

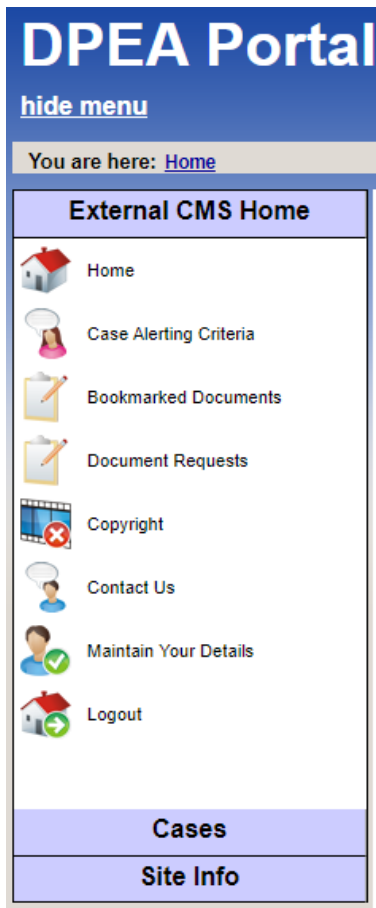
DPEA Portal User Guide

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- Quick search
- Active cases
- Searching for cases or documents within lists
- Searching with multiple criteria
- Case alerts
- Adding case alerts
- Editing, pausing and deleting alerts
- Bookmarking cases or documents
- Removing case or document bookmarks

Portal Home

- When you first log in to the site, you will be taken to your homepage. This will show you an overview of active and bookmarked (Favourite) cases. The left-hand menu gives you access to the following: (You can hide/view this left-hand menu at any point by clicking on hide menu/view menu)



Home – This takes you back to your homepage

Case Alerting Criteria – In this section you can set alerts for specific councils and characteristics, so you are notified when these appeals have arrived in the DPEA

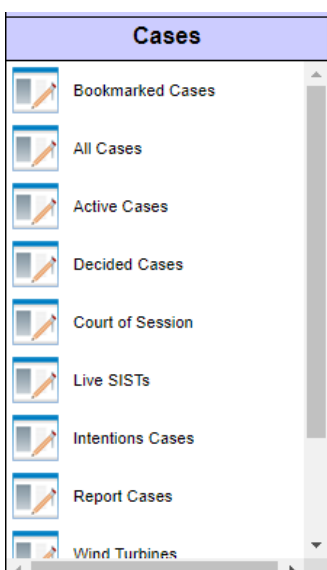
Bookmarked Documents – Any documents from any case you have bookmarked to look at further

Document Request - Any requests sent to you from the DPEA regarding any cases you are involved in

Contact Us – DPEA contact details for any assistance regarding the Portal

Maintain Your Details – Update your details and password

Logout – To log yourself out of the portal



Below this there is the Cases menu, this includes a variety of workflows which narrow down all the cases on the system, by case type etc. these help make searching for specific cases easier

Quick Search

- The Quick Search function is located at the top right hand corner of the screen.
- Quick Search is the easiest method of finding a case if you have the case reference or the name of the Main Contact.



- Select the box, enter the case reference or main contact surname and either select Quick Search or press return on your keyboard.



- The Quick Search Results will appear with the case listed below, you can then select [View](#) to access the case.

Quick Search Results

| Case Reference | Authority | Authority Reference | Case Status | Jurisdiction | Main Contact | Site Address | Case Details | Date Case Received | Date of Decision | Case Reporter | Case Owner | |
|----------------|-------------------------|---------------------|-----------------|--------------|--------------|--|---|--------------------|------------------|---------------|-----------------|----------------------|
| PPA-130-2081 | Argyll and Bute Council | 20/00094/PP | Decision issued | Decision | Pelham Olive | Land East Of Lochside, Portincaple, Argyll And Bute, G84 0EU | Erection Of 12 Dwellingshouses, Alterations To Vehicular Access And Installation Of Private Drainage System | 27 Apr 2021 | 20 Jul 2021 | Trevor Croft | Christine Brown | View |

