

## Public access – online planning applications How to do a weekly or monthly lists search

The weekly or monthly lists feature allows you to search for applications according to the week or month in which they were validated or decided in real time, as published in the local authority's lists.

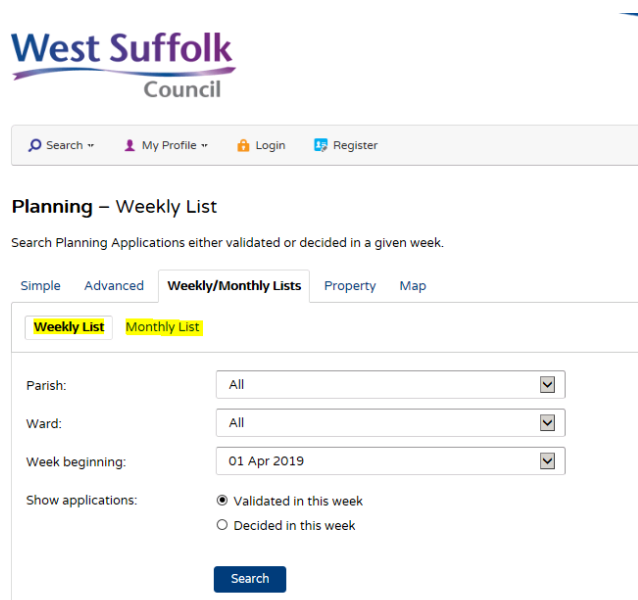
### Step by step guide

Go to our West Suffolk Council public access webpage for online applications:  
<https://planning.westsuffolk.gov.uk/online-applications>

From the Search drop down list, choose the **Planning module**, then select **Weekly/Monthly Lists**.



Click on **Weekly List** or **Monthly List** to select which list you want to search.



You can narrow your search by **Parish** or **Ward** by selecting from the Parish or Ward drop down lists.

### Planning – Weekly List

Search Planning Applications either validated or decided in a given week.

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

Weekly List Monthly List

Parish: Beck Row

Ward: All

Week beginning: 01 Apr 2019

Show applications:  
 Validated in this week  
 Decided in this week

Search

Specify the **Week** or **Month** by selecting from the drop down list.

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Weekly List Monthly List

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Week beginning: 01 Apr 2019

Show applications:  
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Search

Under the Show applications, select to display:

- validated applications
- decided applications.

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Click on the **Search** button to display the results of your search.

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Parish: Beck Row

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Week beginning: 01 Apr 2019

Show applications:  
 Validated in this week  
 Decided in this week

Search

## Search results

Once you have run a search, a list of records matching the search criteria will be displayed.

**Note:** A speech bubble icon attached to a record indicates that comments may be made about the record at this time.

### Planning – Results for Application Search

Refine search Save search Print

Sort by Date Received Direction Descending Results per page 10 Go

- Planning Application - Change of Use of ground floor from Office/Storage for distribution (B2) to Escape rooms (D2) (retrospective)**  
Harlequin Business Park, Unit 1 Mildenhall Drove Kenny Hill IP28 8DS  
Ref. No: DC/19/0462/FUL | Received: Thu 14 Mar 2019 | Validated: Tue 02 Apr 2019 | Status: Pending Consideration
- Planning Application - 1no. dwelling with integral garage (previous application DC/18/0315/FUL)**  
Land On The South Side Breach Drove Beck Row Suffolk  
Ref. No: DC/19/0317/FUL | Received: Fri 22 Feb 2019 | Validated: Fri 22 Feb 2019 | Status: Pending Decision

an idox solution

You can manipulate how the search results are displayed to help you find applications of particular interest:

- **Sort by** – re-order the results according to a selected criterion
- **Direction** – choose whether the results are displayed in ascending or descending order
- **Results per page** – choose how many results should be displayed on the page at once.

When you have made your display selections, click on the Go button.

### Planning – Results for Application Search

Refine search Save search Print

Sort by Date Received Direction Descending Results per page 10 Go

The number of results displayed (out of the total number of results) will be shown. If there are more results than fit onto one page, you can navigate between the results pages by clicking on either Next to view the next page or Previous to view the previous page, or by clicking directly on the page number.

