

Guidance for Using Public Access (including submitting comments) and Registering for Planning Committee Notifications through CMIS

A guide for Town/Parish Clerks within the East Suffolk Council District

Version 2: September 2023



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Frequently asked questions

Who should I contact if I have a question on an application?

With the exception of certain information that has to be kept confidential (e.g. personal contact details), we publish all of the submitted application documents and drawings etc, along with all consultation responses received online via the public access system. Therefore the information we hold on all live applications is published and in the public domain.

However, if you can not find the information you are looking for and/or have a query regarding process on the application, you should contact the case officer. Their name and phone number are included in the notification letters/emails sent to Town/Parish Clerks at the start of the consultation process. The case officers name is also shown on the <u>"Further Information" Tab</u>

How long do Town/Parish Councils have to comment on applications?

When we consult the relevant Town/Parish Council the notification includes a date of 15 working days from the notification as the deadline for comments, i.e. the consultation period. In many cases this consultation period is extended by the posting of a site notice and/or and advertisement in the press, both of which restart the clock on the 15 working day / 3 week consultation period. In such cases the expiry date of the consultation period on the application automatically adjusts and a new 'expiry date' will appear on the <u>"Important Dates"</u> tab on Public Access.

The Town/Parish Council and any other consultees including neighbours can submit comments up to and including the adjusted 'expiry date', and they will be considered in the determination of the application (and potentially affect the determination route, see <u>How do comments from the Town/Parish Council affect the determination process route of the application</u>?)

We aim to consider any comments received after the overall consultation expiry date if they are receive prior to the application being determined, but there is no guarantee, and any comments received after this date can not trigger the Planning Referral Panel Process.



What can Town/Parish Councils include in their comments on applications?

You should make it clear whether the Town/Parish Council are supporting, objecting or neutral in their comments and limit comments to matters that are material planning considerations and/or related to planning policies. It is important that Town /Parish Councils are clear on whether they object or support the scheme or have no objections, as it needs to be clear as this can trigger the application to our Planning Referral Panel.

Guidance on what to include in comments on applications can be found in <u>What should be included in comments on applications</u>

Where do I find Planning Policies and what are material Planning Considerations?

National Policy is set out in the National Planning Policy Framework (NPPF) with associated guidance (NPPG).

The Development Plan for East Suffolk Council consists of two Local Plans (the Suffolk Coastal Local Plan (Sept 2020) and the Waveney Local Plan (March 2019) and a number of <u>Neighbourhood Plans</u>. Part of the district it covered by the Broads Authority who have their own Local Plan

There are also a number of Supplementary Planning Documents/Guidance, and there are Conservation Area Appraisals.

Our <u>Geographic Information System (GIS)</u> is an interactive mapping service that lets you view some of East Suffolk's map-based information.

You should try to limit comments to relevant planning policies and those matters which are 'Material Planning Considerations' in the determination of planning applications. These can include:

- Access/traffic (parking and road safety issues)
- Appearance e.g. Layout, density, character, landscape, design
- Ecology and wildlife
- Economic benefits or impacts
- Flood risk / drainage
- Historic Environment e.g. Conservation Areas and Listed Buildings
- National, Local or Neighbourhood Planning Policy
- Other Material Planning Consideration(s)



- Planning History, previous similar decisions and/or Permitted Development fallback
- Principle of Use
- Protected trees
- Residential Amenity e.g. light, privacy, noise or odour (benefits and/or impacts)
- Sustainability

You should try to avoid matters which are not Material Planning Considerations, and therefore cannot be considered in the determination of applications:

- Commercial competition
- Impact upon property values
- Your personal views of the applicant/agent
- Matters covered by other Legislation
- Moral objections
- Private access rights
- Loss of view
- Restrictive covenants
- Profit
- Work having already been done

Further guidance on Material Planning Considerations can be found on the Planning Portal.

How do comments from the Town/Parish Council affect the determination process route of the application?

The East Suffolk Council Constitution delegates applications to the Head of Planning Services accept where certain criteria are met.

In the case of 'Planning Applications' where the Town/Parish Council comments or those of the <u>ESC Ward Member(s)</u> or statutory consultees are contrary to the 'minded to' recommendation of officers the Planning Referral Panel process is triggered. The panel then decides on the determination process route as they can refer a planning application to Planning Committee or delegate the case to officers for determination.

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Guidance on <u>What should be included in comments on applications</u> is included earlier in this document.

Text and a diagram explaining the process planning applications go through at East Suffolk Council is published at <u>Planning application process » East Suffolk</u> <u>Council</u>.

How do I know if/when an application is going to Planning Committee?

Once a report has been drafted and the application has been scheduled for an agenda of a Planning Committee, the meeting date will appear on the <u>"Important Dates"</u> page of the application in Public Access.

It is also recommended that you sign up to <u>CMIS</u> so that you receive notification when the agenda for each North and/or South and Strategic Planning Committee is published, so that you receive an email and then can view the published report online ahead of the meeting.

The reports for North Planning Committee are published at <u>CMIS > Committees > Planning Committee North</u>

The reports for South Planning Committee are published at <u>CMIS > Committees > Planning Committee South</u>

Whilst most applications that are determined by Planning Committee are determined at either the North or South Planning Committee meetings, some larger, more controversial cases are determined by the Strategic Planning Committee, the reports for which are published at <u>CMIS > Committees > Strategic</u> <u>Planning Committee</u>. Therefore, it is recommended that you register for CMIS notifications for the Strategic Planning Committee in addition to North and/or South Planning Committees.

How to I speak on an application at Planning Committee?

Interested parties who wish to speak on applications at Planning Committee are able to register to do so, using an online form. Registration may take place on the day that the reports for the scheduled meeting are published on the Council's website, until 5.00pm on the day prior to the scheduled meeting.



To register to speak at a Planning Committee, please visit <u>https://www.eastsuffolk.gov.uk/speaking-at-planning-committee</u> to complete the online registration form. Please contact the Customer Services Team on 03330 162 000 if you have any queries regarding the completion of the form.

Interested parties permitted to speak on an application are a representative of Town / Parish Council or Parish Meeting, the applicant or representative, an objector, and the relevant ward Members. Interested parties will be given a maximum of three minutes to speak and the intention is that only one person would speak from each of the above parties.

If you are registered to speak, can we please ask that you arrive at the meeting prior to its start time (as detailed on the agenda) and make yourself known to the Committee Clerk, as the agenda may be re-ordered by the Chairman to bring forward items with public speaking and the item you have registered to speak on could be heard by the Committee earlier than planned.

Please note that any illustrative material you wish to have displayed at the meeting, or any further supporting information you wish to have circulated to the Committee, must be submitted to the Planning team at least 24 hours before the meeting.

For more information, please refer to the Code of Good Practice for Planning and Rights of Way, which is contained in the East Suffolk Council Constitution (<u>http://www.eastsuffolk.gov.uk/assets/Your-Council/East-Suffolk-Council-Constitution.pdf</u>).

Can I observe a Planning Committee meeting without being a public speaker?

Yes, you can observe a Planning Committee meeting without having to be a speaker.

You can either attend in person and sit in the public gallery area to observe, or you can watch the meeting either live or afterwards via our YouTube Channel. The postal address of the meeting and a link to the recording of each meeting are provided in the agenda pack for that meeting (see notes on CMIS above).

