



Hinckley & Bosworth Borough Council

Planning information leaflet

Accessing planning information online

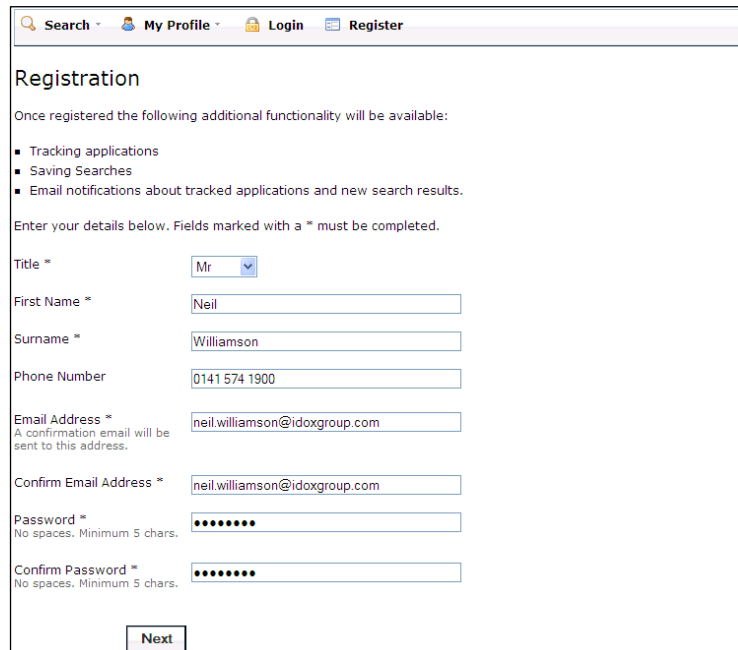
Contents

Register	2
Log In	4
Forgotten Password	4
Log Out	4
My Profile	5
Saved Searches	6
Notified Applications	7
Tracked Applications	8
Searching	9
Simple Search	9
Advanced Search	12
Map Search	15
Property Search	17
Customer Property Search	19
Weekly/Monthly List Search	21
Application Details	23
Comments	25
Constraints	27
Related Items	28
Map	29
Tracking Applications	30

Register

Anyone can use planning online 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.



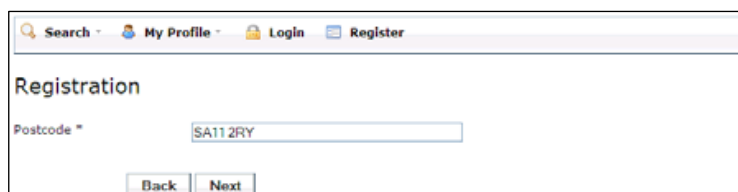
The screenshot shows a web browser window with a navigation bar at the top containing 'Search', 'My Profile', 'Login', and 'Register'. The main content area is titled 'Registration'. Below the title, it states: 'Once registered the following additional functionality will be available:' followed by a bulleted list: 'Tracking applications', 'Saving Searches', and 'Email notifications about tracked applications and new search results.' Below this, it says: 'Enter your details below. Fields marked with a * must be completed.'

The form fields are as follows:

- Title *: A dropdown menu with 'Mr' selected.
- First Name *: A text input field containing 'Neil'.
- Surname *: A text input field containing 'Williamson'.
- Phone Number: A text input field containing '0141 574 1900'.
- Email Address *: A text input field containing 'neil.williamson@idoxgroup.com'. Below the field, it says: 'A confirmation email will be sent to this address.'
- Confirm Email Address *: A text input field containing 'neil.williamson@idoxgroup.com'.
- Password *: A text input field with masked characters (dots). Below the field, it says: 'No spaces. Minimum 5 chars.'
- Confirm Password *: A text input field with masked characters (dots). Below the field, it says: 'No spaces. Minimum 5 chars.'

At the bottom of the form is a 'Next' button.

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, then press Next.



The screenshot shows a web browser window with the same navigation bar as the previous form. The main content area is titled 'Registration'. Below the title, it says: 'Postcode *'. There is a text input field containing 'SA11 2RY'. At the bottom of the form are two buttons: 'Back' and 'Next'.

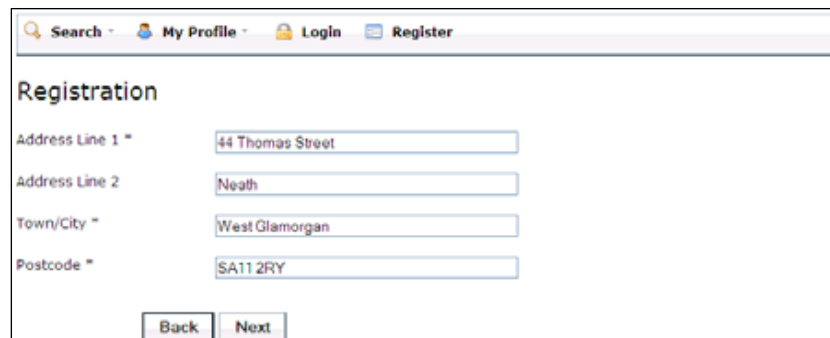
5. Select your address from the drop down list, and then click on Next.



The screenshot shows a web browser window with a navigation bar containing 'Search', 'My Profile', 'Login', and 'Register'. The main heading is 'Registration'. Below it, the text 'Please select your address:' is followed by a dropdown menu showing '44 Thomas Street Neath West Glamorgan'. At the bottom are 'Back' and 'Next' buttons.

