Fermanagh & Omagh
District Council

Comhairle Ceantair
Fhear Manach agus na hÓmaí

Public Register Training Manual

# Registration and Viewing Information

Contents

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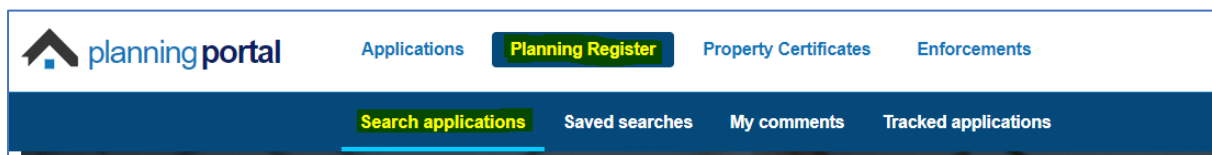
In the search section there are 4 search options: Simple, Advanced, List and Map.

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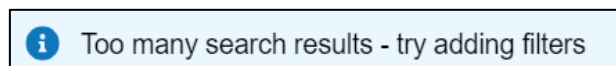
The panel on the left of the screen can be used to filter the returned set of records. A page counter appears at the bottom of the screen to show you how many pages of results are returned and allowing you to navigate through them.

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   [ ]

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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

Enter search 🔍

Reference number

Search by application or Planning Portal reference

Enter search 🔍

Name

Search by Applicant or Agent name

Enter search 🔍

Keyword

Search by any keyword in the application proposal description

Enter search 🔍

Filter by date received

Last week   Last month   Last 6 months

From: To:

DD MMM YYYY 📅   DD MMM YYYY 📅

By area

Authority:	District Electoral Area (DEA):	Ward:
- Select - ⌄	- Select - ⌄	- Select - ⌄

By application details

Application type:	Application status:	Decision type:
- Select - ⌄	- Select - ⌄	- Select - ⌄

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	Date received * Required

Authority dropdown: All

Date received — From: DD MMM YYYY | To: DD MMM YYYY

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

District Electoral Area (DEA): All

Show applications:
- ● Valid
- ○ Decided

Display:
- ● Monthly
- ○ Weekly
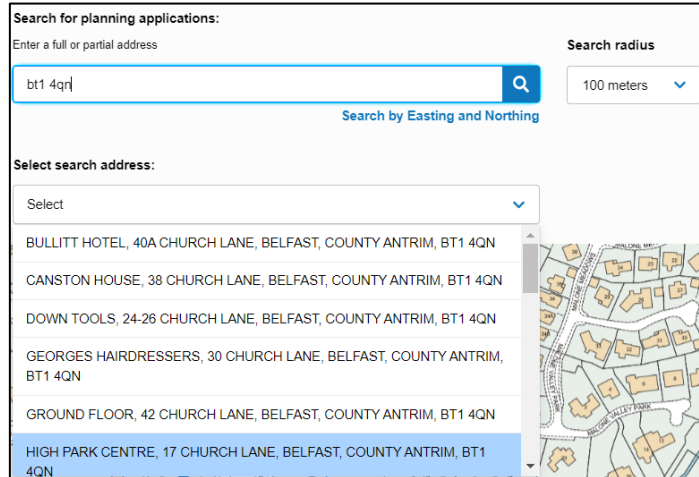
Search

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.

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

Zoom in or out as required.
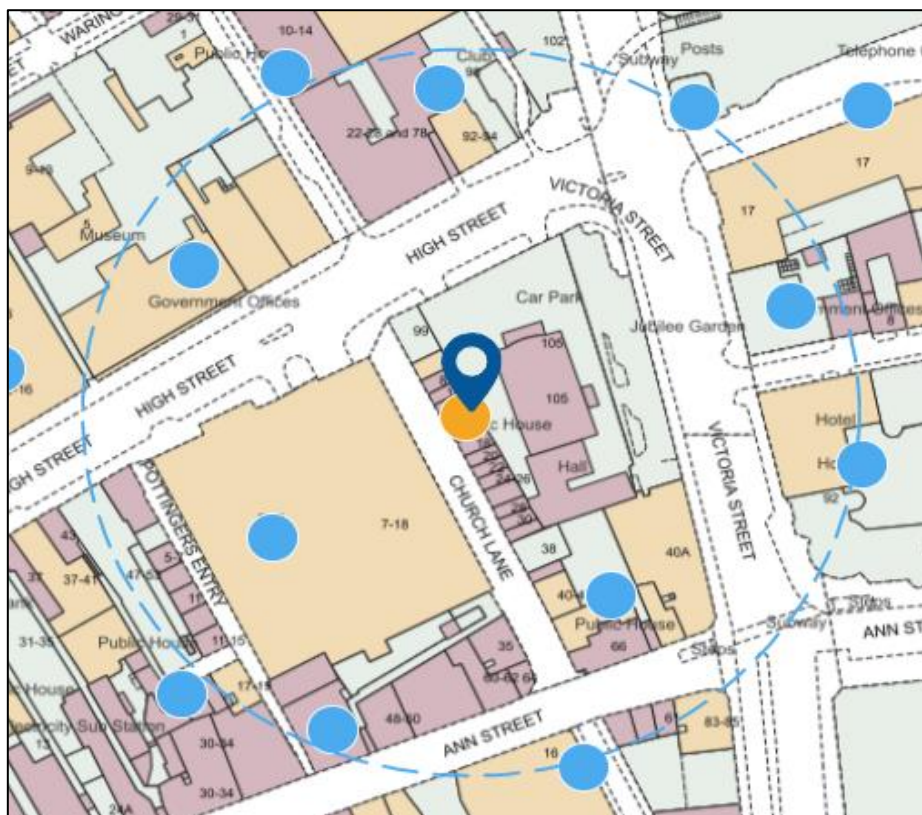
Click on the highlighted selection on the map and a panel will appear on the left displaying associated applications for this address.

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.
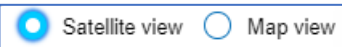
Track an Application

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.

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'**.

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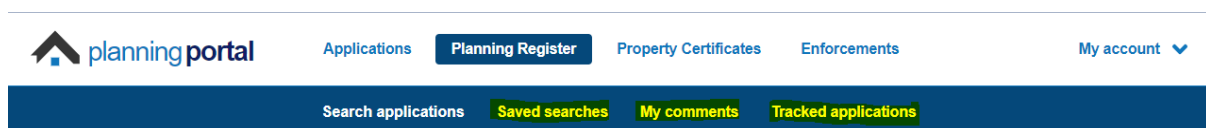
Important: You will need to have a Planning Portal account to track an application or save searches.