

Guide to using Public Access



**PERTH &
KINROSS
COUNCIL**

What is Public Access?

Public Access is the online planning portal that allows you to view and comment on planning applications and other related permissions and consents.

It allows you to:

- follow progress and make comments on current planning applications;
- view details of all applications (from 1995);
- view associated plans and documents (from September 2007);
- see if appeals have been lodged (from 1995);
- search for details of individual properties including maps;
- view details of building warrant applications (excluding associated documents);
- be notified of a decision on a planning application

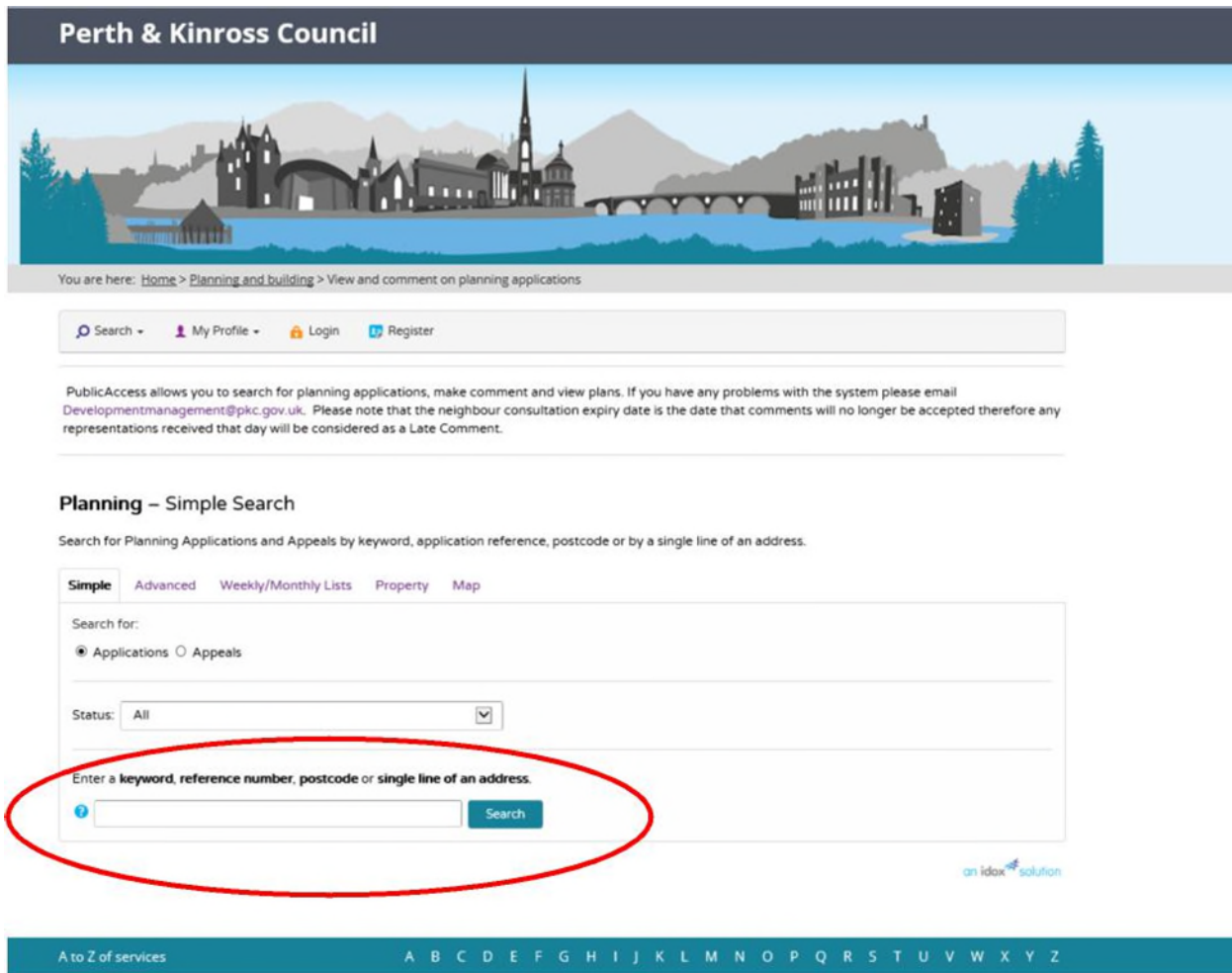
How do I access it?