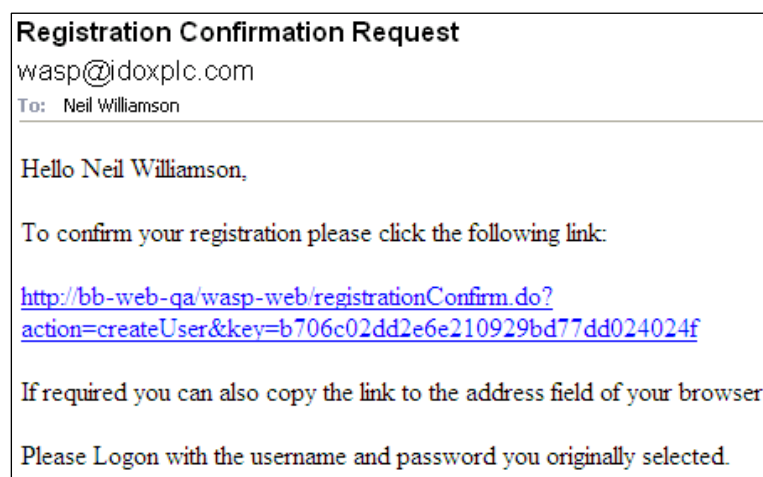
6. If your address is not listed, select My address is not on the list and click on Next.

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



The screenshot shows the same 'Registration' page. The address details are now entered in form fields: 'Address Line 1 *' is '44 Thomas Street', 'Address Line 2' is 'Neath', 'Town/City *' is 'West Glamorgan', and 'Postcode *' is 'SA11 2RY'. 'Back' and 'Next' buttons are at the bottom.

8. Check that your personal and login details are correct. To register them click on the Next button.
9. An email will be sent to the address you entered. This provides final confirmation that you want to create a planning online account for planning. When the email arrives, click on the link to be returned to the planning online site.

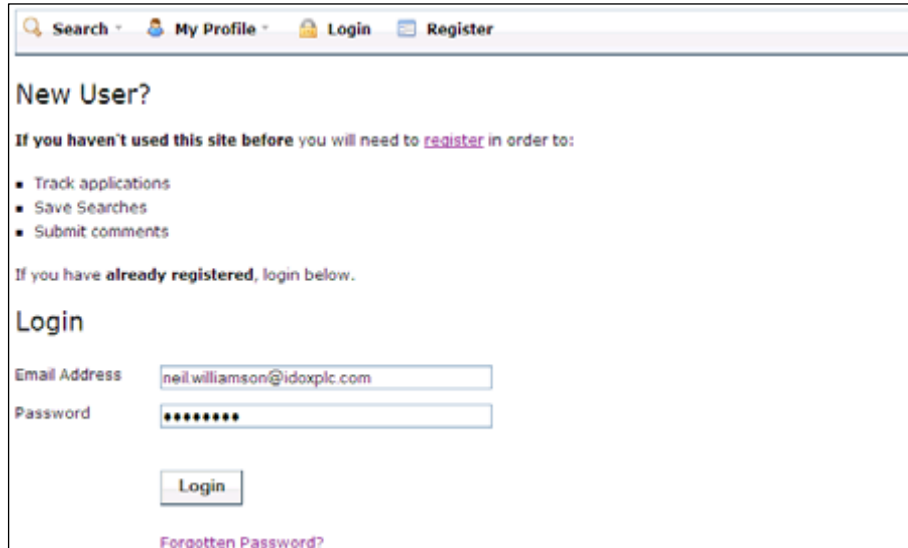


The screenshot shows an email titled 'Registration Confirmation Request' from 'wasp@idoxplc.com' to 'Neil Williamson'. The body of the email says: 'Hello Neil Williamson, To confirm your registration please click the following link: <http://bb-web-qa/wasp-web/registrationConfirm.do?action=createUser&key=b706c02dd2e6e210929bd77dd024024f> 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 planning online 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.

A screenshot of a web application's login page. At the top, there is a navigation bar with links for 'Search', 'My Profile', 'Login', and 'Register'. The main heading is 'New User?'. Below this, a message states: 'If you haven't used this site before you will need to register in order to:'. This is followed by a bulleted list: 'Track applications', 'Save Searches', and 'Submit comments'. Another message says: 'If you have already registered, login below.'. The 'Login' section contains two input fields: 'Email Address' with the value 'neil.williamson@idoxplc.com' and 'Password' with masked characters. A 'Login' button is positioned below these fields. At the bottom of the login section, there is a link for 'Forgotten Password?'.

Search My Profile Login Register

New User?

If you haven't used this site before you will need to register in order to:

- Track applications
- Save Searches
- Submit comments

If you have already registered, login below.

Login

Email Address: neil.williamson@idoxplc.com

Password: *****

Login

[Forgotten Password?](#)

2. Enter your user name and password, and 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 planning online, remember to log out by clicking on the Logout button in the menu bar.

My Profile

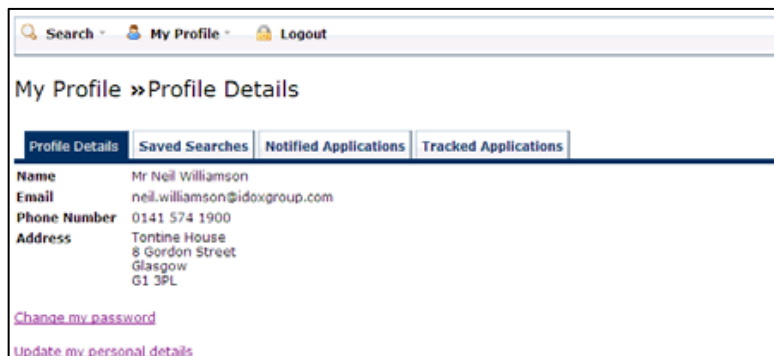
Once your account has been created you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **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.



