

## **How to look up a planning application on the Dublin City Council web-site**

The planning applications listed in the weekly lists all have a unique identifier known as the planning reference number.

You can look up all the details relating to a Planning Application on the Dublin City Council web-site (including maps).

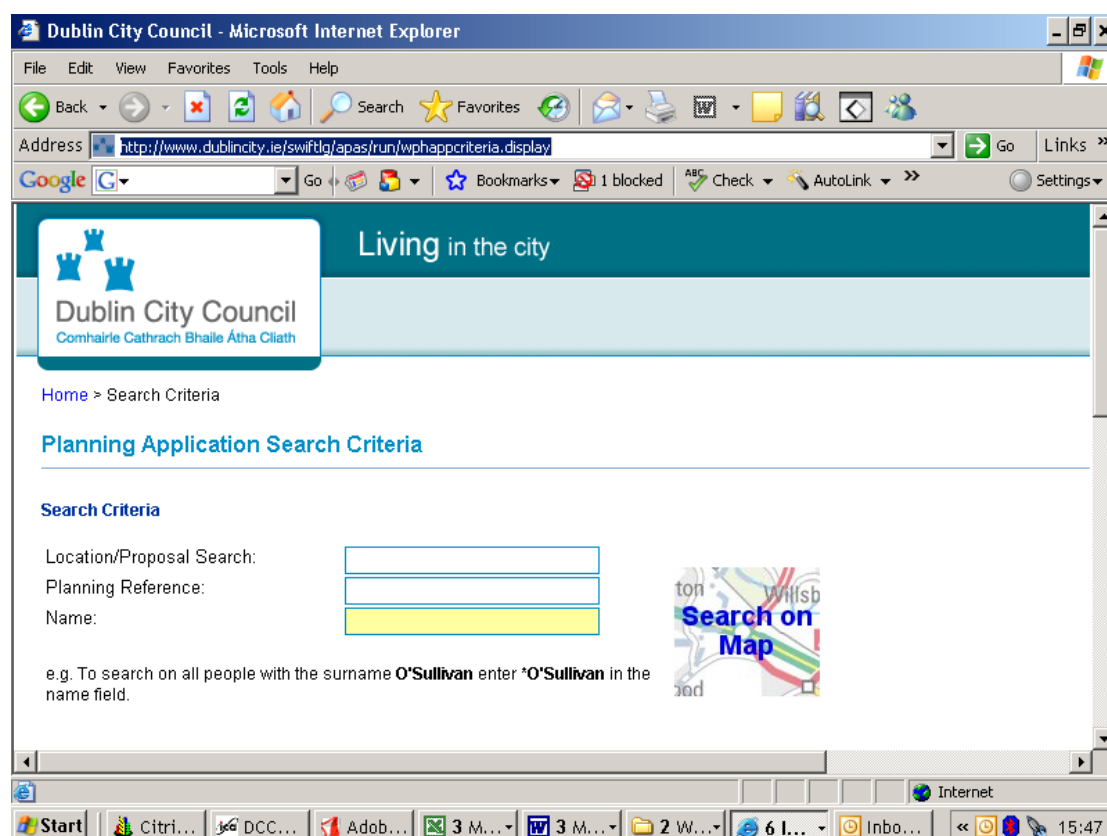
The easiest way to do this is by using the Planning Reference Number to identify the application.

The following is an example of how to look up a planning application with reference number 5258/07.