Records 1 to 1 of 1

Active Cases

External CMS Home

Cases

Bookmark Cases

All Cases

Active Cases

Decided Cases

Active Cases

Active Cases

| Case Reference | Date Case Received | Authority | Authority Reference | Case Status | Main Contact | Site Address | Site Town | Site Postcode | Case Details | Case Characteristics | Case Owner Details | MoD | Di |
|----------------|--------------------|-----------------------|---------------------|-----------------------|--------------|---|--------------------|---------------|---|--|---|-----|----|
| LBA-260-2066 | 25 Aug 2021 | Glasgow City Council | 20/02248/LBA | Awaiting registration | | 17 Kingsborough Gardens, Glasgow, G12-9NH | Glasgow | G12-9NH | Partial Demolition Or Alterations Of Category B Listed Building | Building Alterations (householder), Demolition | Dianne Mitchell - Tel: 0131 244 8263 - Email: Dianne.Mitchell@scot.gov.uk | | DI |
| ENA-100-2010 | 25 Aug 2021 | Aberdeen City Council | ENF200181 | Awaiting registration | | Meikle Clinerly, Kinellar, Aberdeen | Kinellar, Aberdeen | AB21 OTZ | Appeal Against Apparent Breach Of Planning | Fencing/Wall, Landscaping | Dianne Mitchell - Tel: 0131 244 8263 - Email: Dianne.Mitchell@scot.gov.uk | | DI |

- The Active Cases workflow/list shows only cases that are still active, which is any case with the following status:
 - Appeal awaiting registration.
 - Not yet ready for allocation to reporter.
 - Ready for allocation to reporter.
 - Case on hold.
 - Case on hold expired.
 - Allocated to reporter.
 - Notice of Intention Issued.
 - Report Issued.
 - Decision appealed to Court of Session.

Searching For Cases Or Documents Within Lists

- You can use the Search function at the top and bottom of the active cases workflow to search by Case Reference, Date Case Received, Authority, Authority Reference, Case Status, Main Contact, Site Address, Site Town, Site Postcode, Case Details, Case Characteristics, Case Owner, MoD or Division
- You can search the Documents List within a case, once you have accessed it, for particular documents in exactly the same way using the Search function at the top or bottom of the list.
- When searching workflows, the Search button is located at the top and bottom of the workflow. select it and the Search Tool will open above the top of the list (You can jump to the bottom of a page by pressing the End key on your keyboard, and pressing the Home key returns you to the top of the page).

Active Cases

First 1 2 3 4 5 6 7 8 9 10 ... Last Go To Page: Go [Search](#) [Excel](#) [Word](#)

| Case Reference Z A | Date Case Received Z A | Authority Z A | Authority Reference Z A | Case Status Z A | Main Contact Z A | Site Address Z A | Site Town Z A | Site Postcode Z A | Case Details Z A | Case Characteristics Z A | Case Owner Details Z A | MoD Z A |
|--------------------------|------------------------------|---------------------------|-------------------------------|-----------------------|------------------------|---|---------------------|-------------------------|---|--|---|-----------------|
| LBA-260-2066 | 25 Aug 2021 | Glasgow City Council | 20/02246/LBA | Awaiting registration | | 17 Kingsborough Gardens, Glasgow, G12-9NH | Glasgow | G12-9NH | Partial Demolition Or Alterations Of Category B Listed Building | Building Alterations (householder), Demolition | Dianne Mitchell - Tel: 0131 244 8263 - Email: Dianne.Mitchell@scot.gov.uk | |
| ENA-100-2010 | 25 Aug 2021 | Aberdeen City Council | ENF200181 | Awaiting registration | | Meikle Clinerly, Kirkton Of Skene, Kinellar, Aberdeen, AB21 OTZ | Kinellar, Aberdeen | AB21 OTZ | Appeal Against Apparent Breach Of Planning Control (Section 127) Of Town And Country Planning (Scotland) Act 1997 | Fencing/Wall, Landscaping | Dianne Mitchell - Tel: 0131 244 8263 - Email: Dianne.Mitchell@scot.gov.uk | |
| LBA-230-2222 | 24 Aug 2021 | City of Edinburgh Council | 21/03419/LBC | Awaiting registration | | 3F2 9 Warrander Park Terrace, Edinburgh, EH9 1JA | Edinburgh | EH9 1JA | Restore The Windows To The Correct Wooden White Sash Type With A 40 / Split To Install Double Glazed Windows To Save Energy | Building Alterations (householder), Windows - Timber | Christopher Kennedy - Tel: 0131 244 6901 - Email: Christopher.Kennedy@scot.gov.uk | |
| ADA-100-2028 | 23 Aug 2021 | Aberdeen City Council | 210800/ADV | Awaiting registration | Clear Channel UK | Near Soutar Head Road Roundabout, Wellington Road, Aberdeen | Aberdeen | | Installation Of 1 Illuminated Free Standing Digital Display Unit | Advertisement | Mandy McComiskie - Tel: 0131 244 6982 - Email: mandy.mccomiskie@scot.gov.uk | Site Inspection |
| LBA-300-2066 | 23 Aug 2021 | Moray Council | 21/00511/LBC | Awaiting registration | | Fiat 5 91A High Street, Elgin, Moray, IV30 1EA | Moray | IV30 1EA | Proposed Roof Terrace And Associated Works | Building Alterations (householder) | Mandy McComiskie - Tel: 0131 244 6982 - Email: mandy.mccomiskie@scot.gov.uk | |
| PPA-260-2138 | 22 Aug 2021 | Glasgow City Council | 21/00327/FUL | Awaiting registration | | 968-970 Argyle Street, Cranston Hill, G3 8LU | | G3 8LU | Suggested Proposed Merger Of 970 Argyle Street With 968 Argyle Street To Form One Class 3 Cafe Premises With An Ancillary Take Away Service | Retail (food) | Christopher Kennedy - Tel: 0131 244 6901 - Email: Christopher.Kennedy@scot.gov.uk | |

