

MyWestminster Planning Notifications Set Up Guide

August 2022



Introduction

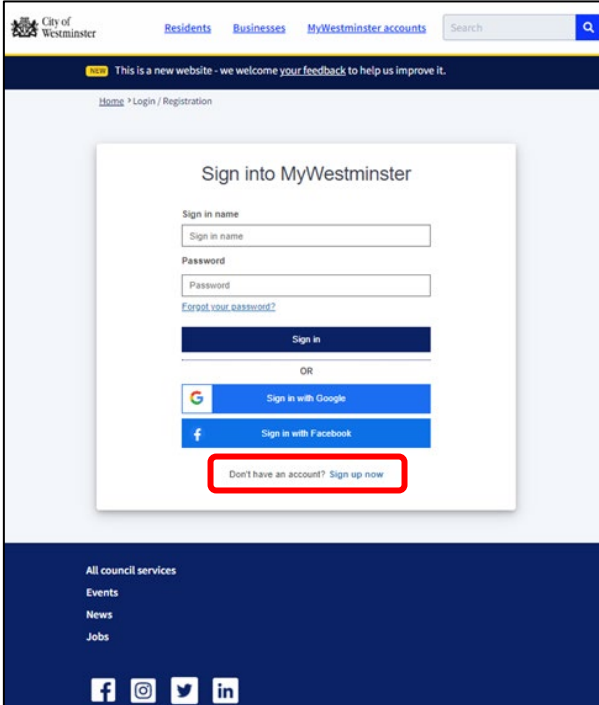
Setting up online planning notifications offers the following significant benefits:

- ✓ Guaranteed consultation on all applications within the area(s) you identify as being of interest to you.
- ✓ More convenient – notifications provide direct links to the application documents on our website.
- ✓ Faster consultation – you will receive notifications immediately following the validation of applications on our system.
- ✓ Provides you with more time to consider applications and provide your comments.

Step 1: Create a MyWestminster account

- To set up planning notifications you will first need to create a MyWestminster account.
- Visit [Westminster City Council \(b2clogin.com\)](https://www.westminster.gov.uk/b2clogin.com) and click on 'sign up now' (image 1), complete the required fields (image 2) and then click on 'create'.

1



City of Westminster

Residents Business MyWestminster accounts Search

This is a new website - we welcome your feedback to help us improve it.

Home Login / Registration

Sign into MyWestminster

Sign in name

Password

[Forgot your password?](#)

Sign in

OR

Sign in with Google

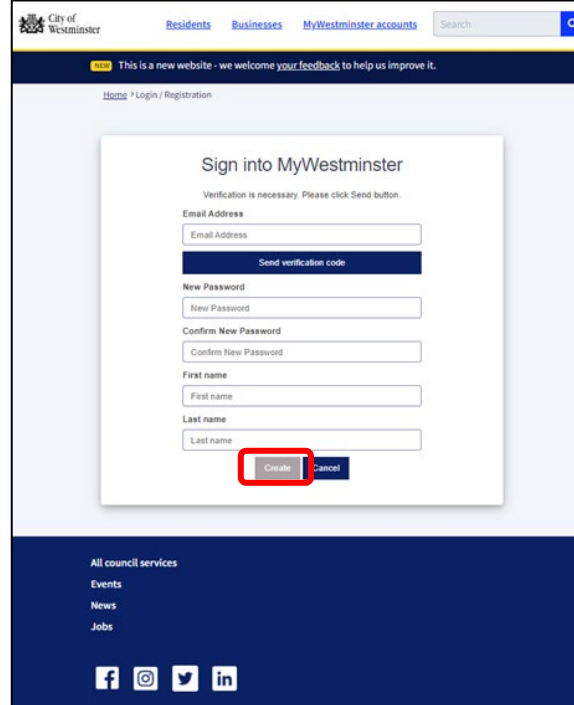
Sign in with Facebook

Don't have an account? Sign up now

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2



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Sign into MyWestminster

Verification is necessary. Please click Send button.

