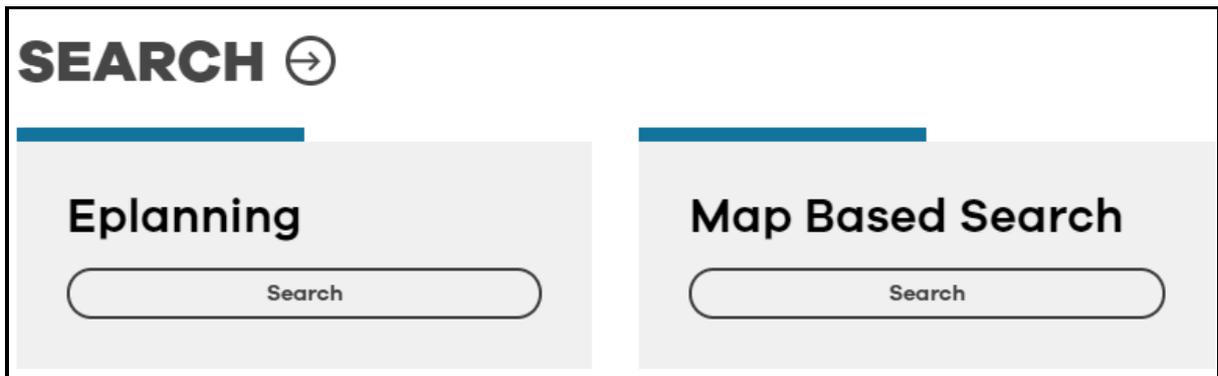


INSTRUCTIONS FOR UNDERTAKING ON-LINE PLANNING SEARCHES

Any member of the public should be able to access information pertaining to Planning on our database, using our website : www.mayo.ie/planning/search

There are 2 options for searching : **E-Planning** or **Map Based Search**.



STEP 1

Using the Link specified provided above :

OPTION A: E-PLANNING

STEP 2

Select Search Type.

Dropdown Menu appears : Various options available :

Select Search Type

Please select the type of search you wish to perform

Find a planning application

Search by:

-  Planning File Reference number
-  Applicant Name
-  Development Address
-  Development Description
-  Search by Map

Planning Application Lists

Listings of:

-  Received Applications
-  Decision Due Applications
-  Decision Made Applications

To search an Individual application, e.g. you know the Applicant's Name, or the Development Address, or the Planning File No.

STEP 3

In this case, enter the info. you have. For example, *Planning File Ref.* (e.g. 191015); or Applicants Name, Development Address etc.

***Searches for File Ref. should be in numeric format only, excluding any Letters or hyphenation etc.** See image below of File Number which states **191015**

This shows how the Search Results will appear

File Number	Application Status	Decision Due Date	Decision Date	Decision Code	Received Date	Applicant Name	Development Address	Development Description	Local Authority Name
191015	APPEALED	16/07/2020	14/07/2020	REFUSED	20/12/2019	Lidl Ireland Gmbh	Kilcolman Road Clare Claremorris Co Mayo	Construction of a Discount Foodstore Supermarket with ancillary off-licence sales. The proposed deve...	MAYO COUNTY COUNCIL

STEP 4

In this case, click on the "blue font" File No. and it will expand the options and you can use the Coloured Tab headings at the top or bottom to access various documents associated with the Application!

Details				Applicant	Development	Comments	Decision	Appeal
Planning Application: 191015 (Mayo County Council)								
File Number:	191015							
Application Type:	PERMISSION			Planning Status:		APPEALED		
Received Date:	20/12/2019			Decision Due Date:		16/07/2020		
Validated Date:	20/12/2019			Invalidated Date:				
Further Info Requested:				Further Info Received:				
Withdrawn Date:				Extend Date:				
Decision Type:	Refused			Decision Date:		14/07/2020		
Leave to Appeal:				Appeal Date:		10/08/2020		
Commenced Date:				Submissions By:		02/07/2020		
Agents Submissions Site Location View Map View Scanned Files Back to search results								

Alternatively, if you are conducting a “general search”, for all **Applications Received**, **Decisions Due**, or **Decisions made**, over a fixed period of time, you can do so. Refer to Step 2 above) from **the Planning Application Lists (on the right)**.