- To build a search, select the type of Data Item you wish to look for from the drop down menu.
- The items listed as Data Items are the column headings from the workflow.
- You can only search items that are listed in the columns.

Search

Build Search

| | |
|-----------|--|
| Data Item | Authority ▼ |
| Condition | Case Reference |
| Value | Date Case Received |
| | Authority |
| | Authority Reference |
| | Case Status |
| | Main Contact |
| | Site Address |
| | Site Town |
| | Site Postcode |
| | Case Details |
| | Case Characteristics |
| | Case Owner Details |
| | MoD |
| | Division |

- Select the Condition for the search.
- If searching for a text result it is recommend to select Contains if the search is quite general to allow for slight variations that could prevent the appropriate results appearing.

Search

Build Search

Data Item: Authority

Condition: Contains

Value: Contains

Is

Starts With

Is Not

- Type the phrase, number or date into the Value field. (To select a date here, select the calendar icon)

Search

Build Search

Data Item: Authority

Condition: Contains

Value: Edinburgh

[Add](#) And Or

Search

Build Search

Data Item: Date Case Received

Condition: Is

Value: [Calendar Icon]

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Today is Thu, 26 Aug 2021

- Select [Add](#). This will add the search to the Search Criteria Box on the right. If this is the only criteria needed then select [Apply Search](#)

Search [Close Search](#)

Build Search

Data Item: Authority

Condition: Contains

Value: Edinburgh

[Add](#) And Or

Search Criteria

Filter Entries

[Clear Last](#) [Clear All](#) [Clear Saved Search](#) [Apply Search](#)

- The results matching the search criteria will be displayed below the Search Tool, with the option to [View](#) each case in detail.

[Close Search](#)

Build Search

Data Item:

Condition:

Value:

And Or

Search Criteria

Filter Entries
 Authority Contains Edinburgh

Active Cases

First 1 2 Last Go To Page: Go [Search](#) [Search Off](#) [Excel](#) [Word](#)

| Case Reference | Date Case Received | Authority | Authority Reference | Case Status | Main Contact | Site Address | Site Town | Site Postcode | Case Details | Case Characteristics | Case Owner Details | MoD | Division | |
|----------------|--------------------|---------------------------|---------------------|--|--------------|--|-----------|---------------|---|--|---|-----|----------|----------------------|
| LBA-230-2222 | 24 Aug 2021 | City of Edinburgh Council | 21/03419/LBC | Awaiting registration | | 3F2 9 Warrander Park Terrace, Edinburgh, EH9 1JA | Edinburgh | EH9 1JA | Restore The Windows To The Correct Wooden White Sash Type With A 40 / Split To Install Double Glazed Windows To Save Energy | Building Alterations (householder), Windows - Timber | Christopher Kennedy - Tel: 0131 244 8901 - Email: Christopher.Kennedy@scot.gov.uk | | DPEA | View |
| HHA-230-20 | 20 Aug 2021 | City of Edinburgh Council | 20/02579/HIGH | Not yet ready for allocation to reporter | Watson | Flat 3, 31 Silverknowes Hill, Edinburgh, EH4 6HD | Edinburgh | EH4 6HD | High Hedge Appeal, Neighbour Property Affected | Hedge | Morag Smith - Tel: 0131 244 8173 - Email: Morag.Smith@scot.gov.uk | | DPEA | View |

