

DPEA Public Website Guidance

Contents

Homepage	2
Simple Searching	4
Advanced Searching	5
Recent Decisions	8
New Cases	10
Searching Documents, within cases	12
Public Website URLs and Bookmarks	12

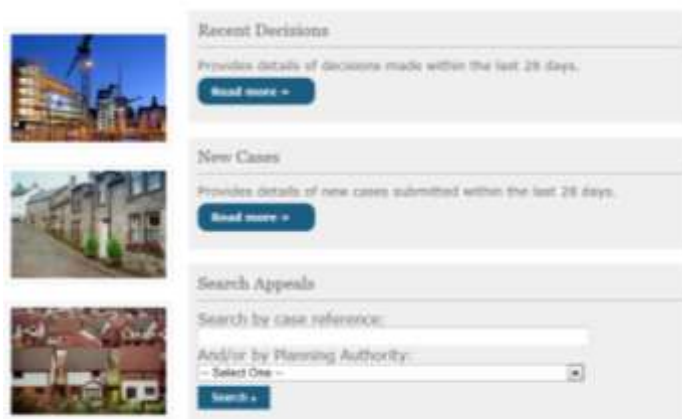
Homepage

On accessing our public website you will be taken to our homepage. On our homepage you will find a number of features.

There is a section with a short explanation about our website.



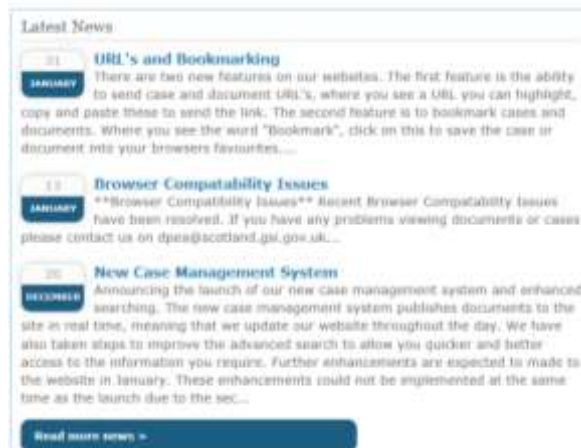
Search Functions for planning appeals and links to recent decisions and new cases.



A link to submitting a planning appeal through the e-planning system and registering to our new external case management system.



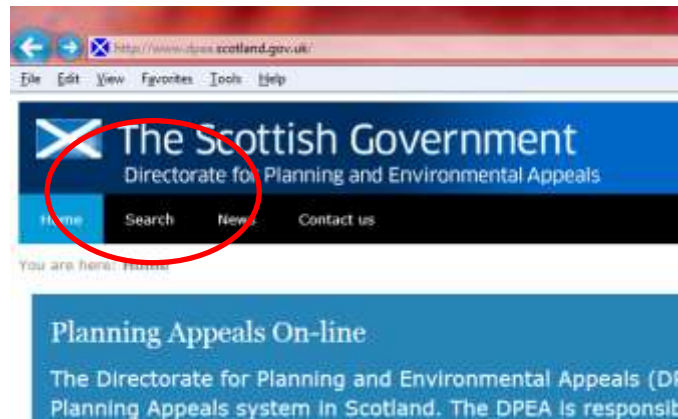
A news section. This will be used for a number of reasons including to update users on website changes or current know issues and public holidays.



