

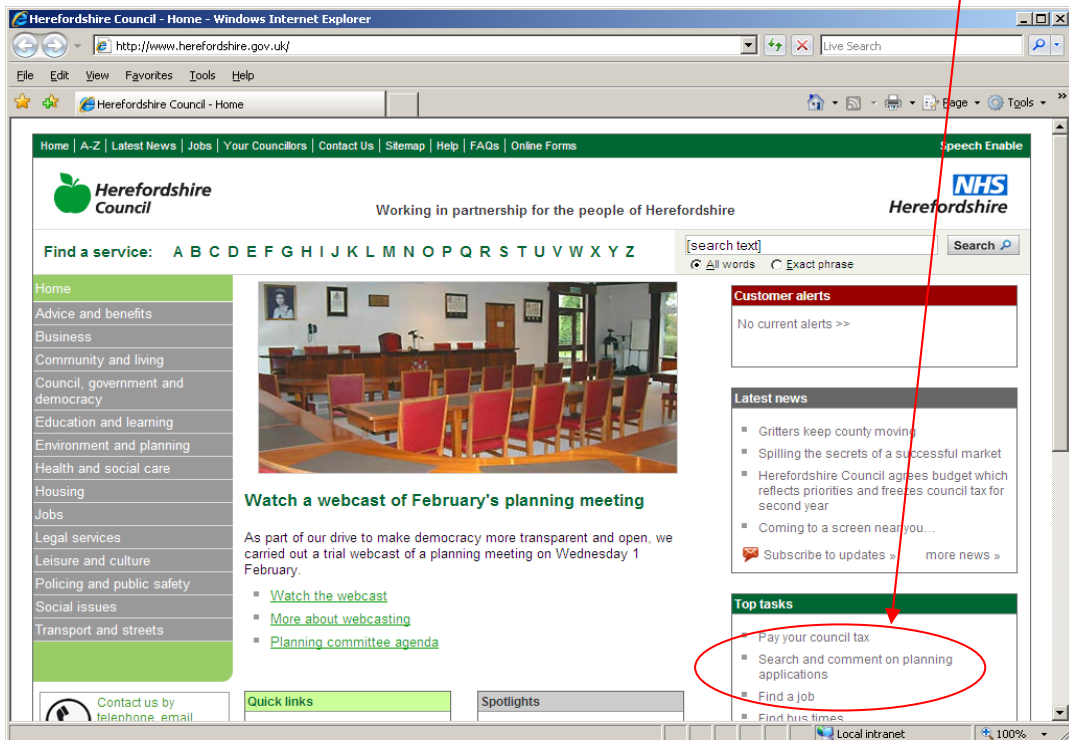
HOW TO SEARCH AND VIEW PLANNING APPLICATIONS

Herefordshire Council's online planning application service allows users of its website to view and track planning applications.

This gives users access to planning application details online at any time meaning that there will be less requirement to visit a Customer Service Centre.

Details of how to use the system is set out below:-

1. To access Herefordshire Council's website enter www.herefordshire.gov.uk into the web browser search box. This will take you to the Home Page of the Council's website.
2. This is the Home Page and to access the planning applications section you should select "Search and comment on planning applications" in the "Top Tasks".

