

East Riding of Yorkshire Council. Public Access Planning Website user guide.

The Public Access For Planning website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track applications for planning permission, appeals against refused consent and enforcements.

These Notes describe how to use the site.

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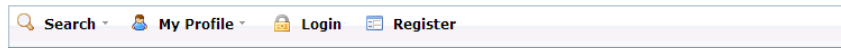
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User Details

Register

Anyone can use the IDOX Public Access For Planning site to view planning applications, but to take advantage of the advanced profile features that allow you to save searches and track applications you must first register a user account.

1. To create a new user account click on Register in the menu bar.



Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Enter your details below. Fields marked with a * must be completed.

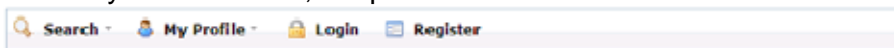
Title *	<input type="text" value="Mr"/>
First Name *	<input type="text" value="Neil"/>
Surname *	<input type="text" value="Williamson"/>
Phone Number	<input type="text" value="0141 574 1900"/>
Email Address ** <small>A confirmation email will be sent to this address.</small>	<input type="text" value="neil.williamson@idoxgroup.com"/>
Confirm Email Address *	<input type="text" value="neil.williamson@idoxgroup.com"/>
Password * <small>No spaces. Minimum 5 chars.</small>	<input type="password" value="*****"/>
Confirm Password * <small>No spaces. Minimum 5 chars.</small>	<input type="password" value="*****"/>

2. Register your personal details by filling in the following fields:

- **Title** – select the title you wish to be addressed by.
- **First Name** – enter your first name.
- **Surname** – enter your surname.
- **Email Address** – enter your email address. Enter it again to confirm that it is correct.
- **Password** – enter a password that will allow only you to access your account. Repeat it in the box below. **Note** Passwords must be five characters or longer and may not contain spaces. Enter the password again below to confirm that it is correct.

3. Click on **Next**.

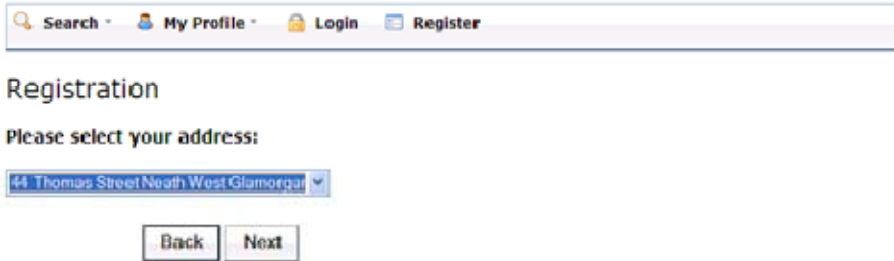
4. Enter your **Postcode**, the press Next.



Registration

Postcode **

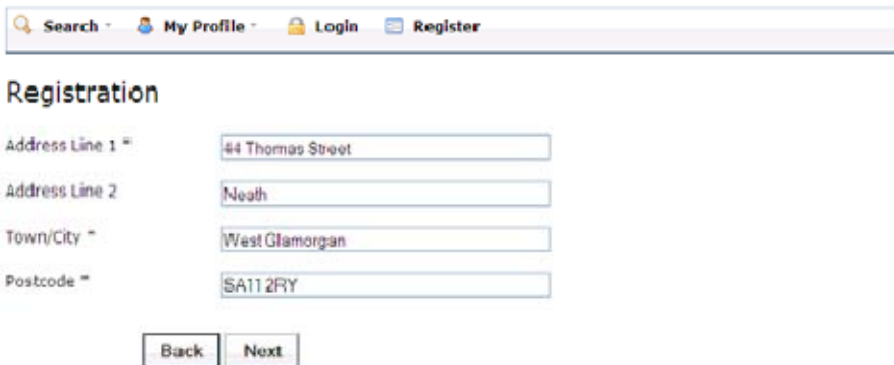
5. Select your address from the drop down list, then click on **Next**.



The screenshot shows a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' links. Below it is the 'Registration' section with the heading 'Please select your address:'. A dropdown menu is open, showing '44 Thomas Street Neath West Glamorgan'. At the bottom are 'Back' and 'Next' buttons.

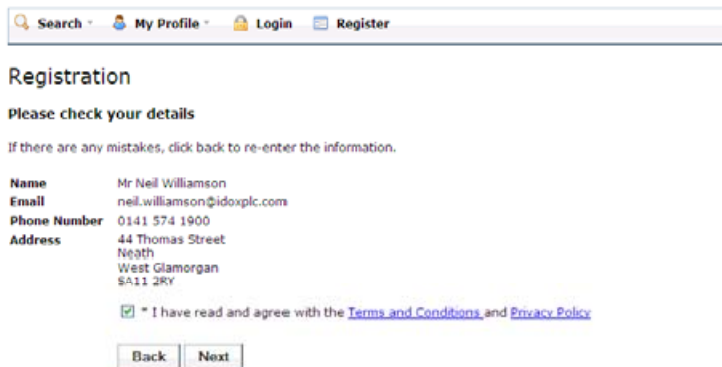
6. If your address is not listed, select **My address is not on the list** and click on **Next**.

7. Enter your address details in the appropriate fields, then click on **Next**.



The screenshot shows the same navigation bar as above. The 'Registration' section has the heading 'Please check your details'. Below it are four input fields: 'Address Line 1' (44 Thomas Street), 'Address Line 2' (Neath), 'Town/City' (West Glamorgan), and 'Postcode' (SA11 2RY). At the bottom are 'Back' and 'Next' buttons.

8. Click to read the **Terms and Conditions** and **Privacy Policy** that apply to the use of this site. When you have done so, tick the check box to indicate that you agree to them.



The screenshot shows the same navigation bar. The 'Registration' section has the heading 'Please check your details' and a sub-heading 'If there are any mistakes, click back to re-enter the information.' Below this is a list of details: Name (Mr Neil Williamson), Email (neil.williamson@idoxplc.com), Phone Number (0141 574 1900), and Address (44 Thomas Street, Neath, West Glamorgan, SA11 2RY). There is a checked checkbox and text: '* I have read and agree with the [Terms and Conditions](#) and [Privacy Policy](#)'. At the bottom are 'Back' and 'Next' buttons.

9. Check that your personal and login details are correct. To register them click on the **Next** button.
10. An email will be sent to the address you entered. This provides final confirmation that you want to create an IDOX Public Access For Planning account. When the email arrives, click on the link to be returned to the IDOX Public Access For Planning site.