However, please note that even if you attend the meeting in person you will not be able to speak on an application unless you have registered to speak beforehand (see <u>How to I speak on an application at Planning Committee?</u>)



Why am I not receiving notifications of new applications and/or the decisions/outcomes of applications?

In order to receive emails notifying you of new applications and/or the outcome of applications, a saved search must be set up and kept in your Public Access account. Guidance on how to set up and save a search for a particular parish(es) are included at <u>Undertaking and saving searches based upon</u> <u>Town/Parish</u>.

Please note that if you delete the saved search, you will no longer receive email notifications.

If you have a saved search set up in accordance with the above guidance but still do not appear to be receiving email notifications, please check the spam folder in your email account.



How to search for a specific application on Using Public Access

Planning and Planning related applications can be viewed via Public Access without the need to register for an account. Users can see all the same documents and information whether they have an account or not.

Therefore, you will only need to <u>create a Public Access Account</u> if you wish to save a search to receive email notifications/alerts or if you wish to submit comments on the application online.

However, please note the instructions in this section relate to those searching without a Public Access account and therefore does not include details on how to save searches to receive notifications in the future (i.e. guidance for members of the Town/Parish Council and/or general public). Instructions on how to save searches to receive email notifications in the future (i.e. for Town/Parish Clerks) are detailed later in this document within <u>Public Access</u> <u>Accounts</u>.

This current section covers:

- How to search for/load a specific application based upon the Reference Number or the first line of the postal address or Postcode
- How to search for an application or site using the map
- How to search for all applications within a specific Town/Parish



How to search for/load a specific application based upon the Reference Number or the first line of the postal address or Postcode

The simple search function allows you to search quickly for an application or appeal when you know the case reference or the first line of the address, using the following steps:

- 1. Load public access by loading <u>https://www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/view-and-comment-on-a-planning-application/</u> and then clicking on the tile for Public Access.
- 2. The following page will then appear. It automatically opens on the simple search tab.

Planning – Simple Search

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

Simple	Advanced Weekly/Monthly Lists Property Map	
Applic	ations Appeals	
Status:	All	
Enter a	keyword, reference number, postcode or single line of an address.	
8	Search	
		tr

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3. Type either the application case reference or the first part of the postal address in to the box highlighted yellow on the above screenshot and then click 'Search'.

Tips:

- The full application reference isn't necessary. You can leave off the letters at the start and end of the application number and it will still load e.g. instead of DC/23/9999/FUL, you can just type 23/9999
- If you are looking for a property which has a house name and number, you are more likely to get results if you type just the house number and street, e.g. instead of The Cottage, 34 Beach Lane, just type 34 Beach Lane However, please note using this search will bring up all planning application records matching that line of address so you may have results from multiple parishes.
- Using the postcode will bring up all planning application records within that postcode area.
- 4. If only one result is found the home page for the relevant application will appear or if multiple results are found, a list of applications/cases will appear, from which you can then select the one that you are interested in.



How to search for an application or site using the map

1. Select 'Map Search' from the search menu

	-K	Katharing Scott)
Planning + Building Control	Simple Search Advanced Weekly/Monthly Lists	rom Saturday 1 July 9:00pm to Sunday 2 July 2:00pm 2023 due to cept our apologies for any inconvenience caused.
nning — Simple rch for Planning Applic nple Advanced	Property Search Map Search Weekly/Monthly Lists	yword, application reference, postcode or by a single line of an address. Property Map
Applications Appendix Applications Appendix Applications	als	~
nter a keyword, referen	nce number, postcode	or single line of an address. Search



2. The map will then appear



3. Zoom and pan on the map using the scroll wheel on your mouse, or the - / + buttons and arrows on your keyboard, to the area you are interested in.



4. Then click on the symbol highlighted on the image below to open the menu to enable you to adjust the time period you wish to view applications for. The bar at the top of the pop up can be adjusted to various time frames backwards from present by selecting and dragging the marker.

EASTSUFFOLK	
Planning – Map Search Click here for help with using the map.	Help with this page
The map is reprodued from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Control Interformed reproduction infininges Convol Copyright and may lead to prosecution or civil proceedings. East Suffor Council Licer	<image/>
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5. The map should then show red lines around parcels of land that have had planning related applications within the selected time period. *Please note these only appear once zoomed in far enough.*





Planning - Map Search

😯 Help with this page

Click here for help with using the map.



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6. You can then click within each of these red polygons (or on the red triangles for older cases) and a pop up will appear with a case reference etc, which you can then click on to access the homepage for that application from which you can access various details and documents (see Accessing Key Information on Public Access)



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How to search for all applications within a specific Town/Parish

1. Load Public Access as per the instructions earlier in this document. Click on the 'Advanced' tab as per the highlight in this screenshot:

EASTSUFFOL	.K		
🔎 Search ▾ 👤 My P	rofile 👻 🔒 Logout (K	atherine Scot	t)
Planning •	Simple Search		
Building Control	Advanced		Help with this page
Profile Details Saved	Weekly/Monthly Lists Property Search	lications	Tracked Applications
This tab displays a list c	Map Search	een notifie	d about. There are two types of notification:
1. New Search Result automatically and	s - If you save a search you will be notified of ar	and select t ny new resul	he option to be notified of new results matching your saved search criteria, your search will be re-run t.
2. Tracked Applicatio	n Changes - If you track	an applicat	tion you will be notified when its status changes.

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2. The following will then be displayed, which enables searches to be undertaken on a variety of criteria:

	Annual and Feder		with the pa
rch for Planning Applications.	Appeals and Enforcemen	ts by matching at leas	st one search option in the form below.
mple Advanced Weekly	/Monthly Lists Proper	ty Map	
Applications Appeals E	nforcements		
leference Numbers			
Application Reference:	[
Planning Portal Reference:	-		
Alternative Reference:	[
pplication Details			
Description Keyword:			
Applicant Name			
Application Type:	All	-	
Local Authority	48		2
Eddar Additionty.			
Ward:	Al	-	
Parish	All	1	
Conservation Area:			
Agent			
Status:	All	1	
Decision:	All		
Appeal Status	All	1	
Anneal Decision	All		9
Appear Decision.			a)
Development Type:	AL		2
Address:	•		
ates			
Enter a date range (a start da manually using the date form	te and an end date) for th at dd/mm/yyyy (e.g. 21/0	e criteria that you are 6/2008). Alternativel	interested in. The date fields may be entered ly, click on the calendar button and pick a date.
Date Received:		to:	m
Date Validated:	•	to:	m
Date Actual Committee:		to:	THE STATE
Decision Date:		to:	TRI .
Appeal Decision Date:		to:	a
Date Actual Committee: Decision Date: Appeal Decision Date:		to:	



escription Keyword:			
Applicant Name:			
opplication Type:	All	~	
Vard:	All	~	
Parish:	All	~	
Conservation Area:			
Agent:			
Status:	All	~	
Decision:	All	~	
Appeal Status:	All	~	
Appeal Decision:	All	~	
levelopment Type:	All	~	
Address:	0		

3. To set up a search based upon 'Parish', click and select from the drop-down menu for the row relating to Parish.



4. If you leave all other boxes blank, the search will bring up all cases ever logged within that Parish, and therefore you will probably need to select at least one other filter. Therefore, it is also recommended you set a received after date, so that you only get recently received cases. This can be undertaken by typing a recent date in either of the first boxes on the 'Date Received' or 'Date Validated' rows. It is recommend you use 'Date Validated' as that will mean you receive all cases once they are validated and documents are viewable on the website.

