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Print

## Active Consultations

As a Consultee user, you have a set of consultee pages that allow you to view new, active and past consultations for your Interest Area.

### Active Consultations

The Active Consultations page displays a list of applications currently under consultation on which you have made a consultee comment. You have until the expiry date to make any further comment. After this date they will be moved into the Previous Consultations page.

You can choose to display only your own submissions or submissions that were made by all members of your consultee group. Select Only Me or Any User In The Group, then press Go.

You can browse for consultations of interest. If there are more results than fit on one page, use the Next and Previous buttons or select a particular page to go to.

Alternatively, if you know the Letter Reference for a specific request for consultation, enter that in the Consultation Reference box and press Search.

Each request for consultation displays:

- **Letter Reference:** the unique reference number of the consultation request letter
- **Consultee:** the person or body who raised the request for consultation
- **Date Requested:** the date the consultation request was initiated
- **Expiry Date:** the date that consultee comments must be made by
- **Days to Expiry:** the number of days until the expiry date.

### View Application

To view the details of the application click on its title. You will also be able to read any public and consultee comments that have already been made.

### Consultee Comment

To comment on an application click on the Make A Consultee Comment button. You can submit a consultee comment either by typing a note directly or by uploading an existing document.

To submit a comment directly, select the Submit Comment tab in the pop-up window. Type your comment into the text box. When you are finished, click on the Submit Comment button.

To upload a pre-prepared submission as a document, select the Upload Document tab in the pop-up window. Click on the Browse button and navigate to the document's location on your computer or network. When you have located your document, click on the Upload button.

# Help: Appeals Search

Close Window

Print

## Appeals Search

You may search for Planning Appeals matching one or many of the search options.

### Reference Numbers

If you know the appeal reference number or an alternative reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

### Appeal Details

Wild card searching can be performed using the \* character on any of the Description and Address fields:

Miss \* Smith

Elm \*

### Dates

Dates search can be performed using calender for from date and to date fields.

# Help: Applications Search

Close Window

Print

## Applications Search

You may search for Planning Applications matching one or many of the search options.

### Reference Numbers

If you know the application reference number or an alternative reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

### Application Details

Wild card searching can be performed using the \* character on any of the Applicant Name and Address fields:

Miss \* Smith

Elm \*

### Dates

Dates search can be performed using calendar for from date and to date fields.

# Help: Building Control Applications Search

Close Window

Print

## Building Control Applications Search

You may search for Building Control Applications matching one or many of the search options.

### Reference Numbers

If you know the application reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

### Application Details

Wild card searching can be performed using the \* character on any of the Description and Address fields:

Miss \* Smith

Elm \*

### Dates

Dates search can be performed using calendar for from date and to date fields.

Close Window

Print

## Building Control Applications

From this page you can view information on a Building Control Applications. You can also track an application so that you can find out when it is updated.

### Summary

The summary tab shows basic information on this application including the case reference and address.

### Details

The details tab shows additional information on this application.

### Plots

The plots tab shows plots related to this application.

### Dates

You can see significant dates for this application such as when it was received by the building control authority and when a decision is due or when a decision was made.

### Documents

If publicly available documents exist for this application, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Related Items

You can see the contraventions related to this application and also the property(ies) that it applies to.

### Map

You can view the location of this application on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this application is updated. If you are already tracking this application, click on Stop Tracking if you no longer wish to be informed when the application is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

# Help: Building Control Contraventions

Close Window

Print

## Building Control Contraventions

From this page you can view information on a Building Control Contraventions.

### Summary

The summary tab shows basic information on this contravention including the case reference and address.

### Details

The details tab shows additional information on this contravention.

### Documents

If publicly available documents exist for this contravention, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Dates

You can see significant dates for this contravention such as when it was received by the building control authority and when a decision is due or when a decision was made.

### Related Items

You can see the applications related to this contravention and also the property(ies) that it applies to.