My Profile >> Profile Details			
Profile Details	Saved Searches	Notified Applications	Tracked Applications
Name	Mr Neil Williamson		
Email	neil.williamson@idoxgroup.com		
Phone Number	0141 574 1900		
Address	Tontine House 8 Gordon Street Glasgow G1 3PL		
Change my password			
Update my personal details			

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

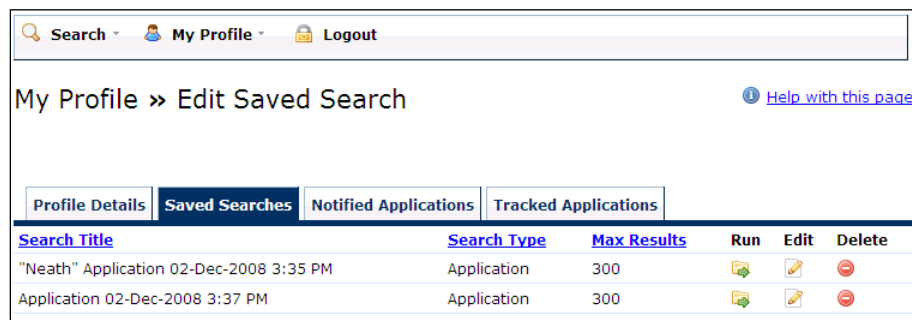
2. To update your password click on Change my password.
3. Enter your email address and then enter a new password twice. Press the Save button. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.
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 planning online 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.



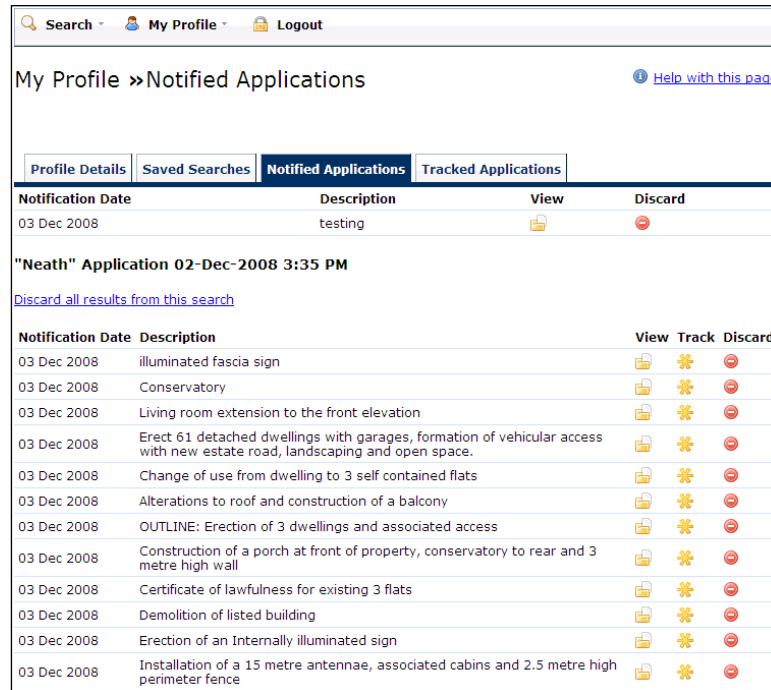
Search Title	Search Type	Max Results	Run	Edit	Delete
"Neath" Application 02-Dec-2008 3:35 PM	Application	300			
Application 02-Dec-2008 3:37 PM	Application	300			

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.



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	OUTLINE: Erection of 3 dwellings and associated access			
03 Dec 2008	Construction of a porch at front of property, conservatory to rear and 3 metre high wall			
03 Dec 2008	Certificate of lawfulness for existing 3 flats			
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.

[My Profile](#)

[Logout](#)

My Profile >>Tracked Applications

[Help with this page](#)

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

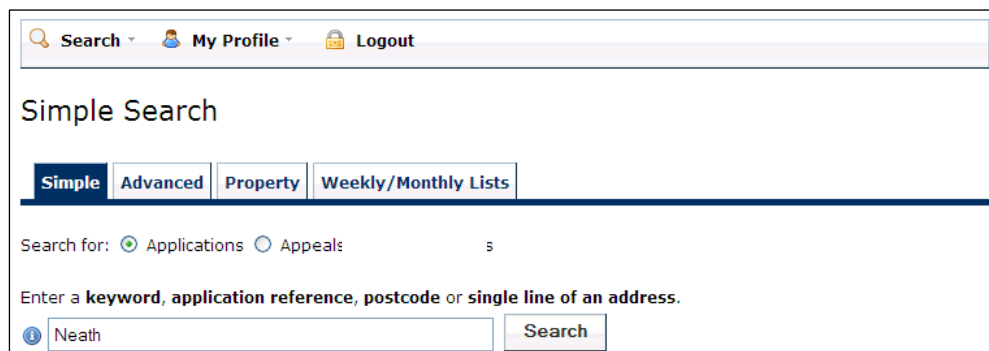
Your primary activity when you are logged in to the planning online site will be to search for applications according to a variety of criteria. Planning online provides a variety of methods to allow you to find the information you are looking for:-

- **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, or appeal by entering some text that will help identify it.

