Public Access

Guidance on retrieving Planning and Building Regulation records

Public Access is the Council's online service for finding out about and commenting on planning applications, building regulation applications and enforcement records and links directly to data held in the Council's back office systems.

Information is held as a textual against a property record and also as a spatial extent searchable from the digital map incorporated within the system.

The Public Access homepage is shown above.

Link:

https://pa2.harborough.gov.uk/online-applications/search.do?action=simple&searchType=Application

Searching for an address

Select the 'Property' Tab from the initial PA screen:

Address Search

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

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

Address Search   A to Z Street Search

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

Postcode:

Search   Reset

If the site you are intertested in has a postal address it should be a simple task to retrieve the correct property record. If the site does not have a known property address, or is a combination of different addresses then you can enter enough information her to retrive a nearby property and then use the tools on the map tab to identify the site you are interested in.

Property Address   ❓ Help with this page

010034462181 | The Symington Building Adam And Eve Street Market Harborough Leicestershire

💾 Save search   🔍 Refine search   🖨 Print

Address   Property History (2)   Map

UPRN:	010034462181
Full Address:	The Symington Building Adam And Eve Street Market Harborough Leicestershire
Property Description:	The Symington Building
Property Number:	
Street:	Adam And Eve Street
Town:	Market Harborough
Postcode:	
Ward:	Market Harborough - Grt Bowden And Arden
Parish:	Market Harborough

an idox solution

Once you have retrieved the property record you can select the Property History tab to view planning application records associated with this property. Selecting the Map tab will zoom the map to show the selected property/site

IMPORTANT NOTE

Property History: Applications may be recorded against different property records, particularly older applications and the information displayed here should not be relied on as a full record of planning applications on the site. You should use the Map tab spatial search to retrieve the full planning history on a site.

Map: You can go straight to the map search without retrieving a property record by selecting the Map tab from the initial PA screen. This will display a 'birds eye' view of the District (HDC boundary edged in red) and you can use the map tools (zoom and pan) to locate the site you are interested in.
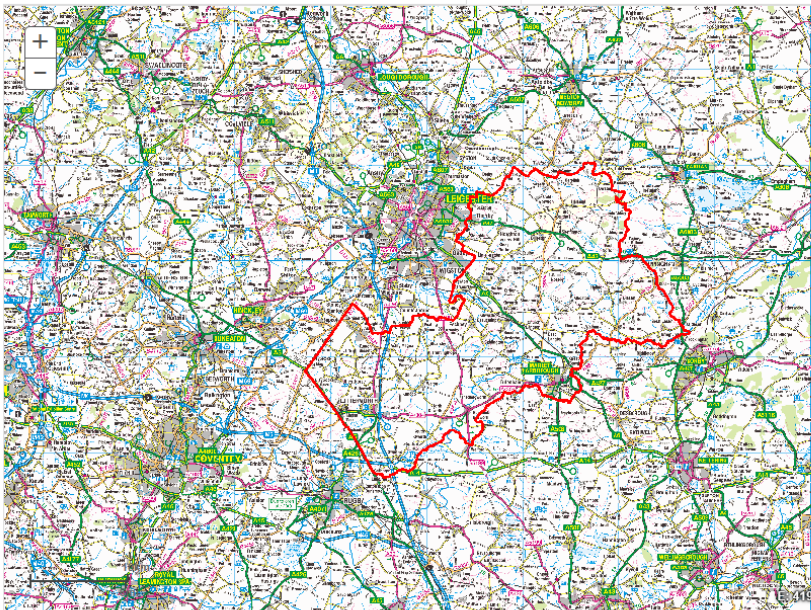
Once on the Map screen you can use the plus and minus buttons in the top left hand corner to zoom in or out (the mouse scroll wheel can also be used). If you place the cursor over the map and hold down the left mouse button you can pan the map.

At high scales the map window will show low detail raster mapping to help you indentify the area you are interested in. Once you zoom into a site the mapping will change to Master Map which shows much more detail.   If you use property search first the map will be displayed at a detailed scale.

Property Map

010034462181 | The Symington Building Adam And Eve Street Market Harborough Leicestershire

Legend and Filter
Showing search results. Enable filter and remove results.

