Online Planning Applications

Use this link to get to Public Access:
https://isharemaps.bathnes.gov.uk/data.aspx?RequestType=ParseTemplate&Template=DevelopmentControlSearchSimple.tmplt

Searching for a specific application
Enter a reference number or partial address and click on “Search”.

Click on the “Application link” to view details of the application.

There are various tabs available that display details about the application that can be clicked on. If the consultation period is open you can also comment by clicking here.
**Viewing Documents**

To view drawings and other associated documents relating to the application click on the “Documents” tab. Now click on “View Associated Documents”. (Please note that some public comments will be listed here, please see below for further guidance on how to view them all)

This will open a new tab listing all the documents available for the selected application. Click on “Whole Doc” to view a document (right click once open to rotate drawings if needed).

To open more than one document at a time, right click on “Whole Doc” and choose “Open in new window”. You can then resize the windows to display two drawings side by side for example.
**Measuring Drawings**

The majority of drawings can be measured depending on how they were submitted to the Council. To do this you need to use the measuring tool which can be accessed from the tool bar. You may have to add it in. If you have no tool bar, hover towards the bottom of the drawing so this appears and click on the Adobe logo.

If the measuring tool is not there, right click on the tool bar, click on “More” and then “Measuring Tool”.

Now set the scale to match the drawing by right clicking on the drawing and choosing “Change Scale Ratio”.

In this example the scale is 1:50.
Now click on the measuring tool to use it. Click on drawing where you want to start measuring, move to where you want to finish and click again. In this example two measurements showing the length and width of the shed have been done (Please note that the accuracy of measuring increases the more zoomed in you are).

Viewing Public Comments
All public comments are listed on the “Comments” tab. In this example two are listed.

To view further details about the comment, click on the plus to the left of the name.

Depending on how the comment was submitted to the Council, when you click on the plus you will be able to read the full comment. A small minority will provide a link to the “Associated Documents” page where a scanned copy will be found under the commenter’s name.
**Other Features of Public Access**
There are other useful features available for searching for applications.

**Advanced Search** – Clicking on this option allows you to pick certain criteria for producing lists of applications. For example you could search for all applications submitted in a specified Parish within a specified date range.

**Map Search** – Zoom into an area on a map to see applications points which can be clicked on to view them in detail.
**Weekly List** - Use this to tab to view lists of application register or decide in a specified week.

**Special Interest** – Use this tab to view lists of pending or decided applications that the Council considers may be of special interest to the public. These are usually larger schemes or scheme that may impact or larger numbers of people.