

Keeping track of your applications

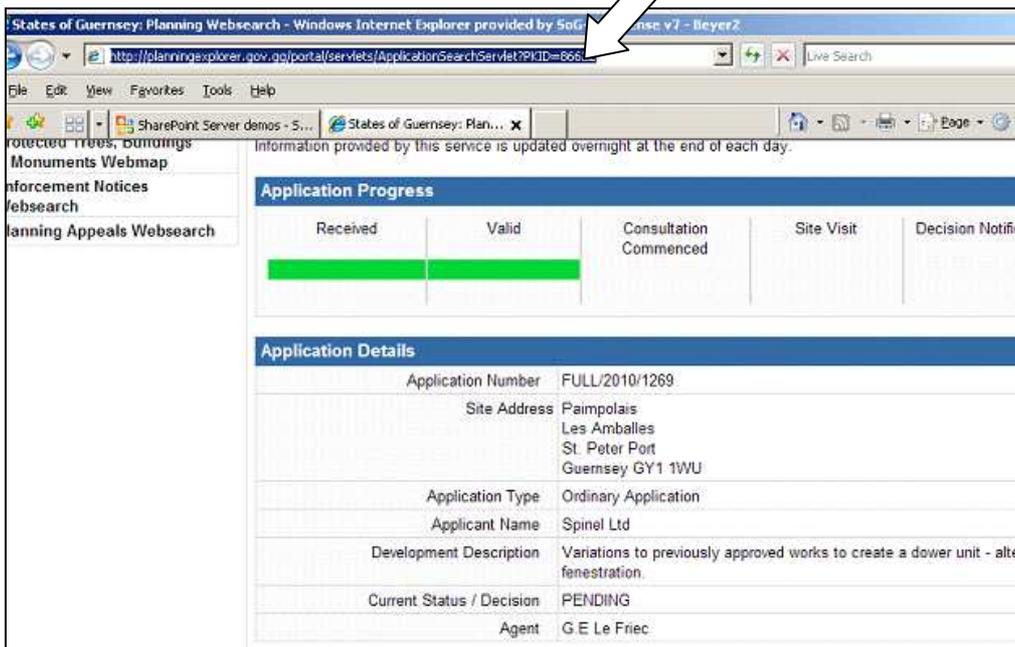
Keeping track of what's happening with your current planning applications is very simple if you follow these steps.

Step 1: Find my application

Click on [Find my application](#) and you will be taken to the Planning Websearch page of the website. Enter your details to find your application (e.g. Application Number, Applicant Name, Address or Planning Appeal Panel Reference).

Step 2: Follow my application – copying the URL

When you have found your application, highlight and copy the link in the top box by pressing **Ctrl and C** on the keyboard at the same time (tip: hold down Ctrl first, then press C).



Step 3: Follow my application – pasting the URL

When you've copied this link (known as a URL) you will need to put it in a word document. Open the document you want the link to be in, and then press **Ctrl and V** on the keyboard at the same time to paste the link into the document (again, hold down Ctrl first, and then press V).

Doing this creates a link between the application page on the Planning website and you.

You can create links to all the applications that you have ongoing at a particular time. You may like to put all the applications that you need to check into a table like the one below:

Planning Applications Table:

<i>Application No</i>	<i>Follow this application</i>
FULL/2010/1269	http://planningexplorer.gov.gg/portal/servlets/ApplicationSearchServlet?PKID=86622

Keeping track of my application – Complete!

By checking the list of all active applications you have with the Department on a daily basis, you will be always aware of current progress.

You can check if any decisions have been made, or whether a Decision Notice is in the post that morning. You can also see a copy of the Decision Notice before it arrives!

You can then either phone your customer to give them the good news or (perhaps better still) send them an email with the link to the application so that they can see for themselves.