1 2 Next Showing 1-5 of 10

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. Press the **Refine search** button.

## Planning – Results for Application Search

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

Sort by  Direction  Results per page

To print the list, click on the **Print** button. Click on **Print** again in the new window to send the page to your local printer. Press **Close (X)** when you are finished with this window.

## Planning – Results for Application Search

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

Sort by  Direction  Results per page

**Print Version**

**Results for Application Search**

Householder Planning Application - (i) Single and two storey rear extension (ii) 2 no. single storey front extensions and (iii) single storey side extension to provide additional garage  
143 Westley Road Bury St Edmunds IP33 3SE  
Ref. No: DC/19/0322/HH | Received: Fri 22 Feb 2019 | Validated: Fri 01 Mar 2019 | Status: Application Granted

Variation of condition 3 of SE/08/1404 - To allow the increase of the retail floor area from 6,425 sqm to 7,424 sqm (an increase of 999 sqm)  
Glasswells Ltd Dettingen Way Bury St Edmunds IP33 3TU  
Ref. No: DC/19/0325/VAR | Received: Fri 22 Feb 2019 | Validated: Fri 01 Mar 2019 | Status: Pending Decision

Trees in a Conservation Area Notification - Fell - 1no Pine tree  
Holly Lodge 7 Albert Street Bury St Edmunds IP33 3EA  
Ref. No: DC/19/0320/TCA | Received: Fri 22 Feb 2019 | Validated: Fri 22 Feb 2019 | Status: No Objection

Householder Planning Application - (i) Single storey rear extension (ii) Two storey side extension after demolition of existing single storey projection (iii) detached double carport (iv)

To view an individual record in detail, click on its title.

**Application for Listed Building Consent - North elevation to remain exposed**

10 Honey Hill Bury St Edmunds IP33 1RT  
Ref. No: DC/19/0467/LB | Received: Fri 15 Mar 2019 | Validated: Tue 02 Apr 2019 | Status: Pending Consideration

## Track a case

Press the **Track** button at the top right of your screen – this will enable you to keep up to date with the progress of an application and see when amended plans have been submitted.

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How to do a monthly or weekly lists search

Tracked applications will appear under **Tracked Applications** under **My Profile**.

**Planning – Application Summary**

[Help with this page](#)

DC/19/0467/LB | Application for Listed Building Consent - North elevation to remain exposed | 10 Honey Hill Bury St Edmunds IP33 1RT

[Back to search results](#)

[Track](#) [Print](#)

<b>Details</b>	
Comments	Constraints (15)
Documents (5)	<b>Related Cases</b>
Map	
<b>Summary</b>	
Further Information	Contacts
Important Dates	
Reference	DC/19/0467/LB
Alternative Reference	PP-07703997
Application Received	Fri 15 Mar 2019
Application Validated	Tue 02 Apr 2019
Address	10 Honey Hill Bury St Edmunds IP33 1RT
Proposal	Application for Listed Building Consent - North elevation to remain exposed
Status	Pending Consideration
Appeal Status	Unknown



[Search](#)
[My Profile](#)
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**My Profile – Tracked Applications**

[Help with this page](#)

<b>Consultee In Tray</b>		<b>Profile Details</b>		<b>Saved Searches</b>		<b>Notified Applications</b>		<b>Tracked Applications</b>	
View	Stop Tracking	Reference	Address	Type	Status				
		DC/18/0965/FUL	The Old Toll House Hayland Drove West Row Suffolk	Application	Decided				
		DC/18/1125/FUL	Dwelling Hall Farm Church Lane Freckenham Suffolk	Application	Decided				
		DC/19/0467/LB	10 Honey Hill Bury St Edmunds IP33 1RT	Application	Pending Consideration				