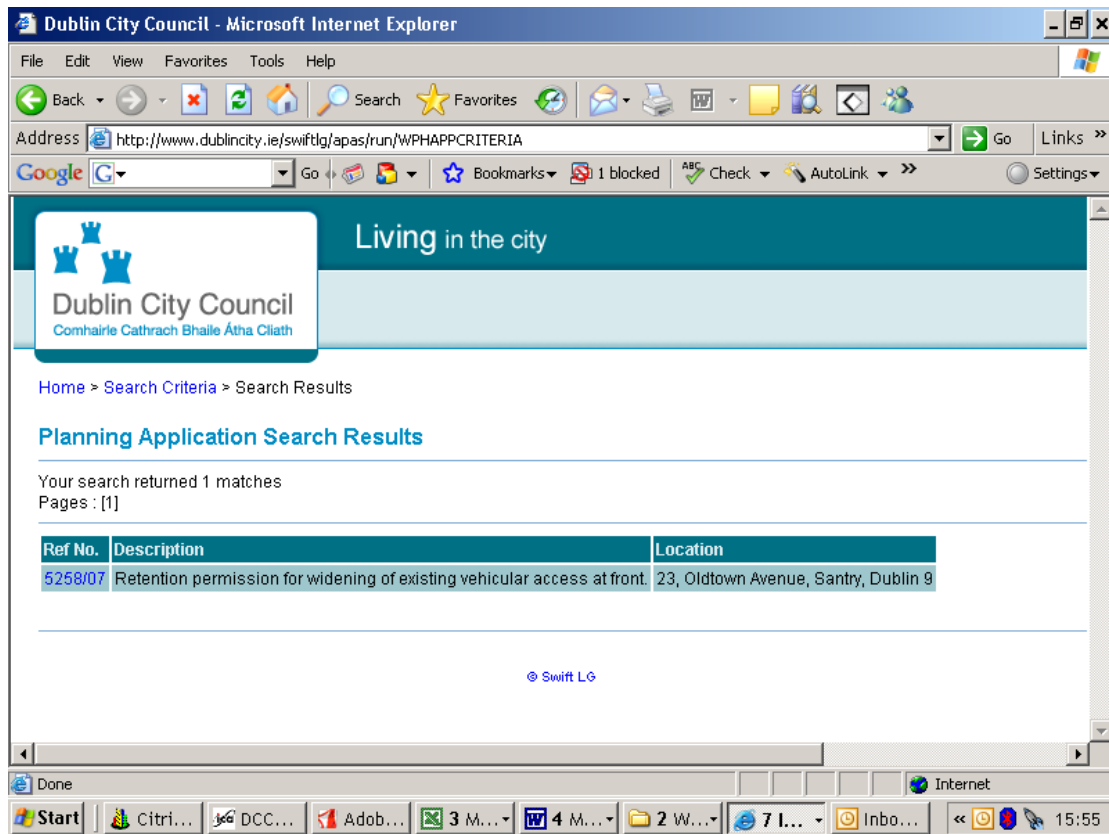
Click on the link below to bring you to the Dublin City Council Planning Application Search screen.

