

Using *i*Plan to access Planning & Building Control information

August 2008

Version 1

A brief guide on how to access information we hold online

Basics

- The main planning website is available at www.eppingforestdc.gov.uk/planning, this holds information about local policy, guidance notes, lists of applications and decisions, downloadable forms, etc.
- The interactive part of the website is titled *i*Plan and allows you to search our records, (where they are available electronically) and view many documents online, this can be accessed at www.eppingforestdc.gov.uk/iplan

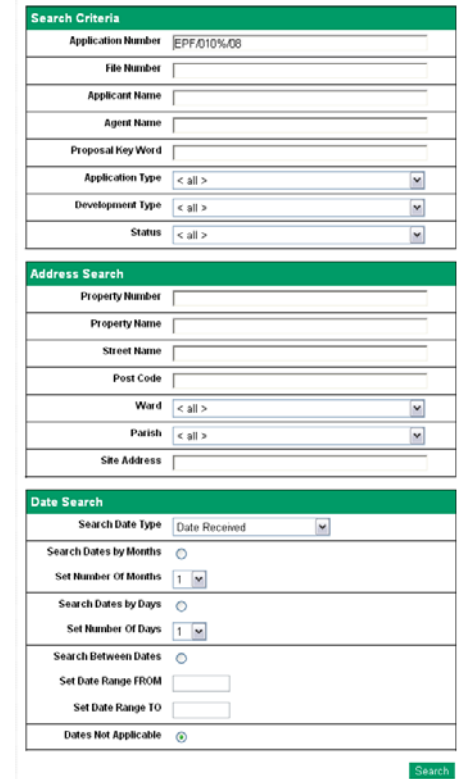
Navigating around *i*Plan

- When *i*Plan opens the main screen there is a list of quick links in the middle of the screen:
 - Search Planning Application records
 - View Committee Agendas
 - View Webcasts
 - Search Planning Appeals
 - Search Building Control records
- Clicking on any of these links will take you to the relevant search (or comments) page.

Searching Planning Records

- Use this screen to search for planning applications by using a combination of search criteria. You can enter as much or as little information as you like, and use as many or as few search criteria as you wish.
- Application numbers all include prefix letters, and some may include suffix letters. The application number is four digits, and the year is two digits (ie NNNN/YY) If you cannot find the application number try searching using "wildcards" as follows %NNNN%YY% (for example %1234%07%).
- Planning file numbers are all normally in a six digit format, these should always be entered with a % before and after (e.g. %001234%) to ensure that lists of file numbers are searched.
- You can also use the "wildcard" character (%) to enter partial information. For example, to

view all applications on Epping High Street: can search for %high street%epping% in the site address box.



The screenshot shows the iPlan search interface with three main sections: Search Criteria, Address Search, and Date Search. The Search Criteria section includes fields for Application Number (EPPF010%08), File Number, Applicant Name, Agent Name, Proposal Key Word, Application Type (dropdown), Development Type (dropdown), and Status (dropdown). The Address Search section includes fields for Property Number, Property Name, Street Name, Post Code, Word (dropdown), Parish (dropdown), and Site Address. The Date Search section includes a Search Date Type dropdown (Date Received), radio buttons for Search Dates by Months and Search Dates by Days, Set Number Of Months and Set Number Of Days dropdowns, Search Between Dates radio buttons, Set Date Range FROM and TO text boxes, and a Dates Not Applicable checkbox. A Search button is located at the bottom right of the Date Search section.