Email Address

Send verification code

New Password

Confirm New Password

First name

Last name

Create Cancel

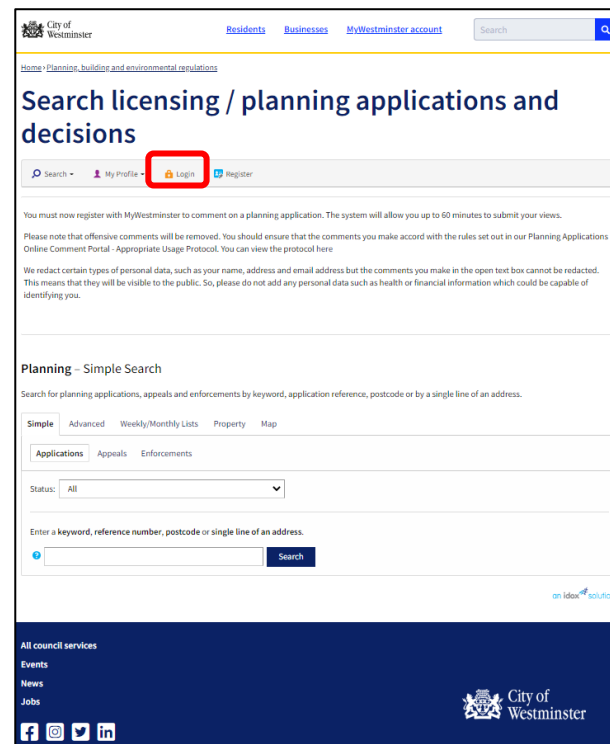
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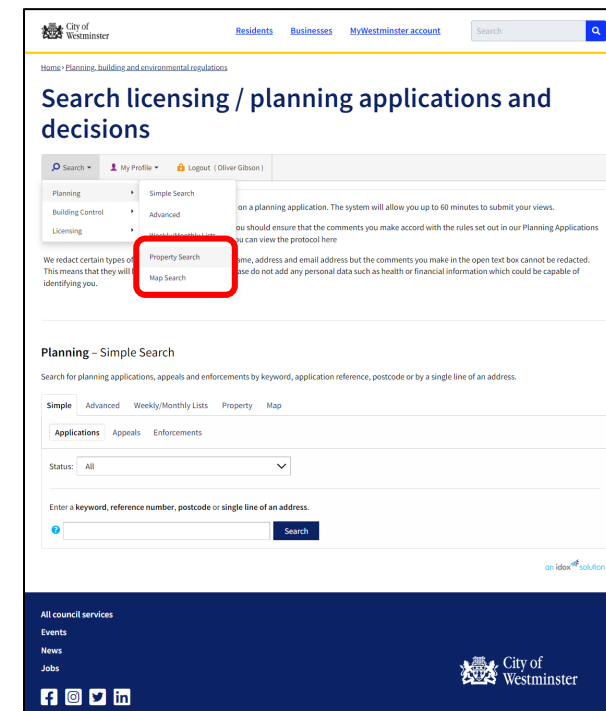
Step 2: Accessing Property & Map Searches

- Visit the planning applications and appeals search function: [Simple Search \(westminster.gov.uk\)](https://www.westminster.gov.uk)
- Click on the 'Login' tab if you are not already logged in to your MyWestminster account (image 1).
- Select 'Property Search' or 'Map Search' from the 'Search' drop down menu (image 2)

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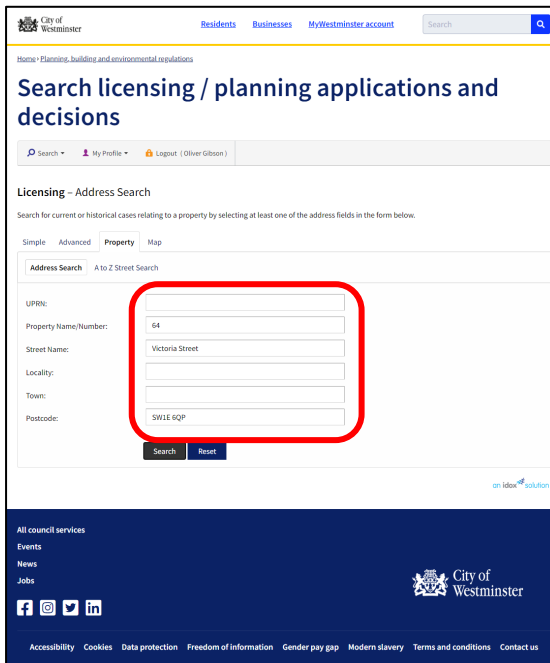
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Step 3: Setting Up a Property Search

- Complete the relevant address search fields required to identify the address you want to identify (image 1) and click 'Search'.
- The search results will display and can be reviewed. To save the search so it can be re-run click 'Save Search' (image 2).
- Name the search and click 'Save' (image 3).
- The saved search will now appear with other searches you have saved (image 4) and the search can be re-run when required.
- Note that Property Searches will not automatically update you of future applications – please use map searches for future notifications.

