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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Notifications of Planning Committee Meetings via the CMIS system / Frequently asked questions

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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**

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'.
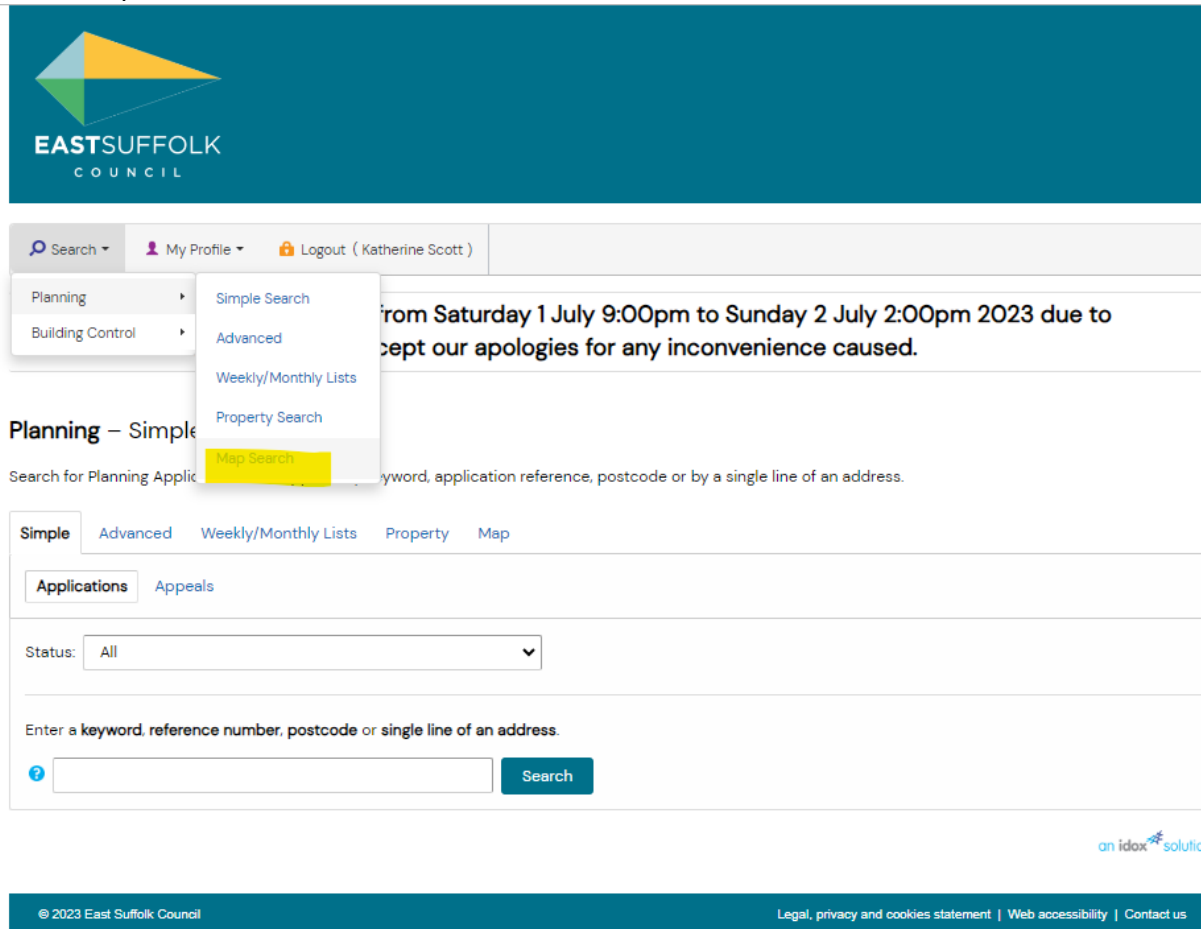
    Tips:
    - ***The full application reference isn't necessary. You can leave off the letters at the start and end of the application number and it will still load e.g. instead of DC/23/9999/FUL, you can just type 23/9999***

    - ***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.

How to search for an application or site using the map

1. Select 'Map Search' from the search menu

2. The map will then appear

Click to jump to

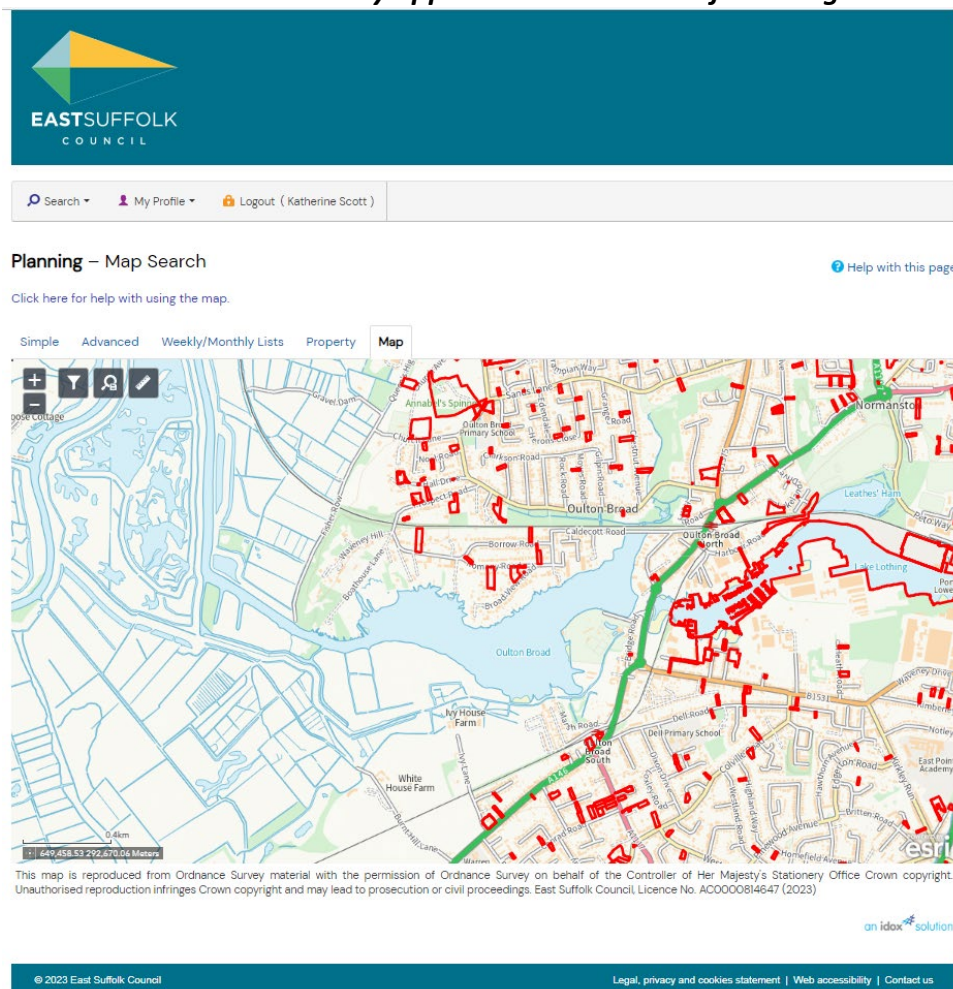3. Zoom and pan on the map using the scroll wheel on your mouse, or the - / + buttons and arrows on your keyboard, to the area you are interested in.
4. Then click on the symbol highlighted on the image below to open the menu to enable you to adjust the time period you wish to view applications for.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

