

Public Access Guide

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone: 0303 123 1015

Email: equalities@southlanarkshire.gov.uk



Public Access Guide

What is Public Access?

Public Access is our online service that lets you view and comment on planning applications received by South Lanarkshire Council. It also provides details of planning appeals and enforcement cases where a formal notice has been served.

You can:

- track the progress of an application through the system;
- comment on current planning applications;
- view details of all applications (from 2000);
- view plans and documents associated with applications (from 2009 onwards);
- check on appeals lodged and decisions made since 2003;
- check on enforcement cases where a statutory notice has been served since 2012;

If you simply want to search for applications and view plans and documents, you do not need to register as a user with the site (go straight to the **Searching** section of the Guide). However, if you want to comment on planning applications or track the progress of specific applications, then you must register with us.

This guide describes how to use the site.

On opening the Council website <u>at the web address www.southlanarkshire.gov.uk</u>, click on Planning and building standards.



Then click on Planning application/warrant search.

					myaccount
LANARKSHIRE	uncil services A to Z			Search	•
Home > Planning and buil	lding standards			- 0-g. school hot	kanya, councu tan, jobs, housing bene
Planning applications, obj conservation areas	d building st ections, decisions, permitte	andards d development, building v	varrants and		
		Most	popular		
Current applications and decisions	Planning application/varrant search	Planning forms/submit an application	How to make a planning application	Commenting on an application	Do I need planning permission?
		Ca	tegories	*	
<u>Building</u> Regulations, warrants	standards and demolition work	<u>Conse</u> Planning constraint	rvation areas s, listed buildings and trees	Plannir Applications and de	ng for developers incisions, inclusive design and al quality
Planning for	householders				

Register as a user of the site

If you want to comment on planning applications or track the progress of applications, then you must register with us. Otherwise, go to the **<u>Searching</u>** section of the Guide.

How to register

1. To create a new user account, click on the Register button at the top of the screen, shown in red below.

	:h 🕶 👤 My Profile 👻 🔒 Login 📴 Register
Welcome	to South Lanarkshire Council Online Planning and Building Standards
Our onlin nformati	e system allows you to view, track and comment on applications. Comments to applications are made public. Details here. on about our Service is available on our planning or building standards pages.
Planning	appeals and associated documents can be viewed on the Scottish Government appeals website.
fyou are	
Planni	experiencing any issues with the site, please contact us at planning@southlanarkshire.gov.uk
Planni earch for ddress.	experiencing any issues with the site, please contact us at planning@southlanarkshire.gov.uk ng – Simple Search Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an Advanced Weekly/Monthly Lists Property Map
Planni earch for ddress. Simple Search t @ App	experiencing any issues with the site, please contact us at planning@southlanarkshire.gov.uk ng – Simple Search Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an Advanced Weekly/Monthly Lists Property Map or: ications O Appeals O Enforcements

2. Register your details by filling in the fields as set out below:

Note: Passwords must be eight characters or longer, must contain a mixture of letters and numbers and must not contain spaces. Enter the password again below to confirm that it is correct.

egistration			
ce registered the following add	litional functionality will be available:		
 Tracking applications 			
 Saving Searches 			
 Email notifications about transmission 	acked applications and new search results.		
elds marked with a * must be co	ompleted.		
Title *	Mr		
First Name *	John		
Surname *	Smith		
Phone Number	01761 000000		
A confirmation email will be se	ent to the email address you provide below.		
Email Address *	example@example.com		
Confirm Email Address *	example@example.com		
Your password must be at lea	st 8 characters long and be a mix of letters	and numbers.	
Password *	•••••		
Confirm Password *	•••••	^	
		_	
	Next		

- 2. Click on the **Next** button.
- 3. Put in your postcode, then click the **Next** button.

