Consultee portal and online viewing tool (Public Register)

May 2023

Content of training

1. Online viewing and commenting tool (Public)
2. Consultation portal and process (members and parishes)
3. New and on the horizon
4. Further guidance available
5. Questions

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Online viewing and commenting tool (Public)

Online viewing and commenting tool

- Public tool – available to everyone on our website
- Facilitates viewing of the statutory public register
- Facilitates the submission of comments online.
- Online comments directly linked to back office system.
- Publishes comments in one location (for ease of reviewing)

- N.B Separate facility for members and parishes……..

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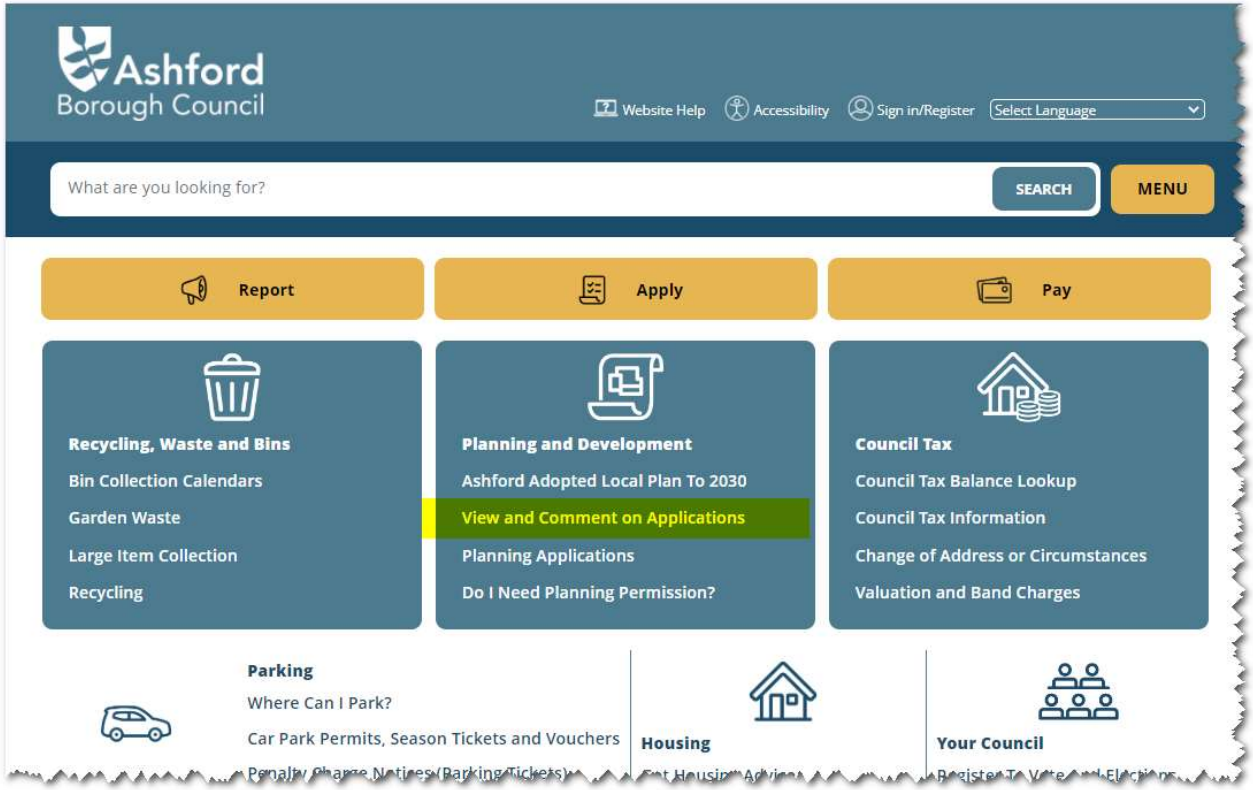
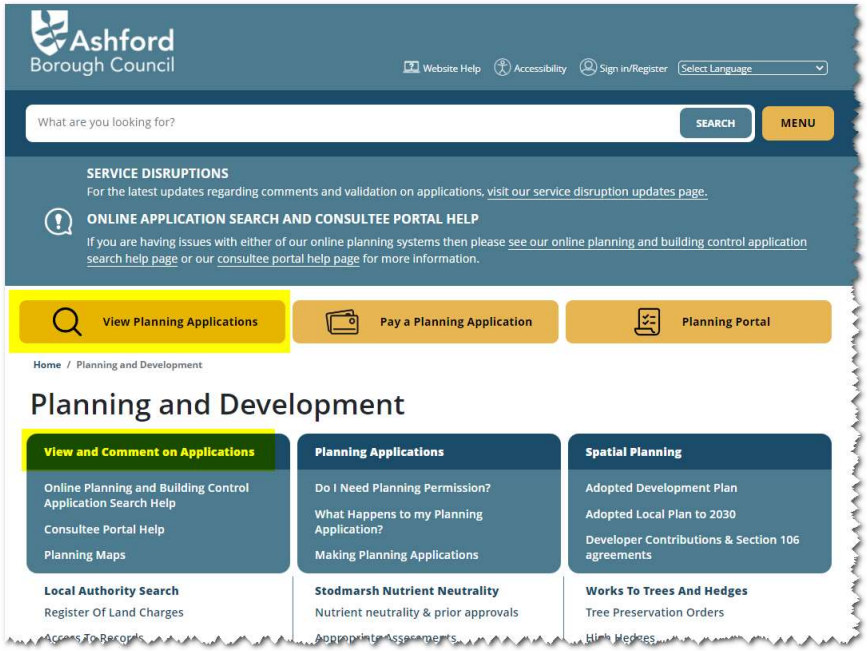
Benefits of online tool

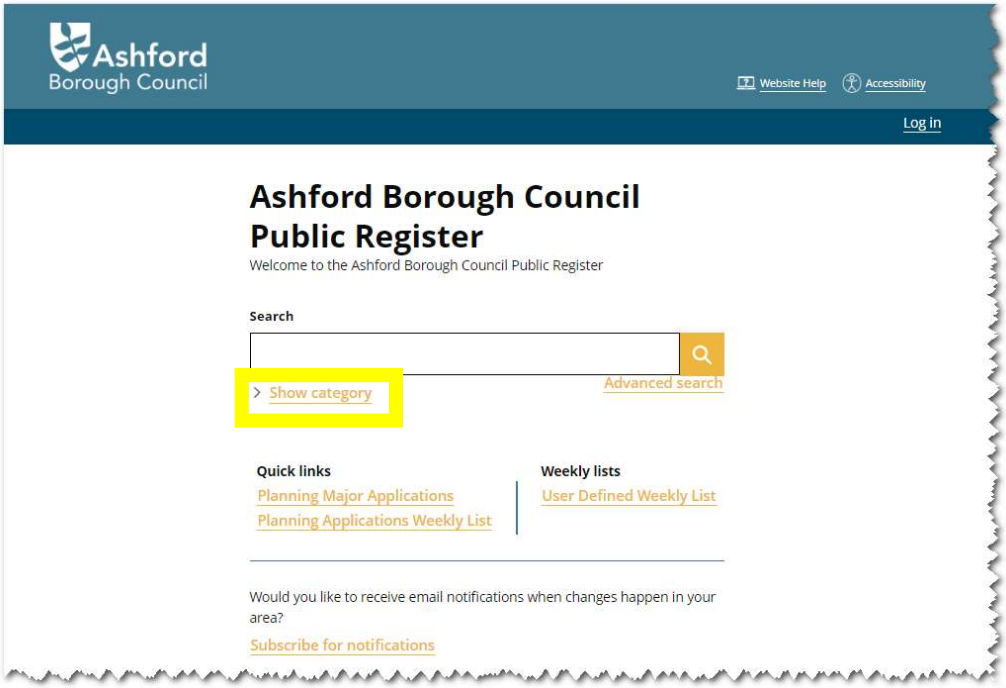
- Powerful ‘Google’-like search tool
- Advanced search facility for refined searches
  - Parish
  - Ward
  - Postcode (site address)
- Category search facility
  - Planning applications
  - Tree preservation orders
  - Enforcement notices..
- Online commenting facility
- Documents viewable separately to comments
- Weekly lists available

