Application Search

Sort by  Direction  Results per page

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Display of 1 No non illuminated totem pole to front entrance of customer services centre</b></p> <p>Darlington Borough Council Town Hall Feethams DARLINGTON DL1 5QT<br/>Ref. No: 15/00755/ADV   Received: Mon 03 Aug 2015   Validated: Mon 03 Aug 2015   Status: Decided</p>                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Approval of details reserved by condition 3 (dust emissions), 4 (construction management plan) attached to planning permission 14/01094/DC dated 7 January 2015 for improvements to bus facilities including provision of 2 No bus stops and raised bus platforms, incorporating alterations to the town hall forecourt over two levels, widening the footway to east and west sides; erection of end wall to the south, steps and ancillary seating and landscaping</b></p> <p>Darlington Borough Council Town Hall Feethams DARLINGTON DL1 5QT<br/>Ref. No: 14/01094/CON   Received: Mon 19 Jan 2015   Validated: Mon 19 Jan 2015   Status: Decided</p> |

After clicking on an application, you will be shown a summary of the application details.

Click on Further Information to view the full details of the application, including details of the applicant, agent, case officer and important dates.

The Contacts button will show the details of the local ward councillors for the application site.

The Documents tab will show you the plans, forms and responses to the application, the reports and decision

*Application Summary example image:*

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

15/00755/ADV | Display of 1 No non illuminated totem pole to front entrance of customer services centre | Darlington Borough Council Town Hall Feethams DARLINGTON DL1 5QT

[Back to search results](#) [Track](#) [Print](#)

**Details** | [Comments \(0\)](#) | [Constraints \(0\)](#) | [Documents \(5\)](#) | [Related Cases \(1\)](#) | [Map](#)

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

|                       |                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------|
| Reference             | 15/00755/ADV                                                                             |
| Alternative Reference | Not Available                                                                            |
| Application Received  | Mon 03 Aug 2015                                                                          |
| Application Validated | Mon 03 Aug 2015                                                                          |
| Address               | Darlington Borough Council Town Hall Feethams DARLINGTON DL1 5QT                         |
| Proposal              | Display of 1 No non illuminated totem pole to front entrance of customer services centre |
| Status                | Decided                                                                                  |
| Decision              | GRANTED WITH CONDITIONS                                                                  |
| Decision Issued Date  | Wed 14 Oct 2015                                                                          |
| Appeal Status         | Unknown                                                                                  |
| Appeal Decision       | Not Available                                                                            |

There are 5 documents associated with this application.

There are 0 cases associated with this application.

There is 1 property associated with this application.

## Property Search

A property search allows you to view all applications and cases on a particular address.

There are 2 ways to search. Click on the Property tab and select the A to Z or Address Search option.

### A-to-Z Street Search

The A-to-Z Street Search allows you to view properties by Street Name.

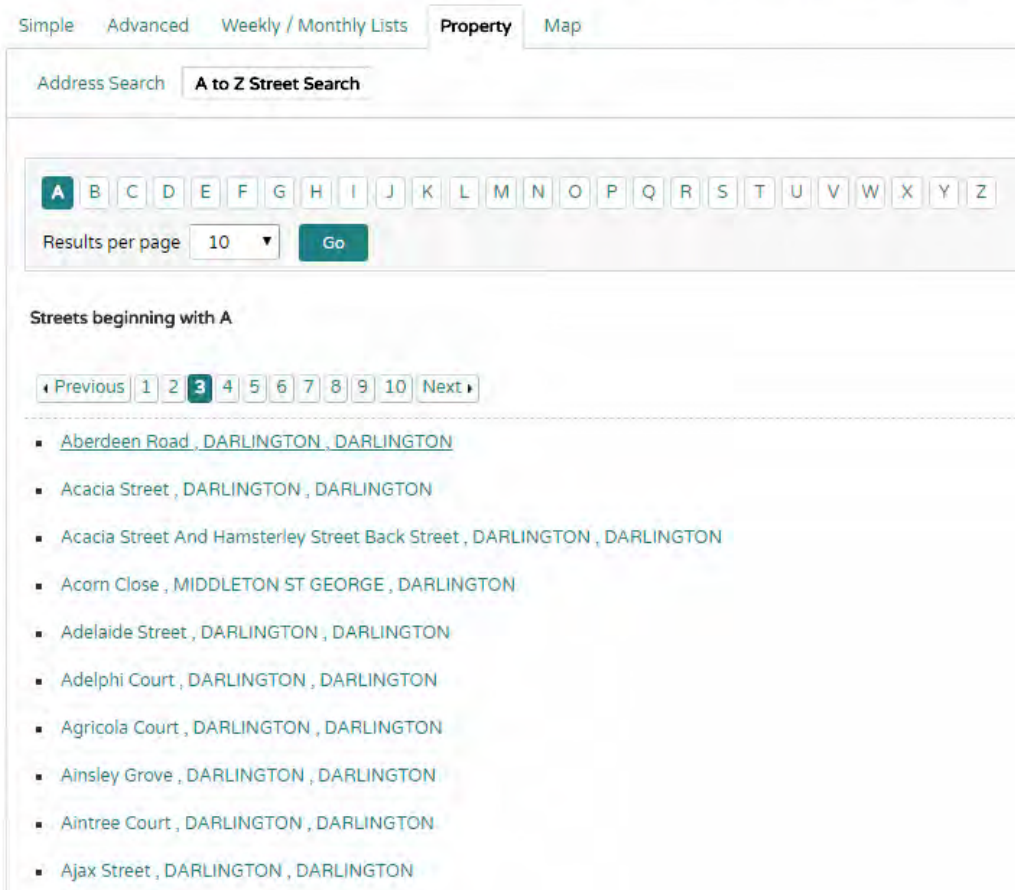
Use the letters across the top to show streets beginning with that letter. You can change the number of results per page by changing the drop-down menu and clicking Go.