an idox solution

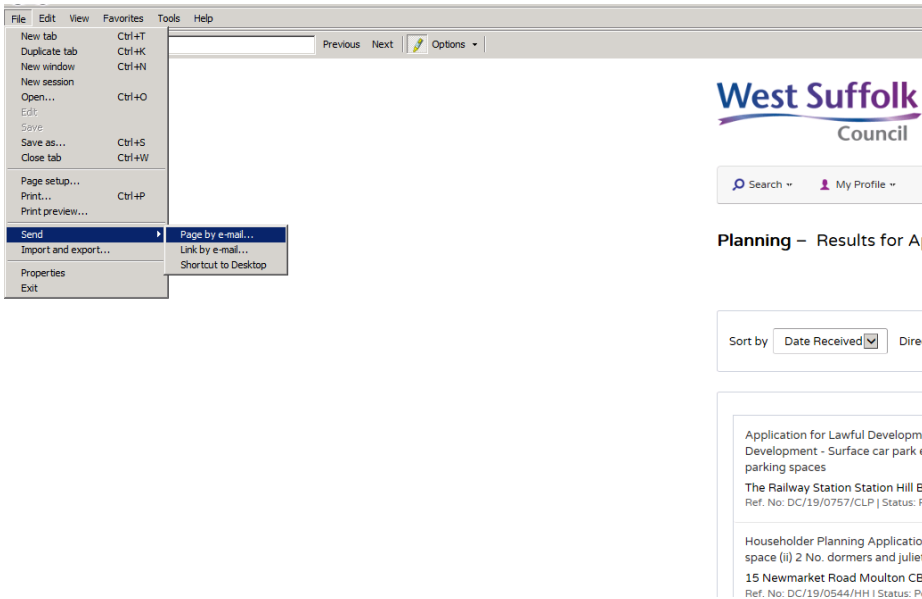
**Send an email with the weekly list**

From the online applications, you are able to email the weekly list if required.

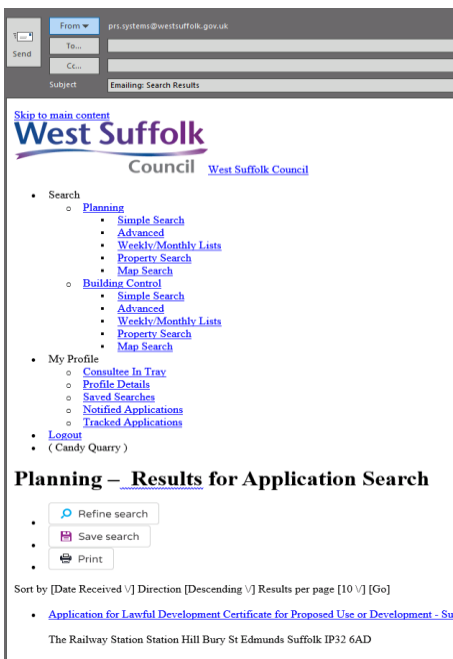
To do this, search for the relevant list as in the previous instructions. Once the list is displayed in your browser, go to the top menu bar and click:

- File
- Send
- Page by email.

Please note, this example image uses Internet Explorer (IE) so your browser may look different if it isn't IE.



Your email, complete with weekly list information, will then be populated into an email.



Now, you can prepare the email to send. If you would like to tidy the email up, you can do so by highlighting the areas as shown in the screen shot below and deleting them.

You can also change the subject to reflect the content (for example, Weekly list week 15) and add the email addresses.

The email is then ready to send and any recipients can click on the applications which will take them to the online applications to view.

From: prs.systems@westsuffolk.gov.uk  
 To: [Redacted]  
 Cc: [Redacted]  
 Subject: **Emailing Search Results**

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# West Suffolk Council

West Suffolk Council

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## Planning – Results for Application Search

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Sort by [Date Received v] Direction [Descending v] Results per page [10 v] [Go]

- [Application for Lawful Development Certificate for Proposed Use or Developme](#)  
 The Railway Station Station Hill Bury St Edmunds Suffolk IP32 6AD  
 Ref. No: DC/19/0757/CLP | Received: Mon 08 Apr 2019 | Validated: Mon 08 Ap
- [Householder Planning Application - \(i\) creation of rooms in roof space \(ii\) 2 No.](#)  
 15 Newmarket Road Moulton CB8 8SS  
 Ref. No: DC/19/0544/HH | Received: Wed 27 Mar 2019 | Validated: Wed 27 Ma
- [Householder Planning Application - \(i\) demolition of existing porch and construc](#)  
 Mallards The Street Culford IP28 6DP