

Guidance for Using Public Access (including submitting comments) and Registering for Planning Committee Notifications through CMIS

A guide for Town/Parish Clerks within the East Suffolk Council District



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How to search for a specific application on Using Public Access

Planning and Planning related applications can be viewed via Public Access without the need to register for an account. Users can see all the same documents and information whether they have an account or not.

Therefore, you will only need to [create a Public Access Account](#) if you wish to save a search to receive email notifications/alerts or if you wish to submit comments on the application online.

However, please note the instructions in this section relate to those searching without a Public Access account and therefore does not include details on how to save searches to receive notifications in the future (i.e. guidance for members of the Town/Parish Council and/or general public). Instructions on how to save searches to receive email notifications in the future (i.e. for Town/Parish Clerks) are detailed later in this document within [Public Access Accounts](#).

This current section covers:

- [How to search for/load a specific application based upon the Reference Number or the first line of the postal address or Postcode](#)
- [How to search for an application or site using the map](#)
- [How to search for all applications within a specific Town/Parish](#)

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How to search for/load a specific application based upon the Reference Number or the first line of the postal address or Postcode

The simple search function allows you to search quickly for an application or appeal when you know the case reference or the first line of the address, using the following steps:

1. Load public access by loading <https://www.eastsuffolk.gov.uk/planning/planning-applications-and-enforcement/view-and-comment-on-a-planning-application/> and then clicking on the tile for Public Access.
2. The following page will then appear. It automatically opens on the simple search tab.

Planning – Simple Search


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

Simple Advanced Weekly/Monthly Lists Property Map

Applications Appeals

Status: All ▼

Enter a **keyword, reference number, postcode** or **single line of an address**.



Search

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3. Type either the application case reference or the first part of the postal address in to the box highlighted yellow on the above screenshot and then click 'Search'.

Tips:

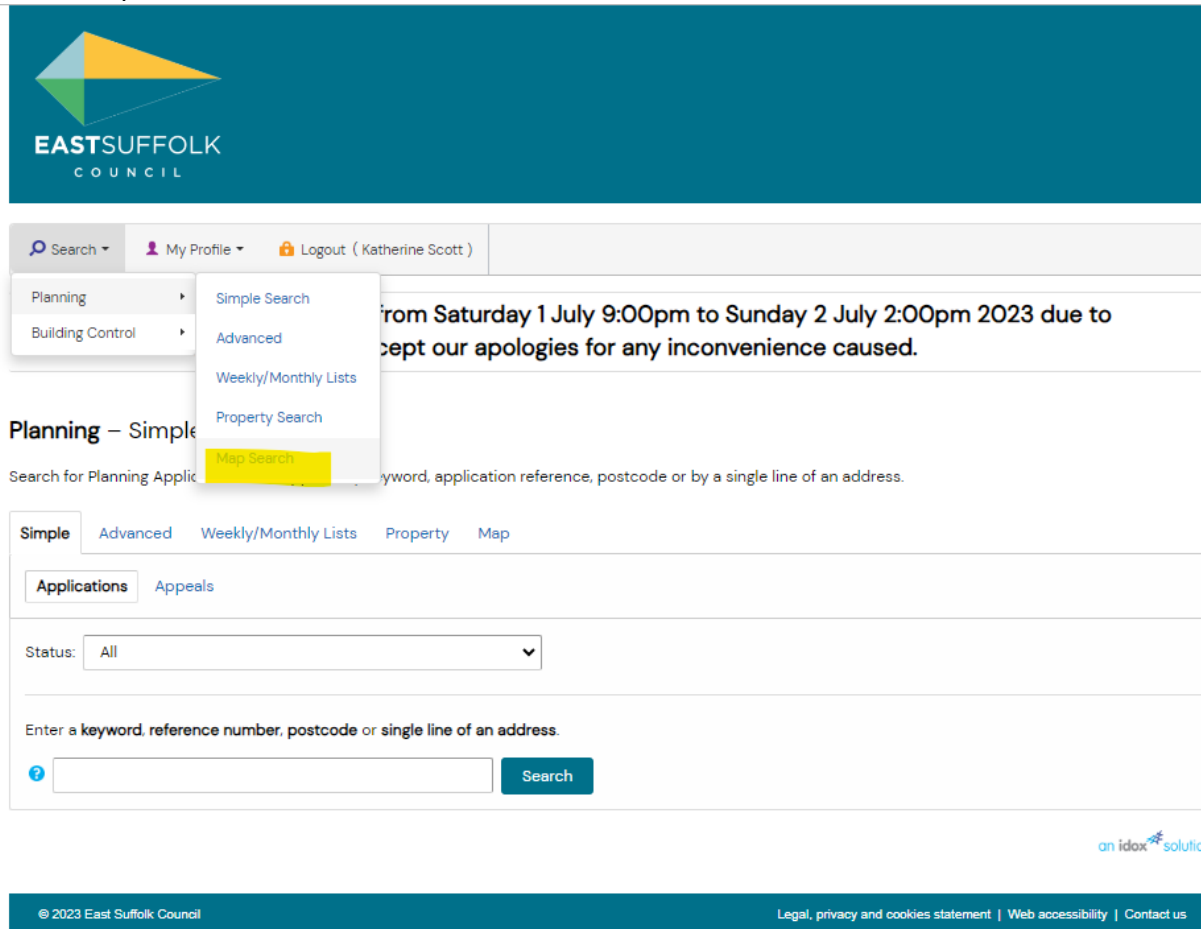
- ***The full application reference isn't necessary. You can leave off the letters at the start and end of the application number and it will still load e.g. instead of DC/23/9999/FUL, you can just type 23/9999***
 - ***If you are looking for a property which has a house name and number, you are more likely to get results if you type just the house number and street, e.g. instead of The Cottage, 34 Beach Lane, just type 34 Beach Lane – However, please note using this search will bring up all planning application records matching that line of address so you may have results from multiple parishes.***
 - ***Using the postcode will bring up all planning application records within that postcode area.***
4. If only one result is found the home page for the relevant application will appear or if multiple results are found, a list of applications/cases will appear, from which you can then select the one that you are interested in.

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How to search for an application or site using the map

1. Select 'Map Search' from the search menu

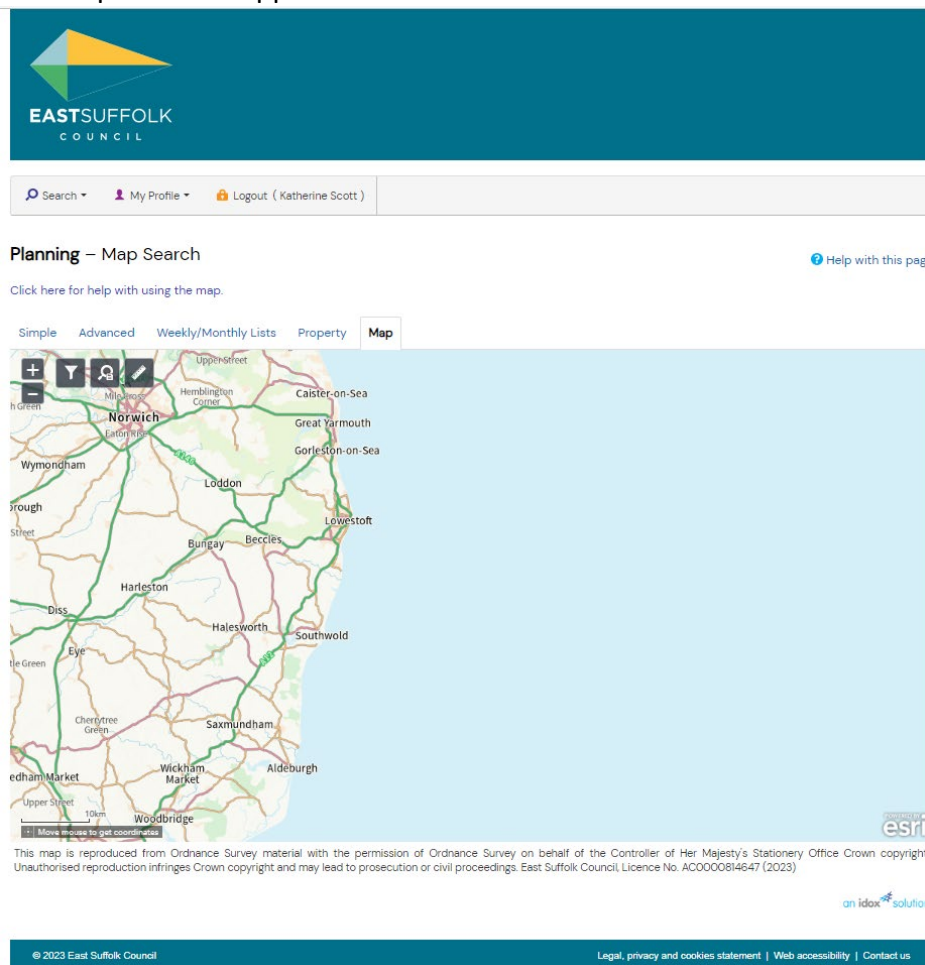


The screenshot shows the East Suffolk Council website. At the top is the council's logo and name. Below this is a navigation bar with links for Search, My Profile, and Logout (Katherine Scott). A dropdown menu is open under the Search link, showing options: Simple Search, Advanced, Weekly/Monthly Lists, Property Search, and Map Search. The Map Search option is highlighted in yellow. Below the dropdown, the page title is 'Planning - Simple Search'. The search area includes tabs for Applications and Appeals, a status dropdown menu set to 'All', and a search input field with a placeholder text 'Enter a keyword, reference number, postcode or single line of an address.' and a Search button. The footer contains copyright information for 2023 East Suffolk Council and links to legal, privacy, and cookies statements, web accessibility, and contact us.

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2. The map will then appear



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Search My Profile Logout (Katherine Scott)

Planning – Map Search [Help with this page](#)

[Click here for help with using the map.](#)

Simple Advanced Weekly/Monthly Lists Property **Map**

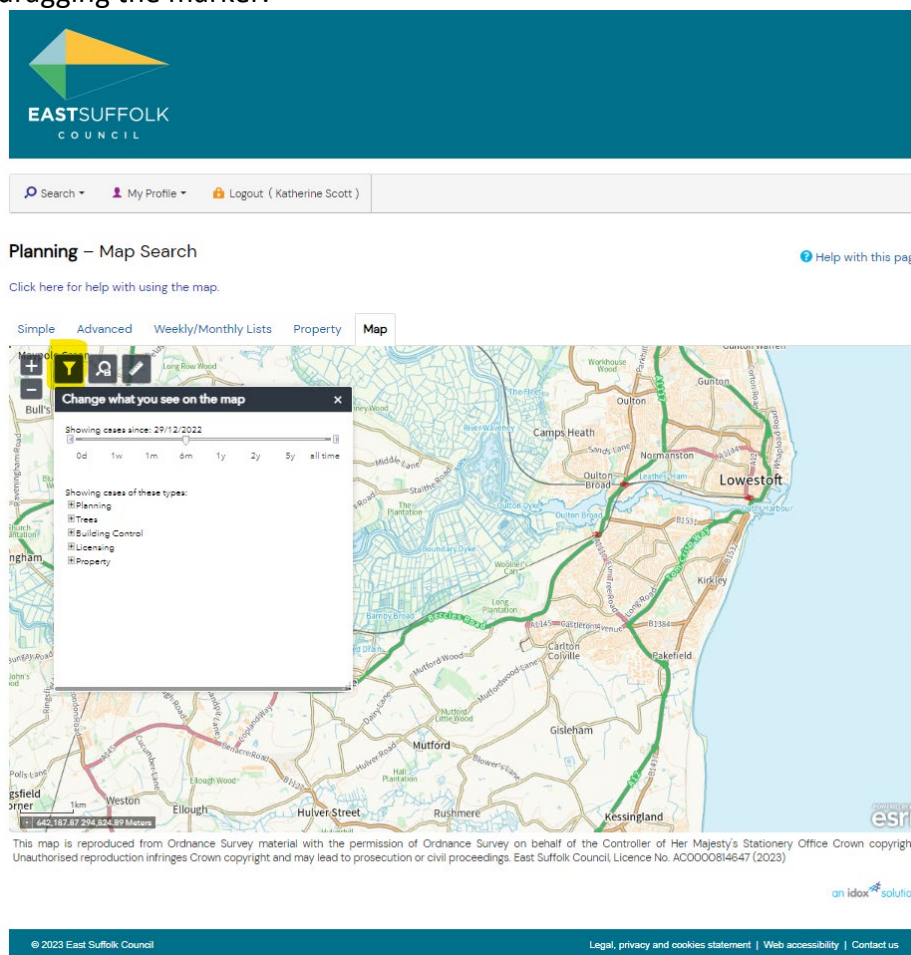
This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. East Suffolk Council Licence No. AC0000814647 (2023)

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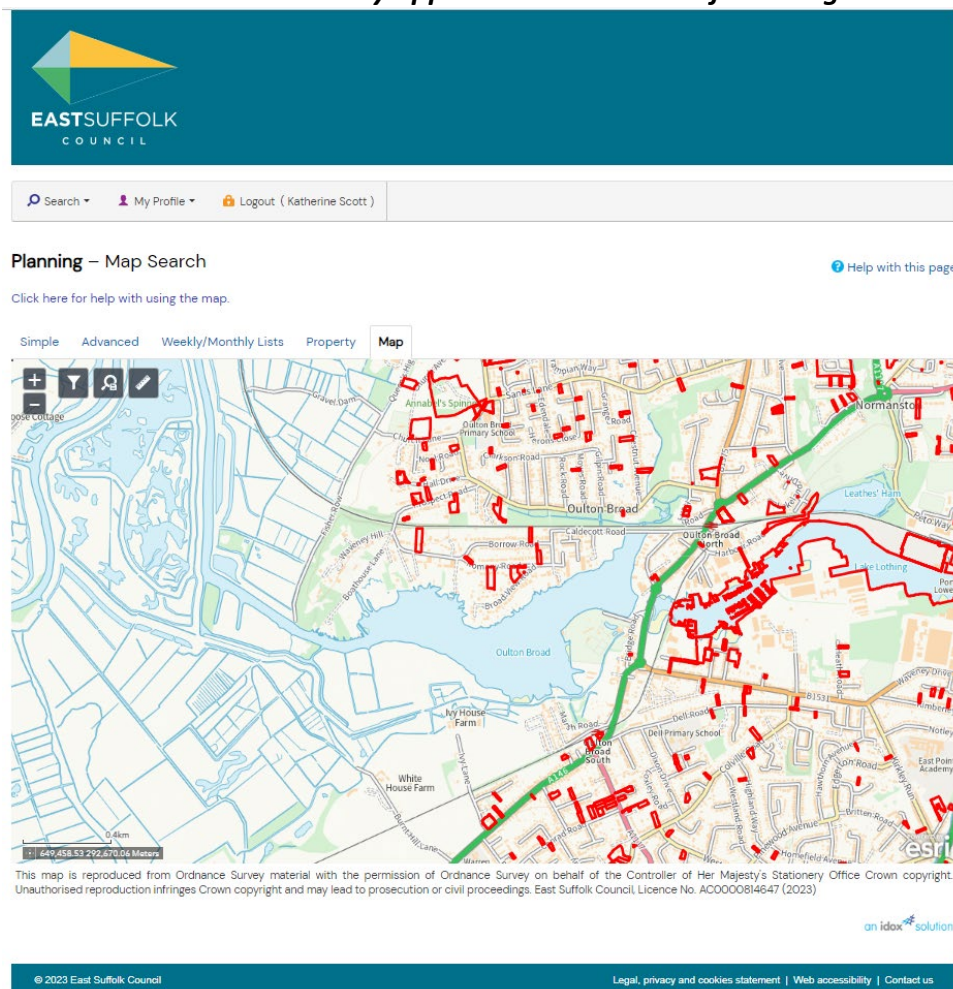
3. Zoom and pan on the map using the scroll wheel on your mouse, or the - / + buttons and arrows on your keyboard, to the area you are interested in.
4. Then click on the symbol highlighted on the image below to open the menu to enable you to adjust the time period you wish to view applications for. The bar at the top of the pop up can be adjusted to various time frames backwards from present by selecting and dragging the marker.



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5. The map should then show red lines around parcels of land that have had planning related applications within the selected time period.
Please note these only appear once zoomed in far enough.