- Where available (e.g. with Parish), you can click the down arrow to the right of a field to open a selection list. Click the required choice.
- If you want to search within a date range, choose the type of dates you want to use (e.g. Registered Date), then choose the date range you want to search. (NB you must enter dates in the format DD-MM-YYYY (e.g. 21-03-2006))
- Click the **Search** button at the bottom of the screen to run your search.
- When the search is complete the results will be displayed on the screen (as below):

Application Number	Site Address	Development Description	Status	Date Registered
EPPF/010008	Ganuk Restaurant 30 The Street High Ongar Essex CM5 9ND	Grade II listed building application for removal of external extraction equipment and insertion of lowered discharge grille in flank wall of building and alterations to internal extraction ducting.	FINAL DECISION	25-02-2008
EPPF/010100	25 Broadoaks Epping Essex CM16 4JY	Erection of a rear conservatory.	FINAL DECISION	06-02-2008
EPPF/010208	20 Bluemans North Weald Epping Essex CM16 8EU	First floor rear extension.	FINAL DECISION	21-01-2008

- Click on the application number (in green) to view details of the application, and full details will appear as follows:

Planning and Building Control Explorer

Help Using This Page
This page shows a progress summary of the selected Planning Application.
Click on the links at the bottom of the page to view further related information or add any comments to the application if available.

Details Page for Planning Application - EPF/100/08

9ND **Site Address** Sanuk Restaurant 38 The Street High Ongar Essex CM5

Application Progress Summary

Application Registered	25-02-2008
Comments Until	24-03-2008
Date of Committee	
Decision	Grant Permission (With Conditions) 15-04-2008
Appeal Lodged	
Appeal Decision	

Application Details

Application Number	EPF/100/08
Site Address	Sanuk Restaurant 38 The Street High Ongar Essex CM5
Application Type	Listed Building Consent

- A number of links appear at the bottom of the page:

Other Information Available for Planning Application - EPF/100/08

Application Dates

Application Constraints

Application Site History

Application Conditions

Consultees Details

Neighbours Details

Comment on a Planning Application

View Related Documents

- Clicking on these links will let you view further details about a case, comment on the case, or view documents related to the case.
- To comment on a case if a decision has not yet been made, click on the link and the comments page will open in a new window.
- To view documents click on the link 'View related documents'. A list of documents will open in a new window:

Search Results = 3 records found

Page 1 of 1 25 Records/Page View

Date Created	Document Type	Type Description
15/04/2008	PL_DC-DCIS	Development Control Application Decision Notices
26/02/2008	PL_DC-FORMS	Development Control - Application Forms
26/02/2008	PL_DC-PLANS	Development Control - Plans

- Choose the document you wish to view, then click on the **View** button on the right hand side of the screen.
- The document you selected will open in Adobe Acrobat.

View Committee Agendas

- Clicking this link will open a meetings calendar in a new window:

Month: July Year: 2008 Go Earlier - Later

Monday	Tuesday	Wednesday	Thursday	Friday
7.30 pm Constitution and Members Services Scrutiny Stan, 30/06	10.00 am - 12.00 pm Members Training - Licensing Panel - Introduction 7.00 pm Epping Forest Youth Council (01/07) 7.00 pm Customer Transformation Task and Finish Panel 01/07	5.00 pm Dispensations Sub-Committee 02/07 7.30 pm Standards Committee 02/07 7.30 pm Area Planning Subcommittee South 02/07	10.00 am Licensing Sub-Committee 03/07 5.30 pm Housing Scrutiny Standing Panel 03/07	

- Use the drop down lists at the top of the screen to choose the month and year to view.
- Click on the Committee Name you want to view for that date. A list of available documents will appear in a new window:

Agenda and Minutes

Area Planning Subcommittee South
Wednesday, 2nd July, 2008 7.30 pm

- Attendance details PDF 47 KB
- Agenda frontsheet PDF 1005 KB
- Agenda reports pack PDF 26 KB
- Printed minutes PDF 26 KB

- Double click on the document you want to view, and it will open in Adobe Acrobat.

View Webcasts

- Clicking on this link will open the webcast page in a new window. This page lists future and recent webcasts, and also gives access to the archive of past webcasts (video recordings of Planning Committee meetings):

Epping Forest District Council Webcasting Microsite

Welcome

From here you will be able to access webcasts of our live council meetings, view archived council meetings from the last few months, view or complete any surveys or polls and access any documents or presentations associated to the webcasts.