LANARKSHIRE	Back to Council homepage	
🔎 Search 🗸 🛔 My I	Profile 🗸 🔒 Login 🛛 🛂 Register	
Registration		
Postcode *	ML3 6LB Back Next	×

	👤 My Profile 🗸	🔒 Login	17 Register
Registration			
Please select yo	our address:	Montrose Ho	ouse 154 Montrose Crescent Hamilton South Lanarkshire I
		Back	Next

Select your address from the drop down list, then click on the Next button

- 4. If your address is not listed (usually because you live outside South Lanarkshire), select 'My address is not in the list' and click on the Next button.
- 5. Enter your address details in the appropriate fields, then click on the **Next** button.
- 6. Check your details are correct. If yes, please read the **Terms and Conditions**, including the **Your Data** section. Click the two tick boxes as shown below, then click the **Next** button.

ddress	Montrose House
	154 Montrose Crescent
	Hamilton
	South Lanarkshire
	ML3 6LB
A Terms and Co	nditions
We want to let vo	bu know how Public Access works and why we need your registration details (name, address, email addre
and optional tele	phone number). Please read our terms and conditions (opens in a new window) in full before proceeding.
I agree to the	terms and conditions. *
Your Data	
. our butu	
The data you hav	e provided (name, address, email address and optional telephone number), as part of this registration, is
necessary for us	to provide you with Public Access services. Idox Software Limited will only use this data for the purposes
of:	
C 1	
 Sending you 	a registration confirmation email
 Send you an 	email with details on how to change your password if you forget it
 Notifying yo enable within yo 	u of any changes in the status of tracked applications, saved searches or saved map searches that you ur Public Access account
 Sending you 	confirmation emails of any comments that you submit against an application
 Upon submit 	tting a comment, providing your contact details to the Council so that the Council can process your
comment	
I consent to n	ny data being used for the above purposes. *
You can also con	sult the relevant Council website for further information on how your data is used beyond the Public
Access services.	
You must provide	e consent under the General Data Protection Regulation (GDPR) in order to use Public Access. You have
the right to witho	Iraw your consent at any time. You can do this by deleting your profile from within Public Access in the M
Profile area.	

- 7. You will then see an **Activation Required** screen, stating that an email has been sent to your account with instructions on how to activate it. You will be unable to make comments or track applications until you verify your email address.
- 8. The email that you receive from planning@southlanarkshire.gov.uk will contain a link that you must click on to verify your email. When you click on this, it will take you back to the Public Access site where you will be asked to login. Once you have done this, you can use all the features of the site.

Searching for a planning application, appeal or enforcement case

Simple search

If you have not logged in as a registered user, the default screen that appears is the **Planning – Simple Search**. If you have logged in, you will automatically be taken to the **My Profile** screen. Go to the Search button in the top left of the screen and select the appropriate way to search. The Guide will go through the different searches that you can carry out.

SOUTH LANARKSHIR COUNCI	Bac	sk to Council homepage	2
Ø Search →	1 My Pr	ofile + 🔒 Logout (K	aren Brown (test))
Building Standar	rds 🕨	Advanced	
Profile Details	Saved	Weekly/Monthly Lists	I cations Tracked Applications
		Property Search Map Search	Change password Update personal details

1. Simple Search

Planning – Simple Search

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

This allows you to search quickly for an application if for example, you know the exact planning application number, the postcode or the first line of the address that you are looking for. Simply type the details into the search field and click on **Search**. This will bring up any results that match your search.

To view the plans and other documents associated with the application, click on the **Documents** button as shown below.