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- You can then click within each of these red polygons (or on the red triangles for older cases) and a pop up will appear with a case reference etc, which you can then click on to access the homepage for that application from which you can access various details and documents (see [Accessing Key Information on Public Access](#))

Planning – Map Search

[Help with this page](#)

[Click here for help with using the map.](#)

Simple Advanced Weekly/Monthly Lists Property **Map**

Change what you see on the map

Showing cases since: 19/7/2018

0d 1w 1m 6m 1y 2y 5y all time

Showing cases of these types:

- ☒ Planning
- ☒ Trees
- ☒ Building Control
- ☒ Licensing
- ☒ Property

(1 of 5)

Planning Application

Reference: DC/22/4858/DRG
Address: 10-14 Crompton Road Lowestoft
Suffolk NR33 9NG
Description: Discharge of condition No. 13 of DC/20/4890/FUL - Demolition of no 10-14 Crompton Road. Construction of 6 no. dwellings, car parking, dropped kerbs, fencing and materials - contamination, surface water justification, footpath and EV charging

[Application details in this tab](#)
[Application details in a new tab](#)

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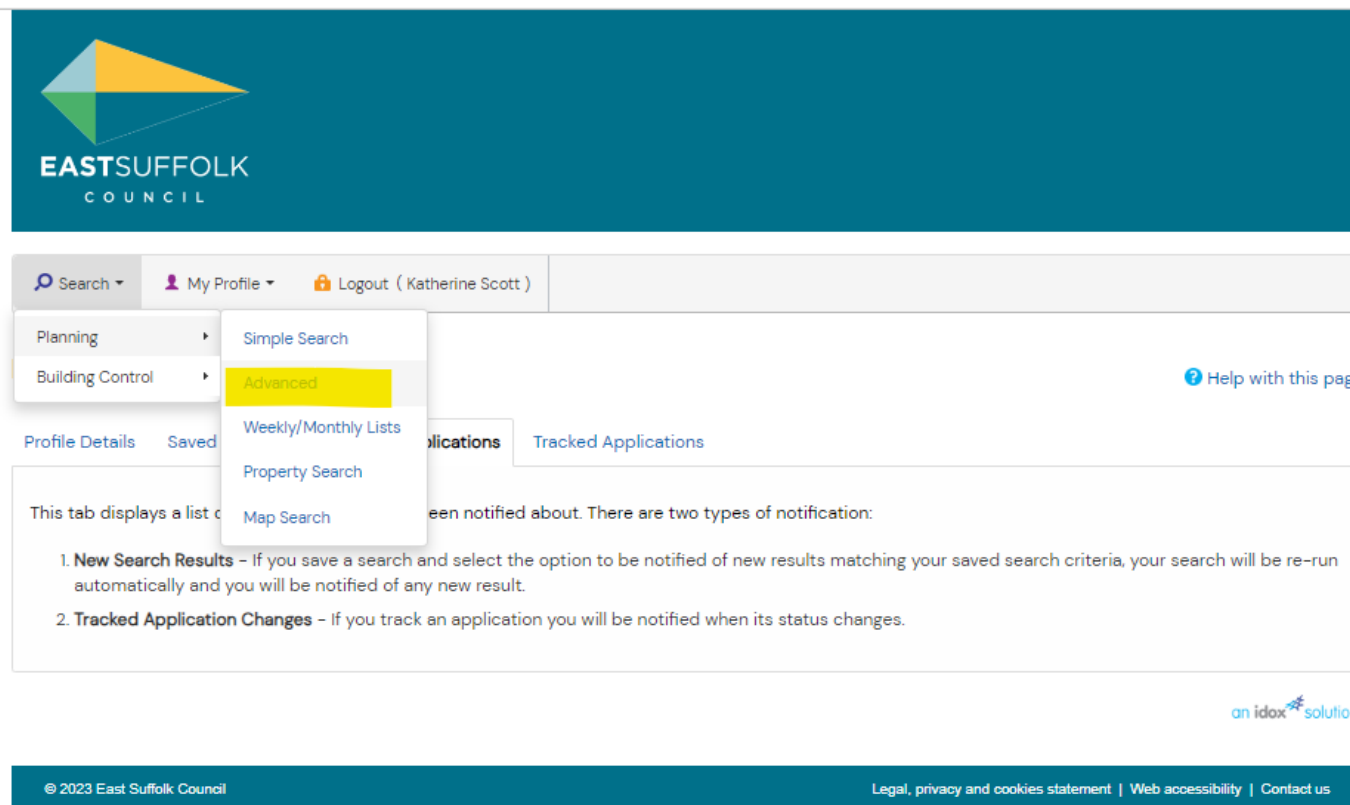
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How to search for all applications within a specific Town/Parish

1. Load Public Access as per the instructions earlier in this document. Click on the 'Advanced' tab as per the highlight in this screenshot:



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2. The following will then be displayed, which enables searches to be undertaken on a variety of criteria:

Planning – Applications Search [Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

[Simple](#) **[Advanced](#)** [Weekly/Monthly Lists](#) [Property](#) [Map](#)

Applications [Appeals](#) [Enforcements](#)

Reference Numbers

Application Reference:

Planning Portal Reference:

Alternative Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Local Authority:

Ward:

Parish:

Conservation Area:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

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: to:

Appeal Decision Date: to:

[Search](#) [Reset](#)

Click to jump to

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3. To set up a search based upon 'Parish', click and select from the drop-down menu for the row relating to Parish.

Application Details

Description Keyword:	<input type="text"/>
Applicant Name:	<input type="text"/>
Application Type:	All ▼
Ward:	All ▼
Parish:	All ▼
Conservation Area:	<input type="text"/>
Agent:	<input type="text"/>
Status:	All ▼
Decision:	All ▼
Appeal Status:	All ▼
Appeal Decision:	All ▼
Development Type:	All ▼
Address:	<input type="text"/>

Click to jump to

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4. If you leave all other boxes blank, the search will bring up all cases ever logged within that Parish, and therefore you will probably need to select at least one other filter. Therefore, it is also recommended you set a received after date, so that you only get recently received cases. This can be undertaken by typing a recent date in either of the first boxes on the 'Date Received' or 'Date Validated' rows. It is recommend you use 'Date Validated' as that will mean you receive all cases once they are validated and documents are viewable on the website.

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. 01/07/2019). Alternatively, click on the calendar button and pick a date.

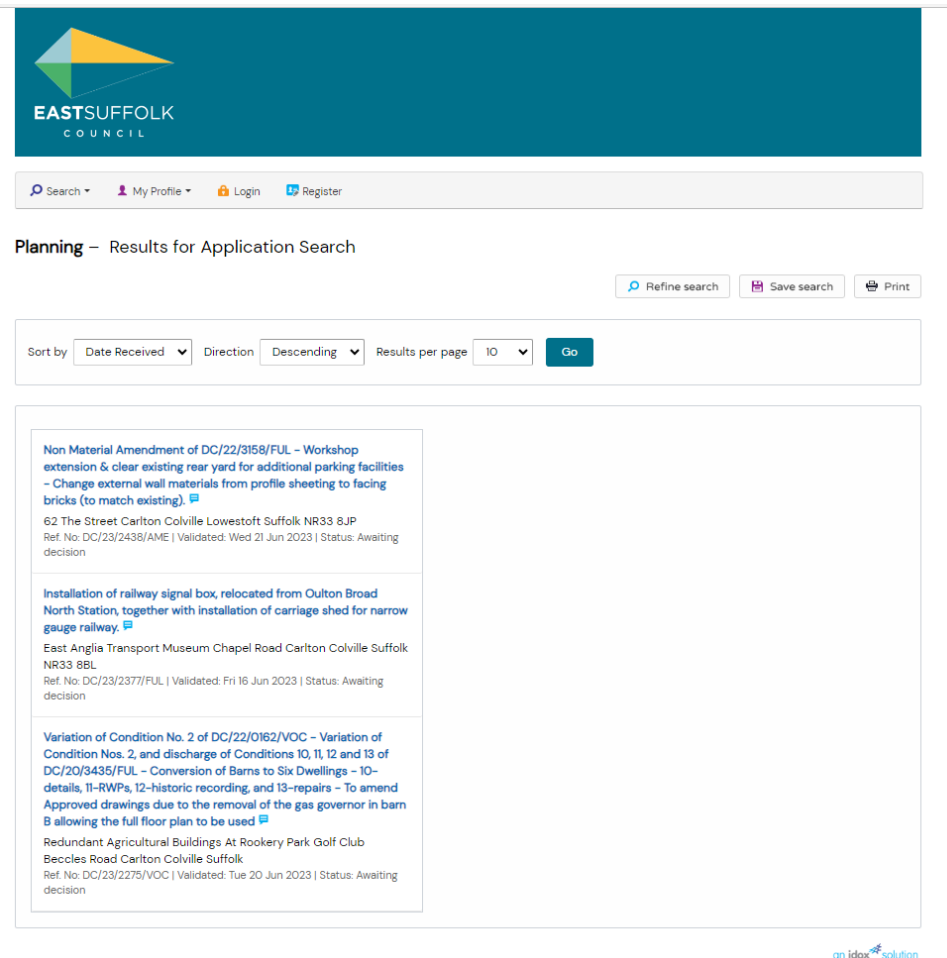
Date Received:	<input type="text"/>	to:	<input type="text"/>
Date Validated:	<input type="text" value="01/06/2023"/>	to:	<input type="text"/>
Date Actual Committee:	<input type="text"/>	to:	<input type="text"/>
Decision Date:	<input type="text"/>	to:	<input type="text"/>
Appeal Decision Date:	<input type="text"/>	to:	<input type="text"/>

5. Once you have completed these boxes, then click 'search'.

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6. A list of results will then appear:



The screenshot shows the East Suffolk Council website's Planning Application Search results page. At the top is the council's logo and navigation links: Search, My Profile, Login, and Register. Below this is a header for 'Planning – Results for Application Search' with options to Refine search, Save search, and Print. A sorting section allows users to sort by 'Date Received', direction 'Descending', and results per page '10', with a 'Go' button. The main content area displays three application results, each with a title, description, address, and reference number.

Application Title	Address	Ref. No.	Validated	Status
Non Material Amendment of DC/22/3158/FUL – Workshop extension & clear existing rear yard for additional parking facilities – Change external wall materials from profile sheeting to facing bricks (to match existing).	62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP	DC/23/2438/AME	Wed 21 Jun 2023	Awaiting decision
Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.	East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL	DC/23/2377/FUL	Fri 16 Jun 2023	Awaiting decision
Variation of Condition No. 2 of DC/22/0162/VOC – Variation of Condition Nos. 2, and discharge of Conditions 10, 11, 12 and 13 of DC/20/3435/FUL – Conversion of Barns to Six Dwellings – 10– details, 11–RWPs, 12–historic recording, and 13–repairs – To amend Approved drawings due to the removal of the gas governor in barn B allowing the full floor plan to be used	Redundant Agricultural Buildings At Rookery Park Golf Club Beccles Road Carlton Colville Suffolk	DC/23/2275/VOC	Tue 20 Jun 2023	Awaiting decision

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7. You can then open the details for each application by clicking on the relevant blue application heading, and that application homepage will appear from which you can access various details and documents (see [Accessing Key Information on Public Access](#))

Click to jump to

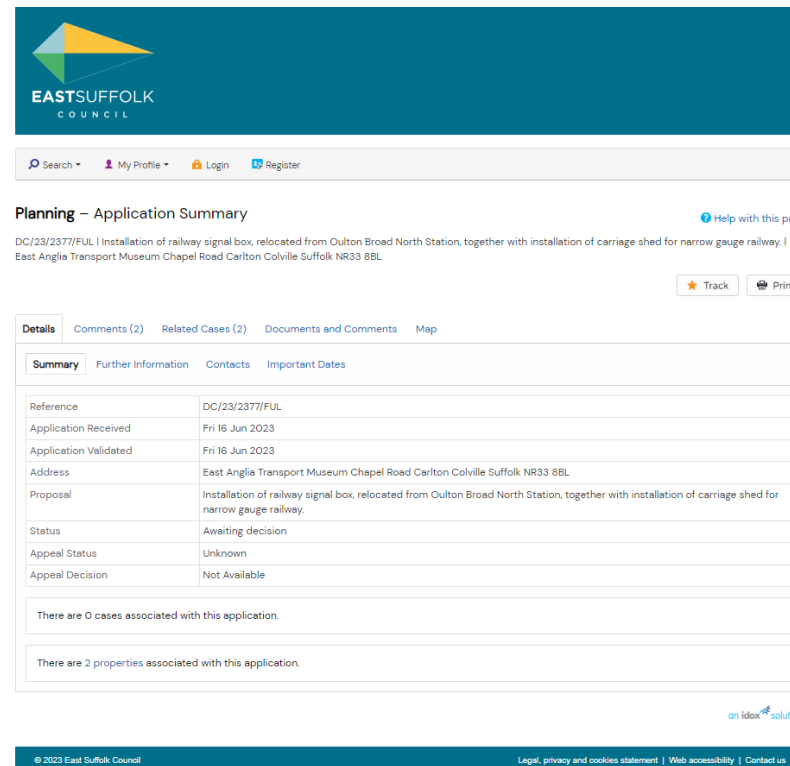
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Accessing Key Information on Public Access

Seeing when the application consultation period expires and other useful information

It is possible to see lots of useful dates and other information within Public Access relatively easily when a user knows where to look.

Once you have loaded the application you are interested in (see [How to search for/load a specific application \(reference number known\)](#)) a screen similar to this will appear



The screenshot shows the 'Planning - Application Summary' page for application DC/23/2377/FUL. The page includes a header with the East Suffolk Council logo and navigation links (Search, My Profile, Login, Register). The main content area displays the application details, including the reference number, dates received and validated, address, and proposal description. It also shows the status as 'Awaiting decision' and provides links to track the application and print the summary.

Planning – Application Summary [Help with this page](#)

DC/23/2377/FUL | Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. | East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL

[Track](#) [Print](#)

Details [Comments \(2\)](#) [Related Cases \(2\)](#) [Documents and Comments](#) [Map](#)

Summary [Further Information](#) [Contacts](#) [Important Dates](#)

Reference	DC/23/2377/FUL
Application Received	Fri 16 Jun 2023
Application Validated	Fri 16 Jun 2023
Address	East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Proposal	Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	Not Available

There are 0 cases associated with this application.

There are 2 properties associated with this application.

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Each of the 'tabs' can be clicked on to provide further information

"Summary" Tab

Details Comments (2) Related Cases (2) Documents and Comments Map

Summary Further Information Contacts Important Dates

Reference	DC/23/2377/FUL
Application Received	Fri 16 Jun 2023
Application Validated	Fri 16 Jun 2023
Address	East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Proposal	Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	Not Available

There are 0 cases associated with this application.

There are 2 [properties](#) associated with this application.

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“Further Information” Tab

Details
Comments (2)
Related Cases (2)
Documents and Comments
Map

Summary
Further Information
Contacts
Important Dates

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Phil Perkin
Parish	Carlton Colville
Ward	Carlton Colville
District Reference	Not Available
Applicant Name	Mr Tim Major
Agent Name	Mr Bruce Hart
Agent Company Name	Paul Robinson Partnership (UK) LLP
Agent Address	6 Octagon Business Park Hospital Road Little Plumstead Norwich NR13 5FH
Environmental Assessment Requested	No

The Planning Officer dealing with the application

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"Contacts" Tab

Details
Comments (2)
Related Cases (2)
Documents and Comments
Map

Summary
Further Information
Contacts
Important Dates

Agent
Mr Bruce Hart

Email Address	design@prparchitecture.com
Home Phone Number	01603 397057

Ward Councillors
Cllr Myles Scrancher

Address	Not Available
Email Address	myles.scrancher@eastssuffolk.gov.uk

Cllr Craig Rivett

Address	Not Available
Email Address	craig.rivett@eastssuffolk.gov.uk

The relevant East Suffolk Council Ward Members

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"Important Dates"


Details
Comments (2)
Related Cases (2)
Documents and Comments
Map

Summary
Further Information
Contacts
Important Dates

Application Validated Date	Fri 16 Jun 2023
Expiry Date	Thu 13 Jul 2023
Actual Committee Date	Not Available
Agreed Expiry Date	Not Available
Permission Expiry Date	Not Available
Environmental Impact Assessment Received	Not Available
Determination Deadline	Fri 11 Aug 2023
Temporary Permission Expiry Date	Not Available

The overall expiry date of the consultation process, including any additional time added due to the posting of a site notice and where applicable advertisement in the press. This will automatically update to reflect the posting of the site notice etc and/or any reconsultation processes

The target date for the determination of the application (as per Government set targets)



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“Comments” tab

This provides a summary of who have commented on the application, including Town/Parish Councils, Statutory Consultees and third parties.

However, the full comments have to be accessed via the ‘Documents and Comments’ tab (see [Viewing the submitted Drawings, associated documents and/or comments that have already been received](#))

“Map” Tab


This tab shows the location of the application site on a map.

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Viewing the submitted Drawings, associated documents and/or comments that have already been received

1. To view the plans, other submitted reports/document and any comments received from others click on 'Documents and Comments



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Planning – Application Dates

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DC/23/2377/FUL | Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. | East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL

[Back to search results](#) [Track](#) [Make a comment](#) [Print](#)

Details

Comments (1)

Related Cases (2)

Documents and Comments

Map

Summary

Further Information

Contacts

Important Dates

Application Validated Date	Fri 16 Jun 2023
Expiry Date	Thu 13 Jul 2023
Actual Committee Date	Not Available
Agreed Expiry Date	Not Available
Permission Expiry Date	Not Available
Environmental Impact Assessment Received	Not Available
Determination Deadline	Fri 11 Aug 2023
Temporary Permission Expiry Date	Not Available

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- Then click on 'view associated documents' and a new window with a list of documents will appear. To open a specific document click on the reference number on the left hand side as per below (please not this list will change in appearance in the near future to be more user friendly and allow multiple documents to be selected at once).



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Click the Application Number under **Document Link** in the left hand column to view the record.
Records open in a new window/tab depending upon your web browser.