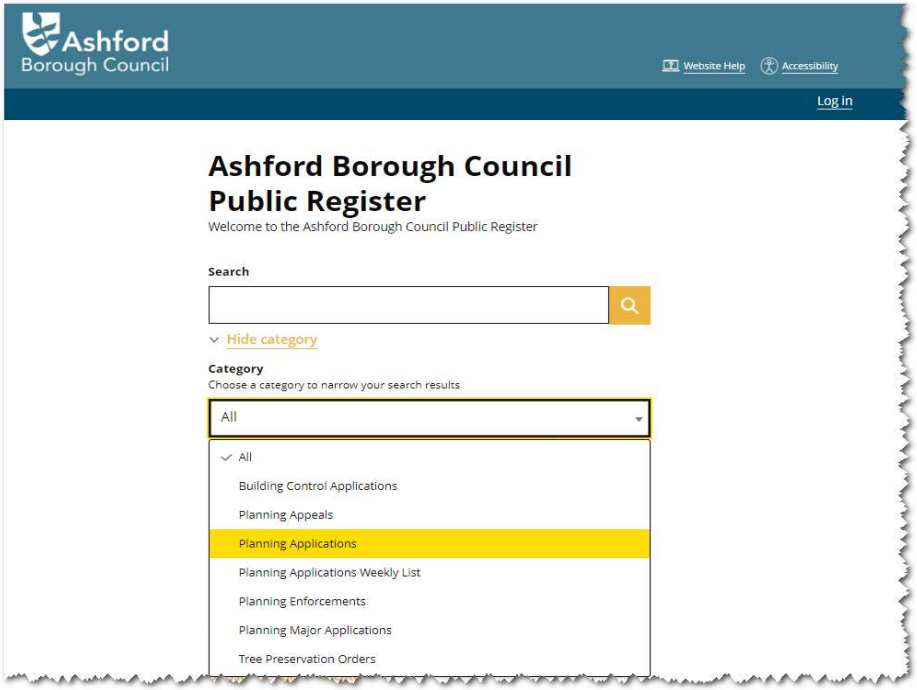
Finding the online tool….



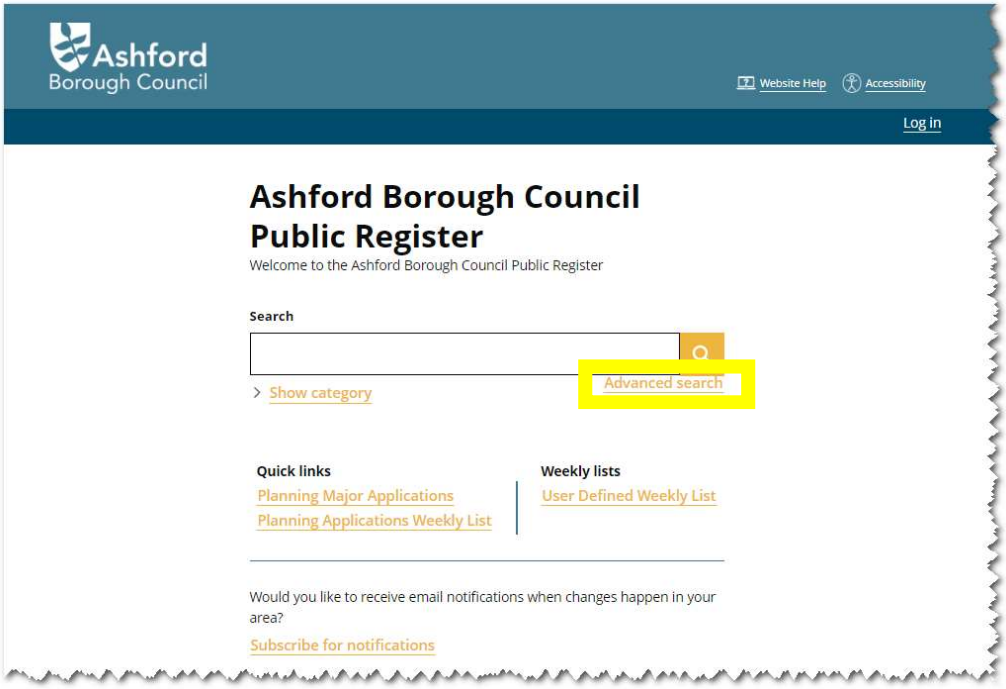


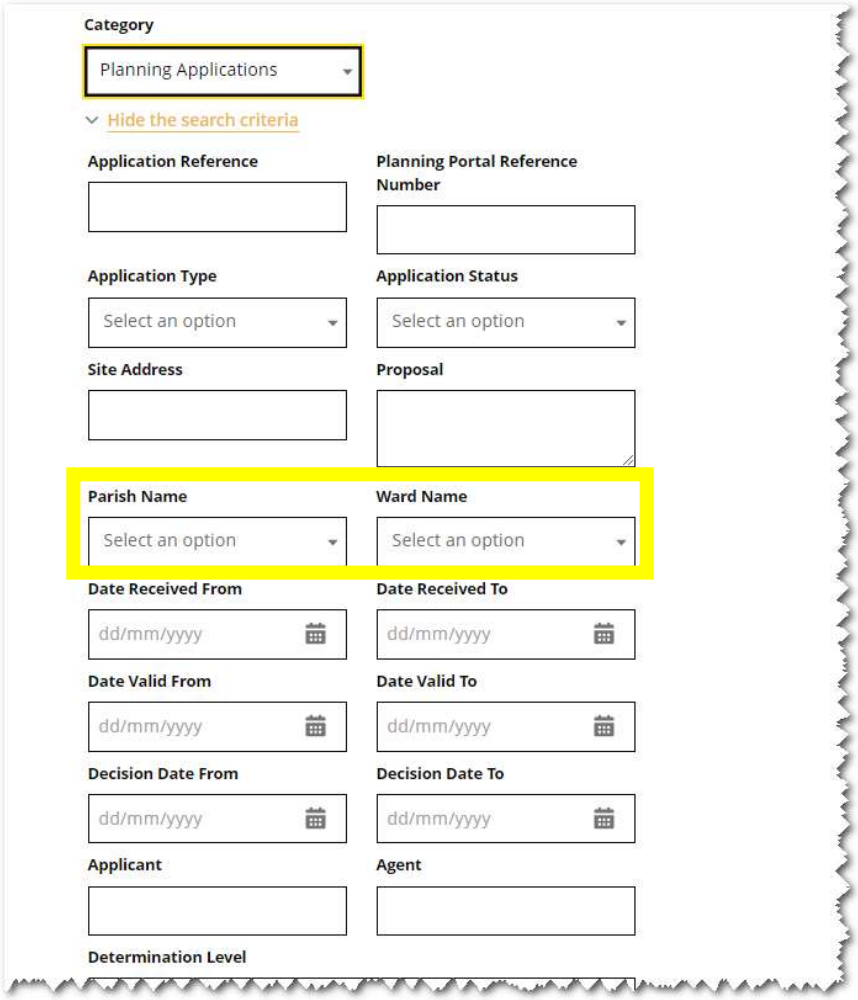
www.ashford.gov.uk/comment-on-applications