### Map

You can view the location of this contravention on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this contravention is updated. If you are already tracking this contravention, click on Stop Tracking if you no longer wish to be informed when the contravention is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.



# Help: Building Standards Notices

Close Window

Print

## Building Standards Notices

From this page you can view information on a Building Standards Notices.

### Summary

The summary tab shows basic information on this notice including the case reference and address.

### Details

The details tab shows additional information on this notice.

### Documents

If publicly available documents exist for this notice, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Dates

You can see significant dates for this notice such as when it was received by the building notice authority and when a decision is due or when a decision was made.

### Related Items

You can see the applications related to this notice and also the property(ies) that it applies to.

### Map

You can view the location of this notice on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this notice is updated. If you are already tracking this notice, click on Stop Tracking if you no longer wish to be informed when the notice is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

Close Window

Print

## Building Standards Applications

From this page you can view information on a Building Standards Applications. You can also track an application so that you can find out when it is updated.

### Summary

The summary tab shows basic information on this application including the case reference and address.

### Details

The details tab shows additional information on this application.

### Plots

The plots tab shows plots related to this application.

### Dates

You can see significant dates for this application such as when it was received by the building control authority and when a decision is due or when a decision was made.

### Documents

If publicly available documents exist for this application, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Certificates

You can see the Certificates related to this application.

### Related Items

You can see the contraventions related to this application and also the property(ies) that it applies to.

### Map

You can view the location of this application on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this application is updated. If you are already tracking this application, click on Stop Tracking if you no longer wish to be informed when the application is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

# Help: Consultation Search

Close Window

Print

## Consultation Search

You may search for Consultee Applications matching one or many of the search options.

### Letter Reference

If you know the Letter reference number enter it here. Wild card searching can be performed using the \* character on the reference number field.

01/00001/FUL

01/\*/FUL

### Consultee Name

Wild card searching can be performed using the \* character on Consultee Name field:

Miss \* Smith

Elm \*

### Dates

Dates search can be performed using calender for from date and to date fields.

# Help: Consultee Group: Addresses

Close Window

Print

## Consultee Groups: Addresses

Create a contact address, email, phone number and fax number for each group member of the consultee group.

# Help: Consultee Group: Members

Close Window

Print

## Consultee Groups: Members

Assign users to the consultee group. Once added, these users will be able to consult on behalf of this group.

### **Assigning new group members**

Enter an email address for each user to be added to this group.

Note that a user may belong to only one group. Users must be registered with IDOX PA before they can be added to a consultee group.

# Help: Consultee Groups: Administration

Close Window

Print

## Consultee Groups: Administration

A consultee group is a list of one or more consultee users who can consult on a particular area of interest on applications within a given ward and parish. Any member of a consultee group can contribute to any consultation within the group's area of interest.

Use this administration section to create new consultee groups and modify or delete existing ones.

# Help: Consultee Groups: Group Details

Close Window

Print

## Consultee Groups: Group Details

Choose a suitable name for your consultee group.

# Help: Consultee Groups: Interest Areas

Close Window

Print

## Consultee Groups: Interest Areas

### Interest Area

Define the scope of the consultee interest area by providing a suitable name, then selecting appropriate module, consultee designation, ward and parish options from the lists provided. When any consultations are requested for this area of interest in this ward and parish, they will be directed to the In Tray of the group members. Any member of the group will then be able to consult on it.

### Group coordinator

One group member can be designated as the group coordinator. The coordinator will receive automatic email notifications when any member of their group submits a comment.



Close Window

Print

## Consultee In Tray

As a Consultee user, you have a set of consultee pages that allow you to view new, active and past consultations for your Interest Area.

### In Tray

The In Tray displays a list of applications on which requests for consultation in your interest area have been made. Each application may have one or more requests for consultation associated with it.

You can browse the In Tray for consultations of interest to you. If there are more results than fit on one page, use the Next and Previous buttons or select a particular page to go to.

Alternatively, if you know the Letter Reference for a specific request for consultation, enter that in the Consultation Reference box and press Search.