Search Results - 10 records found

Page 1 of 1 🔍 🔍 🔍 🔍 25 Records/Page

Document Link	Document Date	Type Description	Information 1	Information 2
DC/23/2377/EUL	27/06/2023	Town/Parish Consultation Response	Carlton Colville Town Council	
DC/23/2377/EUL	22/06/2023	Info Sheet	INFO	
DC/23/2377/EUL	16/06/2023	Application Form & Certificate		
DC/23/2377/EUL	16/06/2023	Design & Access Statement		
DC/23/2377/EUL	16/06/2023	Existing Block / Layout Plan	8535 P02	Existing Block Plan
DC/23/2377/EUL	16/06/2023	Plans	8535 P03	Approved Block Plan
DC/23/2377/EUL	16/06/2023	Plans	8535 P05 Rev A	Proposed Carriage Shed - Floor & Elevations
DC/23/2377/EUL	16/06/2023	Plans	8535 P06 Rev A	Proposed Signal Box - Floor & Elevations
DC/23/2377/EUL	16/06/2023	Proposed Block / Layout Plan	8535 P04	Proposed Block Plan
DC/23/2377/EUL	16/06/2023	Site / Location Plan	8535 P01	

Click to jump to

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Public Access Accounts

Before creating an account, please note:

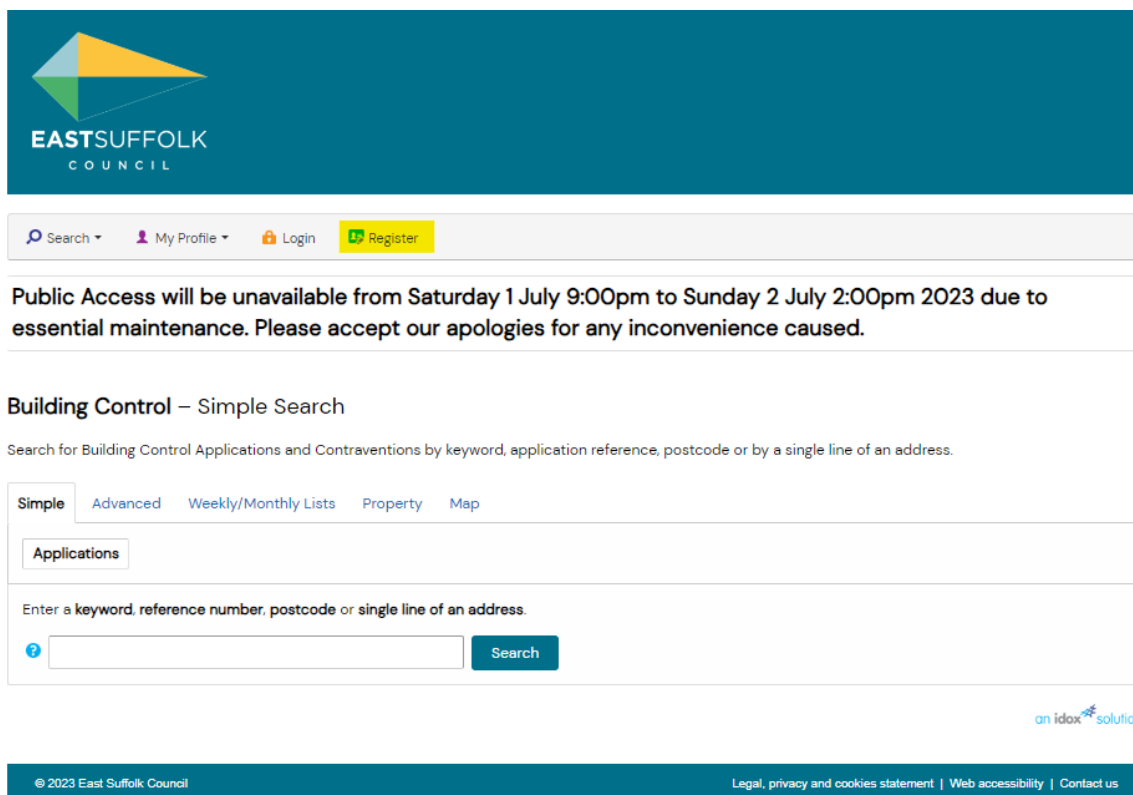
- that over 90% of Town / Parish Council's/Meetings have Public Access Accounts, which are accessible/used by the clerks.
- To ensure that only the official /agreed comments of the Town/Parish council are submitted, there should be only one account per Town/Parish Council/Meeting, which it is recommend is managed by the Town/Parish Clerk.
- If the clerk leaves/is replaced then the onus rests with them to pass on the username and password to the new clerk, as East Suffolk Council cannot manage your account for you and does not have access to account holder passwords.
- You do not need to log into a Public Access account in order to view the details of the application and therefore any member of the Town/Parish Council or any other member of the public can view the submitted application documents, comments received and other key information online through Public Access without logging in to an account (which is explained in the first chapter of this document).
- However, if you register for a Public Access Account, and tick yes to 'Notify me via email about new search results' when saving a search, you will receive email notifications when an application status changes including when a decision is issued. You need a 'Saved Search' with appropriate search criteria in order to receive email notifications of decisions.
- It is also recommended that Town/Parish Clerks register via the CMIS system so that they receive notifications when reports are published for applications going to Planning Committee (see [How to register for notifications/email alerts for Planning Committee meetings](#)).

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How to create a Public Access account

1. In order to register for a Public Access account, once you have clicked on the 'Public Access' Tile referred to above, the following screen will appear. Click on 'Register'

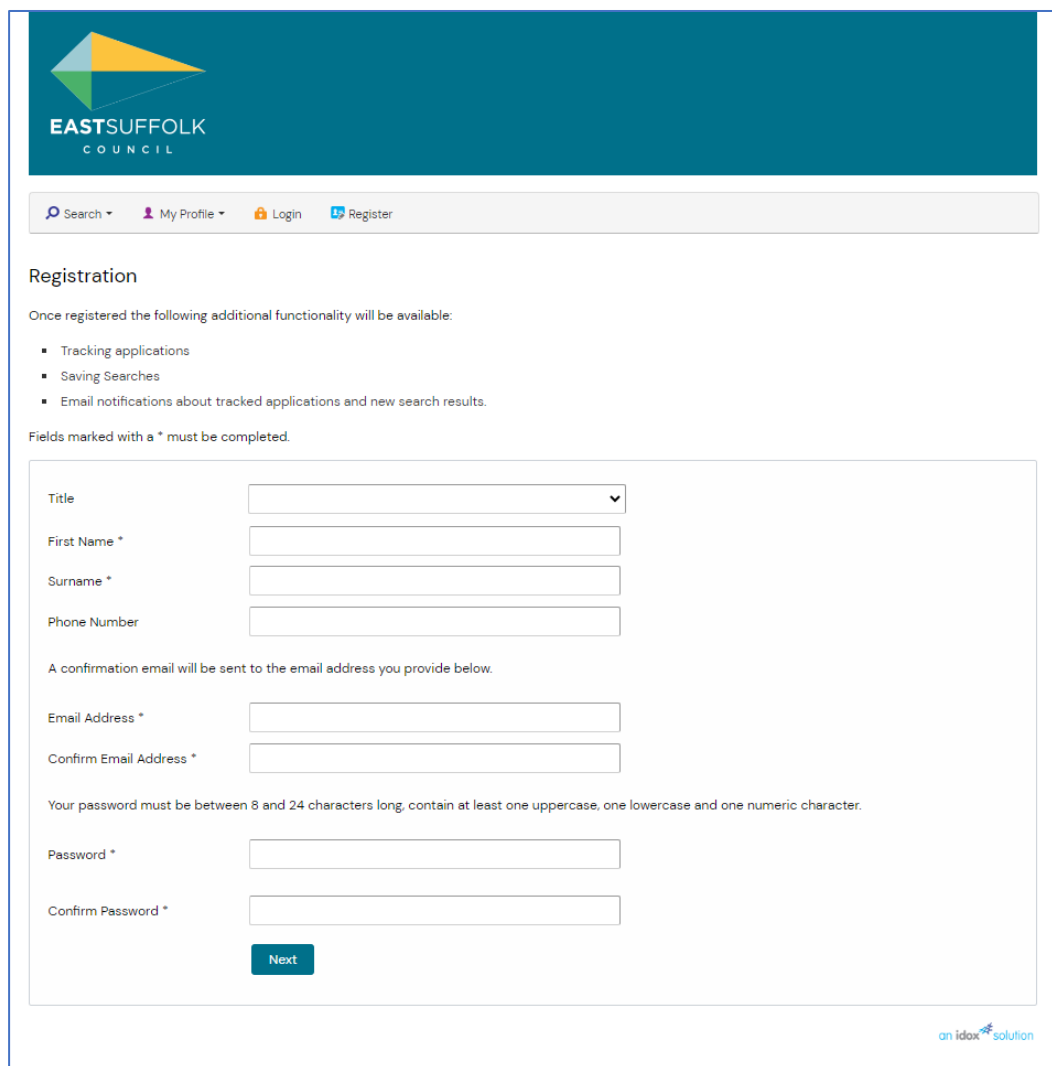


The screenshot shows the East Suffolk Council Public Access website. At the top is the council's logo and name. Below this is a navigation bar with links for Search, My Profile, Login, and Register. A message states that Public Access will be unavailable from Saturday 1 July 9:00pm to Sunday 2 July 2:00pm 2023 due to essential maintenance. The main section is titled 'Building Control – Simple Search' and includes a search bar with tabs for Simple, Advanced, Weekly/Monthly Lists, Property, and Map. The search bar has a dropdown menu set to 'Applications' and a text input field with a placeholder 'Enter a keyword, reference number, postcode or single line of an address.' A 'Search' button is next to the input field. The footer contains the copyright notice '© 2023 East Suffolk Council' and links for 'Legal, privacy and cookies statement', 'Web accessibility', and 'Contact us'.

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2. The registration page will then appear:



The screenshot shows the registration page for East Suffolk Council. At the top is a dark blue header with the council's logo and name. Below the header is a navigation bar with links for Search, My Profile, Login, and Register. The main content area is titled "Registration" and lists the additional functionality available after registration: Tracking applications, Saving Searches, and Email notifications about tracked applications and new search results. It also states that fields marked with an asterisk must be completed. The registration form includes fields for Title (a dropdown menu), First Name *, Surname *, Phone Number, Email Address *, Confirm Email Address *, Password *, and Confirm Password *. A "Next" button is located at the bottom of the form. The footer of the page mentions "an idox solution".

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

Title

First Name *

Surname *

Phone Number

A confirmation email will be sent to the email address you provide below.

Email Address *

Confirm Email Address *

Your password must be between 8 and 24 characters long, contain at least one uppercase, one lowercase and one numeric character.

Password *

Confirm Password *

[Next](#)

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3. Complete the boxes and click on 'next', and then complete the sections on the following pages relating to terms and conditions etc.
4. A email will then be sent to the email address you have registered in order to complete your account. It will contain a link which you will need to click on in order to complete the registration/activation process.

As you are looking for applications within a certain geographical area based upon Parishes/towns, it is recommend you use the advanced search, which can be done via the steps in [Undertaking and saving searches based upon Town/Parish](#)

Alternatively, you can save searches based upon areas on the map, which should enable you to be more specific about which geographical areas within which parishes you are interested in so that method is also detailed in this document (see [Undertaking and saving Map Searches](#)).

Click to jump to

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Viewing specific applications and making comments, after you have received notifications via email

Please note this section is intended for Town/Parish Council Clerks, East Suffolk Councillors and others who have Public Access Accounts with saved searches, which mean they receive email Notifications.

East Suffolk Councillors were all set up with public access accounts and ‘saved searches’ after the elections. They should not edit these saved searches, as they are set up so that they receive notifications for all applications in their wards.

To set up a Public Access Account, see [Creating a Public Access Account](#)

To save searches once you have a Public Access Account, see:

- [Undertaking and saving searches based upon Town/Parish](#)
- [Undertaking and saving searches based upon Ward](#)
- [Undertaking and saving Map Searches](#)

Please note that you do not need to have a Public Access Account in order to view application details, submitted plans, comments received on applications etc.

You can view specific applications without logging into Public Access, see:

- [How to search for/load a specific application \(reference number known\)](#) or
- [How to search for an application based upon the postal address](#), or
- [How to search for an application using the map](#)

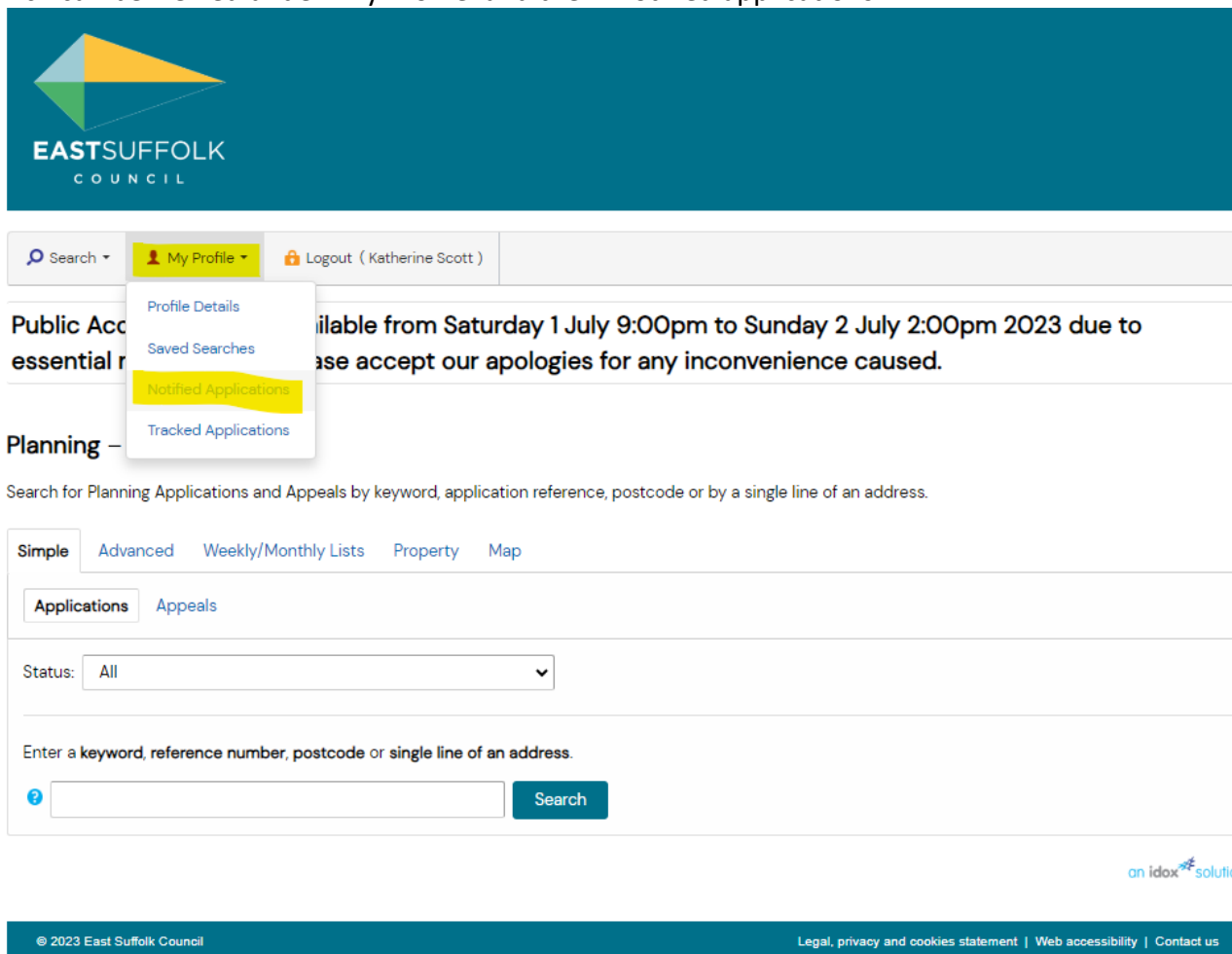
To access applications on Public Access once you have received email notifications:

1. Once you receive email notifications you can log in to your Public Access account using the link provided in the email notifications to then view details about the application, including the plans and other submitted documents, and you can also submit comments online during the application period.

Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

- Alternatively you can log in to your Public Access Account and view applications with updates/notifications via your 'saved searches' which can be viewed under 'My Profile' and then 'Notified applications' .



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Search My Profile Logout (Katherine Scott)

Profile Details
Saved Searches
Notified Applications
Tracked Applications

Public Access Account Available from Saturday 1 July 9:00pm to Sunday 2 July 2:00pm 2023 due to essential maintenance. We apologise for any inconvenience caused.

Planning

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

Simple Advanced Weekly/Monthly Lists Property Map

Applications Appeals

Status: All

Enter a keyword, reference number, postcode or single line of an address.

Search

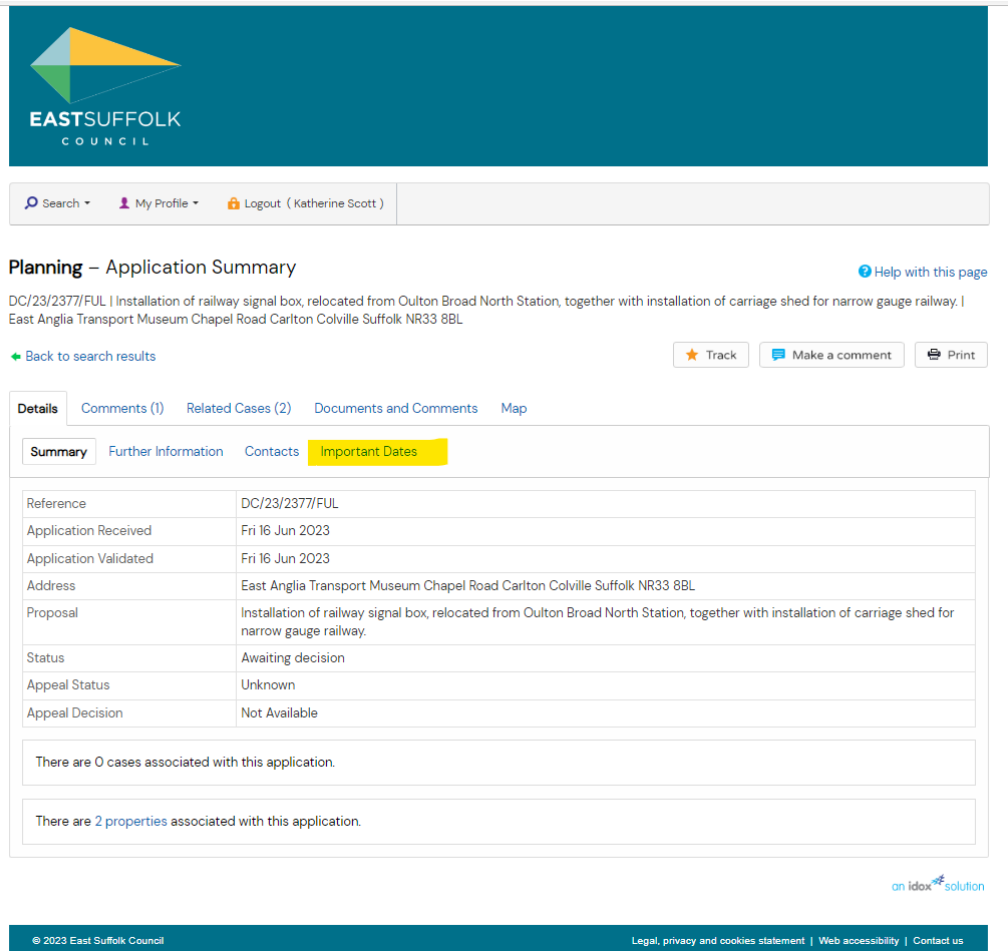
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3. A list of applications will then appear and you can view further details by clicking on each application.
4. A summary/ application homepage like this will then appear. If you wish to see when the consultation period expires click on 'Important dates'



The screenshot shows the 'Planning – Application Summary' page for application DC/23/2377/FUL. The page header includes the East Suffolk Council logo and navigation links: Search, My Profile, and Logout (Katherine Scott). The application title is 'DC/23/2377/FUL | Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. | East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL'. Below the title are links for 'Back to search results', 'Track', 'Make a comment', and 'Print'. The page has tabs for 'Details', 'Comments (1)', 'Related Cases (2)', 'Documents and Comments', and 'Map'. Under the 'Details' tab, there are sub-tabs: 'Summary', 'Further Information', 'Contacts', and 'Important Dates' (which is highlighted in yellow). The 'Important Dates' tab displays a table with the following information:


Reference	DC/23/2377/FUL
Application Received	Fri 16 Jun 2023
Application Validated	Fri 16 Jun 2023
Address	East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Proposal	Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	Not Available

Below the table, it states: 'There are 0 cases associated with this application.' and 'There are 2 properties associated with this application.' The page footer includes the copyright notice '© 2023 East Suffolk Council' and links for 'Legal, privacy and cookies statement', 'Web accessibility', and 'Contact us'.

