

Track a current planning application, a site, a road or a ward.

Setting up Tracking

For any kind of tracking you need to firstly register on the Public Access. Instructions on how to do this can be found [here](#), under the heading 'Register'.

Once you have registered with Public Access you then have to Log In. Instructions on how to do this can be found [here](#), under the heading 'Log in'.

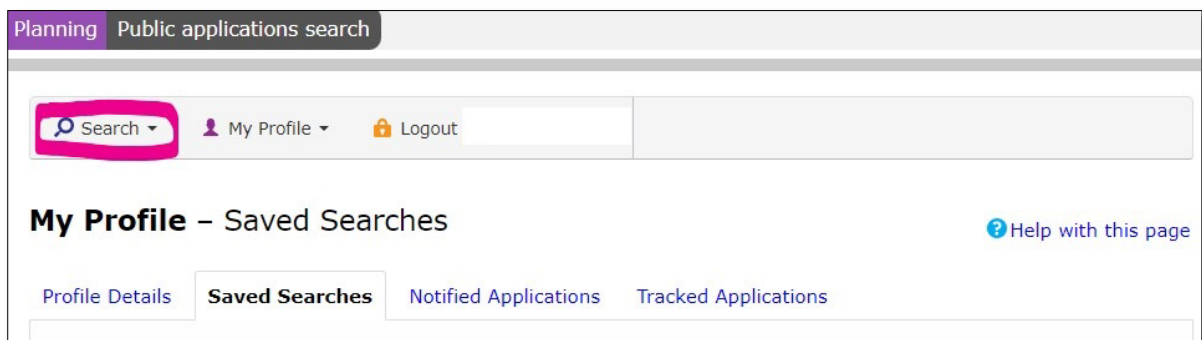
Now you can start to set up tracking. Here are the different ways to track and how to do it:

Tracking a Current Application

Open up the [Public Access Search tool](#).

Log in logged in, see instructions above.

Click on the search option (see image below)



Select Simple Search from the drop down box.

Type in a keyword, reference number, postcode or single line of an address and press search.

In screen shot below I have put in Havelock Road.

Press the Search button (see image below)

Search ▾ My Profile ▾ Logout ()

Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

Simple Advanced Weekly/Monthly Lists Property

Applications Appeals Enforcements

Status: All ▾

Enter a **keyword, reference number, postcode** or **single line of an address**.

←

You will now have a screen that will list all the planning applications on the public register for Havelock Road. There are two stages the applications will be at, either registered or decided. For the purpose of tracking a planning application, select applications that are registered. The image below shows the status of the applications underlined in red.

Search ▾ My Profile ▾ Logout ()

Planning – Results for Application Search

Please note: Not all historical information has been entered into the planning database and therefore results from an address search should not wholly be relied upon. Please email planning@hastings.gov.uk for details of how to view or obtain comprehensive data for a property.

Sort by Direction Results per page

1 2 3 4 5 6 7 8 9 10 Next ▾ Showing 1-10 of 476

Digital advertisement display within New Communications Kiosk

Pavement adjacent to Lacuna Place, Havelock Road, Hastings
 Ref. No: HS/AA/24/00393 | Received: Wed 22 May 2024 | Validated: Wed 22 May 2024 | Status: Registered


Change of use from student and tourist accommodation to mixed use of student (C2), tourist (C1) a...