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



The screenshot shows the 'Simple Search' section of a web application. At the top, there is a navigation bar with links for 'Search', 'My Profile', and 'Logout'. Below this, the 'Simple Search' title is displayed. A tabbed interface allows users to select between 'Simple', 'Advanced', 'Property', and 'Weekly/Monthly Lists' search methods. The 'Simple' tab is currently active. Below the tabs, there are radio buttons to select the search criteria: 'Applications' (selected) and 'Appeals'. A text input field is provided for entering search terms, with a placeholder text 'Enter a keyword, application reference, postcode or single line of an address.' and a 'Search' button. The input field contains the text 'Neath'.

2. Click to select whether you want to search for:-
 - **Applications**
 - **Appeals**
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").

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

The screenshot shows a web interface for search results. At the top, there are links for 'Search', 'My Profile', and 'Logout'. Below this, the title 'Results for "Neath" Application Search' is displayed. To the right of the title are buttons for 'Refine Search', 'Save Search', and 'Print'. A navigation bar contains 'Sort by' (set to 'Date Received'), 'Direction' (set to 'Ascending'), 'Results per page' (set to '10'), and a 'Go' button. Below the navigation bar, there are page numbers '1', '2', '3', '4', and a 'Next' button. The text 'Showing 1-10 of 34' is on the right. The main content area lists four search results, each with a title, address, and reference information.

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/ADV | 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

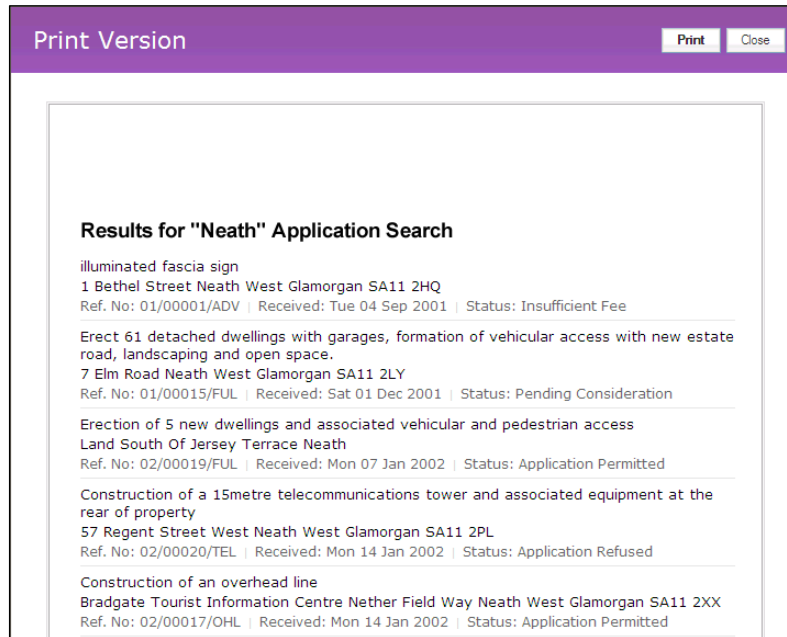
When you have made your display selections, click on the Go button.

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.

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 or appeal. These may include:-

- **Relevant reference numbers**
- **Application/Appeal**
- **Relevant dates**

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

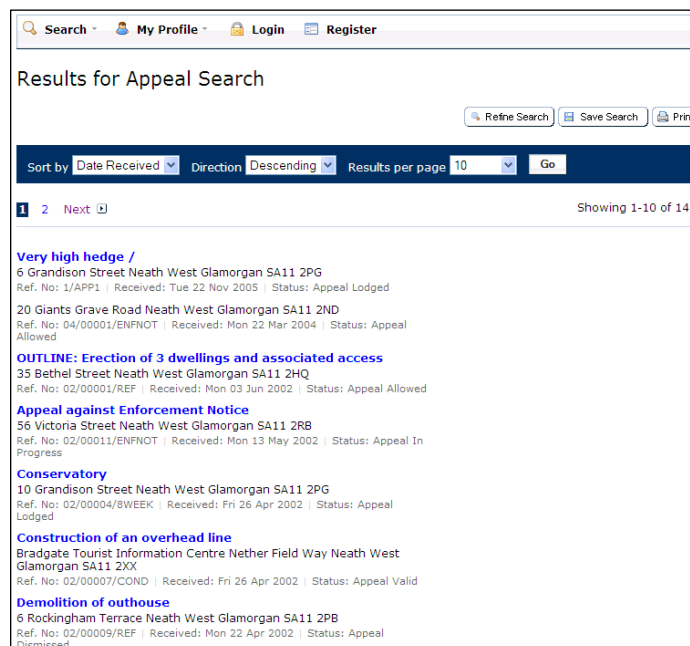
The screenshot shows a web application interface for 'Appeals Search'. At the top, there is a navigation bar with links for 'Search', 'My Profile', 'Login', and 'Register'. Below this, the page title 'Appeals Search' is displayed, along with a 'Help with this page' link. A descriptive text states: 'You may search for Planning Applications, Appeals and Enforcement matching one or many of the search options in the form below.' The form is divided into several sections: 1. 'Reference Numbers' with three input fields for 'Appeal Reference', 'Alternative Reference', and 'Application Reference'. 2. 'Appeal Details' with dropdown menus for 'Appeal Type' (set to 'Appeal against conditions imposed'), 'Ward' (set to 'All'), 'Parish' (set to 'All'), 'Appeal Status' (set to 'All'), 'Appeal Decision' (set to 'All'), and 'Appeal Process' (set to 'All'). There is also an 'Address' field with a help icon. 3. 'Dates' section with instructions: 'Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.' It includes four date range pairs: '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**

3. If you know a reference number that identifies a specific application or appeal enter it in the appropriate box.
4. The Application/Appeals 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 or appeal was lodged, validated or decided by court or inspectorate.
6. Click on the Search button to display the results of your search.



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.
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.