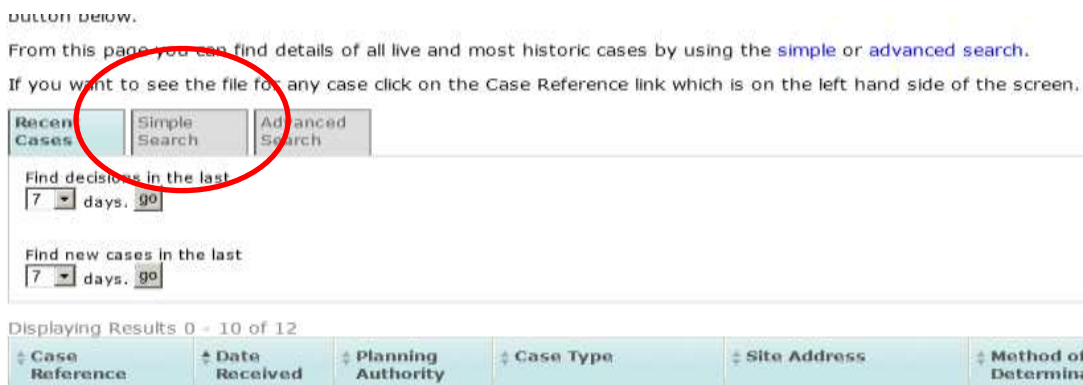
Simple Searching

The Public Website allows you to search for appeals that are and have been with the DPEA.

If you know the case reference of the appeal the simple search will be the best option for you locating the case on the DPEA Public Website. Click on **Search**, on the homepage.



This will bring up the Recent Decisions page, Click the **Simple Search** tab.

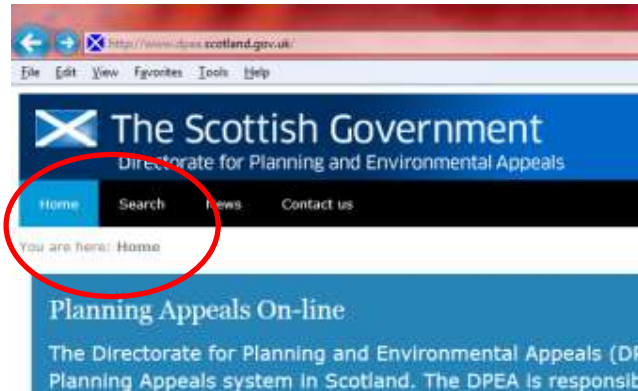


In the box type in the **case reference** and click **GO**.



Advanced Searching

The Public Website allows for an advanced search for specific cases to be carried out. From the homepage click **Search**.



This will bring up the Recent Decisions page, Click either of the **Advanced Search** buttons.

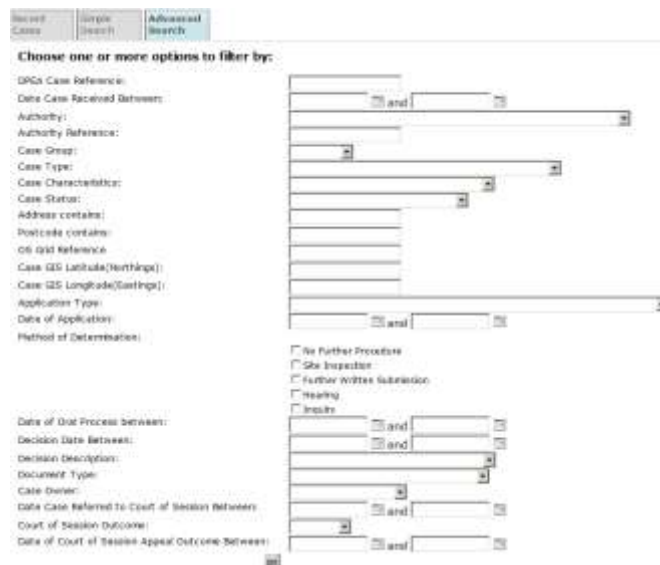
button below.

From this page you can find details of all live and most historic cases by using the [simple](#) or [advanced search](#).

If you want to see the file for any case click on the Case Reference link which is on the left hand side of the screen.

