

# Using the Public Access Service

Open your web browser and go to <https://planning.lancaster.gov.uk> to access the Public Access site. Please be aware some applications may take longer to determine than the anticipated Decision Date

## SIMPLE SEARCH

You can search for Planning Applications or Appeals. Select the appropriate case type you require using the selection buttons in the sub tabs.

To find a case, you can search by application reference, postcode, or the first line of an address. If you are not sure of any of the above, you may try a Property Search or a Map Search by clicking on the Property or Map tabs.

### Example Searches:

Application Reference – “22/00481/FUL”

Postcode – “LA1 1PW”

Address line – “Town Hall”

## Application Details

## ADVANCED SEARCH

Click the advanced search tab to perform an advanced search.

This allows you to search based on the Application Type, the Ward, or the status of the application.

At the bottom of the page, you may also narrow the search based on date criteria.

## Planning – Application Summary

22/00481/FUL | Installation of air source heat pumps | Lancaster City Council Palatine Hall Dalton Square Lancaster Lancashire LA1 1PW

[Back to search results](#)

Details	
Comments (1) Constraints (1) Related Cases (1) Related Documents Map	
Summary Further Information Contacts Important Dates	
Reference	22/00481/FUL
Alternative Reference	PP-11188190
Application Received	Mon 11 Apr 2022
Application Validated	Tue 12 Apr 2022
Address	Lancaster City Council Palatine Hall Dalton Square Lancaster Lancashire LA1 1PW
Proposal	Installation of air source heat pumps
Status	Decided
Decision	Application Permitted
Decision Issued Date	Wed 08 Jun 2022
Appeal Status	Unknown
Appeal Decision	Not Available

## APPLICATION DETAILS

Once you have selected the application you will see a summary of the application details.

- You may then click **Further Information** to view additional details related to the application.
- **Contacts** will display contact details such as the Agent and Ward Councillor information.

- **Important Dates** references all the dates associated with the application process.
- The **Comments** button gives access to the comments submitted in relation to the application as well as allow you to submit your own comments.

Please note that for applications submitted prior to November 2022 to view Public comments you need to browse to **Related Documents** as explained below.

## RELATED DOCUMENTS

Click the **Related Documents** tab followed by the **View** associated documents link to view any related documents to the application.

- To open a published document simply click the letter icon in the view column.
- If you wish to download multiple documents check the boxes next to the documents, you want then click **Download X file(s) as a ZIP** at the bottom of the

- Depending on your browser and settings this will open the document in a new tab or your .pdf viewer.
- If the document does not open, you may need to allow pop-ups for the site.

<input type="checkbox"/>	View	Application	Description
<input checked="" type="checkbox"/>		22/00481/FUL	decision notice
<input checked="" type="checkbox"/>		22/00481/FUL	Noise Assessment
<input type="checkbox"/>		22/00481/FUL	consultee response - Conservation Team
<input type="checkbox"/>		22/00481/FUL	Proposed Site Plan
<input type="checkbox"/>		22/00481/FUL	Proposed Basement Plan
<input type="checkbox"/>		22/00481/FUL	Proposed Timber Screening Fence
<input type="checkbox"/>		22/00481/FUL	Consultee - Conservation
<input type="checkbox"/>		22/00481/FUL	(superseded) Proposed Basement Plan
<input type="checkbox"/>		22/00481/FUL	Heritage Statement
<input type="checkbox"/>		22/00481/FUL	Committee report

Showing 1 to 10 of 26 entries [Download 2 file\(s\) as a ZIP](#)

## Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a \* must be completed.

Title	<input type="text"/>
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Phone Number	<input type="text"/>
A confirmation email will be sent to the email address you provide below.	
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>

Are your personal details correct? Click to [update my personal details](#).

Your Title:	<input type="text"/>
Your First Name: *	<input type="text"/>
Your Surname: *	<input type="text"/>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City *	<input type="text"/>
Postcode *	<input type="text"/>
Your Tel. No.	<input type="text"/>
Your Email Address: *	<input type="text"/>
Commenter Type: *	<input type="text" value="Select"/>
Stance: *	<input type="radio"/> Object <input type="radio"/> Support <input type="radio"/> Neutral
Your Comment:	<input type="text"/>

## REGISTRATION

If you wish to track an application or save a search you may register to the Public Access system.

- To register click the Register button on the top toolbar and fill in the form ensuring the mandatory fields are completed.
- Once you have completed the form you will receive a confirmation email. You must follow the link in this email to complete registration.

## COMMENT ON AN APPLICATION

To comment on an application click the Comments button on the tab bar.

- Complete the form along with the stance on the application and include your comment. You can then submit the comment without registration or also choose to register in order to track and save applications.

Please refrain from including any personal or identifying information within the comment.

Comments are redacted prior to publication and your address and email will not be published.

