

# PublicAccess

Finding Public Access on the LBHF Website

Go to [www.lbhf.gov.uk/planning](http://www.lbhf.gov.uk/planning)

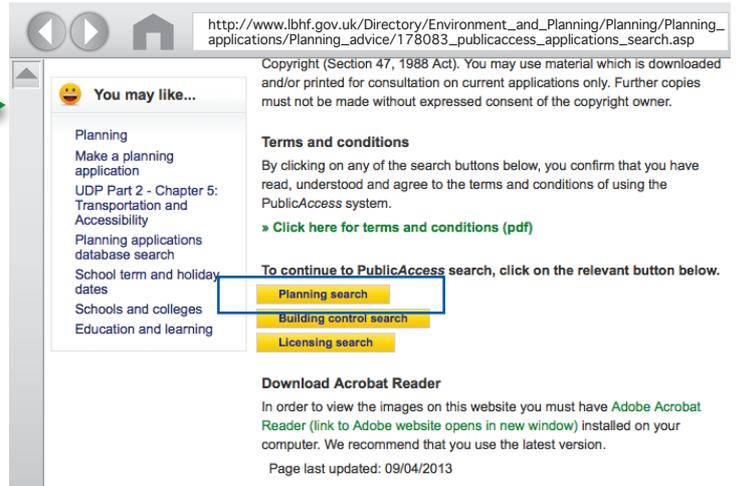
1

Open planning searches on the planning website by clicking on the yellow box.



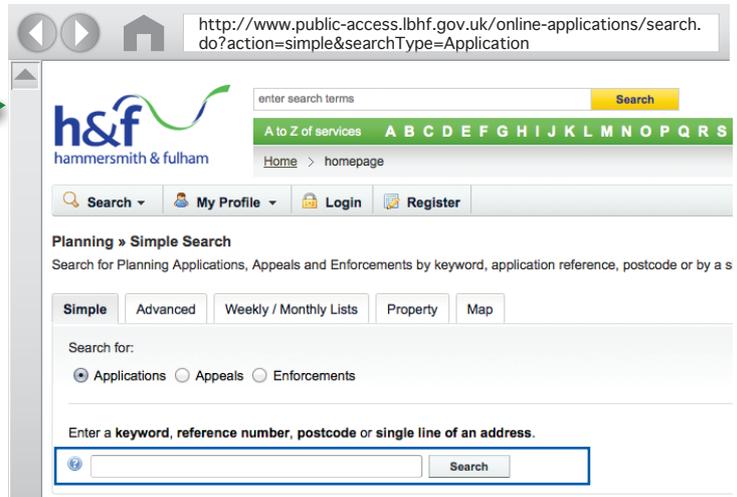
2

Click on the yellow box called 'planning search'.



3

In the box, type in the application reference number, or the first line of the address, or the street name or a keyword, and then click 'search'.



4

Choose the application you want to look at by clicking on the green description.



5

The details of the application will be displayed. You can view all of the planning application documents, including the drawings and plans, by clicking on the 'documents' tab and clicking on 'view document'.



# How to understand a planning application

Finding Public Access on the LBHF Website

Go to [www.lbhf.gov.uk/planning](http://www.lbhf.gov.uk/planning)

Click on the 'Planning Applications' link. On the next page, click on the yellow box called 'Planning Application Search'. Then click on the type of application you are searching for. For planning applications, click on 'planning search'.

## Using the simple search for planning applications

Most planning applications, enforcements or appeals can be found using the simple search facility. First of all, select from Applications, Appeals or Enforcements from the buttons at the top. Then type in either the reference number for the application, the first line of the address, the postcode, or a keyword. So, for Hammersmith Town Hall you could type in the application reference number for an application you know about, or 'W6 9JU' or 'Town Hall'. Click on 'search', and a list of planning applications will appear. Click on the one that you want to view.

Once you click on a result, the details of that application will be brought up.

To start a new simple search, click on the 'search' button underneath the Hammersmith and Fulham logo to the top left of the page. Select 'planning' and 'simple search'.