<http://www.dublincity.ie/swiftlg/apas/run/wphappcriteria.display>

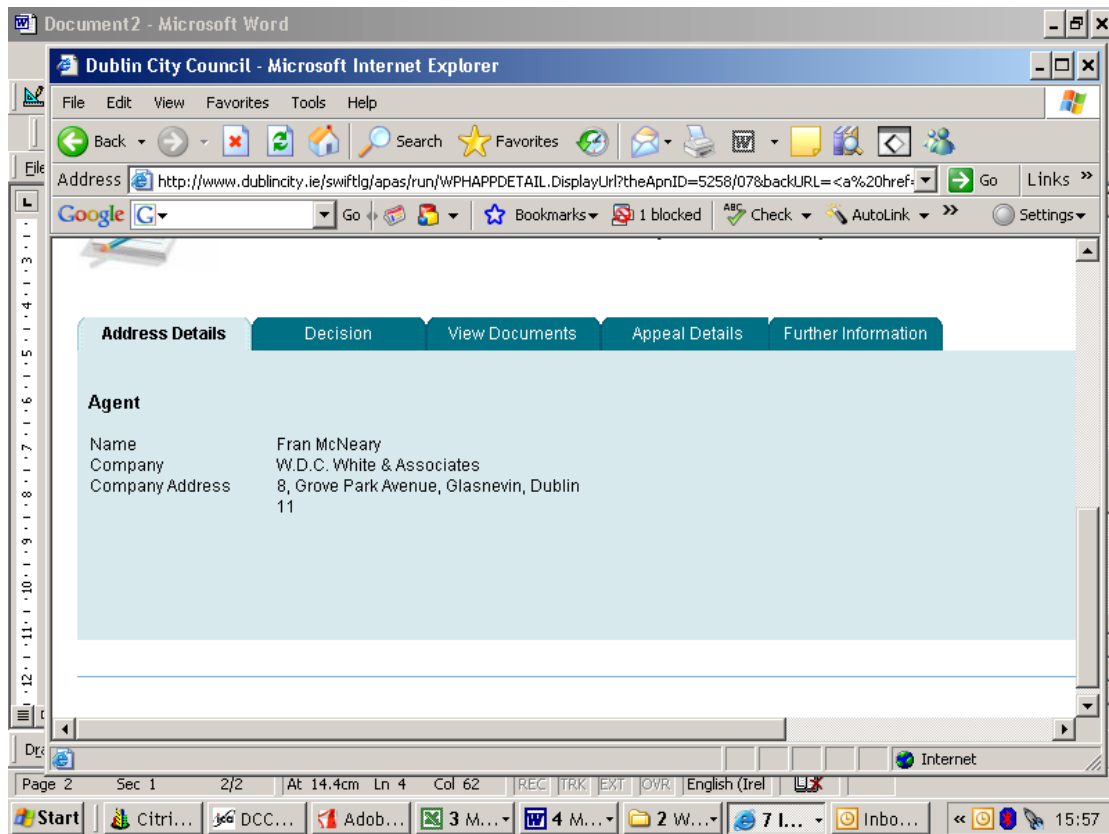
The screen below will display :-



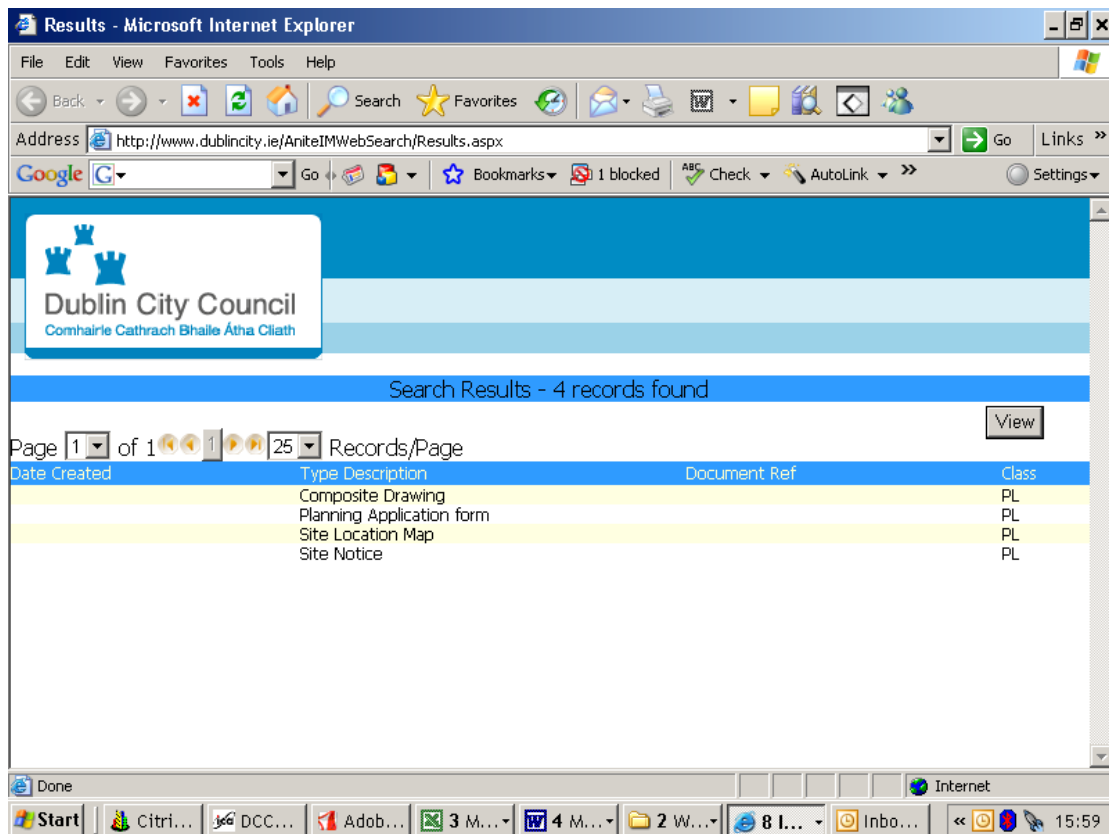
Enter the Planning Reference number into the field marked 'Planning Reference', then click on 'Search'. The following screen will display.