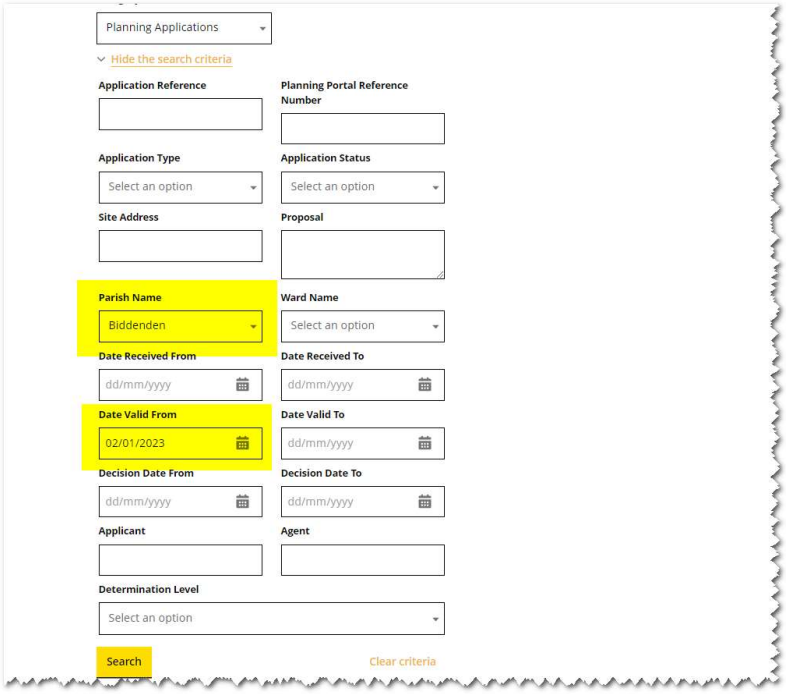


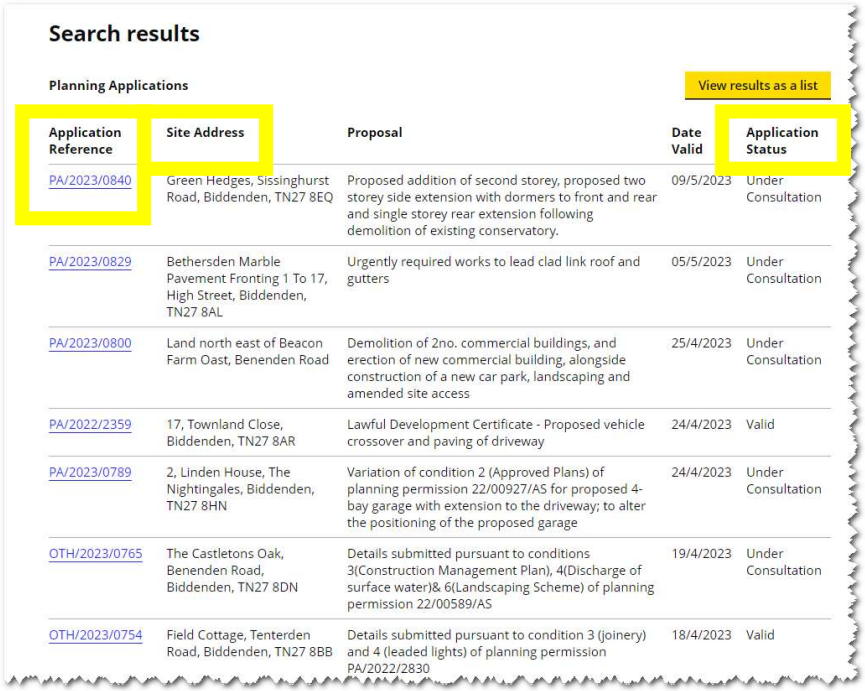
Advanced search





Example advanced search results





Search results

Planning Applications

View results as a list

Application Reference	Site Address	Proposal	Date Valid	Application Status
PA/2023/0840	Green Hedges, Sissinghurst Road, Biddenden, TN27 8EQ	Proposed addition of second storey, proposed two storey side extension with dormers to front and rear and single storey rear extension following demolition of existing conservatory.	09/5/2023	Under Consultation
PA/2023/0829	Bethersden Marble Pavement Fronting 1 To 17, High Street, Biddenden, TN27 8AL	Urgently required works to lead clad link roof and gutters	05/5/2023	Under Consultation
PA/2023/0800	Land north east of Beacon Farm Oast, Benenden Road	Demolition of 2no. commercial buildings, and erection of new commercial building, alongside construction of a new car park, landscaping and amended site access	25/4/2023	Under Consultation
PA/2022/2359	17, Townland Close, Biddenden, TN27 8AR	Lawful Development Certificate - Proposed vehicle crossover and paving of driveway	24/4/2023	Valid
PA/2023/0789	2, Linden House, The Nightingales, Biddenden, TN27 8HN	Variation of condition 2 (Approved Plans) of planning permission 22/00927/AS for proposed 4-bay garage with extension to the driveway; to alter the positioning of the proposed garage	24/4/2023	Under Consultation
OTH/2023/0765	The Castletons Oak, Benenden Road, Biddenden, TN27 8DN	Details submitted pursuant to conditions 3(Construction Management Plan), 4(Discharge of surface water)& 6(Landscaping Scheme) of planning permission 22/00589/AS	19/4/2023	Under Consultation
OTH/2023/0754	Field Cottage, Tenterden Road, Biddenden, TN27 8BB	Details submitted pursuant to condition 3 (joinery) and 4 (leaded lights) of planning permission PA/2022/2830	18/4/2023	Valid

Be aware….

- Search results on address locations – doesn’t account for land or addresses changing name.
- Advanced tool needs to be utilised to refine results
- Documents need to be downloaded in order to view them
- Some documents in migration have come over as separate pages. This will not be an issue with new documentation.