Once you have zoomed the map into the area you are intertested in (either via property search or directly from the Map tab) you will see the detailed mapping layer. To view the boundaries of planning applications you need to click on 'enable filter' on the right hand side of the window.
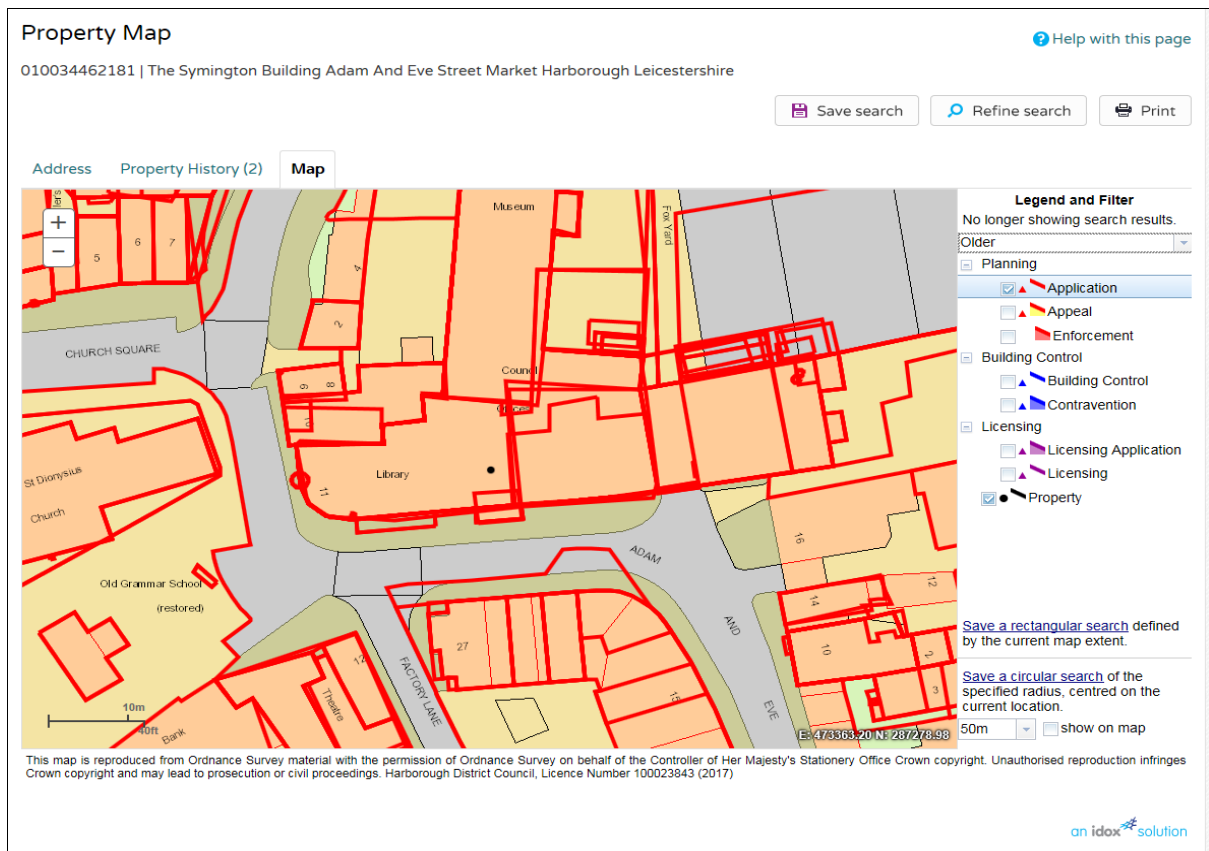

Until you click on 'enable filter' the other options are greyed out. Once activated the other options become available for selection.

Click in the drop down box (defaulted to 'within the last 6 months'). You have the option of only showing application records from Today, the last 7 days, the last month, the last 6 months, the last year, the last 2 years, the last 5 years and older.
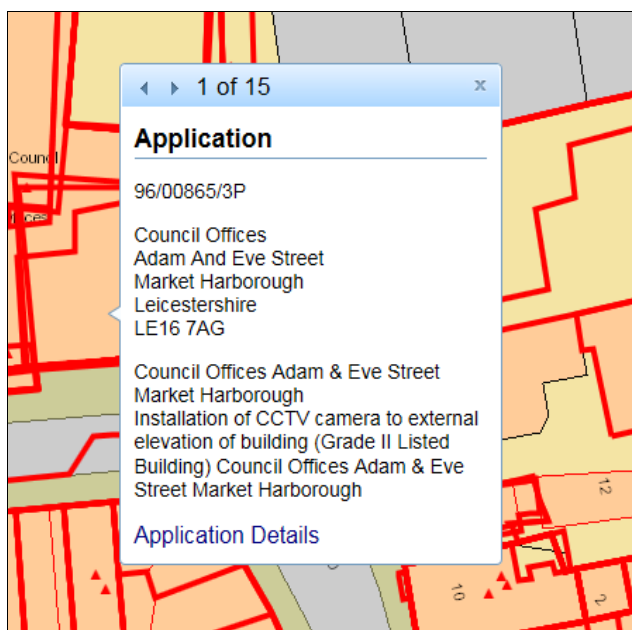
It is recommended that you select 'Older' as this option will display ALL planning application records held on the planning register.

Tick the box adjacent to 'Planning – Application' to show planning application boundaries. Be patient as there is a lot of information to retrieve and draw.

Once you can see the appliaction boundaries (red outlines) simply click in the centre of the site/building you are interested in to list the planning applications for that site.

On larger sites or where there are clear boundaries between polygons on a site you may need to cleck on several points to show all relevant application records.

In this example 15 application records have been found for this point on the map. You can use the arrows at the top of the pop up window to cycle through these .

You may wish to make a list of the application numbers at this point so that you can then search for more detailed information on each application by entering the relevant application number on the Simple Search screen:

https://pa2.harborough.gov.uk/online-applications/search.do?action=simple&searchType=Application

Applications are displayed as a polygon (area with red outline) and a point (small red triangle)which corrosponds with the property record point. You should always carry out a spatial (polygon) search in addition to a property search in order to ensure that you have a list of all records for a particular site.

<u>Other Record Types</u>

You can also view planning appeal information, planning enforcement records and applications under the Building Regulations.

Due to the quantity of data held on the system you are advised to view these one records type at a time by deselecting the active record type (untick the box) and then selecting the next record type.