Click to jump to

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.*

6. 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)

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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:

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

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:	
Applicant Name:	
Application Type:	All
Ward:	All
Parish:	All
Conservation Area:	
Agent:	
Status:	All
Decision:	All
Appeal Status:	All
Appeal Decision:	All
Development Type:	All
Address:	

Click to jump to

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:	[ ] 🗓 to:	[ ] 🗓
Date Validated:	**01/06/2023** 🗓 to:	[ ] 🗓
Date Actual Committee:	[ ] 🗓 to:	[ ] 🗓
Decision Date:	[ ] 🗓 to:	[ ] 🗓
Appeal Decision Date:	[ ] 🗓 to:	[ ] 🗓

Search   **Reset**

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

6. A list of results will then appear:

Click to jump to

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

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

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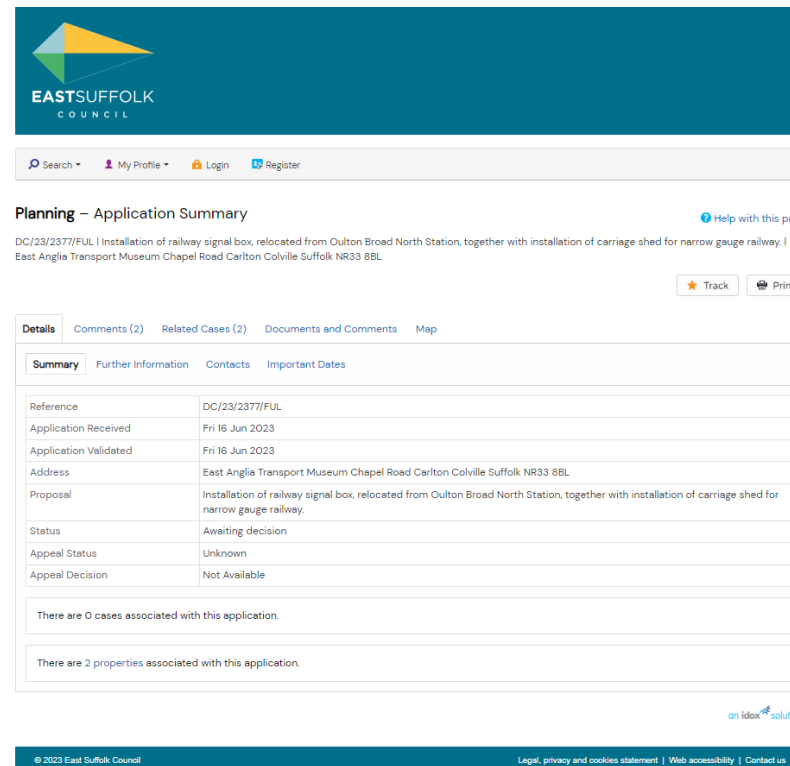How to search for a specific application on Using Public Access / Accessing Key Information on Public Access / Public Access Accounts / Commenting on an application /
Notifications of Planning Committee Meetings via the CMIS system / Frequently asked questions

"Further Information" Tab

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

| Summary | Further Information | Contacts | Important Dates |

The Planning Officer dealing with the application

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

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Click to jump to

"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 |

The relevant East Suffolk Council Ward Members

Ward Councillors

Cllr Myles Scrancher

| Address | Not Available |
| Email Address | myles.scrancher@eastsuffolk.gov.uk |

Cllr Craig Rivett

| Address | Not Available |
| Email Address | craig.rivett@eastsuffolk.gov.uk |

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"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)

Tabs shown: Details | Comments (2) | Related Cases (2) | Documents and Comments | Map

Sub-tabs shown: Summary | Further Information | Contacts | Important Dates

"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.

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

2. 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).