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Registration Confirmation Request

wasp@idoxplc.com

To: Neil Williamson

Hello Neil Williamson,

To confirm your registration please click the following link:

<http://bb-web-qa/wasp-web/registrationConfirm.do?action=createUser&key=b706c02dd2e6e210929bd77dd024024f>

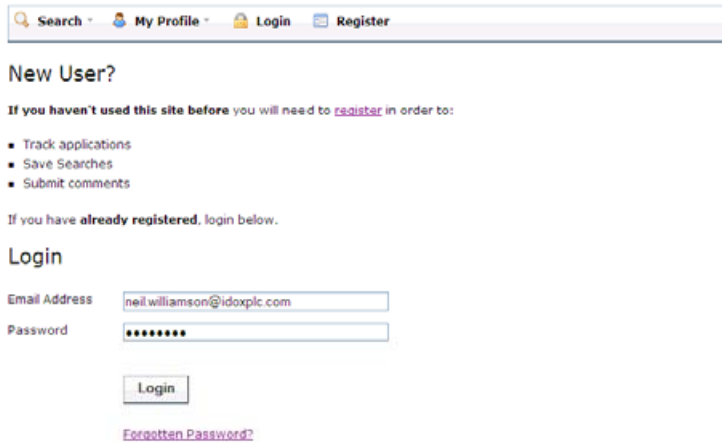
If required you can also copy the link to the address field of your browser.

Please Logon with the username and password you originally selected.

Log in

In order to use the full range of features offered by IDOX Public Access For Planning you need to log in to the site using the user name and password you provided when you registered your account.

1. Click on **Login** on the home page.



The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below this is a 'New User?' section with instructions for new users and a list of features: Track applications, Save Searches, and Submit comments. For already registered users, it prompts them to login. The login form includes fields for Email Address (neil.williamson@idoxplc.com) and Password (masked with dots), a Login button, and a link for 'Forgotten Password?'.

Enter your user name and password, then click on the **Login** button.

Forgotten Password

1. If you forget your password, click on the **Forgotten password?** link.
2. Enter your email address and then enter a new password twice. Press the **Save** button.
3. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

Logout

When you are finished using IDOX Public Access For Planning, remember to log out by clicking

1. on the **Logout** button in the menu bar.

My Profile

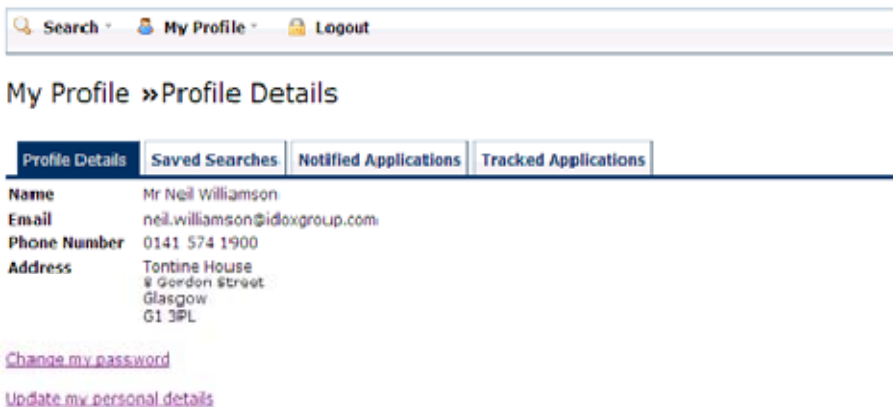
Once your account has been created you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **Profile Details** – your full personal details
- **Saved Searches** – a list of searches which you have saved
- **Notified Applications** – notifications that applications that you are tracking, or are the subject of saved searches, have been modified
- **Tracked Applications** – a list of applications that you have elected to track.

Profile Details

The Profile Details page can be accessed at any time to allow you to update any of your account details.

1. To access your profile page select **Profile Details** from the My Profile drop down list in the menu bar.



This page allows you to view the details you registered with. You can change any of those details or update your password.

2. To update your password click on **Change my password**.
3. Enter your email address and then enter a new password twice. Press the **Save** button. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.
4. To change your details click on **Update my personal details**. Alter your details as appropriate, clicking on the **Next** button to page through the sections.

Saved Searches

The primary activity on the IDOX Public Access For Planning site is to perform searches for planning information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see Searching).







Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

1. To view your saved searches, select **Saved Searches** from the My Profile drop down list.



My Profile » Edit Saved Search

[Help with this page](#)

Profile Details	Saved Searches	Notified Applications	Tracked Applications		
<u>Search Title</u>	<u>Search Type</u>	<u>Max Results</u>	<u>Run</u>	<u>Edit</u>	<u>Delete</u>
"Neath" Application 02-Dec-2008 3:35 PM	Application	300			
Application 02-Dec-2008 3:37 PM	Application	300			

2. You can sort the list by clicking on the appropriate column headings:
 - **Search Title** – sort the list alphabetically by search title
 - **Search Type** – sort the list alphabetically by search type
 - **Max Results** – sort the list numerically by the maximum number of results.
3. To perform a saved search now, click on the **Run** button for that search.
4. To modify the search criteria, click on the **Edit** button for that search.
5. To remove a search from the list, click on the **Delete** button for that search.

Notified Applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.

1. To view your notifications, select **Notified Applications** from the My Profile drop down list.

Search My Profile Logout

My Profile > Notified Applications [Help with this page](#)

Profile Details Saved Searches **Notified Applications** Tracked Applications

Notification Date	Description	View	Discard
03 Dec 2008	testing		

"Neath" Application 02-Dec-2008 3:35 PM

[Discard all results from this search](#)

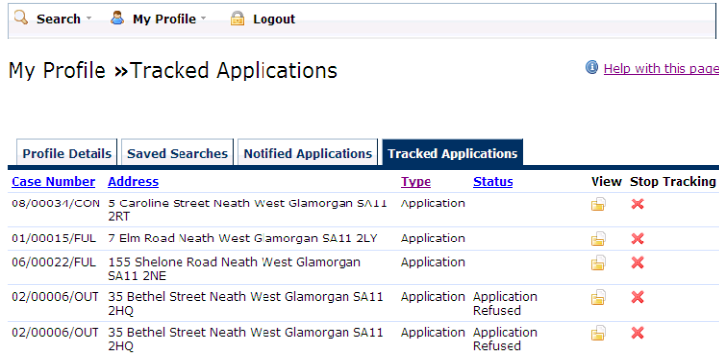
Notification Date	Description	View	Track	Discard
03 Dec 2008	illuminated fascia sign			
03 Dec 2008	Conservatory			
03 Dec 2008	Living room extension to the front elevation			
03 Dec 2008	Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space.			
03 Dec 2008	Change of use from dwelling to 3 self contained flats			
03 Dec 2008	Alterations to roof and construction of a balcony			
03 Dec 2008	Demolition of listed building			
03 Dec 2008	Erection of an Internally illuminated sign			
03 Dec 2008	Installation of a 15 metre antennae, associated cabins and 2.5 metre high perimeter fence			

2. The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches.
3. To view an application, click on the **View** button for that application.
4. To remove an application from the notifications list, click on the **Discard** button for that application. To delete all of the notified results for a particular search, click on **Discard all results from this search**.
5. Additionally, you can select saved search applications from the notifications list and track these. Click on the **Track** button for the applications of interest. These will now be added to your Tracked Applications page.