## PROPERTY SEARCH

Clicking the property tab will allow you to perform a search using the conventional address of a property. This can be a full or partial address

- In this example the search was Dalton Square within the Street Name field.
- This displays all properties on that address line that have had applications.
- Click the property you are interested in which will display the summary of the property.

1 2 3 4 5 6 7 8 Next ▶

The Borough 3 Dalton Square Lancaster Lancashire LA1 1PP

BBP Solicitors F4 City Lab 4 - 6 Dalton Square Lancaster Lancashire LA1 1PP

Barrie Wells Trust F7 City Lab 4 - 6 Dalton Square Lancaster Lancashire LA1 1PP

City Lab 4 - 6 Dalton Square Lancaster Lancashire LA1 1PP

Digital Transit Limited F22 City Lab 4 - 6 Dalton Square Lancaster Lancashire LA1 1PP

Address **Property History (5)** Constraints (1) Map

### Planning Applications (5)

- Construction of disabled access ramp and step with railings to fire exit door  
Ref. No: 01/01332/DPA | Status: Application Permitted
- Listed Building application to form a new step and ramp from emergency exit door in  
Ref. No: 01/01333/LB | Status: Application Permitted
- Listed building application for the installation of CCTV cameras to the front and rear, and  
entrance door  
Ref. No: 09/00544/LB | Status: Approved by government office NW
- Felling of a robinia tree  
Ref. No: 11/0007/TCA | Status: Application Permitted
- Installation of air source heat pumps  
Ref. No: 22/00481/FUL | Status: Application Permitted

Click the Property History tab to have a list of all applications related to this property

You may instead click the A to Z Street Search to manually search for the address alphabetically.

Address Search **A to Z Street Search**

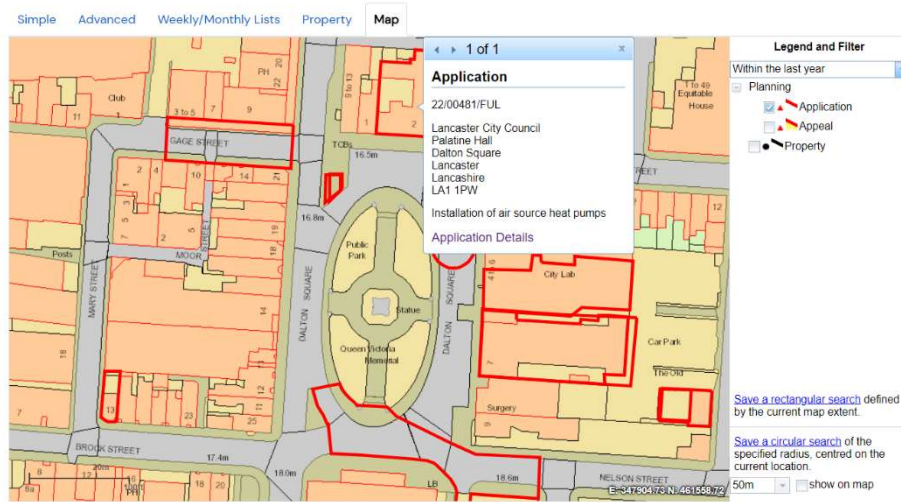
A B C D E F G H I J K L

Results per page

10



Go

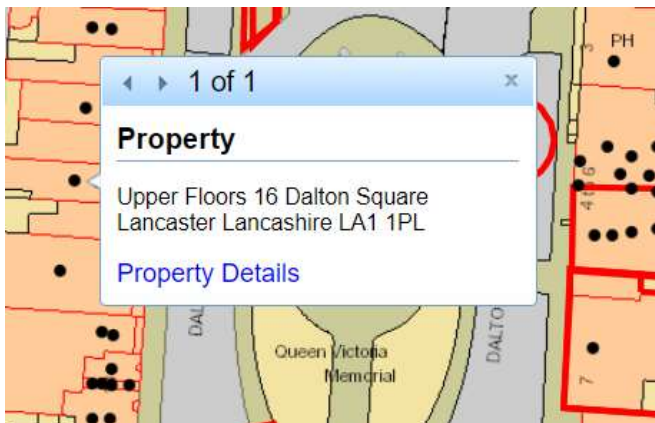


## PROPERTY SEARCH

You can also search by using the Map tab, this opens a map of the district which allows you to manually browse and view the plotted locations of applications.

Please note that the plotted shapes do not appear until you have zoomed in a sufficient amount

- Click the red box to select the application
- You can use the drop down filter to increase the timescale of applications displayed
- You can also display Appeal plots and the property nodes which can also be used to view applications associated with the property



## PROPERTY SEARCH

Finally you can browse recent applications that have been validated or decided on within the last 16 weeks.

Click the Weekly/Monthly Lists tab which and filter the results by selcing a Parish or Ward if required and selecting which week you wish to search for.

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

**Weekly List** Monthly List

Parish:

Ward:

Week beginning:

Show applications:  Validated in this week  Decided in this week

**Search**