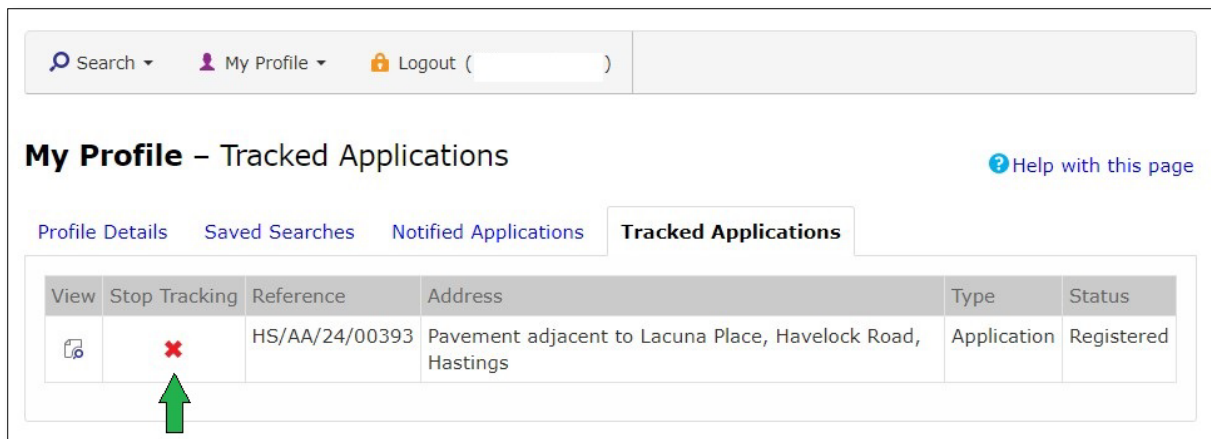
VIVE, Havelock Road, Hastings, TN34 1BE
 Ref. No: HS/FA/24/00302 | Received: Fri 19 Apr 2024 | Validated: Tue 04 Jun 2024 | Status: Registered

Change of use of ground floor from Sui Generis (bar and dancefloor) to Class E(a) and (b). Conver...

Crowleys, Public House, 56 Havelock Road, Hastings, TN34 1BE
 Ref. No: HS/FA/24/00316 | Received: Fri 12 Apr 2024 | Validated: Fri 12 Apr 2024 | Status: Decided

Find the application in the list that you are interested in and click on the application. Once selected you will see information associated with that application. Clicking on 'Documents' will take you to all the documents that have currently been submitted with the planning application and any consultee comments. Clicking on 'Comments' then 'Public Comments' will allow you to see any letters of representation made by other members of the public.

On this page, you will also see a Track button  at the top right hand side of the screen. When you click on this tracking of that application will start. You should see the screen below. You should now receive email notifications of all documents added to the case, such as letters of representation, a report or a consultee comment.



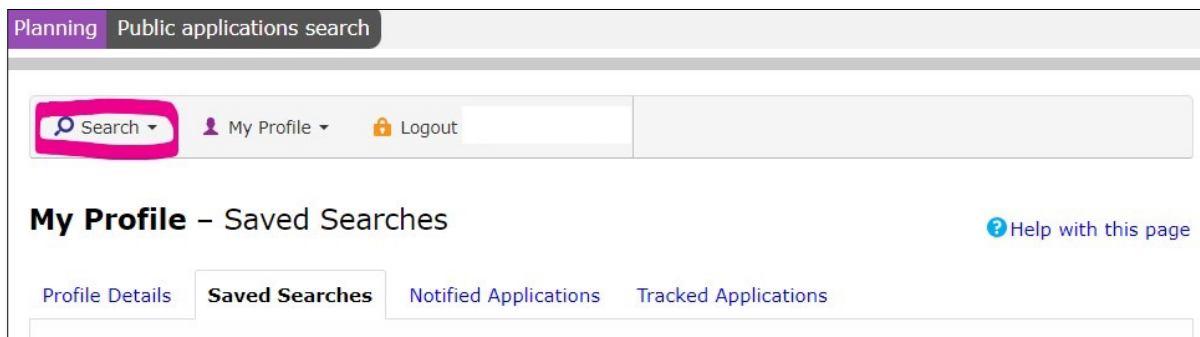
When you want the tracking to end, you can click on the red cross, see the image above.

Track a property, a road or a ward so you are notified of new planning applications submitted.

Open up the [Public Access Search tool](#).

Log in logged in, see instructions above.

Click on the search option (see image below)



Select Advanced Search from the drop down box. This will take you to a page which a selection of different search criteria which you can use to tailor the search to what you need. In the example below, the status of the application has been changed to registered (in other words it's an

application that is currently being assessed) and the address field has been completed with the road name. The image below shows all the fields you can use along with arrows against the fields used in this example.