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 dd/mm/yyyy (e.g. 01/07/2019). Alternatively, click on the calendar button and pick a date. Date Received: Image: to: Image: to: Date Validated: 01/06/2023 Ito: Image: to: Date Actual Committee: Image: to: Image: to: Image: to:	
Date Received: Date Validated: O1/06/2023 to: Date Actual Committee: To:	
Date Validated: 01/06/2023 Date Actual Committee: Image: Committ	
Date Actual Committee:	
Decision Date:	
Appeal Decision Date: 🔤 to:	
Search Reset	

- 5. Once you have completed these boxes, then click 'search'.
- 6. A list of results will then appear:



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anning – Results for Application Search	
ort by Date Received V Direction Descending V Results per page 10 V Go	I
extension & clear existing rear yard for additional parking facilities - Change external wall materials from profile sheeting to facing bricks (to match existing). P 62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP Ref. No: DC/23/2438/AME Validated: Wed 2 Jun 2023 Status: Awaiting decision	
Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow	
gauge railway. 🖻	
gauge railway, F East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Ref. No: DC/23/2377/FUL Validated: Fri 16 Jun 2023 Status: Awaiting decision	
gauge railway, P East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Ref. No. DC/23/2377/FUL Validated: Fri 16 Jun 2023 Status: Awaiting decision Variation of Condition No. 2 of DC/22/0162/VOC - Variation of Condition Nos. 2, end discharge of Conditions 10, 11, 22 and 13 of DC/20/3435/FUL - Conversion of Barns to Sitz Dwellings - 10- details, II-RWPs, 12-historic recording, and 13-repairs – To amend Approved drawings due to the removal of the gas governor in barn B allowing the full floor plan to be used P	

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- 7. You can then open the details for each application by clicking on the relevant blue application heading, and that application homepage will appear from which you can access various details and documents (see <u>Accessing Key Information on Public Access</u>)



Accessing Key Information on Public Access

Seeing when the application consultation period expires and other useful information

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It is possible to see lots of useful dates and other information within Public Access relatively easily when a user knows where to look.

Once you have loaded the application you are interested in (see <u>How to search for/load a specific application (reference number known)</u>) a screen similar to this will appear

COUNCIL P Search - & My Profile	- 🔒 Login 🕕 Register
In the American	- 0
ianning – Applicatio	In Summary I Help with this p
C/23/2377/FUL Installation o ast Anglia Transport Museum	f railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. I Chapel Road Carlton Colville Suffolk NR33 8BL
	📩 Track 🛛 🖨 Prin
Details Comments (2)	Related Cases (2) Documents and Comments Map
Details Comments (2) Summary Further Inform Reference Reference	Related Cases (2) Documents and Comments Map ation Contacts Important Dates DC/23/2377/Full
Details Comments (2) Summary Further Inform Reference Application Received	Related Cases (2) Documents and Comments Map ation Contacts Important Dates DC/23/2377/FUL Fri IB Jun 2023
Details Comments (2) Summary Further Inform Reference Application Received Application Validated Interval	Decuments Map ation Contacts Important Dates DC/23/2377/FUL Fri I6 Jun 2023 Fri I6 Jun 2023 Fri I6 Jun 2023
Comments (2) Summary Further Inform Reference Application Received Application Validated Address	Decuments Map ation Contacts Important Dates DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglie Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Summary Further Inform Reference Application Received Application Validated Address Proposal Proposal	Decuments Map attion Contacts Important Dates DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Installation of railway signal box, relocated from Outton Broad North Station, together with installation of carriage shed for narrow gave railway.
Comments (2) Summary Further Inform Reference Application Received Application Validated Address Proposal Status	Decuments and Comments Map ation Contacts Important Dates DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chepel Road Carlton Colville Sulfolk NR33 8BL Installation of relivey. Installation of relivey. Awating decision Awating decision Finite decision
Comments (2) Summary Further Inform Reference Application Received Application Validated Address Proposal Status Appele Status Appele Status	Decuments and Comments Map ation Contacts Important Dates DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Sulfolk NR33 8BL Installation of railway signal box relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. Awaiting decision Unknown
Comments (2) Summary Further Inform Reference Application Received Application Validated Address Proposal Status Appeal Status Appeal Decision	Belated Cases (2) Documents and Comments Map ation Contacts Important Dates DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglie Transport Museum Chepel Roed Carlton Colville Sulfolk NR33 8BL Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. Awaiting decision Unknown Unknown Not Available

Each of the 'tabs' can be clicked on to provide further information

Click to jump to

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"Summary" Tab

Details Comments (2) Related	Cases (2) Documents and Comments Map
Summary Further Information	Contacts Important Dates
Reference	DC/23/2377/FUL
Application Received	Fri 16 Jun 2023
Application Validated	Fri 16 Jun 2023
Address	East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Proposal	Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.
Status	Awaiting decision
Appeal Status	Unknown
ppeal Decision Not Available	
There are O cases associated with There are 2 properties associated	h this application. I with this application.

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"Further Information" Tab



Details	Comments (2) Related Cases (2) D	Documents and Comments Map			
Summ	Further Information Contacts	Important Dates	The Planning Officer dealing with the application		
Applica	ation Type	Full Application			
Expect	ed Decision Level	Not Available			
Case C	Officer	Phil Perkin			
Parish		Carlton Colville			
Ward		Carlton Colville			
District	t Reference	Not Available			
Applica	ant Name	Mr Tim Major			
Agent I	Name	Mr Bruce Hart			
Agent	Company Name	Paul Robinson Partnership (UK) LLP			
Agent	Address	6 Octagon Business Park Hospital Road Little Plumstead Norwich NR13 5FH			
Enviror	nmental Assessment Requested	No			

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"Contacts" Tab

Details Comments (2)	Related Cases (2) Documents and Comments Map					
Summary Further Information Contacts Important Dates						
Agent Mr Bruce Hart						
Email Address design@prparchitecture.com Home Phone Number 01603 397057						
Ward Councillors Cllr Myles Scrancher	Ward Councillors Cllr Myles Scrancher					
Address Not Available						
Email Address	myles.scrancher@eastsuffolk.gov.uk					
Cllr Craig Rivett						
Address Not Available						
Email Address craig.rivett@eastsuffolk.gov.uk						

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"Important Dates"

Summary Further Information Contact	s Important Dates	The overall evoirs date of the
Application Validated Date	Fri 16 Jun 2023	consultation process, including any
Expiry Date	Thu 13 Jul 2023	posting of a site notice and where
Actual Committee Date	Not Available	applicable advertisement in the press.
Agreed Expiry Date	Not Available	reflect the posting of the site notice
Permission Expiry Date	Not Available	etc and/or any reconsultation
Environmental Impact Assessment Received	Not Available	processes
Determination Deadline	Fri 11 Aug 2023 🚽	
Temporary Permission Expiry Date	Not Available	
		The target date for the determination of the application (as per Government set targets)



"Comments" tab

This provides a summary of who have commented on the application, including Town/Parish Councils, Statutory Consultees and third parties.

