

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

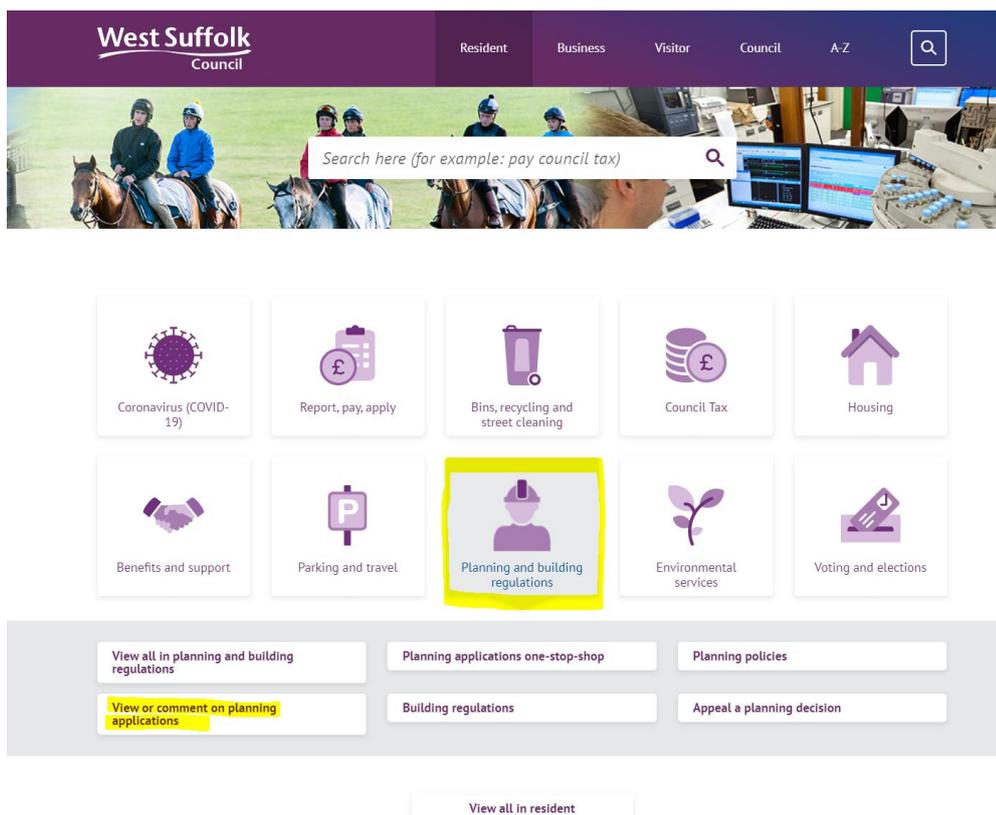
The weekly or monthly lists feature allows you to search for applications according to the week or month in which they were validated or decided in real time, as published in the local authority's lists.

Step by step guide

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

OR

Find public access from the West Suffolk Council website:



On the page that opens ('View or comment on planning applications'), click this button:

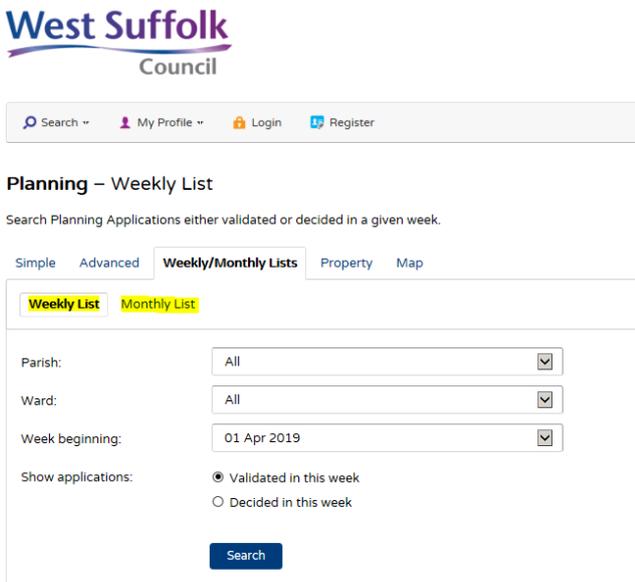
View, comment and track progress of planning applications in your area:



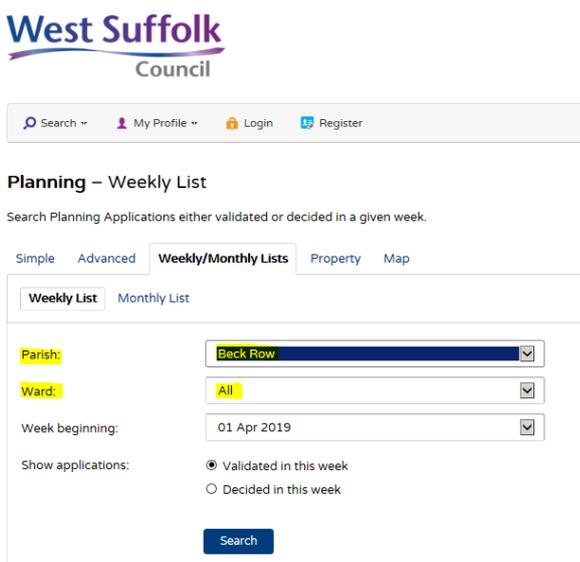
From the Search drop down list, choose the **Planning module**, then select **Weekly/Monthly Lists**.



