



Babergh District Council planning pages – Hints and Tips

This document contains some hint and tips on how to navigate to the planning pages, an explanation of the search page design and some examples of the different types of searches available under the More Search Page options.

Instructions can be found on how to add the planning search page to your browser favourites, how to organise favourites into folders and how to place a shortcut to the planning search pages onto your desktop.

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Start your Internet Browser (IE, Firefox, Mozilla etc.) and go to www.babergh.gov.uk

1. Finding the planning application search pages

The screenshot shows the Babergh District Council website homepage. The browser title is "Babergh District Council - Babergh District Council - Windows Internet Explorer". The address bar shows "http://www.babergh.gov.uk/babergh/home/". The website has a green header with navigation links: "A - Z of Services", "Accessibility", "Contact Us", "Links", "Online Payments", and "Site map". The main content area includes a welcome message, a section on "Updates on Babergh and Mid Suffolk District Councils' plans for integration", and "The Budget Challenge". A sidebar on the left lists various services, and a sidebar on the right contains a search box, website accessibility options, and a "How do I?" section.

- From the left hand panel select
- From the main page select '[Search the planning and appeals register and view planning applications](#)':
- Select '[Planning Application search pages](#)'

TIP: Text which is underlined indicates that the text is a link to another piece of information or place on the web site. To use these links, just click anywhere on the underlined text. If you hover over the link it should also tell you what will happen.

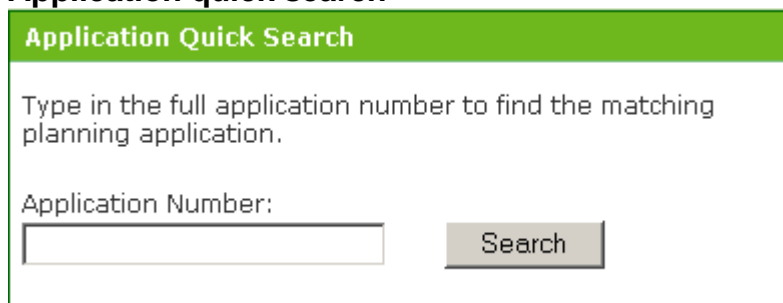
Links which are in blue have not been previously selected; links in purple have been selected in the past.

2. The planning application and appeals – quick search page

The front page contains the quick search functions such as application number, address, parish name and committee dates.

Under [More Search Options](#) (to be explained later) you can search by agent's name, application type, registration date, decision date, appeal received date, and appeal decision date.

Application quick search



Application Quick Search

Type in the full application number to find the matching planning application.

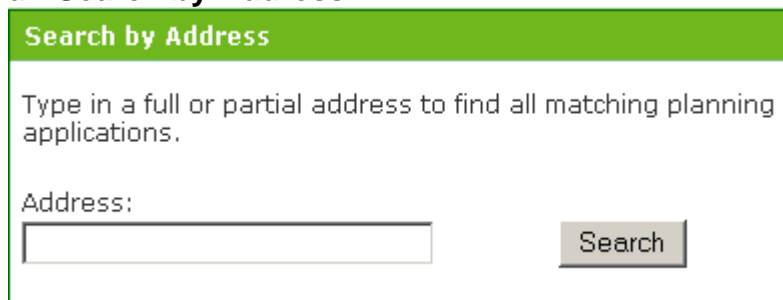
Application Number:

Application numbers are in the format B/YY/NNNNN e.g. B/08/00311

For example the application referenced B/08/00311/FUL can be entered as B/08/00311 or you can enter the last part of the number, 311, and choose the application from the list displayed.

TIP: Wildcards. The wildcard on the search pages is the % (percent) character. Your search criteria will automatically be entered with wildcards at each end of the search string, but you can also add a % in the middle of your search string e.g. 08/%311 brings back all applications from the year 08 with 311 anywhere in their length.

a. Search by Address



Search by Address

Type in a full or partial address to find all matching planning applications.

