

Viewing Planning Applications Online

Open the Inverclyde Council website Home page.

Click on “**Planning Applications Online**” in the right column.

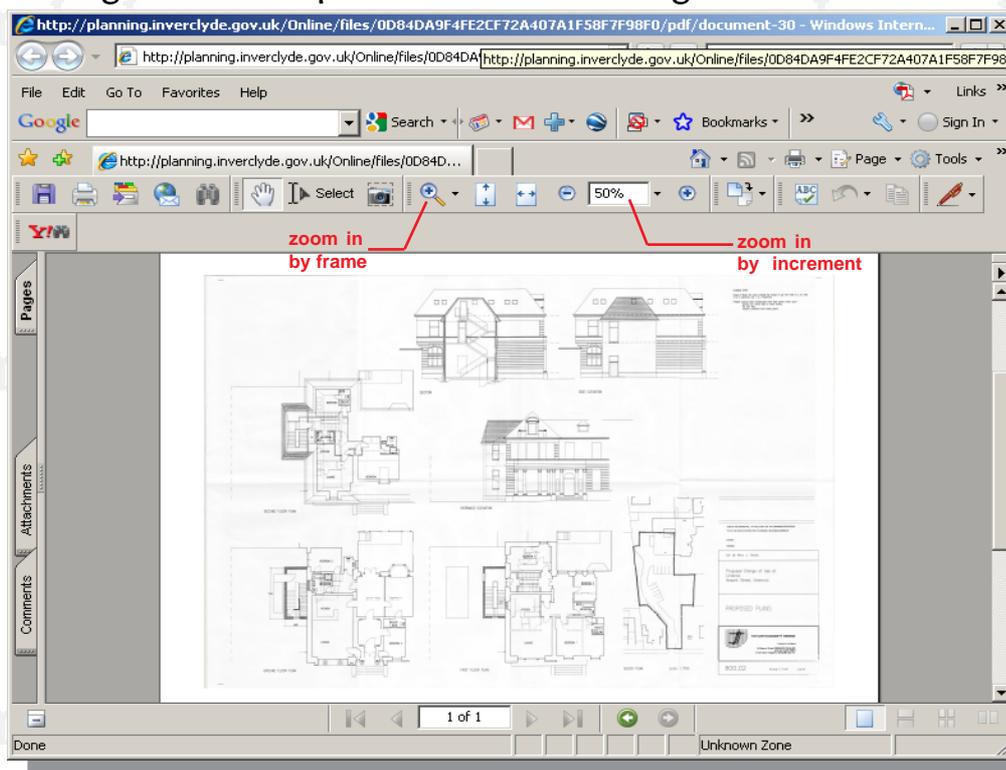
Scroll to the bottom of the page and **click** on “**Inverclyde Planning Online**”.

This will take you to a **Terms and Conditions** page. Please read this page as you cannot proceed to the search page until you agree with and accept the **Terms and Conditions**.

You now have 4 options:

“Simple”

- **Enter** the application reference, the postcode or a single line of the address and click search.
- An application summary will appear. From this summary you may select the address you have an interest in. You may then **click** the tabs headed “**details**” and “**documents**” for further information on the application.
- Under the “**documents tab**” are listed all forms, plans and supported information submitted with the application. **Click** on “**view document**” to see the information as described (*this may take some time depending on the document size*). To zoom in for closer detail, **click** on the “**zoom in**” tool immediately above the document you are viewing, **move** the mouse onto the document, then **click** the mouse until the document is of a size you wish.
- You may submit comments online by **clicking** the “**comments**” tab completing the comments form. You may, of course, submit comments in writing within the prescribed time to Regeneration and Planning.



“Advanced”

This allows you to see a list of all applications by various categories. On selection of the categories, **click** the search tab at the bottom of the page. A list of all applications in the category requested will appear. By **clicking** on individual applications on the list, you may view details by following the process described under “**simple**” search above.

“Property”

This allows you to search for applications for a specific address. On selection, **click** the search tab at the bottom of the page. A list of all applications requested will appear. By **clicking** on individual applications on the list, you may view details by following the process described under “**simple**” search above.

“Weekly/Monthly lists”

This allows you to see lists of applications by their status during a selected week. On selection of the categories, **click** the search tab at the bottom of the page. A list of all applications in the category requested will appear. By **clicking** on individual applications on the list, you may view details by following the process described under “**simple**” search above.

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Please note there are limitations to what may be viewed online, and information has only been inputted for applications that were undetermined on 17th November 2008 and those submitted since that date. The system serves to facilitate the viewing of and commenting on planning applications. Application forms, plans and supporting information are only available from the time of receipt until the date of decision. After this date, a copy of the “report of handling” detailing the reasons for the decision and any condition as attached, should permission be granted, is available to view. Reports of handling are only published for decisions made after 3 August 2009. However, all letters of objection or support cannot be treated as confidential and may become available for public inspection or be published online or require to be made available or published online (1) under the Freedom of Information legislation; (2) if an appeal is submitted to the Directorate for Planning and Environmental Appeals; or (3) if an application for review is submitted to the Local Review Body. In order to comply with the Data Protection Act 1998, we will remove personal email addresses, personal telephone numbers and signatures from any representations submitted to us. We will also do our utmost to ensure the removal of sensitive personal information (for example, relating to criminal history or health) where such information is provided as part of any representation.

The facility for viewing paper copies of planning applications is available at the Regeneration and Planning Service, Municipal Buildings, Clyde Square, Greenock.