- Future and recent webcasts are displayed on the right hand side of this page.
- To view a recent webcast simply click on the title of the meeting.
- To use a text based version of the player use the 'text' link at the top of the player window for the meeting.

Future Meetings, Minutes and Agenda

If you wish to view all future meetings including the minutes and agenda pages then click here to go to Epping Forest District Council Calendar of Meetings.

If the webcast you are after is older than those displayed in the recent list then click here to go to Webcast archive page which has a complete list of our archived council meetings. If you cannot find the meeting you are looking for then use the search facility. The search box in the navigation bar on each page. Should you wish to make a more specific search (e.g. title only) then you can do that through the advanced search page by entering the search terms and where you want to search on the right hand side of the page.

What is a Webcast?

A webcast is a transmission of audio and video over the internet. Video cameras at our Council meetings capture the live information and send it, via our provider publicly to anyone that would like to view the meeting. Through the use of your Internet connection (either broadband or via a dial-up modem) and Microsoft's media player you can view the meetings live from the comfort of your own home.

What's On

Future Webcasts

- Area Planning Subcommittee South Wed, 25th Jul 2008 @ 19:30
- Council Tue, 20th Jul 2008 @ 19:30
- Area Planning Subcommittee East Wed, 23rd Jul 2008 @ 19:30
- District Development Control Committee Tue, 29th Aug 2008 @ 19:30
- Area Planning Subcommittee West Wed, 26th Aug 2008 @ 19:30

Recent Webcasts

- Cabinet (Archiving - available soon)
- Cabinet Council Chamber, Civic Offices, High Street, Epping Mon, 14th Jul 2008 @ 19:00
- Overview and Scrutiny Committee Council Chamber, Civic Offices, High Street, Epping Thu, 10th Jul 2008 @ 19:30
- Area Planning Subcommittee East Area Planning Subcommittee East Council Chamber, Civic Offices, High Street, Epping Wed, 09th Jul 2008 @ 19:30
- Area Planning Subcommittee South Area Planning Subcommittee South Riding Valley High School, Brook Road, Loughton, Essex Wed, 2nd Jul 2008 @ 19:30

Searching Planning Appeals

- Planning appeals can be searched in the same way as planning applications, you can also search using the appeal reference allocated by the Planning Inspectorate:

Search Criteria	
Authority Reference	<input type="text"/>
ODPM Reference	<input type="text"/>
Appeal Type	< all >
Appeal Status	< all >
Agent Name	<input type="text"/>
Appellant Name	<input type="text"/>

Building Control Records

- The Building Control section of *iPlan* works in the same way as the Planning section, and you can search using a variety of means.
- All Building Control application numbers have a two letter prefix, followed by a four digit number and two digit year, all separated by slashes (for example BN/1234/08). Some applications also have a suffix letter (for example BN/1235/08/A). When searching for an application number, use "wildcards" (for example %1234/08%) to get the best match.
- Notifications submitted by competent persons (for example FENSA for double glazing) all have five digit numbers.
- The details screen for Building Control is similar to that for planning, but there are no links at the bottom of the screen:

Details Page for Building Control Application - BN/1000/08

Application Type	Building Notice
Site Address	104 Beechfield Walk Waltham Abbey Essex EN9 3AA
Plan	Cavity wall insulation.
Development Type	All Other Works
Agent Name	
Applicant Name	
Case Officer	Stephen Browne

Information Disclaimer

The online data is an extract from the Planning & BC systems. It is provided solely in an attempt to be of assistance. However, due to ongoing data improvement work the list of applications provided may not be fully complete. If you choose to rely exclusively upon this printout the Council cannot accept liability for any consequent use you may make of the information provided. Work is constantly in progress to improve the quality of this information. Should you require clarification of the above you should contact the Directorate of Planning.