- It is important to clear searches by clicking Clear Saved Search before, for example, moving on to view documents on another case, as the search will be applied to that case's documents as well, but it may not be obvious to you that this has occurred.

Searching With Multiple Criteria

- If the search requires multiple search criteria, enter the first search criteria as normal. select [Add](#). Enter the second search criteria. Select either And or Or, depending on how specific you want the search to be, then select [Add](#). The second criteria will be added to the Search Criteria box. Repeat Step 1 if more Criteria are required.

[Add](#) And Or

[Close Search](#)

Build Search

Data Item:

Condition:

Value:

And Or

Search Criteria

Filter Entries
 Authority Contains Edinburgh
 AND Date Case Received Is 24 Aug 2021

- Once all search criteria has been entered, select Apply Search. The results will appear below.

Search [Close Search](#)

Build Search

Data Item:

Condition:

Value:

And Or

Search Criteria

Filter Entries

Authority Contains Edinburgh
AND Date Case Received Is 24 Aug 2021

[Clear Last](#) [Clear All](#) [Clear Saved Search](#) [Apply Search](#)

Active Cases [Search](#) [Search Off](#) [Excel](#) [Word](#)

| Case Reference | Date Case Received | Authority | Authority Reference | Case Status | Main Contact | Site Address | Site Town | Site Postcode | Case Details | Case Characteristics | Case Owner Details | MoD | Division |
|----------------|--------------------|---------------------------|---------------------|-----------------------|--------------|--|-----------|---------------|--|--|---|-----|---------------------------|
| LBA-230-2222 | 24 Aug 2021 | City of Edinburgh Council | 21/03419/LBC | Awaiting registration | | 3F2 9 Warrander Park Terrace, Edinburgh, EH9 1JA | Edinburgh | EH9 1JA | Restores The Windows To The Correct Wooden White Sash Type With A 40 / Split To Install Double Glazed Windows To Save Energy | Building Alterations (householder), Windows - Timber | Christopher Kennedy - Tel: 0131 244 6901 - Email: Christopher.Kennedy@scot.gov.uk | | DPEA View |

Records 1 to 1 of 1 [Search](#) [Excel](#) [Word](#)

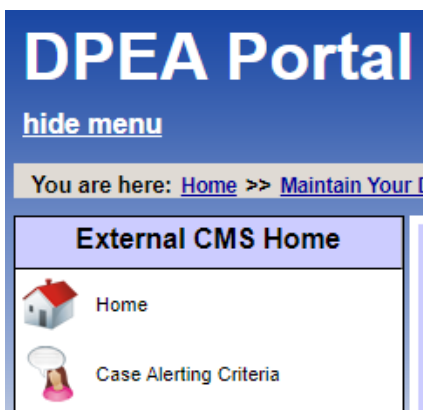
- Selecting Clear Last removes the last of the search criteria and allows use of Apply Search to expand the search results. Or a different secondary criteria can be added before Apply Search is used to get different search results
- Selecting Clear All removes all search criteria but keeps the results of the search. It does not allow further searching on those results i.e. adding new criteria is treated as a completely new search.
- Select Clear Saved Search to completely clear the search process and start from the beginning.

Case Alerts

- Case Alerts can be set up to send you emails when new cases are added and when changes are made to existing cases.
- You will be alerted at 2 am each day to any relevant changes made on the system the previous day.
- A new alert set up, for example, at any time on Tuesday will only begin alerting you to any relevant changes made from Wednesday onwards

Adding Case Alerts

- Select Case Alerting Criteria



- Select Add New

Case Alerting Criteria List

| Description | Frequency Of Alert | Date Last Run | Active | Last Updated By | Last Updated Date | |
|-------------|--------------------|---------------|----------|-----------------|-------------------|-------------------------|
| Z↓ A↑ | Z↓ A↑ | Z↓ A↑ | Z↓ A↑ | Z↓ A↑ | Z↓ A↑ | Add New |

Zero records returned.

