



## **Planning Register**

## **Registration and Viewing Information**

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## Planning Register

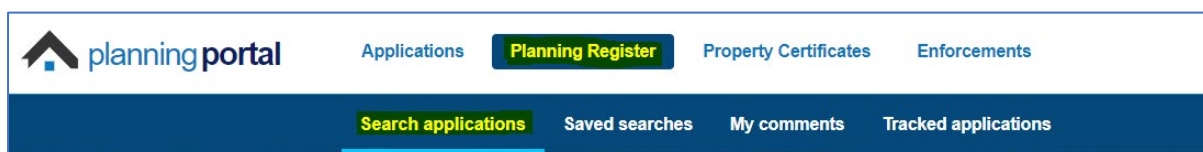
The online planning register helps you find, view, and make comments on any planning applications. Alerts can be set up to notify you of any planning applications in your area.

On the **Planning Portal** site, click on **Planning Register** and you will be taken to the **Home** page.

Under the 'Planning Register' tab you can search, view saved searches, view My comments and track applications.

### Search for Applications

To search for planning applications, click '**Search applications**'.



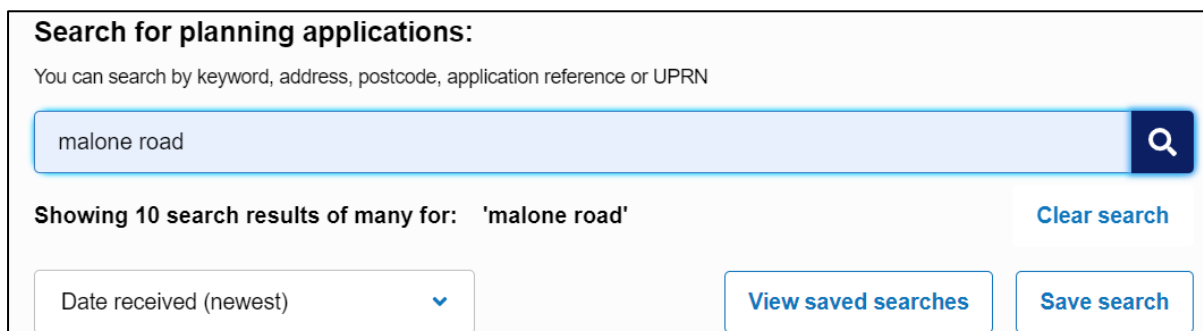
In the search section there are 4 search options: Simple, Advanced, List and Map.

**Important: The Planning Portal covers planning applications for all planning authorities in Northern Ireland with the exception of Mid Ulster District Council.**

### Simple Search

The first search is the '**Simple search**' which can be used to find planning applications by searching for keywords, addresses, postcodes, or an application reference.

Once you have defined your search to what you want to see you can click the '**Save search**' which will save your search for future occasions.

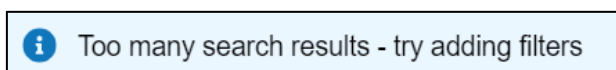


Once you click the search symbol the results will appear below. From the results you can then filter by a date range if you know when the application was submitted.

You can also filter by area and application details if known. You will see the filters appear on the left panel once the results appear.

The results are defaulted to be sorted by date received (newest) however, you can change this to oldest or sort by decision date. The results show the status of the application and when the application was decided.

If too many records are returned, a prompt will advise you to filter your search further.





The panel on the left of the screen can be used to filter the returned set of records. A page counter appears at the bottom of the screen to show you how many pages of results are returned and allowing you to navigate through them.

**Date range**

[Last week](#)   [Last month](#)   [Last 6 months](#)


**From:**                      **To:**

DD MMM YYYY       DD MMM YYYY 


---

**By area**


**Authority:**

- Select - 

**District Electoral Area (DEA):**


- Select - 

**Ward:**


- Select - 

**By application details**


**Application type:**

- Select - 



**Application status:**

- Select - 

**Decision type:**













- Select - 

Viewing page **1** of **140**

Results per page: 10       <<   **1**   2   3   4   5   >>      Jump to page:  

## Advanced Search

The '**Advanced search**' allows you to perform the simple search but encouraging you to use the filter options to minimise the number of records to be returned.