Public Access Accounts
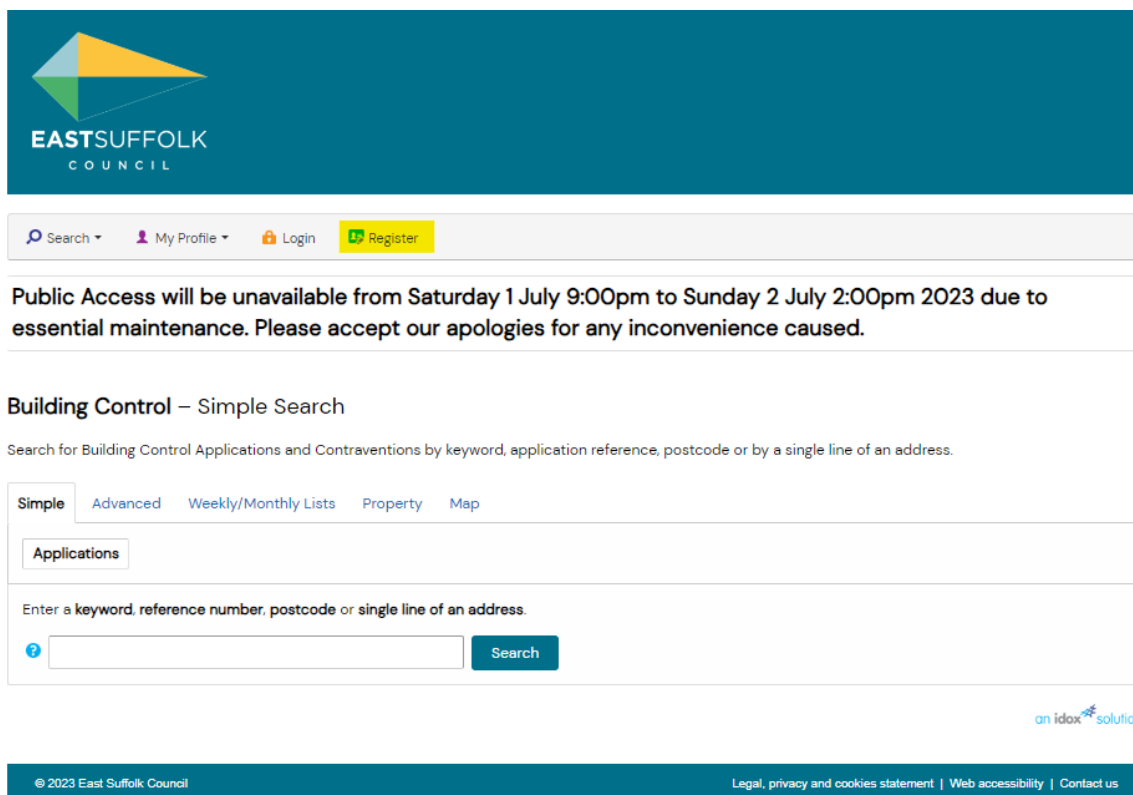
Before creating an account, please note:

- **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).**

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'
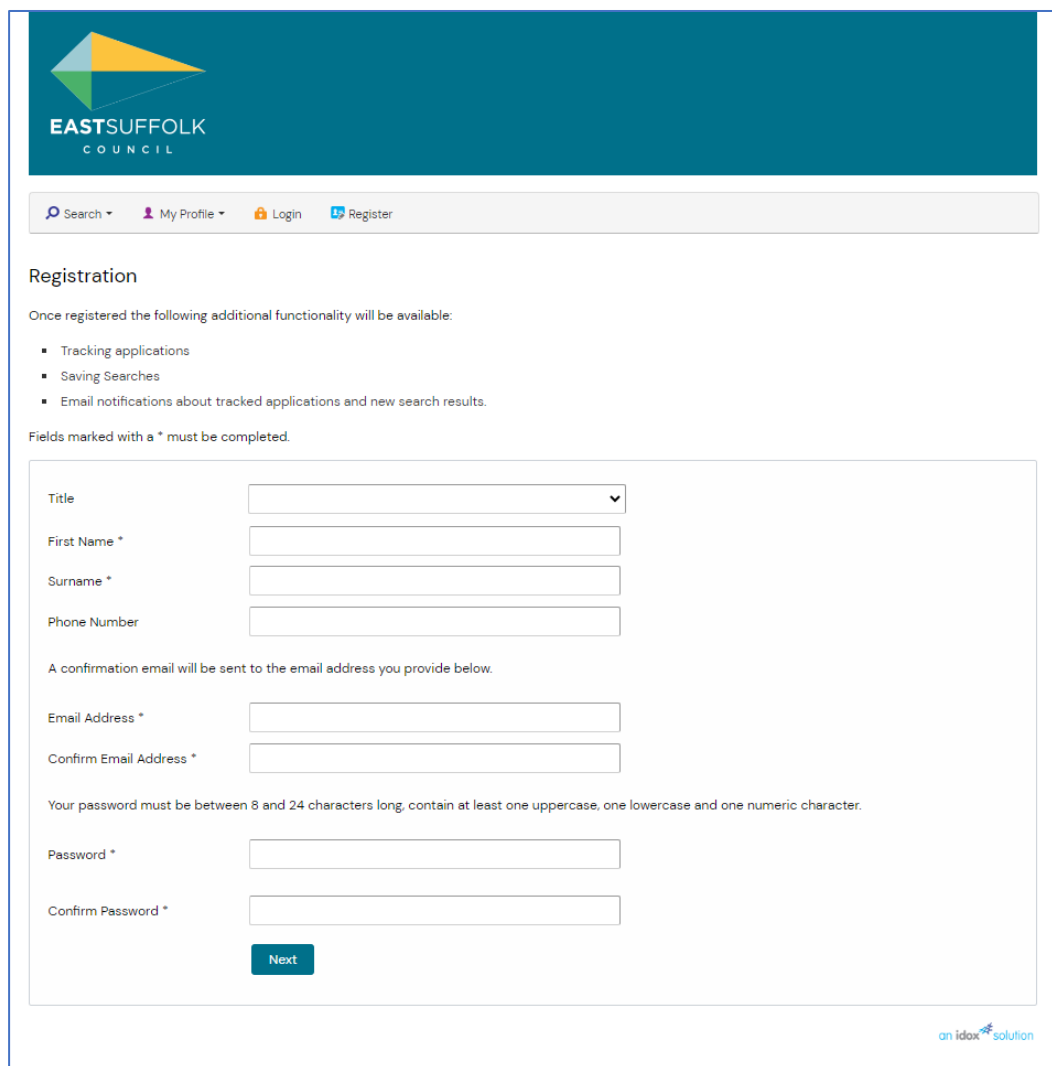

Click to jump to

2. The registration page will then appear:

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).

