

Weekly list of registered planning applications and decisions made.

Note for members at start of new municipal year.

When planning applications are registered the relevant Ward members are notified, these notifications are normally sent via members council email addresses. However newly elected members will not have a council email address until mid-May, so in the interim period this notification will be via the post to members home addresses. After 20th May this notification will revert to email.

This interim arrangement will be how ALL members are notified of new applications, irrespective of whether they have previously had a council email address.

If members have not provided their home address but want to know which applications have been submitted in their ward in a specified week, they can view the weekly list using our public access system.

This facility is accessed via the Council website, the **Planning and Building Control** pages, the **View and Comment on Planning Applications** tile and following the link to **Public Access** which takes you to a simple search facility. Alternatively use this link [Simple Search \(bromsgroveandredditch.gov.uk\)](http://Simple Search (bromsgroveandredditch.gov.uk) Simple Search) Simple Search (see below and highlighted) provides a tab from where members can conduct a Parish/Ward search based on a specific week.

Members should also use this search facility in this interim period to understand decisions made in their ward in the week. After 22nd May members will also be notified of decisions made by email.

Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

To comment on an application log in to Public Access (PA) and select 'Make a Comment'. PA does time out after a while, so you are advised to type your comments elsewhere & paste them into PA.

If PA does not work first time please try using an alternative browser.

When searching for a property within a recent residential scheme it is often better to use the Map Search tool.

The screenshot shows a web interface for searching planning applications. At the top, there are four tabs: 'Simple' (selected), 'Advanced', 'Weekly/Monthly Lists' (highlighted in yellow), 'Property', and 'Map'. Below the tabs is a sub-menu with 'Applications' (selected), 'Appeals', and 'Enforcements'. A 'Status:' dropdown menu is set to 'All'. Below this is a search input field with the placeholder text 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button. A small question mark icon is next to the input field. The 'an idox solution' logo is visible in the bottom right corner.

Members can also use the Simple Search function to access the details of a specific application. To do so please follow these instructions.

on reaching the simple search page insert the reference number of the application in the search bar. Use the tabs to access 'documents' and the 'view' button on the right hand side to see details. The case officer's name is listed on the application details tab, please contact them directly should you wish to discuss the proposal.

In addition to the above, members should be aware of the relevant scheme of Delegation which is available via the below link. This sets out the decision-making route for applications and the role members can have in that process.

[https://moderngovwebpublic.redditchbc.gov.uk/documents/s47948/05.8 Planning and regeneration delegations.pdf](https://moderngovwebpublic.redditchbc.gov.uk/documents/s47948/05.8%20Planning%20and%20regeneration%20delegations.pdf)

If you have any queries arising from this process, or would like this document in electronic form, please contact our general help line 01527 881770 during office hours or via our email newplan@bromsgroveandredditch.gov.uk