Each request for consultation displays:

- **Letter Reference:** the unique reference number of the consultation request letter
- **Consultee:** the person or body who raised the request for consultation
- **Date Requested:** the date the consultation request was initiated
- **Expiry Date:** the date that consultee comments must be made by
- **Days to Expiry:** the number of days until the expiry date.

### View Application

To view the details of the application click on its title. You will also be able to read any public and consultee comments that have already been made.

### Consultee Comment

To comment on an application click on the Make A Consultee Comment button. You can submit a consultee comment either by typing a note directly or by uploading an existing document.

To submit a comment directly, select the Submit Comment tab in the pop-up window. Type your comment into the text box. When you are finished, click on the Submit Comment button.

To upload a pre-prepared submission as a document, select the Upload Document tab in the pop-up window. Click on the Browse button and navigate to the document's location on your computer or network. When you have located your document, click on the Upload button.

# Help: Enforcement Register Search

Close Window

Print

## Enforcement Register Search

You may search for Enforcement Notices matching one or many of the search options.

### Reference Numbers

If you know the enforcement notice reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

# Help: Enforcements Search

Close Window

Print

## Enforcements Search

You may search for Planning Enforcements matching one or many of the search options.

### Reference Numbers

If you know the enforcement reference number or an alternative reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

### Enforcement Details

Wild card searching can be performed using the \* character on any of the Description and Address fields:

Miss \* Smith

Elm \*

### Dates

Dates search can be performed using calender for from date and to date fields.

# Help: Building Standards Applications Search

Close Window

Print

## Building Standards Applications Search

You may search for Building Standards Applications matching one or many of the search options.

### Reference Numbers

If you know the application reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

### Application Details

Wild card searching can be performed using the \* character on any of the Applicant Name and Address fields:

Miss \* Smith

Elm \*

### Dates

Dates search can be performed using calendar for from date and to date fields.

# Help: Licences Search

Close Window

Print

## Licences Search

You may search for Licences matching one or many of the search options.

### Reference Numbers

If you know the application reference number or an alternative reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

### Licence Details

Wild card searching can be performed using the \* character on any of the Applicant Name, Agent, Trading Name and Address fields:

Miss \* Smith

Elm \*

### Vehicle Details

Wild card searching can be performed using the \* character on any of the Badge, Registration, Vehicle Make and Model:

RN12 \* GB

MER \*

### Activities

You may search for Activities based on Time Period.

### Dates

Dates search can be performed using calendar for from date and to date fields.

# Help: Licensing Applications Search

Close Window

Print

## Licensing Applications Search

You may search for Licences matching one or many of the search options.

### Reference Numbers

If you know the application reference number or an alternative reference number enter it here. Wild card searching can be performed using the \* character on any of the reference number fields.

01/00001/FUL

01/\*/FUL

### Licence Details

Wild card searching can be performed using the \* character on any of the Applicant Name, Agent, Trading Name and Address fields:

Miss \* Smith

Elm \*

### Vehicle Details

Wild card searching can be performed using the \* character on any of the Badge, Registration, Vehicle Make and Model:

RN12 \* GB

MER \*

### Activities

You may search for Activities based on Time Period.

### Dates

Dates search can be performed using calender for from date and to date fields.

Close Window

Print

## Licence / Licence Application

From this page you can view information on a Licence or Licence Application. You can also track a licence so that you can find out when it is updated.

### Summary

The summary tab shows basic information on this licence including the case reference and address.

### Important Dates

You can see significant dates for this licence such as when it was received by the licensing authority and when a decision is due or when a decision was made.

### Contacts

The contacts tab displays a list of contact persons related to this licence along with their contact details (address, home phone, work phone).

### Documents

If publicly available documents exist for this licence, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Comments

You can view all comments submitted against this application by members of the public. You can also submit a comment of your own in support of or objecting to the application.

### Related Items

You can see the cases related to this licence and also the property(ies) that it applies to.

