

# *Duchy Residents Association*

How to gain access to the details of the current planning applications on the Harrogate Borough Council website.

1. Type the following into the "search window" of your internet provider:

[www.harrogate.gov.uk](http://www.harrogate.gov.uk). And click on search.

This will open the Harrogate Borough Council website "homepage".

2. In the middle of the page under the heading "10 Most Popular Services"; Click on "Planning Applications (online)"

This will open a new page.

3. Click on the first option under the paragraph of text "Accept the limitations as set out below and enter Public Access", this will highlight it, and then click again.

This will open another new page.

**You now have several options!** (However there are only two and you do not have to listen to one of those mechanical voices droning on!)

- A. **Application search** If you have seen a green planning site notice on a lampost/telegraph pole etc., outside a property and want to find out what the planning application is for. You will need the reference number from the notice. These are usually in the form 6.79.XXXX.B.FUL where XXXX are the numbers for this application. If you do not have the reference number use option B below.

- a. Choose "Application Search" at left of screen, click here.

This will open another new page. [But you knew this didn't you?]

- b. In the white box at the top type in the reference number, with the full stops and the .B.FUL or whatever your reference ends with. Ignore the other boxes and scroll down to the blue box labelled "Search" and click on here.

[Wait for it ---This will open another new page!]

- c. This will have a long thin box with a blue "click to view" button at the right hand end. Click here.

I do not need to tell you what happens!

- d. The new screen has quite a lot of information. At the top of the main box there are useful tabs labelled:

Important dates: [Click here and you know what happens!]

# Duchy Residents Association

There is no date for your last objection but the expiry date for the last site notice is the one to look for as your comments or objection should be in very soon after this. The sooner you write, either by letter or online, the more time the Planning Officer has to consider your point(s). Late letters are only verbally reported to the Planning Committee and not having them to refer to the Committee Members might not give them the importance they deserve.

Agent Details If the person having the work done is using a surveyor or Architect their details will be here. If the staff at the Planning Office cannot answer all your queries about the drawings you could contact them. Most are helpful, but as a Building Surveyor I would say that!

Associated documents This is where you will find all the documents that were submitted with the original application, except for any mere covering letter that does not have any planning significance.

These will include:

- (i) Copy of the planning application forms. [Any confidential information is blanked out, but not planning details]. You should read these carefully as some information, e.g. trees to be removed, foul and surface water drains etc., might not be on any other documents. If you do not understand any of the answers to the questions on the forms you should first ask the staff at Knapping Mount 01423-556666 Failing that the DRA will usually be able to resolve all but the most obscure or very technical queries.
- (ii) Copy of Design and Access Statement. (Required with many applications since mid 2007.) This should be read carefully as this information is not usually repeated on the drawings. Some of these are similar to some PowerPoint presentations, nice and tidy, well laid out with many words: but no useful information. If the answers to your questions are not here do not make assumptions, this may be their intention, to let you fill in the gaps! I am not being cynical there are many people who only give as little information as they can.
- (iii) Drawings. These should show all the elevations, with the materials clearly identified.

The Council guidance for applications in Conservation areas requires all applications to include appropriate written information and legible, accurate and up to date, fully annotated scale drawings.

- (iv) Site Plan. Very important, this will show where the proposed building, extension, garage etc., will be relative to the boundaries and the neighbours. The red line shows the boundary of the application site. If the applicant owns adjoining/ neighbouring land this is edged in blue. Check this carefully, this will only be based on the latest map and might not show more recent alterations. Since any significant discrepancies could help the applicant to gain approval for an unsatisfactory scheme, which is unlikely to be cancelled later you should ask for this to be corrected before the

# *Duchy Residents Association*

decision is made. You do not have the right to enter the land to check measurements and should write if they do not appear to be correct.

- B. **Property Search** If you do not have the reference number but know the address you can use this option, though it can take a few more steps if there have been several previous planning applications on the site.

After stage 3 on page 1:

- a. Choose "Property Search" at left of screen, click here.

This will open another new page. [But you knew this didn't you?]

- b. Before entering the street number or street name you must consider the box labelled "Street Group". Adjust this to the first letter of the street name e.g. I to L for Kent, click and the screen will change very quickly.

Then insert number in top box and first letter of street name in third box. You can then select the street from the list.

Then **Ignore the other boxes and** scroll down to the blue box labelled "Search" and click on here. [I do not need to tell you what happens!]

- c. This screen has two click boxes at the right end: Click to view details.

The new screen, [What else!] has several tabs, the one to use is labelled "Related Info".

There are two possible new screens now.

If this is the first planning application since 1974 there will just be details of the current one. You should follow the procedure from paragraph c. on page 1 above.

If there have been other applications since 1974 there will be a screen with large blue boxes. Click the "Display" box middle right.

This will list all applications since 1974. Click on the bottom one. Please note as demolition requires Conservation Area Consent there may be a separate application for this.