Tracked Applications

After locating an application of interest by searching, you can choose to keep a watch on what happens to it by Tracking it. Applications are displayed on the **Tracked Applications** page. When applications that you are tracking are modified a notification will appear on the Notified Applications page and you will be sent a notification email.

1. To view these applications, select **Tracked Applications** from the My Profile drop down list.



The screenshot shows the user interface for tracking applications. At the top, there is a navigation bar with a search icon, a 'My Profile' dropdown menu, and a 'Logout' button. Below the navigation bar, the breadcrumb 'My Profile » Tracked Applications' is displayed, along with a 'Help with this page' link. The main content area features a table with four tabs: 'Profile Details', 'Saved Searches', 'Notified Applications', and 'Tracked Applications'. The 'Tracked Applications' tab is active, showing a table with columns for 'Case Number', 'Address', 'Type', 'Status', 'View', and 'Stop Tracking'. The table contains five rows of application data.

Profile Details	Saved Searches	Notified Applications	Tracked Applications		
Case Number	Address	Type	Status	View	Stop Tracking
08/00034/CON	5 Caroline Street Neath West Glamorgan SA11 2RT	Application			
01/00015/FUL	7 Elm Road Neath West Glamorgan SA11 2LY	Application			
06/00022/FUL	155 Shelone Road Neath West Glamorgan SA11 2NE	Application			
02/00006/OUT	35 Bethel Street Neath West Glamorgan SA11 2HQ	Application	Application Refused		
02/00006/OUT	35 Bethel Street Neath West Glamorgan SA11 2HQ	Application	Application Refused		

2. You can sort the list by clicking on the appropriate column headings:
 - **Case Number** – sort the list alphanumerically by case number
 - **Address** – sort the list alphanumerically by the address that is the subject of the application
 - **Type** – sort the list alphabetically by the application type
 - **Status** – sort the list alphabetically by the status of the application.
3. To view a tracked application, click on the **View** button for that application.
4. To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application.

Searching


Your primary activity when you are logged in to the IDOX Public Access For Planning site will be to search for applications according to a variety of criteria. IDOX Public Access For Planning provides a variety of methods to allow you to find the information you are looking for:

- **Simple search** – search for applications, appeals or enforcements according to some entered text
- **Advanced search** – search according to a wide combination of factors
- **Map search** – search using an interactive map tool
- **Property search** – search for a particular property to which applications may apply
- **Weekly/monthly lists** – search for applications whose status is validated or decided within a particular time period.

Simple Search

A simple search allows you to search quickly for an application, appeal or enforcement by entering some text that will help identify it.

1. Select **Simple Search** from the Search drop down list.



The screenshot shows a horizontal navigation bar with three items: a magnifying glass icon followed by the text 'Search', a person icon followed by 'My Profile', and a door icon followed by 'Logout'.

Simple Search



The screenshot shows four tabs: 'Simple' (highlighted in dark blue), 'Advanced', 'Property', and 'Weekly/Monthly Lists'.

Search for: Applications Appeals Enforcements

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



The screenshot shows a search input field with a blue information icon on the left, the text 'Neath' inside the field, and a 'Search' button to the right.

2. Click to select whether you want to search for:

- **Applications**
- **Appeals**
- **Enforcements.**

3. Enter some text in the Search box that will correspond to one of:

- **application reference number** (for example, “2008/0125/DET”)
- **post code** (for example, “G1 3PL”)
- **part of an address** (for example, “Drymen”, “Scott Street”).

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4. Click on the **Search** button to display the results of your search.

Search My Profile Logout

Results for "Neath" Application Search

Refine Search Save Search Print

Sort by Date Received Direction Ascending Results per page 10 Go

1 2 3 4 Next Showing 1-10 of 34

Illuminated fascia sign

1 Bethel Street Neath West Glamorgan SA11 2HQ
Ref. No: 01/00001/ADW | Received: Tue 04 Sep 2001 | Validated: Tue 01 Jul 2008 | Status: Insufficient Fee

Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space.

7 Elm Road Neath West Glamorgan SA11 2LY
Ref. No: 01/00015/FUL | Received: Sat 01 Dec 2001 | Validated: Mon 03 Dec 2001 | Status: Pending Consideration

Erection of 5 new dwellings and associated vehicular and pedestrian access

Land South Of Jersey Terrace Neath
Ref. No: 02/00019/FUL | Received: Mon 07 Jan 2002 | Validated: Mon 07 Jan 2002 | Status: Application Permitted

Construction of a 15metre telecommunications tower and associated equipment at the rear of property

57 Regent Street West Neath West Glamorgan SA11 2PL
Ref. No: 02/00020/TEL | Received: Mon 14 Jan 2002 | Validated: Mon 21 Jan 2002 | Status: Application Refused

5. You can manipulate how the search results are displayed to help you find applications of particular interest:

- **Sort By** – select a criterion to re-order the results by
- **Direction** – choose whether the results should be displayed in ascending or descending order
- **Results per page** – choose how many results should be displayed on the page at once.

When you have made your display selections, click on the **Go** button.

6. The number of results being displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on **Next** to view the next page or by clicking directly on the page number

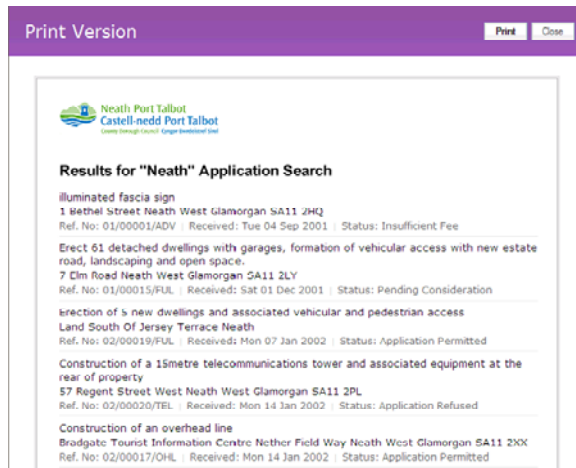
7. A map of the relevant area is displayed. Click on **Show results on large map** to see the locations of the search results in more detail (see Map Search).

