

# Planning Referrals



# Navigating the System



You may access the portal from your internet browser, you may wish to bookmark the page. Chrome and Firefox browsers tend to work better

## Login

### Email / Username

This is the email address you used when registering

### Password

[Forgot your password?](#)

[Register for an account](#)



Entering your password and user name will allow for you to login to the portal.

Each LPA has one login. If you do not know the details, speak to your relevant colleague. If you're still unsure email us on [planningsupport@london.gov.uk](mailto:planningsupport@london.gov.uk).

## Login

**Email / Username**  
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**Password**

Log in

[Forgot your password?](#)

[Register for an account](#)

[Home](#)[Profile Details](#)[Activity History](#)

Once logged in you'll be taken to the *Home* page

## Welcome to the Planning Application Portal

This portal allows Local Planning Authorities (LPAs) to submit planning applications or local plan consultations to the Greater London Authority

Each authority has one login to this portal. If you do not know the login for your authority please ask a relevant colleague for these details.

### Stage 1 Referrals

To submit a Stage 1 Referral of a Planning Application to the GLA, use the [Stage 1 Referral Form](#)

### Stage 2 Referrals

The GLA will create records for Stage 2, so there is no form to submit these referrals to the GLA.

To upload more information in relation to a Stage 2 referral go to the [Activity History](#) section, find the planning application in the list, and view the details of the application. There is an option to upload documents to the GLA on this screen.

### Referral of Local Plans or DCOs

To submit a Local Plans or DCO Referral of a Planning Application to the GLA, use the [LPA Consultation Referral Form](#)

### Help with this website

If you experience any issues with this website contact [planningsupport@london.gov.uk](mailto:planningsupport@london.gov.uk)

[Home](#)[Profile Details](#)[Activity History](#)

You may *Log out* or select  
*Accessibility options*.

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You can access you navigate back to the *Home Page*, Access your *Profile Details* or view previous cases in the *Activity History*.

[Home](#)[Profile Details](#)[Activity History](#)

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To submit a Stage 1 Referral you should select the *Stage 1 Referral form* link. You should also submit Stopping Up Orders through this form



[Home](#)[Profile Details](#)[Activity History](#)

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To submit a Stage 2 referral you must have submitted a Stage 1 Referral. If the Stage 2 is not showing please contact us on [planningsupport@london.gov.uk](mailto:planningsupport@london.gov.uk). We will be able to link the application to your account

[Home](#)[Profile Details](#)[Activity History](#)

You may also choose to submit a Local Plan or DCO via the portal. You should also submit Stopping Up Orders, EIA scoping opinions and prior notification (that fall within a strategic viewing corridor here)

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# Submitting a Stage 1 Referral



[Home](#)[Profile Details](#)[Activity History](#)

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After selecting the Stage 1 Referral Form link the user will be prompted to complete a series of fields.

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[Home](#)  
[Profile Details](#)  
[Activity History](#)

### Referral from a Local Planning Authority

## Scheme Details

Please provide the following information about key details of the scheme location

**Site name \***  
Tell us the name of the scheme or site is called

**Address \***  
Enter the address of the scheme or describe its location if it does not have an address

**Description \***  
Enter a description of the proposed scheme

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[Home](#)  
[Profile Details](#)  
[Activity History](#)

### Referral from a Local Planning Authority

## Applicant Details

**Applicant Name \***  
Enter the name of the applicant

**Applicant email**  
Enter the email address of the applicant

**Applicant phone number**  
Enter the applicant's phone number

**Applicant address**  
Enter the applicant's address

The fields will allow you to capture the required information. Some fields are mandatory, these can be identified by the \* next to the field.

You will not be able to move to the next screen until you complete these fields.



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Home Referral from a Local Planning Authority

Profile Details

Activity History

### Agent

Is there an Agent?\*

Yes

No

Back Next

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Greater London Authority [Log out](#) | [Account](#) | [Accessibility options](#)

Home Referral from a Local Planning Authority

Profile Details

Activity History

### Agent Details

Agent's Name \*  
Enter the name of the agent

Agent email  
Enter the email address of the agent

Agent's phone number  
Enter the agent's phone number

Agent's address  
Enter the agent's address

Some pages will only appear is certain values are populated. For example you will only be prompted to record an agent when there is one.

Or is a certain Planning Authority is selected it will prompt the user to record the Borough(s) in which is falls.

- Lambeth
- Lewisham
- London Legacy Development Corporation
- Merton
- Newham
- Old Oak and Park Royal Development Corporation
- Redbridge
- Richmond upon Thames

## Borough

Choose the Borough the application is in. If the application is in more than one Borough, select all that are relevant.

- Hackney
- Newham
- Tower Hamlets
- Waltham Forest

Back

Next

Home

Profile Details

Activity History

## Referral from a Local Planning Authority

# Essential Files

What information do you need to submit?

We require some essential documents that you must submit with your referral. If we don't receive these, we will ask for you to send them before we can do anything further.