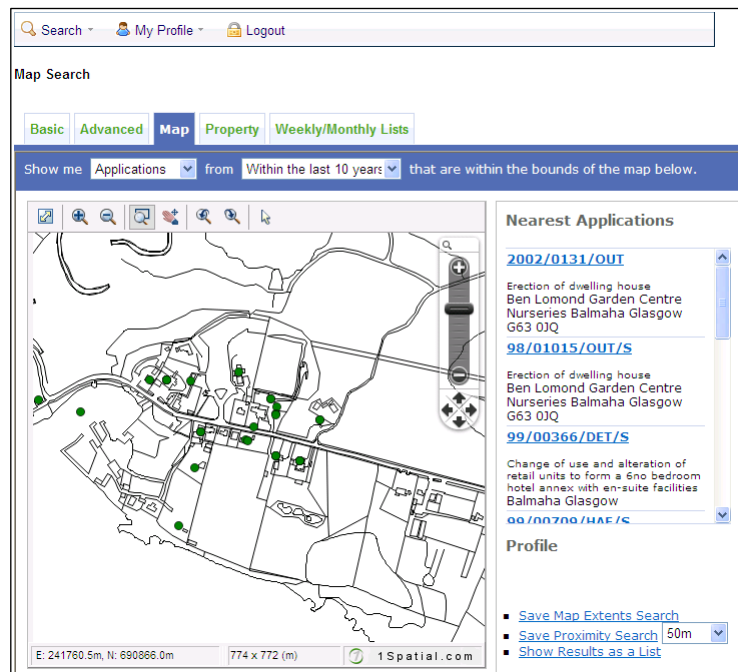
13. To display the current page of search results in a printable format, click on the Print button. Click Print again in the new window to send the page to your local printer. Press Close when you are finished with this window.

Map Search

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

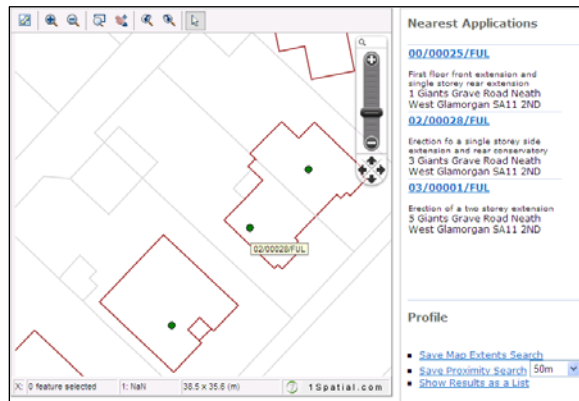
Note This feature is only recommended for broadband users.

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



2. Select what you want to search for:-
 - **Applications**
 - **Appeals**
 - **Properties**
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
 - **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

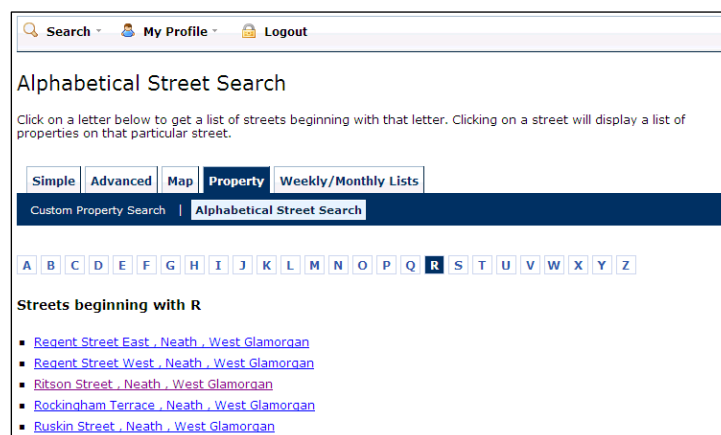
Property Search

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

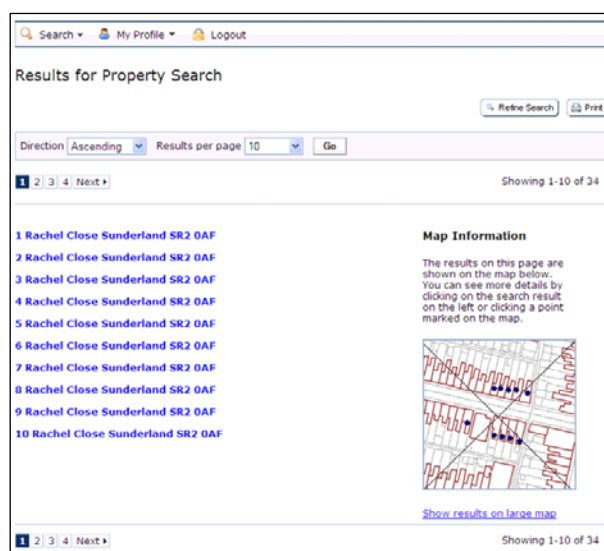
- **Alphabetical Street Search** – search for applications on a specified street chosen from an alphabetical list
- **Custom Property Search** – search for applications at a specified address

Alphabetical Property Search

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



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.