- STEP 1 - Enter a Description- this is the name of your alert and will appear in the email update and ensure the active box is ticked

Step 1: Case Alerting Details

Please supply a description *

Active (check to indicate Active)

- You will then choose what to be alerted about in Step 2

- STEP 2: Specify Cases

Step 2: Specify Cases

To set up case alerts here you must select at least one Authority, Case Type or Characteristic. If a combination from within these three is chosen then all of the criteria must be met by a case to generate the required alert e.g. if Angus, Planning Permission Appeal and Wind Farm (offshore) are selected and a new Planning Permission Appeal for a Wind Turbine (single) in Angus is received, an alert would not be generated because all three criteria have not been met.

Select a set of cases to monitor by: Authority, Characteristic and/or Case Type
 Case Reference Number
 My Bookmarked Cases

- By Authority, Case Type, Characteristic allows you to get alerts on new cases, and on other criteria such as issue of decisions and submission of documents, for a wide variety of cases defined by the Authorities, Case Types, and/or Characteristics you select
- Case Reference Number allows you to get alerts on specific active cases by using our case reference to set up the alert for various changes to the case
- My Bookmarked Cases allows you to get alerts on some or all of your bookmarked cases, whether or not you set up the bookmark prior to or after setting up the alert

Using By Authority, Case Type and Characteristic to get filtered results

Alerts with one filter

- To be notified of all cases in a specific Authority area - Tick the authority and move to Step 3
- To be notified of all cases with a specific characteristic - Tick the characteristic and move to Step 3
- To be notified of all cases with a specific Case Type - Tick the Case Type and move to Step 3

Alerts with two filters

- To be notified of all cases with a specific characteristic in a specific Authority area- tick the authority AND the characteristic and move to Step 3
- To be notified of all cases in a specific Authority area with a specific case type- tick the authority AND the case type and move to Step 3
- To be notified of all cases with a specific characteristic with a specific case type- tick the characteristic and the case type and move to Step 3

Alerts with three filters

- To be notified of all cases in a specific authority with a specific case type and a specific characteristic – tick the authority AND the case type AND the characteristic and move to Step 3

Using Case Reference Number

- Enter the case reference number(s) you wish to be alerted on and select Search
- The reference will be added to the list box and you can repeat the process for additional cases. If you enter a reference that doesn't exist, a message will appear below the box advising that a case with that reference cannot be found.
- You can remove a case from the list by clicking on it in the list box and then clicking Remove Selected Item.
- Once you have added the specific cases move on to Step 3

Select Specific Cases to be alerted on

Case Reference : [Search](#)

[Clear List](#) [Remove Selected Item](#)

Using Bookmarked Cases

- You must firstly bookmark your cases – please refer to that section
- For bookmarked cases alerts you should not select any of the above if you want the same alert for all of your bookmarked cases.
- You can use By Authority, Case Type and Characteristic to get an alert for some of your bookmarked cases e.g. if some of your bookmarked cases had the characteristic “Wind Farm (two or more turbines)”, then you could use the [Select Characteristics](#) option to apply the alert to only these cases.
- Once you have made any required specifications to Bookmarked Cases, then you can move to Step 3

STEP 3: Specify what to be alerted about

- Step 3 allows you to select what you wish to receive an alert about. There are 3 options.

Step 3: Specify what to be alerted about

Select what events to be alerted about: Case Events
 Any Document Changes Specific Document Changes

[Save](#)

- If you select Case Events, you can choose to be notified on certain events happening to the case or cases meeting your criteria selected in Step 2.