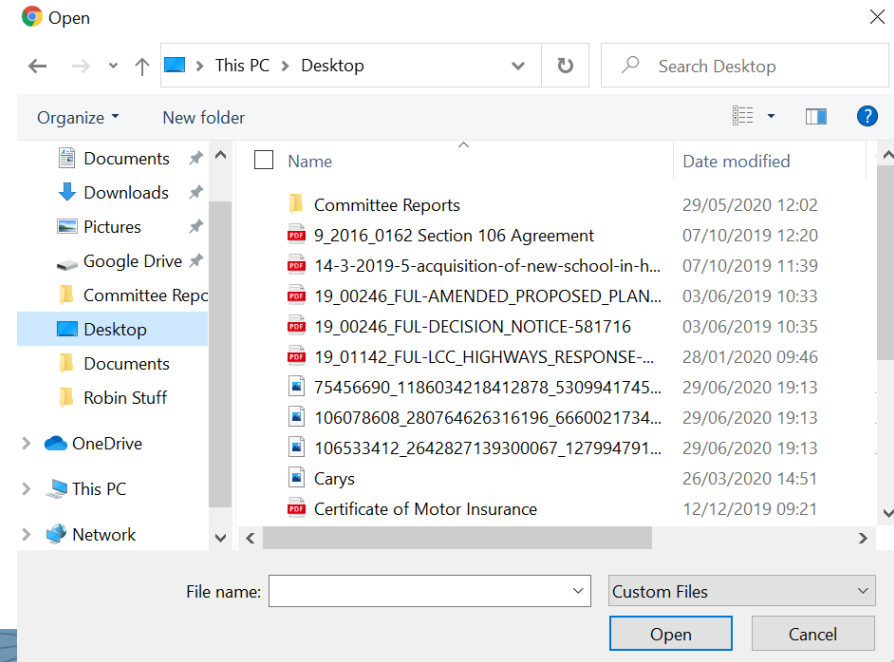
A stage 1 referral requires you upload certain documents. You can do this by clicking on the Upload File button. You can then navigate to the files and attach up to 10 files at a time

### Design and Access Statement

 Upload Files Or drop files

### Planning Statement

 Upload Files Or drop files





Home

Profile Details

Activity History

Referral from a Local Planning Authority

## Referral Complete



### Referral Complete

Your referral is complete. Click done to return to home.

Back

Done

Before the referral is made you will need to select the *Done* button. This will create the case in the GLA's line of business solution for us to action accordingly.

- Home
- Profile Details
- Activity History

## Activity detail

### Referral - Stage 1

Date opened: 02/07/2020      Current status: New

Description: Planning Application Reference: 2020/1735

Development Name: name

Site Address: address

Proposal: desc

The case will appear in the Activity History area and the be uploaded into the GLA system to manage.

Development Man... Home Planning Applications Appeals Calendar Approval Requests Reports Dashboards Planning Committees Consultations

Search Planning Applications and more...

Planning Application 2015/0613d/P2i

Application Type: Level 2 Pre-application Advice - Initial    Development Name: Woolwich Reach and Freemasons Road    Status: New Application    GLA Application Reference: 2015/0613d/P2i/P2i    Current Recommendation and Decision    Approval Stage

Buttons: + Follow, Edit, Link Related Record, Create Consultations, Clone Record, Standard Paragraph, Annotate File

Progress: New Application (dark bar)    Next Status (light bar)

GO TO STATUS: Valid, Invalid

Related List Quick Links: BE Related Locations (0), Related Parties (1), Site Histories (0), Additional Details (0), Child Applications (0), Constraints (0)

Activity: Log a Call, New Event, New Task

Recap your call... Add

Details

Planning Application Name	Record Type
2015/0613d/P2i	Planning Pre Application
Owner	Application Type
Jonathan Brooker	Level 2 Pre-application Advice - Initial
Team Leader	Record Type Dev Name
	Pre_Application
Application Number	Officer
0613d	
GLA Application Reference	Historic Case Officer
2015/0613d/P2i/P2i	

# Submitting a Stage 2 Referral



[Home](#)[Profile Details](#)[Activity History](#)

To submit a Stage 2 referral you must have submitted a Stage 1 Referral. If you cannot see a stage 2 contact us on [planningsupport@london.gov.uk](mailto:planningsupport@london.gov.uk) and we can link the application to your account. **You should only submit stage 2 documents on a stage 2 record, not stage 1**

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- Home
- Profile Details
- Activity History

## Activity history

Search your history

Information	Date opened	
<b>Referral - Stage 1</b> New Planning Application Reference: 2020/1715 Development Name: ff Site Address: ff Proposal: ff	01/07/2020	<a href="#">View</a>
<b>Referral - Stage 1</b> New Planning Application Reference: 2020/1704 Development Name: ee Site Address: ee Proposal: ee	30/06/2020	<a href="#">View</a>
<b>Referral - Stage 2</b> New Planning Application Reference: 2020/1664 Site Address: xvcxcvxc Proposal: xvcxcvxc	29/06/2020	<a href="#">View</a>
<b>Referral - Stage 2</b> New Planning Application Reference: 2020/1663 Site Address: xvcxcvxc Proposal: xvcxcvxc	29/06/2020	<a href="#">View</a>

First of all you must find the correct Stage 1 case. Then select the View button



[Home](#)[Profile Details](#)[Activity History](#)

## Activity detail

### Referral - Stage 1

Date opened

29/06/2020

Current status

Allocation

Description

Planning Application Reference: 2020/1644

Development Name: Name of the Development e.g. The Shard Part II: Shard Sharder

Site Address: The main street

Upload any additional files in relation to this record using the 'Upload' button below. Please note that while you can upload as many files as you wish, you can only upload one file at a time.

 Files (1)[Upload](#)

Title	Type	Created Date
2017-aug-householder-pre-applica...	pdf	29 Jun 2020

[First](#) [Prev](#) [1](#) [Next](#) [Last](#)

20 records per page

Displaying 1 of 1 records

Against the Stage 1 you may select the upload button, this will allow for you to add addition documents submitted as part of the Stage 2 referral. You can upload up to 10 documents at a time.