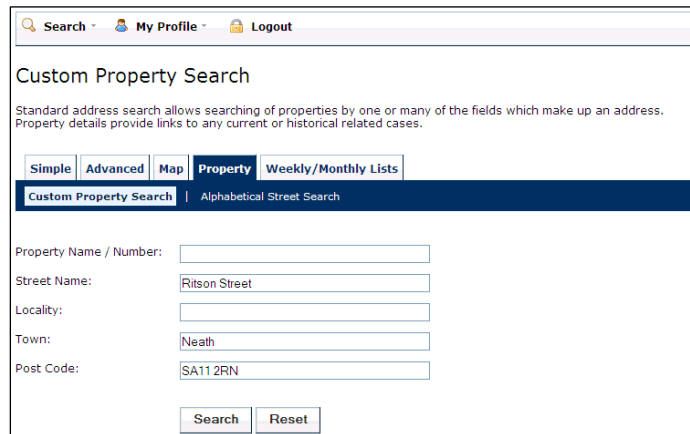


- To change the direction of the list select Ascending or Descending from the Direction drop down list, followed by Go
- To change the number of results displayed, select from the Results per page drop down list, followed by Go

- 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.

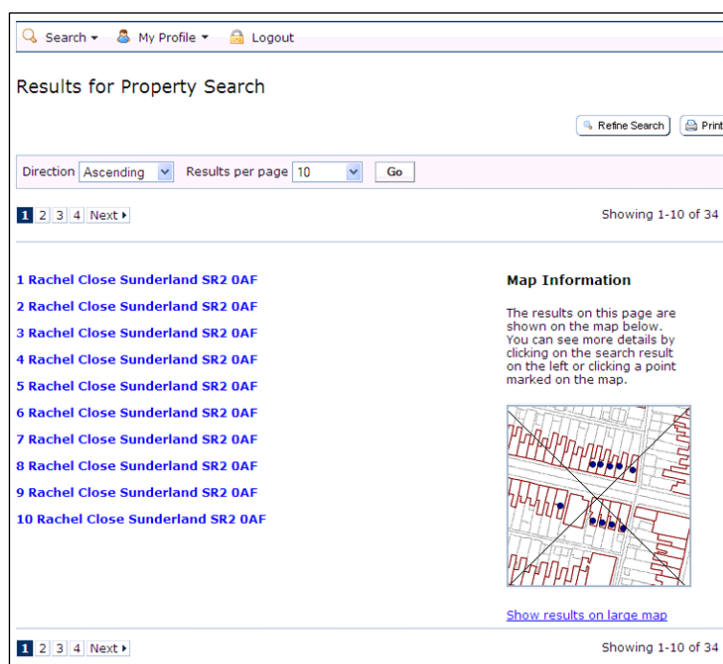
Custom Property Search

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 'Custom Property Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', and 'Logout' links. Below this, the title 'Custom Property Search' is displayed, followed by a brief description: 'Standard address search allows searching of properties by one or many of the fields which make up an address. Property details provide links to any current or historical related cases.' There are four tabs: 'Simple', 'Advanced', 'Map', and 'Property' (which is selected). Below the tabs, there is a sub-tab bar with 'Custom Property Search' and 'Alphabetical Street Search'. The main form contains five input fields: 'Property Name / Number:', 'Street Name:' (with 'Ritson Street' entered), 'Locality:', 'Town:' (with 'Neath' entered), and 'Post Code:' (with 'SA11 2RN' entered). At the bottom of the form are 'Search' and 'Reset' buttons.

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 'Results for Property Search' page. At the top, there is a navigation bar with 'Search', 'My Profile', and 'Logout' links. Below this, the title 'Results for Property Search' is displayed. There are two buttons: 'Refine Search' and 'Print'. Below these, there is a section for 'Direction' (set to 'Ascending') and 'Results per page' (set to '10'), followed by a 'Go' button. Below this, there is a pagination bar with '1', '2', '3', '4', and 'Next' links. The main content area shows a list of 10 results, all starting with 'Rachel Close Sunderland SR2 0AF'. To the right of the list is a 'Map Information' section with a text description: '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.' Below the text is a map showing a street layout with several blue dots indicating the search results. At the bottom of the map section is a link 'Show results on large map'. Below the map, there is another pagination bar with '1', '2', '3', '4', and 'Next' links, and the text 'Showing 1-10 of 34'.

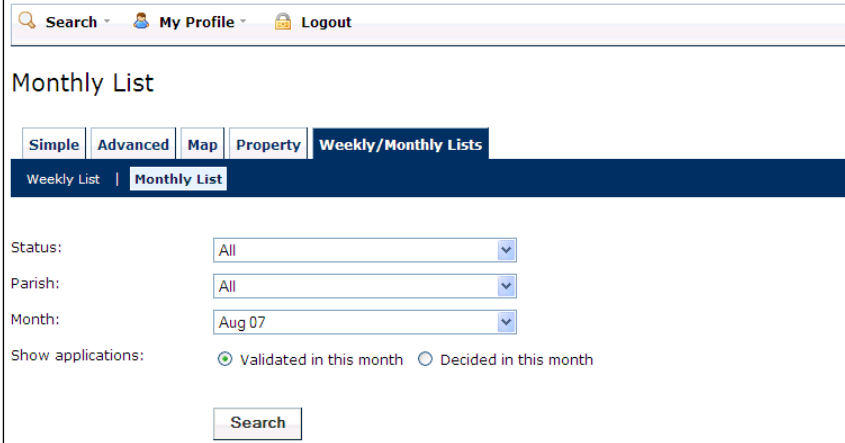
- To change the direction of the list select Ascending or Descending from the Direction drop down list, followed by Go
- To change the number of results displayed, select from the Results per page drop down list, followed by Go
- If there are more results than fit on one page, you can navigate to further 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 a web application interface for searching Weekly/Monthly Lists. At the top, there is a navigation bar with links for Search, My Profile, and Logout. Below this, the page is titled "Monthly List". A horizontal tab bar contains five tabs: Simple, Advanced, Map, Property, and Weekly/Monthly Lists. The Weekly/Monthly Lists tab is currently selected. Below the tabs, there is a sub-tab bar with two options: Weekly List and Monthly List. The Monthly List option is selected. The main search area contains four dropdown menus: Status (set to All), Parish (set to All), Month (set to Aug 07), and Show applications (with radio buttons for Validated in this month and Decided in this month). A Search button is located at the bottom of the form.