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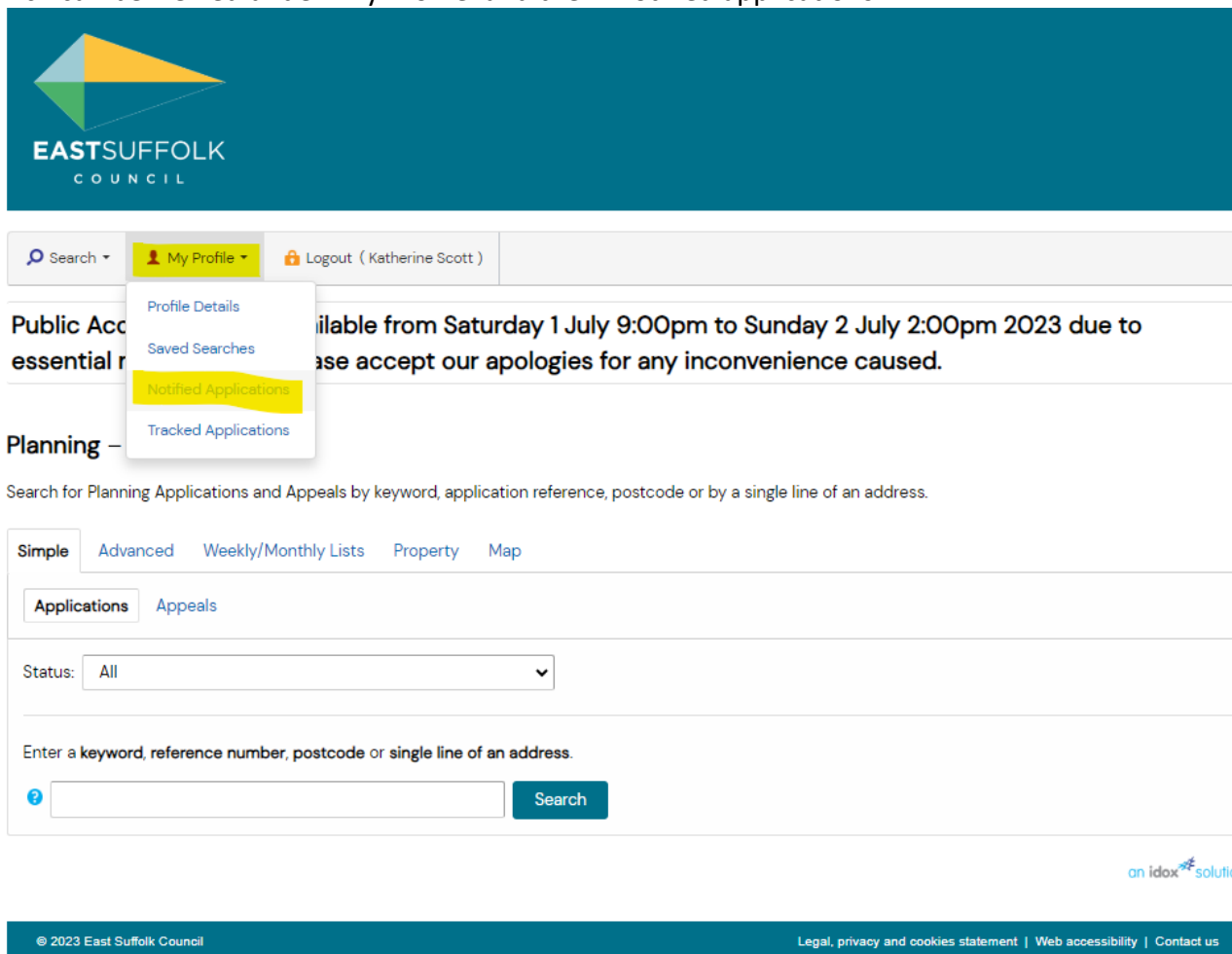
To access applications on Public Access once you have received email notifications:

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.

2. 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' .

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'

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

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** |

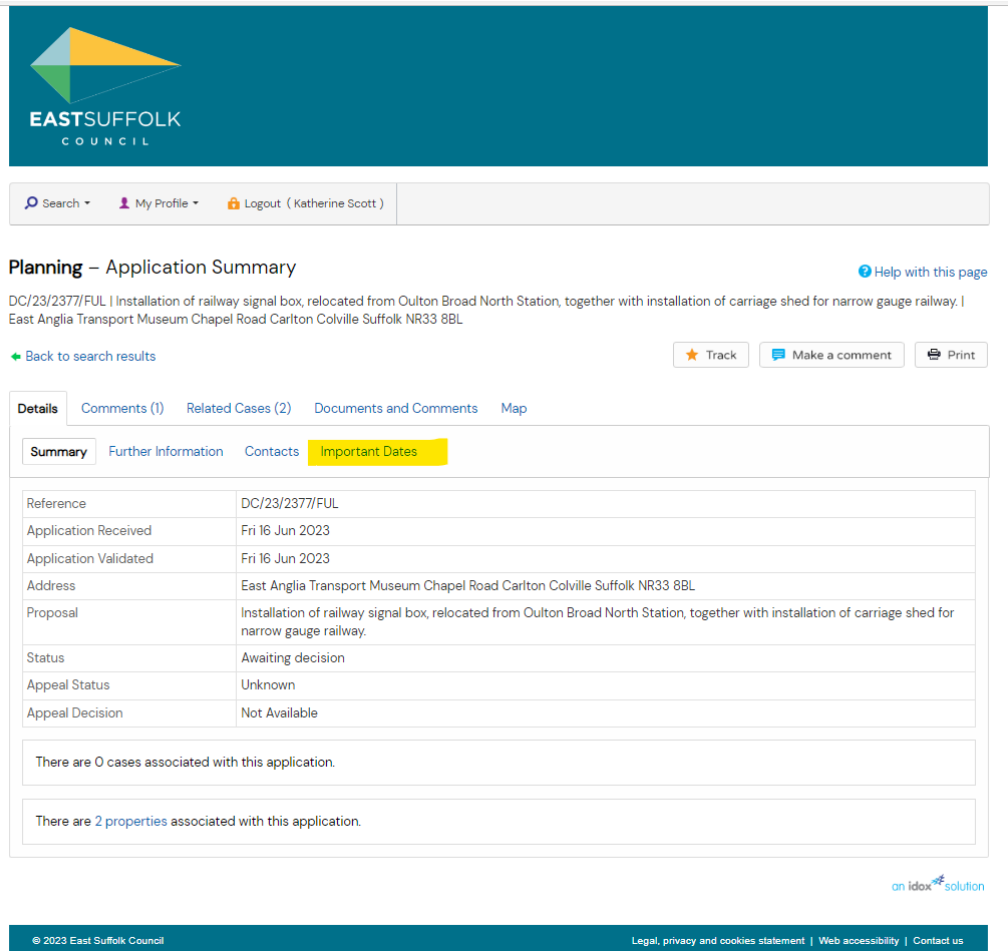| Application Validated Date | Fri 16 Jun 2023 |
Expiry Date	Thu 13 Jul 2023
Actual Committee Date	Not Available
Agreed Expiry Date	Not Available
Permission Expiry Date	Not Available
Environmental Impact Assessment Received	Not Available
Determination Deadline	Fri 11 Aug 2023
Temporary Permission Expiry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

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Click to jump to

7. 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 ⏮ ◀ 1 ▶ ⏭ 25 Records/Page

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

Click to jump to

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

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](#)

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

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

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

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:	
Applicant Name:	
Application Type:	All
Ward:	All
Parish:	All
Conservation Area:	
Agent:	
Status:	All
Decision:	All
Appeal Status:	All
Appeal Decision:	All
Development Type:	All
Address:	

Click to jump to

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.