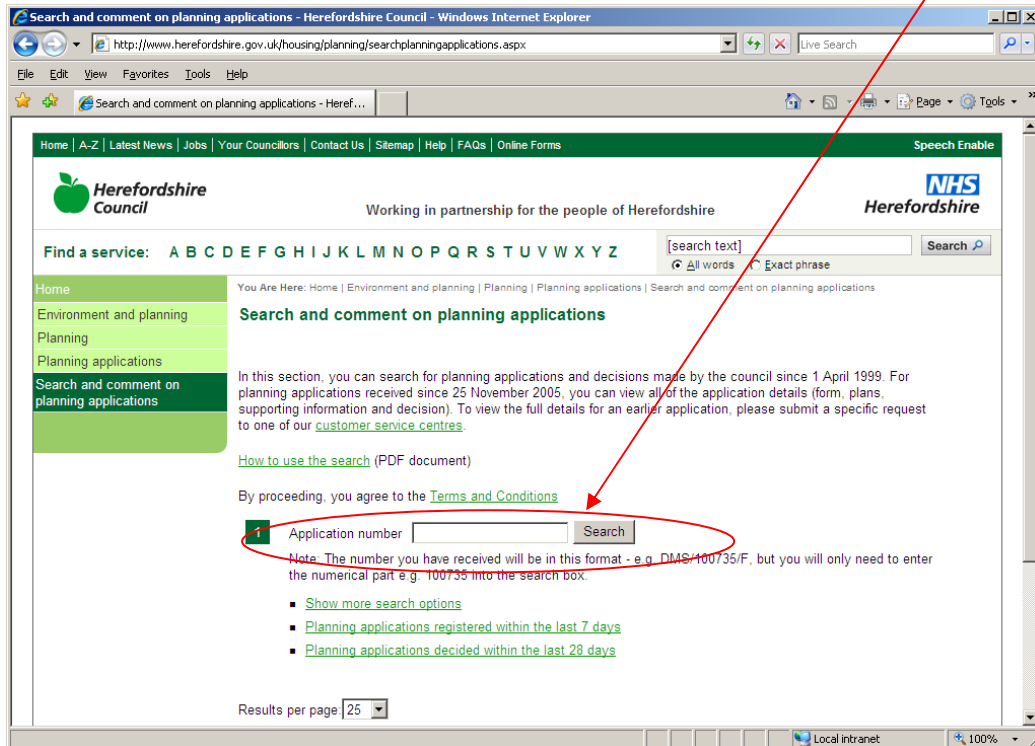


3. This will take you to the webpage below.

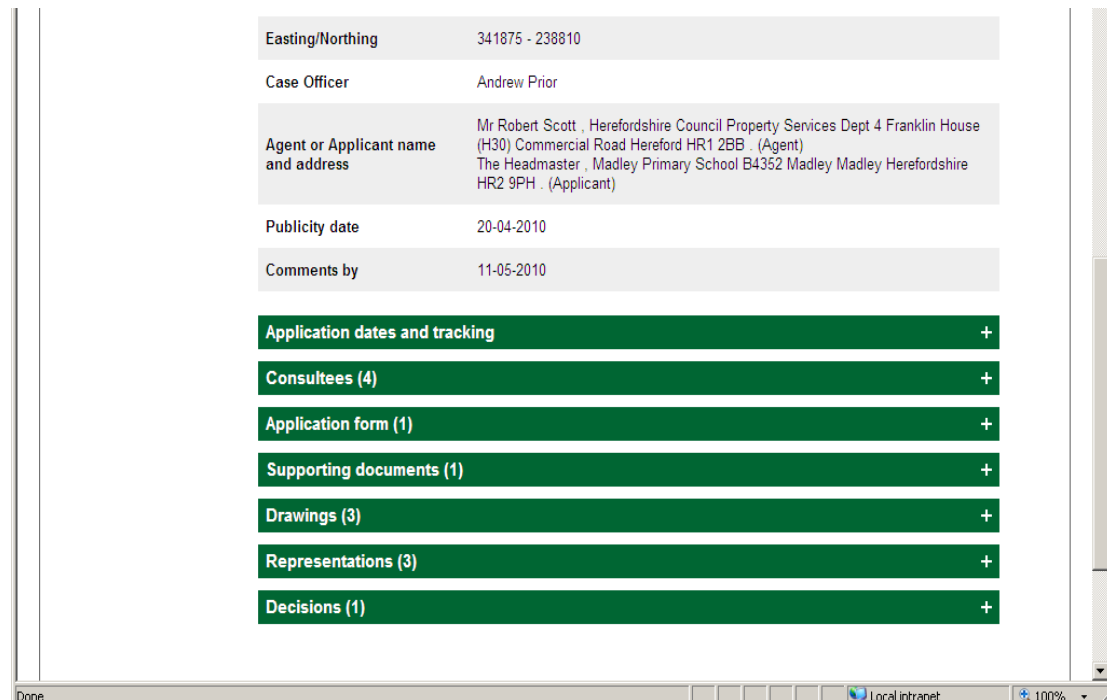
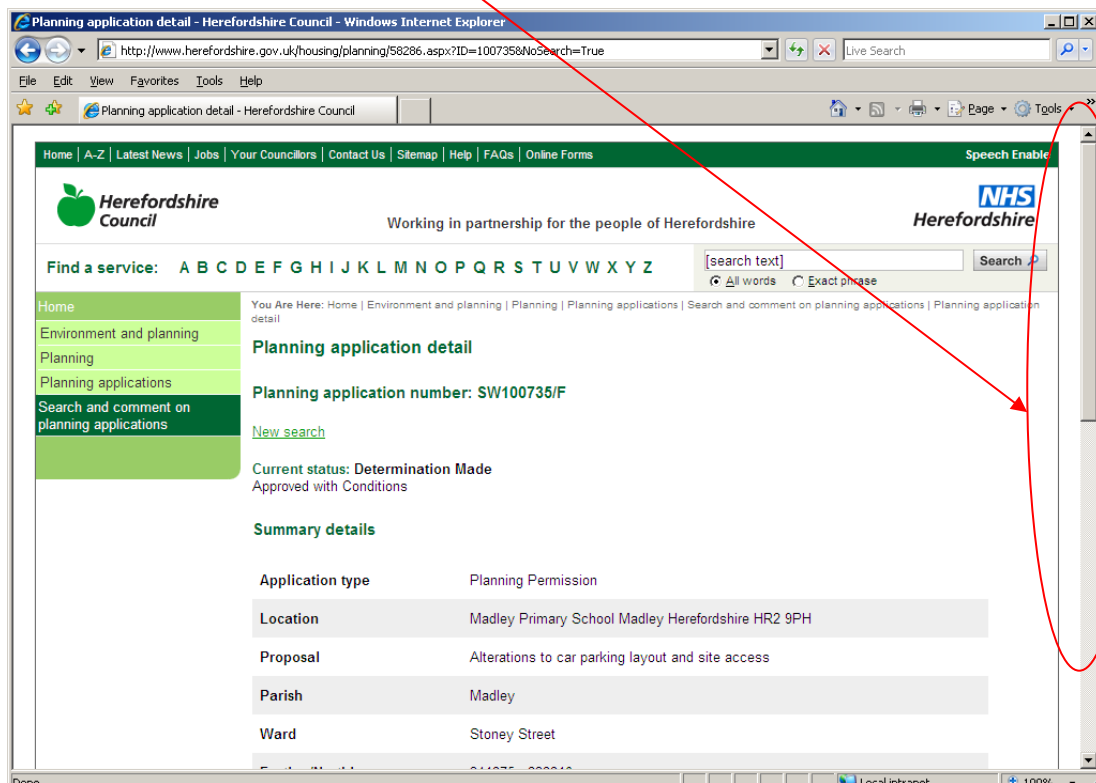
This allows you to select a number of options to obtain the record(s) you seek, but note the explanation as to the extent to which historical records are available.