<b>Address</b> Search by street, town, locality or postcode	<b>Reference number</b> Search by application or Planning Portal reference	
<input type="text" value="Enter search"/> 	<input type="text" value="Enter search"/> 	
<b>Name</b> Search by Applicant or Agent name	<b>Keyword</b> Search by any keyword in the application proposal description	
<input type="text" value="Enter search"/> 	<input type="text" value="Enter search"/> 	
<b>Filter by date received</b>		
<a href="#">Last week</a> <a href="#">Last month</a> <a href="#">Last 6 months</a>		
<b>From:</b>	<b>To:</b>	
<input type="text" value="DD MMM YYYY"/> 	<input type="text" value="DD MMM YYYY"/> 	
<b>By area</b>		
<b>Authority:</b>	<b>District Electoral Area (DEA):</b>	<b>Ward:</b>
<input type="text" value="- Select -"/> 	<input type="text" value="- Select -"/> 	<input type="text" value="- Select -"/> 
<b>By application details</b>		
<b>Application type:</b>	<b>Application status:</b>	<b>Decision type:</b>
<input type="text" value="- Select -"/> 	<input type="text" value="- Select -"/> 	<input type="text" value="- Select -"/> 
<input type="button" value="Search"/>		

## List Search

The **'List search'** option requires you to enter criteria in mandatory fields before a search can be processed.

Select an authority and date range to produce a weekly or monthly list of valid or decided applications

**Authority:** \* Required

All

**District Electoral Area (DEA):**

All

**Date received** \* Required

**From:** DD MMM YYYY

**To:** DD MMM YYYY

You can search within a maximum of a 12 month period.

**Show applications:**

Valid

Decided

**Display:**

Monthly

Weekly

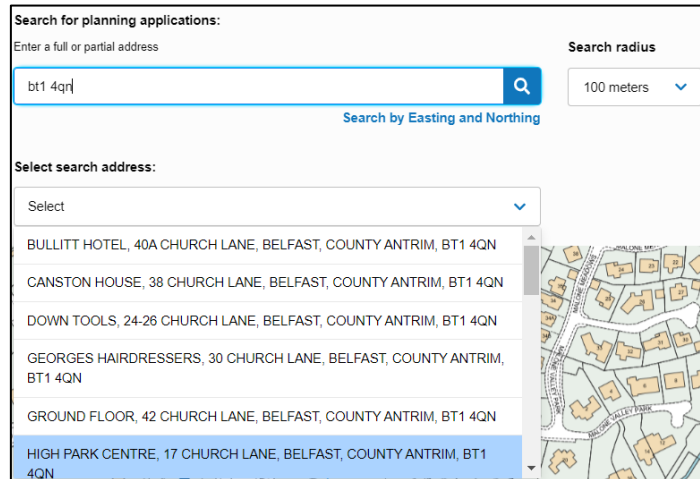
Search

If you are still struggling to find the application you are looking for using the simple search or advanced tools then you have the option of the **'Map search'** tool which will allow you to search for applications using map view.

## Map Search

The map search, as shown below, allows you to view all applications which have been submitted in your search area.

Enter an area to search. A list of address for that area will appear. Set a desired search radius around your search criteria.