### Map

You can view the location of this licence on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this licence is updated. If you are already tracking this licence, click on Stop Tracking if you no longer wish to be informed when the licence is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

Close Window

Print

## Show/Hide Legend

You have to enable the filter to show the Legend box. The legend control allows the user to individually turn on/off any available layers.

## Map Filters

Select what you want to search for:

- Planning
  - Applications – shown as red, non-shaded polygon
  - Appeals – shown as red, yellow shaded polygon
  - Enforcements – shown as red shaded polygon
- Building Control
  - Applications – shown as blue, non-shaded polygon
  - Contraventions – shown as blue shaded polygon
- Building Standards
  - Warrants – shown as blue, non-shaded polygon
  - Notices – shown as blue shaded polygon
- Licensing
  - Applications – shown as purple shaded polygon
  - Licences – shown as purple, non-shaded polygon
- Property
  - Property – shown as black dots.

Select the relevant time period from the drop down list.

## Map Tools

The interactive map contains a number of tools to help you zoom in and pan around the map to locate the desired case/property:

- Zoom in – click the + button on the map to zoom in, or zoom using the mouse wheel
- Zoom out – click the  button on the map to zoom out, or zoom using the mouse wheel
- Pan mode – to move around the map, click on the map and, keeping the mouse button pressed, drag the cursor in the direction that you want to pan.

Click a polygon to display summary information on that record.

## Map Profile

You can add a map search to your Saved Searches list in one of two formats:

- Rectangular search - saves all of the records of the selected record type that apply to the area currently shown on the map
- Circular search - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

You can preview the circular search that will be saved by selecting a proximity distance from the drop down and clicking the show on map checkbox.



# Help: Notified Applications

Close Window

Print

## Notified Applications

From this page you can view the progress of cases that you have been tracking. When one of your tracked applications is updated, it will appear in this list. Also, if a new application is added that matches one of your saved searches, the new application will appear on this page.

### Viewing the application

To view an application, click on the View button for that application.

### Tracking an application

To track an application, click on the Track button for that application. If that application is updated later, you will be sent an email.

### Removing an application

To remove an application from the notifications list, click on the Discard button for that application. It may appear again in your notified application page if it is updated again.

Close Window

Print

## Planning Applications

From this page you can view information on a Planning Application. You can also track an application so that you can find out when it is updated.

### Summary

The summary tab shows basic information on this application including the case reference and address.

### Details

The details tab shows additional information on this application.

### Contacts

The contacts tab displays a list of contact persons related to this application along with their contact details (address, home phone, work phone).

### Documents

If publicly available documents exist for this application, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Constraints

The constraints tab shows constraints imposed on this application with regard to planning policy. For example, planning permission restrictions may be placed on listed buildings or properties in conservation areas.

### Comments

You can view all comments submitted against this application by members of the public. You can also submit a comment of your own in support of or objecting to the application.

### Dates

You can see significant dates for this application such as when it was received by the planning authority and when a decision is due or when a decision was made.

### Related Items

You can see the appeals and enforcements related to this application and also the property(ies) that it applies to.

### Map

You can view the location of this application on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this application is updated. If you are already tracking this application, click on Stop Tracking if you no longer wish to be informed when the application is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

# Help: Planning Appeals

Close Window

Print

## Planning Appeals

From this page you can view information on a Planning Appeal. You can also track an appeal so that you can find out when it is updated.

### Details

The details tab shows basic information on this appeal including the case reference and address.

### Documents

If publicly available documents exist for this appeal, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Dates

You can see significant dates for this appeal such as when it was received by the planning authority and when a decision is due or when a decision was made.

### Related Items

You can see the planning application(s) related to this appeal and also the property(ies) that it applies to.

### Map

You can view the location of this appeal on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this appeal is updated. If you are already tracking this appeal, click on Stop Tracking if you no longer wish to be informed when the appeal is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

# Help: Planning Enforcement Notice

Close Window

Print

## Planning Enforcement Notice

From this page you can view information on a Planning Enforcement Notice. You can also track an enforcement notice so that you can find out when it is updated.

