

## **IDOX Public Access For Planning**

### Usage Notes

The IDOX 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.



## Contents

Usage Notes .....	1
User Details .....	3
Register .....	3
Log in.....	5
Forgotten Password .....	5
Logout .....	5
My Profile .....	6
Searching.....	10
Simple Search .....	10
Advanced Search .....	13
Map Search .....	16
Property Search .....	18
Weekly/Monthly Lists Search .....	22
Application Details .....	24
Details .....	25
Comments .....	26
Constraints .....	28
Documents .....	28
Related Items .....	29
Map .....	30
Tracking Applications .....	31

## 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 \*

First Name \*

Surname \*

Phone Number

Email Address \*   
A confirmation email will be sent to this address.

Confirm Email Address \*

Password \*   
No spaces. Minimum 5 chars.

Confirm Password \*   
No spaces. Minimum 5 chars.

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.

Registration

Postcode \*

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

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

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

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

The screenshot shows the 'Registration' section with the heading 'Please check your details'. Below this, there are four input fields: 'Address Line 1 \*' (containing '44 Thomas Street'), 'Address Line 2' (containing 'Neath'), 'Town/City \*' (containing 'West Glamorgan'), and 'Postcode \*' (containing 'SA11 2RY'). At the bottom are 'Back' and 'Next' buttons.

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

- Check that your personal and login details are correct. To register them click on the **Next** button.

- 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.

#### 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>

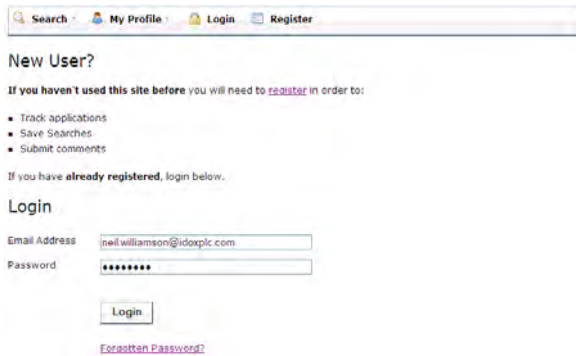
If required you can also copy the link to the address field of your browser.

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.



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

## My Profile

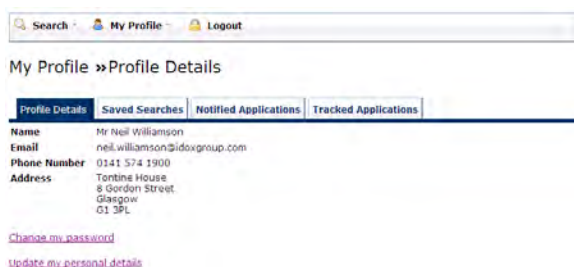
Once your account has been created you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **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	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.

Profile Details	Saved Searches	Notified Applications	Tracked Applications			
Case Number	Address	Type	Status	View	Stop Tracking	
08/00034/CON 2RT	5 Caroline Street Neath West Glamorgan SA11	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 2HQ	35 Bethel Street Neath West Glamorgan SA11	Application	Application Refused			
02/00006/OUT 2HQ	35 Bethel Street Neath West Glamorgan SA11	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 the top navigation bar with 'Search', 'My Profile', and 'Logout' options. Below it, the 'Simple Search' section is active, with tabs for 'Simple', 'Advanced', 'Property', and 'Weekly/Monthly Lists'. Underneath, there are radio buttons for 'Applications' (selected), 'Appeals', and 'Enforcements'. A text input field contains 'Neath' and a 'Search' button is visible.

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”).

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

The screenshot shows the search interface with the following elements:

- Search bar with a magnifying glass icon, a user profile icon labeled 'My Profile', and a 'Logout' button.
- Text: 'Results for "Neath" Application Search'
- Buttons: 'Refine Search', 'Save Search', and 'Print'.
- Sort controls: 'Sort by' dropdown set to 'Date Received', 'Direction' dropdown set to 'Ascending', 'Results per page' dropdown set to '10', and a 'Go' button.
- Page navigation: '1 2 3 4 Next' and 'Showing 1-10 of 34'.
- Search results list:
  - 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

- 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.