Click to jump to

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

14. A list of results will then appear:

Click to jump to

15. Then click on the 'Save Search' button

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'.

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

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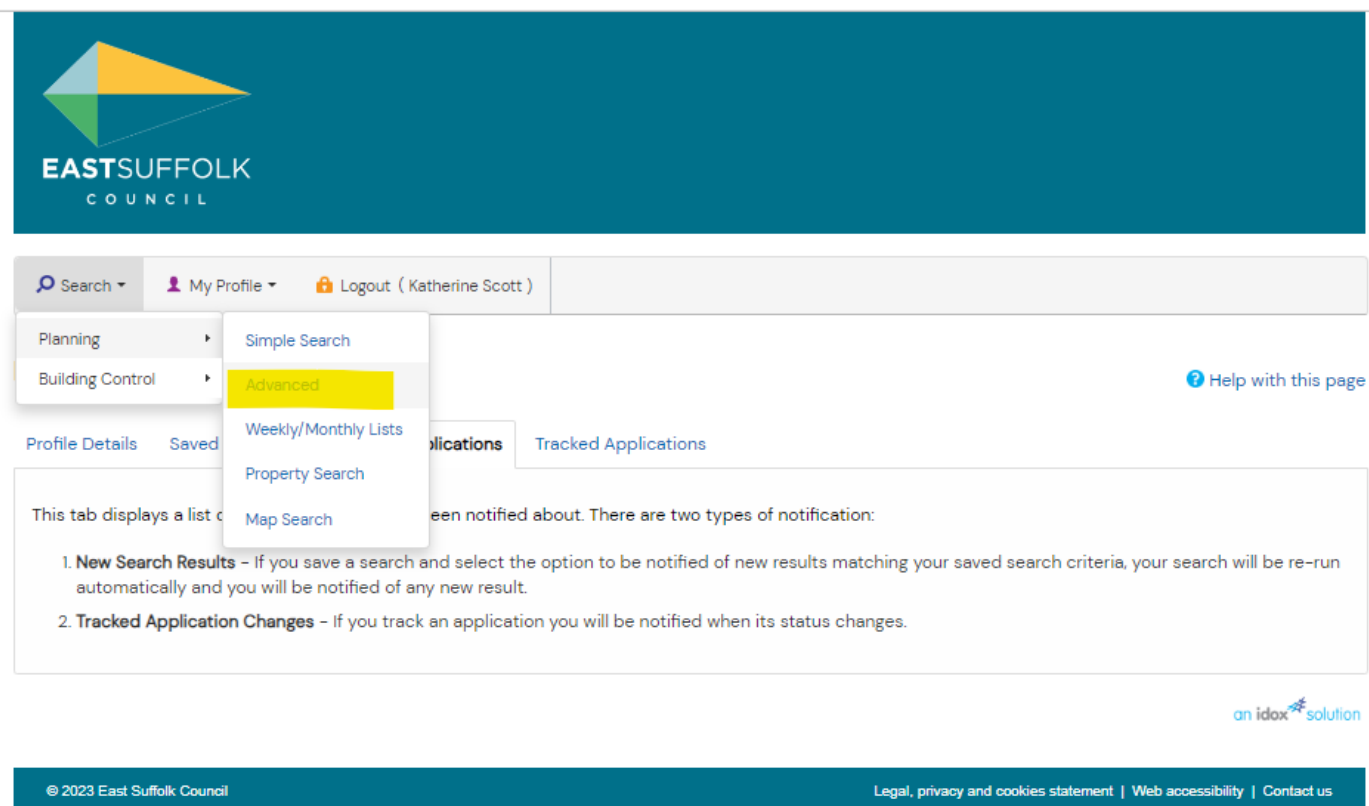
2. Click on the Click on 'Advanced' as per the highlight in this screenshot:

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

Click to jump to

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.

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: [   ] to: [   ]

Date Validated: [01/06/2023] to: [   ]

Date Actual Committee: [   ] to: [   ]

Decision Date: [   ] to: [   ]

Appeal Decision Date: [   ] to: [   ]

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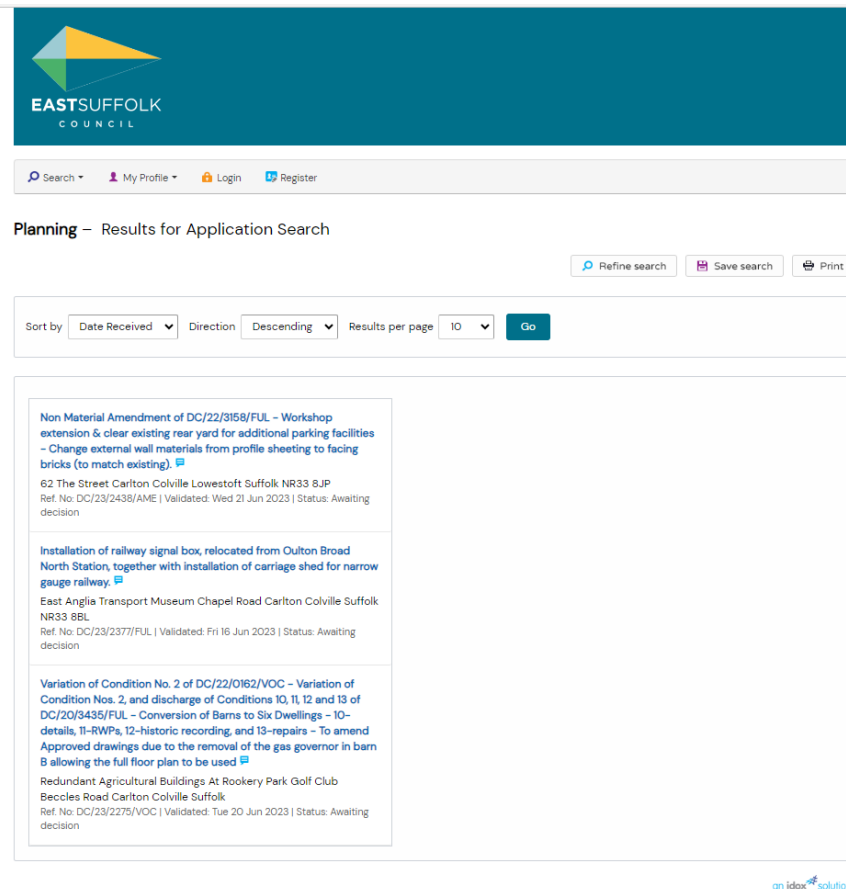
6. Once you have completed these boxes, then click 'search'.