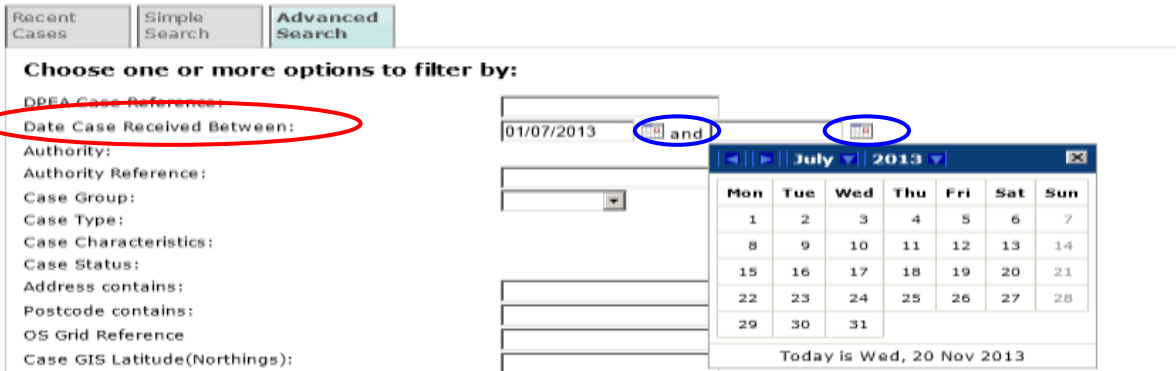


This will bring up the Advanced Search Screen. The detail the search goes into depends on the information entered. For example, if no data is entered then you will receive a list of every case available on the web. This Guidance will show how to search for Cases.



In this example, we are looking for a case involving a wind turbine in Aberdeenshire in July 2013. The only other information available is that a Site Inspection was carried out.

To build up the search, enter the known details, the more entered the more refined the search. Enter the **Date the Case was Received**, July 2013, by using the **Calendar** buttons. This will return all Cases Received by DPEA in July 2013.



To Select the **Authority**, Aberdeenshire Council, Click the **drop menu** and select the Authority. This will return all Cases Received in July 2013 from Aberdeenshire Council.



To select a **Case Characteristic**, in this case a single wind turbine, Click the **drop menu** and select the Case Characteristic.

This will return all single wind turbine cases from Aberdeenshire Council received in July 2013.



To select **Method of Determination**, in this case site inspection, tick the appropriate **box**. (To search multiple methods of determination, tick multiple boxes)

This will return all single wind turbine cases from Aberdeenshire Council received in July 2013 that were subject to site inspection.

Method of Determination:

No Further Procedure
 Site Inspection
 Further written Submission
 Hearing
 Inquiry

Date of Oral Process between: [] and []
 Decision Date Between: [] and []
 Decision Description: []

Click **Go** to run the search, for the example case search this returns 3 cases. To view further details on the cases, click **the blue case reference on the left**. This will open the case and give access to in-depth case details and publically available documents.

Date of Oral Process between: [] and []

Displaying Results 0 - 3 of 3

Case Reference	Date Received	Planning Authority	Case Type	Site Address
PPA-110-2171	04 Jul 2013	Aberdeenshire Council	Planning Permission Appeal	LAND AT WRAE FARM, TURRIFF
PPA-110-2172	23 Jul 2013	Aberdeenshire Council	Planning Permission Appeal	Braefoot Farm, Turriff, Aberdeenshire, AB53 8AN
PPA-110-2174	25 Jul 2013	Aberdeenshire Council	Planning Permission Appeal	SITE AT STONEWELLS, GAMRIE BANFF, AB45 3JD

Going into an unnecessary amount of detail can lead to results missing from your search. In this example Case search, entering that the **Post Code Contains AB**, for Aberdeenshire, would have omitted one of the **results** that met the desired search criteria.