Address:

Enter any part of the address, again using the wildcard as described above.

e.g. 'high street hadleigh' returns different results to 'high%street%hadleigh'

b. Weekly List Search

Weekly List Search

Please select the Parish and the weekly list date.

Parish Name (e.g. Hadleigh):

Weekly List Date:

Select a Parish name from the drop down list and select Search

The resulting list will include All applications for that parish in the order registered (most recent first).

The 'Weekly List Date:' is designed to show one week of applications registered for a particular parish, but due to the limitations of system and the way Babergh register applications this function is not available. The procedures for retrieving the parish weekly list will be covered under 'More Search Options'.

c. Committee Date Search

Committee Date Search

Applications for discussion in next Committee Meeting: [10/08/2011](#)
Applications discussed at most recent Committee: [13/07/2011](#)

Committee Dates:

[For More Information on Committees and Agendas](#)

d. More Search Options

More Search Options

[More Search Options](#)

See below.

e. Useful Information

Useful Information

[Background Information on Planning Data](#)

Gives some statistical information about the data stored on-line.

3. Advanced planning search page (More Search Options)

The Advanced Planning Search page will allow you to enter more complex search criteria combining numerous different search fields

The screenshot shows a web browser window titled "Babergh District Council Planning Pages - Microsoft Internet Explorer". The address bar contains the URL: <http://planning.babergh.gov.uk/dcdatav2/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.pgsearch>. The page header features the Babergh District Council logo with the text "BABERGH DISTRICT COUNCIL SOUTH SUFFOLK" and the slogan "Making the area a better place to live and work for everyone." Contact information includes Telephone: 01473 825858 and E-mail: planningcontrol@babergh.gov.uk. A navigation bar contains links: "Return to Search Page >>", "Search Results >>", and "Planning Application Details". The main section is titled "Advanced Planning Search" and includes a "Search" button. The form contains the following fields:

- Application Number (as on correspondence e.g. B/08/00001):
- Location (e.g. 61 High Street):
- Agents Name (e.g. Bloggs):
- Parish Name (e.g. Hadleigh):
- Application Type (e.g. Listed Building Consent):
- Registration Date From (dd/mm/yyyy): v
- Registration Date To (dd/mm/yyyy): v
- Committee Dates:
- Decision Date From (dd/mm/yyyy): v
- Decision Date To (dd/mm/yyyy): v
- Appeal Received Date From (dd/mm/yyyy): v
- Appeal Received Date To (dd/mm/yyyy): v
- Appeal Decision Date From (dd/mm/yyyy): v
- Appeal Decision Date To (dd/mm/yyyy): v

A second "Search" button is located at the bottom right of the form area.

Some examples of the More Search Options will best explain the power behind the search functions and the wildcard (%) symbol.

- a. To show the weekly list for a parish
Parish: Select your parish from the drop down list
Registration Date From: enter Mondays date from the previous week
Registration Date To: enter Fridays date from the previous week
- b. To show all applications for The High Street, Hadleigh since 2008
Registration Date From: 01/01/2008
Location: high%street%hadleigh