Click on the street name to show the properties on the street.

*A-to-Z Street Search example image:*

#### A to Z Street Search

Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on t



The screenshot shows the 'Property' search interface. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below these is a search bar with 'Address Search' and 'A to Z Street Search' options. A row of letters from A to Z is displayed, with 'A' selected. Below the letters is a 'Results per page' dropdown set to '10' and a 'Go' button. The main content area is titled 'Streets beginning with A' and features a pagination control with 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', and 'Next'. A list of streets follows, each with a small square icon and a link to the street name, such as 'Aberdeen Road, DARLINGTON, DARLINGTON'.

### Address Search

The address search allows you to perform a conventional address search.

You can search by postcode from this screen.

Enter the address details and click Search to show the result.

Address Search example image:

### 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.

Simple   Advanced   Weekly / Monthly Lists   **Property**   Map

**Address Search**   A to Z Street Search

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

Postcode:

The search results are shown in a list.

Click on the property to view the property details.

Search results list example image:

Search Results

Direction: Ascending   Results per page: 10  

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next >

|                                                             |
|-------------------------------------------------------------|
| Carl Banks Floral Boutique 2 Grange Road DARLINGTON DL1 5NG |
| Elan 4 Grange Road DARLINGTON DL1 5NG                       |
| Ysatis 6 Grange Road DARLINGTON DL1 5NG                     |
| Swinton Insurance 7 Grange Road DARLINGTON DL1 5NA          |
| Cooks And Kitchens 8 Grange Road DARLINGTON DL1 5NG         |
| The Angels Share 9 Grange Road DARLINGTON DL1 5NA           |
| 10 Grange Road DARLINGTON DL1 5NG                           |
| Coco 11 Grange Road DARLINGTON DL1 5NA                      |
| Hooker And Young 11B Grange Road DARLINGTON DL1 5NA         |
| Dolly Mama 12 Grange Road DARLINGTON DL1 5NG                |



## Map Search

The Map Search allows you to view applications on an interactive map.