Before proceeding you should note the *terms and conditions*

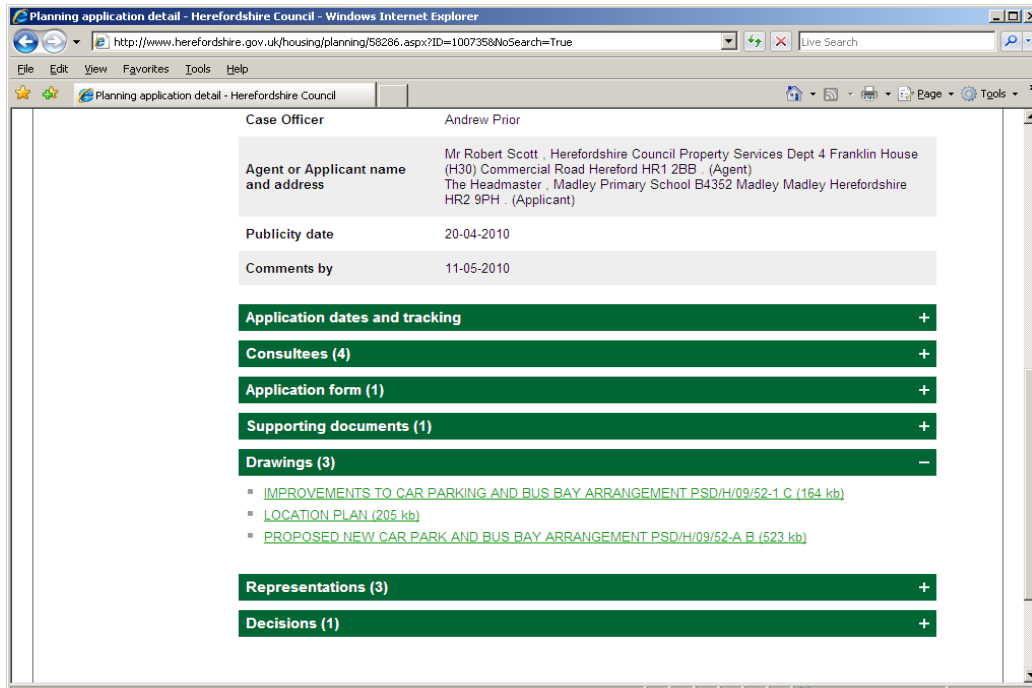
If you have the planning application number you should enter it in the search box. The number you have received will be in this format – e.g. S/100735/F, but you will only need to enter the numerical part – e.g. 100735 into the search box



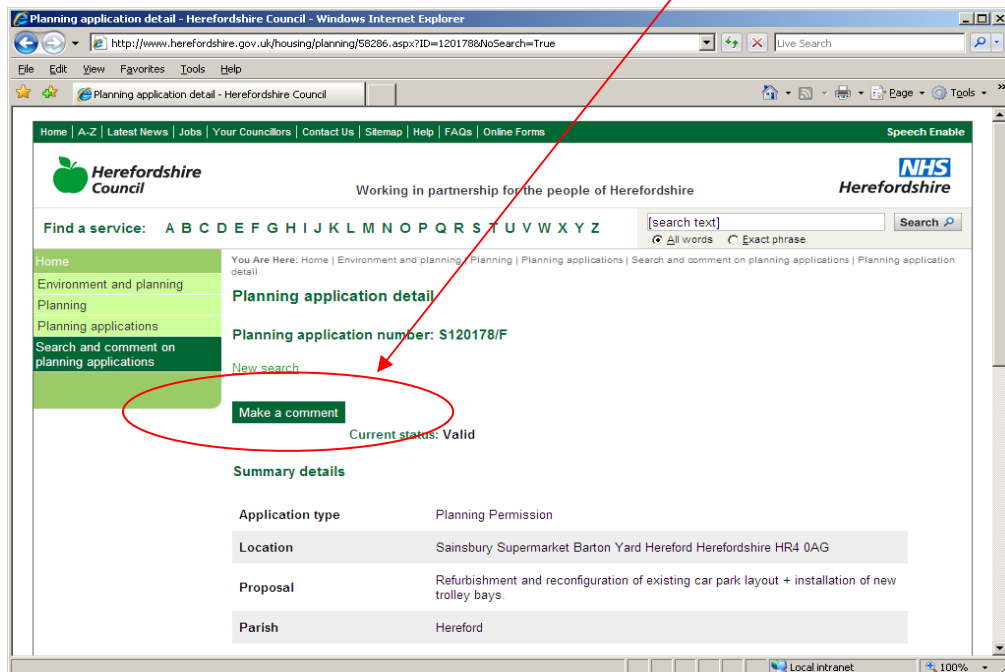
- The application details will then appear. You may need to use the scroll bar on the right to view all of the details