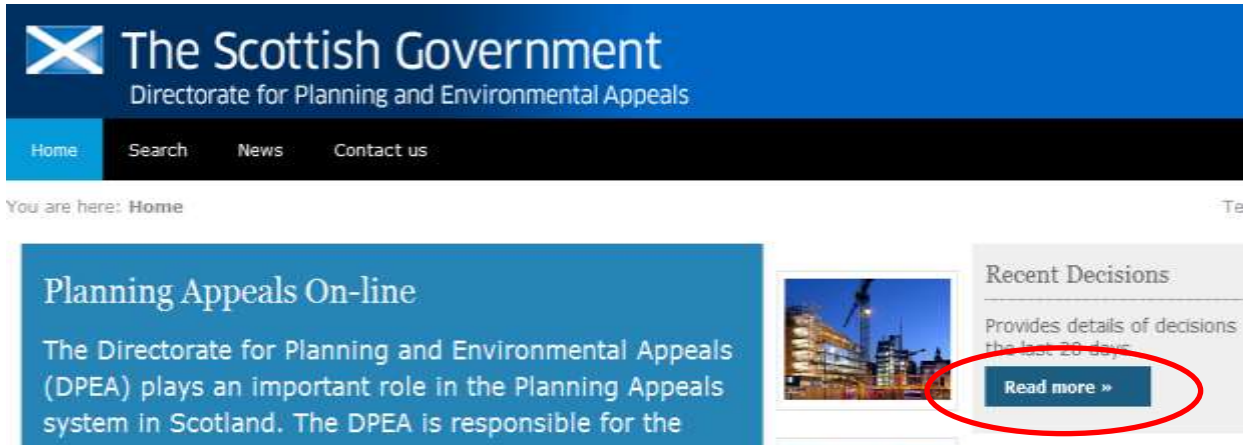
Address contains: []
 Postcode contains: AB
 OS Grid Reference: []

Displaying results 0 - 2 of 2

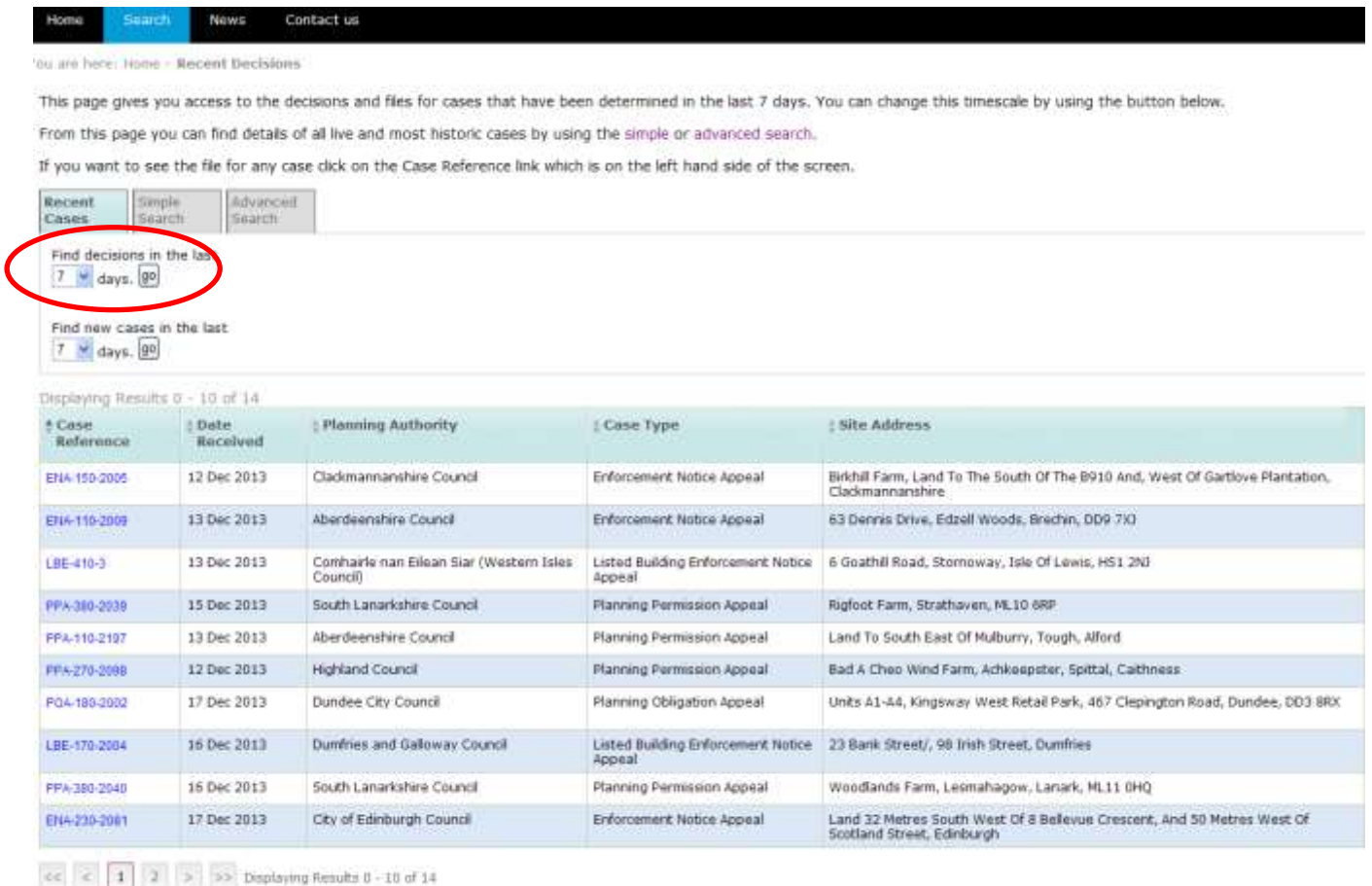
Case Reference	Date Received	Planning Authority	Case Type	Site Address	Method of Determination	Current Status	Date of Decision
PPA-110-2172	23 Jul 2013	Aberdeenshire Council	Planning Permission Appeal	Braefoot Farm, Turriff, Aberdeenshire, AB53 8AN	Site Inspection, Further Written Submission	Decision issued	31 Oct 2013
PPA-110-2174	25 Jul 2013	Aberdeenshire Council	Planning Permission Appeal	SITE AT STONEWELLS, GAMRIE BANFF, AB45 3JD	Site Inspection	Decision issued	15 Oct 2013