1



Search licensing / planning applications and decisions

Search • My Profile • Logout (Oliver Gibson)

Licensing – Address Search

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

Simple Advanced **Property** Map

Address Search A to Z Street Search

UPRN:

Property Name/Number:

Street Name:

Locality:

Town:

Postcode:

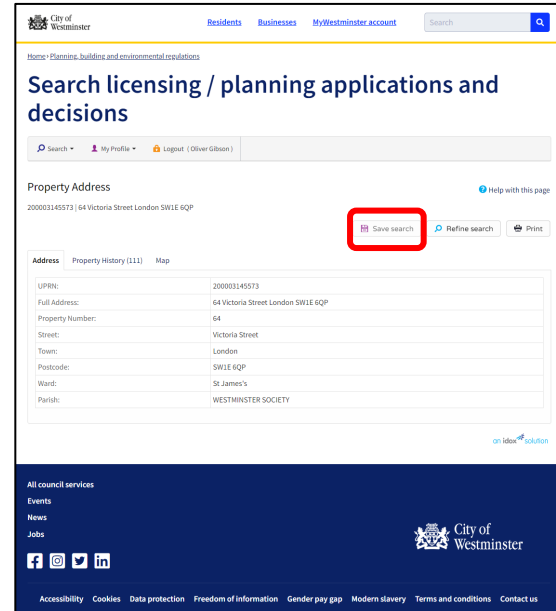
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Property Address

200003145573 | 64 Victoria Street London SW1E 6QP

Save search Refine search Print

Address Property History (111) Map

UPRN: 200003145573

Full Address: 64 Victoria Street London SW1E 6QP

Property Number: 64

Street: Victoria Street

Town: London

Postcode: SW1E 6QP

Ward: St James's

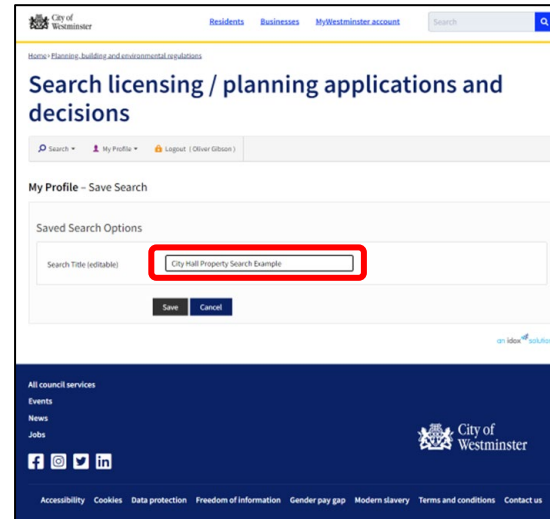
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My Profile – Save Search

Saved Search Options

Search Title (editable):

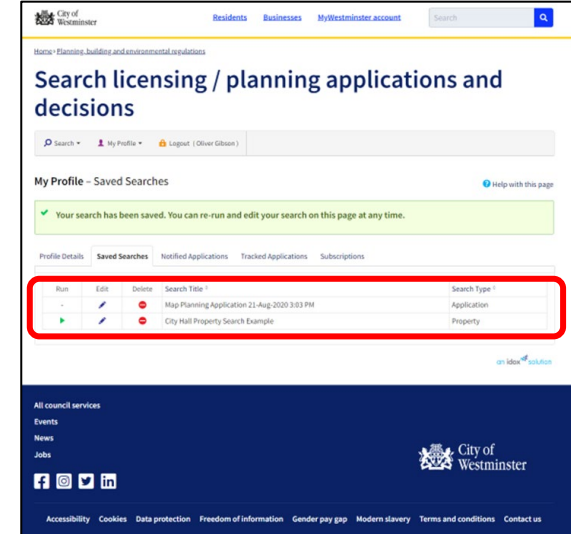
Save Cancel

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Search licensing / planning applications and decisions

Search • My Profile • Logout (Oliver Gibson)

My Profile – Saved Searches

Your search has been saved. You can re-run and edit your search on this page at any time.