Search for planning applications:

Enter a full or partial address

bt1 4qn

Search radius: 100 meters

Search by Easting and Northing

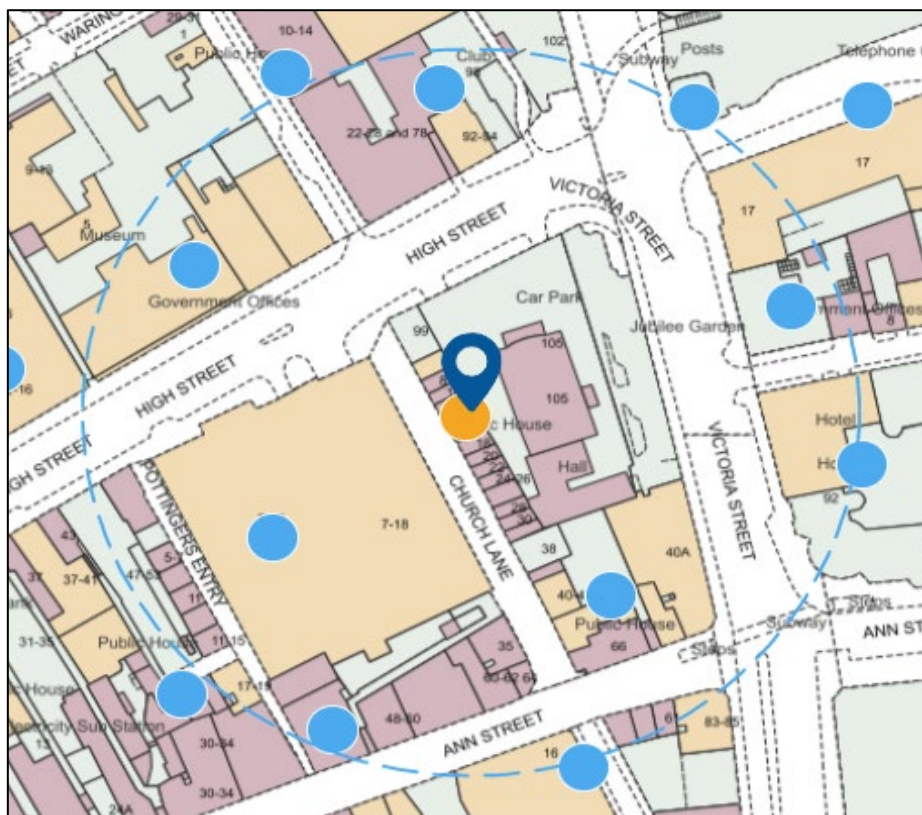
Select search address:

Select

- BULLITT HOTEL, 40A CHURCH LANE, BELFAST, COUNTY ANTRIM, BT1 4QN
- CANSTON HOUSE, 38 CHURCH LANE, BELFAST, COUNTY ANTRIM, BT1 4QN
- DOWN TOOLS, 24-26 CHURCH LANE, BELFAST, COUNTY ANTRIM, BT1 4QN
- GEORGES HAIRDRESSERS, 30 CHURCH LANE, BELFAST, COUNTY ANTRIM, BT1 4QN
- GROUND FLOOR, 42 CHURCH LANE, BELFAST, COUNTY ANTRIM, BT1 4QN
- HIGH PARK CENTRE, 17 CHURCH LANE, BELFAST, COUNTY ANTRIM, BT1 4QN**

Click on the desired address and the map utility will take you to that location.

Zoom in or out as required.



Click on the highlighted selection on the map and a panel will appear on the left displaying associated applications for this address.

Sort by: Newest ▼ Close panel ✕

**37** Associated applications

**LA04/2021/2736/LBC** Determined

Proposed development is to install festoon lights across the street at a height of 5.8ms. There woul...

Created: 19 Aug 2022 [View application >](#)

**LA04/2021/2520/F** Determined

Proposed development is to install festoon lights along Church Lane. There will be approx 15 crossi...

Created: 19 Aug 2022 [View application >](#)

**LA04/2019/1733/A** Determined

Hand painted shopfront sign, retractable canopy, projecting box sign and paintwork (retrospective)

Click on any of these applications and you will be able to see more detail including any relevant documents such as location plans and floor plans.

To view the photographic layer on the map, click on Satellite view.

Satellite view  Map view





## Track and Comment on an Application

**Important: You will need to register for a Planning Portal account to track or comment on an application or to save searches.**

Once you have selected and clicked on the application you are interested in, the details of the case will be displayed. On this page you can click '**Application actions – Track**' which allows you to track the progress of this application moving forward. A confirmation email will be sent to you advising which application you have tracked.