Recent Decisions

To view decisions from the last 28 days, click Read More in the **Recent Decisions tab** on the right hand side.



This will open a new page with all the Recent Decisions from the last 7 days. If you wish to view more or less decisions use the **drop down menu** to increase or decrease the number of days and click go.



To access the Case click the **case reference in blue** on the left.

Home Search News Contact us

You are here: Home > Recent Decisions

This page gives you access to the decisions and files for cases that have been determined in the last 7 days. You can change this timescale by using the button below.

From this page you can find details of all live and most historic cases by using the [simple](#) or [advanced search](#).

If you want to see the file for any case click on the Case Reference link which is on the left hand side of the screen.

Recent Cases Simple Search Advanced Search

Find decisions in the last 7 days [go](#)

Find new cases in the last 7 days [go](#)

Displaying Results 0 - 10 of 14

Case Reference	Date Received	Planning Authority	Case Type	Site Address
EHA-150-2005	12 Dec 2013	Clackmannanshire Council	Enforcement Notice Appeal	Birkhill Farm, Land To The South Of The B910 Ard, West Of Gartlove Plantation, Clackmannanshire
EHA-110-2009	13 Dec 2013	Aberdeenshire Council	Enforcement Notice Appeal	63 Dennis Drive, Edzell Woods, Brechin, DD9 7XJ
LBE-410-3	13 Dec 2013	Comhairle nan Eilean Siar (Western Isles Council)	Listed Building Enforcement Notice Appeal	6 Goathill Road, Stornoway, Isle Of Lewis, HS1 2NJ
PPA-380-2038	15 Dec 2013	South Lanarkshire Council	Planning Permission Appeal	Rigfoot Farm, Strathaven, ML10 6RP
PPA-110-2197	13 Dec 2013	Aberdeenshire Council	Planning Permission Appeal	Land To South East Of Mulburry, Tough, Alford
PPA-270-2098	12 Dec 2013	Highland Council	Planning Permission Appeal	Bad A Cheo Wind Farm, Achkeopster, Spittal, Caithness
PQA-180-2002	17 Dec 2013	Dundee City Council	Planning Obligation Appeal	Units A1-44, Kingsway West Retail Park, 467 Clepington Road, Dundee, DD3 8RX
LBE-170-2004	16 Dec 2013	Dumfries and Galloway Council	Listed Building Enforcement Notice Appeal	23 Bank Street/, 98 Irish Street, Dumfries
PPA-380-2040	16 Dec 2013	South Lanarkshire Council	Planning Permission Appeal	Woodlands Farm, Leismahagow, Larark, ML11 0HQ
EHA-230-2081	17 Dec 2013	City of Edinburgh Council	Enforcement Notice Appeal	Land 32 Metres South West Of 8 Bellevue Crescent, And 50 Metres West Of Scotland Street, Edinburgh