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

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

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

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

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

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

Map Information

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.



[Show results on large map](#)

- 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.

SearchMy ProfileLogout

Application Summary

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](#)

TrackMake a CommentPrint

DetailsCommentsConstraints (0)Documents (0)Related Items (2)Map

SummaryFurther InformationContactsImportant 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

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.

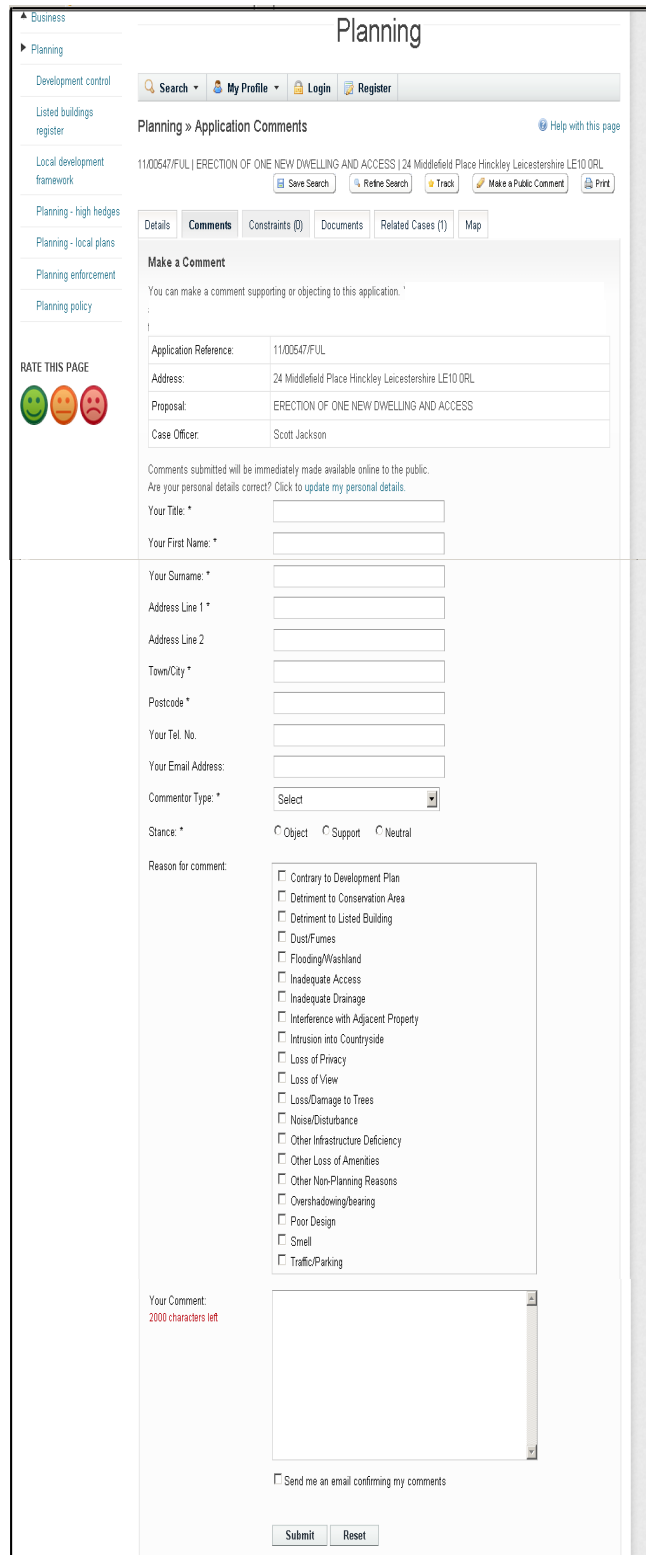
There is [1 property](#) associated with this application.

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

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.

1. To add a comment to the list, click on Make a Comment.



The screenshot shows a web interface for submitting comments on a planning application. The page is titled 'Planning' and 'Planning » Application Comments'. It includes a sidebar with navigation links and a main content area with a 'Make a Comment' form.

Business

- Planning
 - Development control
 - Listed buildings register
 - Local development framework
 - Planning - high hedges
 - Planning - local plans
 - Planning enforcement
 - Planning policy

RATE THIS PAGE

Three circular icons: green, orange, and red.

Planning

Search, My Profile, Login, Register

Planning » Application Comments [Help with this page](#)

11/00547/FUL | ERECTION OF ONE NEW DWELLING AND ACCESS | 24 Middlefield Place Hinckley Leicestershire LE10 0RL

Save Search, Refine Search, Track, Make a Public Comment, Print

Details, **Comments**, Constraints (0), Documents, Related Cases (1), Map

Make a Comment

You can make a comment supporting or objecting to this application. *

Application Reference: 11/00547/FUL

Address: 24 Middlefield Place Hinckley Leicestershire LE10 0RL

Proposal: ERECTION OF ONE NEW DWELLING AND ACCESS

Case Officer: Scott Jackson

Comments submitted will be immediately made available online to the public.
Are your personal details correct? Click to [update my personal details](#).