However, the full comments have to be accessed via the 'Documents and Comments' tab (see <u>Viewing the submitted Drawings, associated documents</u> <u>and/or comments that have already been received</u>)

<u>"Map" Tab</u>

This tab shows the location of the application site on a map.



Viewing the submitted Drawings, associated documents and/or comments that have already been received

1. To view the plans, other submitted reports/document and any comments received from others click on 'Documents and Comments



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2. Then click on 'view associated documents' and a new window with a list of documents will appear. To open a specific document click on the reference number on the left hand side as per below (please not this list will change in appearance in the near future to be more user friendly and allow multiple documents to be selected at once).

EASTSUFFOLK COUNCIL Click the Application Number under Document Link in the left hand column to view the record. Records open in a new window/tab depending upon your web browser.					
			Search Results - 10 records found		
Page 1 🗸 of 1 🔍 🤊 👔	🔊 🕫 🗸 Records/Page				
Document Link	Document Date	Type Description	Information 1	Information 2	
DC/23/2377/FUL	27/06/2023	Town/Parish Consultation Response	Carlton Colville Town Council		
DC/23/2377/FUL	22/06/2023	Info Sheet	INFO		
DC/23/2377/FUL	16/06/2023	Application Form & Certificate			
DC/23/2377/FUL	16/06/2023	Design & Access Statement	0505 000		
DC/23/2377/FUL	16/06/2023	Existing Block / Layout Plan	8535 P02	Existing Block Plan	
DC/23/2377/FUL	10/00/2023	Plans	8030 PU3	Approved Biock Man	
DC/23/2377/FUL	16/06/2023	Plans	0000 PUD REV A	Proposed Camage Sneu - Floor & Elevations Proposed Cianal Rox - Elevations	
DC/23/2377/FUL	16/06/2023	Proposed Block / Layout Plan	8535 P04	Proposed Block Plan	
DC/23/2377/FUI	16/06/2023	Site / Location Plan	8535 P01	Hoposo brock Hall	
	10/00/2020				



Public Access Accounts

Before creating an account, please note:

- that over 90% of Town / Parish Council's/Meetings have Public Access Accounts, which are accessible/used by the clerks.
- To ensure that only the official /agreed comments of the Town/Parish council are submitted, there should be only one account per Town/Parish Council/Meeting, which it is recommend is managed by the Town/Parish Clerk.
- If the clerk leaves/is replaced then the onus rests with them to pass on the username and password to the new clerk, as East Suffolk Council cannot manage your account for you and does not have access to account holder passwords.
- You do not need to log into a Public Access account in order to view the details of the application and therefore any member of the Town/Parish Council or any other member of the public can view the submitted application documents, comments received and other key information online through Public Access without logging in to an account (which is explained in the first chapter of this document).
- However, if you register for a Public Access Account, and tick yes to 'Notify me via email about new search results' when saving a search, you will receive email notifications when an application status changes including when a decision is issued. You need a 'Saved Search' with appropriate search criteria in order to receive email notifications of decisions.
- It is also recommended that Town/Parish Clerks register via the CMIS system so that they receive notifications when reports are published for applications going to Planning Committee (see <u>How to register for notifications/email alerts for Planning Committee</u> <u>meetings</u>).



1. In order to register for a Public Access account, once you have clicked on the 'Public Access' Tile referred to above, the following screen will appear. Click on 'Register'

EASTSUF	FOLK				
Ø Search ▼	💄 My Profile 👻 🔒 Login	🕼 Register			
ublic Acces ssential ma	s will be unavaila intenance. Please	ble from Saturday 1 Ju accept our apologie	uly 9:00pm to Su s for any inconve	unday 2 July 2:00pm 2 enience caused.	023 due to
arch for Building (imple Advance Applications	trol – Simple Sear Control Applications and ced Weekly/Monthly Li	ch Contraventions by keyword, app sts Property Map	vlication reference, postc	ode or by a single line of an addre	255.
Enter a keyword, r	reference number, postco	de or single line of an address.	h		
			-		an idox [#] solut
© 2023 East Suffolk	k Council			Legal, privacy and cookies statement	t Web accessibility Contact us



2. The registration page will then appear:

Ø Search ▼	👻 🔒 Login 🛛 🕼 Register
gistration	
ce registered the following	additional functionality will be available:
Tracking applications	
Saving Searches	tracked applications and new search results
lds marked with a * must be	a completed
	e comprotion.
Title	~
First Nama *	
LING NOTIC	
Surname *	
Surname *	
Surname * Phone Number	
Surname * Phone Number A confirmation email will be	e sent to the email address you provide below.
Surname * Phone Number A confirmation email will be Email Address *	e sent to the email address you provide below.
Surname * Phone Number A confirmation email will be Email Address * Confirm Email Address *	e sent to the email address you provide below.
Surname * Phone Number A confirmation email will be Email Address * Confirm Email Address * Your password must be bet	e sent to the email address you provide below.
Surname * Phone Number A confirmation email will be Email Address * Confirm Email Address * Your password must be bet Password *	e sent to the email address you provide below.
Surname * Phone Number A confirmation email will be Email Address * Confirm Email Address * Your password must be bet Password *	e sent to the email address you provide below.

3. Complete the boxes and click on 'next', and then complete the sections on the following pages relating to terms and conditions etc.



4. A email will then be sent to the email address you have registered in order to complete your account. It will contain a link which you will need to click on in order to complete the registration/activation process.

As you are looking for applications within a certain geographical area based upon Parishes/towns, it is recommend you use the advanced search, which can be done via the steps in <u>Undertaking and saving searches based upon Town/Parish</u>

Alternatively, you can save searches based upon areas on the map, which should enable you to be more specific about which geographical areas within which parishes you are interested in so that method is also detailed in this document (see <u>Undertaking and saving Map Searches</u>).



Viewing specific applications and making comments, after you have received notifications via email

Please note this section is intended for Town/Parish Council Clerks, East Suffolk Councillors and others who have Public Access Accounts with saved searches, which mean they receive email Notifications.

East Suffolk Councillors were all set up with public access accounts and 'saved searches' after the elections. They should not edit these saved searches, as they are set up so that they receive notifications for all applications in their wards.

To set up a Public Access Account, see Creating a Public Access Account

To save searches once you have a Public Access Account, see:

- <u>Undertaking and saving searches based upon Town/Parish</u>
- Undertaking and saving searches based upon Ward
- Undertaking and saving Map Searches

Please note that you do not need to have a Public Access Account in order to view application details, submitted plans, comments received on applications etc.

You can view specific applications without logging into Public Access, see:

- How to search for/load a specific application (reference number known)) or
- How to search for an application based upon the postal address, or
- How to search for an application using the map

To access applications on Public Access once you have received email notifications:

1. Once you receive email notifications you can log in to your Public Access account using the link provided in the email notifications to then view details about the application, including the plans and other submitted documents, and you can also submit comments online during the application period.