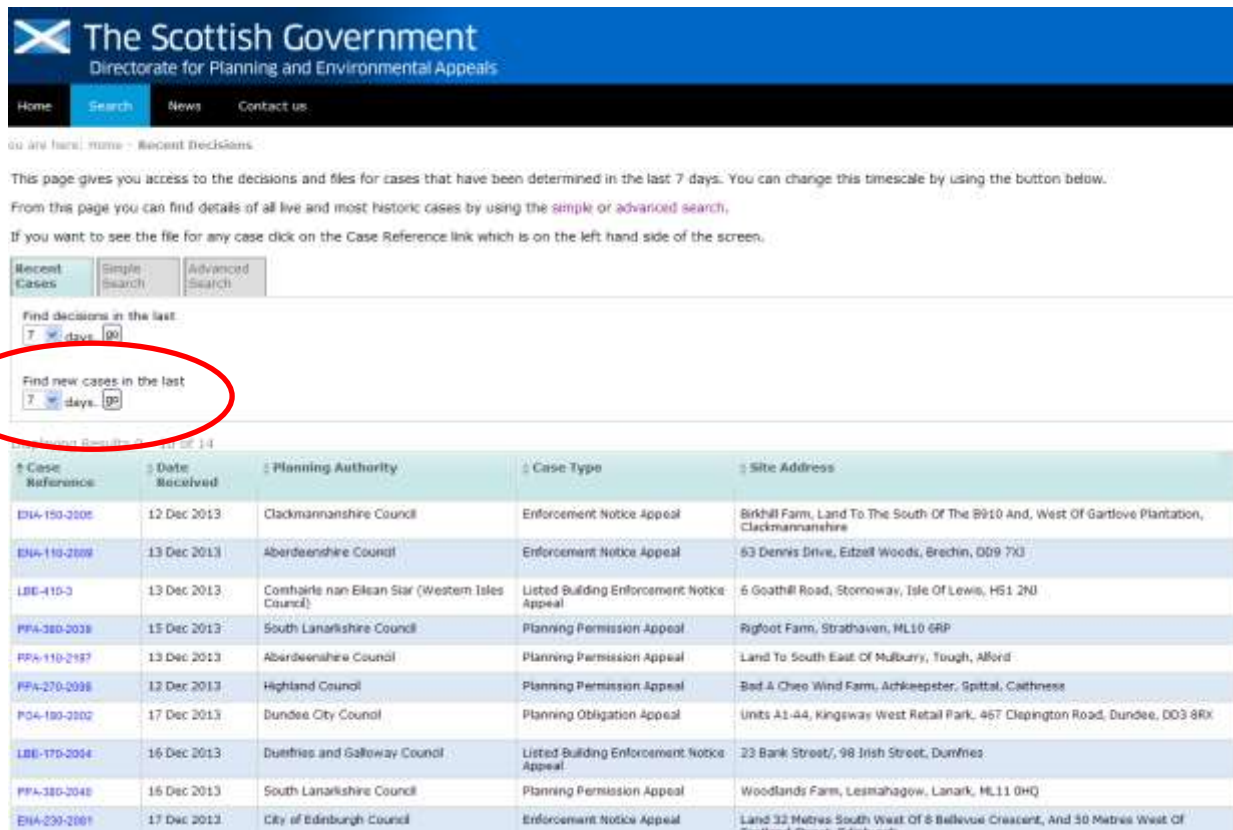
<< < 1 2 > >> Displaying Results 0 - 10 of 14

New Cases

To view new cases from the last 28 days, click Read More in the **New Cases tab** on the right hand side.