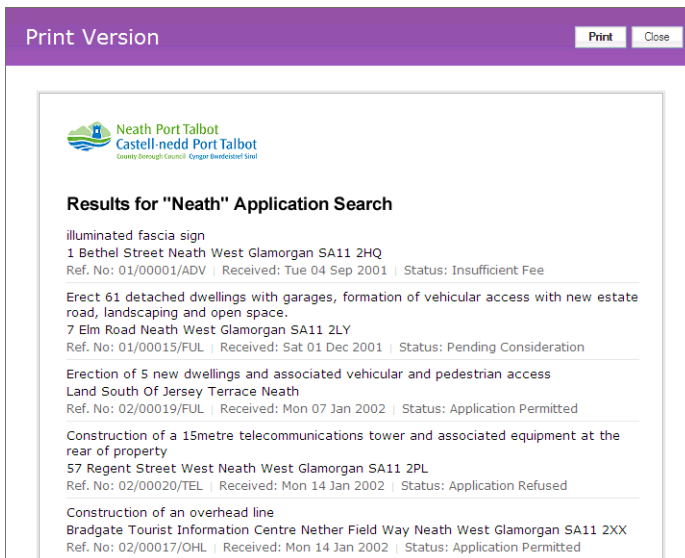
When you have made your display selections, click on the **Go** button.

- 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
- 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).
- To view a search in detail, click on its title.
- 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, 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 top navigation bar with 'Search', 'My Profile', 'Login', and 'Register' links. Below is the 'Appeals Search' section with 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.' There are four tabs: 'Simple', 'Advanced', 'Property', and 'Weekly/Monthly Lists'. Below the tabs is a dark blue bar with 'Applications', 'Appeals', and 'Enforcements' options. The 'Reference Numbers' section has four input fields: 'Appeal Reference', 'Alternative Reference', 'Application Reference', and 'Enforcement Reference'. The 'Appeal Details' section has several dropdown menus: '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. The 'Dates' section includes a text instruction: '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.' Below this are 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 are 'Search' and 'Reset' buttons.

2. Click to display a search page specific to:

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

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 search interface with the following elements:

- Navigation bar: Search, My Profile, Login, Register.
- Section: Results for Appeal Search.
- Actions: Refine Search, Save Search, Print.
- Filters: Sort by Date Received, Direction Descending, Results per page 10, Go.
- Pagination: 1 2 Next, Showing 1-10 of 14.
- Search Results:
  - Very high hedge /**  
6 Grandison Street Neath West Glamorgan SA11 2PG  
Ref. No: 1/APP1 | Received: Tue 22 Nov 2005 | Status: Appeal Lodged
  - 20 Giants Grave Road Neath West Glamorgan SA11 2ND**  
Ref. No: 04/00001/ENFNOT | Received: Mon 22 Mar 2004 | Status: Appeal Allowed
  - OUTLINE: Erection of 3 dwellings and associated access**  
35 Bethel Street Neath West Glamorgan SA11 2HQ  
Ref. No: 02/00001/REF | Received: Mon 03 Jun 2002 | Status: Appeal Allowed
  - Appeal against Enforcement Notice**  
56 Victoria Street Neath West Glamorgan SA11 2RB  
Ref. No: 02/00011/ENFNOT | Received: Mon 13 May 2002 | Status: Appeal In Progress
  - Conservatory**  
10 Grandison Street Neath West Glamorgan SA11 2PG  
Ref. No: 02/00004/SWEEK | Received: Fri 26 Apr 2002 | Status: Appeal Lodged
  - Construction of an overhead line**  
Bradgate Tourist Information Centre Nether Field Way Neath West Glamorgan SA11 2XX  
Ref. No: 02/00007/COND | Received: Fri 26 Apr 2002 | Status: Appeal Valid
  - Demolition of outhouse**  
6 Rockingham Terrace Neath West Glamorgan SA11 2PB  
Ref. No: 02/00009/REF | Received: Mon 22 Apr 2002 | Status: Appeal Dismissed

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.