Links are provided throughout Perth & Kinross Council's [website](#). Direct access can be found on the main home page of the website on the 'Most Popular' section under ['view/comment on planning applications'](#).

How do I search for an application?

There are a number of ways to search for an application. If you have received a neighbour notification or have seen a notice in the local press or displayed in the area you will have been provided with the planning application reference (e.g. 18/00001/FLL).

Once on the home page of public access type the reference number into the search box located at the bottom of the page and select 'search' (see below).



If you don't have the application reference number then there are many other search options available.

In the 'tabs' on the search page, there are additional options such as:

- **Advanced** – This allows you to search by description keyword such as 'wind turbine', the applicant's name, the Type of application, Community Council as well as many more.
- **Weekly/Monthly Lists** – This function allows you to search for all applications which have been validated or decided within the week or month that you select. You can also narrow this search further by selecting the relevant [Community Council](#).
- **Property** – If you are looking for the planning or building warrant history on a particular property then this function allows you to search that particular address or the associated street.
- **Map** – The map function allows you to find planning applications, appeals, building warrants and building notices throughout Perth and Kinross and shows them plotted on a map for ease of reference. Please be aware that the map function on public access is not available when using tablets or mobile phones.

Screen shots for each of the above tabs are shown below:

The Advanced tab options

Applications **Appeals**

Reference Numbers

Application Reference:

Planning Portal Reference:

Alternative Reference:

Application Details

Description <keyword>:

Applicant Name:

Application Type:

Ward:

Community Council:

Conservation Area:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

Dates

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 cklmnyyyy (e.g. 2110812008). Putematively. click on the calendar button and pick a date.

Date Received: to:

Date Validated: to:

Date Actual Committee: to:

Decision Dae: to:

Appeal Decision Date: to:



The Weekly/Monthly List tab options

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

[Weekly List](#)
[Monthly List](#)

Community Council:

Ward:

Week beginning:

Show applications:

- 0 Validated in this week
- 0 Decided in this week

The Property tab options

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

[Address Search](#)
[A to Z Street Search](#)

UPRN:

Property Name | Number:

Street Name:

Locality:

Town:

Postcode:

The Map tab options

Map Search

[Help](#) with this page

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. Clicking on a case or property on the map will display a pop-up with brief details.

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

Legend and Filter

- All time
- Planning
- Application
- Appeal Building
- Standards
- Building Warrant
- Building Notice
- Property

[Save a rectangular search defined by the current map extent.](#)

[Save a circular search of the specified radius, centred on the current location.](#)

50m show on map

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How do I find the status of an application and view the related documents?

Once you have selected the application you wish to view, you should see an 'application summary' page. As shown below, this page provides such details as the proposal description, address and status of the application.

Details [Comments \(3\)](#) [Documents \(17\)](#) [Related Cases \(1\)](#) [Map](#)

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

Reference	18/00001/FLL
Application Received	Wed 03 Jan 2018
Application Validated	Thu 11 Jan 2018
Address	10 Balforno Road Scone Perth PH2 6QX
Proposal	Erection of a replacement dwellinghouse and garage (in part retrospect)
Status	Decided
Decision	Approve the application
Decision Issued Date	Tue 20 Mar 2018
Appeal Status	Unknown
Appeal Decision	Not Available

There are [17 documents](#) associated with this application.

There are [0 cases](#) associated with this application.

There is [1 property](#) associated with this application.

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Further information such as the case officer's name, application type, Community Council, contact details including the local Councillor's and important dates such as the expiry date for the neighbour consultation can also be found by selecting the 'Further Information', 'Contacts' and 'Important Dates' tabs.