19/1153 Erection 24 dwellin	ghouses and associated road and services Land 70M East Of 52 Northcrofts Road Loaningdale Aver
ggar South Lanarkshire	🖹 Save search 🔎 Refine search 🔶 Track 🚔 Pr
Details Comments (5)	constraints (3) Documents (22) Related Cases (1) Map
Summary Further Inform	ation Contacts Important Dates
Reference	P/19/1153
Alternative Reference	100172767-001
Application Received	Wed 24 Jul 2019
Application Validated	Wed 31 Jul 2019
Address	Land 70M East Of 52 Northcrofts Road Loaningdale Avenue Biggar South Lanarkshire
Proposal	Erection 24 dwellinghouses and associated road and services
Status	Decided
Decision	Application approved
Decision Issued Date	Wed 20 Nov 2019
Appeal Status	Unknown
Appeal Decision	Not Available
There are 22 documents as	sociated with this application.
There are 0 eaces accessiate	d with this application

To view any document, click on the icon to the right of the document under View.



You can select up to 25 documents to download in one archive file at a time.

Date Published 🕸	Document Type 🌣	Description \$	View
20 Nov 2019	Report	Officer report	Co.
20 Nov 2019	Decision	Grant detailed permission	G
20 Nov 2019	Decision	Important notes	G
07 Nov 2019	Approved drawing	Site plan	Co.
06 Nov 2019	Approved drawing	Site layout	G
08 Aug 2019	Approved drawing	Drainage longitudinal sections and manhole sections	G
24 Jul 2019	Approved drawing	Location plan	C.
24 Jul 2019	Approved drawing	Type a first floor plan	Co.
24 Jul 2019	Approved drawing	Type a ground floor plan	G
24 Jul 2019	Approved drawing	Type a elevations	6
24 Jul 2019	Approved drawing	Type b elevations	G
24 Jul 2019	Approved drawing	Type b first floor plan	G

2. Advanced Search

This allows you to search for applications where you may not know the exact planning application number, or you want to use a variety of criteria to find applications that meet your search requirements.

1. Click on the **Advanced** search option.

imple Advanced Week	kly/Monthly Lists Property Map	
Applications Appeals	Enforcements	
Reference Numbers		
Application Reference:		
Planning Portal Reference:		
Alternative Reference:		
Application Details		
Application Details Description Keyword:		
Application Details Description Keyword: Applicant Name:		
Application Details Description Keyword: Applicant Name: Application Type:	All	
Application Details Description Keyword: Applicant Name: Application Type: Ward:		

2. There are numerous fields that you can search on including dates, application type, description and keyword.

Enter the selection criteria that you wish to search on and click on the **Search** button at the bottom of the screen. The example below shows how to find all applications that were approved in Cadzow Street between 1 January 2018 to 31 December 2019.

Applicant Name:		
Application Type:	All	
Ward:	All	~
Community Council:	All	~
Agent:		
Status:	All	~
Decision:	Application approved	~
Appeal Status:	All	~
Appeal Decision:	All	~
Development Type:	All	~
Address:	Cadzow Street	

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Received:		to:	
Date Validated:		to:	
Date Actual Committee:		to:	
Decision Date:	01/01/2018	to:	31/12/2019
Appeal Decision Date:		to:	

2. You may find more than one application that meets your criteria in your search. From the list, you should be able to identify the application(s) that you are looking for. Just click on the applications which you want to view.



This allows you to find all applications that are validated or decided for specific wards or community council areas within specified time periods, either weekly or monthly.

LANARKSHIRE	Back to Council homepag	e		
Ø Search → 💄 M [*]	y Profile 👻 🔒 Login	😼 Register		
Planning – Wee Search Planning Applica Simple Advanced	kly List itions either validated or de Weekly/Monthly Lists	ecided in a gi	ven week. Map	
Weekly List Mon				
Weekly List Mon	thly List			
Weekly List	thiy List			
Community Council:	All			
Community Council: Ward:	All			
Community Council: Ward: Week beginning:	All All 16 Mar 2020			
Community Council: Ward: Week beginning: Show applications:	All All 16 Mar 2020 Validated in th O Decided in th	this week his week		

Select a community council area or ward from the drop-down lists and whether you want to see a Weekly List/Monthly List for applications Validated or Decided in that time. Click on the **Search** button.