8. To view a search in detail, click on its title.

9. If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. To do this, click on the **Refine Search** button.

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10. If this search is one that you will reuse, click on the **Save Search** button. You can edit the search name here and select whether to receive an email if new applications arrive that match the search criteria. Click on **Save** to save the search. This search will appear in your Saved Searches page (see Saved Searches). From there it can be run as often as you like, or edited and updated at any time.
11. To display the current page of search results in a printable format, click on the **Print** button.



Click on **Print** again in the new window to send the page to your local printer. Press **Close** when you are finished with this window.

Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for an application, appeal or enforcement. These may include:

- **Relevant reference numbers**
- **Application/Appeal/Enforcement details**
- **Relevant dates.**

1. Select **Advanced Search** from the Search drop down list.

The screenshot shows the 'Advanced Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' links. Below this is the 'Appeals Search' section, which includes a 'Help with this page' link. A message states: 'You may search for Planning Applications, Appeals and Enforcements matching one or many of the search options in the form below.' The search options are categorized into 'Simple', 'Advanced', 'Property', and 'Weekly/Monthly Lists'. Under 'Advanced', there are sub-tabs for 'Applications', 'Appeals', and 'Enforcements'. The 'Reference Numbers' section contains four input fields: 'Appeal Reference', 'Alternative Reference', 'Application Reference', and 'Enforcement Reference'. The 'Appeal Details' section includes dropdown menus for 'Appeal Type' (set to 'Appeal against conditions imposed'), 'Ward', 'Parish', 'Appeal Status', 'Appeal Decision', and 'Appeal Process', all currently set to 'All'. There is also an 'Address' field with a help icon. The 'Dates' section includes instructions on how to enter date ranges and four date range fields: 'Date Lodged' (1/1/2001 to 1/1/2006), 'Date Validated', 'Date Court Decision', and 'Date Inspectorate Decision'. At the bottom, there are 'Search' and 'Reset' buttons.

2. Click to display a search page specific to:

- **Applications**
- **Appeals**
- **Enforcements.**

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3. If you know a reference number that identifies a specific application, appeal or enforcement enter it in the appropriate box.
4. The Application/Appeals/Enforcement details allow you to specify an application type, status or decision as well as location details, which include ward, parish and address information. Enter any combination of these details as appropriate.
5. Enter a Date range to define the period during which the application, appeal or enforcement was lodged, validated or decided by court or inspectorate.
6. Click on the **Search** button to display the results of your search.

The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below this is the heading "Results for Appeal Search" and three buttons: Refine Search, Save Search, and Print. A dark blue filter bar contains dropdown menus for "Sort by" (set to Date Received), "Direction" (set to Descending), and "Results per page" (set to 10), followed by a "Go" button. Below the filter bar, the page shows "Showing 1-10 of 14" results. The first result is "Very high hedge /" with details for 6 Grandison Street Neath West Glamorgan SA11 2PG. The second result is "OUTLINE: Erection of 3 dwellings and associated access" for 35 Bethel Street Neath West Glamorgan SA11 2HQ. The third result is "Appeal against Enforcement Notice" for 56 Victoria Street Neath West Glamorgan SA11 2FB. The fourth result is "Conservatory" for 10 Grandison Street Neath West Glamorgan SA11 2PG. The fifth result is "Construction of an overhead line" for Dradgate Tourist Information Centre Neath West Glamorgan SA11 2XX. The sixth result is "Demolition of outhouse" for 6 Rockingham Terrace Neath West Glamorgan SA11 2PB.

7. You can manipulate how the search results are displayed to help you find applications of particular interest:

- **Sort By** – select a criterion to re-order the results by
- **Direction** – choose whether the results should be displayed in ascending or descending order
- **Results per page** – choose how many results should be displayed on the page at once.

Once you have made your display selections, click on the **Go** button.

8. The number of results being displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on **Next** to view the next page or by clicking directly on the page number.

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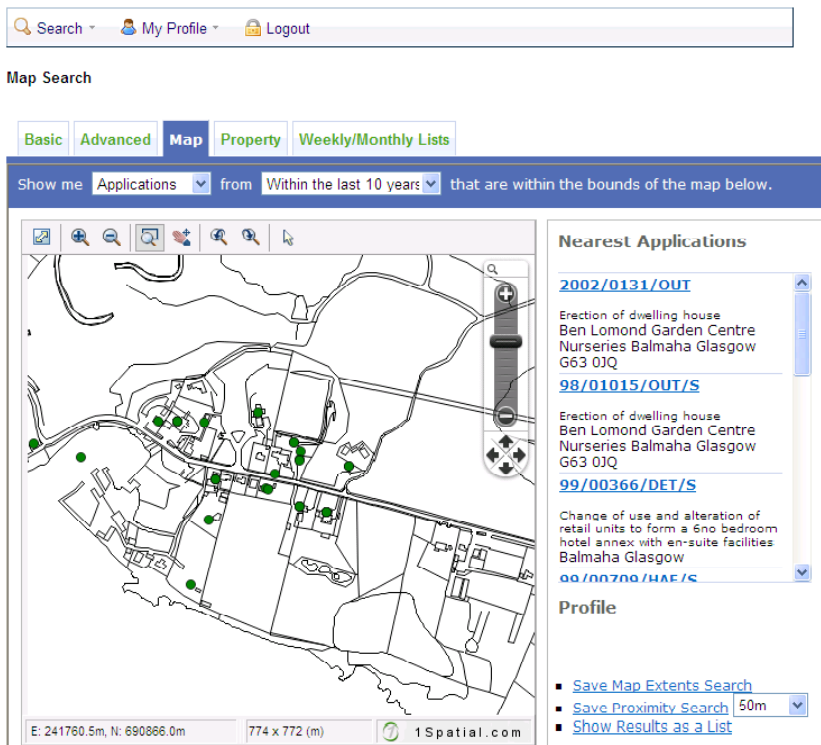
9. A map of the relevant area is displayed. Click on **Show results on large map** to see the locations of the search results in more detail (see Map Search).
10. To view a search in detail, click on its title.
11. If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. To do this, click on the **Refine Search** button.
12. If this search is one that you will reuse, click on the **Save Search** button. This search will appear in your Saved Searches page (see Saved Searches). From there it can be run as often as you like, or edited and updated at any time.
13. To display the current page of search results in a printable format, click on the **Print** button. Click **Print** again in the new window to send the page to your local printer. Press **Close** when you are finished with this window.

Map Search

The Map Search feature allows you to identify applications using an interactive map.

Note This feature is only recommended for broadband users.

1. If the interactive map is not displayed, click on the **Map Search** tab.



2. Select what you want to search for:

- **Applications** – shown as green dots
- **Appeals** – shown as red dots
- **Enforcements** – shown as yellow dots
- **Properties** – shown as grey dots.