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.



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

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

Under the Show applications, select to display:

- validated applications
- decided applications.

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

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

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

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

Sort by Date Received Direction Descending Results per page 10 Go

<p>Planning Application - Change of Use of ground floor from Office/Storage for distribution (B2) to Escape rooms (D2) (retrospective)</p> <p>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</p>
<p>Planning Application - 1 no. dwelling with integral garage (previous application DC/18/0315/FUL)</p> <p>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</p>

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

Sort by
 Direction
 Results per page

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.

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.

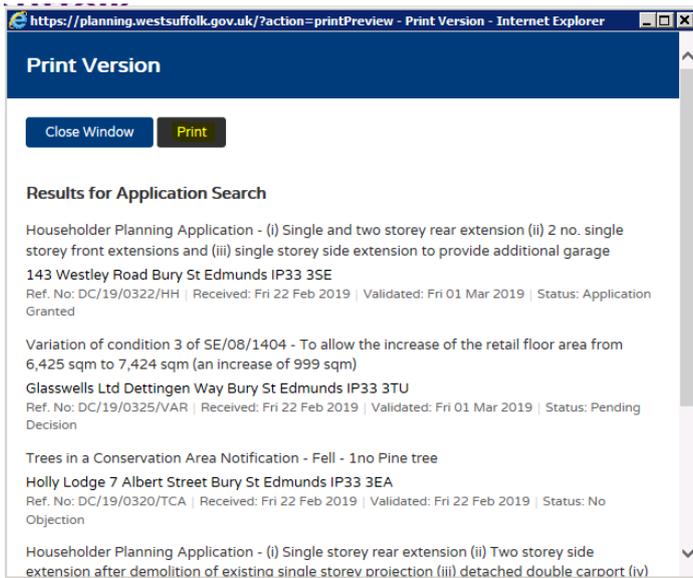
Planning – Results for Application Search

Sort by
 Direction
 Results per page

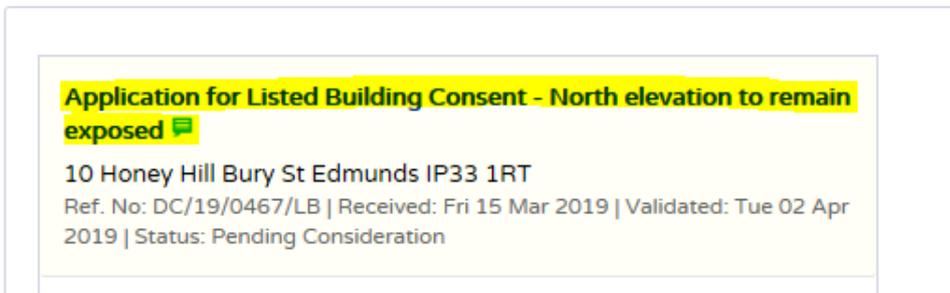
To print the list, click on the **Print** button. Click on **Print** again in the new window to send the page to your local printer. Press **Close (X)** when you are finished with this window.

Planning – Results for Application Search

Sort by
 Direction
 Results per page



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



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.

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](#)

Details Comments Constraints (15) Documents (5) **Related Cases** Map

Summary 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



My Profile – Tracked Applications

[Help with this page](#)

Consultee In Tray Profile Details Saved Searches Notified Applications **Tracked Applications**

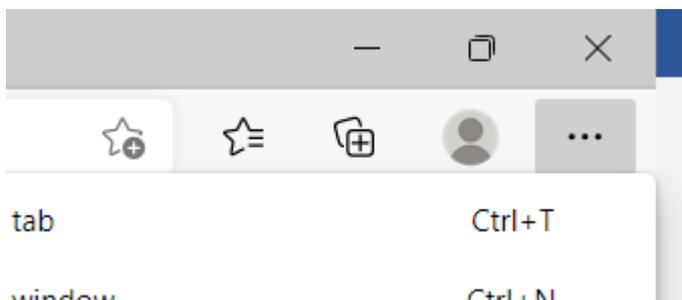
View	Stop Tracking	Reference ▾	Address ▾	Type ▾	Status ▾
		DC/18/0965/FUL	The Old Toll House Hayland Drove West Row Suffolk	Application	Decided
		DC/18/1125/FUL	Dwelling Hall Farm Church Lane Freckenham Suffolk	Application	Decided
		DC/19/0467/LB	10 Honey Hill Bury St Edmunds IP33 1RT	Application	Pending Consideration