EG: If you select **RECEIVED APPLICATIONS**, you can enter a Start & End Date of your choice, and you will be provided with a list of ALL Applications Received during the chosen period.

From there you can print off the list or alternatively explore the individual applications.

In searching **APPLICATIONS DUE** : you select the period e.g. within the time period from the current date, in intervals of 7 days, i.e. within past 7 days, 14 days etc, anything up to 42 days (6 wks) previously.

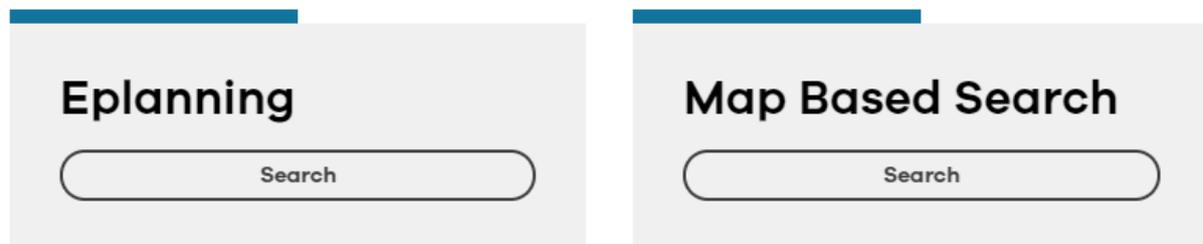
The same procedure applies to **DECISIONS MADE** enquiries.

TO EXPLORE FURTHER :

OPTION B :

