

User guide - searching for 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.

The screenshot shows the Conwy Planning Explorer website. At the top right, there are links for 'A to Z', 'Contact Us', and 'Cymraeg'. The Conwy Council logo is on the left. A navigation menu on the left lists various services, with 'Search by Application' under 'Planning Explorer' circled in red. The main content area has a header 'Welcome to Planning Explorer' followed by a paragraph about public access. Below that is a section 'What we provide with the service' listing three bullet points: searching by criteria, viewing details since 1998, and submitting comments. A 'Disclaimer' section at the bottom states that the site is not a formal document and the council is not liable for inaccuracies.

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

Step 3 You can search the database in a number of different ways. The best way to find a particular planning application is to use the Application Number, but you can search the database using other information.

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"/>

Note You can enter more than one search criteria, for example, 'Proposal Key Word' and 'Community Councils'. You need to make sure that the search criteria you enter do not cancel each other out. For example, entering "caravan" into the 'Proposal Key Word' box may find some applications, and selecting "Llanfair Talhaiarn CC" from the 'Community Councils' list may find some applications. But if you enter both there may be no applications found because there have been no caravan applications in Llanfair Talhaiarn.

Searching using dates

Select the type of date you want to use from the 'Search Date Type' list. For example, if you want to search by the date we received the application, choose 'Date Received'. You can then search using the following options.

- **Search Dates by Months:** this allows you to enter how many months in the past (from today's date) are included in the search.
- **Search Dates by Days:** this allows you to enter how many days in the past (from today's date) are included in the search.
- **Search Between Dates:** this allows you to enter two dates; applications between these two dates will be included in the search. Enter dates in the format DD-MM-YYYY, for example, 1 October 2007 would be entered as 01-10-2007.
- **Dates Not Applicable:** this option switches off the date searching option (this is the default option).

Date Search	
Search Date Type	<input type="text" value="Date Received"/>
Search Dates by Months	<input type="radio"/>
Set Number Of Months	<input type="text" value="1"/>
Search Dates By Days	<input type="radio"/>
Set Number Of Days	<input type="text" value="1"/>
Search Between Dates	<input type="radio"/>
Set Date Range FROM	<input type="text"/>
Set Date Range TO	<input type="text"/>
Dates Not Applicable	<input checked="" type="radio"/>

Step 4 After clicking on the Search button (noting the disclaimer and copyright Notice) you should now see one of two pages;

No search results

If the search criteria that you have entered does not match any applications in the system then you will see a page like the one below.

Planning Application Search Results
No Records Found. Please resubmit search with different criteria. Date Validated is between 01 January 1987 and 31 December 2007 and Development Description contains TEST SEARCH

[New Search](#)

Search results

If the search criteria that you entered matches applications in the system then they will be listed like those shown below. If the number of applications matched is more than will fit on one page then you will see page links above the list of applications, you can use these to navigate between

the pages. When you have located the application that you need you can **click on the application number** to view more detailed information.

Planning Application Search Results					
Records 1 to 10 of 101					
Date Validated is between 01 January 1987 and 31 December 2007 and Decision Date is between 01 September 2007 and 01 October 2007					
To view full details, please click on the "Application Number".					
1 2 3 4 > >>					
Application Number	Site Address	Proposal	Status	Date Registered	Decision
0/33761	16 Madoc Street, Llandudno, Conwy, LL30 2TL	Change of use of office into tattoo studio.	Decided	14-08-2007	Approved With Conditions
0/33763	19 Maes Y Castell, Llandudno, Conwy, LL30 1NG	Extension to Dwelling	Decided	14-08-2007	Approved With Conditions
0/33764	178 Deganwy Road, Llandudno, Conwy, LL30 1NE	Extensions and Alterations to Dwelling (Amended Scheme to That Approved Under Code Ref. 0/29990 to Allow for Additional Rooflight) (Retrospective Application)	Decided	14-08-2007	Approved With Conditions
0/33765	Gwynant, Gloddaeth Avenue, Llandudno, Conwy, LL30 2DN	Extension to dwelling, erection of conservatory and carport extension to garage.	Decided	14-08-2007	Approved With Conditions
0/33769	102 Clarence Road, Llandudno, Conwy, LL30 1DT	Dormer Extension to Dwelling	Decided	14-08-2007	Refused
0/33771	182 Llanrwst Road, Colwyn Bay, Conwy, LL28 5YS	Alterations and First First Floor Extension to Dwelling and Erection of Domestic Garage	Decided	14-08-2007	Approved With Conditions
0/33776	Stoneleigh, 10 St. Davids Road, Llandudno, Conwy, LL30 2UL	Change of Use From Dwelling to Guest House	Decided	15-08-2007	Approved With Conditions
0/33784	9 Great Ormes Road, Llandudno, Conwy, LL30 2AW	Demolition of Existing Garage and Erection of Replacement Garage	Decided	17-08-2007	Approved With Conditions
0/33799	Yr Hafod, Abbey Place, Llandudno, Conwy, LL30 2AY	Alterations and Extensions to Dwelling	Decided	21-08-2007	Approved With Conditions
0/33830	10 Woodland Park West, Colwyn Bay, Conwy, LL29 7DR	Trim Branches on 1 no. Tree	Decided	04-09-2007	Approved With Conditions

[New Search](#)

Step 5 View detailed results

The details page is split into 4 sections.

Site Address: shows the site address and application number.

Details Page for Planning Application - 0/33718	
Site Address	29 Watling Street, Llanrwst, Conwy, LL26 0LS

Application progress summary: shows you information about the current status of the planning application, for example, whether a decision has been made or not.

Application Progress Summary	
Date Registered	30-07-2007
Comments Until	22-08-2007
Determination Level	Delegated
Date of Committee (if applicable)	
Decision	Approved With Conditions 17-09-2007
Appeal Lodged	Approved With Conditions
Appeal Decision	

Application details: shows a more detailed list of information about the planning application, for example, proposal, case officer and map coordinates.

Application Details	
Application Number	0/33718
Site Address	29 Watling Street, Llanrwst, Conwy, LL26 0LS
Application Type	Full
Development Type	ChangeBuildUse
Proposal	Change of Use From Retail to Cafe/Sandwich Bar
Existing Land Use	Industrial and Commercial
Proposed Land Use	Industrial and Commercial
Current Status	Decided
Electoral Divisions	Crwst
Community Councils	Cyngor Tref Llanrwst Town Council
Site Co ordinates	Easting 279949 Northing 361606
Case Officer / Tel	Miss K Roberts 01492 575704

Other application information: shows a list of links to more information about the planning application.

Other Information Available for Planning Application - 0/33718
Application Dates
Application Checklist
Committee Meetings
Statutory Consultees
Neighbour Consultations

[Back](#) [New Search](#)

How to contact us

Phone: 01492 575250 / 575390 / 575195 / 575121

Fax: 01492 512637

E-mail: cynllun.plan@conwy.gov.uk

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