Click to jump to

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5. The 'Expiry Date' is when the consultation period expires



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Search ▾ My Profile ▾ Logout (Katherine Scott)

Planning – Application Dates [Help with this page](#)

DC/23/2377/FUL | Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. | East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL

[Back to search results](#)
[Track](#)
[Make a comment](#)
[Print](#)

Details Comments (1) Related Cases (2) Documents and Comments Map

Summary Further Information Contacts **Important Dates**

Application Validated Date	Fri 16 Jun 2023
Expiry Date	Thu 13 Jul 2023
Actual Committee Date	Not Available
Agreed Expiry Date	Not Available
Permission Expiry Date	Not Available
Environmental Impact Assessment Received	Not Available
Determination Deadline	Fri 11 Aug 2023
Temporary Permission Expiry Date	Not Available


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6. To view the plans, other submitted reports/document and any comments received from others click on 'Documents and Comments



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[Search](#) [My Profile](#) [Logout \(Katherine Scott \)](#)

Planning – Application Dates

[Help with this page](#)

DC/23/2377/FUL | Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. | East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL

[Back to search results](#) [Track](#) [Make a comment](#) [Print](#)

Details

Comments (1)

Related Cases (2)

Documents and Comments

Map

Summary

Further Information

Contacts

Important Dates

Application Validated Date	Fri 16 Jun 2023
Expiry Date	Thu 13 Jul 2023
Actual Committee Date	Not Available
Agreed Expiry Date	Not Available
Permission Expiry Date	Not Available
Environmental Impact Assessment Received	Not Available
Determination Deadline	Fri 11 Aug 2023
Temporary Permission Expiry Date	Not Available

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- Then click on 'view associated documents' and a new window with a list of documents will appear. To open a specific document click on the reference number on the left hand side as per below (please not this list will change in appearance in the near future to be more user friendly and allow multiple documents to be selected at once).



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Click the Application Number under **Document Link** in the left hand column to view the record.
Records open in a new window/tab depending upon your web browser.

Search Results - 10 records found

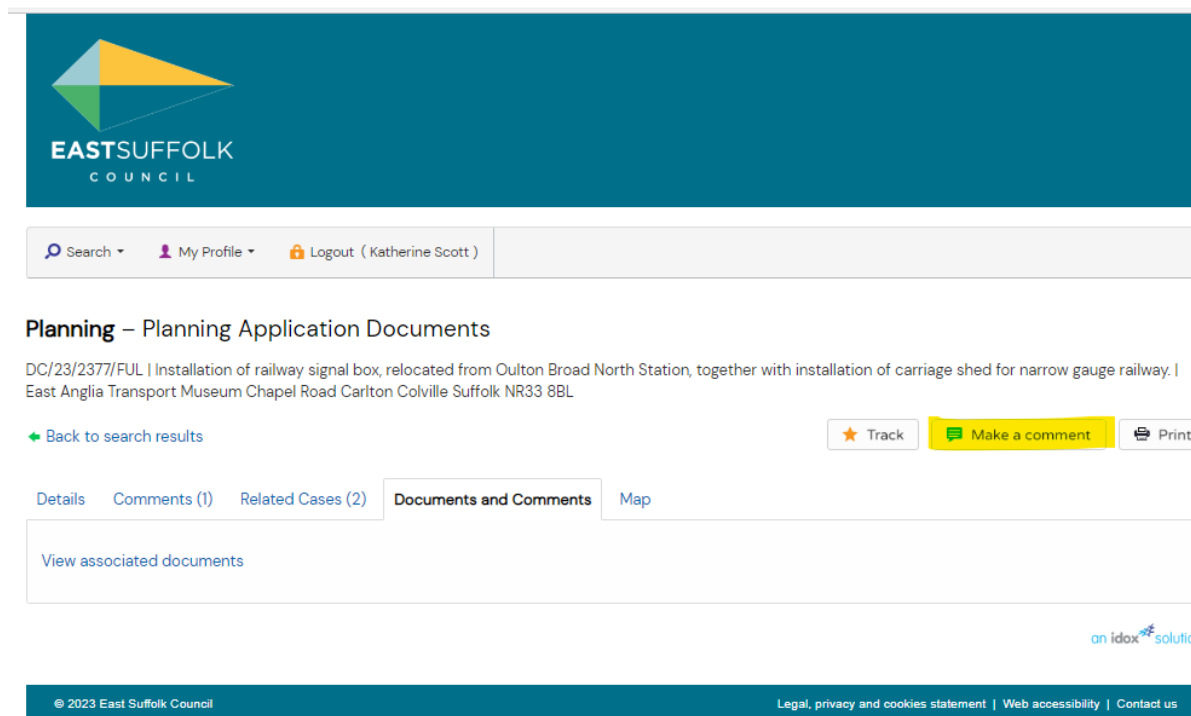
Page 1 of 1 1 25 Records/Page

Document Link	Document Date	Type Description	Information 1	Information 2
DC/23/2377/EUL	27/06/2023	Town/Parish Consultation Response	Carlton Colville Town Council	
DC/23/2377/EUL	22/06/2023	Info Sheet	INFO	
DC/23/2377/EUL	16/06/2023	Application Form & Certificate		
DC/23/2377/EUL	16/06/2023	Design & Access Statement		
DC/23/2377/EUL	16/06/2023	Existing Block / Layout Plan	8535 P02	Existing Block Plan
DC/23/2377/EUL	16/06/2023	Plans	8535 P03	Approved Block Plan
DC/23/2377/EUL	16/06/2023	Plans	8535 P05 Rev A	Proposed Carriage Shed - Floor & Elevations
DC/23/2377/EUL	16/06/2023	Plans	8535 P06 Rev A	Proposed Signal Box - Floor & Elevations
DC/23/2377/EUL	16/06/2023	Proposed Block / Layout Plan	8535 P04	Proposed Block Plan
DC/23/2377/EUL	16/06/2023	Site / Location Plan	8535 P01	

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8. If/once you are ready to submit comments click on the 'make a comment' button

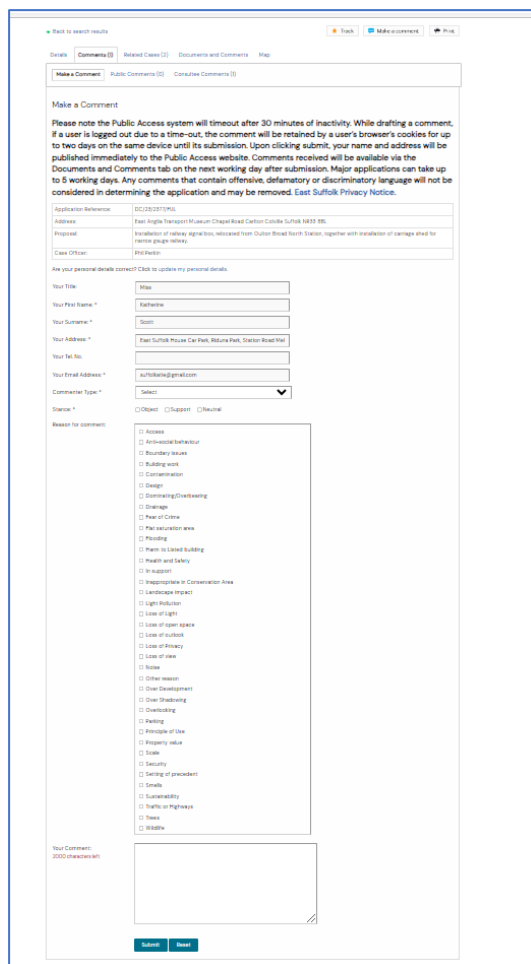


The screenshot shows the East Suffolk Council website interface. At the top is a dark blue header with the council's logo and name. Below this is a navigation bar with links for Search, My Profile, and Logout (Katherine Scott). The main content area is titled 'Planning – Planning Application Documents' and displays details for a specific application: DC/23/2377/FUL, which involves the installation of a railway signal box and a carriage shed. Below the application details are three buttons: 'Track' (with a star icon), 'Make a comment' (highlighted in yellow), and 'Print' (with a printer icon). A 'Back to search results' link is also present. Below the buttons are tabs for 'Details', 'Comments (1)', 'Related Cases (2)', 'Documents and Comments' (which is active), and 'Map'. Under the 'Documents and Comments' tab, there is a button labeled 'View associated documents'. At the bottom of the page, there is a footer with the copyright notice '© 2023 East Suffolk Council' and links for 'Legal, privacy and cookies statement', 'Web accessibility', and 'Contact us'. The 'on idox solution' logo is also visible in the bottom right corner of the main content area.

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9. A page like this will then appear. Complete the boxes including the comments box and when you are ready click 'submit'. Guidance on commenting on Planning Applications is published at [Comment on a planning application » East Suffolk Council](#)



Back to search results | Tools | Make a comment | Print

Details | Comments (0) | Related Cases (0) | Documents and Comments | Map

Make a Comment | Public Comments (0) | Consultation Comments (0)

Make a Comment

Please note the Public Access system will timeout after 30 minutes of inactivity. While drafting a comment, if a user is logged out due to a time-out, the comment will be retained by a user's browser's cookies for up to two days on the same device until its submission. Upon clicking submit, your name and address will be published immediately to the Public Access website. Comments received will be available via the Documents and Comments tab on the next working day after submission. Major applications can take up to 5 working days. Any comments that contain offensive, defamatory or discriminatory language will not be considered in determining the application and may be removed. [East Suffolk Privacy Notice](#).

Application Reference	DC/2023/0705
Address	East Suffolk Transport Museum Chapel Road Carlton Colville Suffolk NR33 5BS
Proposed	Installation of railway signal box, relocated from Gutter Road North Station, together with installation of signage ahead for railway signal box
Case Officer	Not known

Are your personal details correct? Click to update my personal details.

Your Title:

Your First Name:

Your Surname:

Your Address:

Your Tel. No.:

Your Email Address:

Commenter Type:

Stance: ☐ Object ☐ Support ☐ Neutral

Reason for comment:

- ☐ Access
- ☐ Aesthetic/behaviour
- ☐ Boundary issues
- ☐ Building work
- ☐ Contamination
- ☐ Design
- ☐ Dominating/Overbearing
- ☐ Drainage
- ☐ Fear of Crime
- ☐ Felt nuisance area
- ☐ Flooding
- ☐ Harm to Listed Building
- ☐ Health and Safety
- ☐ In support
- ☐ Inappropriate in Conservation Area
- ☐ Landscape Impact
- ☐ Light Pollution
- ☐ Loss of Light
- ☐ Loss of open space
- ☐ Loss of outlook
- ☐ Loss of privacy
- ☐ Loss of view
- ☐ Noise
- ☐ Other reason
- ☐ Over Development
- ☐ Over Shadowing
- ☐ Overlooking
- ☐ Parking
- ☐ Principles of Use
- ☐ Property value
- ☐ Scale
- ☐ Security
- ☐ Setting of precedent
- ☐ Smells
- ☐ Sustainability
- ☐ Traffic or Highways
- ☐ Trees
- ☐ Wildlife

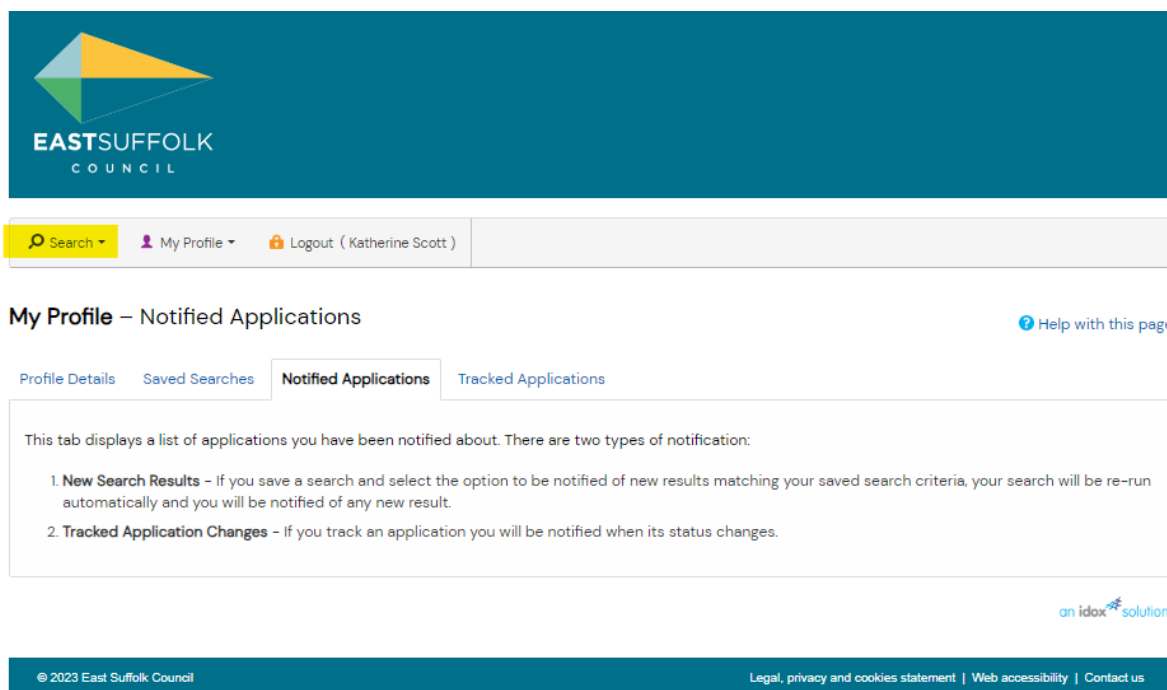
Your Comments:

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Undertaking and saving searches based upon Town/Parish

8. You will need to have an account with Public Access before you can save searches (see [Creating a Public Access Account](#)) . Once you have logged into your account, the following page will appear. Click on the Search button

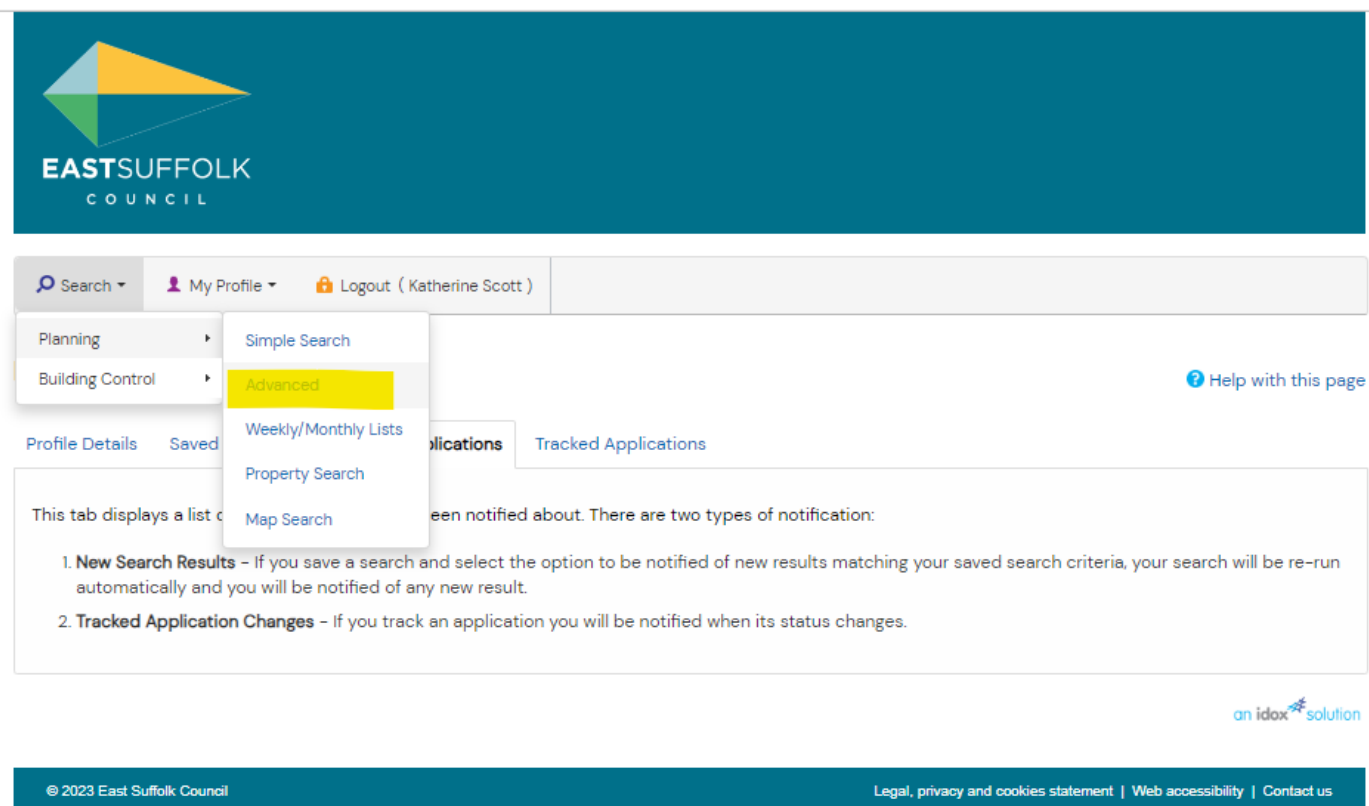


The screenshot displays the 'My Profile – Notified Applications' page. At the top, there is a navigation bar with the East Suffolk Council logo and a search bar. Below the navigation bar, the page title 'My Profile – Notified Applications' is shown, along with a 'Help with this page' link. The page has four tabs: 'Profile Details', 'Saved Searches', 'Notified Applications' (which is selected), and 'Tracked Applications'. The 'Notified Applications' tab contains a message stating: 'This tab displays a list of applications you have been notified about. There are two types of notification:'. Below this message, there are two numbered items: '1. New Search Results - If you save a search and select the option to be notified of new results matching your saved search criteria, your search will be re-run automatically and you will be notified of any new result.' and '2. Tracked Application Changes - If you track an application you will be notified when its status changes.' At the bottom of the page, there is a footer with the copyright notice '© 2023 East Suffolk Council' and links to 'Legal, privacy and cookies statement', 'Web accessibility', and 'Contact us'.