3. Select the time period during which applications have been actioned.

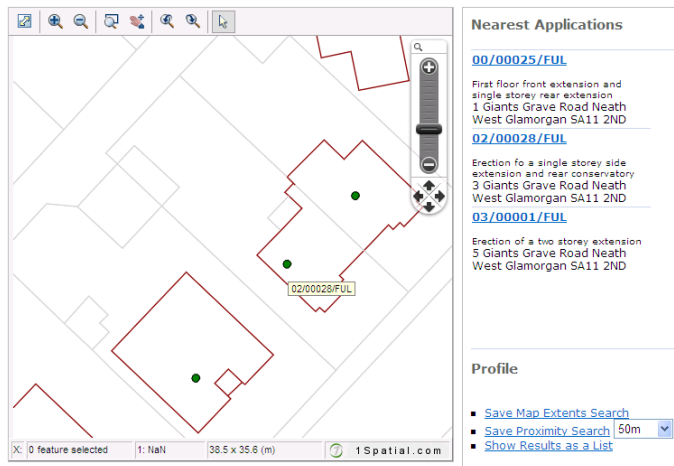
4. The interactive map contains a number of tools to help you zoom in and locate the desired addresses:

- **Initial map view** – click this to zoom the map out to show the widest possible view
- **Zoom in** – select this tool then click a point on the map that you want to zoom in to
- **Zoom out** – select this tool then click on the map to zoom out
- **Zoom Slider** – move the slider up to zoom in, down to zoom out
- **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan

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- **Pan arrows** – click on the up, down, left or right arrows to pan the view in the selected direction
- **Zoom to rectangle** – to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map
- **Previous view** – to return to the previous view, click on this tool
- **Next view** – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed
- **Map area** – displays the dimensions of the area displayed by the map.

5. Use these tools to display a map area that contains one or more dots identifying properties of interest.



Hover the cursor over one of the identifying dots to display the reference number for that application.

6. The applications shown on the map are listed by reference number to the right. To open one of these, click on it.
7. Alternatively you can display the applications on the map as a search results list. To do this, click on **Show Results as a List**.
 - You can print off this list by clicking on the **Print** button.
 - The application locations are displayed on a **Map** on the right. You can return to the original map by clicking on **Show results on large map**.
8. You can add a map search to your Saved Searches list in one of two formats:
 - **Save Map Extents Search** – click on this to save the search, incorporating all of the applications shown on the map
 - **Save Proximity Search** – select a proximity distance, then click on this to save the search, incorporating all of the applications within the selected distance.

Property Search

The Property Search feature allows you to search for a specific property. There are two options:

- **Alphabetical Street Search** – search for applications on a specified street chosen from an alphabetical list
- **Custom Property Search** – search for applications at a specified address.

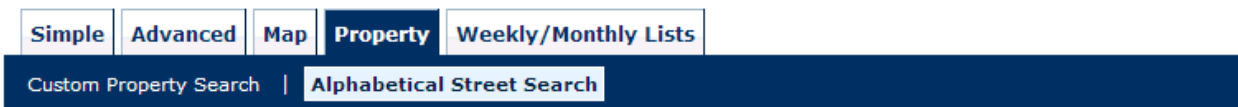
Alphabetical Property Search

1. Click on the **Property Search** tab.
2. To search for a street alphabetically, select **Alphabetical Street Search**.



Alphabetical Street Search

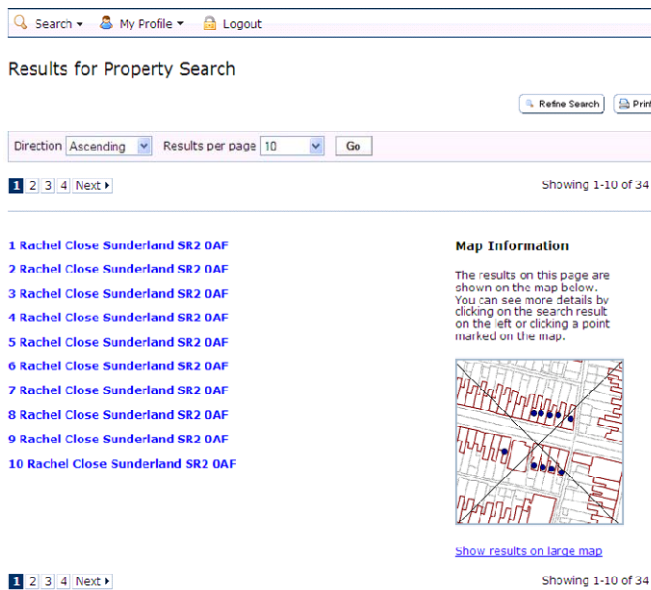
Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.



Streets beginning with R

- [Regent Street East , Neath , West Glamorgan](#)
- [Regent Street West , Neath , West Glamorgan](#)
- [Ritson Street , Neath , West Glamorgan](#)
- [Rockingham Terrace , Neath , West Glamorgan](#)
- [Ruskin Street , Neath , West Glamorgan](#)

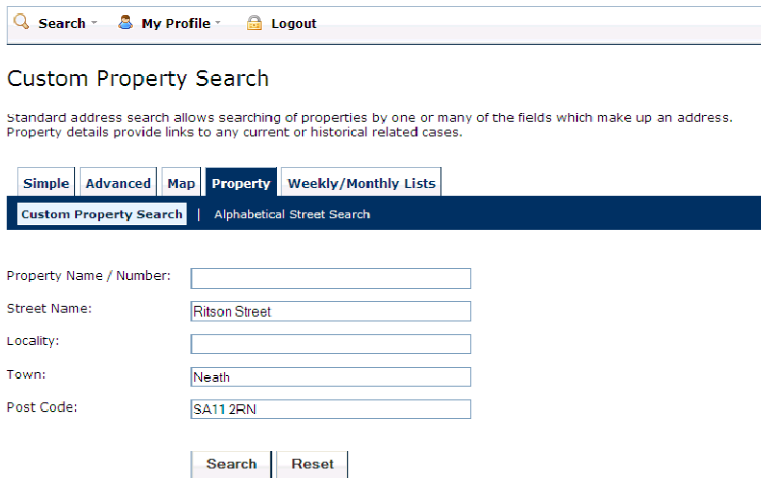
3. Click on the initial letter of the street you are interested in. Select from the list to display the addresses on that street that have an application in progress.



- To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
4. You can print this list by clicking on the **Print** button.
 5. The application locations are displayed on a **Map** on the right. You can display a larger map by clicking on **Show results on large map**.
 6. To go back and chose a different street, click on the **Refine Search** button.