Search My Profile Logout ()

Planning – Applications Search [Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

Simple **Advanced** Weekly/Monthly Lists Property

Applications Appeals Enforcements

Reference Numbers

Application Reference:

Planning Portal Reference:

Application Details

Description Keyword:


Applicant Name:

Application Type: All

Ward: All

Conservation Area: All

Agent:



Status: Registered 

Decision: All

Appeal Status: All

Appeal Decision: All

Development Type: All

Address:  Havelock Road 

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 01/07/2019). Alternatively, click on the calendar button and pick a date.

Date Received: to:


Date Validated: to:

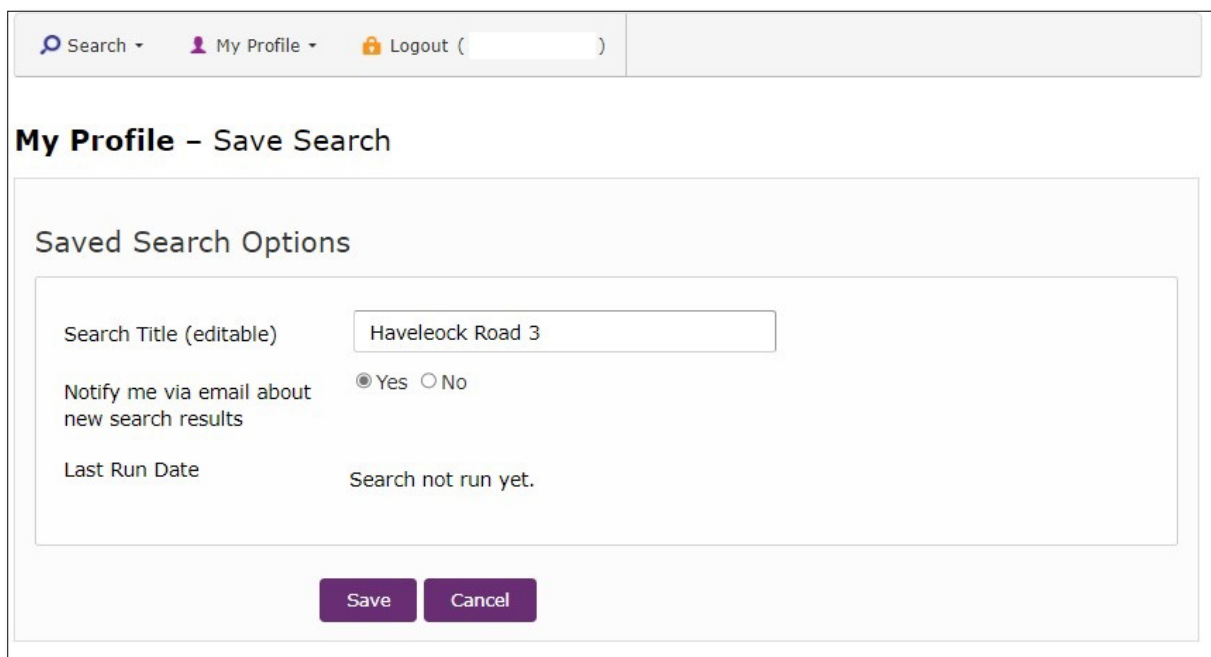
Date Actual Committee: to:

Decision Date: to:

Appeal Decision Date: to:

Click on Search at the bottom of the page. You will now have a list of all current planning applications in the road selected. You can refine your search further by putting the property name or number in front of the road name in the address field. Or you could also refine your search selecting a particular ward you are interested, and select 'registered' as the status.

You are now ready to save the search and set up email alerts so that every time a new application is registered within the fields you have selected you will be notified by email. At the top right of the page select 'Save Search'  Save search . You now be asked to give your search a title, choose something that makes sense to you, and to select whether you want to be notified by email. The example below shows a new title for the search has been entered and 'Yes' has been selected so that email notifications are sent to your nominated email. Press save at the bottom of the screen, see image below.



Search ▾ My Profile ▾ Logout ()

My Profile - Save Search

Saved Search Options

Search Title (editable)

Notify me via email about new search results Yes No

Last Run Date Search not run yet.

You will now be taken to a page with all your saved searches. You can run, edit or delete those searches at any time. At the end of each working day you will receive an email in the event of new activity within the search parameters you have used, so in this example an email will be sent at the end of the day if a planning application has been registered in Havelock Road.

More details about how to track an application can be found in our [user guide](#).