Comments can also be viewed in this section which shows all comments, objections and expressions of support for the application.

The screenshot shows the details for application 'Church Lane Belfast BT1 4QN'. The status is 'Determined'. The application reference is LA04/2021/2520/F. The proposal description states: 'Proposed development is to install festoon lights along Church Lane. There will be approx 15 crossing centenary wires with 2 or 3 alternate festoon lights (min. clearance of 5.8m to base) hanging from each between High Street and Ann Street. Light fittings will not be directly attached to any building. The supply and installation of same will: ?...'. Below the description are tabs for 'Details', 'Map', 'Related Cases', 'Documents' (61), and 'Comments' (50). The 'Application details' section includes: Application reference LA04/2021/2520/F, Planning Portal reference PAO947495, Application received 21 Oct 2021, and Application decided 10 Jan 2022. The 'Application history' section shows 'Beginning of timeline'.

Depending on the status of the application you may also see a '**Comment**' tab under the '**Application actions**' which allows you to raise a comment, objection or expression of support in relation to a planning application that has been submitted.

The close-up shows the 'Application actions' dropdown menu with two options: 'Track' (with a pushpin icon) and 'Comment' (with a speech bubble icon). Below the menu, a 'Comments' tab with a '0' badge is partially visible.

Your comment should focus on material planning considerations only. You may be happy with the proposal and wish to record your support.

Your written comments about a particular planning application will be published on the Planning Portal under Comments about that application. The planning authority will not publish or consider any material which is libellous or offensive. The case officer will take account of the material planning issues raised within your representation.

Your contact details are required to allow the planning authority to correspond with you about the application. Case officers will only respond in exceptional circumstances if they need clarification on a matter you have raised. Your name and postal address will be visible when your comment is published on the Planning Portal. You can contact the relevant planning office at any time to discuss any concerns you may have regarding an application.

When you click the **'Comment'** button it will bring up the following form, as shown below. If you want to Save your comment you will need to **'sign in'**.

**Comment form**

**Organisation details (if applicable)**

Are you commenting on behalf of a group? **\*Required**

Yes

No

**Your details**

**First name:** **\*Required**

Your first name

**Surname:** **\*Required**

Your surname

**Your contact details**

**Email address:** **\*Required**

Your email address

**Telephone number:**

Your telephone number

**Postcode:** **\*Required**

Your postcode

**Address:** **Enter manually**

Enter a postcode to select an address

**Stance**

Information about what each stance means can be found in the guidance section

**Select a stance:** **\*Required**

Neutral

Object

Support

**Comment:** **\*Required**

Enter your comment

0 of 10000 characters

[Save as draft](#) [Submit comment](#)

**Guidance text** **View other comments**

**Representations**

A representation in planning is held to be a comment, objection or expression of support in relation to a planning application that has been submitted to the council or, as the case may be, the Department.

Your comment should focus on **material planning considerations only**. You may be happy with the proposal and wish to record your support.

Your written comments about a particular planning application will be published on the Planning Portal under Comments about that application. We will not publish or consider any material which is libellous or offensive. The case officer will take account of the material planning issues raised within your representation.

If you decide to make a comment on an application, you can track the progress of the application by selecting the 'Track' option from the Application actions dropdown on the Case details screen.

**Why do we need your contact details?**

Contact details are required to allow the planning authority to correspond with you about the application. Case officers will only respond in exceptional circumstances if they need clarification on a matter you have raised. Your details will be redacted when your comment is published to the Planning Portal. You can contact the relevant planning office at any time to discuss any concerns you may have regarding an application.

When you save any searches they will appear in the 'Saved searches' tab. Any comments you have made on applications can be viewed in the 'My comments' tab.

Any applications on which you have clicked **Track** will appear in the '**Tracked applications**' tab, as seen below.

Click on a tracked application to view the current status.