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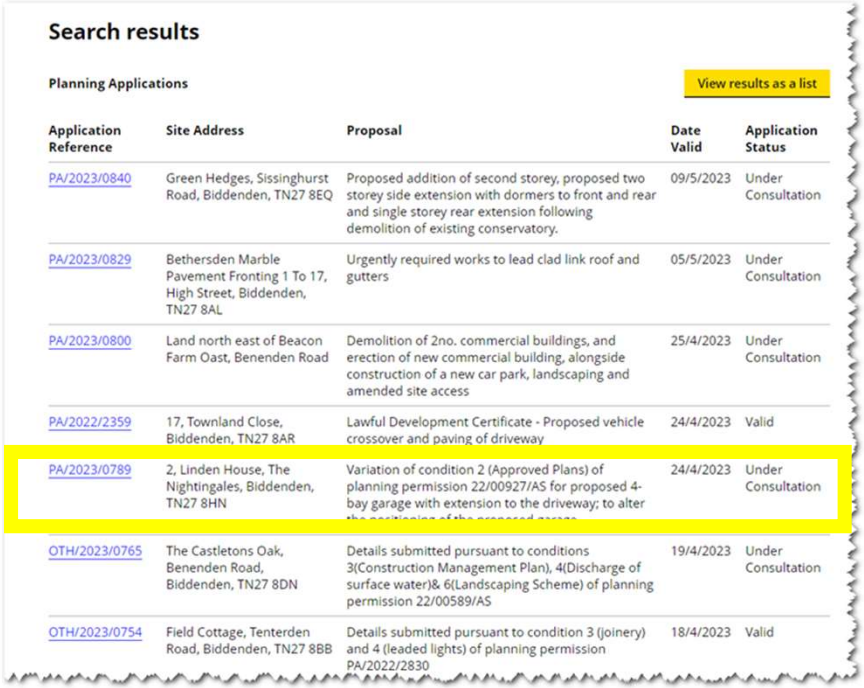
Commenting online



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Back

Planning Application

PA/2023/0789

Site Address

2, Linden House, The Nightingales, Biddenden, TN27 8HN

Proposal

Variation of condition 2 (Approved Plans) of planning permission 22/00927/AS for proposed 4-bay garage with extension to the driveway; to alter the positioning of the proposed garage