MAP BASED SEARCH

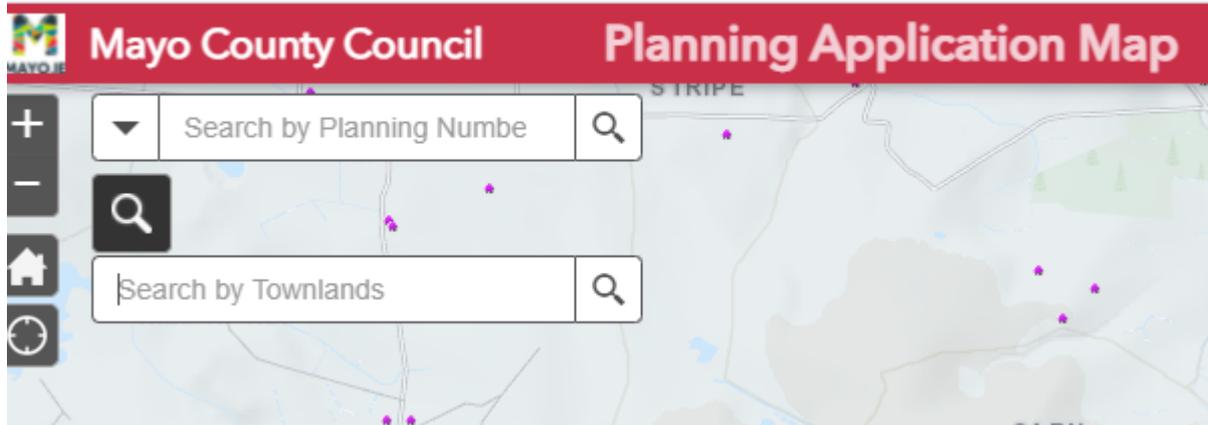
SEARCH



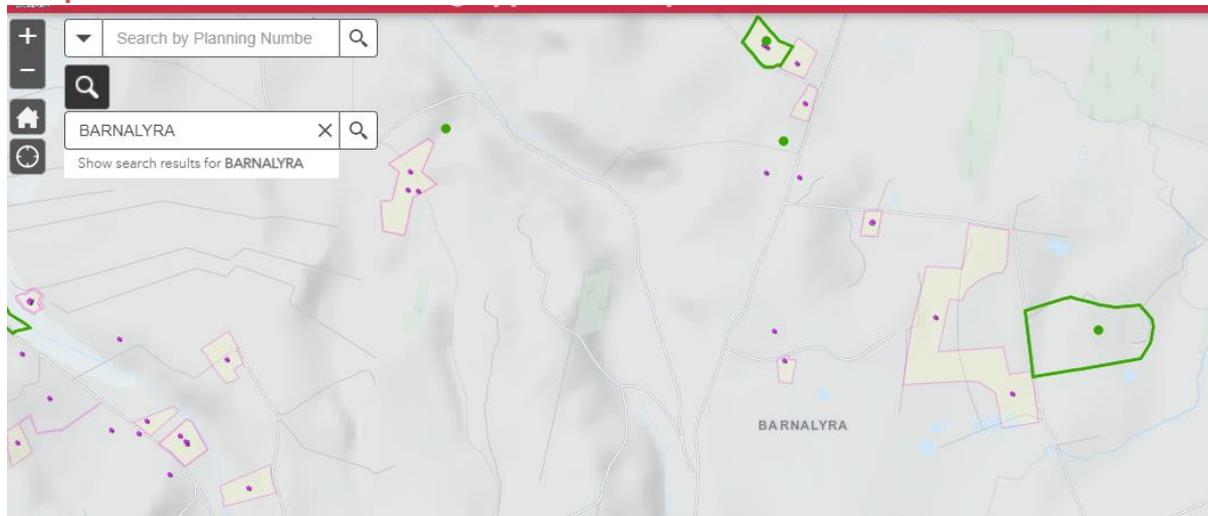
Select on Map Based Search (on right hand side of screen).

This brings you to a Screen offering you the option of inserting the Planning Ref. No. (if same is known to you from the E-Planning search) or you can insert the TOWNLAND in which the development is situated.

NB: Use the  toggle on top/left of Screen, to increase or decrease the Screen size
Searches can be made based on Planning Ref. (e.g. 20999), or Townland name etc.



Sample Search :



Click on any of the coloured dots, to view the associated Planning Application. Different colours are used to denote the different decisions issued on each Application. (See below). This information is available on that screen, if you click onto **LAYERS**.

- Granted
- Refused
- Invalid
- Withdrawn
- See application for specific detail

Manoeuvre the mouse around the Townland until you locate the 'site' you are searching for. INCREASE (+) the screen size to ensure you are searching/locating the correct site.

Upon selecting the relevant Site the Planning Reference No. will be shown on same, and as in the example below, there are 6# tabs in total which relate to that site, representing possibly more than one application. Use the ▶ on the top red bar, to move from one tab to the next.



Having located the required Location and corresponding Planning File Reference, you then go into E-PLANNING, using the Planning Ref. No. to Search the “documents” available in relation to same.

ASSOCIATED DOCUMENTATION AVAILABLE

NB: Planning File References are available on **Planning Application MAPS**, dated from 1964 for all “County Council” files. **Unfortunately supporting documentation is not available on-line for files dated between 1964 and 2002. This documentation is currently held on Microfilm in the Planning Dept. at Aras an Chontae, Castlebar.*

Former Urban/Town Council based files :

In the case of the former Urban/Town Council’s Planning files, while the Castlebar Urban/Town Council files are held in the Planning Office at Aras an Chontae, enquiries on files relating to either the former Westport or Ballina Urban/Town Council’ areas should be made directly with the Westport (094-9064600) or Ballina Municipal District Offices (096-76100) respectively,

Map Details only, for Planning Ref. Nos. are available for [Applications dating between 1990 to 2002](#) on E-PLANNING online, *but NOT the associated documentation.*

Copies of associated documentation are available on Microfilm only, from the Planning Dept., Aras an Chontae.

NB: PLANNING REFERENCES & ALL ASSOCIATED DOCUMENTATION, FOR ALL FILES REGISTERED AFTER 1ST JANUARY 2003, IS AVAILABLE ONLINE.