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9. Click on the 'Advanced' as per the highlight in this screenshot:



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10. The following will then be displayed, which enables searches to be undertaken on a variety of criteria:

Planning – Applications Search [Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

Simple **Advanced** Weekly/Monthly Lists Property Map

Applications Appeals Enforcements

Reference Numbers

Application Reference:

Planning Portal Reference:

Alternative Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Local Authority:

Ward:

Parish:

Conservation Area:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

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: to:

Appeal Decision Date: to:

Click to jump to

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11. It is would recommend you initially set up a search based upon 'Parish', by clicking on the drop-down menu for the row relating to Parish and selecting the Town/Parish you are interested in.

Application Details

Description Keyword:	<input type="text"/>
Applicant Name:	<input type="text"/>
Application Type:	All ▼
Ward:	All ▼
Parish:	All ▼
Conservation Area:	<input type="text"/>
Agent:	<input type="text"/>
Status:	All ▼
Decision:	All ▼
Appeal Status:	All ▼
Appeal Decision:	All ▼
Development Type:	All ▼
Address:	<input type="text"/>

Click to jump to

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12. If you leave all other boxes blank, the search will bring up all cases ever logged within that Parish, and therefore you will probably need to select at least one other filter. Therefore, it is also recommended you set a received after date, so that you only get recently received cases and new cases that arrive in the future. This can be undertaken by typing a recent date in either of the first boxes on the 'Date Received' or 'Date Validated' rows. It is recommended you use 'Date Validated' as that will mean you receive all cases once they are validated and documents are viewable on the website. Leave all other date boxes blank so that any new applications that arrive in the future fall within the scope of the search and therefore will ping you a notification e.g.

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. 01/07/2019). Alternatively, click on the calendar button and pick a date.

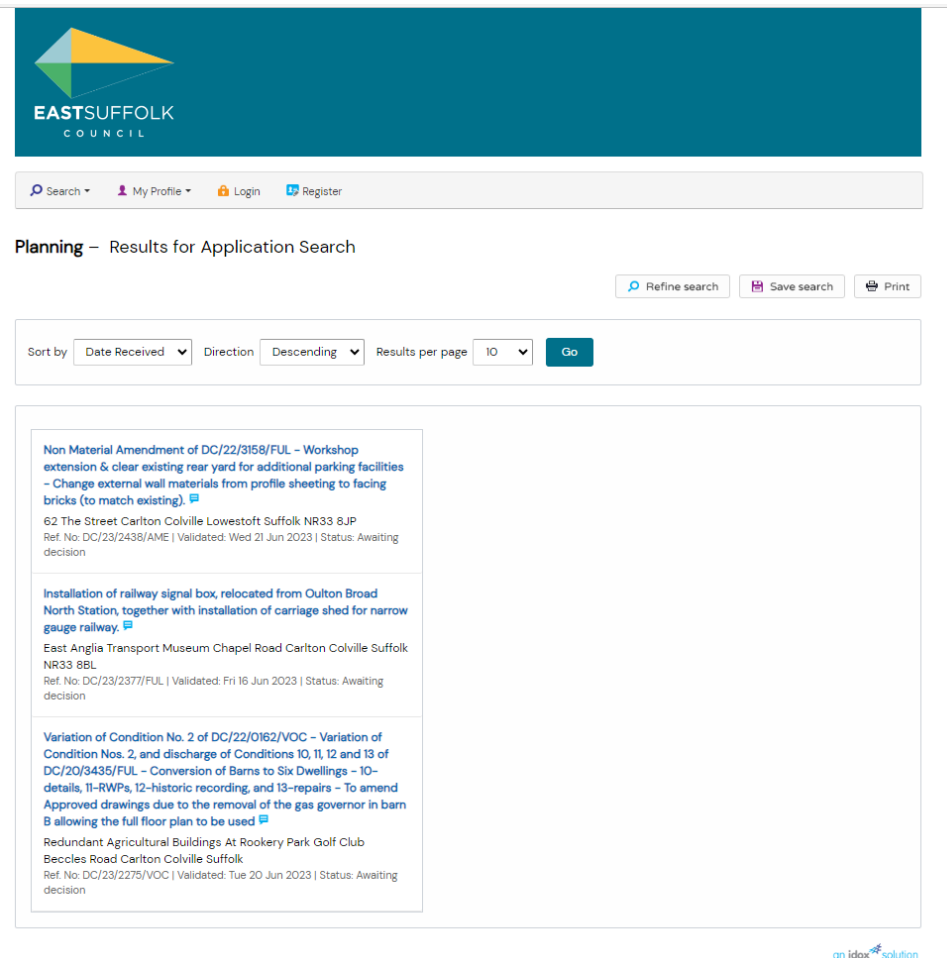
Date Received:	<input type="text"/>	to:	<input type="text"/>
Date Validated:	<input type="text" value="01/06/2023"/>	to:	<input type="text"/>
Date Actual Committee:	<input type="text"/>	to:	<input type="text"/>
Decision Date:	<input type="text"/>	to:	<input type="text"/>
Appeal Decision Date:	<input type="text"/>	to:	<input type="text"/>

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 [Frequently asked questions](#)

13. Once you have completed these boxes, then click 'search'.

14. A list of results will then appear:



The screenshot shows the East Suffolk Council website's Planning Application Search results page. At the top is the council's logo and navigation links: Search, My Profile, Login, and Register. Below this is a header for "Planning – Results for Application Search" with buttons for "Refine search", "Save search", and "Print". A sorting section allows users to sort by "Date Received", "Direction" (Descending), and "Results per page" (10), with a "Go" button. The main content area displays three application results, each with a description, address, reference number, validation date, and status.

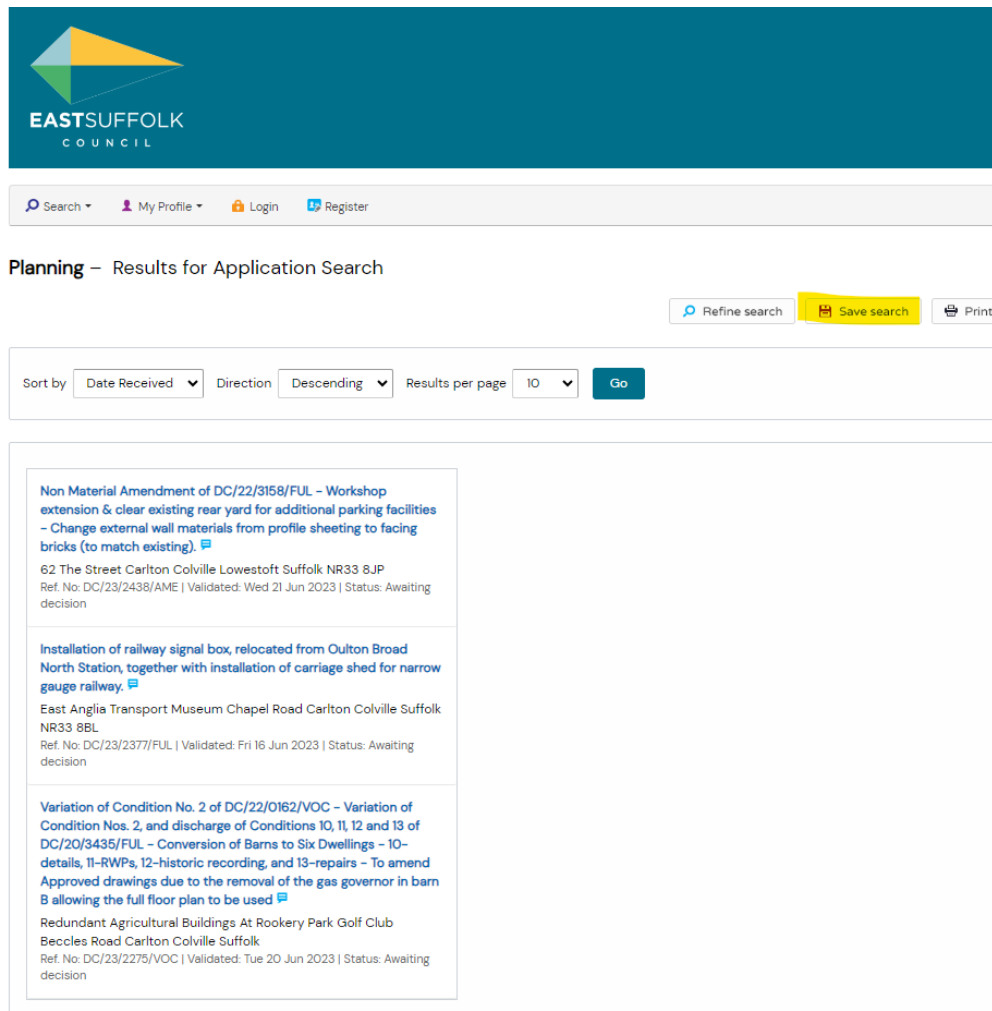
<p>Non Material Amendment of DC/22/3158/FUL – Workshop extension & clear existing rear yard for additional parking facilities – Change external wall materials from profile sheeting to facing bricks (to match existing). [i]</p> <p>62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP Ref. No: DC/23/2438/AME Validated: Wed 21 Jun 2023 Status: Awaiting decision</p>
<p>Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. [i]</p> <p>East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL Ref. No: DC/23/2377/FUL Validated: Fri 16 Jun 2023 Status: Awaiting decision</p>
<p>Variation of Condition No. 2 of DC/22/0162/VOC – Variation of Condition Nos. 2, and discharge of Conditions 10, 11, 12 and 13 of DC/20/3435/FUL – Conversion of Barns to Six Dwellings – 10– details, 11–RWPs, 12–historic recording, and 13–repairs – To amend Approved drawings due to the removal of the gas governor in barn B allowing the full floor plan to be used [i]</p> <p>Redundant Agricultural Buildings At Rookery Park Golf Club Beccles Road Carlton Colville Suffolk Ref. No: DC/23/2275/VOC Validated: Tue 20 Jun 2023 Status: Awaiting decision</p>

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15. Then click on the 'Save Search' button



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Search My Profile Login Register

Planning – Results for Application Search

Refine search Save search Print

Sort by Date Received Direction Descending Results per page 10 Go

Non Material Amendment of DC/22/3158/FUL – Workshop extension & clear existing rear yard for additional parking facilities – Change external wall materials from profile sheeting to facing bricks (to match existing).
62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP
Ref. No: DC/23/2438/AME | Validated: Wed 21 Jun 2023 | Status: Awaiting decision

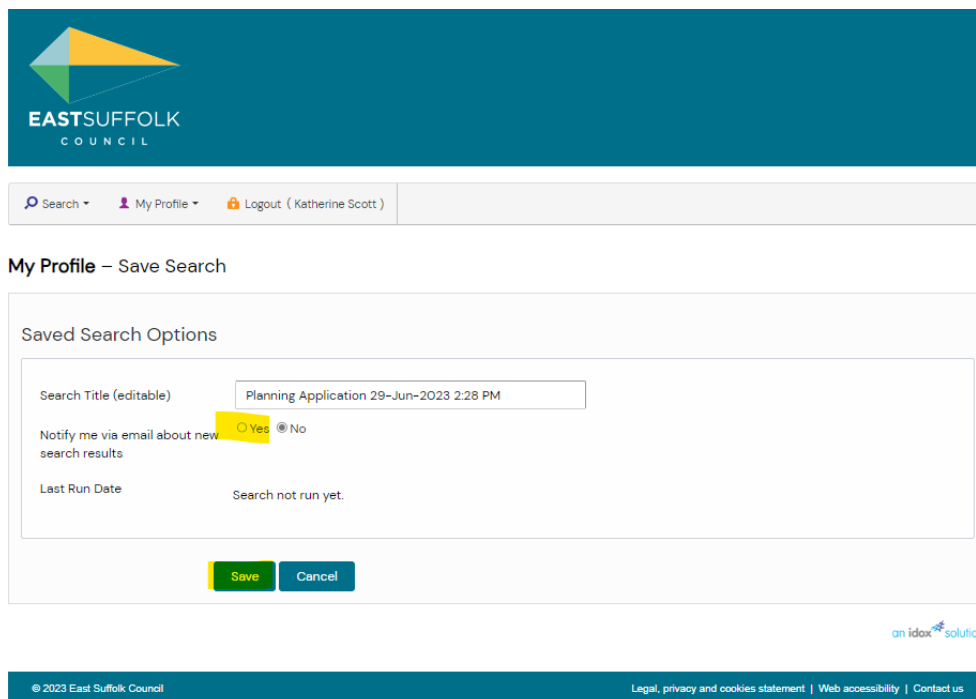
Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.
East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Ref. No: DC/23/2377/FUL | Validated: Fri 16 Jun 2023 | Status: Awaiting decision

Variation of Condition No. 2 of DC/22/0162/VOC – Variation of Condition Nos. 2, and discharge of Conditions 10, 11, 12 and 13 of DC/20/3435/FUL – Conversion of Barns to Six Dwellings – 10– details, 11–RWPs, 12–historic recording, and 13–repairs – To amend Approved drawings due to the removal of the gas governor in barn B allowing the full floor plan to be used
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16. You will then be given the option to be notified via email about new search results (i.e. new applications received within that parish). Select Yes to receive notifications and then click 'save'.



My Profile – Save Search

Saved Search Options

Search Title (editable)

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

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17. You will need to repeat the above steps for each Parish you wish to receive email notifications for.

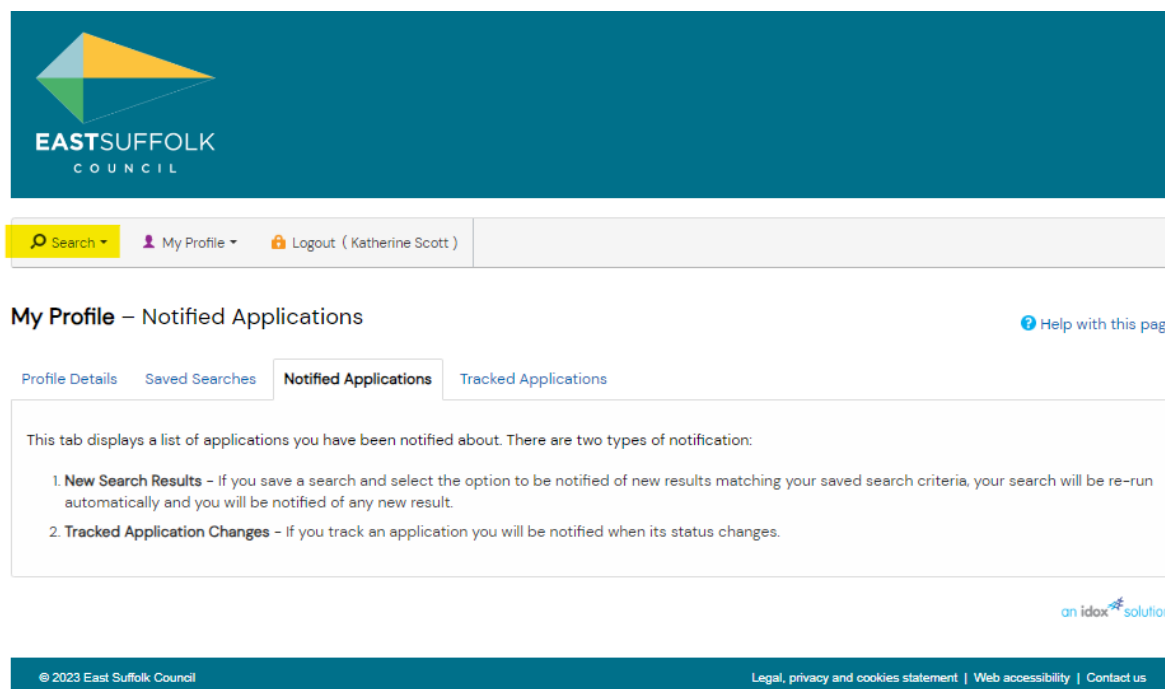
Please note by saving the searches as per above you will receive notifications on all Planning and Planning related applications within the parishes you have saved searches for, which could be a lot of applications, especially if you save multiple parishes.

Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

Undertaking and saving searches based upon Ward

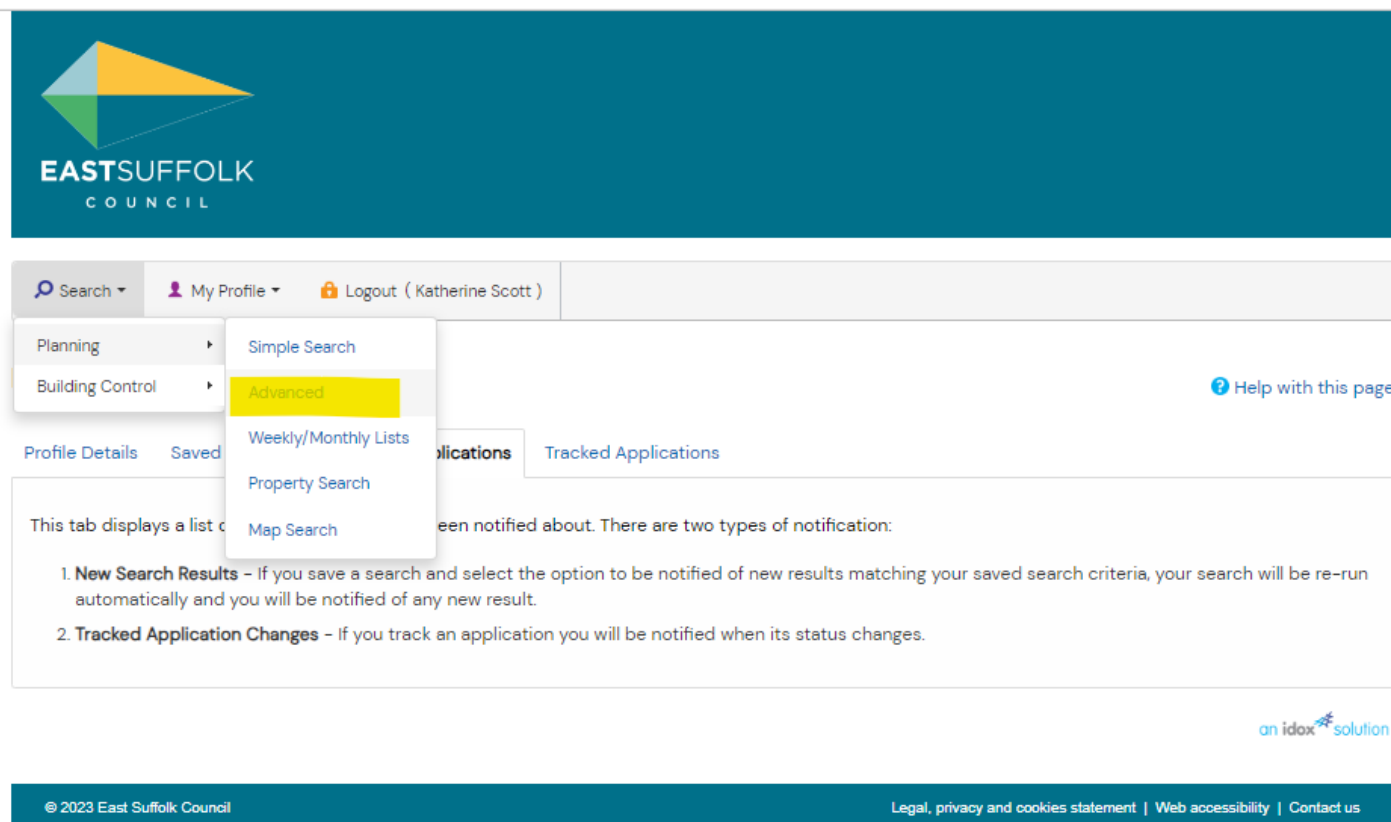
1. You will need to have an account with Public Access before you can save searches (see [Creating a Public Access Account](#)) . Once you have logged into your account, the following page will appear. Click on the Search button



Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

2. Click on the 'Advanced' as per the highlight in this screenshot:



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[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

3. The following will then be displayed, which enables searches to be undertaken on a variety of criteria:

Planning – Applications Search [Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

Simple **Advanced** Weekly/Monthly Lists Property Map

Applications Appeals Enforcements

Reference Numbers

Application Reference:

Planning Portal Reference:

Alternative Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Local Authority:

Ward:

Parish:

Conservation Area:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:

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: to:

Appeal Decision Date: to:

Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

4. It is possible to set up a search based upon 'Ward', by clicking on the drop-down menu for the row relating to Ward and selecting the name of the Ward you are interested in.