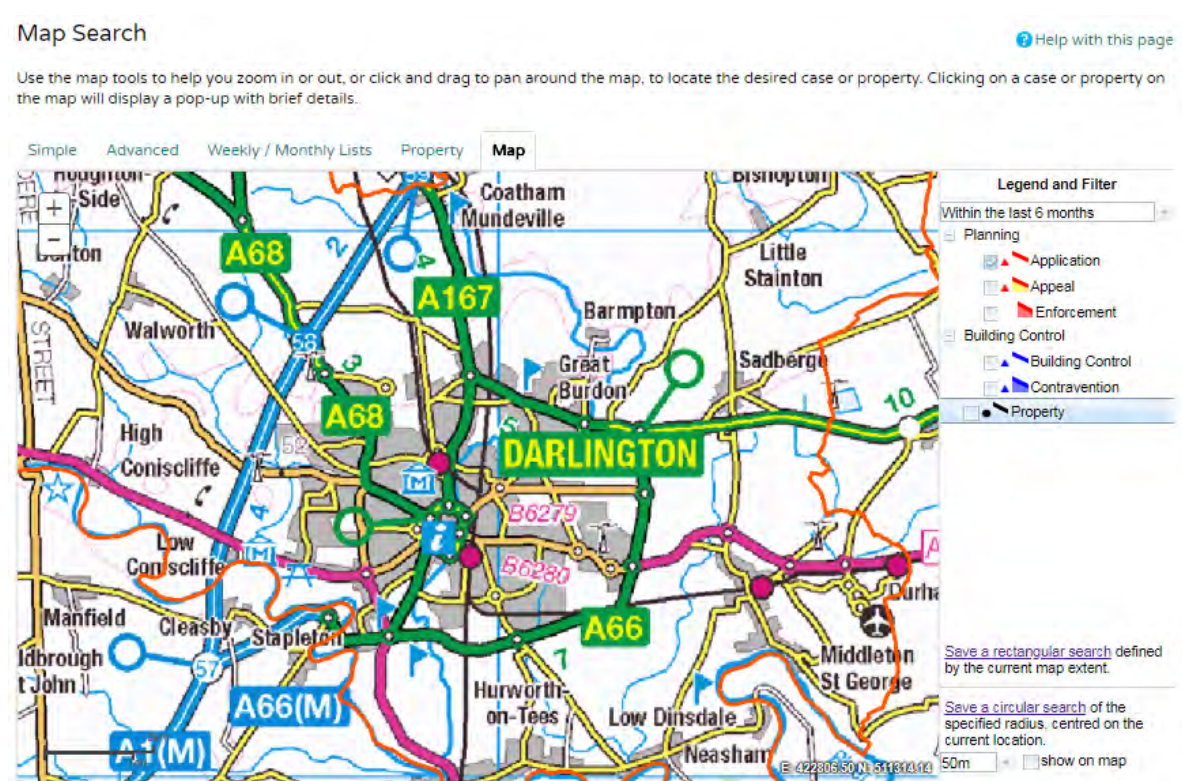
To start, click on the Map tab.

This shows the initial map view

You can select what type of applications and from what time frame you want to view using the “Legend and Filter” drop-down menus on the right of the map.

Use the map tools to help you zoom in or out or click and drag to pan around the map to locate the desired case or property.