Details | Comments | Files

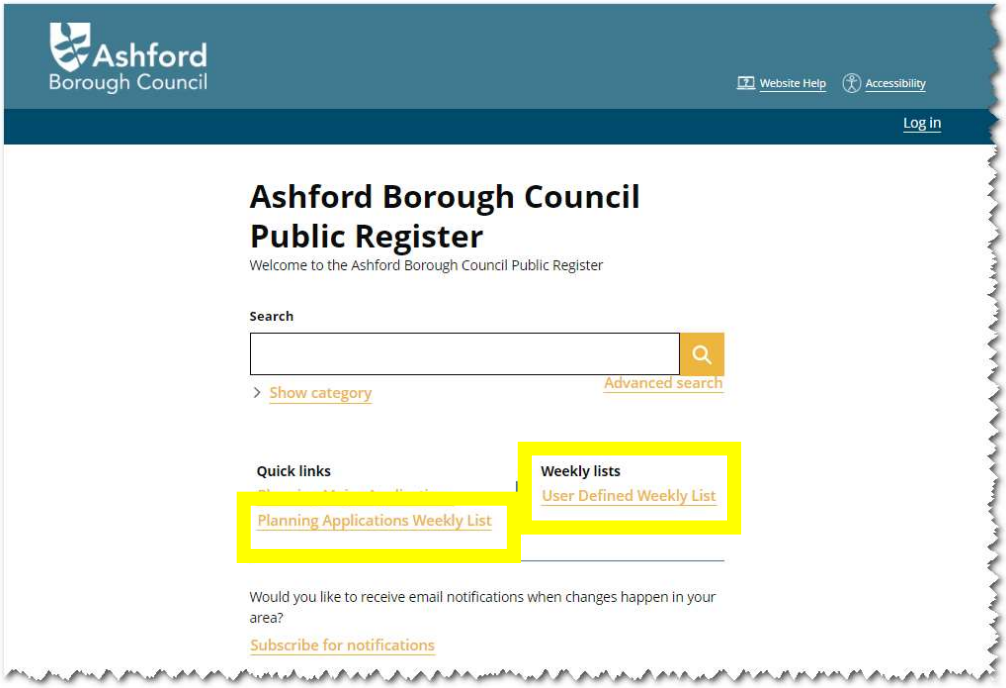
Make a comment

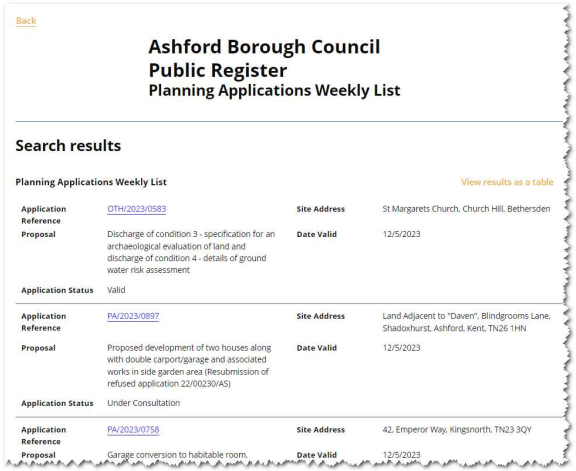
Close

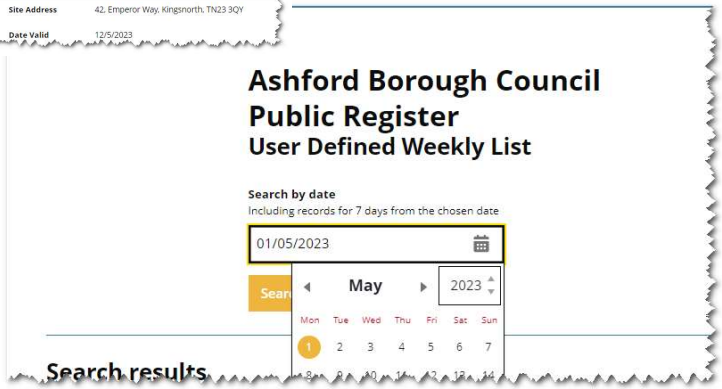
Name *

Email *

Weekly Lists: Standard and user defined







Interactive Map

Ashford Borough Council Public Register

Welcome to the Ashford Borough Council Public Register

Search

Advanced search

Show category

Quick links

Planning Major Applications

Planning Applications Weekly List

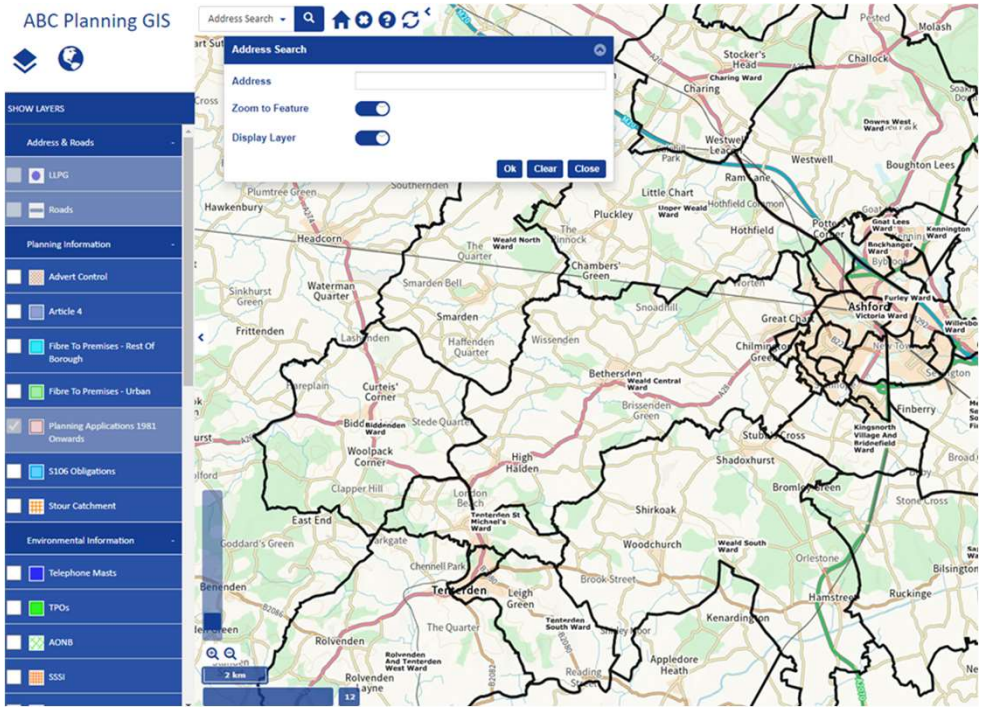
Weekly lists

User Defined Weekly List

INTERACTIVE MAP

Please click HERE to access our interactive map

The interactive map shows planning related information on a map and so can be used as a tool to interrogate a site using r
affect a wider area than t
attributed to the record. Use the link to access the spatial data where you can search by address or by application referenc
data can then take you to the application in the database for further detail.



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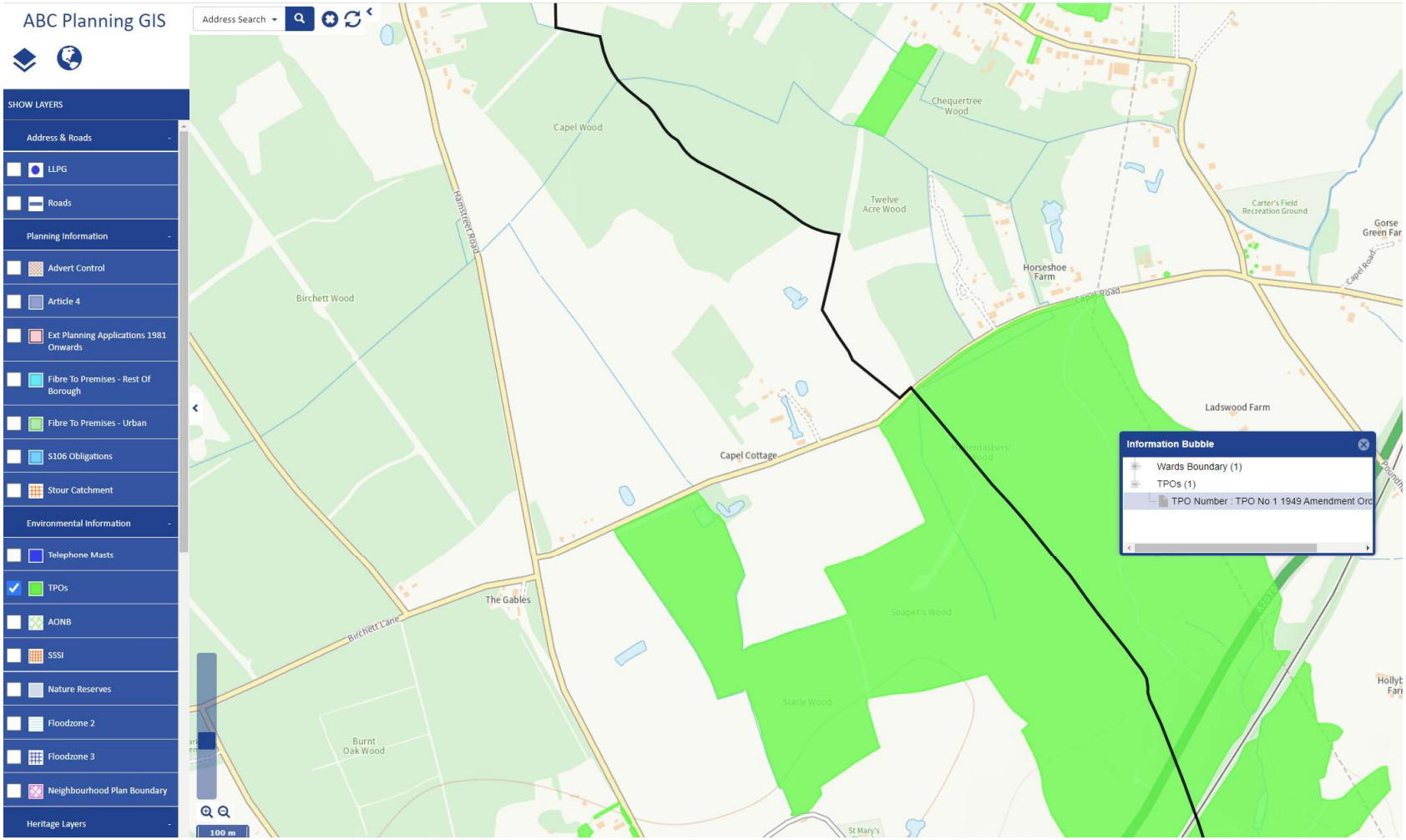

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Consultation portal and process (members and parishes)

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Consultee Portal

- Restricted tool – available to Members, Parish Council's and statutory consultees
- List views to help user manage responses: To Do | Done | Historic
- Easy to use template
- Email prompts on new notifications
- Facilitates viewing of applications for consultees
- Facilitates the submission of comments online
- Consultee comments directly linked to back office system
- Facilitates file upload as either comment or supplementary evidence

Welcome email

---------- Forwarded message ---------
From: **Public Register** <arcus@ashford.gov.uk>
Date: Mon, 22 May 2023, 15:07
Subject: Welcome to Public Register
To: [redacted]

Hi Louise,

Welcome to Public Register!

Our online consultee portal provides a dedicated facility to members, parish council's and statutory consultees in order to assist you in managing your planning application consultations in one location, with easy to follow templates for consultation responses and list views helping to manage your 'to do' list.

You will receive notifications by email each time you are consulted which will contain a link to the application in question. Alternatively, if you log in routinely to the facility, you will be taken to a dashboard defaulting to your to do list.

#Get Started
To get started, go to https://ashfordboroughcouncil.my.site.com/pr
Username: [redacted]

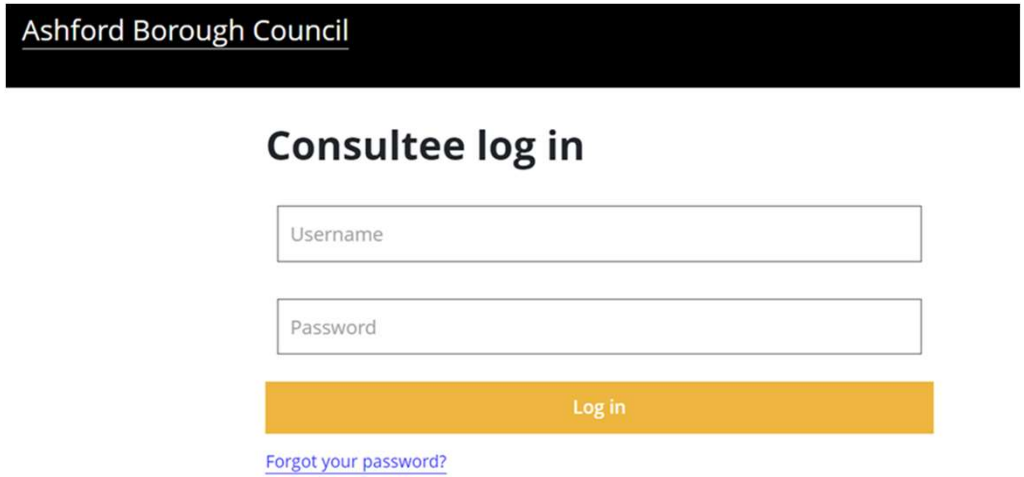
Thanks,
Ashford Borough Council

How to access?

