



Public Register Training Manual

Registration and Viewing Information



Contents

Planning Register	3
Search for Applications	3
Simple Search.....	3
Advanced Search.....	5
List Search	6
Map Search	7
Track an Application.....	9

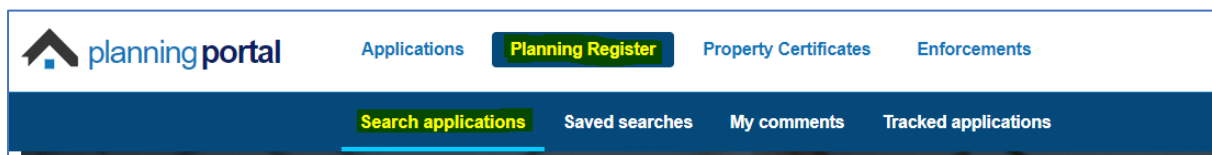
Planning Register

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.

Search for planning applications:

You can search by keyword, address, postcode, application reference or UPRN

Showing 10 search results of many for: 'malone road' [Clear search](#)

Date received (newest)

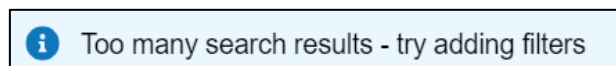
[View saved searches](#) [Save search](#)

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.

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

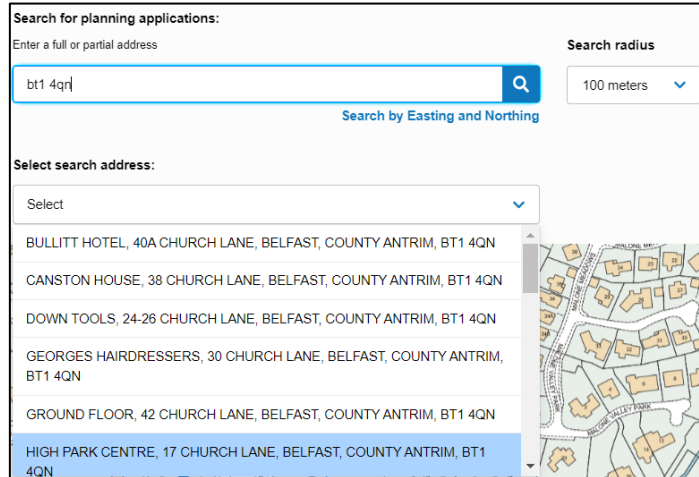
Weekly

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

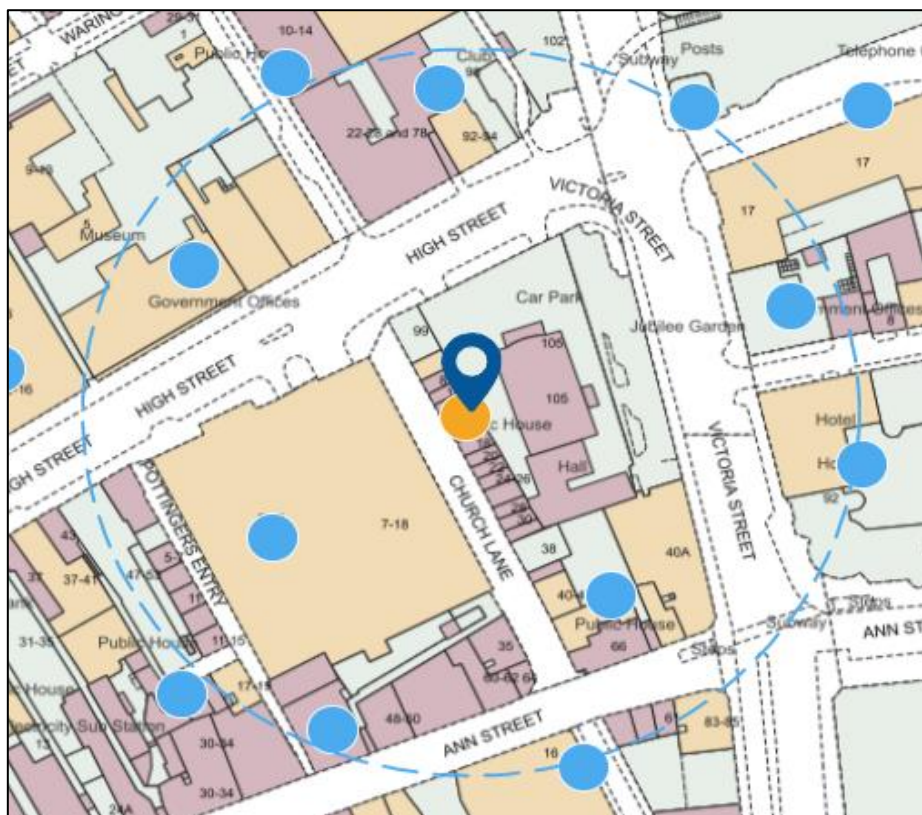
Select search address:

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...

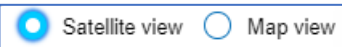
Created: 19 Aug 2022 [View application >](#)

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.



Track an Application

In this page you can also click **'Application actions – Track'** which allows you to track this application moving forward. A confirmation email will be sent to the email address supplied 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.

Church Lane Belfast BT1 4QN

Full

Proposal Description

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: ?...

[View More](#)

■ Determined

Application Reference: LA04/2021/2520/F

Application actions ▾

Track

Details

Map

Related Cases

Documents 61

Comments 50

Application details ▲

Application reference	LA04/2021/2520/F
Planning Portal reference	PAO947495
Application received	21 Oct 2021
Application decided	10 Jan 2022

Application history

- Beginning of timeline

Depending on the status of the application you may also see a **'Comments'** 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.



When you click the **'Comments'** 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

Only postcodes within Northern Ireland will populate the address field below. If the address is outside Northern Ireland, please select "enter manually".

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.

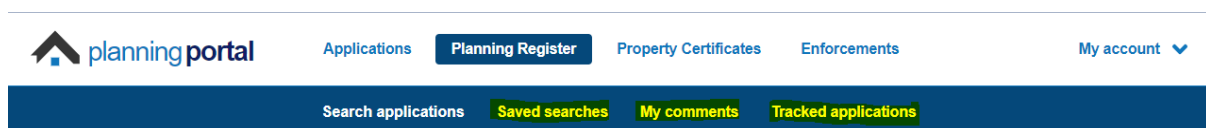
Why do we need your contact details?

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 officer 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.

Finally, 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.



Important: You will need to have a Planning Portal account to track an application or save searches.