Click to jump to

7. A list of results will then appear:

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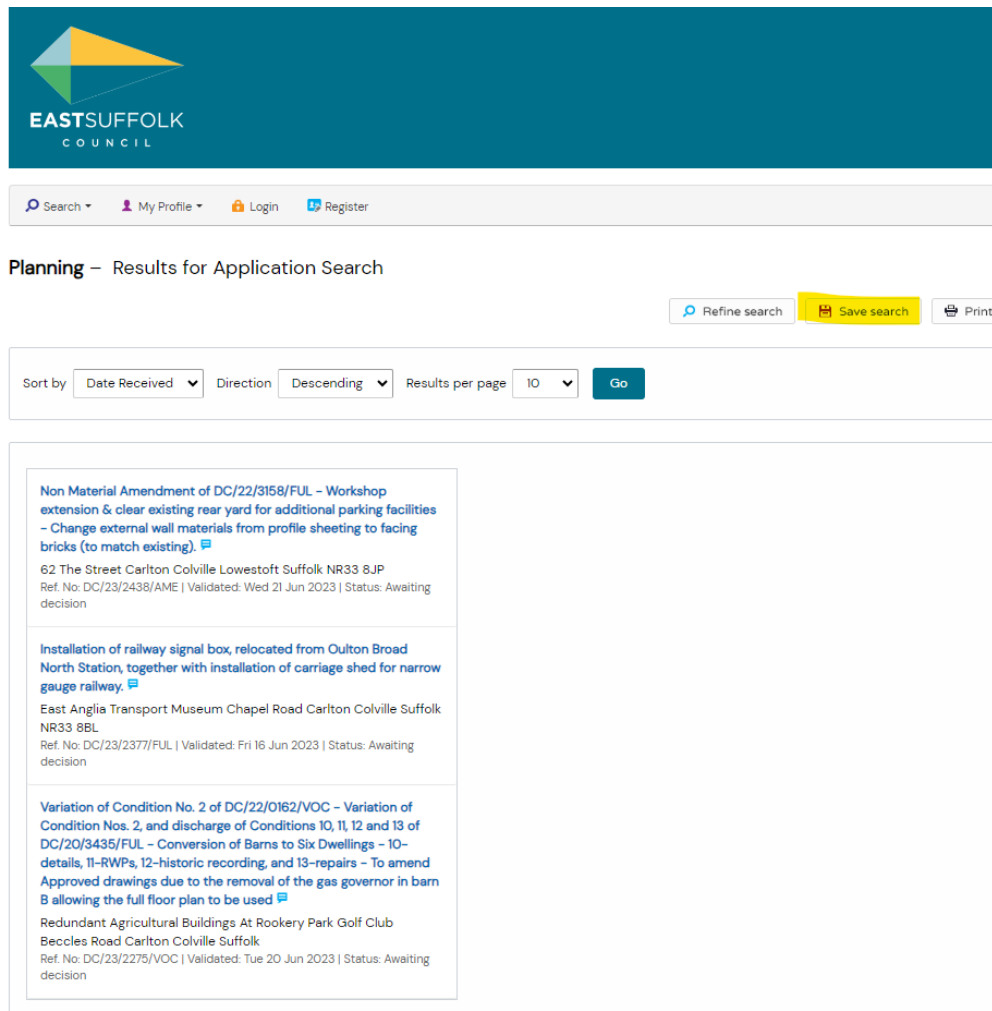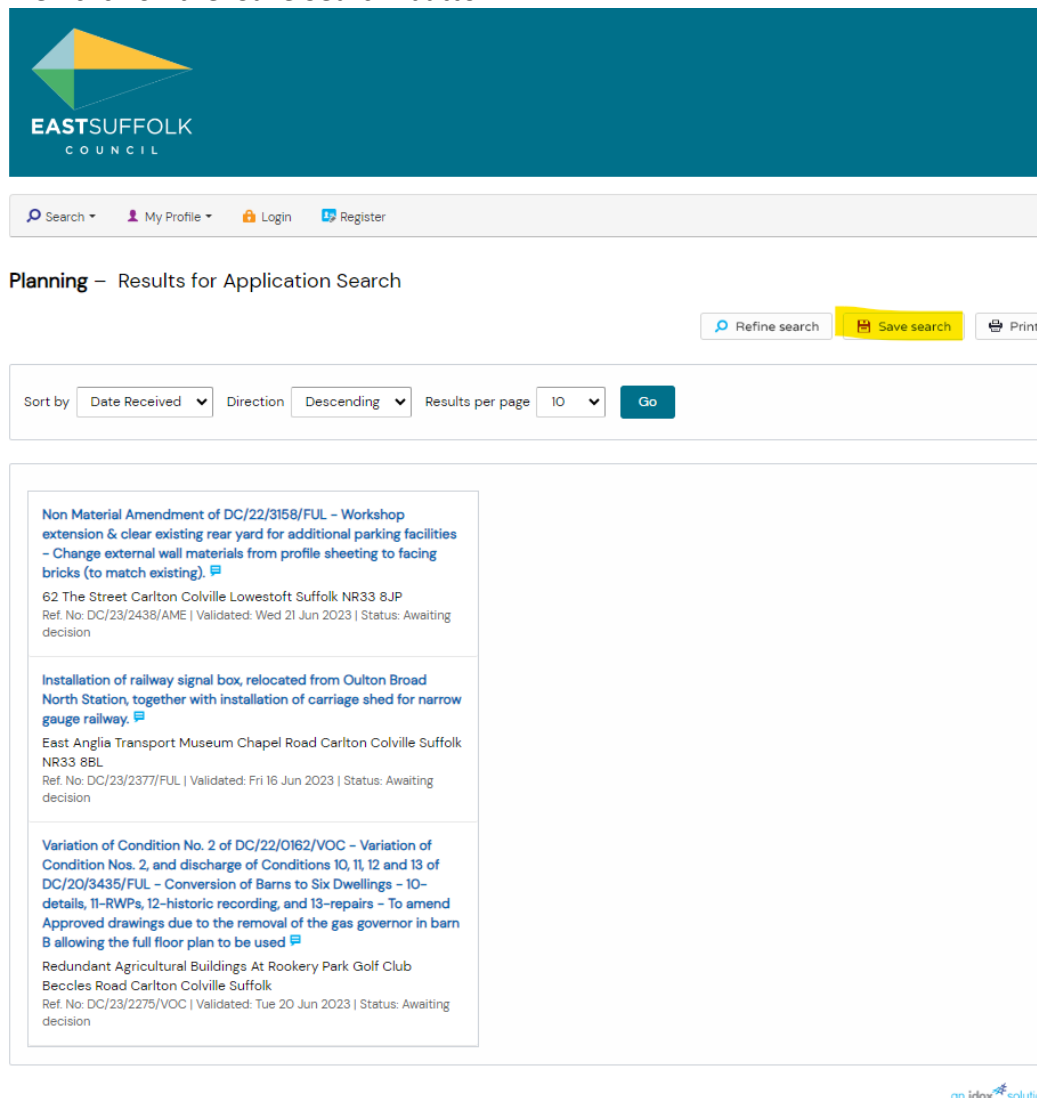
Non Material Amendment of DC/22/3158/FUL – Workshop extension & clear existing rear yard for additional parking facilities – Change external