Profile Details Saved Searches Notified Applications Tracked Applications Subscriptions

Item	Edit	Delete	Search Title	Search Type
			Map Planning Application-21-Aug-2020 3:03 PM	Application
			City Hall Property Search Example	Property

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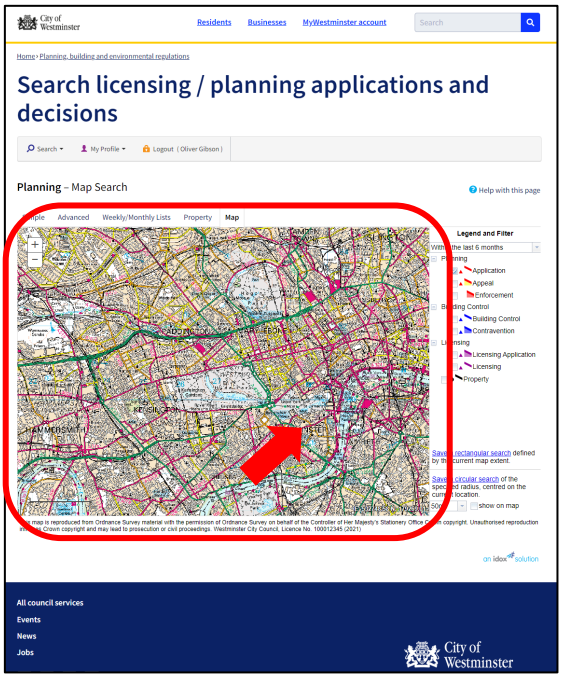
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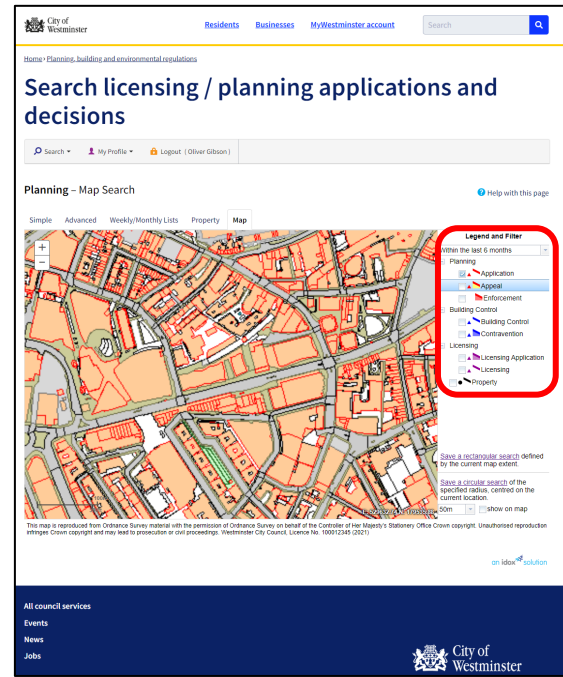
Step 4: Setting Up a Map Search

- Zoom into the part of Westminster where you want to set up your map search (image 1).
- Select what application and/or appeals you want to include in your search results from the 'Legend & Filter' options (image 2).
- For a circular search area click on 'show on map' (red outline in image 3) and circle will be shown (red arrow). Move the map to refine your search area. The size of the circular search area can be changed using the drop down menu in the red box in image 3.
- Save the circular search area by clicking on the links in the green box in image 3. A rectangular search that matches the screen can alternatively be selected.
- The saved search will appear with your other Saved Searches (image 4). Map Searches automatically generate email notifications of future applications in the area you have defined. These can be turned on and off (as required) by clicking on the 'Edit' button.