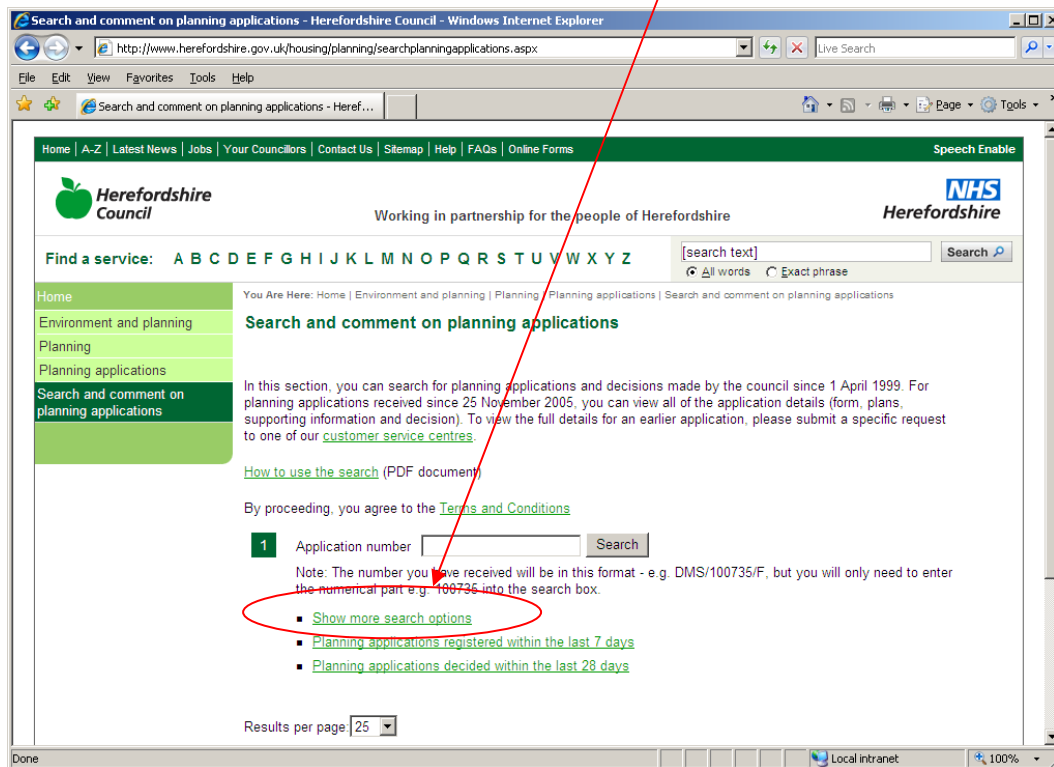
5. To view the details and associated documents you should use the + or – icon.
- Any individual document can be viewed by double clicking on the particular item.



