

Rutland County Council Public Access for Planning - Quick Guide



To search, view and make a comment on a planning application

Anyone can use the Rutland County Council Public Access site and make a comment on an application without having to register however to take advantage of the advanced profile features such as tracking an application we would strongly recommend you register a user account.

Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

Simple [Advanced](#) [Weekly / Monthly Lists](#) [Property](#) [Map](#)

Search for:

Applications Appeals Enforcements

Status:

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

- In the Planning module you can search for Planning Applications and Appeals. Click to select the type of record that you want to locate.
- If you select Applications, you can also select the status of the records you are looking for:

- Current applications
- Decided applications
- All applications.

Choose the appropriate option from the **Status** drop down list.

- Enter some text in the **Search** box that will correspond to one of:
 - reference number (for example, "2018/0000/FUL")
 - post code (for example, "LE15 6HP")
 - part of an address (for example, "Main Street").
- Click on the **Search** button to display the results of your search.

Documents

- Click on the **Documents** tab to display any documents that have been added to this application.

Details [Comments](#) **[Documents \(24\)](#)** [Related Cases \(1\)](#) [Map](#)

Filter By:

You can select up to 25 documents to download in one archive file at a time.

	Date Published	Document Type	Measure	Description	View
<input type="checkbox"/>	25 Jul 2018	Correspondence		CORRESPONDENCE REGARDING MATERIALS	
<input type="checkbox"/>	25 Jul 2018	Other		COMMITTEE REPORT	
<input type="checkbox"/>	13 Jul 2018	Drawing Revised		SOFT LANDSCAPING PLAN	
<input type="checkbox"/>	06 Jul 2018	Decision Notice		DECISION NOTICE	
<input type="checkbox"/>	25 Jun 2018	Drawing		GA ELEVATION	
<input type="checkbox"/>	25 Jun 2018	Drawing		GA ELEVATIONS	
<input type="checkbox"/>	25 Jun 2018	Drawing		GA ELEVATION	
<input type="checkbox"/>	25 Jun 2018	Drawing		PROPOSED GA BUILDING PLAN	
<input type="checkbox"/>	25 Jun 2018	Drawing		PROPOSED SITE PLAN	
<input type="checkbox"/>	25 Jun 2018	Drawing		PROPOSED SITE PLAN	
<input type="checkbox"/>	08 Jun 2018	Representations		REPRESENTATION PARISH COUNCIL	

- 2 If there are a lot of documents you can filter the list. Select one of the following from the **Filter By** list:
 - **Document Type** - select from the drop down list
 - **Description** - enter some text that may appear in a document's description. Press Apply.
- 3 You can re-order the list according to:
 - Date Published
 - Document Type
 - Description.
 Click on the appropriate heading to re-order the list.
- 4 To view any of the documents in a separate window, click on **View**.
- 5 To download up to 25 documents at a time, depending on your configuration, to view at a later date, check the appropriate check boxes next to the desired documents.

Comments

Click on the comments tab

Application Reference:	1801/0001/FUL
Address:	Dummy Address Catmos Street Oakham Rutland
Proposal:	Test case
Case Officer:	Andrew Waskett-Burt

Are your personal details correct? Click to update my personal details.

Your Title: *

Your First Name: *

Your Surname: *

Address Line 1 *

Address Line 2

Town/City *

Postcode *

Your Tel. No.

Your Email Address: *

Commenter Type: *

Stance: * Object Support Neutral

Your Comment:

- 12 Add your contact details in the appropriate boxes.
- 14 The **Commenter Type** drop down list describes the type of people who may need to make a comment about a case. These include councillors, neighbours to the application address and members of the public. Select the one that applies to you.
- 15 Under **Stance** select whether you object to or support the application, or if you want to remain neutral.
- 16 Enter the details of your comment in the **Your Comment** box. Please refer to our guide on making comments on our website.

Note Draft comments are retained up to two days after being logged out due to a time-out. You must log in using the same browser and PC as the comment was started.
- 17 Ensure to spell check your comment before submitting by correcting them or by right clicking on red underlined words and selecting the appropriate correction.
- 18 When you have completed all the details, click on the **Submit** button. Your comment will appear in the documents tab for this case in due course. Your name and postal address will be published all other personal information will be removed.