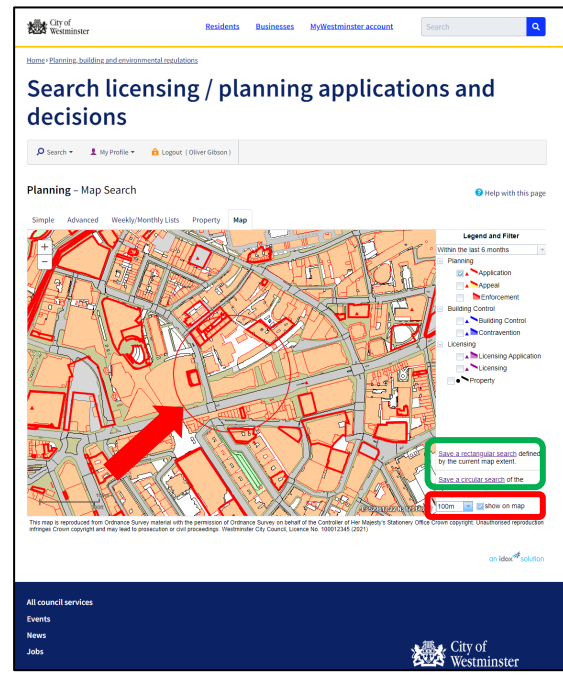
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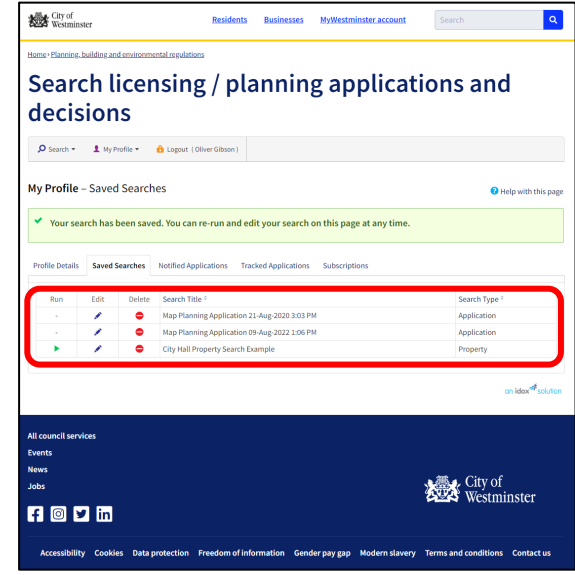
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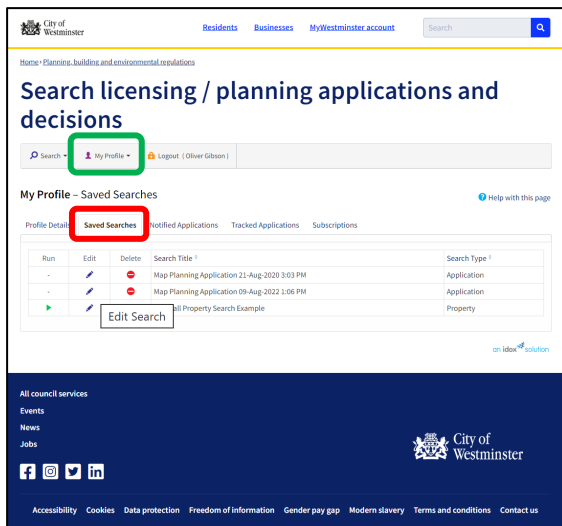
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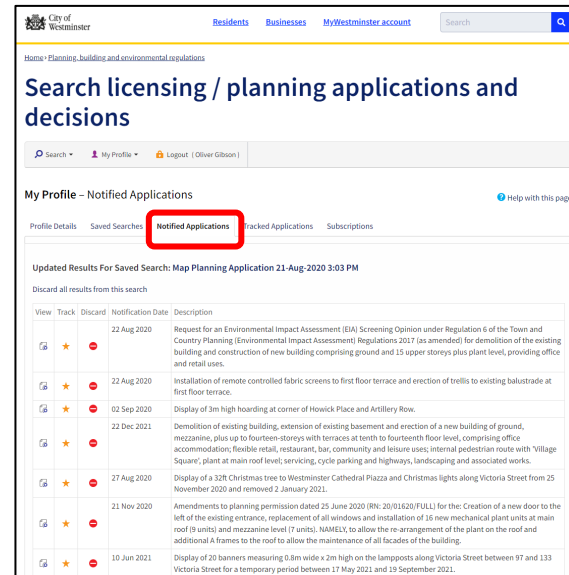
Step 5: Other Functionality and Tools

- Click on 'My Profile' and then 'Saved Searches' (green outline in image 1). The 'Saved Searches' tab (red outline in image 1) shows all of your currently set up property and map searches and allows you to edit and delete these searches.
- The 'Notified Applications' tab (image 2) shows a summary of all applications you have been notified of and allows you to choose to view, track and discard notified applications.
- The 'Tracked Applications' tab shows all applications you've chosen to track (image 3).
- 'Subscriptions' (image 4) allows you to choose to receive weekly lists of received, validated and decided applications.

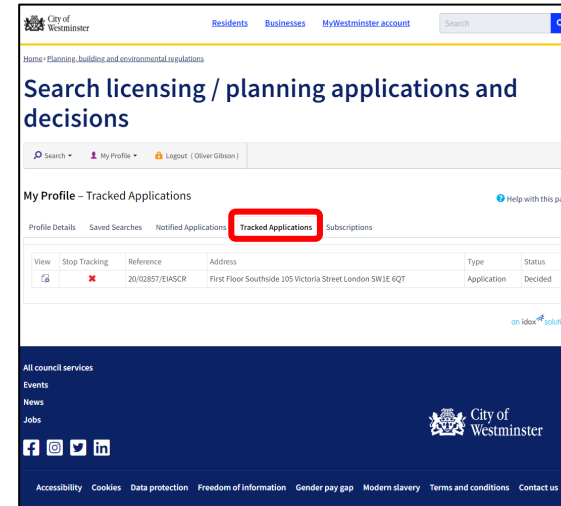
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