This will open a new page with all the New Cases from the last 7 days. If you wish to view more or less decisions use the **drop down menu** to increase or decrease the number of days and click go.



To access the Case click the **case reference in blue** on the left.

Home Search News Contact us

You are here: Home > Recent Decisions

This page gives you access to the decisions and files for cases that have been determined in the last 7 days. You can change this timescale by using the button below.

From this page you can find details of all live and most historic cases by using the [simple](#) or [advanced search](#).

If you want to see the file for any case click on the Case Reference link which is on the left hand side of the screen.

Recent Cases Simple Search Advanced Search

Find decisions in the last 7 days [go](#)

Find new cases in the last 7 days [go](#)

Displaying Results 0 - 10 of 14

Case Reference	Date Received	Planning Authority	Case Type	Site Address
EHA-150-2005	12 Dec 2013	Clackmannanshire Council	Enforcement Notice Appeal	Birkhill Farm, Land To The South Of The B910 Ard, West Of Gartlove Plantation, Clackmannanshire
EHA-110-2009	13 Dec 2013	Aberdeenshire Council	Enforcement Notice Appeal	63 Dennis Drive, Edzell Woods, Brechin, DD9 7JX
LBE-410-3	13 Dec 2013	Comhairle nan Eilean Siar (Western Isles Council)	Listed Building Enforcement Notice Appeal	6 Goathill Road, Stornoway, Isle Of Lewis, HS1 2NJ
PPA-380-2038	15 Dec 2013	South Lanarkshire Council	Planning Permission Appeal	Rigfoot Farm, Strathaven, ML10 6RP
PPA-110-2197	13 Dec 2013	Aberdeenshire Council	Planning Permission Appeal	Land To South East Of Mulburry, Tough, Alford
PPA-270-2098	12 Dec 2013	Highland Council	Planning Permission Appeal	Bad A Cheo Wind Farm, Achkeopster, Spittal, Caithness
PQA-180-2002	17 Dec 2013	Dundee City Council	Planning Obligation Appeal	Units A1-44, Kingsway West Retail Park, 467 Clepington Road, Dundee, DD3 8RX
LBE-170-2004	16 Dec 2013	Dumfries and Galloway Council	Listed Building Enforcement Notice Appeal	23 Bank Street/, 98 Irish Street, Dumfries
PPA-380-2040	16 Dec 2013	South Lanarkshire Council	Planning Permission Appeal	Woodlands Farm, Leismahagow, Larark, ML11 0HQ
EHA-230-2081	17 Dec 2013	City of Edinburgh Council	Enforcement Notice Appeal	Land 32 Metres South West Of 8 Bellevue Crescent, And 50 Metres West Of Scotland Street, Edinburgh

<< < 1 2 > >> Displaying Results 0 - 10 of 14

Searching Documents, within cases

Once in a case, you will see there is a way to search/filter the documents within it. The function sits at the bottom of each page of documents and searches all documents on the case, not just the page's documents.



It is a keyword search. To use it you need to select the button to the left of "Document" then choose whether you want to search only by document Name or within the Content of the documents by selecting the appropriate option in the dropdown to the right of "Document". You should then enter the word, or phrase, you wish to search on in the box after "contains" and click on the search button.

For example, this search is for all documents that contain the phrase "underground cabling"



It will not find documents that only have these words separately i.e. not as a phrase.

To clear a search, click on the "No document filter" button.

Public Website URLs and Bookmarks

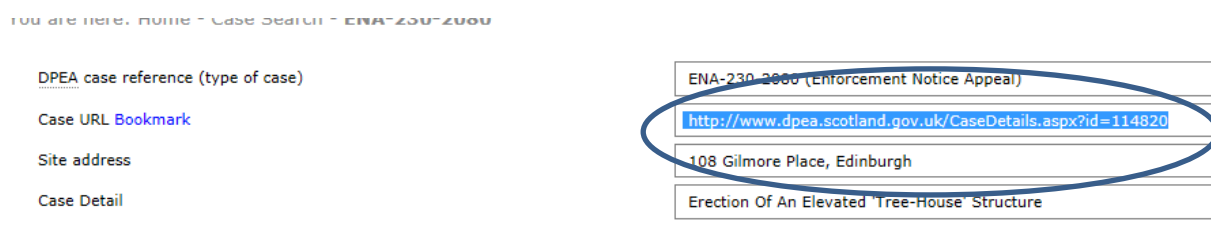
Once you are in a case on the website, you will see these features.