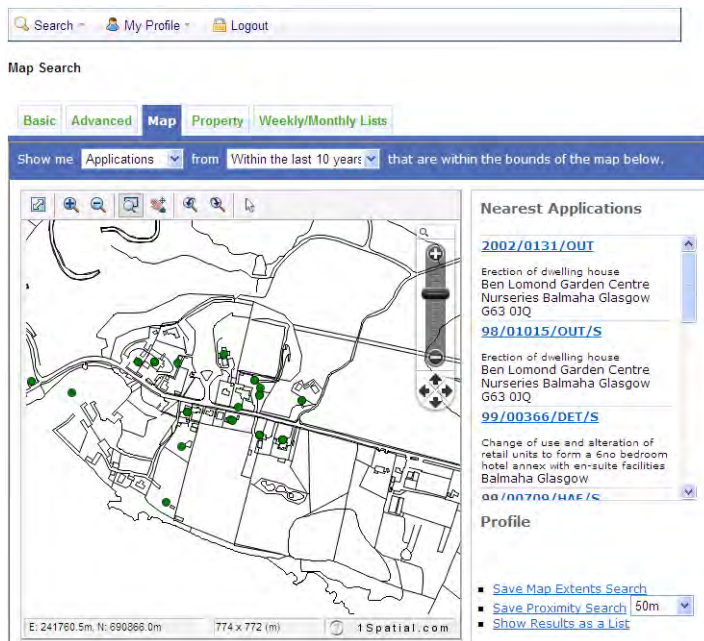
9. A map of the relevant area is displayed. Click on **Show results on large map** to see the locations of the search results in more detail (see Map Search).
10. To view a search in detail, click on its title.
11. If there are too many results, or if the results do not contain the applications you are 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.

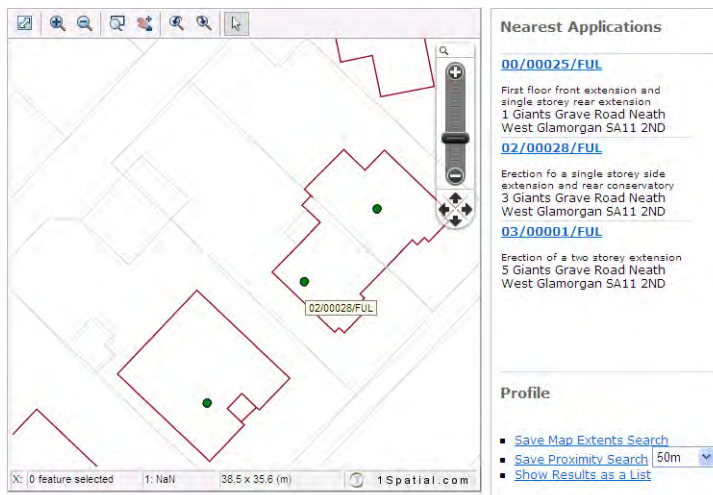


2. Select what you want to search for:
  - **Applications** – shown as green dots
  - **Appeals** – shown as red dots
  - **Enforcements** – shown as yellow dots
  - **Properties** – shown as grey dots.
3. Select the time period during which applications have been actioned.
4. The interactive map contains 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



- **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**.

The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' links. Below is the 'Alphabetical Street Search' section, which includes a sub-header, a brief instruction, a set of search tabs ('Simple', 'Advanced', 'Map', 'Property', 'Weekly/Monthly Lists'), and a secondary set of tabs ('Custom Property Search', 'Alphabetical Street Search'). A row of letters from A to Z is displayed, with 'R' highlighted. Below this, a list of streets beginning with 'R' is shown, including Regent Street East, Regent Street West, Ritson Street, Rockingham Terrace, and Ruskin Street, all located in Neath, West Glamorgan.