2. Alternatively you can log in to your Public Access Account and view applications with updates/notifications via your 'saved searches' which can be viewed under 'My Profile' and then 'Notified applications' .

EASTSUFFOLK	
Ø Search ▼	B Logout (Katherine Scott)
Profile Details Public Acc essential r	ilable from Saturday 1 July 9:00pm to Sunday 2 July 2:00pm 2023 due to ase accept our apologies for any inconvenience caused.
Planning - Tracked Applications Search for Planning Applications and A Simple Advanced Weekly/Mo	Appeals by keyword, application reference, postcode or by a single line of an address. nthly Lists Property Map
Applications Appeals Status: All	~
Enter a keyword, reference number,	postcode or single line of an address.
	an idox ⁴⁴ solution
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- 3. A list of applications will then appear and you can view further details by clicking on each application.
- 4. A summary/ application homepage like this will then appear. If you wish to see when the consultation period expires click on 'Important dates'

How to search for a specific application on Using Public Access / Accessing Key Information on Public Access / Public Access Accounts / Commenting on an application / Notifications of Planning Committee Meetings via the CMIS system / Frequently asked questions




COUNCIL Ø Search → L My Profile →	🔒 Logout (Katherine Scott)
anning – Application	Summary Oldewith this as
C/23/2377/FUL Installation of ra	illway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.
st Anglia Transport Museum Ch	apel Road Carlton Colville Suffolk NR33 8BL
Back to search results	★ Track 📮 Make a comment 🖶 Print
Summary Further Informati	on Contacts Important Dates
Reference	DC/23/2377/FUL
Reference Application Received	DC/23/2377/FUL Fri 16 Jun 2023
Reference Application Received Application Validated	DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023
Reference Application Received Application Validated Address	DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Reference Application Received Application Validated Address Proposal	DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.
Reference Application Received Application Validated Address Proposal Status	DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. Awaiting decision
Reference Application Received Application Validated Address Proposal Status Appeal Status	DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. Awaiting decision Unknown
Reference Application Received Application Validated Address Proposal Status Appeal Status Appeal Decision	DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. Awaiting decision Unknown Not Available
Reference Application Received Application Validated Address Proposal Status Appeal Status Appeal Decision	DC/23/2377/FUL Fri 16 Jun 2023 Fri 16 Jun 2023 East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. Awaiting decision Unknown Not Available

5. The 'Expiry Date' is when the consultation period expires



EASTSUFFOLK	
🔎 Search 🔹 🏦 My Profile 👻 🔒 Logour	t(Katherine Scott)
lanning – Application Dates	Help with this page
C/23/2377/FUL Installation of railway signal ast Anglia Transport Museum Chapel Road C	box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. arlton Colville Suffolk NR33 8BL
Back to search results	★ Track
Details Comments (1) Related Cases (Summary Further Information Conte	2) Documents and Comments Map
Application Validated Date	Fri 16 Jun 2023
Expiry Date	Thu 13 Jul 2023
	Not Available
Actual Committee Date	Hot Atomotio
Actual Committee Date Agreed Expiry Date	Not Available
Actual Committee Date Agreed Expiry Date Permission Expiry Date	Not Available Not Available
Actual Committee Date Agreed Expiry Date Permission Expiry Date Environmental Impact Assessment Receive	Not Available Not Available Not Available Not Available
Actual Committee Date Agreed Expiry Date Permission Expiry Date Environmental Impact Assessment Receive Determination Deadline	Not Available Not Available Not Available Fri II Aug 2023

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6. To view the plans, other submitted reports/document and any comments received from others click on 'Documents and Comments



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7. Then click on 'view associated documents' and a new window with a list of documents will appear. To open a specific document click on the reference number on the left hand side as per below (please not this list will change in appearance in the near future to be more user friendly and allow multiple documents to be selected at once).

			EASTSUFFOLK		
		Click the Application Number u Records open in a	nder Document Link in the left hand column t new window/tab depending upon your web bro	o view the record. wser.	
			Search Results - 10 records found		
Page 1 - of 1 🔍 1	₽ ₽ 25 マ Records/Page				
Document Link	Document Date	Type Description	Information 1	Information 2	
DC/23/2377/FUL	27/06/2023	Town/Parish Consultation Response	Carlton Colville Town Council		
DC/23/2377/FUL	22/06/2023	Info Sheet	INFO		
DC/23/2377/FUL	16/06/2023	Application Form & Certificate			
DC/23/2377/FUL	16/06/2023	Design & Access Statement	0505 040		
DC/23/2377/FUL	16/06/2023	Existing Block / Layout Plan	8535 P02	Existing Block Plan	
DC/23/23/7/FUL	16/06/2023	Plans	8030 PU3	Approved Block Man	
DC/23/2377/FUL	16/06/2023	Plans	8535 PU5 KeV A	Proposed Carnage Sned - Floor & Elevations	
DC/23/2377/FUL	16/06/2023	Pidits Dreposed Block / Layout Blan	8030 PU0 KeV A	Proposed Signal Box - Hoor & Elevations	
DC/23/2377/FUL	16/06/2023	Site / Location Plan	0000 FUH	Flupused block Fidit	
00/20/20/7///00	10/00/2023	Site / Eddaton Han	0000101		

8. If/once you are ready to submit comments open up your "Consultee In Tray" and follow the instructions in the <u>How to submit</u> <u>comments via Public Access</u> section of this document



Undertaking and saving searches based upon Town/Parish

1. You will need to have an account with Public Access before you can save searches (see <u>Creating a Public Access Account</u>). Once you have logged into your account, the following page will appear. Click on the Search button

EASTSUFFOLK		
Ø Search ▼ 1 My Profile	- 🔒 Logout (Katherine Scot	tt)
My Profile – Notified	Applications	Help with this page
Profile Details Saved Sear	ches Notified Applications	Tracked Applications
This tab displays a list of app	olications you have been notifie	ed about. There are two types of notification:
1. New Search Results - If automatically and you	f you save a search and select t will be notified of any new resu	the option to be notified of new results matching your saved search criteria, your search will be re-run It.
2. Tracked Application Ch	nanges – If you track an applica	tion you will be notified when its status changes.
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2. Click on the Click on 'Advanced' as per the highlight in this screenshot:





3. The following will then be displayed, which enables searches to be undertaken on a variety of criteria:



nple Advanced Weekly	Monthly Lists Propert	y Map	
Applications Appeals Er	forcements		
eference Numbers			
Application Reference:			
Planning Portal Reference:			
Alternative Reference:			
pplication Details			
Description Keyword:			
Applicant Name:			
Application Type:	All	2	
Local Authority:	All	2	
Ward:	All	~	
Parish	All	2	1
Conservation Area:			
Agent:			
Status:	All	~]
Decision:	All	~]
Appeal Status:	All	2	1
Appeal Decision:	All	2	
Development Type:	All	2	
Address:			
ates			
Enter a date range (a start dat manually using the date form	e and an end date) for the at dd/mm/yyyy (e.g. 21/0	criteria that you are in 5/2008). Alternatively,	terested in. The date fields may be entered click on the calendar button and pick a date.
Date Received:	=	to:	m
Date Validated:		to:	
Date Actual Committee:		to	
Decision Date:		to:	
Annual Decision Date:		to:	

4. It is would recommend you initially set up a search based upon 'Parish', by clicking on the drop-down menu for the row relating to Parish and selecting the Town/Parish you are interested in.