Step 3: Specify what to be alerted about

Select what events to be alerted about: Case Events
 Any Document Changes Specific Document Changes

Case Events

| | |
|--|---|
| Newly Created Cases | <input type="checkbox"/> (Check to confirm) |
| Issue of Decision Notice | <input type="checkbox"/> (Check to confirm) |
| Issue of Intention Notice | <input type="checkbox"/> (Check to confirm) |
| New, or change to, Status | <input type="checkbox"/> (Check to confirm) |
| New, or change to, Linked Cases | <input type="checkbox"/> (Check to confirm) |
| New, or change to, Hearing | <input type="checkbox"/> (Check to confirm) |
| New, or change to, Inquiry | <input type="checkbox"/> (Check to confirm) |
| New, or change to, Pre-examination Meeting | <input type="checkbox"/> (Check to confirm) |
| New, or change to, Accompanied Site Inspection | <input type="checkbox"/> (Check to confirm) |

[Save](#)

- Tick the events you wish to be notified of and select Save to create the alert.

The Record has been successfully displayed will appear at the top of the alert.

- If you select Any Document Changes, you will be notified when any new documents are added to the case file.

Step 3: Specify what to be alerted about

Select what events to be alerted about: Case Events
 Any Document Changes Specific Document Changes

[Save](#)

- Select Save to create the alert.

The Record has been successfully displayed will appear at the top of the alert.

- If you select Specific Document Changes, you will have 3 options to tailor your alerts
- You can choose to be notified on documents containing set word(s) by entering the word into the box

Specific Document Changes

Specify Description and/or select Type and/or select Category:

Addition or Removal of Documents with Description containing word(s) :

e.g. Application, Breach

- You can choose to be notified on selected Document Types

Select **Document Type(s)** - [Click to Show/Hide](#)

Select **All** Document Types:

| | |
|---|---|
| <input type="checkbox"/> Additional Environmental Information | <input type="checkbox"/> Notice |
| <input type="checkbox"/> Agenda | <input type="checkbox"/> Opt-in Letter |
| <input type="checkbox"/> Appeal form | <input type="checkbox"/> Order/Statement of Reasons |
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Photo |
| <input type="checkbox"/> Authority Decision | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Authority Response Form | <input type="checkbox"/> Precognition |
| <input type="checkbox"/> Claim for Expenses | <input type="checkbox"/> Procedure Notice |
| <input type="checkbox"/> Closing Submissions | <input type="checkbox"/> Recall direction |
| <input type="checkbox"/> Conditions | <input type="checkbox"/> Relevant Notice |
| <input type="checkbox"/> Consultation Response | <input type="checkbox"/> Report |

- You can choose to be notified on selected Document Categories

Select **Document Categor(ies)** - [Click to Show/Hide](#)

Select **All** Document Categories:

| | |
|---|---|
| <input type="checkbox"/> Appeal Documentation | <input type="checkbox"/> Hearing |
| <input type="checkbox"/> Appellant's Comments on Authority Response | <input type="checkbox"/> Inquiry |
| <input type="checkbox"/> Application Documentation | <input type="checkbox"/> Issues |
| <input type="checkbox"/> Authority Response | <input type="checkbox"/> Order Documents |
| <input type="checkbox"/> Call-In/Recall | <input type="checkbox"/> Pre-examination meeting |
| <input type="checkbox"/> Comments on Authority Response | <input type="checkbox"/> Representations to DPEA |
| <input type="checkbox"/> Comments on responses (HH) | <input type="checkbox"/> Responses to Appeal (HH) |
| <input type="checkbox"/> Correspondence issued | <input type="checkbox"/> Schedule 4 Forms |
| <input type="checkbox"/> Decision/Outcome | <input type="checkbox"/> Screening |
| <input type="checkbox"/> Examination Documents | <input type="checkbox"/> Section 75 Agreement |
| <input type="checkbox"/> Expenses | <input type="checkbox"/> Site Inspection |
| <input type="checkbox"/> Further Environmental Information | <input type="checkbox"/> Summary of Unresolved Issues |
| <input type="checkbox"/> Further Information | <input type="checkbox"/> Withdrawals |
| <input type="checkbox"/> Further Written Submissions | |

Using Specific Words, Document Categories and Document Types to receive filtered document alerts

- Using a combination of the three allows you to further filter document alerts
- Entering a specific word and selecting a document category will result in alerts only when a document is added to the category that contains the specific word
- Entering a specific word and selecting a document type will result in alerts only when a document is added with the specified document type that contains the specific word.
- Selecting a document category and document type will result in alerts for documents added only with the specified document type AND document category assigned
- Entering a specific word, selecting a specific document type and selecting a specific document category will result in an alert only when a document containing the specific word AND with the specified document type AND document category assigned.
- Select Save to create the alert.