### Details Summary

The details tab shows basic information on this application including the case reference and address.

### Important Dates

You can see significant dates for this enforcement notice such as when it was issued by the planning authority and when it becomes effective.

### Related Items

You can see any planning applications related to this enforcement notice and also the property(ies) that it applies to.

### Documents

If publicly available documents exist for this enforcement notice, you can view them from the Documents tab.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Enforcements page in My Profile. You will then be notified by email when this enforcement notice is updated. If you are already tracking this enforcement notice, click on Stop Tracking if you no longer wish to be informed when the enforcement notice is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

Close Window

Print

## Planning Enforcements

From this page you can view information on a Planning Enforcement. You can also track an enforcement so that you can find out when it is updated.

### Details

The details tab shows basic information on this enforcement including the enforcement reference and address.

### Documents

If publicly available documents exist for this enforcement, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

### Dates

You can see significant dates for this enforcement such as when it was received by the planning authority and when a decision is due or when a decision was made.

### Related Items

You can see the planning application related to this enforcement and also the property(ies) that it applies to.

### Map

You can view the location of this enforcement on the map.

### Track / Stop Tracking(Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this enforcement is updated. If you are already tracking this enforcement, click on Stop Tracking if you no longer wish to be informed when the enforcement is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

Close Window

Print

## Previous Consultations

As a Consultee user, you have a set of consultee pages that allow you to view new, active and past consultations for your Interest Area.

### Previous Consultations

The Previous Consultations page displays a list of applications whose consultation expiry has passed on which you have made a consultee comment. These are listed here for reference purposes and will be automatically removed after a certain time (as determined by your consultee group administrator).

You can display only submissions that were made by you or submissions that were made by other members of your consultee group. Select Only Me or Any User In The Group, then press Go.

You can browse for consultations of interest. If there are more results than fit on one page, use the Next and Previous buttons or select a particular page to go to.

Alternatively, if you know the Letter Reference for a specific request for consultation, enter that in the Consultation Reference box and press Search.

Each request for consultation displays:

- **Letter Reference:** the unique reference number of the consultation request letter
- **Consultee:** the person or body who raised the request for consultation
- **Date Requested:** the date the consultation request was initiated
- **Expiry Date:** the date that consultee comments must be made by
- **Days to Expiry:** the number of days until the expiry date.

### View Application

To view the details of the application click on its title. You will also be able to read any public and consultee comments that have already been made.

### Consultee Comment

To comment on an application click on the Make A Consultee Comment button. You can submit a consultee comment either by typing a note directly or by uploading an existing document.

To submit a comment directly, select the Submit Comment tab in the pop-up window. Type your comment into the text box. When you are finished, click on the Submit Comment button.

To upload a pre-prepared submission as a document, select the Upload Document tab in the pop-up window. Click on the Browse button and navigate to the document's location on your computer or network. When you have located your document, click on the Upload button.

Close Window

Print

## Properties

From this page you can view information on a Property.

### Address

This shows the full address and the ward and parish that it belongs to.

### Property History

You can see a history of all Planning, Building Control and Licensing records that are available on-line for this property. This includes historic information as well as currently active cases.

### Constraints

The constraints tab shows constraints imposed on the property by the planning authority. This is a list of restrictions that may apply when granting planning permission.

### Map

You can view the location of this property on the map.

# Help: Saved Searches

Close Window

Print

## Saved Searches

From this page you can view and change all of the searches you have previously saved.

### Sorting your searches

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

### See the results of a saved search

To perform a saved search now, click on the Run button for that search. Please note that you can not rerun saved proximity searches.

### Changing your search criteria

To modify the search criteria, click on the Edit button for that search. You can also choose if you wish to receive updates by email when results of this search are updated.

### Removing a saved search

To remove a search from the list, click on the Delete button for that search. You will no longer receive email updates for this search.