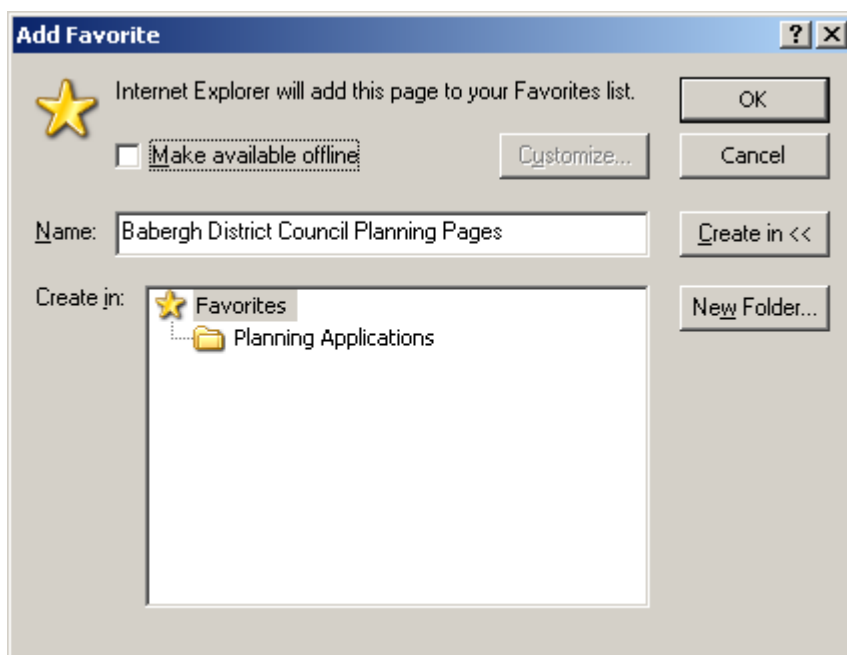
- c. To find appeals on Listed Building Consent applications for a selected parish since 2006
Parish: Great Cornard
Application Type: Listed Building Consent
Registration Date From: 01/01/2006
Appeal Received Date From: 01/01/2006
- d. To show all applications since 2006 where Wincer Kievenaar is the Agent
Agent's Name: Wincer
Registration Date From: 01/01/2006
- e. To show all applications since 2006 which went to appeal
 Use the same criteria as above and add:
Registration Date From: 01/01/2006
Appeal Received Date From: 01/01/2006
- f. To show all applications in 2008 which went to appeal
Registration Date From: 01/01/2008
Registration Date To: 31/12/2008
Appeal Received Date From: 01/01/2008
- g. To show all applications discussed at the committee meeting on 23/07/2008
Committee Date: 23/07/2008 (from the drop down list)

4. Saving the planning application search page to your favourites

Internet Explorer has a function called Favourites, which allows you to store your most visited websites and web pages to a list for quick repeat access.

From the Menu options along the top of your window:

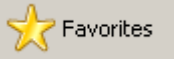
- Select Favourites>Add to favourites



The window above should appear.

- Change the 'Name:' as preferred
- Select OK

To display your favourites:

Select the  icon towards the top of your window

(If the icon does not appear, select View> Toolbars>Standard Buttons)

Your favourites will now appear in a window on the left of your main window, you are now able to select this link to go straight to the planning application search pages.

N.B. These procedures were written with Internet Explorer version 6 as the example. If you have a different version of Internet Explorer, or if you run Windows Vista, then the views will be slightly different. Although the procedures are similar across all software versions, we can offer specific procedures for your set-up, just let us know which browser and Windows package you are running.

a. To manage your favourites

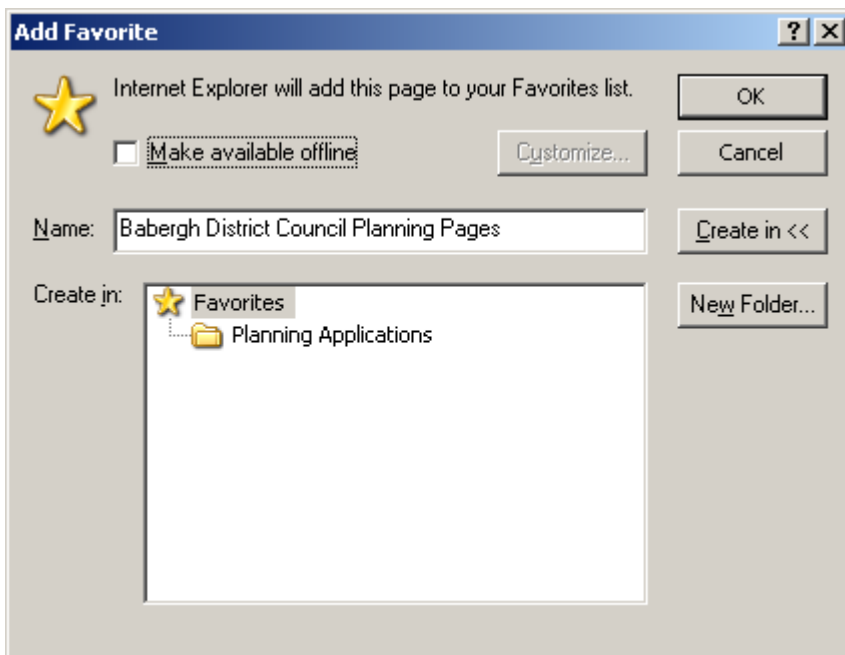
You could for example create a folder called “Planning Applications” and within that create links to your most frequently referenced applications such as the Tesco site in Hadleigh (B/08/00311), or Land East of County Farm, Chilton Ind. Est., Sudbury (B/09/00932)

