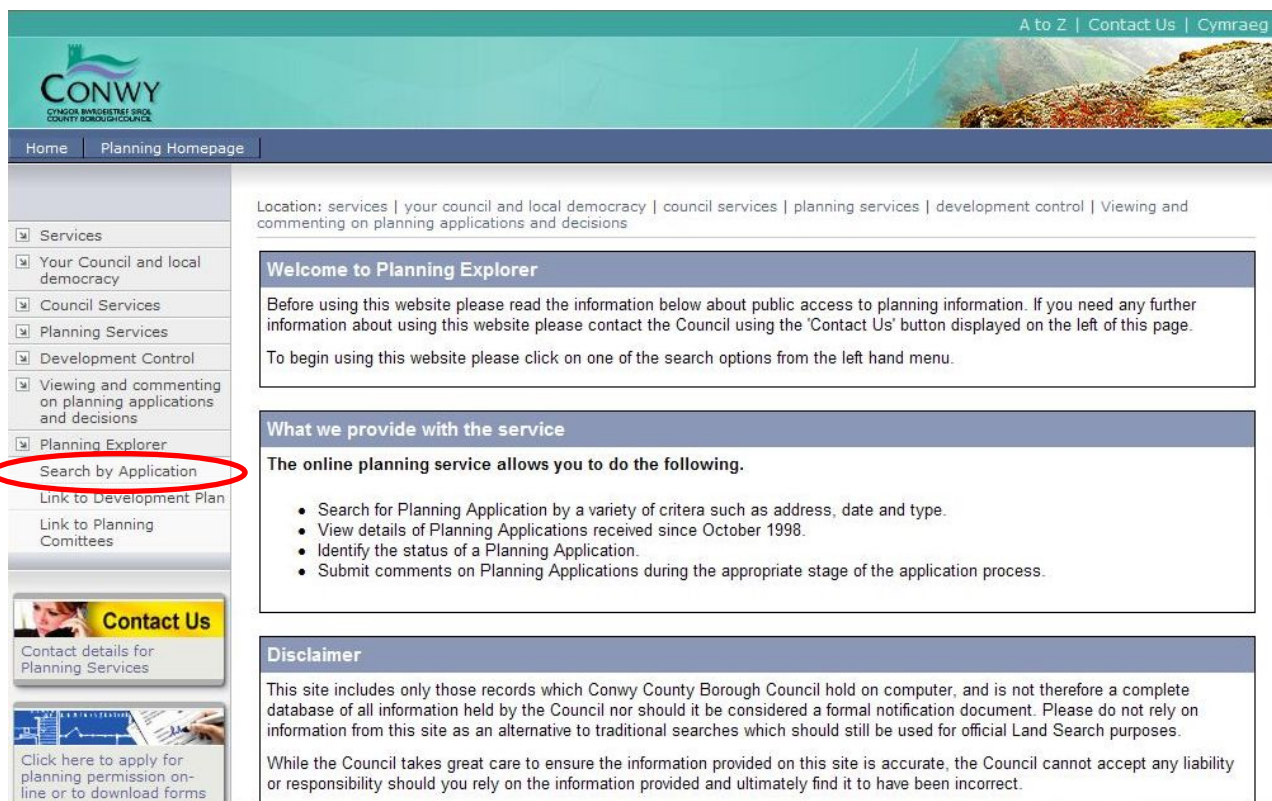


## User guide – how to comment on Planning Applications

**Step 1** In the address bar of your Internet browser type: <http://www.conwy.gov.uk/planningexplorer>

**Step 2** You should now see the 'Planning Explorer' web page. This page tells you what Planning Explorer can do, what it cannot do, and the copyright notices that apply to information on the system.



Click on the 'Search by Application' link to go through to the planning application search page.