# Help: Searching by Address

Close Window

Print

## Searching by Address

To search for planning cases where you know the address, enter part of the address here. You can find planning cases at an address, street, or town

### Searching by house number and street

You can find planning cases at a particular address:

5 Elm Road

### Searching by street

You can find planning cases in a whole street:

Elm Road

### Searching by town or locality

You can find planning cases in a town or locality:

Neath

West Glamorgan

### Search by house name

If you want to find all planning cases at a particular house or building name, enter it here to view the case information:

Tontine House

### Wild card searching

Wild card searching can be performed using the \* character on any of the search criteria. For example to find cases in Elm Street, Elm Road and at Elm House:

Elm \*

# Help: Searching by address

Close Window

Print

## Searching by address

To search for planning cases where you know the address, enter part of the address here. You can find planning cases at an address, street, town or postcode.

### Searching by house number and street

You can find planning cases at a particular address:

5 Elm Road

### Searching by street

You can find planning cases in a whole street:

Elm Road

### Searching by town or locality

You can find planning cases in a town or locality:

Neath

West Glamorgan

### Searching by postcode

You can find planning cases at a postcode by entering the full or partial postcode:

SA11 2LY

SA11

### Search by house name

If you want to find all planning cases at a particular house or building name, enter it here to view the case information:

Tontine House

### Wild card searching

Wild card searching can be performed using the \* character on any of the search criteria. For example to find cases in Elm Street, Elm Road and at Elm House:

Elm \*

Close Window

Print

## Simple Search

You can search for cases by application reference or partial address.

### Search by Application Reference

If you already know the application reference number, enter it here to view the case information:

08/00001/FUL

### Search by partial address

If you want to find all cases at an address, in a street or in a town, enter one line of the address:

5 Elm Road

Elm Road

West Glamorgan

### Search by house name

If you want to find all cases at a particular house or building name, enter it here to view the case information:

Tontine House

### Wildcard searching

Wildcard searching can be performed using the \* or % character on any of the search criteria. Wildcards can be used if case details are only partially known.

For example to find cases in Elm Street, Elm Road and at Elm House:

Elm \*

To search for all cases that have 08 and FUL in the reference number:

08/%/FUL

To search for case numbers or addresses that start with 5:

5%

Close Window

Print

## Simple Search

You can search for cases by application reference, postcode or partial address.

### Search by Application Reference

If you already know the application reference number, enter it here to view the case information:

08/00001/FUL

### Search by postcode

If you want to find all cases at a particular postcode, enter the full or partial postcode:

SA11 2LY

SA11

### Search by partial address

If you want to find all cases at an address, in a street or in a town, enter one line of the address:

5 Elm Road

Elm Road

West Glamorgan

### Search by house name

If you want to find all cases at a particular house or building name, enter it here to view the case information:

Tontine House

### Wildcard searching

Wildcard searching can be performed using the \* or % character on any of the search criteria. Wildcards can be used if case details are only partially known.

For example to find cases in Elm Street, Elm Road and at Elm House:

Elm \*

To search for all cases that have 08 and FUL in the reference number:

08/%/FUL

To search for all postcodes starting with SA11:

SA11\*

To search for case numbers or addresses that start with 5:

5%

# Help: Tracked Applications

Close Window

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## Tracked Applications

From this page you can view all of the applications that you're currently tracking. When an application in your tracked list is updated by the local authority, you will be notified by email and in the Notified Applications page.

### Sorting your tracked applications

You can sort the list by clicking on the appropriate column headings:

- Reference: sort the list alphanumerically by reference
- Address: sort the list alphanumerically by the address that is the subject of the application
- Type: sort the list alphabetically by the application type (application, appeal or enforcement)
- Status: sort the list alphabetically by the status of the application.

### Viewing the application details

To view a tracked application's details, click on the View button for that application.

### Remove a tracked application

To remove an application from the tracked applications list, click on the Stop Tracking button for that application. You will no longer be informed by email when that application is updated.