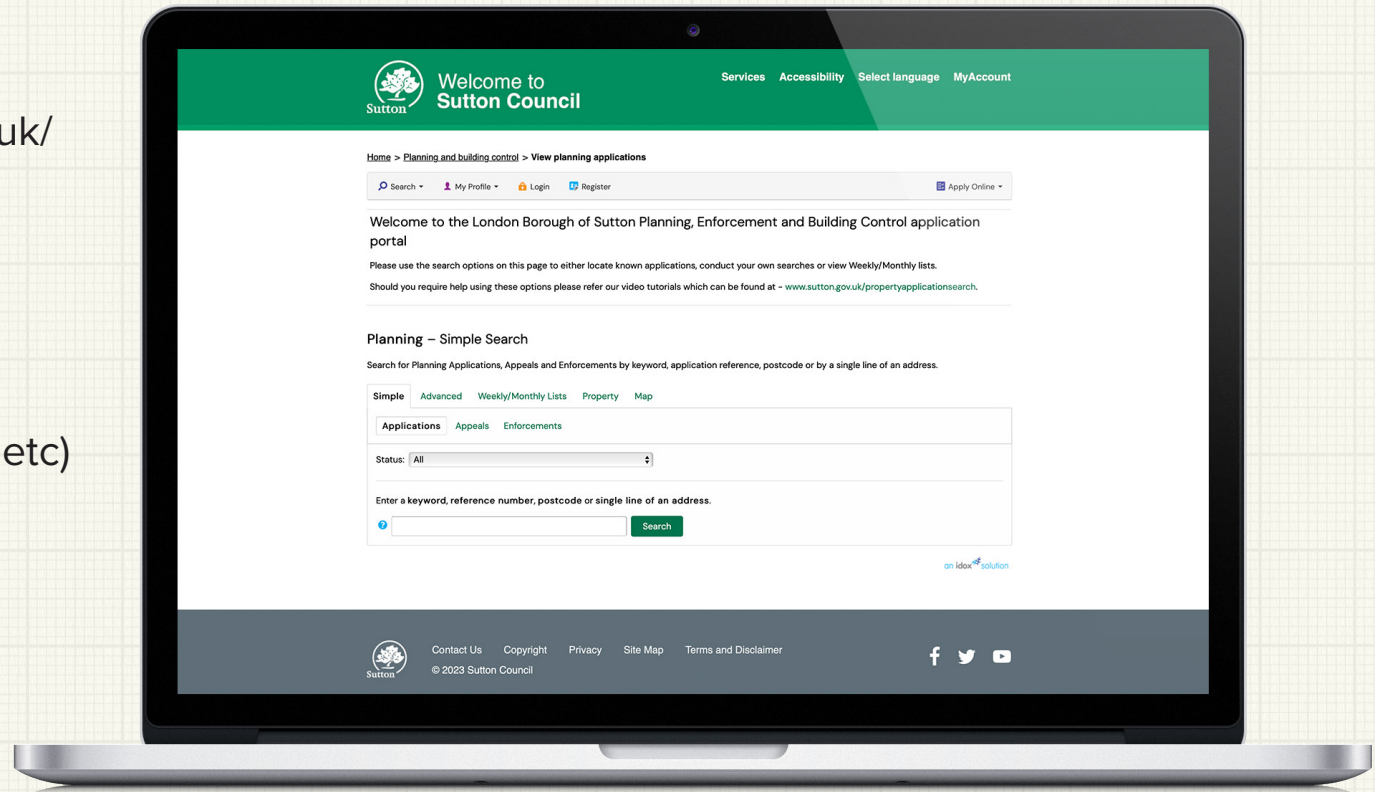


# How to register

Anyone can create a new account free of charge in four easy steps.

To create a new account:

- 1 Go to [planningregister.sutton.gov.uk/online-applications/](https://planningregister.sutton.gov.uk/online-applications/)
- 2 Click 'Register'.
- 3 Enter your details (name, address, accept the Terms and Conditions, etc) and click submit.
- 4 Verify your registration by clicking the link displayed in an activation email sent to you (also check your spam folder).



Once verified, you can login to setup your notification areas (see overleaf for instructions).

# A step-by-step guide to setting up notifications

Once you have registered login at [planningregister.sutton.gov.uk/online-applications/](https://planningregister.sutton.gov.uk/online-applications/)



1. On the main screen choose 'Property' search.

Welcome to the London Borough of Sutton Planning, Enforcement portal

Please use the search options on this page to either locate known applications, conduct your own search or view the status of applications. Should you require help using these options please refer our video tutorials which can be found at [https://www.sutton.gov.uk/planning-enforcement-portal/help](#)

### Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or address

Simple Advanced Weekly/Monthly Lists **Property** Map

Applications Appeals Enforcements

Status: All

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

2. Enter an address you want to be the centre point of your search area.

Address Search

Search for current or historical cases relating to a property by selecting at least one of the address options

Simple Advanced Weekly/Monthly Lists **Property** Map

Address Search A to Z Street Search

UPRN:

Property Name/Number:

Street Name:

Locality:

Town:

Postcode:

3. Once found click 'Map'

Property Address

005870034542 | Civic Centre St Nicholas Way Sutton SM1 1EA

[Back to search results](#)

Address Property History (7) Constraints (2) **Map**

UPRN: 005870034542

Full Address: Civic Centre St Nicholas Way Sutton SM1 1EA

Property Description: Civic Centre

Property Number: 005870034542

Street: St Nicholas Way

Town: Sutton

Postcode: SM1 1EA

Ward: Sutton Central

Parish: Sutton Central

4. Select 'Filter' and tick Planning applications and untick Property (you can save a filter for other types of applications/appeals separately later)

Address Property History (7) Constraints (2) **Map**

Change what you see on the map

Showing cases since: 29/3/2023

Showing cases of these types:

☒ Planning

☒ Application

☐ Appeal

☐ Enforcement

☐ Building Control

☐ Property

5. You can then select the 'Save Search' option

Address Property History (7) Constraints (2) **Map**

Save Search

6. You can then choose 1 of 2 options;

- a. Save the rectangle view onscreen as your notification area (use zoom to change this area)
- b. Or select a circular radius around the chosen property at 50m, 100m, 500m or 1000m (use dropdown and tickbox to see area)

005870034542 | Civic Centre St Nicholas Way Sutton SM1 1EA

[Back to search results](#)

Address Property History (7) Constraints (2) **Map**

Save map searches to registered account

Use these buttons to save your searches:

Save a rectangular search defined by the current map extent.

Save a circular search centred on the current location.

100m ☐ Show circle on map, then click save.

7. Press 'Save' on your chosen option, name your search and ensure you enable notifications (you can save up to 20 different searches)

My Profile – Save Search

Saved Search Options

Search Title (editable):  Test Civic Map Save

Notify me via email about new search results: ☒ Yes ☐ No

Last Run Date:  Search not run yet.

You will now receive email updates when a new application is made valid within this area.