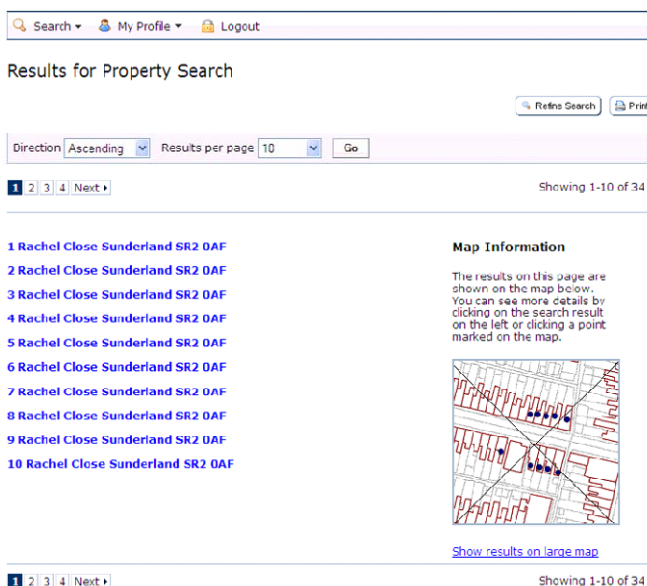
Custom Property Search

1. Click on the **Property Search** tab.
2. To search for a specific property by its address, select the **Custom Property Search** tab.



The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' links. Below is the 'Custom Property Search' section with tabs for 'Simple', 'Advanced', 'Map', 'Property', and 'Weekly/Monthly Lists'. The 'Property' tab is active, and a sub-tab for 'Custom Property Search' is selected. The search form includes fields for 'Property Name / Number', 'Street Name' (filled with 'Ritson Street'), 'Locality', 'Town' (filled with 'Neath'), and 'Post Code' (filled with 'SA11 2RN'). 'Search' and 'Reset' buttons are at the bottom.

3. Enter as many details as you know in the appropriate boxes, then click on the **Search** button. Alternatively, click on the **Reset** button to clear the fields and start again.



The screenshot shows the search results page. At the top, there's a navigation bar with 'Search', 'My Profile', and 'Logout'. Below it, the title 'Results for Property Search' is followed by 'Refine Search' and 'Print' buttons. A control bar shows 'Direction' set to 'Ascending', 'Results per page' set to '10', and a 'Go' button. A pagination bar shows '1 | 2 | 3 | 4 | Next >' and 'Showing 1-10 of 34'. The main content area lists 10 results, all starting with '1 Rachel Close Sunderland SR2 0AF'. To the right, there's a 'Map Information' section with a text box explaining that results are shown on a map and can be viewed in more detail by clicking on a result or a point on the map. Below the text is a small map showing the location of the properties. At the bottom, there's a 'Show results on large map' link and another pagination bar.

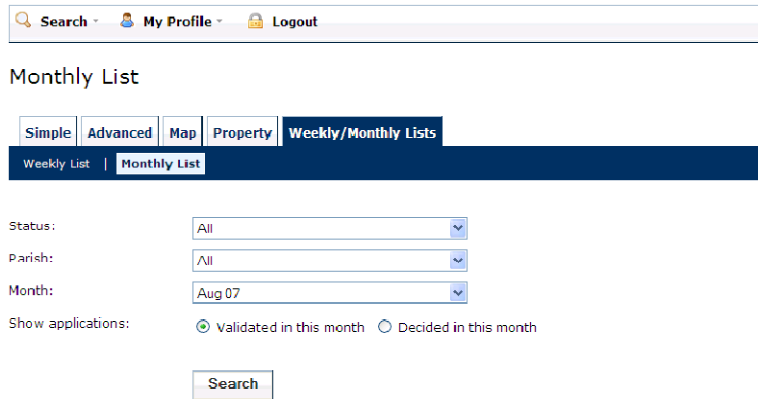
- To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
- To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
- If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.

4. To add this search to your Saved Searches page, click on the **Save Search** button.
5. You can print off this list by clicking on the **Print** button.
6. The application locations are displayed on a **Map** on the right. You can display a larger map by clicking on **Show results on large map**.
7. If there are too many results you may want to add more information to the Search. Click on the **Refine Search** button.

Weekly/Monthly Lists Search

The Weekly/Monthly Lists feature allows you to search for applications according to the week or month in which they were validated or decided.

1. Click on the **Weekly/Monthly Lists** tab.



The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' links. Below it is the 'Monthly List' section with tabs for 'Simple', 'Advanced', 'Map', 'Property', and 'Weekly/Monthly Lists'. The 'Weekly/Monthly Lists' tab is active. Below the tabs are three dropdown menus for 'Status' (set to 'All'), 'Parish' (set to 'All'), and 'Month' (set to 'Aug 07'). There are two radio buttons for 'Show applications': 'Validated in this month' (selected) and 'Decided in this month'. A 'Search' button is at the bottom.

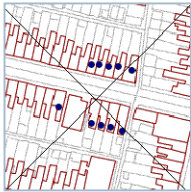
2. Click on **Weekly List** or **Monthly List** to select which list you want to search.
3. Select the application status from the **Status** drop down list.
4. You can narrow your search to a particular area by selecting from the **Parish** drop down list.
5. Specify the **Week** or **Month** by selecting from the drop down list.
6. You can display applications which were validated or applications which were decided during the selected time period. Make the appropriate selection under **Show applications**.

7. When you have made your selections, click on the **Search** button.

Sort by **Date Received** | Direction **Ascending** | Results per page **10** | **Go**

1 2 3 4 5 Next

Showing 1-10 of 43

<p>Conservatory 10 Grandison Street Neath West Glamorgan SA11 2PG Ref. No: 08/00003/FUL Received: Tue 24 Jun 2008 Validated: Tue 24 Jun 2008 Status: Pending Decision</p> <p>Illuminated fascia sign 1 Bethel Street Neath West Glamorgan SA11 2HQ Ref. No: 08/00005/FUL Received: Tue 24 Jun 2008 Validated: Tue 24 Jun 2008 Status: Application Permitted</p> <p>Living room extension to the front elevation Land Rear Of 4 Bethel Street Neath West Glamorgan Ref. No: 08/00004/FUL Received: Tue 24 Jun 2008 Validated: Tue 24 Jun 2008 Status: Pending Consideration</p> <p>Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space. 7 Elm Road Neath West Glamorgan SA11 2LY Ref. No: 01/00015/FUL Received: Tue 24 Jun 2008 Validated: Tue 24 Jun 2008 Status: Pending Consideration</p> <p>Demolition of listed building 6 Rockingham Terrace Neath West Glamorgan SA11 2PB Ref. No: 02/00009/LBD Received: Tue 24 Jun 2008 Validated: Tue 24 Jun 2008 Status: Application Refused</p>	<p>Map Information</p> <p>The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.</p>  <p>Show results on large map</p>
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- You can re-order the list by reference number, date received, description or status. Select one of these from the **Sort by** drop down list, then click on **Go**.
 - To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
8. To add this search to your Saved Searches page, click on the **Save Search** button.
9. You can print off this list by clicking on the **Print** button.
10. The application locations are displayed on a **Map** on the right. You can display a larger map by clicking on **Show results on large map**.
11. If there are too many results you may want to add more information to the Search. Click on the **Refine Search** button.