wall materials from profile sheeting to facing bricks (to match existing). 🏴
62 The Street Carlton Colville Lowestoft Suffolk NR33 8JP
Ref. No: DC/23/2438/AME |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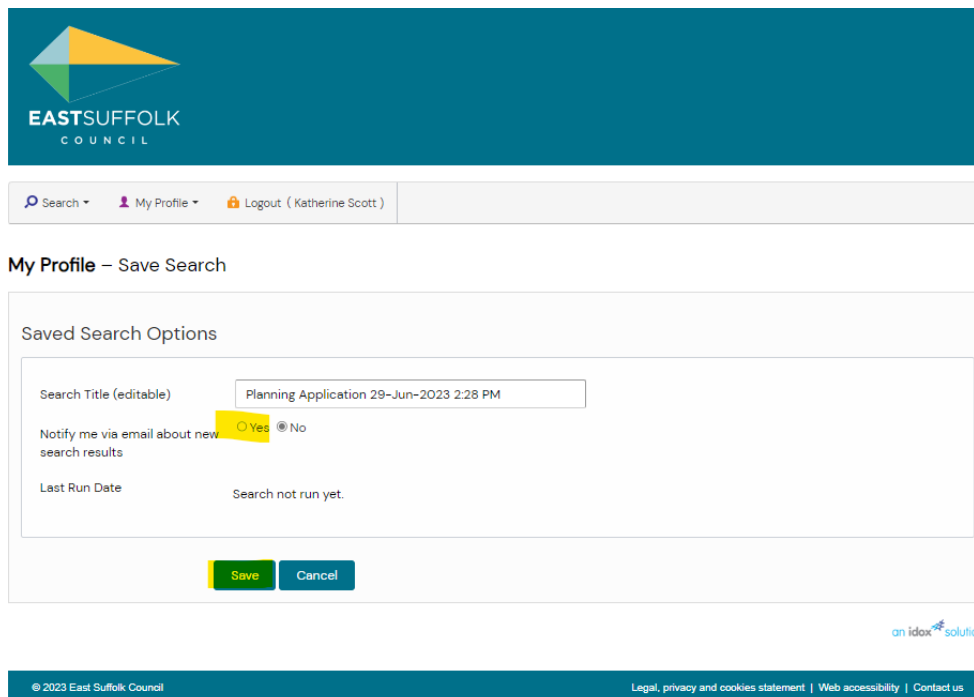
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Click to jump to