Application Details Description Keyword: Applicant Name: Application Type: All ~ All Ward: × All Parish: ~ Conservation Area: Agent: All Status: × All Decision: × All Appeal Status: × All Appeal Decision: ~ Development Type: All ~

Click to jump to

Address:

8



5. If you leave all other boxes blank, the search will bring up all cases ever logged within that Parish, and therefore you will probably need to select at least one other filter. Therefore, it is also recommended you set a received after date, so that you only get recently received cases and new cases that arrive in the future. This can be undertaken by typing a recent date in either of the first boxes on the 'Date Received' or 'Date Validated' rows. It is recommended you use 'Date Validated' as that will mean you receive all cases once they are validated and documents are viewable on the website. Leave all other date boxes blank so that any new applications that arrive in the future fall within the scope of the search and therefore will ping you a notification e.g.

Enter a date range (a start date dd/mm/yyyy (e.g. 01/07/2019). A	and an end date) fo Alternatively, click o	or the	e criter e calen	ia that you are int dar button and pi	erested in. The date fields may be entered manually using the date format ck a date.
Date Received:] 🎟	to:		
Date Validated:	01/06/2023		to:		
Date Actual Committee:] 🎟	to:		
Decision Date:] ===	to:		
Appeal Decision Date:			to:		

- 6. Once you have completed these boxes, then click 'search'.
- 7. A list of results will then appear:



ASTSUFFOLK					
🕽 Search 🕶 🏦 My Profile 🍷 🙆 Login 🛛 Register					
nning – Results for Application Search					
	P Refine search				
ort by Date Received 💙 Direction Descending 💙 Results	per page 10 🗸 Go				
Change automatival materials from mafile sheeting to fasing					
- Change external wall materials from profile sheeting to facing bricks (to match existing), P 62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP Ref. No. DC/23/2438/AME Validated: Wed 2I Jun 2023 Status: Awaiting decision					
- Charge external wall materials from profile sheeting to facing bricks (to match existing), P 62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP Ref No DC/23/2438/AME Validated: Wed 21 Jun 2023 Status: Awaiting decision Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. P					
- Change external wall materials from profile sheeting to facing bricks (to match existing), PI 62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP Ref. No. DC/23/2438/AME Validated: Wed 21 Jun 2023 Status: Awaiting decision Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. P East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8B. Ref. No.DC/23/2377/FUL Validated: Fri 16 Jun 2023 Status: Awaiting decision					
- Change external wall materials from profile sheeting to facing bricks (to match existing), IP 62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP Ref. No DC/23/2438/AME Validated: Wed 21 Jun 2023 Status: Awaiting decision Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. IP East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Ref. No DC/23/2377/FUL Validated: Fri I6 Jun 2023 Status: Awaiting decision Variation of Condition No. 2 of DC/22/0162/VOC - Variation of Condition Nos. 2, and discharge of Conditions Di, 11, 12 and 13 of DC/20/3435/FUL - Conversion of Barns to Six Dwallings - 10- detalis, 11-RWM; 2-historic recording, and 13-repairs - To amend Approved drawings due to the removal of the gas governor in barn Ballowine the full floor plan to be used IP					

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8. Then click on the 'Save Search' button



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P Searc	:h 🔹 🏦 My Profile 👻 🔒 Login 📑 Register	
Plannin	g – Results for Application Search	
Sort by	Date Received 🖌 Direction Descending 🖌 Results per page	10 V Go
Non N exten - Cha bricks 62 Th Ref. No decisio	Material Amendment of DC/22/3158/FUL – Workshop sion & clear existing rear yard for additional parking facilities ange external wall materials from profile sheeting to facing 6 (to match existing). e Street Carlton Colville Lowestoft Suffolk NR33 8JP o: DC/23/2438/AME Validated: Wed 2I Jun 2023 Status: Awaiting on	
Install North gauge	lation of railway signal box, relocated from Oulton Broad s Station, together with installation of carriage shed for narrow e railway. =	
East A NR33 Ref. No decisio	Anglia Transport Museum Chapel Road Carlton Colville Suffolk 8BL or DC/23/2377/FUL Validated: Fri 16 Jun 2023 Status: Awaiting ion	
Variat Cond DC/20 detail Appro B allo	tion of Condition No. 2 of DC/22/0162/VOC - Variation of lition Nos. 2, and discharge of Conditions 10, 11, 12 and 13 of O/3435/FUL - Conversion of Barns to Six Dwellings - 10- Is, II-RWPs, 12-historic recording, and 13-repairs - To amend oved drawings due to the removal of the gas governor in barn wing the full floor plan to be used IP	
Redur Beccl Ref. No decisio	ndant Agricultural Buildings At Rookery Park Golf Club les Road Carlton Colville Suffolk o. DC/23/2275/VOC Validated: Tue 20 Jun 2023 Status: Awaiting on	

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9. You will then be given the option to be notified via email about new search results (i.e. new applications received within that parish). Select Yes to receive notifications and then click 'save'.

EASTSUFFOLK		
🔎 Search 👻 💄 My Profile 👻	🔒 Logout (Katherine Scott)	
y Profile – Save Search Saved Search Options		
Search Title (editable) Notify me via email about new search results	Planning Application 29-Jun-2023 2:28 PM	
Last Run Date	Search not run yet.	
	Save Cancel	
	an idax ^{#4}	solution

10. You will need to repeat the above steps for each Parish you wish to receive email notifications for.

Please note by saving the searches as per above you will receive notifications on all Planning and Planning related applications within the parishes you have saved searches for, which could be a lot of applications, especially if you save multiple parishes.



Undertaking and saving searches based upon Ward

1. You will need to have an account with Public Access before you can save searches (see <u>Creating a Public Access Account</u>). Once you have logged into your account, the following page will appear. Click on the Search button





2. Click on the Click on 'Advanced' as per the highlight in this screenshot:

EASTSUFFOL	.K		
Search ▼ 1 My P	rofile 👻 🔒 Logout (K	atherine Scot	t)
Planning •	Simple Search		
Building Control	Advanced		😯 Help with this page
Profile Details Saved	Weekly/Monthly Lists Property Search	lications	Tracked Applications
This tab displays a list c	Map Search	een notifie	ed about. There are two types of notification:
1. New Search Result automatically and	s - If you save a search you will be notified of a	and select t ny new resu	the option to be notified of new results matching your saved search criteria, your search will be re-run It.
2. Tracked Application	n Changes - If you trac	k an applica	tion you will be notified when its status changes.