Application Details

Once you have selected an application from your search results the application's details will be displayed.

Search My Profile Logout

Application Summary [Help with this page](#)

01/00015/FUL | Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space. | 7 Elm Road Neath West Glamorgan SA11 2LY

[Back to search results](#) Track Make a Comment Print

..

- Details
- Comments
- Constraints (0)
- Documents (0)
- Related Items (2)
- Map

Summary | Further Information | Contacts | Important Dates

Reference: 01/00015/FUL
Alternative Reference:
Application Received: 01 Dec 2001
Address: 7 Elm Road Neath West Glamorgan SA11 2LY
Proposal: Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space.
Status: Pending Consideration

There are 0 documents associated with this application

There is [1 case](#) associated with this application.

There are [7 comments](#) associated with this application.

There is [1 property](#) associated with this application.

The application details are displayed at the top of the page, with further tabs below containing all of the relevant information about the application.

Details

1. Click on the **Details** tab to display the full details relating to the application.

Search My Profile Logout

Application Summary

[Help with this page](#)

01/00015/FUL | Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space. | 7 Elm Road Neath West Glamorgan SA11 2LY

[Back to search results](#)

[Track](#)

[Make a Comment](#)

[Print](#)

"

Details | **Comments** | Constraints (0) | Documents (0) | **Related Items (2)** | **Map**

Summary | Further Information | Contacts | Important Dates

Reference: 01/00015/FUL
Alternative Reference:
Application Received: 01 Dec 2001
Address: 7 Elm Road Neath West Glamorgan SA11 2LY
Proposal: Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space.
Status: Pending Consideration

There are 0 documents associated with this application

There is [1 case](#) associated with this application.

There are [7 comments](#) associated with this application.

There is [1 property](#) associated with this application.

2. The Application Details are split up into four tabbed sections. Click on the appropriate tab to display those details:
 - **Summary** – displays the basic information pertaining to the application. The summary also identifies the number of the **documents**, **cases**, **comments** and **properties** that have been added to this application. Click on one of these to view them.
 - **Further Information** – displays additional information about the application that was not included in the summary.
 - **Contacts** – displays a list of contacts relevant to this application.
 - **Important Dates** – displays the dates on which important events in the lifespan of the application occur from initial submission through to the decision.

Comments

1. Click on the **Comments** tab to display comments that have been made about this application.

The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' options. Below is the 'Application Comments' section for application 02/C0016/FUL, titled 'Swimming pool and Gym at rear | 17 Victoria Street Neath West Glamorgan SA11 2RE'. It includes a 'Back to search results' link and buttons for 'Track', 'Make a Comment', and 'Print'. A tabbed interface shows 'Comments' as the active tab, with sub-tabs for 'Public Comments (2)' and 'Consultee Comments (0)'. A sorting and pagination control bar is visible, set to 'Sort by Added', 'Direction Descending', and 'Results per page 10'. Below the controls, it indicates 'Showing 1 2 of 2' comments. The first comment is from 'Mr Thomson (Objects)' with the text 'No comments on record'. The second comment is from 'Mrs David (Objects)', submitted on 'Wed 19 Nov 2008', with the text 'Unightly and will block light'. Links for 'Make a comment', 'Collapse All', and 'Expand All' are also present.

2. Comments can either be submitted by members of the public or by people who have been consulted about the application. Click on **Public Comments** or **Consultee Comments** as appropriate.
3. You can re-order the list by the date the comment was added or by the commentor's name. Select one of these from the **Sort by** drop down list, then click on **Go**.
4. To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
5. To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
6. If there are more results than fit on one page, navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
7. Comments are displayed showing the name of the commentor and their stance on the application (objects, supports or neutral). Click on the commentor's name to display the comment itself. Click on it again to collapse the comment again.
8. Click on **Expand All** to view all of the comments on the page. Click on **Collapse All** to hide them all again.
9. To add a comment to the list, click on **Make a Comment**.

East Riding of Yorkshire Council. Public Access Planning Website user guide.

Make a Comment

You can make a comment supporting or objecting to this planning application. Your comment will be submitted to the planning authority and immediately made available online to the public. We will not display your address, telephone number or email address to the public.

Application Reference: 02/00016/FUL
Address: 17 Victoria Street Neath West Glamorgan SA11 2RE
Proposal: Swimming pool and Gym at rear
Case Officer:

Comments submitted will be immediately made available online to the public.

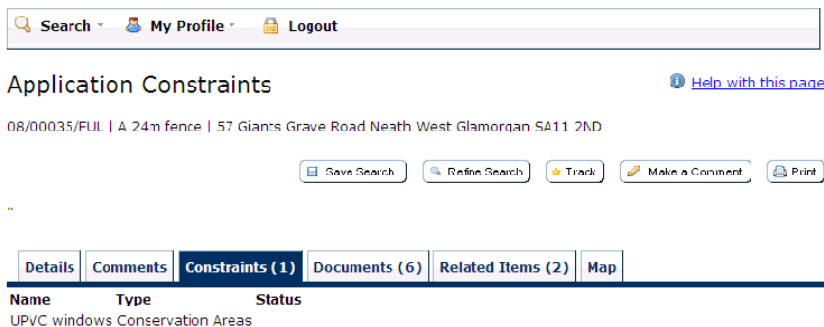
Are your personal details correct? Click to [update my personal details](#).