Case Bookmarks and URLs

Case Bookmarks and URLs are located within the case summary under the DPEA case reference



To send the case URL, highlight it and copy and paste it into your letter/e-mail etc.

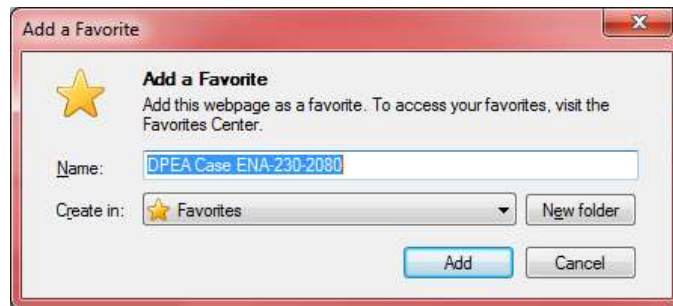


To create a bookmark for the case, Click **Bookmark**.

You are here: Home - Case Search - ENA-230-2080

DPEA case reference (type of case)	ENA-230-2080 (Enforcement Notice Appeal)
Case URL Bookmark	http://www.dpea.scotland.gov.uk/CaseDetails.aspx?id=114820
Site address	108 Gilmore Place, Edinburgh
Case Detail	Erection Of An Elevated 'Tree-House' Structure

This will bring up a box to allow you to name and save the case into your browsers favourites.



Document Bookmarks and URLs

To send a document URL, Click on **URL Details**

Size	Bookmark
27KB	Bookmark (URL Details)
86KB	Bookmark (URL Details)
71KB	Bookmark (URL Details)
596KB	Bookmark (URL Details)
2MB	Bookmark (URL Details)
2MB	Bookmark (URL Details)
2MB	Bookmark (URL Details)
2MB	Bookmark (URL Details)

This will bring up a new page. To send the document URL, highlight it and copy and paste it into your letter/e-mail etc.

Home Search News Contact us

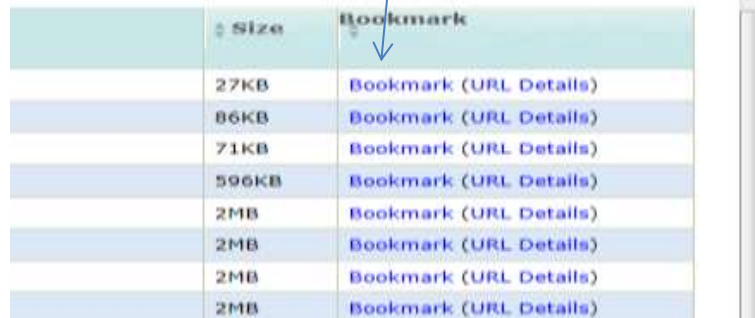
You are here: Home - Case Search - e-mail to council - advising appeal has been received and requesting their response - sent 10 Decer

Document Name	e-mail to council - advising appeal has been received and requesting their response - sent 10 December 2013
Case URL Bookmark	http://www.dpea.scotland.gov.uk/Document.aspx?id=165248

To go back to the case click **Go to Case**.

DPEA Public Website Guidance

To create a bookmark for the document, Click **Bookmark** next to the document you want to bookmark.



	Size	Bookmark
	27KB	Bookmark (URL Details)
	86KB	Bookmark (URL Details)
	71KB	Bookmark (URL Details)
	596KB	Bookmark (URL Details)
	2MB	Bookmark (URL Details)
	2MB	Bookmark (URL Details)
	2MB	Bookmark (URL Details)
	2MB	Bookmark (URL Details)

This will bring up a box to allow you to name and save the document into your browsers favourites.