LANARKSHIRE COUNCIL	to Council homepage
Ø Search → 1 My Profil	le 👻 🔒 Login 🛛 📑 Register
Search Planning Applications Simple Advanced We Weekly List Monthly List	either validated or decided in a given month. ekly/Monthly Lists Property Map
Community Council:	Bothwell Community Council
Ward:	
Month:	Mar 20
Show applications:	 Validated in this month Decided in this month

All applications that meet the selection criteria will be displayed in a list. This is useful for finding applications relating to a particular area. Click on any application to view details and documents.

anning – Results for Application Search	
	🔎 Refine search 🗎 Save search 🖶 Prin
ort by Date Received Direction Descending Results per	page 10 🔽 Go
Demolition of house and sub division of feu to form two house plots (Planning Permission in Principle).	
17 Blairston Avenue Bothwell G71 8RZ Ref. No: P/20/0356 Received: Thu 12 Mar 2020 Validated: Tue 17 Mar 2020 Status: Registered	
Erection of single storey rear extension.	
1 Castle Wynd Bothwell G71 8TQ Ref. No: P/20/0342 Received: Wed 11 Mar 2020 Validated: Thu 12 Mar 2020 Status: Registered	
Conversion of bungalow to two storey dwelling.	
34 Wordsworth Way Bothwell G71 8QR Ref. No: P/20/0326 Received: Mon 09 Mar 2020 Validated: Wed 11 Mar 2020 Status: Registered	
Demolition of rear outhouses, erection of rear extension, stone repairs to house, formation of decking, erection of shed, boundary walls and fencing along with regrading operations to rear garden (Partially retrospective)	
7 North Deanpark Avenue Bothwell G71 8HH Ref. No: P/20/0206 Received: Tue 18 Feb 2020 Validated: Tue 10 Mar 2020 Status: Registered	

3. Property search

🔎 Search 🗸 🔹 My Profile 🗸 🔒 Login 🛛 🚦 Register
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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 Week	y/Monthly Lists Property Map
Address Search A to Z St	reet Search
UPRN:	
Property Name/Number:	
Street Name:	
Locality:	
Town:	
Postcode:	
	Search Reset
	an idox [#] solution

Click on the Property tab and then select either Address Search or A to Z Street Search

Address Search allows you to enter a street name or postcode. When you click on the Search button, a list of addresses that meet the street name or which are located within that postcode area will be displayed. Click on the particular property you wish to find information on.

Address Search			
Search for current or historical ca	ses relating to a pro	operty by se	electing at least one of the address fields in the form below.
Simple Advanced Weekly	/Monthly Lists	Property	Мар
Address Search A to Z Str	eet Search		
UPRN:			
Property Name/Number:			
Street Name:	Montrose Cresc	ent	
Locality:			
Town:	Hamilton		
Postcode:			
	Search Re	set	

Results – click on the address to see if there is a site history for that property.

Direction Ascending 🔽 Results per page 10 🔽 Go
12345678910 Next >
E Hay And Sons 5-9 Montrose Crescent Hamilton South Lanarkshire ML3 6LP
11A Montrose Crescent Hamilton South Lanarkshire ML3 6LP
11B Montrose Crescent Hamilton South Lanarkshire ML3 6LP
11C Montrose Crescent Hamilton South Lanarkshire ML3 6LP
11D Montrose Crescent Hamilton South Lanarkshire ML3 6LP
11E Montrose Crescent Hamilton South Lanarkshire ML3 6LP
11F Montrose Crescent Hamilton South Lanarkshire ML3 6LP
13 Montrose Crescent Hamilton South Lanarkshire ML3 6LP
Site For 6 New Townhouses 13 Montrose Crescent Hamilton South Lanarkshire
15 Montrose Crescent Hamilton South Lanarkshire ML3 6LP
12345678910 Next •

Details of all planning applications building warrants, planning appeals and enforcement cases for that property will be listed under **Property History**. Click on any listing to be taken to the details for that application.