To view the associated documents select the 'Documents' tab. A list of all viewable documents will appear including any public comment received. Each will have a description of what the document is and when it was published (see below).

Details **Comments (3)** **Documents (17)** Related Cases (1) Map

Filter By: Document Type Show All Apply

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

<input type="checkbox"/>	Date Published	Document Type	Drawing Number	Description	View
<input type="checkbox"/>	21 Mar 2018	Decision		DECISION NOTICE	
<input type="checkbox"/>	20 Mar 2018	Report		REPORT OF HANDLING	
<input type="checkbox"/>	19 Mar 2018	Photo		CASE OFFICER SITE PHOTOS	
<input type="checkbox"/>	27 Feb 2018	Correspondence		EMAIL TO APPLICANT	
<input type="checkbox"/>	01 Feb 2018	Correspondence		INTERNAL CONSULTEE RESPONSE (TRANSPORT PLANNING)	
<input type="checkbox"/>	26 Jan 2018	Correspondence		CONSULTEE RESPONSE (BIODIVERSITY)	
<input type="checkbox"/>	25 Jan 2018	Correspondence		CONSULTEE RESPONSE (CONTRIBUTIONS)	
<input type="checkbox"/>	22 Jan 2018	External Consultees		EXTERNAL CONSULTEE FROM SCOTTISH WATER	
<input type="checkbox"/>	16 Jan 2018	Drawing		NEIGHBOUR NOTIFICATION MAP	
<input type="checkbox"/>	16 Jan 2018	Neighbour Notification List		NEIGHBOUR NOTIFICATION LIST	
<input type="checkbox"/>	11 Jan 2018	Application Form		APPLICATION FOR PLANNING PERMISSION	
<input type="checkbox"/>	04 Jan 2018	Other		INVALID LETTER	
<input type="checkbox"/>	03 Jan 2018	Drawing	18/00001/1	EXISTING PLANS (18/00001/1)	
<input type="checkbox"/>	03 Jan 2018	Drawing	18/00001/5	ROOF PLAN AND GARAGE ELEVATIONS (18/00001/5)	
<input type="checkbox"/>	03 Jan 2018	Drawing	18/00001/3	FLOOR PLANS (18/00001/3)	
<input type="checkbox"/>	03 Jan 2018	Drawing	18/00001/4	HOUSE ELEVATIONS (18/00001/4)	
<input type="checkbox"/>	03 Jan 2018	Drawing	18/00001/2	EXISTING ELEVATIONS (18/00001/2)	

Download Selected Files

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How do I make a comment on an application?

Applications are open to comments for either 21 or 28 days after the date of neighbour notification or the date that the application was advertised in the local press. This date depends on the type of application.

Note: this date is provided within the 'important details' tab.

If the public consultation date hasn't expired, then you can submit your comment via the 'Comments' tab (see below). You will be asked to either register your details or login if you have registered before.

Details **Comments (0)** Documents (20) Related Cases (1) Map

Make a Comment Public Comments (0) Consultee Comments (0)

You must log in to make a comment.
[Login and make a comment.](#)
 Not got a login? [Register here.](#)

Please see our ['Viewing and commenting on planning applications'](#) webpage for further guidance on how to make a comment on an application.

Setting up Alerts

Another useful function of public access is that you can set up alerts to allow you to keep up to date with the progress of a planning application.

To set up alerts first ensure that you have registered and are logged in.

Select the track box at the top right hand side of the page

Planning – Application Summary

[Help with this page](#)

18/00001/FLL | Erection of a replacement dwellinghouse and garage (in part retrospect) | 10 Balformo Road Scone Perth PH2 6QX

[Save search](#) [Refine search](#) [Track](#) [Print](#)

Details [Comments \(3\)](#) [Documents \(17\)](#) [Related Cases \(1\)](#) [Map](#)

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

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The application you have selected to track will then appear on your list of tracked applications.

My Profile – Tracked Applications

[Help with this page](#)

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

View	Stop Tracking	Reference	Address	Type	Status
		18/00001/FLL	10 Balformo Road Scone Perth PH2 6QX	Application	Decided

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