**Step 3** Enter the number of the application that you want to comment on into the 'Application Number' box. This number can be found from either a letter that you may have been sent, a site notice (generally posted on a lamppost near the application site address), or from a notice in the local paper.

| Search Criteria     |  |
|---------------------|--|
| Application Number  | <input type="text"/>                     |
| Proposal Key Word   | <input type="text"/>                     |
| Site Address        | <input type="text"/>                     |
| Electoral Divisions | < all > <input type="button" value="v"/> |
| Community Councils  | < all > <input type="button" value="v"/> |
| Application Type    | < all > <input type="button" value="v"/> |
| Development Type    | < all > <input type="button" value="v"/> |
| Status              | < all > <input type="button" value="v"/> |

**Step 4** After clicking on the 'Search' button you should see a page showing a summary for the application number that you originally entered. **Click on the application number** to view more detailed information.

| Planning Application Search Results   |              |                                   |            |                 |          |
|---|--------------|-----------------------------------|------------|-----------------|----------|
| Record 1 of 1   |              |                                   |            |                 |          |
| Application Number contains TEST and Date Validated is between 01 January 1987 and 31 December 2007 |              |                                   |            |                 |          |
| To view full details, please click on the "Application Number".                                     |              |                                   |            |                 |          |
| 1   |              |                                   |            |                 |          |
| Application Number  | Site Address | Proposal                          | Status     | Date Registered | Decision |
| <a href="#">TEST0/221</a>   | Anywhere     | Extention to the rear of property | Registered | 20-01-2003      |          |

**Step 5 View detailed results**

The details page is split into 4 sections;

- **Site Address,**
- **Application progress,**
- **Application details,** and
- **Other Application Information.**

You can make comments in the 'Application Progress' section.

| Application Progress Summary      |  |
|-----------------------------------|--|
| Date Registered                   | 20-01-2003                                   |
| Comments Until                    | 11-02-2003 <a href="#">Add Comments Here</a> |
| Determination Level               | Delegated                                    |
| Date of Committee (if applicable) |  |
| Decision                          | Approved with Conditions 15-03-2003          |
| Appeal Lodged                     |  |
| Appeal Decision                   |  |

If the application is currently within the consultation period then there will be a link next to the 'Comments Until' date that says 'Add Comments Here'. Click on this link to open the 'Comment on a Planning Application' web page.

**Step 6 Submit comments**

The 'Comment on a Planning Application' web page is split into two main sections, these are:

- **Details;** and,
- **Please enter Comments and Personal Details,**

The Details section shows you information about the planning application so that you can make sure you are about to enter comments about the correct application.

| Details            |                               |
|--------------------|-------------------------------|
| Application Number | TEST0/221                     |
| Site Address       | Anywhere                      |
| Application Type   | Full                          |
| Development Type   | Residential                   |
| Proposal           | Extension to rear of property |

The next section is where you can enter your comments. Please note that you will not be able to submit your comments unless you include: **the comments themselves; your first name; your**

last name; the first line of your address; your postcode; your email address; and, your phone number. We will not take anonymous comments into account when we make a decision on the planning application.

| Please enter Comments and Personal Details below |  |
|--|--|
| Sections marked with * must be completed.        |  |
| Comments *                                       | <input type="text"/>                               |
| Title  | < Please select > <input type="button" value="v"/> |
| First Name *                                     | <input type="text"/>                               |
| Initial  | <input type="text"/>                               |
| Last Name *                                      | <input type="text"/>                               |
| Organisation                                     | <input type="text"/>                               |
| Comment Type                                     | < Please select > <input type="button" value="v"/> |
| Address Line 1 *                                 | <input type="text"/>                               |
| Address Line 2                                   | <input type="text"/>                               |
| Address Line 3                                   | <input type="text"/>                               |
| Address Line 4                                   | <input type="text"/>                               |
| Address Line 5                                   | <input type="text"/>                               |
| Post Code *                                      | <input type="text"/>                               |
| Email *  | <input type="text"/>                               |
| Phone *  | <input type="text"/>                               |
| Fax  | <input type="text"/>                               |

Once you have entered all the information we need you will be able to click on the **Submit** button. This will enter your comments directly into our planning system.

| Confirmation  |
|---|
| By clicking on the following submit button I acknowledge that Conwy County Borough Council will use the information provided on this form as part of the planning application process. Please note that this process involves making your comments available to the public for inspection |

Please note, any comments you send us will be available for the public to inspect.

## How to contact us

**Phone:** 01492 575250 / 575390 / 575195 / 575121

**Fax:** 01492 512637

**E-mail:** [cynllun.plan@conwy.gov.uk](mailto:cynllun.plan@conwy.gov.uk)

**Web:** <http://www.conwy.gov.uk/planning>