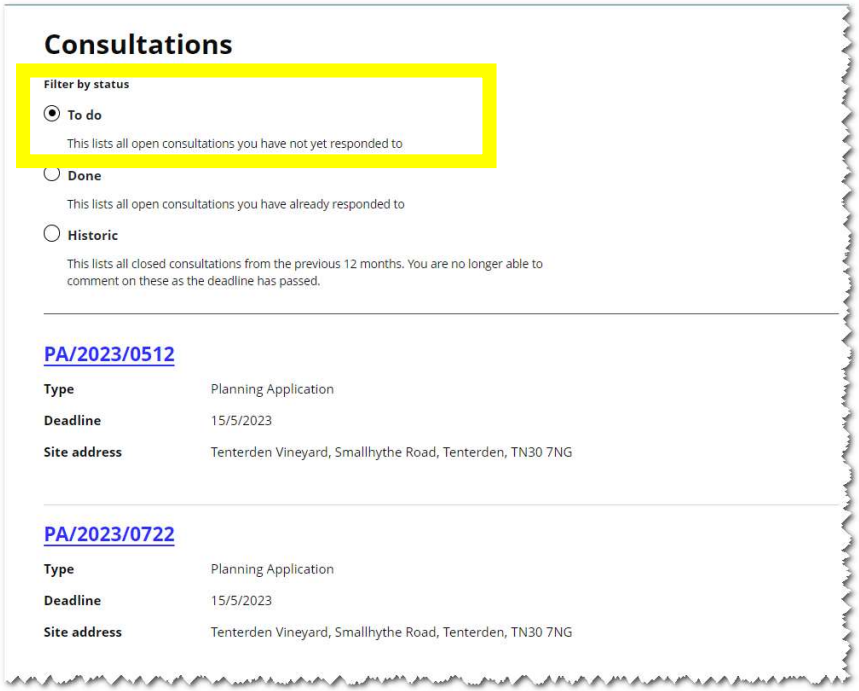
- Link in email notification
- Save the login as a ‘favourite’ on your browser

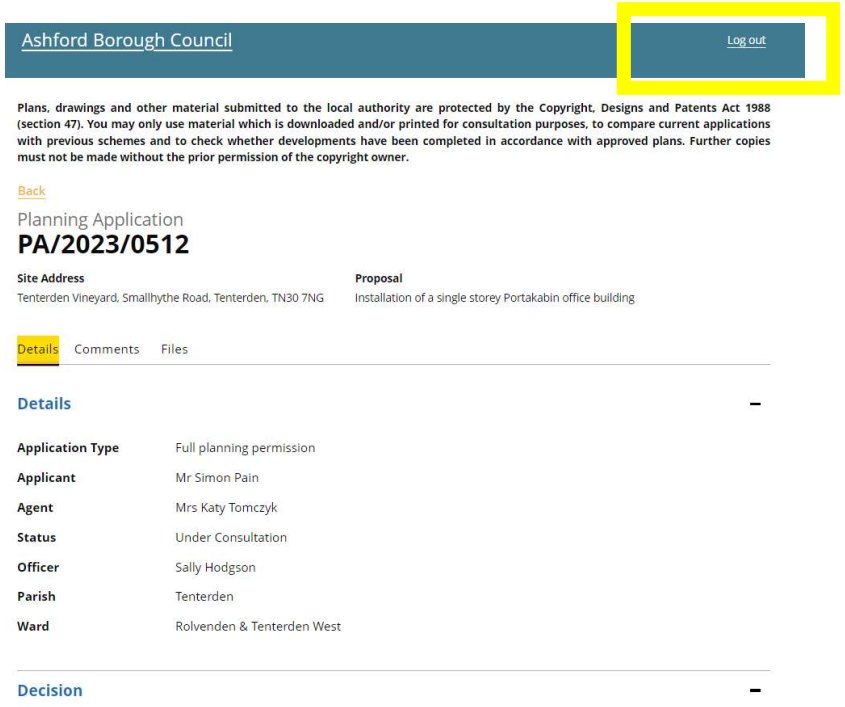
Login screen as shown:

Username = full.name@ashford.gov.uk



Consultee Portal Process





Consultee Portal Process cont…

Plans, drawings and other material submitted to the local authority are protected by the Copyright, Designs and Patents Act 1988 (section 47). You may only use material which is downloaded and/or printed for consultation purposes, to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner.

Back

Planning Application

PA/2023/0512

Site Address
Tenterden Vineyard, Smallhythe Road, Tenterden, TN30 7NG

Proposal
Installation of a single storey Portakabin office building

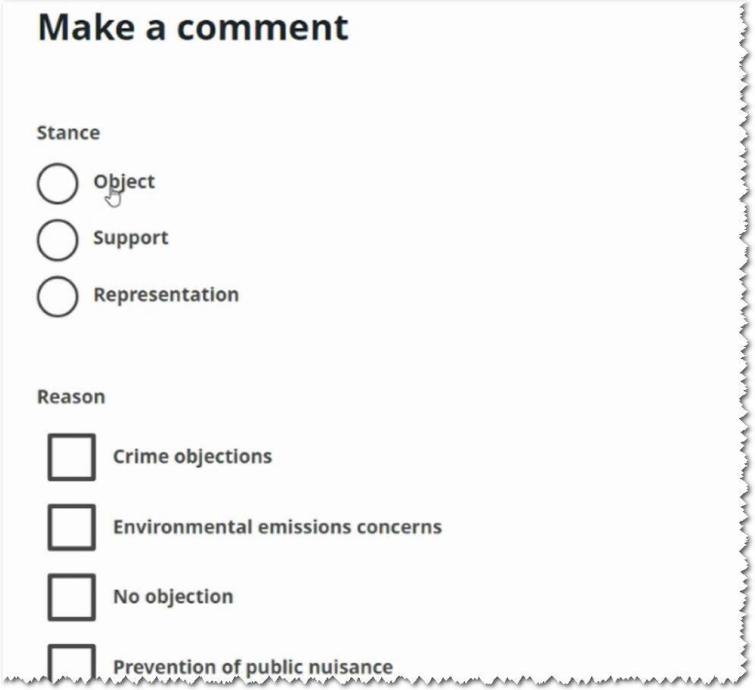
Details | Comments | Files

Show filter | Comment

03/5/2023 | Support

Tenterden Town Council SUPPORTS this application on Condition that:-
(i) Rainwater harvesting is considered; and
(ii) PV panels are installed on the building.

