

User Instructions for Planning Explorer



Planning Explorer allows you to access our planning database for information on current and historic planning applications. Application plans, associated documents and application status details are all available through Planning Explorer.

Please note:

For Planning Explorer to function correctly, you must be using the latest version of a full feature internet browser on your device. For PCs running Windows and Internet Explorer, this means Internet Explorer 11. It should also work with the latest versions of Chrome, Firefox etc.

If you have checked that you are using the latest browser software and you are still not able to view the documents, this could be due to security restrictions imposed by a network administrator – this is particularly likely if you are attempting to access Planning Explorer over a business network. A further possibility is that you have a plug-in installed in your browser that may be conflicting with the Planning Explorer website, for example an advertisement or pop-up blocker. Another suggestion is to clear the cache from your browser.

Unfortunately, beyond the suggestions above we are not able to offer any technical support to devices not owned by the Council.

Accessing Planning Explorer

You can access the planning explorer in the following ways:

- Direct via this link:
[Planning Explorer](#)
- Clicking “view planning applications” on the front page of our website:
<https://www.charnwood.gov.uk/>

Search options:

General Search:

The general search function allows you to use either a keyword from the applications description, the address or partial address of the application site, a postcode, or the application reference number in the top search box. Then on the left-hand side allows you to filter between applications and appeals, status of the application and the date it was received.

Please note the default status is to search for applications within 1 year. This filter must be amended to “received any time” if the application is older than 1 year.

Once you have entered your search filters and clicked search, all applications that fit the criteria will then be populated. If there are a large number of applications meeting your criteria this may take a significant amount of time. Therefore, we would recommend using the planning reference number if possible, limiting the timeframe of the search or using the advanced search feature.

Advanced Search:

The advanced search allows many more specific search options, these are as follows:

- Specific word/phrase searches within application descriptions
- Applicant/Agent name
- An address search feature to help find a specific address
- Ward/Parish/Constituency
- Application type
- Specific time frame searches

Please note that details put into the general search do not copy across to the advanced search so will need to be re-entered if you decide to switch to the advanced search.

Obtaining further details once you have found the application

Once you have clicked on the specific application you require from the search results list you will see an overview of the applications status. This includes the full application details, site address and timeline.

If you wish to access the supporting documents, including submitted comments, please select the “documents” tab where all public documents relating to the application will be available.

The “related applications” tab will show any other relevant applications to the address of the current application.

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