The Record has been successfully displayed will appear at the top of the alert.

Editing, Pausing and Deleting Alerts

- You can make changes to any of your alerts by clicking on [Edit](#)

Case Alerting Criteria List

[Search](#) [Excel](#) [Word](#)

| Description Z A ↓ | Frequency Of Alert Z A ↓ | Date Last Run Z A ↓ | Active Z A ↓ | Last Updated By Z A ↓ | Last Updated Date Z A ↓ | Add New |
|---------------------------|----------------------------------|-----------------------------|----------------------|-------------------------------|---------------------------------|--|
| Test Alert | Daily | | True | Euan Test | 26 Aug 2021 | Edit View Delete |

Records 1 to 1 of 1

[Search](#) [Excel](#) [Word](#)

- Pause and reinstate by ticking or unticking the Active checkbox and clicking [Save](#)

Step 1: Case Alerting Details

Please supply a description *

Test Alert

Active (check to indicate Active)

- To permanently delete an alert select [Delete](#). The line for the alert you are deleting will turn yellow and a message requiring confirmation will appear as shown

Please confirm you want to delete this record [Confirm Delete](#) [Cancel Delete](#) **Case Alerting Criteria List**

[Search](#) [Excel](#) [Word](#)

| Description Z A ↓ | Frequency Of Alert Z A ↓ | Date Last Run Z A ↓ | Active Z A ↓ | Last Updated By Z A ↓ | Last Updated Date Z A ↓ | Add New |
|---------------------------|----------------------------------|-----------------------------|----------------------|-------------------------------|---------------------------------|--|
| Test Alert | Daily | | True | Euan Test | 26 Aug 2021 | Edit View Delete |

Records 1 to 1 of 1

[Search](#) [Excel](#) [Word](#)

- Select [Confirm Delete](#) and “Record Deleted” will then appear in place of the confirm message.

Bookmarking Cases or Documents

- To bookmark a case for easy access, select [View](#) to open the case details.

Active Cases

[Search](#) [Search Off](#) [Excel](#) [Word](#)

| Case Reference Z ↓ A ↑ | Date Case Received Z ↓ A ↑ | Authority Z ↓ A ↑ | Authority Reference Z ↓ A ↑ | Case Status Z ↓ A ↑ | Main Contact Z ↓ A ↑ | Site Address Z ↓ A ↑ | Site Town Z ↓ A ↑ | Site Postcode Z ↓ A ↑ | Case Details Z ↓ A ↑ | Case Characteristics Z ↓ A ↑ | Case Owner Details Z ↓ A ↑ | MoD Z ↓ A ↑ | Division Z ↓ A ↑ | |
|------------------------------|----------------------------------|---------------------------|-----------------------------------|---------------------------|----------------------------|--|-------------------------|-----------------------------|---|--|---|-------------------|------------------------|----------------------|
| LBA-230-2222 | 24 Aug 2021 | City of Edinburgh Council | 21/03419/LBC | Awaiting registration | | 3F2 9 Warrender Park Terrace , Edinburgh , EH9 1JA | Edinburgh | EH9 1JA | Restore The Windows To The Correct Wooden White Sash Type With A 40 / Split To Install Double Glazed Windows To Save Energy | Building Alterations (householder), Windows - Timber | Christopher Kennedy - Tel: 0131 244 6901 - Email: Christopher.Kennedy@scot.gov.uk | | DPEA | View |

Records 1 to 1 of 1

[Search](#) [Excel](#) [Word](#)

- The case will open and the details will be visible. To bookmark the case, select [AddBookmark](#), top right.

Case [Documents List](#)

[AddBookmark](#) [Back](#)

DPEA Case Reference: ⓘ

Case Status *:

Case Type *:

Application Type:

- The message 'The bookmark has been successfully created.' will appear top left.
- To quickly access cases you have bookmarked, select [Bookmarked Cases](#)

DPEA Portal
hide menu
You are here: [Home](#) >> [Active Cases](#) >>
External CMS Home
Cases
Bookmarked Cases

Bookmarked Cases

The list of your bookmarked cases will appear. Select the relevant [View](#) against the case you wish to view