Property History

000484066529 | Site For 6 New Townhouses 13 Montrose Crescent Hamilton South Lanarkshire

 Back to search results Address Property History (6) Constraints (0) Map Planning Applications (3) Erection of 6 townhouses Ref. No: HM/07/0528 | Status: Application approved Demolition of coachouse (Conservation Area Consent) Ref. No: HM/07/0693 | Status: Application approved - Change of use of stable/outhouse to offices Ref. No: HM/01/0159 | Status: Application approved Planning Appeals (0) Planning Enforcements (0) Properties (0) **Building Standards Warrants (3)** · Erection of six townhouses. Amendment to form changes to layout Ref. No: 09/HM/0641 | Status: Warrant Approved Erection of 6 terraced townhouses Ref. No: 08/HM/0135 | Status: Warrant Approved Demolition of house, coach house and boxing club

Ref. No: 07/HM/1028 | Status: Warrant Approved

The **A to Z Street Search** does the same as the Address Search, except you choose the street name from an alphabetical list of streets in South Lanarkshire. After the street is selected, click on the exact address and then view **Property History** as before.

A to Z Street Search

Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.

Simple Advanced Weekly/Monthly Lists Property Map	
Address Search A to Z Street Search	
	TUVWXYZ
Results per page 50 🔽 Go	
Streets beginning with M	
• Previous 3 4 5 6 7 8 9 10 11 12 Next •	Showing 401-450 of 555
Montgomery Street , Cambuslang , Glasgow , South Lanarkshire	
Montgomery Street , East Kilbride , Glasgow , South Lanarkshire	
Montgomery Street , Larkhall , South Lanarkshire	
Montraive Street , Rutherglen , Glasgow , South Lanarkshire	
Montreal Park , East Kilbride , Glasgow , South Lanarkshire	
Montrose Crescent , Hamilton , South Lanarkshire	
Montrose Gardens , Blantyre , Glasgow , South Lanarkshire	
Montrose Lane , Hamilton , South Lanarkshire	
Moor Road , Cartland , Lanark , South Lanarkshire	
Moore Gardens , Hamilton , South Lanarkshire	
 Moorfield Road , Blantyre , Glasgow , South Lanarkshire 	

Click on street and then the exact address.

	🔎 Refine search 🖶 Prin
irection Ascending 💟 Results per page 10 💟 Go	
12345678 Next	Showing 1-10 of 79
6 Montgomery Street Larkhall South Lanarkshire ML9 2AA	
8 Montgomery Street Larkhall South Lanarkshire ML9 2AA	
9 Montgomery Street Larkhall South Lanarkshire ML9 2AA	
10 Montgomery Street Larkhall South Lanarkshire	
10A Montgomery Street Larkhall South Lanarkshire ML9 2AA	
10B Montgomery Street Larkhall South Lanarkshire ML9 2AA	
10C Montgomery Street Larkhall South Lanarkshire ML9 2AA	
11 Montgomery Street Larkhall South Lanarkshire ML9 2AA	

4. Map Search

The **Map** search allows you to focus on a particular area of South Lanarkshire to see sites which have had planning applications. You can then click on particular sites to see the planning application reference which lets you then see the details of the application itself.

Click on the **Map** tab. Enable the filter on the right hand side to search for which application, appeal or enforcement case you are looking for and over what period (select from drop-down list). Drill down on the map by clicking on the + sign.



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Any sites with a planning application will be identified by a red line.

If you click on a site with a red line, a summary of the application(s) for that site will be displayed. Click on **Application Details** to see the case record and documents. Note that if you want to regularly search for applications in this area in the future, you can click on the **Save a rectangular search** or **Save a circular search** in the bottom right of the screen. You will then be able to automatically run that search at any time in the future from the **My Profile** drop-down list.