Planning Applications Search [Help with this page](#)

Search for Planning Applications and Appeals by matching at least one search option in the form below.

Simple **Advanced** Weekly/Monthly Lists Property Map

Applications Appeals

Reference Numbers

Application Reference:

Planning Portal Reference:


Alternative Reference:

Application Details

Description Keyword:

Applicant Name:

Application Type:

Ward: 

Parish:

Conservation Area:

Agent:


Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address: 

Dates

Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

5. If you leave all other boxes blank, the search will bring up all cases ever logged within that Ward, and therefore you will probably need to select at least one other filter to avoid receiving hundreds of results. Therefore, it is also recommend you set a received after date, so that you only get recently received cases and new cases that arrive in the future. This can be undertaken by typing a recent date in either of the first boxes on the 'Date Received' or 'Date Validated' rows. It is recommend you use 'Date Validated' as that will mean you receive all cases once they are validated and documents are viewable on the website. Leave all other date boxes blank so that any new applications that arrive in the future fall within the scope of the search and therefore will ping you a notification e.g.

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. 01/07/2019). Alternatively, click on the calendar button and pick a date.

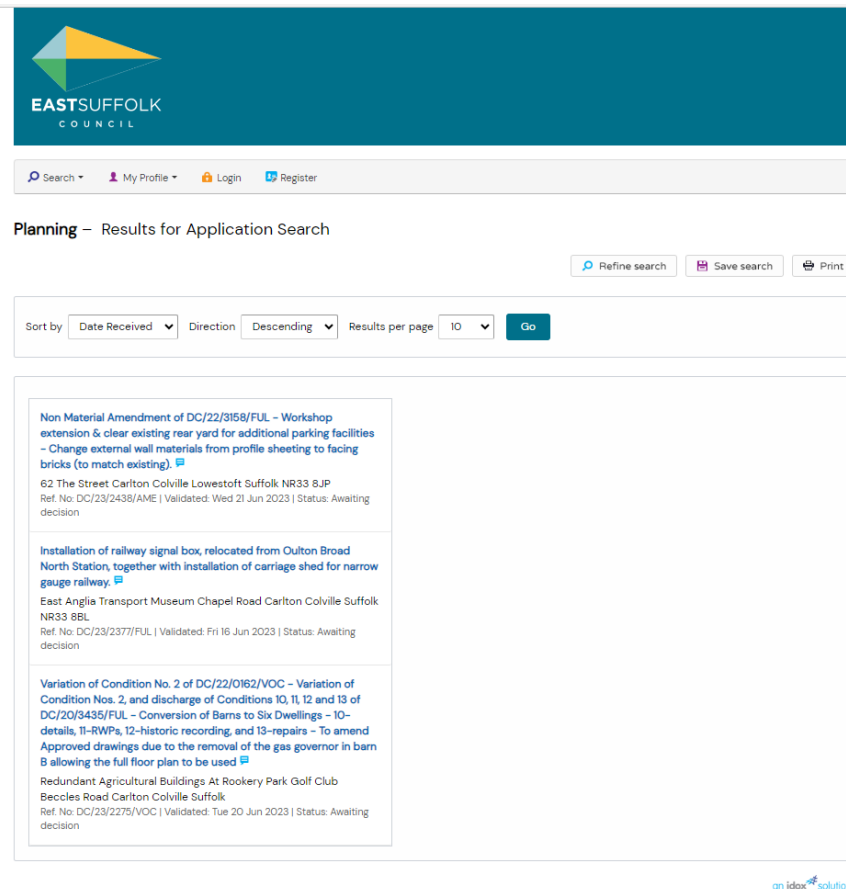
Date Received:	<input type="text"/>	to:	<input type="text"/>
Date Validated:	<input type="text" value="01/06/2023"/>	to:	<input type="text"/>
Date Actual Committee:	<input type="text"/>	to:	<input type="text"/>
Decision Date:	<input type="text"/>	to:	<input type="text"/>
Appeal Decision Date:	<input type="text"/>	to:	<input type="text"/>

6. Once you have completed these boxes, then click 'search'.

Click to jump to

[How to search for a specific application on Using Public Access](#) /
 [Accessing Key Information on Public Access](#) /
 [Public Access Accounts](#) /
 [Commenting on an application](#) /
 [Notifications of Planning Committee Meetings via the CMIS system](#) /
 [Frequently asked questions](#)

7. A list of results will then appear:



The screenshot shows the East Suffolk Council Planning Application Search results page. At the top is the council's logo and navigation links: Search, My Profile, Login, and Register. Below this is a header for "Planning – Results for Application Search" with buttons for Refine search, Save search, and Print. A sorting section allows users to sort by "Date Received", direction "Descending", and results per page "10", with a "Go" button. The main content area displays three application results:

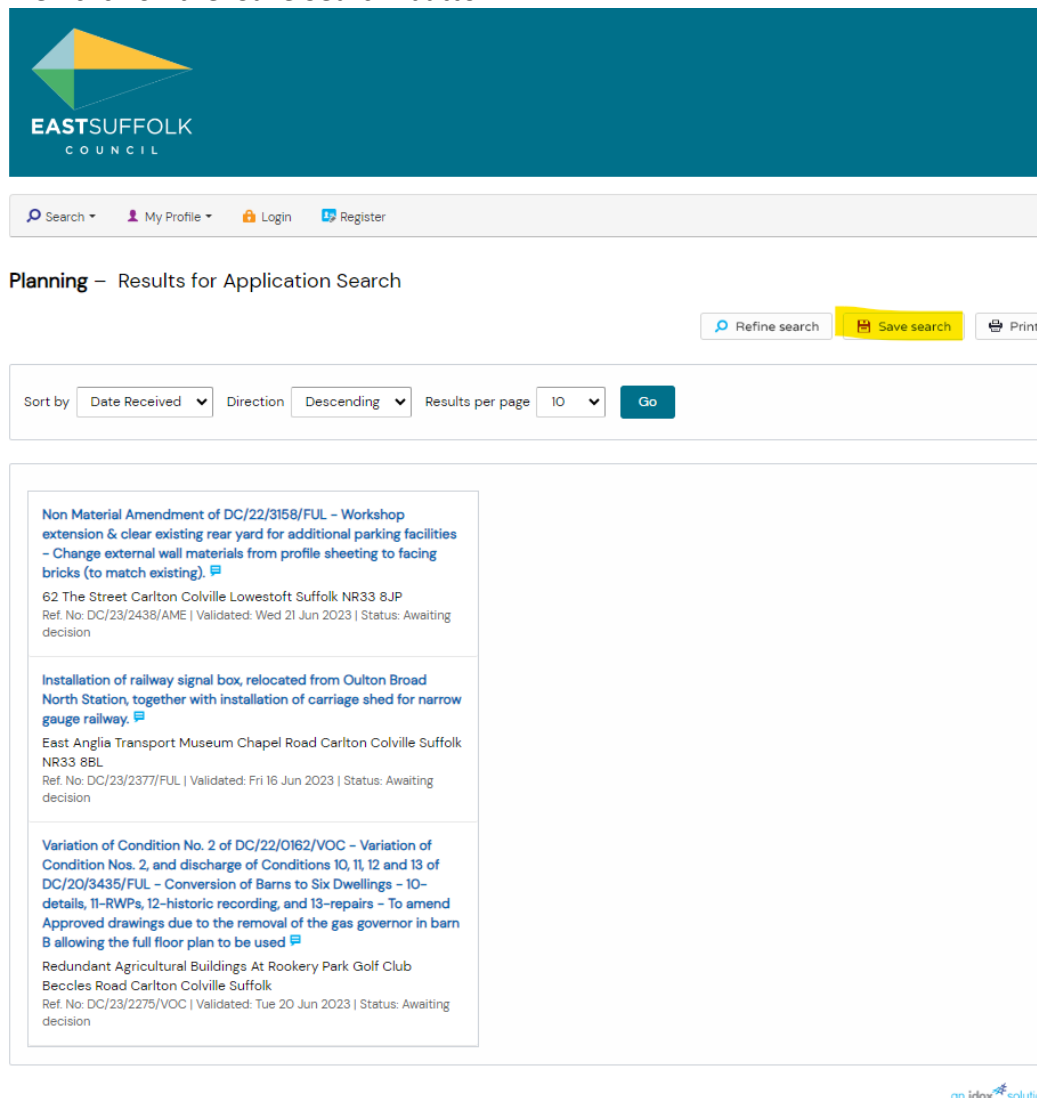
- Non Material Amendment of DC/22/3158/FUL – Workshop extension & clear existing rear yard for additional parking facilities – Change external wall materials from profile sheeting to facing bricks (to match existing).**
62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP
Ref. No: DC/23/2438/AME | Validated: Wed 21 Jun 2023 | Status: Awaiting decision
- Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway.**
East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL
Ref. No: DC/23/2377/FUL | Validated: Fri 16 Jun 2023 | Status: Awaiting decision
- Variation of Condition No. 2 of DC/22/0162/VOC – Variation of Condition Nos. 2, and discharge of Conditions 10, 11, 12 and 13 of DC/20/3435/FUL – Conversion of Barns to Six Dwellings – 10- details, 11-RWPs, 12-historic recording, and 13-repairs – To amend Approved drawings due to the removal of the gas governor in barn B allowing the full floor plan to be used**
Redundant Agricultural Buildings At Rookery Park Golf Club Beccles Road Carlton Colville Suffolk
Ref. No: DC/23/2275/VOC | Validated: Tue 20 Jun 2023 | Status: Awaiting decision

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8. Then click on the 'Save Search' button



EASTSUFFOLK COUNCIL

Search My Profile Login Register

Planning – Results for Application Search

Refine search Save search Print

Sort by Date Received Direction Descending Results per page 10 Go

Non Material Amendment of DC/22/3158/FUL – Workshop extension & clear existing rear yard for additional parking facilities – Change external wall materials from profile sheeting to facing bricks (to match existing).

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Ref. No: DC/23/2438/AME | Validated: Wed 21 Jun 2023 | Status: Awaiting decision

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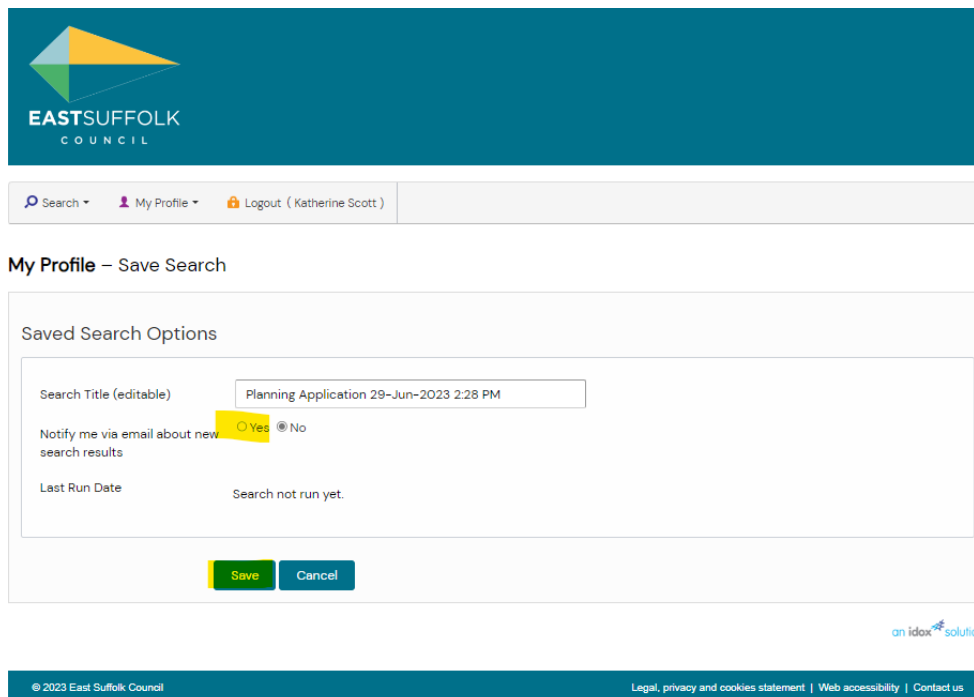
Redundant Agricultural Buildings At Rookery Park Golf Club Beccles Road Carlton Colville Suffolk
Ref. No: DC/23/2275/VOC | Validated: Tue 20 Jun 2023 | Status: Awaiting decision

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Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

9. You will then be given the option to be notified via email about new search results (i.e. new applications received within that parish). Select Yes to receive notifications and then click 'save'.



My Profile – Save Search

Saved Search Options

Search Title (editable) Planning Application 29-Jun-2023 2:28 PM

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

Save **Cancel**

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10. You will need to repeat the above steps for each Parish you wish to receive email notifications for.

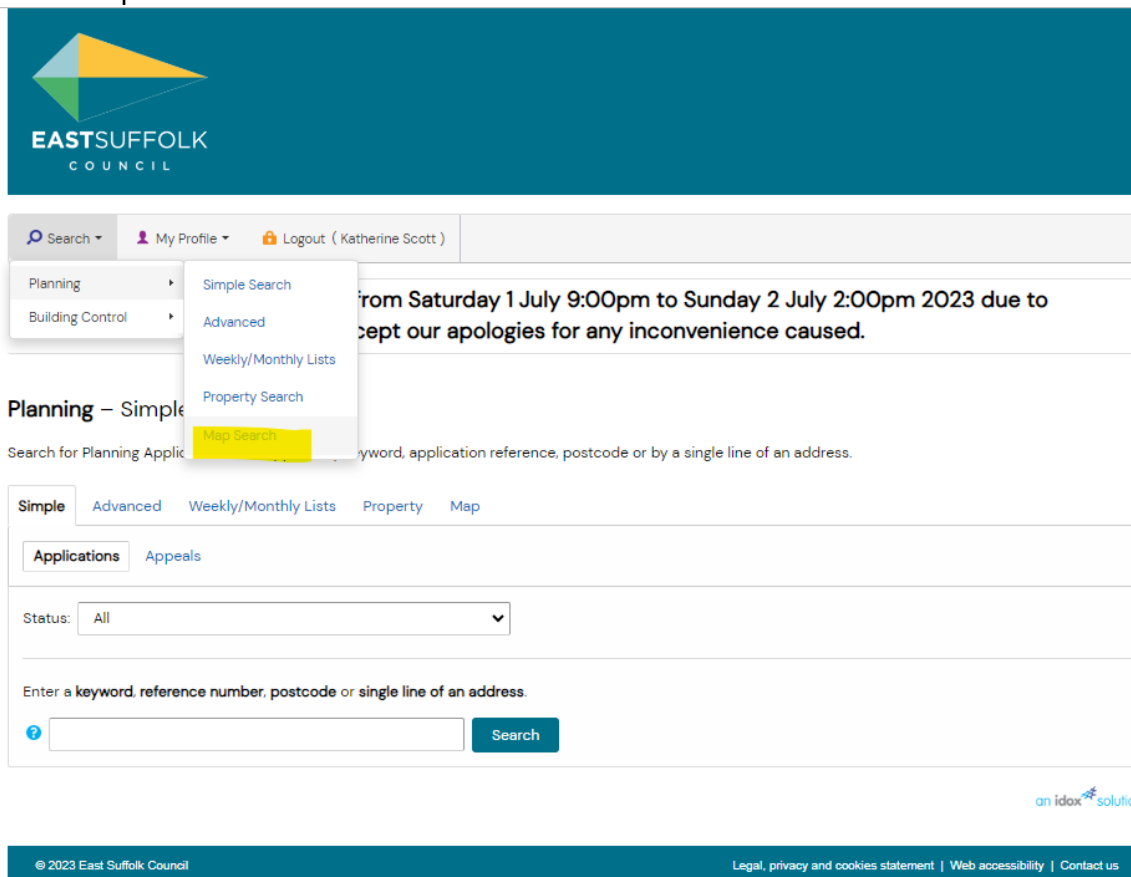
Please note by saving the searches as per above you will receive notifications on all Planning and Planning related applications within the Parish(es) / Ward(s) you have saved searches for, which could be a lot of applications.