*Map search example image:*



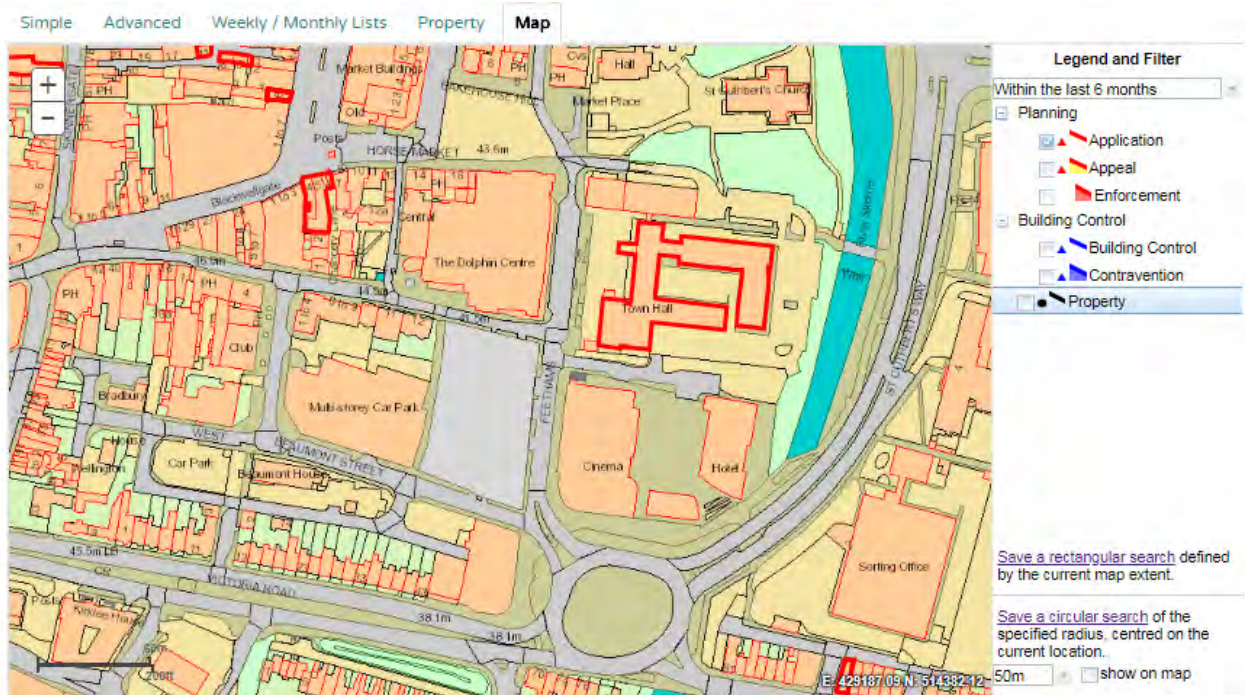




Once zoomed in below a scale of 1:10000, the applications are highlighted on the map edged in red.

Click on the application number to view the application details.

*Zoomed map example image:*



## Registration

Registration is required if you want to track applications, save searches, and receive email notifications about tracked applications and new search results.

Click the Register button and complete the details on the registration screen.

Click Next

*Registration screen example image:*

### 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 \*

First Name \*

Surname \*

Phone Number

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

Email Address \*

Confirm Email Address \*

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

Password \*

Confirm Password \*

Enter your postcode then Click Next

*Postcode entry example image:*

Registration

Postcode \*

Select your address from the list.

If your address is outside the district, you will need to enter it manually at this point.

Click Next

*Address selection example image:*

Please select your address:

Darlington Borough Council Town Hall Feethams DARLINGTON DL1 5QT ▼

Back

Next

Check your details are correct. Use the back button to correct any mistakes.

Tick to accept the Terms and Conditions and Privacy Policy.

Click Next

*Acceptance example image:*

\* I have read and agree with the [Terms and Conditions \(opens in a new window\)](#) and [Privacy Policy \(opens in a new window\)](#)

Back

Next

The system will confirm that your registration is complete and will send you an email which you will need to action by following the link.

Registration Complete

Thank you for Registering

You will shortly be sent an email with instructions on how to complete your registration.

## Saving a Search (Registration Required)

Once registered, you can save a search.

You will receive an email alert when new applications meet your search criteria.

You will need to log in to save a search.

To save a search, you must first run the search and view the Results for Application Search screen.

Click on the Save Search button (shown highlighted in red).

If you are not logged in, you will be prompted to log in using your email address and password you selected when you registered.

*Search results example image:*

**Planning** – Results for Application Search

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Sort by  Direction  Results per page

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**Display of 1 No non illuminated totem pole to front entrance of customer services centre**  
 Darlington Borough Council Town Hall Feethams DARLINGTON DL1 5QT  
 Ref. No: 15/00755/ADV | Received: Mon 03 Aug 2015 | Validated: Mon 03 Aug 2015 | Status: Decided

**Approval of details reserved by condition 3 (dust emissions), 4 (construction management plan) attached to planning permission 14/01094/DC dated 7 January 2015 for improvements to bus facilities including provision of 2 No bus stops and raised bus platforms, incorporating alterations to the town hall forecourt over two levels, widening the footway to east and west sides; erection of end wall to the south, steps and ancillary seating and landscaping**  
 Darlington Borough Council Town Hall Feethams DARLINGTON DL1 5QT  
 Ref. No: 14/01094/CON | Received: Mon 19 Jan 2015 | Validated: Mon 19 Jan 2015 | Status: Decided

On the Save Search screen, you can enter a title for your search and select the Notify me via email, to receive email alerts of new search results.

Click the Save button to save your search.

*Save Search example image:*

My Profile »  
Save Search

**Saved Search Options**

Search Title (editable)

Notify me via email about new search results  Yes  No

Last Run Date



Your search will appear in the list of Saved Searches under My Profile.

From here you can run, edit, or delete your search at any time

*My Profile – Saves Searches example image:*

**My Profile – Saved Searches**

[Help with this page](#)

[Profile Details](#) **Saved Searches** [Notified Applications](#) [Tracked Applications](#)

| Run | Edit | Delete | Search Title                         | Search Type |
|-----|------|--------|--------------------------------------|-------------|
|     |      |        | MsG Received 16-Jan-2018 2:38 PM     | Application |
|     |      |        | New Planning Applications in my Ward | Application |