24/4/2023 | Support



Make a comment

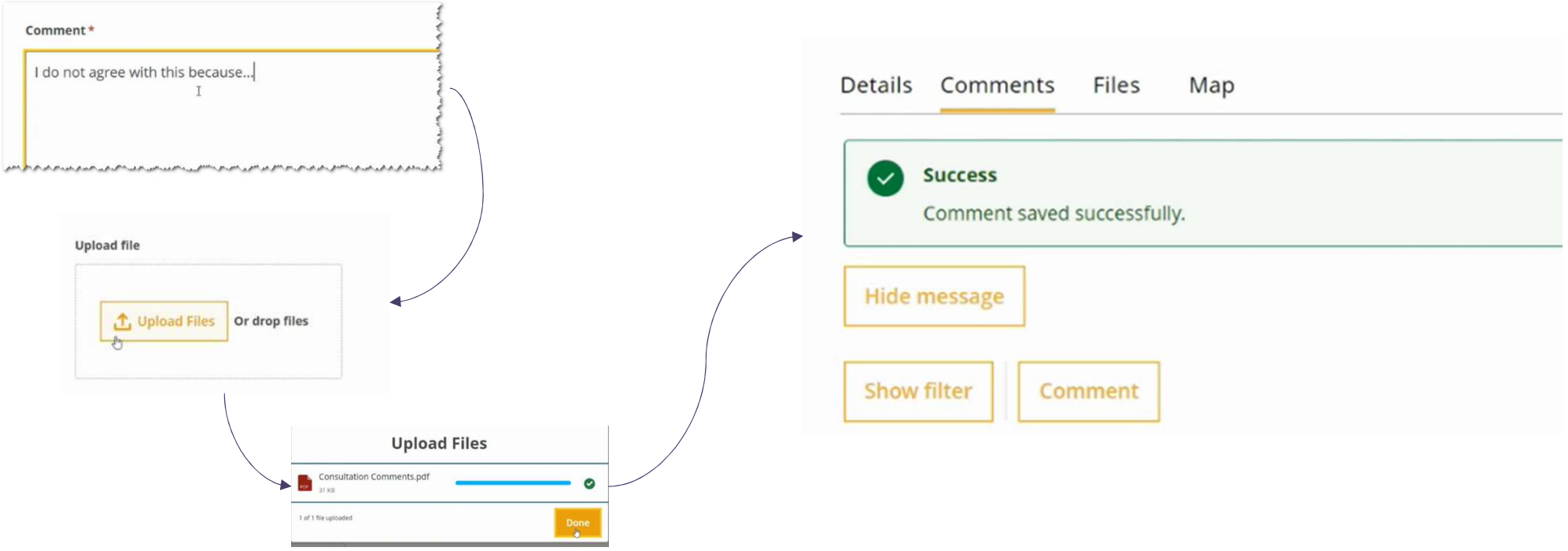
Stance

- Object
- Support
- Representation

Reason

- Crime objections
- Environmental emissions concerns
- No objection
- Prevention of public nuisance

Consultee Portal Process cont…



Consultee Portal

Utilising the tool for maximum benefit and efficiency….

- Use this facility to communicate with the Officer
- Use this facility to call applications in (Members)

This route is direct and goes directly on the case

Be aware……

- You can't be logged in to Consultee portal and be in the Public Register at the same time.
- Consultations are time-bound: start and end dates that need managing.

What’s new/changed?

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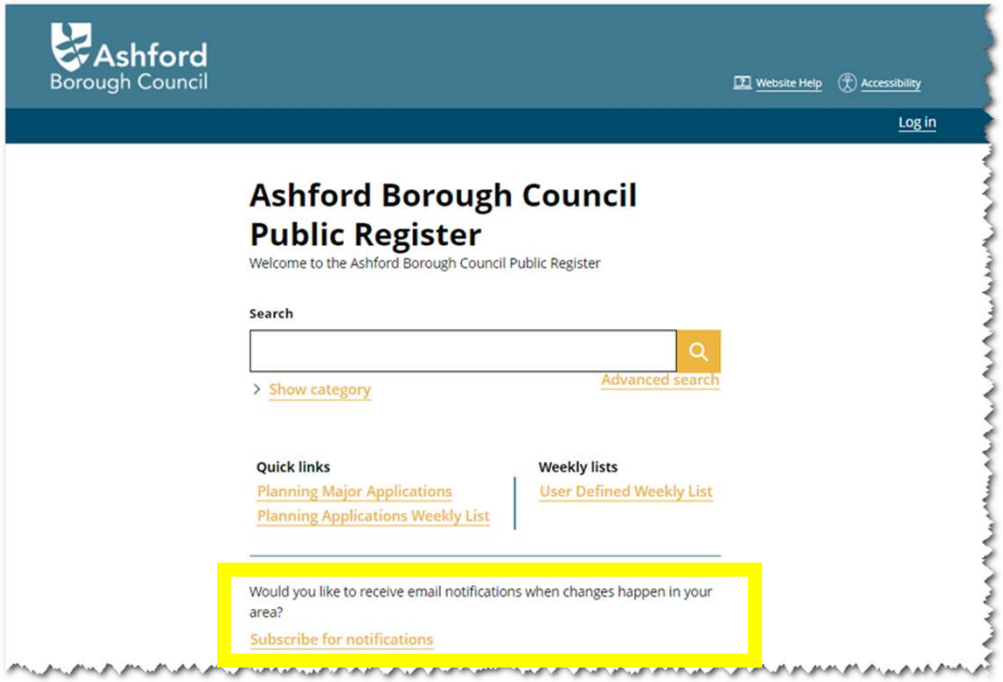
Changed – Planning Applications PR view…

- ABC logo added to header
- Links for website help and accessibility added to header
- Application status more prominent at top of page – now sits with the site addres and proposal
- Advanced search field layout improvements – alignment of relative fields for each category
- ‘Linked Application’ field added to references and links – will show a linked application if one exists. (parent/child link)
- Decision added to results summary view
- Dates added to application lifecycle:
  - Consultation end date
  - Latest decision date
- Search criteria configuration tweaks to improve search results – no longer looks across the whole of the back office system. Postcode searches also improved so space or no space, you should get the same results.

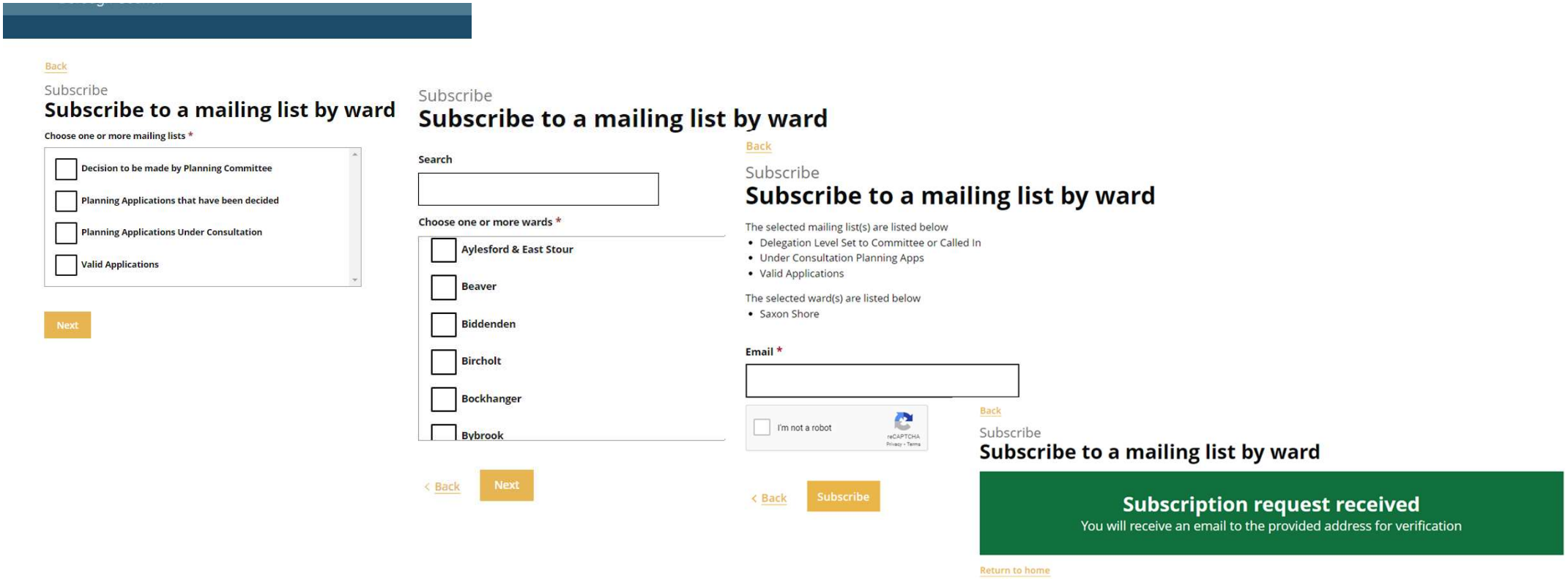
New.....