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3. The following will then be displayed, which enables searches to be undertaken on a variety of criteria:

nning - Application	ssearch		Help with this p
th for Planning Applications, A	Appeals and Enforcement	s by matching at least on	e search option in the form below.
nple Advanced Weekly/	Monthly Lists Propert	y Map	
Applications Appeals En	forcements		
eference Numbers			
Application Reference:			
Planning Portal Reference:			
Alternative Reference:			
pplication Details			
Description Keywood	1		
Applicant Name	-		
Application Type	All	101	
Local Authority	48		
course Addressing.		2 2	
Ward:	AL	2	
Parish:	All		
Conservation Area			
Agent			
Status:	All	×	
Decision:	All	$\mathbf{\Sigma}$	
Appeal Status:	All		
Appeal Decision:	All	\geq	
Development Type:	All	\mathbf{r}	
Address:			
lates			
Enter a date range (a start dat	e and an end date) for the	criteria that you are inte	rested in. The date fields may be entered
manually using the date forma	t dd/mm/yyyy le.g. 21/0	5/2008). Alternatively, cli	ck on the calendar button and pick a date.
Date Received:	=	to:	=
Date Validated:		to	H
Date Actual Committee:		to:	m
Decision Date:		to:	a
Appeal Decision Date:		to:	=
			-

5. It is possible to set up a search based upon 'Ward', by clicking on the drop-down menu for the row relating to Ward and selecting the name of the Ward you are interested in.

mple Advanced Weekly/1	Monthly Lists Property Map		
Applications Appeals			
<i>(</i>)))			
eference Numbers			
Application Reference:			
Planning Portal Reference:			
Alternative Reference:			
pplication Details			
Description Keyword:			
Applicant Name:			
Application Type:	All	~	
Ward:	All	~	
Parish:	All	~	
Conservation Area:			
Agent:			
Status:	All	~	
Decision:	All	~	
Appeal Status:	All	~	
Appeal Decision:	All	~	
Development Type:	All	~	
Address:	0		

6. If you leave all other boxes blank, the search will bring up all cases ever logged within that Ward, and therefore you will probably need to select at least one other filter to avoid receiving hundreds of results. Therefore, it is also recommend you set a received after date,



so that you only get recently received cases and new cases that arrive in the future. This can be undertaken by typing a recent date in either of the first boxes on the 'Date Received' or 'Date Validated' rows. It is recommend you use 'Date Validated' as that will mean you receive all cases once they are validated and documents are viewable on the website. Leave all other date boxes blank so that any new applications that arrive in the future fall within the scope of the search and therefore will ping you a notification e.g.

Enter a date range (a start da dd/mm/yyyy (e.g. 01/07/2019	te and an end date) for). Alternatively, click on	the crite the caler	ria that you are int ndar button and pi	erested in. The date fields may be entered manually using the date format ck a date.
Date Received:		to:		
Date Validated:	01/06/2023	🔳 to:		
Date Actual Committee:		🔳 to:		
Decision Date:		to:		
Appeal Decision Date:		to:		

- 7. Once you have completed these boxes, then click 'search'.
- 8. A list of results will then appear:





9. Then click on the 'Save Search' button



EASTSUFFOLK	
🕽 Search 🔹 🏦 My Profile 👻 🏫 Login 🛛 💷 Register	
nning – Results for Application Search	
Date Received 💙 Direction Descending 👻 Results per page	e 10 V Go
Non Material Amendment of DC/22/3158/FUL - Workshop extension & clear existing rear yard for additional parking facilities - Change external wall materials from profile sheeting to facing bricks (to match existing)	
62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP 6F. No. DC/23/2438/AME Validated: Wed 2I Jun 2023 Status: Awaiting decision	
Construction of the const	
Construct Control Colville Lowestoft Suffolk NR33 8JP Ref No: DC/23/2438/AME Validated: Wed 2I Jun 2023 Status: Awaiting decision Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. ■ East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Ref. No: DC/23/2377/FUL Validated: Fri 16 Jun 2023 Status: Awaiting decision Variation of Condition No. 2 of DC/22/0162/VOC - Variation of Condition Nos. 2, and discharge of Conditions 10, 11, 12 and 13 of DC/20/3436/FUL - Conversion of Barrs to Six Dwellings - 10- details, 11-RWPs, 12-historic recording, and 13-repairs - To amend Approved drawings due to the removal of the gas governor in barr B allowing the full floor plan to be used ■	

10. You will then be given the option to be notified via email about new search results (i.e. new applications received within that parish). Select Yes to receive notifications and then click 'save'.



EASTSUFFOLK		
Ø Search ▼ L My Profile ▼	🔒 Logout (Katherine Scott)	
My Profile – Save Searc	h	
Saved Search Options	3	
Search Title (editable) Notify me via email about nev search results	Planning Application 29-Jun-2023 2:28 PM	
Last Run Date	Search not run yet.	
l	Save Cancel	
		an idox ⁴⁴ solution
© 2023 East Suffolk Council		Legal, privacy and cookies statement Web accessibility Contact us

11. You will need to repeat the above steps for each Parish you wish to receive email notifications for.

Please note by saving the searches as per above you will receive notifications on all Planning and Planning related applications within the Parish(es) / Ward(s) you have saved searches for, which could be a lot of applications.



Undertaking and saving Map Searches

7. Select 'Map Search' from the search menu

COUNCIL COUNCIL	∟K Profile マ 🔒 Logout (∦	atherine Scott)
Planning + Building Control +	Simple Search Advanced Weekly/Monthly Lists	rom Saturday 1 July 9:00pm to Sunday 2 July 2:00pm 2023 due to cept our apologies for any inconvenience caused.
nning – Simple	Property Search Map Search Weekly/Monthly Lists	yword, application reference, postcode or by a single line of an address. Property Map
Applications Appe	als	
iter a keyword, refere	nce number, postcode o	or single line of an address.

- 8. The map will then appear
- Click to jump to

How to search for a specific application on Using Public Access / Accessing Key Information on Public Access / Public Access Accounts / Commenting on an application / Notifications of Planning Committee Meetings via the CMIS system / Frequently asked questions



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9. Zoom and pan on the map using the scroll wheel on your mouse, or the - / + buttons and arrows on your keyboard, to the area you are interested in and then click on the symbol highlighted on the image below to open the menu to enable you to adjust the time period you wish to view applications for.



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Advanced Weekly/Monthly Lists Property Image: Advanced Weekly/Monthly Lists Property Image: Advanced Imag	<image/> <image/> <image/>

10. The map should then show red lines around parcels of land that have had planning related applications within the selected time period. Please note these only appear once zoomed in far enough.





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11. Then click on the symbol that is highlighted in this screenshot and this menu will pop up



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- 12. You can then either save by the extent of the map that is visible or within a circular area, by selecting from the options and clicking 'save'.
- 13. You will then be given the option to be notified via email about new search results (i.e. new applications received within that parish). Select Yes to receive notifications and then click 'save'.

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Ø Search ▼ L My Profile ▼	🔒 Logout (Katherine Scott)	
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© 2023 East Suffolk Council		Legal, privacy and cookies statement Web accessibility Contact us

14. You will need to repeat the above steps for each area you wish to receive email notifications for.



Commenting on an application

In order to submit comments online through Public Access you will need to register and create a Public Access Account (see <u>How to create a</u> <u>Public Access account</u>).

Town/Parish Council Clerks must submit the comments from the Town/Parish Council via their Public Access in tray rather than via the 'make comment' button, to ensure that the comments get registered/logged as the comments from the Town/Parish Council rather than an individual.

Alternatively, you can submit comments via email to planning@eastsuffolk.gov.uk.

What should be included in comments on applications

Prior to submitting comments on an application it is recommended that you read the advisory text published on the East Suffolk Council website relating to <u>commenting on Planning Applications</u>, to ensure that the comments you are making are matters that we are able to consider when determining such applications.

