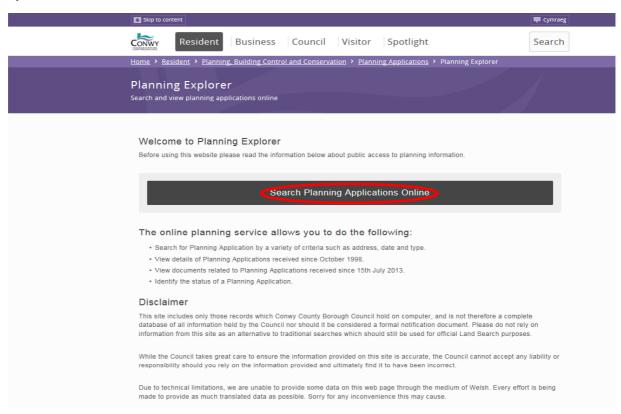**User guide - searching for planning applications**

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.
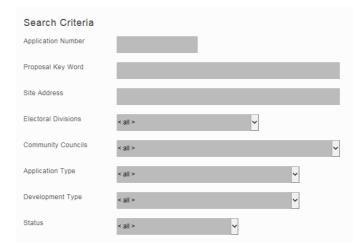

Click on the '**Search Planning Applications Online**' link to go through to the planning application search page.

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 only (if this is at hand), but you can search the database using other information. The Application Number should be entered in the exact format specified, i.e. 0/00000.

Search Criteria

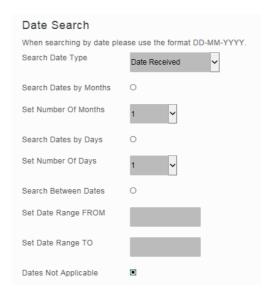|	
Application Number	
Proposal Key Word	
Site Address	
Electoral Divisions	< all >
Community Councils	< all >
Application Type	< all >
Development Type	< all >
Status	< all >

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

When searching by date please use the format DD-MM-YYYY.

Search Date Type	Date Received
Search Dates by Months	○
Set Number Of Months	1
Search Dates by Days	○
Set Number Of Days	1
Search Between Dates	○
Set Date Range FROM	
Set Date Range TO	
Dates Not Applicable	●

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Step 4   After clicking on the Search button (noting the Disclaimer and Copyright Notice) you should now see one of two pages;
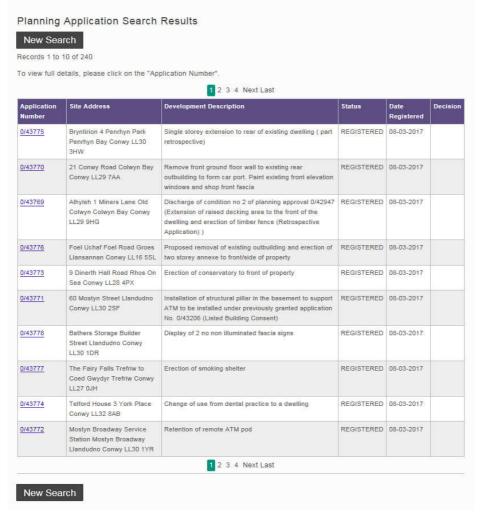
No search results

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. Please be aware that this can also appear if you have added a space inadvertently within any search criteria that does not appear in the database i.e. if you add a space before the application number or within the application number.

> **Planning Application Search Results**
>
> [New Search]
>
> No Records Found. Please resubmit search with different criteria.
>
> [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**
>
> [New Search]
>
> Records 1 to 10 of 240
>
> To view full details, please click on the "Application Number".
>
> 1 2 3 4 Next Last

Application Number	Site Address	Development Description	Status	Date Registered	Decision
0/43775	Bryntirion 4 Penrhyn Park Penrhyn Bay Conwy LL30 3HW	Single storey extension to rear of existing dwelling (part retrospective)	REGISTERED	08-03-2017	
0/43770	21 Conwy Road Colwyn Bay Conwy LL29 7AA	Remove front ground floor wall to existing rear outbuilding to form car port. Paint existing front elevation windows and shop front fascia	REGISTERED	08-03-2017	
0/43769	Alhyleh 1 Miners Lane Old Colwyn Colwyn Bay Conwy LL29 9HG	Discharge of condition no 2 of planning approval 0/42947 (Extension of raised decking area to the front of the dwelling and erection of timber fence (Retrospective Application))	REGISTERED	08-03-2017	
0/43776	Foel Uchaf Foel Road Groes Llansannan Conwy LL16 5SL	Proposed removal of existing outbuilding and erection of two storey annexe to front/side of property	REGISTERED	08-03-2017	
0/43773	9 Dinerth Hall Road Rhos On Sea Conwy LL28 4PX	Erection of conservatory to front of property	REGISTERED	08-03-2017	
0/43771	60 Mostyn Street Llandudno Conwy LL30 2SF	Installation of structural pillar in the basement to support ATM to be installed under previously granted application No. 0/43206 (Listed Building Consent)	REGISTERED	08-03-2017	
0/43778	Bathers Storage Builder Street Llandudno Conwy LL30 1DR	Display of 2 no non illuminated fascia signs	REGISTERED	08-03-2017	
0/43777	The Fairy Falls Trefriw to Coed Gwydyr Trefriw Conwy LL27 0JH	Erection of smoking shelter	REGISTERED	08-03-2017	
0/43774	Telford House 3 York Place Conwy LL32 8AB	Change of use from dental practice to a dwelling	REGISTERED	08-03-2017	
0/43772	Mostyn Broadway Service Station Mostyn Broadway Llandudno Conwy LL30 1YR	Retention of remote ATM pod	REGISTERED	08-03-2017	

> 1 2 3 4 Next Last
>
> [New Search]

Step 5   View detailed results

The details page is split into 4 sections, with an option to view documents (see Step 6).