My Bookmarks

[Search](#) [Excel](#) [Word](#)

| Case Reference Z ↓ A ↑ | Authority Z ↓ A ↑ | Site Address Z ↓ A ↑ | Site Town Z ↓ A ↑ | Site Postcode Z ↓ A ↑ | Case Details Z ↓ A ↑ | Case Status Z ↓ A ↑ | Case Characteristics Z ↓ A ↑ | MoD Z ↓ A ↑ | |
|------------------------------|---------------------------|--|-------------------------|-----------------------------|--|---------------------------|---|----------------------|----------------------|
| LBA-230-2222 | City of Edinburgh Council | 3F2 9 Warrender Park Terrace , Edinburgh , EH9 1JA | Edinburgh | EH9 1JA | Restore The Windows To The Correct Wooden White Sash Type With A 40 / Split To Install Double Glazed Windows To Save Energy | Awaiting registration | Building Alterations (householder), Windows - Timber, | | View |
| ENA-230-2204 | City of Edinburgh Council | 2F1, 125 Montgomery Street, Edinburgh, EH7 5EP | Edinburgh | EH7 5EP | Without Permission The Material Change Of Use Of The Property From A Residential Dwelling To Short Stay Visitor Accommodation. | Case on hold | Holiday/Leisure, | No Further Procedure | View |

Records 1 to 2 of 2

[Search](#) [Excel](#) [Word](#)

- To bookmark a document for easy access, open the relevant case and select Documents List

Case Documents List

DPEA Case Reference: ENA-230-2204

Case Status *: Case on hold

Target Date: 25 Oct 2021

The Case Document List will appear.

Case Documents List

All [3] | Appeal Documentation [1] | Correspondence issued [2]

Case Document List [Search](#) [Excel](#) [Word](#)

| Description | Submitting Party | Size (MB) | Type | Category | Date of Publication | Date Sent/Received | URL |
|---|--------------------------|-----------|----------------|-----------------------|---------------------|--------------------|---|
| <input type="checkbox"/> Appeal form and statement -redacted | Mr Appolinari- appellant | 0.11 | Appeal form | Appeal Documentation | 18 Aug 2021 | 16 Aug 2021 | Copy Link Details |
| <input type="checkbox"/> Appeal documentation incomplete | DPEA to Appellant | 0.18 | Correspondence | Correspondence issued | 18 Aug 2021 | 18 Aug 2021 | Copy Link Details |
| <input type="checkbox"/> Notice appeal documentation incomplete | DPEA to Authority | 0.17 | Correspondence | Correspondence issued | 18 Aug 2021 | 18 Aug 2021 | Copy Link Details |

Records 1 to 3 of 3

[Search](#) [Excel](#) [Word](#)

- Navigate to the required document using the search function at the top or bottom or using the Document Groups at the top.
- Select Details on the required document to access it.
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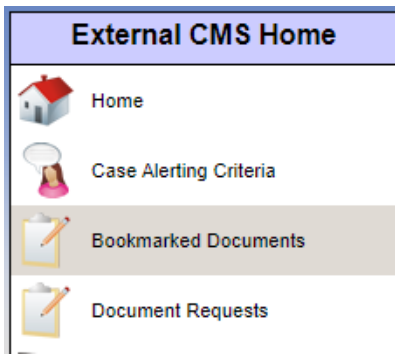
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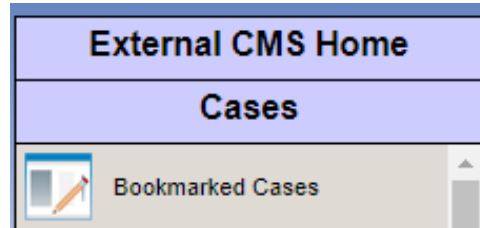
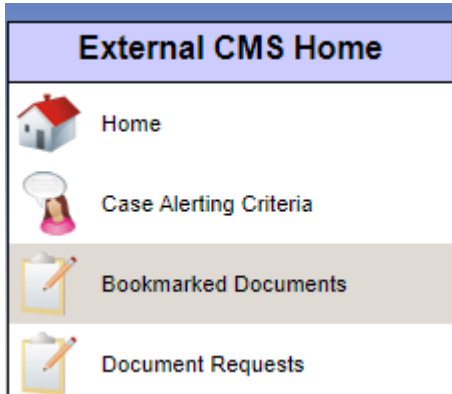


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