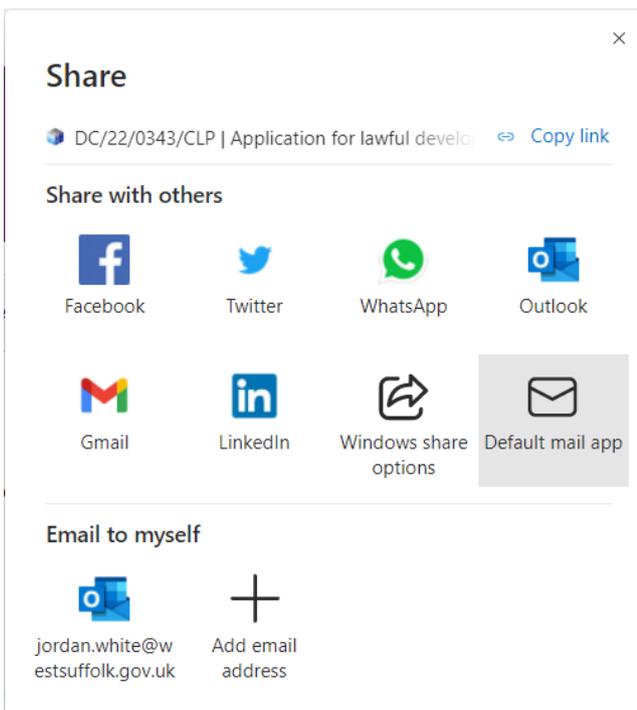
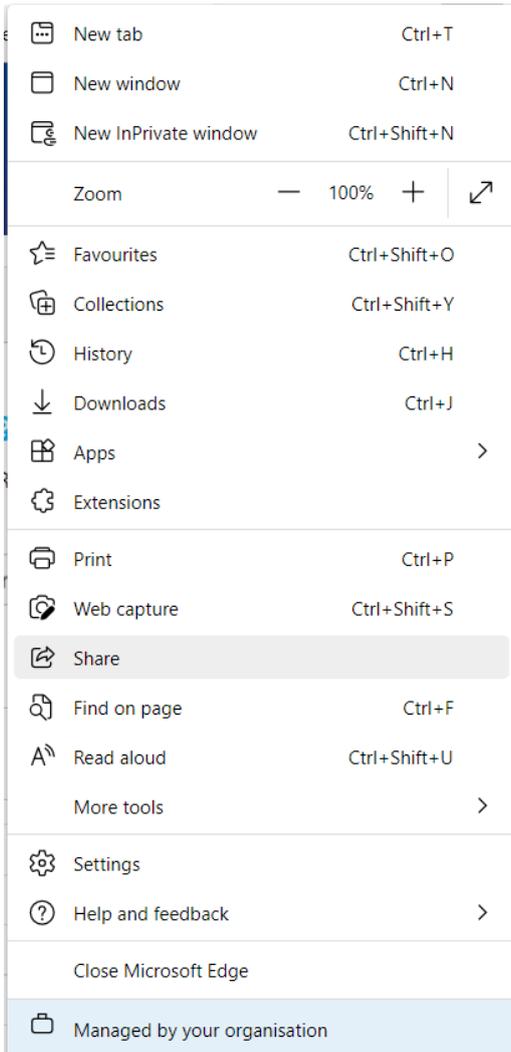
an idox solution

Send an email with the weekly list

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

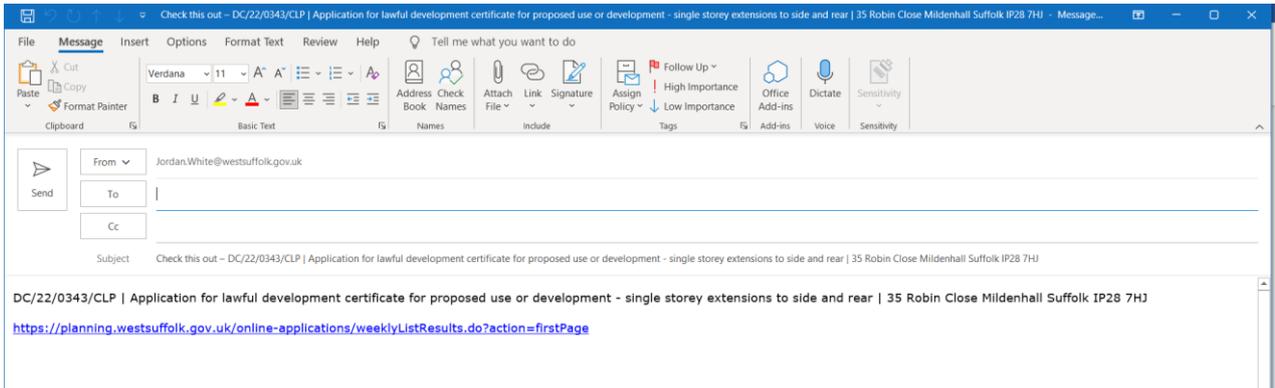
To do this, search for the relevant list as in the previous instructions. Once the list is displayed in your browser, go to the top menu bar and click the three dots and then click on share. In the popup now click on Default mail app.





Please note, the above examples are using the browser Edge so your browser may look different if it isn't Edge.

Your email, complete with link to the search results will then automatically be populated.



Now, you can prepare the email to send. If you would like add a message to go with the link you can do this now.

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.