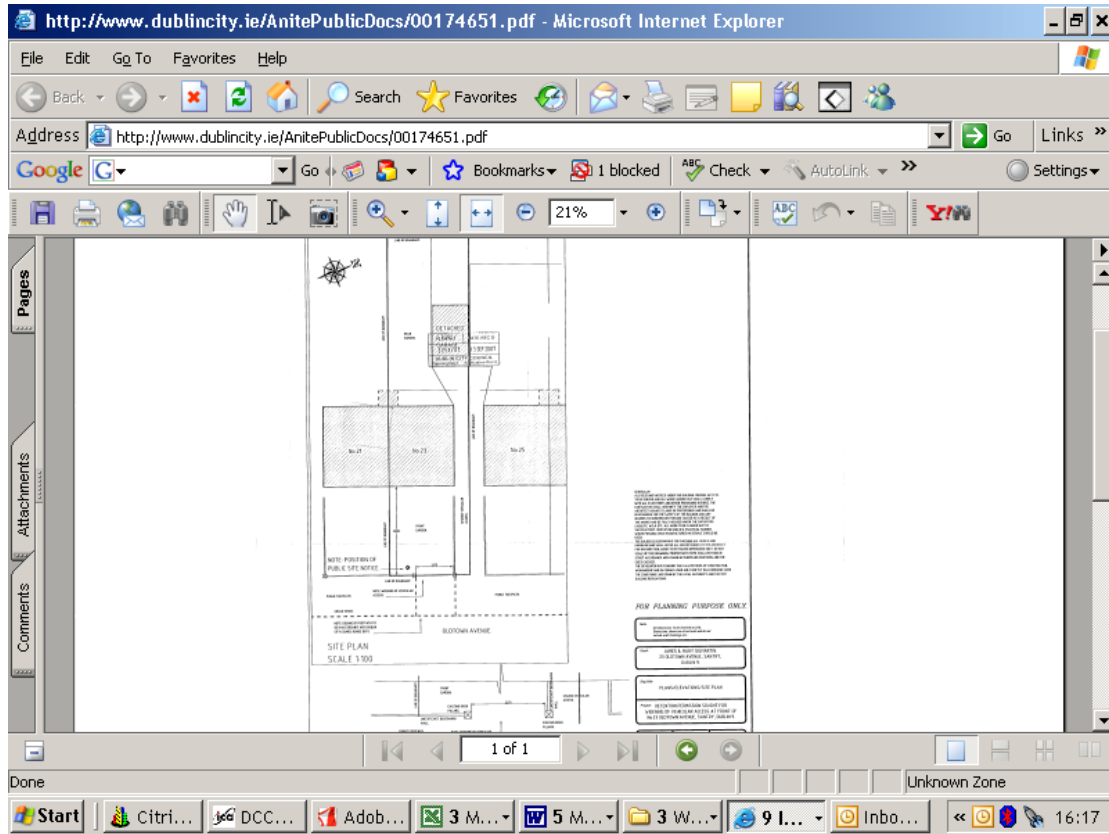
To get more information on this application, click on the number below 'Ref No' i.e. 5258/07. The following screen will appear, just scroll down to see what is displayed below :-



Click on the tab entitled ‘View Documents’ and the following screen will display.



From this screen, you can select any of the planning documents (composite drawing; planning application form; site location map; site notice) and then click on 'view' to see the actual documents (if you have pop-ups disabled, you'll need to hold down the 'ctrl' key at the same time as you click on view), for instance selecting 'Composite Drawings' resulted in the drawing below being displayed.



**Note :-** Dublin City Council tell us that it takes approx 10 days to validate each application and about 5 days to scan each one in, so you will need to allow a minimum of 15 days from the date of lodgement of each application before you can expect to view their details on the internet.