Your Name: *	<input type="text" value="Mr Neil Williamson"/>
Your Address: **	<input type="text" value="Tontine House, 8 Gordon Street, Glasgow G1"/>
Your Tel. No.	<input type="text" value="0141 574 1900"/>
Your Email Address:	<input type="text" value="neil.williamson@idoxgroup.com"/>
Commentor Type: *	<input type="text" value="Member of the Public"/>
Stance: *	<input checked="" type="radio"/> Object <input type="radio"/> Support <input type="radio"/> Neutral
Reason for comment:	<input type="checkbox"/> Noise <input type="checkbox"/> Obtrusive by design <input type="checkbox"/> Residential Amenity <input checked="" type="checkbox"/> Traffic or Highways
Your Comment: * 1903 characters left	<input type="text" value="This proposal will impair the flow of traffic and the availability of parking around the estate."/>
	<input checked="" type="checkbox"/> Send me an email confirming my comments
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

10. Your name and address are added automatically to the form. If these are not correct, click on **update my personal details** and make the appropriate changes.
11. Add your remaining contact details in the appropriate boxes.
12. The **Commentor Type** drop down list describes the type of people who may need to make a comment about an application. These include councillors, neighbours to the application address and members of the public. Select the one that applies to you.
13. In the **Reason for comment box** select one or more of the offered reasons for making your comment.
14. Enter the details of your comment in the **Your Comment** box.
15. If you want to receive an email confirming that your comment has been received, check the **Send me an email confirming my comments box**.
16. When you have completed all the details, click on the **Submit** button. Your comment will appear in the Comments page for this application.

Constraints

1. Click on the **Constraints** tab to display any constraints that have been placed on this application.



The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' options. Below it, the page title is 'Application Constraints' with a 'Help with this page' link. The application details are '08/00035/FUL | A 24m fence | 57 Giants Grave Road Neath West Glamorgan SA11 2ND'. Action buttons include 'Save Search', 'Refine Search', 'Track', 'Make a Comment', and 'Print'. A tabbed interface at the bottom shows 'Details', 'Comments', 'Constraints (1)', 'Documents (6)', 'Related Items (2)', and 'Map'. The 'Constraints (1)' tab is active, displaying a table with columns 'Name', 'Type', and 'Status'. The first row contains the text 'UPVC windows Conservation Areas'.

Documents

1. Click on the **Documents** tab to display any documents that have been added to this application.
2. You can re-order the list according to:
 - **Date Published**
 - **Document Type**
 - **Description.**Click on the appropriate heading to sort the list.
3. To view any of the documents in a separate window, click on **View Document** beside the document you require.

Related Items

1. Click on the **Related Items** to view a summary of additional information related to the application.

The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' options. Below is the page title 'Application Related Items' with a 'Help with this page' link. The application details are '02/00019/FUL | Erection of 5 new dwellings and associated vehicular and pedestrian access | Land South Of Jersey Terrace Neath'. There are three buttons: 'Track', 'Make a Comment', and 'Print'. A breadcrumb trail shows 'Details', 'Comments', 'Constraints (0)', 'Documents (1)', 'Related Items (1)', and 'Map'. The 'Related Items (1)' section is expanded, showing 'Applications (0)', 'Appeals (0)', 'Enforcements (0)', and 'Properties (1)'. Under 'Properties (1)', there is a link to 'Land South Of Jersey Terrace Neath'.

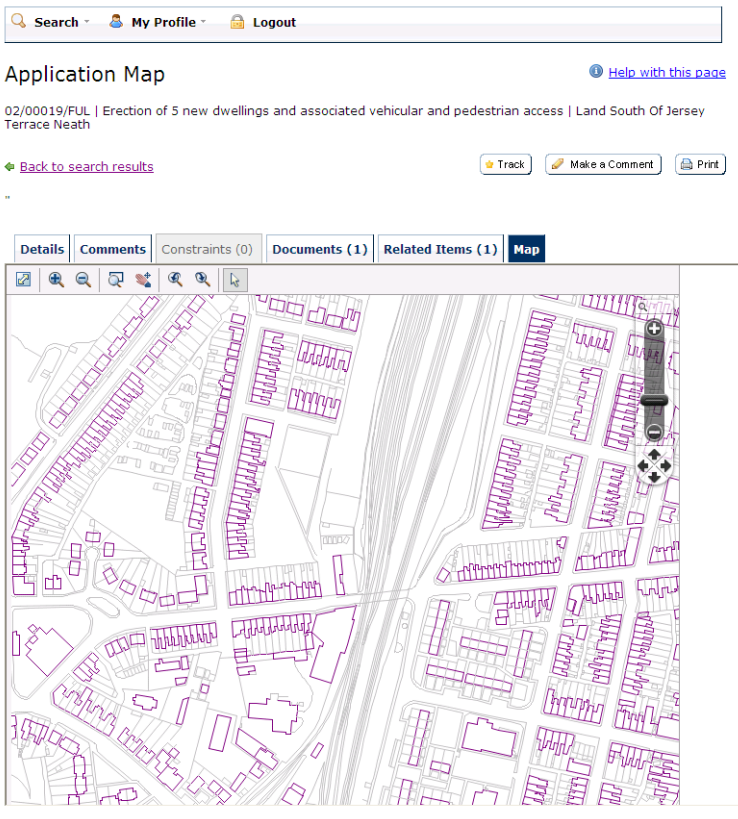
These may include:

- **Applications**
- **Appeals**
- **Enforcements**
- **Properties.**

2. To view any of the listed items, click on its title.

Map

1. Click on the **Map** tab to display the area of the application on a map.



2. The interactive map contains a number of tools to help you view the application area:

- **Initial map view** – click this to zoom the map out to show the widest possible view.
- **Zoom in** – select this tool then click a point on the map that you want to zoom in to. Alternatively you can drag the Zoom Slider up.
- **Zoom out** – select this tool then click on the map to zoom out. Alternatively you can drag the Zoom Slider down.
- **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan.

Alternatively you can click on the Pan Direction arrows on the map.

- **Zoom to rectangle** – to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map.
- **Previous view** – to return to the previous view, click on this tool.
- **Next view** – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed.

Tracking Applications

Any application, appeal or enforcement can be Tracked so that you can keep up to date with its progress without having to search for it again.

1. Once you have performed a search, view the details of one of the resulting applications.

Search - My Profile - Logout

Application Summary [Help with this page](#)

01/00015/FUL | Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space. | 7 Elm Road Neath West Glamorgan SA11 2LY

[Back to search results](#) [Track](#) [Make a Comment](#) [Print](#)

..

Details | **Comments** | Constraints (0) | Documents (0) | **Related Items (2)** | **Map**

Summary | Further Information | Contacts | Important Dates

Reference: 01/00015/FUL
Alternative Reference:
Application Received: 01 Dec 2001
Address: 7 Elm Road Neath West Glamorgan SA11 2LY
Proposal: Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space.
Status: Pending Consideration

There are 0 documents associated with this application

There is [1 case](#) associated with this application.

There are [7 comments](#) associated with this application.

There is [1 property](#) associated with this application.

2. If you want to add this to your Tracked Applications page (see Tracked Applications), click on the **Track** button.
3. To return to this application at a later date, select Tracked Applications under My Profile.
4. To stop tracking an application, return to the application details and click the **Stop tracking this application** button at the top of the page. Alternatively click the Stop Tracking button next to the application in the Tracked Applications page