8. Then click on the 'Save Search' button

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'.

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

Undertaking and saving Map Searches

7. Select 'Map Search' from the search menu

8. The map will then appear

Click to jump to

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C O U N C I L

🔍 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** |
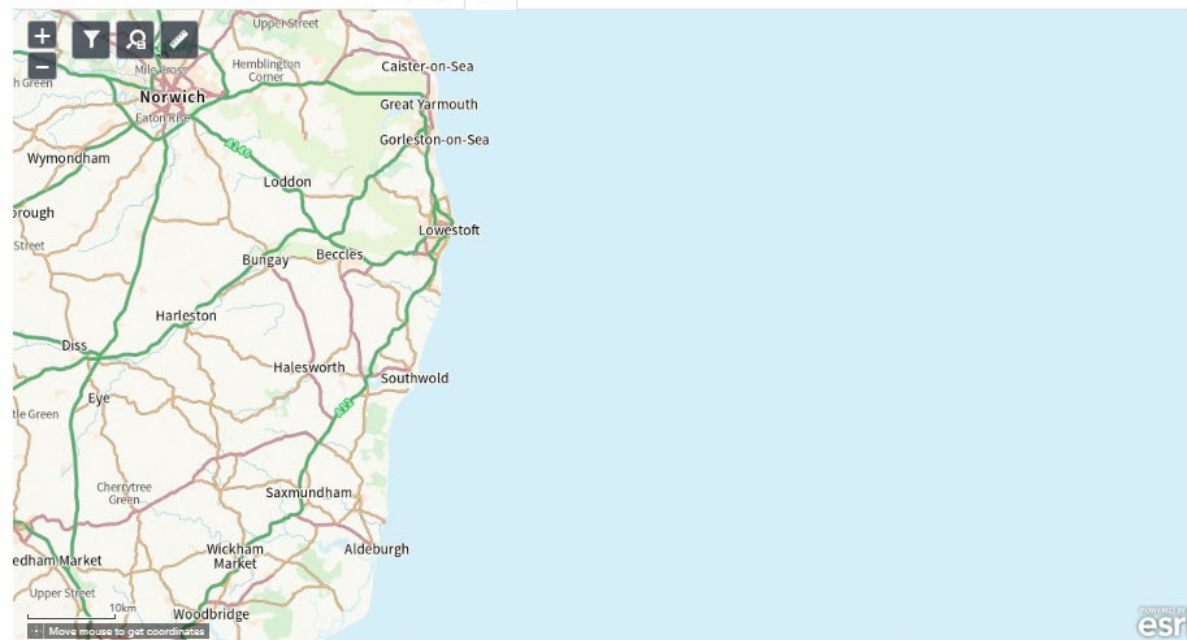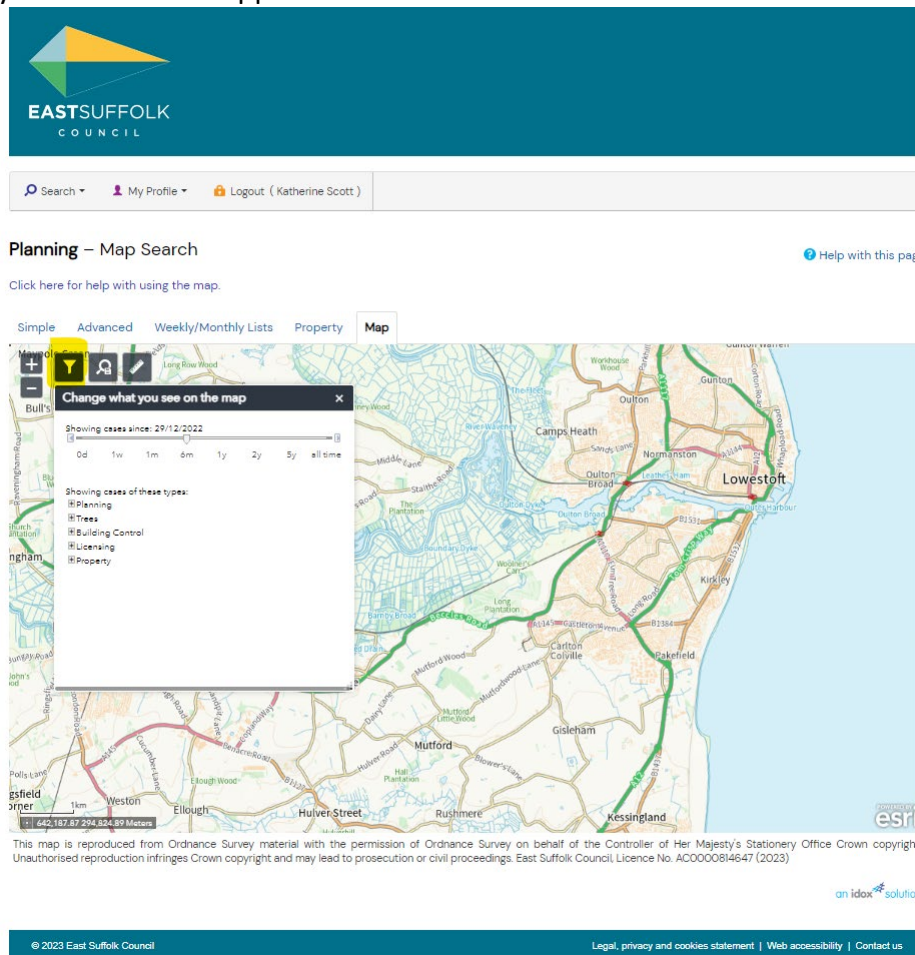
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Click to ju

s Accounts / Commenting on an application /

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.

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.

Click to jump to

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

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'.

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

Click to jump to

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.

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:

- 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

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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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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 1 25 ⌄ Records/Page

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

Click to jump to

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

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🔍 Search ▾   👤 My Profile ▾   🔒 Logout (Katherine Scott)

Planning – Planning Application Documents

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

View associated documents

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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

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'

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

3. 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.

4. Once you have registered and logged in, select 'My Pages' in the right-hand menu and then select 'My subscriptions'
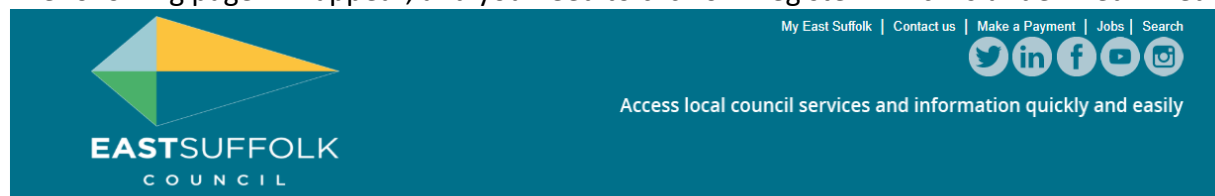
tings	▶ Exit CMIS
	▶ Committees
access to Council meetings	▶ Decisions
of the public may attend all of the meetings of the council and have the right to:	▶ Documents
	▶ Elections
agendas and associated reports up to five days before each meeting	▶ Forward Plans
and observe any meeting, except for the part of the meeting where exempt* or confidential* on is discussed	▶ **Meetings**
	▶ Councillors
minutes and other background documents, including a summary of any part of the meeting dealing npt information, for up to six years after the meeting	▶ Outside bodies
	▶ Search
the register of Council members and list of powers delegated to officers	▶ My pages
xempt and confidential are defined by Part 1 of Schedule 12A of the Local Government Act 1972 (as)	▶ My Alerts
	▶ My CMIS Contacts
ss to agendas, reports and minutes of Council meetings	▶ My Subscriptions
ndar below shows the full programme of East Suffolk Council meetings. To view agendas, reports tes of the meetings, browse the calendar and select the meeting in which you are interested. If	▶ Petition Alerts

Click to jump to

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
- [x] Planning Committee North
- [x] Planning Committee South

SAVE CHANGES **RESET**

Click to jump to

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](#)).

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

Click to jump to

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.

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)

- 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.

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.

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?)

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.