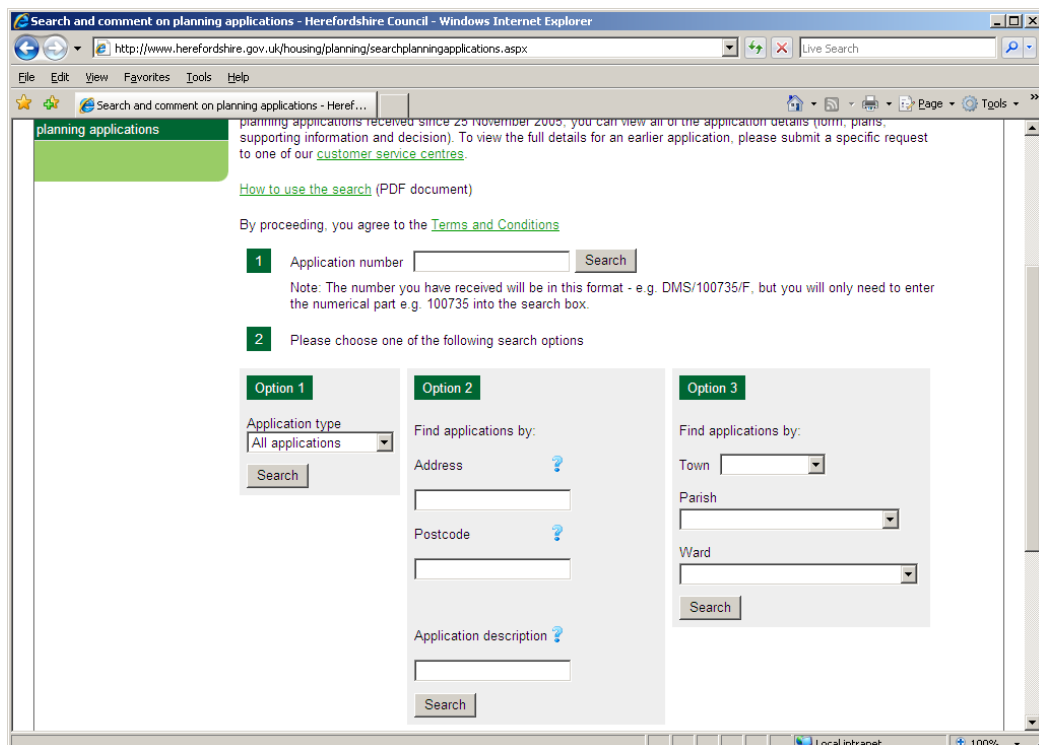
6. If you wish to submit an online comment, and are within the period set for consultation, you should follow the procedure indicated



7. There are a range of other search options available.



8. You will be able to search on a variety of topics.



9. Your search will reveal a list of applications. You may need to use the scroll bar on the right to view all of the results. If you select the application number of your choice the details will be revealed, and you should then follow Steps 4 and 5 above.

The screenshot shows the 'Search and comment on planning applications' page on the Herefordshire Council website. The page includes a navigation menu, a search bar, and a list of search results. The search results are displayed in a table format with columns for Application number, Location, Proposal, and Comments due by.

Application number	Location	Proposal	Comments due by
S120317/L	22 Widemarsh Street Hereford Herefordshire HR4 9EP	Retail fit out of existing ground floor premises to create a Neal's Yard Remedies franchise store, works to include creation of shop floor, two therapy rooms and refurbishment of customer WC.	28 Feb 2012
S120138/C	191 Aylestone Hill Hereford HR1 1JJ	Replacement dwelling.	28 Feb 2012
S120290/L	1 High Town Hereford Herefordshire HR1 2AA	Proposed relocation of existing air conditioning condenser from outside of building to inside on same floor level.	05 Mar 2012
S120288/AM	Merton Works Canal Street Hereford HR1 2EA	Non-material amendment to planning permission DMS/112052/F: Minor changes to brick element of boundary, addition of pedestrian gateway, roof material to be single ply membrane in slate grey sunpipes installed over stairwells.	
S120288/AM	Merton Works Canal Street Hereford HR1 2EA	Non-material amendment to planning permission DMS/112052/F: Minor changes to brick element of boundary, addition of pedestrian gateway, roof material to be single ply membrane in slate grey sunpipes installed over stairwells.	
	Merton Works Canal	Non-material amendment to planning permission DMS/112052/F: Minor changes to brick element of	

10. If there are no documents returned this will mean that they have not been scanned and published. To view these documents you will need to make a specific request to a Customer Service Centre
www.herefordshire.gov.uk/community_and_living/consumer_advice/41840.asp