Setting up alerts – tracked and notified applications

You can set up alerts to allow you to keep up to date with the progress of a particular planning application or to let you know when an application has been submitted if it meets certain criteria that you are interested in.

1. Tracked applications - any application can be tracked so that you can keep up to date with its progress without having to search for it again. These cases are then listed in your Tracked Applications which is located in the drop-down list on My Profile.

ANAR	COUNCIL	Back to Cour	ncil homepage			
O Se	arch 🗸 🔒 M	y Profile 👻	🔒 Logout (Karen Brown)		E A	Apply Online 🗸
	сі. т	10.00	N			
ly Pi Profile	Details Save	acked Ap	Dications	Tracked Applications	😮 Help	with this pag
ly Pi Profile View	Details Save Stop Tracking	acked Ap ed Searches Reference ≎	Notified Applications	Tracked Applications	? Help Type ≎	with this pa
Profile View	Details Save Stop Tracking	ed Searches Reference ○ P/19/1260	Notified Applications Address © East Kilbride District Cou Glasgow South Lanarksh	Tracked Applications Irt Civic Centre Andrew Street East Kilbride ire G74 1AB	⑦ Help Type ≎ Application	Status \diamond Decided

To track an application, search for it in the usual way. When it appears on the screen, click on the **Track** button at the top. It will then appear in your Tracked applications list and you will be notified when it is decided.

	Save search Refine search Track Make a communication	nent 🖶 Prin				
Details Comments (0)	ionstraints (0) Documents (0) Related Cases (1) Map					
Summary Further Inform	ation Contacts Important Dates					
Reference	P/20/0026					
Alternative Reference	Not Available					
Application Received	Tue 24 Mar 2020					
Application Validated	Tue 24 Mar 2020	Tue 24 Mar 2020				
Address	Council Headquarters Almada Street Hamilton South Lanarkshire ML3 0AA					
Proposal	Proposed test development					
Status	Registered					
Appeal Status	Unknown					
Appeal Decision	Not Available					

Making comments on an application

If you want to make comments on an application, these can be made through Public Access.

- 1. Make sure you are registered and logged in.
- 2. Search for the application that you want to comment on.

3. When it appears on your screen, click on the 'Make a comment' button. This will only be available if the application has not been decided.

LANARKSHIRE COUNCIL	Council homepage	
Ø Search → 🛔 My Profile	🕶 🔒 Login 🛛 📴 Register	🛃 Apply Online 👻
Planning – Applicatio	on Summary	? Help with this pag
P/21/0001 Example of develop	ment proposal Council Headquarters Almada Street	t Hamilton ML3 0AA
 Back to search results 		🛨 Track 📮 Make a comment 🖶 Print
Details Comments (0) C	onstraints (0) Documents (0) Related Cases (0)	Мар
Summary Further Inform	ation Contacts Important Dates	
Reference	P/21/0001	
Alternative Reference	Not Available	
Application Received	Fri 15 Jan 2021	

4. You will take to the Make a comment screen. If you have registered and logged in, your details will appear. Otherwise, complete the fields with your details.

Case Officer:	Not Available	
Are your personal details correct? Click to update my personal details.		
Your Title: *	Select	
Your First Name: *		
Your Surname: *		
Address Line 1 *		
Address Line 2		
Town/City *		
Postcode *		
Your Tel. No.		
Your Email Address: *		
Commenter Type: *	Select	

5. Select your Commenter Type from the dropdown list and select whether you wish to Object, Support or make a neutral comment on the application. Then add your comments to the Your Comment box. Then Submit, or Submit and Register.

Your Tel. No.	
Your Email Address: *	example@example.com ×
Commenter Type: *	Member of public
Stance: *	●Object ○Support ○Neutral
Your Comment: 4978 characters left	Add your comments here
	Submit Submit And Register Reset

6. After you submit your comments, you will get an acknowledgment. You can track the application as described earlier in the guide. When a decision is made on the application, you will be notified by email.