## Using the advanced search for planning applications

If you want to search for planning applications by a particular developer, or you know the rough date that a planning application was registered or decided, or you know the planning portal reference number for an application, you can use the advanced search and enter this information.

## Weekly/Monthly lists of planning applications

If you would like to see all of the planning applications validated or decided by the council within a set week or month, use this function and select the relevant date criteria.

## Using the property search for planning applications

If you would like to see planning applications relating to a specific building, choose this function. Type in as much of the address information as you have and click search. Select the property from the list. To see planning applications relating to that property, click on 'property history'. The 'constraints' tab will tell you some more information about the property, for example whether it is in a conservation area, a flood zone or whether it is a building of merit.

## How to use the information from the search

Once you have found the planning application you want to view, you can look at the important dates, which will tell you when the application was received, the details of the consultation period and the target determination date (or date that the application was determined, if it is not a current application).

You can see any comments made on the planning application by clicking on the 'comments' tab.

You can also view the planning application documents by clicking on the 'documents' tab. This includes officers' reports and decision notice if the decision has been made.

## Looking at plans for planning applications

You can also view drawings and plans relating to a planning application. The typical types of plans are:

**Site location plan:** This will have a red line around the application site and will show where it is on a map. This is taken as an aerial perspective, looking down on the site.

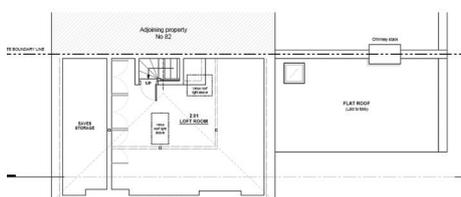


**Existing and proposed site plan:** This will show how the building or buildings are arranged on the site now and how they will be arranged if the proposals are approved or built. This is taken as an aerial perspective, looking down on the site.

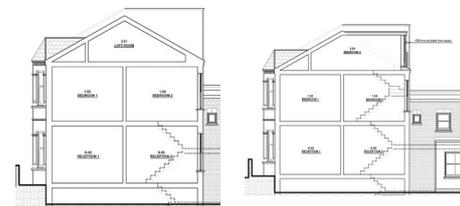
**Existing and proposed elevations:** These are the plans that show the way the building looks now from the outside, and how it will look if the proposals are approved and built. These are taken from a front on or street perspective.



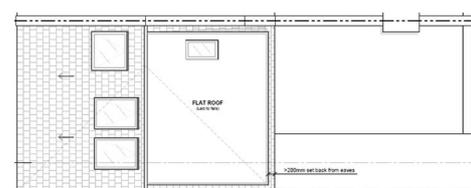
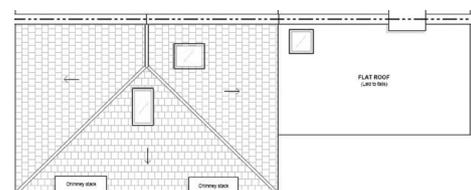
**Existing and proposed floor plans:** These show how the internal layout of the building looks now and how it will look if the proposals are approved and built. These are taken from an aerial perspective, looking down on the site.



**Existing and proposed sections:** These show a 'slice' through the building, so the plans are like looking at the building with the outside wall missing. These will show the different floors inside the building now and how it will look if the proposals are approved and built. These are taken from a front on or street perspective.



**Roof plans:** This will show how the building will look from above, if changed, looking down on the site.



**Existing and proposed levels:** These are technical drawings that show the ground and finished levels, i.e. heights, of the building now and how they will look if the proposals are approved and built.

**Other plans might include:** landscaping plans, which will show where and what the developer will be planting; demolition plans, which will show which parts of a building are to be developed; servicing plans, which show how the proposal will be serviced by rubbish collection and deliveries etc; and highways plans which will show any new roads or routes being built.

## Using Public Access for appeals and enforcements

The searches within Public Access for appeals and enforcements work in the same way as those for planning applications, but the information brought up will be different. For enforcements, only those cases which result in enforcement notices will be available to view. The notices are made available through public access.

For appeals, you can view information relevant to the appeal and find out the important dates.