Your Title: *

Your First Name: *

Your Surname: *

Address Line 1: *

Address Line 2: *

Town/City: *

Postcode: *

Your Tel. No.:

Your Email Address:

Commentor Type: *
Select

Stance: *
☐ Object ☐ Support ☐ Neutral

Reason for comment:

- ☐ Contrary to Development Plan
- ☐ Detriment to Conservation Area
- ☐ Detriment to Listed Building
- ☐ Dust/Fumes
- ☐ Flooding/Washland
- ☐ Inadequate Access
- ☐ Inadequate Drainage
- ☐ Interference with Adjacent Property
- ☐ Intrusion into Countryside
- ☐ Loss of Privacy
- ☐ Loss of View
- ☐ Loss/Damage to Trees
- ☐ Noise/Disturbance
- ☐ Other Infrastructure Deficiency
- ☐ Other Loss of Amenities
- ☐ Other Non-Planning Reasons
- ☐ Overshadowing/Bearing
- ☐ Poor Design
- ☐ Smell
- ☐ Traffic/Parking

Your Comment:
2000 characters left

☐ Send me an email confirming my comments

Submit, Reset

2. Your name and address are added automatically to the form (If you are registered and logged in). If these are not correct, click on update my personal details and make the appropriate changes.
3. Add your remaining contact details in the appropriate boxes.
4. If you are not registered please fill out the mandatory fields.
5. 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.
6. In the Reason for comment box select one or more of the offered reasons for making your comment.
7. Enter the details of your comment in the Your Comment box.
8. If you want to receive an email confirming that your comment has been received, check the Send me an email confirming my comments box.

Constraints

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

Search My Profile Logout

Application Constraints

08/00035/FUL | A 24m fence | 57 Giants Grave Road Neath West Glamorgan SA11 2ND

Save Search Refine Search Track Make a Comment Print

Details Comments **Constraints (1)** Documents (6) Related Items (2) Map

Name	Type	Status
UPVC windows	Conservation Areas	

Documents

1. Click on the Documents tab to display any documents that have been added to this application.

Search My Profile Logout

Planning Application Documents

08/00035/FUL | A 24m fence | 57 Giants Grave Road Neath West Glamorgan SA11 2ND

Save Search Refine Search Track Make a Comment Print

Details Comments Constraints (1) **Documents (6)** Related Items (2) Map

Case No. 08/00035/FUL
Date Created 18 Nov 2008
Location 57 GIANTS GRAVE ROAD NEATH WEST GLAMORGAN SA11 2ND
Description COMMENTS

Online Ref.

Date Published	Document Type	View	Description
18 Nov 2008	Public Comment	View Document	Comments
18 Nov 2008	Public Comment	View Document	Comments
18 Nov 2008	Public Comment	View Document	Comments
24 Nov 2008	Public Comment	View Document	Comments
26 Nov 2008	Public Comment	View Document	Comments
26 Nov 2008	Public Comment	View Document	Comments

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 a web application interface for viewing related items. At the top, there is a navigation bar with a search icon, 'My Profile', and 'Logout'. Below this, the page title is 'Application Related Items' with a 'Help with this page' link. The main content area displays the application details: '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'. Below the buttons, there is a tabbed interface with tabs for 'Details', 'Comments', 'Constraints (0)', 'Documents (1)', 'Related Items (1)', and 'Map'. The 'Related Items (1)' tab is selected, showing a list of related items under the heading 'Properties (1)'. The list contains one item: 'Land South Of Jersey Terrace Neath' with a blue link icon.

Search My Profile Logout

Application Related Items [Help with this page](#)

02/00019/FUL | Erection of 5 new dwellings and associated vehicular and pedestrian access | Land South Of Jersey Terrace Neath

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

“

[Details](#) [Comments](#) [Constraints \(0\)](#) [Documents \(1\)](#) [Related Items \(1\)](#) [Map](#)

Applications (0)

There are no related applications.

Appeals (0)

There are no related appeals.

Properties (1)

- [Land South Of Jersey Terrace Neath](#)

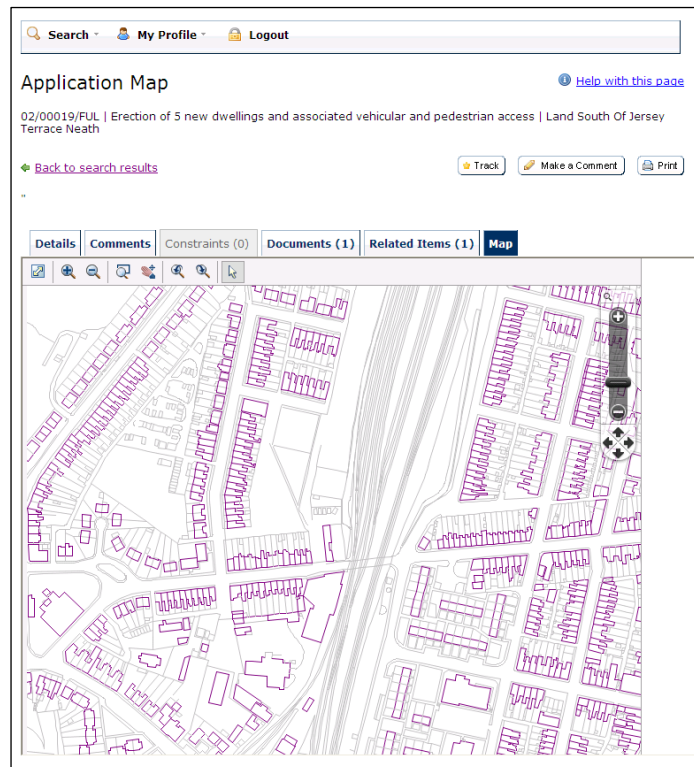
These may include:-

- **Applications**
- **Appeals**
- **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 planning application or appeal application 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.