b. To create a new folder

Go to the web page you want to save

N.B. you cannot save searches, you can only save the application details page

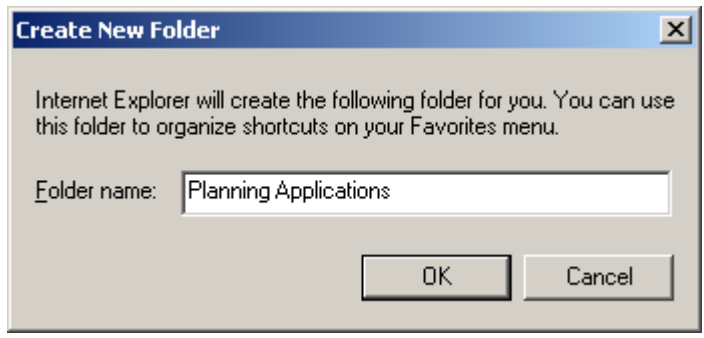
- Select Favourites>Add to favourites



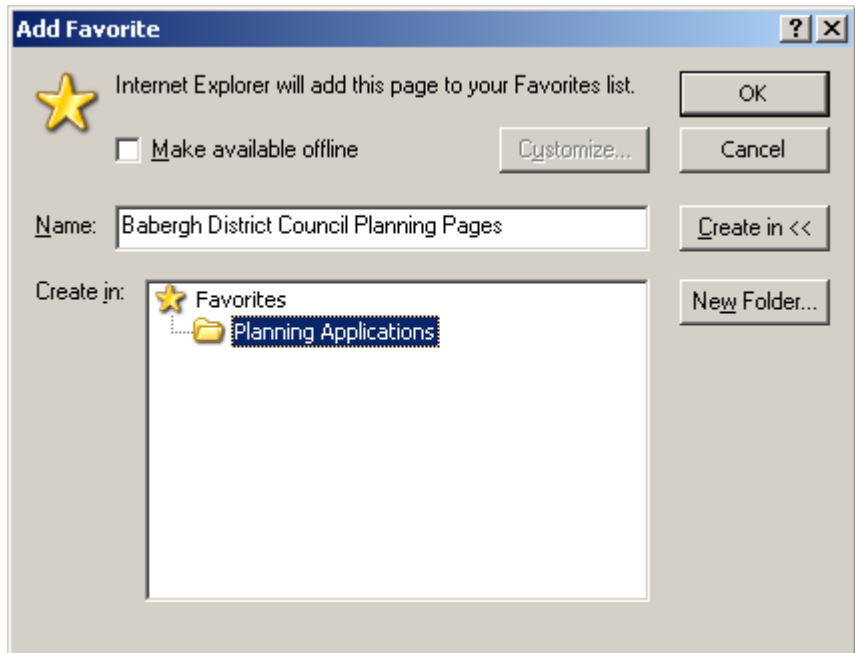
From the window above

(Select  to expand the window options if your window looks smaller)

