



# Website Appeals Search – Guidance

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## Overview

The Commission provides an online search facility that allows our customers and the general public to search for appeals on our website.

As the search engine is character-specific, entries must exactly match with the information held in the system. For the most effective search, it is advisable therefore to keep any entries clear and concise.

A search can be carried out by using a single field or by combining multiple fields. The more information provided, the easier it should be to locate a specific appeal.

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## Available Search Fields

### 1. Appeal reference

Enter the Commission's unique appeal reference number. These always begin with the year, followed by identification characters. (e.g. 2026/E0100).

### 2. Planning authority reference

The reference number assigned by the Planning Authority *\*See Council codes below*

### 3. Appellant(s)

The name of the individual, organisation or company that has submitted the appeal.

### 4. Development

### 5. Location

Search using the development details and the location information as provided by the planning authority.

### 6. Appeal type

### 7. Procedure

### 8. Decision

Select the type of appeal, procedure and outcome of the appeal.

## 9. Decision date from

## 10. Decision date to

Narrow results to appeals decided within a specific date range.

## 11. Decision keywords

Enter a keyword assigned by the Commission.

Some appeals include keywords indicating key themes, issues or policies relevant to the case (e.g. *CTY8*, *DES1*, *TOU3*). **\*\*See keyword examples below**

### Example

To search for Policy CTY8 cases in Antrim & Newtownabbey Borough Council, the Council code (LA03) should be entered into the Planning Authority reference field, and the Policy (CTY8) should be entered into the Decision keywords field.

(**\*\*\*See screenshot below**)

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### Note

- **Older appeals may not contain full data in all fields due to system migrations from previous case-management platforms. The appeal reference will always be available, but other detail fields may be incomplete.**

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### \*Council codes

Antrim & Newtownabbey Borough Council	LA03
Ards & North Down Borough Council	LA06
Armagh City, Banbridge & Craigavon Borough Council	LA08
Belfast City Council	LA04
Causeway Coast & Glens Borough Council	LA01
Derry City & Strabane District Council	LA11
Fermanagh & Omagh District Council	LA10
Lisburn & Castlereagh City Council	LA05
Mid & East Antrim Borough Council	LA02
Mid Ulster District Council	LA09
Newry, Mourne & Down District Council	LA07

### \*\*Keyword examples

appropriate assessment
fairness
fallback
invalidity
immunity
permitted development
validity

\*\*\* Screenshot example

# Search appeals

**Important**

Please enter search criteria in at least one search field to initiate a search.

Appeal reference

Planning authority reference

Appellant(s)

Development

Location

Appeal type

Procedure

Decision

Decision date from

Day Month Year

  

Decision date to

Day Month Year

  

Decision keywords

A single keyword or phrase

Go

Clear