Subscriptions - Beta release available from 24 May

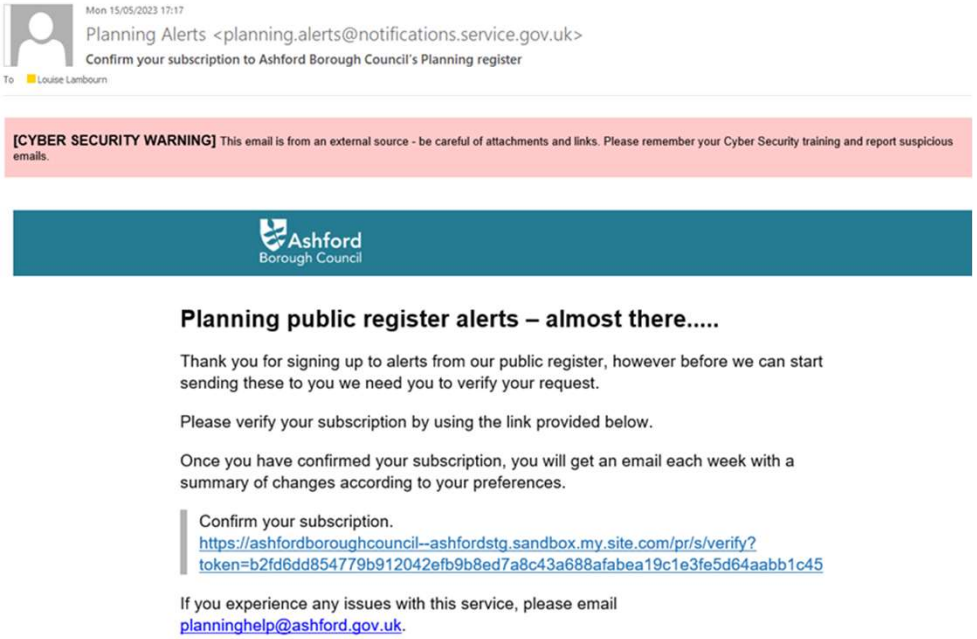
- For notifications, by Ward, on any/all of the following (multi-selection):
  - ✓ Decision to be made by Planning Committee
  - ✓ Planning applications under consultation
  - ✓ Valid applications
  - ✓ Applications that have been decided
- Scheduled for review at the end of June 23
- Further subscription features are due during the latter part of 23/24, namely:
  - Parish option
  - Postcode option



Subscriptions



Verifying a subscription



Mon 15/05/2023 17:17

Planning Alerts <planning.alerts@notifications.service.gov.uk>

Confirm your subscription to Ashford Borough Council's Planning register

To Louise Lambourn

[CYBER SECURITY WARNING] This email is from an external source - be careful of attachments and links. Please remember your Cyber Security training and report suspicious emails.

Ashford Borough Council

Planning public register alerts – almost there.....

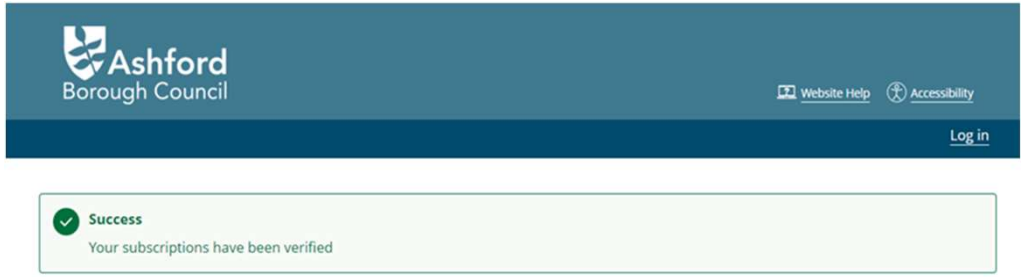
Thank you for signing up to alerts from our public register, however before we can start sending these to you we need you to verify your request.

Please verify your subscription by using the link provided below.

Once you have confirmed your subscription, you will get an email each week with a summary of changes according to your preferences.

> Confirm your subscription.
> https://ashfordboroughcouncil--ashfordstg.sandbox.my.site.com/pr/s/verify?token=b2fd6dd854779b912042efb9b8ed7a8c43a688afabea19c1e3fe5d64aabb1c45

If you experience any issues with this service, please email planninghelp@ashford.gov.uk.



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Website Help Accessibility

Log in

Success

Your subscriptions have been verified

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On the horizon in 23/24

Further public register planned development:

From July:

- Ordering categories – changing from alphabetical to a user defined order i.e. planning applications coming top of the list.
- Application progress timeline feature – a visual timeline aid to show the stages of an application i.e. what's happened, what is still to happen (including dates potentially)

Likely changes (Sept/Oct indicative):

- Download CSV of search results - an option of downloading the first 250 results from each category in a CSV file.
- Location Search - A new search allowing the user to find an address and then see all published records. This should make it easier for users to see everything that is linked to a single location record.
- Public comments address lookup: The ability for the commenter to find an address using the location search and store this against the comment, rather than a free text field.

Further guidance

Application Types not open to consultation

- Certificate of Lawful Development (Proposed)
- Prior Notifications
- Statutory Notifications from utility companies
- Discharge of Condition
- Non-material amendments
- Scoping Opinions
- Screening Opinions
- Pre-application enquiries

Glossary of public register fields

Consultation End Date:

Statutory consultation end date. An officer may make a decision at any point after this date. It may not always be possible to extend a consultation end date beyond the statutory period.

Latest Decision Date:

This is the latest a decision can be made accounting for statutory consultation and any extensions of time or performance agreements agreed with the applicant.

Determination Level:

The level of authority required to determine the application. For some applications, this may change subject to Member call in for example.

Status:

The stage an application has reached in the processing of the application.

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ABC website

- Online Planning and Building Control Application Search Help – webpage
- Consultee Portal Help webpage
- How to: Consultee Portal guide

How To:

Planning and Development How-to: Consultee Portal

The Consultee Portal is a tool to help consultees manage the comments they make on planning applications.

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Any Questions?