Click to jump to

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Undertaking and saving Map Searches

7. Select 'Map Search' from the search menu






The screenshot shows the East Suffolk Council website interface. At the top, there is a blue header with the council's logo. Below the header, a navigation bar contains links for 'Search', 'My Profile', and 'Logout (Katherine Scott)'. A dropdown menu is open under the 'Search' link, showing options: 'Simple Search', 'Advanced', 'Weekly/Monthly Lists', 'Property Search', and 'Map Search'. The 'Map Search' option is highlighted in yellow. Below the dropdown, the page title is 'Planning – Simple'. A search bar is present with the placeholder text 'Search for Planning Application by keyword, application reference, postcode or by a single line of an address.' Below the search bar, there are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. The 'Simple' tab is selected. Under the 'Simple' tab, there are sub-tabs for 'Applications' and 'Appeals'. A 'Status' dropdown menu is set to 'All'. Below this, there is a text input field with a placeholder 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button. The footer of the page contains the copyright notice '© 2023 East Suffolk Council' and links for 'Legal, privacy and cookies statement', 'Web accessibility', and 'Contact us'.

8. The map will then appear

Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)



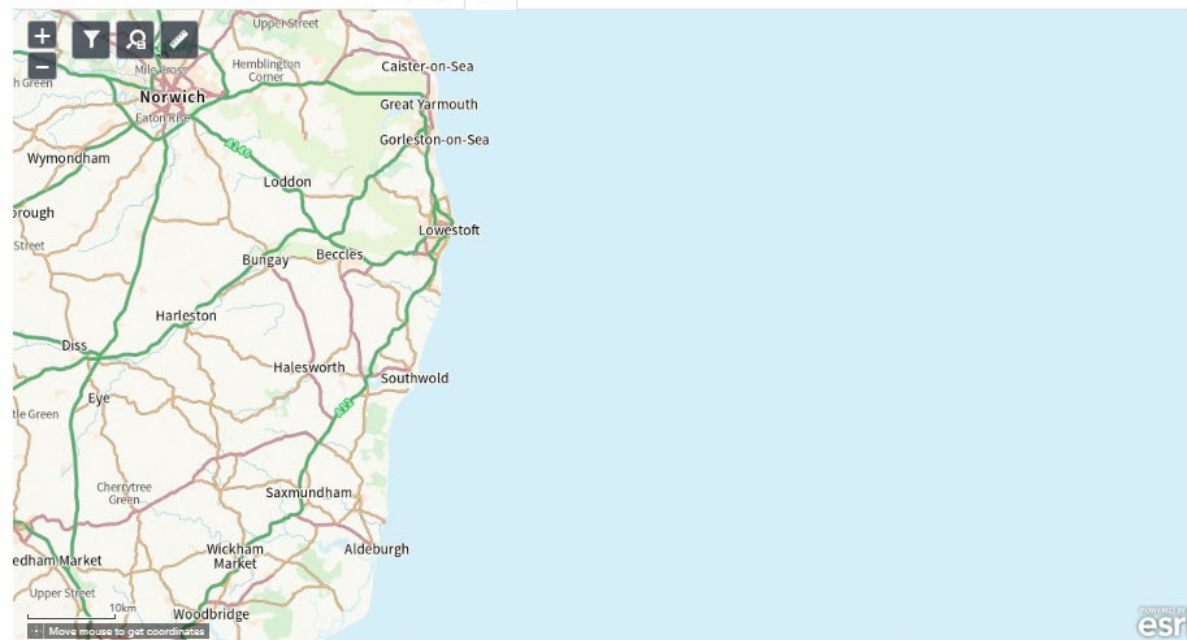
 Search  My Profile  Logout (Katherine Scott)

Planning – Map Search

 [Help with this page](#)

[Click here for help with using the map.](#)

[Simple](#) [Advanced](#) [Weekly/Monthly Lists](#) [Property](#) **[Map](#)**

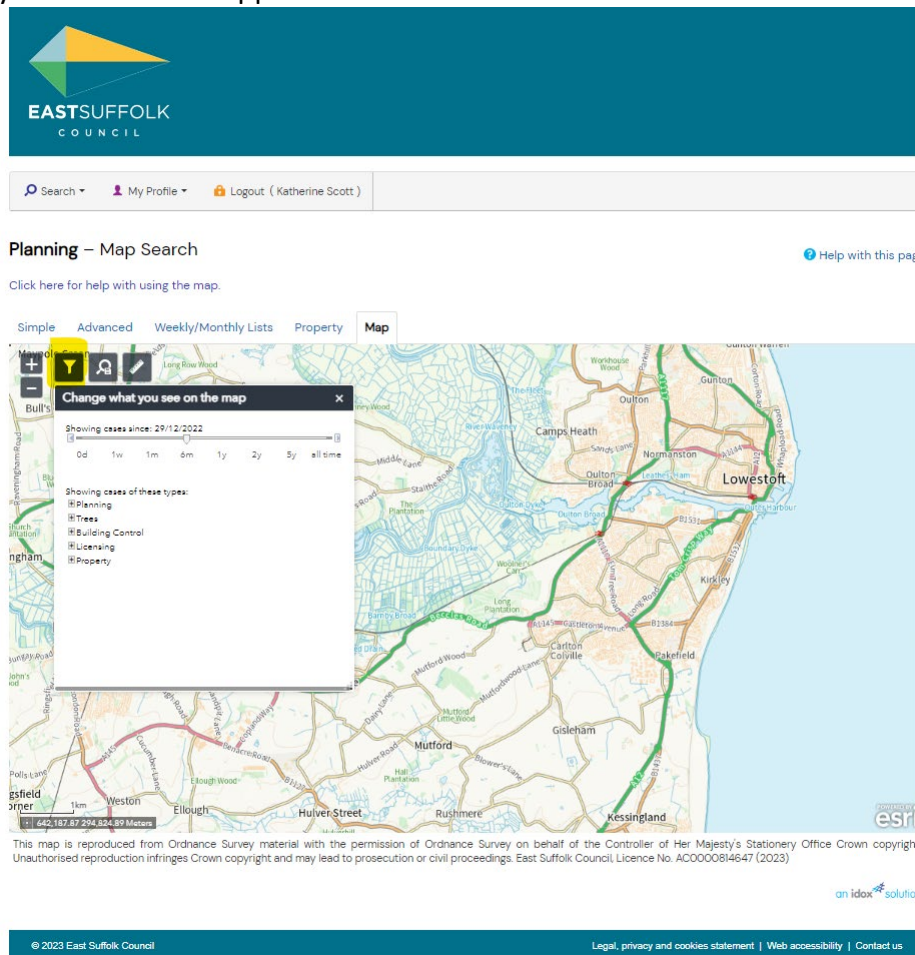


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Click to ju

9. Zoom and pan on the map using the scroll wheel on your mouse, or the - / + buttons and arrows on your keyboard, to the area you are interested in and then click on the symbol highlighted on the image below to open the menu to enable you to adjust the time period you wish to view applications for.



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Search My Profile Logout (Katherine Scott)

Planning – Map Search [Help with this page](#)

[Click here for help with using the map.](#)

Simple Advanced Weekly/Monthly Lists Property **Map**

Change what you see on the map

Showing cases since: 29/12/2022

0d 1w 1m 6m 1y 2y 5y all time

Showing cases of these types:

- ☒ Planning
- ☐ Trees
- ☐ Building Control
- ☐ Licensing
- ☐ Property

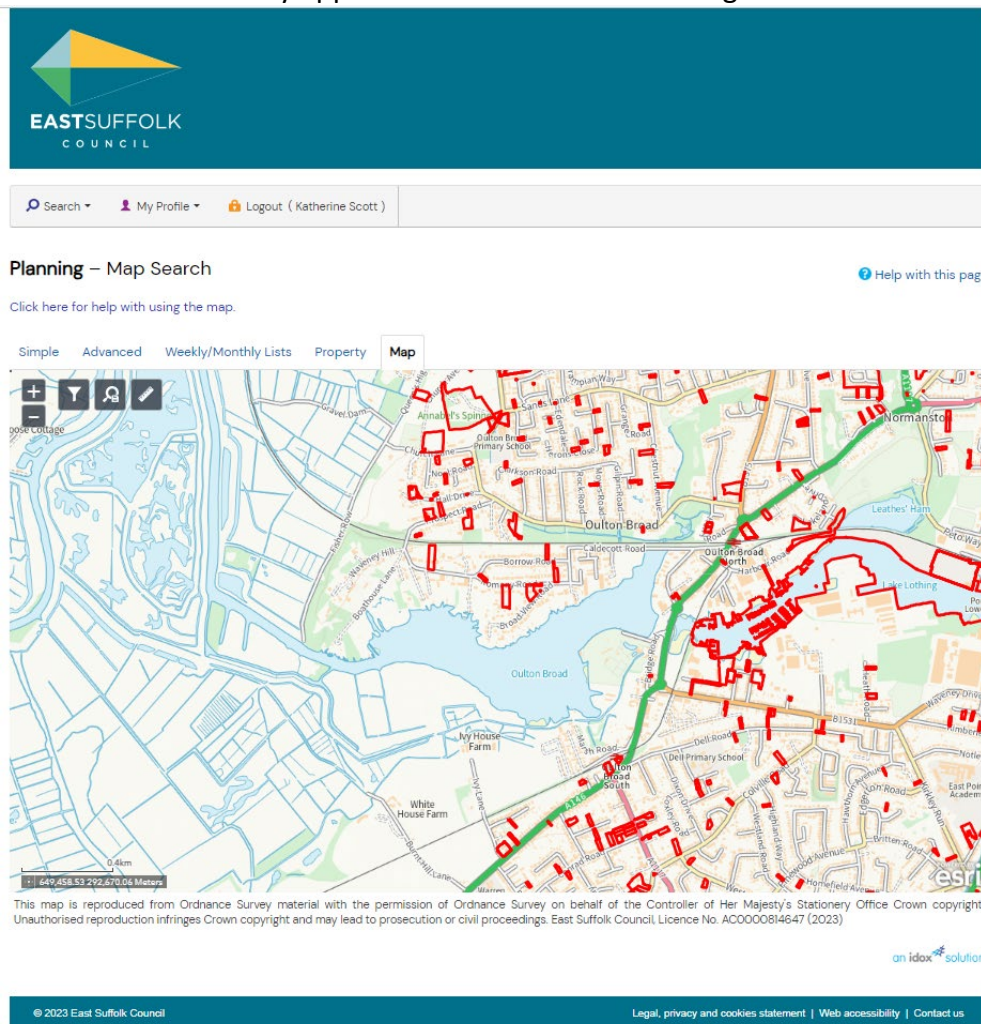
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10. The map should then show red lines around parcels of land that have had planning related applications within the selected time period. Please note these only appear once zoomed in far enough.



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11. Then click on the symbol that is highlighted in this screenshot and this menu will pop up

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Search My Profile Logout (Katherine Scott)

Planning – Map Search [Help with this page](#)

Click here for help with using the map.

Simple Advanced Weekly/Monthly Lists Property **Map**

Save map searches to registered account

Use these buttons to save your searches.

Save a rectangular search defined by the current map extent.
[Save](#)

Save a circular search centred on the current location.
50m ☐ Show circle on map, then click save.
[Save](#)

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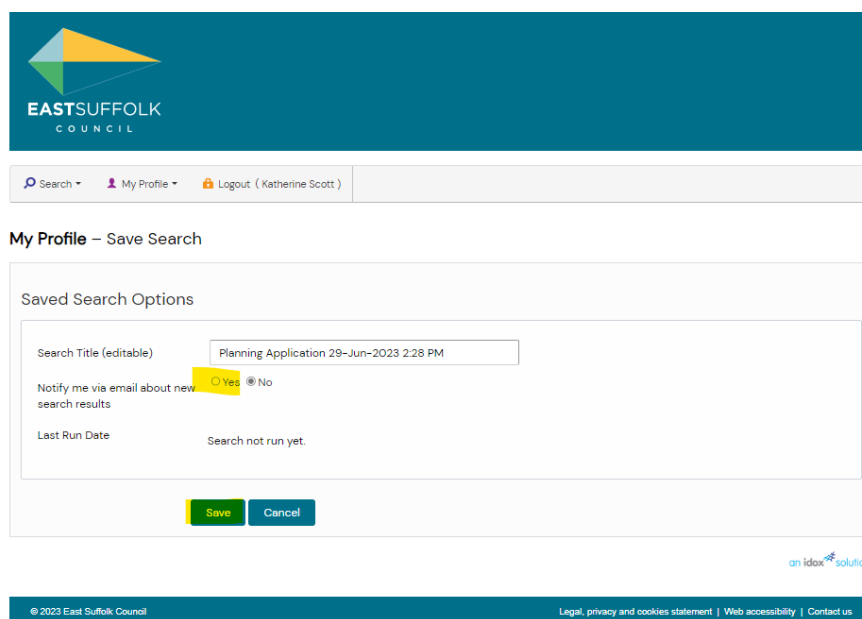
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12. You can then either save by the extent of the map that is visible or within a circular area, by selecting from the options and clicking 'save'.

13. You will then be given the option to be notified via email about new search results (i.e. new applications received within that parish). Select Yes to receive notifications and then click 'save'.



My Profile – Save Search

Saved Search Options

Search Title (editable) Planning Application 29-Jun-2023 2:28 PM

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

Save **Cancel**

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14. You will need to repeat the above steps for each area you wish to receive email notifications for.

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Commenting on an application

In order to submit comments online through Public Access you will need to register and create a Public Access Account (see [How to create a Public Access account](#)).

Alternatively, you can submit comments via email to planning@eastsuffolk.gov.uk.

What should be included in comments on applications

Prior to submitting an application it is recommended that you read the advisory text published on the East Suffolk Council website relating to [commenting on Planning Applications](#), to ensure that the comments you are making are matters that we are able to consider when determining such applications.

Comments on applications should be made in writing and you should include:

- the application reference number (this will be in the form DC/21/****/***)
- the address of the application
- your contact details

Town / Parish Councils should be clear in telling us whether they:

- object (i.e. are against the scheme),
- have no objections (you wish to make comments but do not object or support)
- support the scheme (i.e. you are in favour)
- Provide your specific views/comments on the proposals.

Click to jump to

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It is important that Town /Parish Councils are clear on whether they object or support the scheme or have no objections, as it needs to be clear as this can trigger the application to our Planning Referral Panel.

Where the comments of the Town/Parish Council on a 'Planning Application' are contrary to the 'minded to' recommendation of officers, the application is referred to our Planning Referral Panel, who then decide the determination process route (i.e. can refer the application to Planning Committee or delegate the decision to officers).

It is recommended that you explain your issues clearly, organising them in a logical order and do not make your comments overlong.

You should try to limit comments to those which are 'Material Planning Considerations' in the determination of planning applications. These can include:

- Access/traffic (parking and road safety issues)
- Appearance e.g. Layout, density, character, landscape, design
- Ecology and wildlife
- Economic benefits or impacts
- Flood risk / drainage
- Historic Environment e.g. Conservation Areas and Listed Buildings
- National, Local or Neighbourhood Planning Policy
- Other Material Planning Consideration(s)
- Planning History, previous similar decisions and/or Permitted Development fallback
- Principle of Use
- Protected trees
- Residential Amenity e.g. light, privacy, noise or odour (benefits and/or impacts)
- Sustainability

You should try to avoid matters which are not Material Planning Considerations, and therefore cannot be considered in the determination of applications:

Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)

- Commercial competition
- Impact upon property values
- Your personal views of the applicant/agent
- Matters covered by other Legislation
- Moral objections
- Private access rights
- Loss of view
- Restrictive covenants
- Profit
- Work having already been done

Further guidance on Material Planning Considerations can be found on the [Planning Portal](#).

How to submit comments via Public Access

In order to submit comments via Public Access you will need to have a Public Access Account (see [How to create a Public Access account](#)). In the case of Town/Parish Councils/Meetings this is usually held by the Town/Parish Clerk.

Prior to submitting comments please read [What should be included in comments on applications](#))

- 1) Log into your Public Access Account
- 2) Load the application you wish to comment on (see [How to search for a specific application](#))
- 3) Once you have loaded the application you specifically wish to comment on, and reviewed all of the submitted drawings and other documents, via the following steps you will be ready to submit comments.
- 4) To view the plans, other submitted reports/document and any comments received from others click on 'Documents and Comments

Click to jump to

[How to search for a specific application on Using Public Access](#) / [Accessing Key Information on Public Access](#) / [Public Access Accounts](#) / [Commenting on an application](#) / [Notifications of Planning Committee Meetings via the CMIS system](#) / [Frequently asked questions](#)



Search ▾ My Profile ▾ Logout (Katherine Scott)

Planning – Application Dates

[Help with this page](#)

DC/23/2377/FUL | Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. | East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL

[← Back to search results](#)

★ Track

💬 Make a comment

🖨️ Print

Details Comments (1) Related Cases (2) Documents and Comments Map

Summary Further Information Contacts Important Dates

Application Validated Date	Fri 16 Jun 2023
Expiry Date	Thu 13 Jul 2023
Actual Committee Date	Not Available
Agreed Expiry Date	Not Available
Permission Expiry Date	Not Available
Environmental Impact Assessment Received	Not Available
Determination Deadline	Fri 11 Aug 2023
Temporary Permission Expiry Date	Not Available

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- 5) Then click on 'view associated documents' and a new window with a list of documents will appear. To open a specific document click on the reference number on the left hand side as per below (please not this list will change in appearance in the near future to be more user friendly and allow multiple documents to be selected at once).



Click the Application Number under **Document Link** in the left hand column to view the record.
Records open in a new window/tab depending upon your web browser.