Comments on applications should be made in writing and you should include:

- the application reference number (this will be in the form DC/21/****/***)
- the address of the application
- your contact details

Town / Parish Councils should be clear in telling us whether they:

• object (i.e. are against the scheme),

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- have no objections (you wish to make comments but do not object or support)
- support the scheme (i.e. you are in favour)
- Provide your specific views/comments on the proposals.

It is important that Town /Parish Councils are clear on whether they object or support the scheme or have no objections, as it needs to be clear as this can trigger the application to our Planning Referral Panel.

Where the comments of the Town/Parish Council on a 'Planning Application' are contrary to the 'minded to' recommendation of officers, the application is referred to our Planning Referral Panel, who then decide the determination process route (i.e. can refer the application to Planning Committee or delegate the decision to officers).

It is recommended that you explain your issues clearly, organising them in a logical order and do not make your comments overlong.

You should try to limit comments to those which are 'Material Planning Considerations' in the determination of planning applications. These can include:

- Access/traffic (parking and road safety issues)
- Appearance e.g. Layout, density, character, landscape, design
- Ecology and wildlife
- Economic benefits or impacts
- Flood risk / drainage
- Historic Environment e.g. Conservation Areas and Listed Buildings
- National, Local or Neighbourhood Planning Policy
- Other Material Planning Consideration(s)
- Planning History, previous similar decisions and/or Permitted Development fallback
- Principle of Use
- Protected trees
- Residential Amenity e.g. light, privacy, noise or odour (benefits and/or impacts)





• Sustainability

You should try to avoid matters which are not Material Planning Considerations, and therefore cannot be considered in the determination of applications:

- Commercial competition
- Impact upon property values
- Your personal views of the applicant/agent
- Matters covered by other Legislation
- Moral objections
- Private access rights
- Loss of view
- Restrictive covenants
- Profit
- Work having already been done

Further guidance on Material Planning Considerations can be found on the Planning Portal.



How to submit comments via Public Access

Town and Parish Councils need to submit their comments via their "Consultee In Tray", which is located within their "My Profile" area of Public Access.

Town and Parish Councils must <u>not</u> use the 'make a comment' button in Public Access as this will log their comments as a local resident/third party rather than as being from the Town/Parish Council.

In order to submit comments via the "Consultee In Tray":

- 1) Log into your Public Access account,
- 2) Use the drop down menu from the "My Profile" button, located towards the top of the screen to open your 'Consultee In Tray',
- 3) A page similar to this will then appear:

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- 4) To comment on an application click on the "Consultee Comment" button on the application that you wish to comment on.
- 5) Select the relevant interest area from the consult as drop down list.

Close Window			
Submit Comme	nt Upload Document	Email Coordinator	
Consult s: F	ire Officer Fire Officer		

6) You can submit a comment by typing directly into the box that appears

icensing Application 3/00016/DOGABA lamorgan SA11 2RT	Dog Abatement Licence	15 Caroline Street Neath West
Close Window Submit Comment	Upload Document	Email Coordinator
Consult as: Fire O	fficer Fire Officer 🔹	
Submit Comment	Clear	



- 7) Ensure to spell check your comment before submitting by correcting them or by right clicking on red underlined words and selecting the appropriate correction.
- 8) To submit your comments click on the "Submit Comment" button.

lose Window	0		
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Notifications of Planning Committee Meetings via the CMIS system

CMIS is a web based platform which hosts information on East Suffolk Council business. It is used to publish Committee Papers, Cabinet Decisions, the Forward Plan and more.

Why register for notifications of Planning Committee meetings via the CMIS System?

Having a CMIS account means that you can personalise how you receive information, and you are able to register to receive email notifications when information/reports are published linked to a particular committee and/or the Parishes or Wards that you are interested in.

By registering for a CMIS account and registering alerts following the steps set out below, you will receive email notifications of applications going to planning committee within those wards as and when the reports are published.

It can be found at <u>https://eastsuffolk.cmis.uk.com/eastsuffolk/Meetings.aspx</u> or by:

- a) Go to www.eastsuffolk.gov.uk
- b) Select 'Your Council'
- c) Select 'Council meetings and decisions'
- d) Select 'Calendar, agendas, reports and minutes of council meetings'



How to register for notifications/email alerts for Planning Committee meetings

- 1. Load CMIS page as per the steps above
- 2. The following page will appear, and you need to click on 'Register' which is underlined in red on the screenshot below

	My East Suffolk Contact us Make a Payment Jobs Search		
EASTSUFFOLK	Access local council services and information quickly and easily		
Meetings	Register Login		
Meetings	S Exit CMIS		
	Committees		
Public access to Council meetings	Decisions		
Members of the public may attend all of the meetings of the council and have the righ	t to: Documents		
- inspect agendas and associated reports up to five days before each meeting	Meetings		
- attend and observe any meeting, except for the part of the meeting where exempt* of	or confidential* information is		
discussed	Outside bodies		
- inspect minutes and other background documents, including a summary of any part	of the meeting dealing S Terms		
with exempt information, for up to six years after the meeting			
- inspect the register of Council members and list of powers delegated to officers	► Contact us		
*Note: Exempt and confidential are defined by Part 1 of Schedule 12A of the Local Go amended)	overnment Act 1972 (as		

Access to agendas, reports and minutes of Council meetings



3. Complete the registration form, including accepting the terms of registration (you can select the link to read the terms in full) before selecting the 'Register' button.

EAST	rsu o u	JFFOLK	Access local council services and information quickly and easily		
CMIS Home Register					
Register					Exit CMIS
*Note: Membership to this site is public. Once your account information has been submitted, you will be granted immediate access to the site. All fields marked with a red asterisk are required. (<i>Note:</i> - <i>Registration may take several seconds. Once you click the Register button please wait until the system responds.</i>)					 Committees Decisions Documents
					Meetings
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Email Address: *	0	democraticservices@eastsuffolk.gov.u			Contact us
First Name: *	0	Matt			
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Accept the Terms *	0				
Register Cancel					

4. Once you have registered and logged in, select 'My Pages' in the right-hand menu and then select 'My subscriptions'





ndar below shows the full programme of East Suffolk Council meetings. To view agendas, reports ites of the meetings, browse the calendar and select the meeting in which you are interested. If



5. From here you can select to subscribe to receive notifications when items linked to any of the Council's committees are published.

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6. Select the committee/s you wish to subscribe to and select 'save changes' to subscribe



7. You can also subscribe to receive notifications when items linked to one or more wards, so you receive notifications for your parish and the neighbouring parishes. Unfortunately there isn't the ability to select individual parishes, so you will need to select the ward that your parish is within, if you are not sure which ward your parish is in, the wards and parishes are shown on the <u>Geographic Information</u> <u>System » East Suffolk Council</u>).

Click to jump to



Ward Notifications Ward Notifications Select Wards from the list below to receive alerts and notifications. Name Aldeburgh and Leiston 1 Beccles and Worlingham Bungay and Wainford SAVE CHANGES RESET Ô

8. Select the Ward/s you wish to subscribe to and select 'Save Changes' to subscribe.

Click to jump to