- Select 



- Enter a folder name e.g. Planning Applications
- Select OK

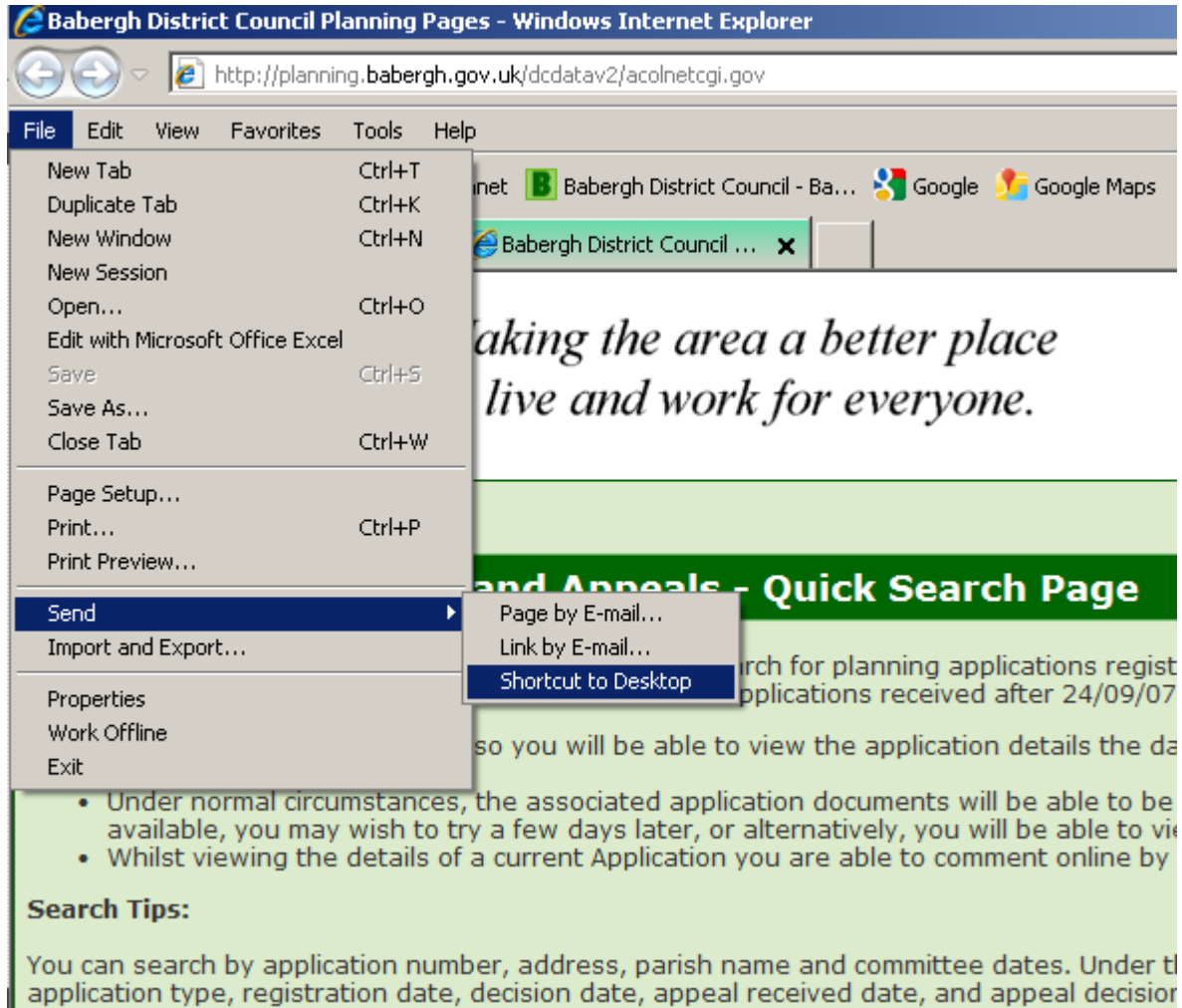


- Enter a descriptive name for your web page in the Name: field e.g. "Tesco Hadleigh 08 00311"
- Highlight the folder you have just created
- Select OK

5. Adding a shortcut to your desktop

Go to the web page you want to save

- Select File>Send to>Shortcut to desktop e.g:



You should now find a shortcut on your desktop which looks something like this:



Any questions, please do not hesitate to ask for assistance.

Many Thanks

Planning Support Team (01473 825858 or planningcontrol@babbergh.gov.uk)