Site Address: shows the site address and application number.

Details of Planning Application

| Back | New Search | View Documents |

Details Page for Planning Application - 0/43199
Site Address	Halliwell Jones Ffordd Maelgwn Llandudno Junction Conwy LL31 9PL

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	
Application Registered	13-09-2016
Comments Until	(Please refer to site notice documentation (if applicable))
Determination Level	Case Officer
Decision	Approved With Conditions 31-10-2016
Appeal Lodged	
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	0/43199
Site Address	Halliwell Jones Ffordd Maelgwn Llandudno Junction Conwy LL31 9PL
Application Type	Full
Development Type	MinorDevExt
Proposal	Reconstruct existing MINI canopy to form MINI showroom extension. Refurbish MINI showroom, to include new BMW Used Car Showroom within existing building. Upgrade external wall, window and roof finishes.
Existing Land Use	Sui Generis - in a class of their own
Proposed Land Use	Sui Generis - in a class of their own
Current Status	FINAL DECISION
Electoral Divisions	Pensarn
Community Councils	Cyngor Tref Conwy Town Council
Site Co ordinates	Easting 280428 Northing 377481
Case Officer / Tel	Ian Gibbons 01492575703

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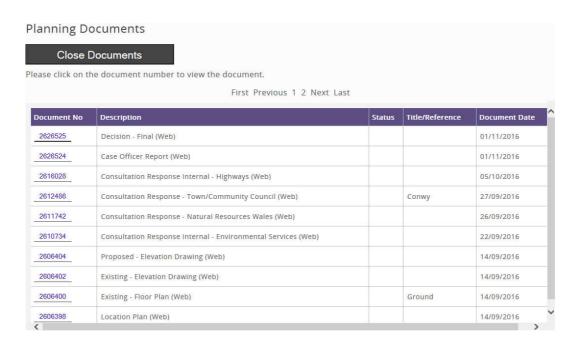CYNGOR BWRDEISTREF SIROL
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Other application information: shows a list of links to more information about the planning application.

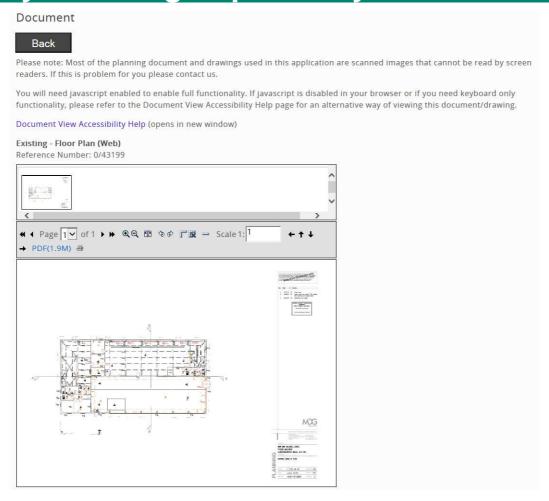**Step 6**   **View documents relating to the planning application**

Either at the top or bottom of the details page **click on**

When you have located the document that you need you can **click on the document number** to view it.

If you want to measure a line or area on the plan you can use the **measuring tools** illustrated below.

Toggle Measurement Mode On/Off: this button will toggle the measurement mode on or off. Then Measurement mode is on a box will be displayed around the icon to show measurement mode is on.

NB. This mode must be turned off if you wish to zoom into an area of the image.

When Measurement Mode is turn on distances and areas of the image can be measured.

To measure a distance click a point on the image where you wish the measurement to start then click again on the point you wish the measurement to end. After clicking on the end point a red line will be drawn showing the distance being measured and the distance will be displayed, whilst the mouse cursor is over the image, on the left hand side of the screen. If you click on the image again a further point will be drawn and measurements will be provided for the total length of the line (red). This will be the total distance between point 1 and point 2 and point 2 and point 3. This process can be repeated as many times

as required. When more than two points are drawn the area between the first and the last points will be automatically completed by a blue line. In this case measurements will be provide for the total distance of the red and blue lines and the area contained within the measurements. To measure a new area / distance you must clear any existing measurements using the clear measurements icon

NB. This scale used will be whatever the scale was set to when the last measurement point was added.

Clear Measurements: this button will remove the existing measurements from the image.

Set Scale for Image: this button allows you to set the scale of the image by drawing a line between two points and specifying the actual distance between the two points. To override the default scale, select this icon then select two points on the image using the mouse. You will then be prompted to enter 'The Real distance in meters of the drawn line', the revised scale will automatically be recalculated based on the distance provided

Scale: shows the current scale of the image. The scale can be changed by entering a new value in the box. This will affect the scale of any new measurements.

How to contact us

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