Search Results - 10 records found

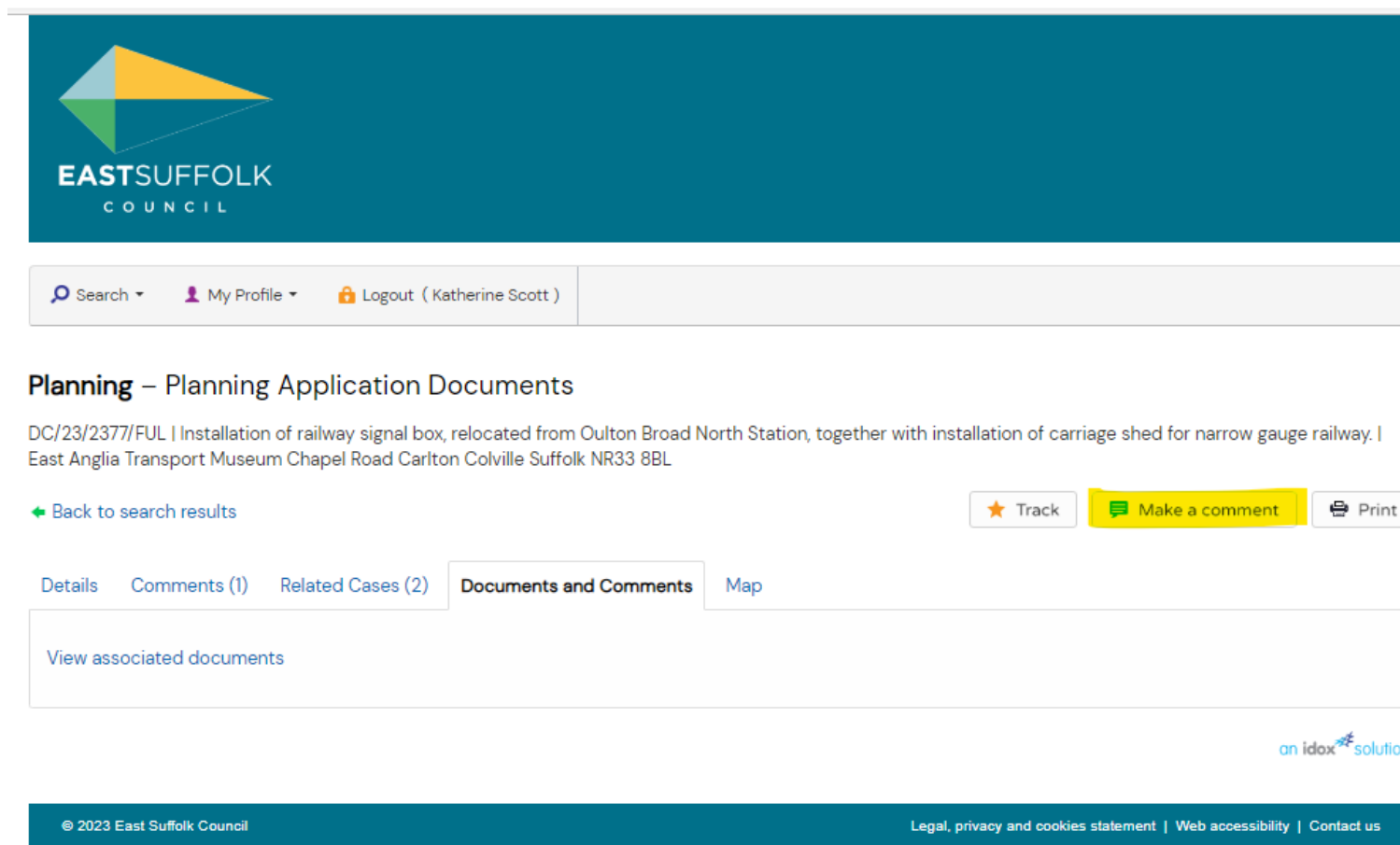
Page 1 of 1 25 Records/Page

Document Link	Document Date	Type Description	Information 1	Information 2
DC/23/2377/EUL	27/06/2023	Town/Parish Consultation Response	Carlton Colville Town Council	
DC/23/2377/EUL	22/06/2023	Info Sheet	INFO	
DC/23/2377/EUL	16/06/2023	Application Form & Certificate		
DC/23/2377/EUL	16/06/2023	Design & Access Statement		
DC/23/2377/EUL	16/06/2023	Existing Block / Layout Plan	8535 P02	Existing Block Plan
DC/23/2377/EUL	16/06/2023	Plans	8535 P03	Approved Block Plan
DC/23/2377/EUL	16/06/2023	Plans	8535 P05 Rev A	Proposed Carriage Shed - Floor & Elevations
DC/23/2377/EUL	16/06/2023	Plans	8535 P06 Rev A	Proposed Signal Box - Floor & Elevations
DC/23/2377/EUL	16/06/2023	Proposed Block / Layout Plan	8535 P04	Proposed Block Plan
DC/23/2377/EUL	16/06/2023	Site / Location Plan	8535 P01	

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6) If/once you are ready to submit comments click on the 'make a comment' button



The screenshot shows the East Suffolk Council website interface for a planning application. At the top is a teal header with the council's logo and name. Below this is a navigation bar with links for Search, My Profile, and Logout (Katherine Scott). The main content area is titled "Planning – Planning Application Documents" and displays the application details: "DC/23/2377/FUL | Installation of railway signal box, relocated from Oulton Broad North Station, together with installation of carriage shed for narrow gauge railway. | East Anglia Transport Museum Chapel Road Carlton Colville Suffolk NR33 8BL". To the right of the details are three buttons: "Track" (with a star icon), "Make a comment" (highlighted in yellow), and "Print" (with a printer icon). Below the details is a tabbed interface with four tabs: "Details", "Comments (1)", "Related Cases (2)", and "Documents and Comments" (which is the active tab). Under the "Documents and Comments" tab, there is a button labeled "View associated documents". At the bottom right of the page is the "an idox solution" logo. The footer contains the copyright notice "© 2023 East Suffolk Council" and links for "Legal, privacy and cookies statement", "Web accessibility", and "Contact us".

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10. A page like this will then appear. Complete the boxes including the comments box and when you are ready click 'submit' . Guidance on commenting on Planning Applications is published at [Comment on a planning application » East Suffolk Council](#)

INSERT SCREENSHOT HERE ONCE TICK LIST UPDATED

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Notifications of Planning Committee Meetings via the CMIS system

CMIS is a web based platform which hosts information on East Suffolk Council business. It is used to publish Committee Papers, Cabinet Decisions, the Forward Plan and more.

Why register for notifications of Planning Committee meetings via the CMIS System?

Having a CMIS account means that you can personalise how you receive information, and you are able to register to receive email notifications when information/reports are published linked to a particular committee and/or the Parishes or Wards that you are interested in.

By registering for a CMIS account and registering alerts following the steps set out below, you will receive email notifications of applications going to planning committee within those wards as and when the reports are published.

It can be found at <https://eastsuffolk.cmis.uk.com/eastsuffolk/Meetings.aspx> or by:

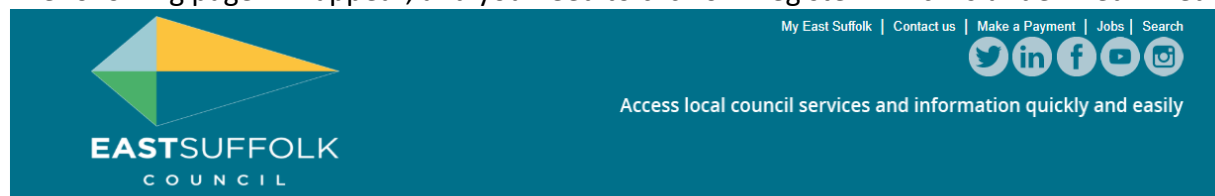
- a) Go to www.eastsuffolk.gov.uk
- b) Select 'Your Council'
- c) Select 'Council meetings and decisions'
- d) Select 'Calendar, agendas, reports and minutes of council meetings'

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How to register for notifications/email alerts for Planning Committee meetings

1. Load CMIS page as per the steps above
2. The following page will appear, and you need to click on 'Register' which is underlined in red on the screenshot below



[Meetings](#)

[Register](#) | [Login](#)

Meetings

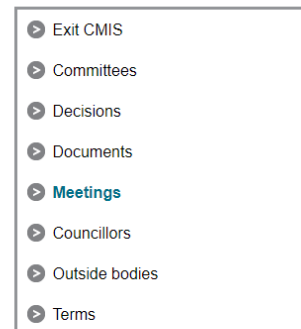
Public access to Council meetings

Members of the public may attend all of the meetings of the council and have the right to:

- inspect agendas and associated reports up to five days before each meeting
- attend and observe any meeting, except for the part of the meeting where exempt* or confidential* information is discussed
- inspect minutes and other background documents, including a summary of any part of the meeting dealing with exempt information, for up to six years after the meeting
- inspect the register of Council members and list of powers delegated to officers

***Note:** Exempt and confidential are defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)

Access to agendas, reports and minutes of Council meetings




[▶ Contact us](#)

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- Complete the registration form, including accepting the terms of registration (you can select the link to read the terms in full) before selecting the 'Register' button.




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Access local council services and information quickly and easily

[CMIS Home](#)
[Register](#) | [Login](#)



Register

***Note:** Membership to this site is public. Once your account information has been submitted, you will be granted immediate access to the site. All fields marked with a red asterisk are required. **(Note: - Registration may take several seconds. Once you click the Register button please wait until the system responds.)**

User Name: *

Password: *

Confirm Password: *

Display Name: *

Email Address: *

First Name: *

Last Name: *

Accept the [Terms](#) *

☒

Register

Cancel

> Exit CMIS

> Committees

> Decisions

> Documents

> Meetings

> Councillors

> Outside bodies

> Terms

Contact us

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4. Once you have registered and logged in, select 'My Pages' in the right-hand menu and then select 'My subscriptions'

Meetings

Public access to Council meetings

Any member of the public may attend all of the meetings of the council and have the right to:

- view agendas and associated reports up to five days before each meeting

- attend and observe any meeting, except for the part of the meeting where exempt* or confidential* information is discussed

- view minutes and other background documents, including a summary of any part of the meeting dealing with exempt information, for up to six years after the meeting

- view the register of Council members and list of powers delegated to officers

*Exempt and confidential are defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as amended)

Access to agendas, reports and minutes of Council meetings

The calendar below shows the full programme of East Suffolk Council meetings. To view agendas, reports and minutes of the meetings, browse the calendar and select the meeting in which you are interested. If

- > Exit CMIS
- > Committees
- > Decisions
- > Documents
- > Elections
- > Forward Plans
- > **Meetings**
- > Councillors
- > Outside bodies
- > Search
- > My pages
- > My Alerts
- > My CMIS Contacts
- > My Subscriptions
- > Petition Alerts

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5. From here you can select to subscribe to receive notifications when items linked to any of the Council's committees are published.
6. Select the committee/s you wish to subscribe to and select 'save changes' to subscribe

Committee Notifications

Committee Notifications

Select committees from the list below to receive alerts and notifications.

☐ Licensing Committee

☐ Licensing Sub-Committee

☒ Planning Committee North

☒ Planning Committee South

SAVE CHANGES

RESET



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7. You can also subscribe to receive notifications when items linked to one or more wards, so you receive notifications for your parish and the neighbouring parishes. Unfortunately there isn't the ability to select individual parishes, so you will need to select the ward that your parish is within, if you are not sure which ward your parish is in, the wards and parishes are shown on the [Geographic Information System » East Suffolk Council](#)).

Ward Notifications

Ward Notifications

Select Wards from the list below to receive alerts and notifications.

<input type="checkbox"/>	Name
<input checked="" type="checkbox"/>	Aldeburgh and Leiston
<input type="checkbox"/>	Beccles and Worlingham
<input checked="" type="checkbox"/>	Bungay and Wainford

SAVE CHANGES

RESET

8. Select the Ward/s you wish to subscribe to and select 'Save Changes' to subscribe.

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Frequently asked questions

Who should I contact if I have a question on an application?

With the exception of certain information that has to be kept confidential (e.g. personal contact details), we publish all of the submitted application documents and drawings etc, along with all consultation responses received online via the public access system. Therefore the information we hold on all live applications is published and in the public domain.

However, if you can not find the information you are looking for and/or have a query regarding process on the application, you should contact the case officer. Their name and phone number are included in the notification letters/emails sent to Town/Parish Clerks at the start of the consultation process. The case officers name is also shown on the [“Further Information” Tab](#)

How long do Town/Parish Councils have to comment on applications?

When we consult the relevant Town/Parish Council the notification includes a date of 15 working days from the notification as the deadline for comments, i.e. the consultation period. In many cases this consultation period is extended by the posting of a site notice and/or and advertisement in the press, both of which restart the clock on the 15 working day / 3 week consultation period. In such cases the expiry date of the consultation period on the application automatically adjusts and a new ‘expiry date’ will appear on the [“Important Dates”](#) tab on Public Access.

The Town/Parish Council and any other consultees including neighbours can submit comments up to and including the adjusted ‘expiry date’, and they will be considered in the determination of the application (and potentially affect the determination route, see [How do comments from the Town/Parish Council affect the determination process route of the application?](#))

We aim to consider any comments received after the overall consultation expiry date if they are receive prior to the application being determined, but there is no guarantee, and any comments received after this date can not trigger the Planning Referral Panel Process.

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What can Town/Parish Councils include in their comments on applications?

You should make it clear whether the Town/Parish Council are supporting, objecting or neutral in their comments and limit comments to matters that are material planning considerations and/or related to planning policies. **It is important that Town /Parish Councils are clear on whether they object or support the scheme or have no objections, as it needs to be clear as this can trigger the application to our Planning Referral Panel.**

Guidance on what to include in comments on applications can be found in [What should be included in comments on applications](#)

Where do I find Planning Policies and what are material Planning Considerations?

National Policy is set out in the [National Planning Policy Framework \(NPPF\)](#) with associated guidance ([NPPG](#)).

The Development Plan for East Suffolk Council consists of two [Local Plans](#) (the Suffolk Coastal Local Plan (Sept 2020) and the Waveney Local Plan (March 2019) and a number of [Neighbourhood Plans](#). Part of the district it covered by the Broads Authority who have their own [Local Plan](#)

There are also a number of [Supplementary Planning Documents/Guidance](#), and there are [Conservation Area Appraisals](#).

Our [Geographic Information System \(GIS\)](#) is an interactive mapping service that lets you view some of East Suffolk's map-based information.

You should try to limit comments to relevant planning policies and those matters which are 'Material Planning Considerations' in the determination of planning applications. These can include:

- Access/traffic (parking and road safety issues)
- Appearance e.g. Layout, density, character, landscape, design
- Ecology and wildlife
- Economic benefits or impacts
- Flood risk / drainage
- Historic Environment e.g. Conservation Areas and Listed Buildings
- National, Local or Neighbourhood Planning Policy
- Other Material Planning Consideration(s)

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- Planning History, previous similar decisions and/or Permitted Development fallback
- Principle of Use
- Protected trees
- Residential Amenity e.g. light, privacy, noise or odour (benefits and/or impacts)
- Sustainability

You should try to avoid matters which are not Material Planning Considerations, and therefore cannot be considered in the determination of applications:

- Commercial competition
- Impact upon property values
- Your personal views of the applicant/agent
- Matters covered by other Legislation
- Moral objections
- Private access rights
- Loss of view
- Restrictive covenants
- Profit
- Work having already been done

Further guidance on Material Planning Considerations can be found on the [Planning Portal](#).

How do comments from the Town/Parish Council affect the determination process route of the application?

The East Suffolk Council Constitution delegates applications to the Head of Planning Services accept where certain criteria are met.

In the case of 'Planning Applications' where the Town/Parish Council comments or those of the [ESC Ward Member\(s\)](#) or statutory consultees are contrary to the 'minded to' recommendation of officers the Planning Referral Panel process is triggered. The panel then decides on the determination process route as they can refer a planning application to Planning Committee or delegate the case to officers for determination.

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Guidance on [What should be included in comments on applications](#) is included earlier in this document.

Text and a diagram explaining the process planning applications go through at East Suffolk Council is published at [Planning application process » East Suffolk Council](#).

How do I know if/when an application is going to Planning Committee?

Once a report has been drafted and the application has been scheduled for an agenda of a Planning Committee, the meeting date will appear on the [“Important Dates”](#) page of the application in Public Access.

It is also recommended that you sign up to [CMIS](#) so that you receive notification when the agenda for each North and/or South and Strategic Planning Committee is published, so that you receive an email and then can view the published report online ahead of the meeting.

The reports for North Planning Committee are published at [CMIS > Committees > Planning Committee North](#)

The reports for South Planning Committee are published at [CMIS > Committees > Planning Committee South](#)

Whilst most applications that are determined by Planning Committee are determined at either the North or South Planning Committee meetings, some larger, more controversial cases are determined by the Strategic Planning Committee, the reports for which are published at [CMIS > Committees > Strategic Planning Committee](#). Therefore, it is recommended that you register for CMIS notifications for the Strategic Planning Committee in addition to North and/or South Planning Committees.

How to I speak on an application at Planning Committee?

Interested parties who wish to speak on applications at Planning Committee are able to register to do so, using an online form. Registration may take place on the day that the reports for the scheduled meeting are published on the Council’s website, until 5.00pm on the day prior to the scheduled meeting.

To register to speak at a Planning Committee, please visit <https://www.eastsuffolk.gov.uk/speaking-at-planning-committee> to complete the online registration form. Please contact the Customer Services Team on 03330 162 000 if you have any queries regarding the completion of the form.

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Interested parties permitted to speak on an application are a representative of Town / Parish Council or Parish Meeting, the applicant or representative, an objector, and the relevant ward Members. Interested parties will be given a maximum of three minutes to speak and the intention is that only one person would speak from each of the above parties.

If you are registered to speak, can we please ask that you arrive at the meeting prior to its start time (as detailed on the agenda) and make yourself known to the Committee Clerk, as the agenda may be re-ordered by the Chairman to bring forward items with public speaking and the item you have registered to speak on could be heard by the Committee earlier than planned.

Please note that any illustrative material you wish to have displayed at the meeting, or any further supporting information you wish to have circulated to the Committee, must be submitted to the Planning team at least 24 hours before the meeting.

For more information, please refer to the Code of Good Practice for Planning and Rights of Way, which is contained in the East Suffolk Council Constitution (<http://www.eastsuffolk.gov.uk/assets/Your-Council/East-Suffolk-Council-Constitution.pdf>).

Can I observe a Planning Committee meeting without being a public speaker?

Yes, you can observe a Planning Committee meeting without having to be a speaker.

You can either attend in person and sit in the public gallery area to observe, or you can watch the meeting either live or afterwards via our YouTube Channel. The postal address of the meeting and a link to the recording of each meeting are provided in the agenda pack for that meeting (see notes on CMIS above).

However, please note that even if you attend the meeting in person you will not be able to speak on an application unless you have registered to speak beforehand (see [How to I speak on an application at Planning Committee?](#))

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Why am I not receiving notifications of new applications and/or the decisions/outcomes of applications?

In order to receive emails notifying you of new applications and/or the outcome of applications, a saved search must be set up and kept in your Public Access account. Guidance on how to set up and save a search for a particular parish(es) are included at [Undertaking and saving searches based upon Town/Parish](#).

Please note that if you delete the saved search, you will no longer receive email notifications.

If you have a saved search set up in accordance with the above guidance but still do not appear to be receiving email notifications, please check the spam folder in your email account.

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