- 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.

The screenshot shows the search results interface. At the top, there is a navigation bar with 'Search', 'My Profile', and 'Logout' options. Below this, the page title is 'Results for Property Search'. There are two buttons: 'Refine Search' and 'Print'. A control bar includes a 'Direction' dropdown set to 'Ascending', a 'Results per page' dropdown set to '10', and a 'Go' button. Below the control bar is a pagination bar with links for '1', '2', '3', '4', and 'Next', and the text 'Showing 1-10 of 34'. The main content area is split into two columns. The left column contains a list of 10 search results, all labeled 'Rachel Close Sunderland SR2 0AF'. The right column is titled 'Map Information' and contains a text box explaining that results are shown on a map below, with more details available by clicking on a search result or a point on the map. Below the text is a small map showing the street layout with several blue dots indicating application locations. At the bottom of the map section is a link 'Show results on large map'. A second pagination bar at the very bottom of the screenshot is identical to the one above.

- 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.
- You can print this list by clicking on the **Print** button.
  - 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**.
  - 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.

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.

- 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'. Underneath, there are sub-tabs for 'Weekly List' and 'Monthly List'. The search filters include:
 

- Status: All
- Parish: All
- Month: Aug 07
- Show applications:  Validated in this month  Decided in this month
- A 'Search' button.

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**.

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

Sort by  Direction  Results per page

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

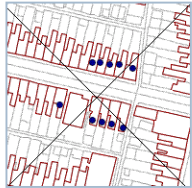
**Living room extension to the front elevation**  
Land Rear Of 4 Bethel Street Neath West Glamorgan  
Ref. No: 08/00004/FUL | Received: Tue 24 Jun 2008 | Validated: Tue 24 Jun 2008 | Status: Pending Consideration

**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.
- To add this search to your Saved Searches page, click on the **Save Search** button.
  - 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 display a larger map by clicking on **Show results on large map**.
  - 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.

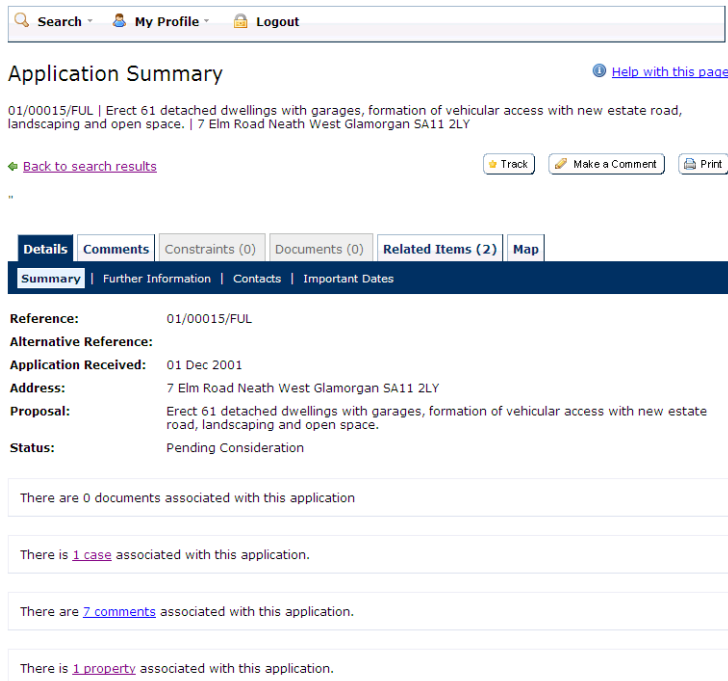
There is [1 property](#) associated with this application.

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.

Search My Profile Logout

Application Comments [Help with this page](#)

02/00016/FUL | Swimming pool and Gym at rear | 17 Victoria Street Neath West Glamorgan SA11 2RE

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

Details **Comments** Constraints (0) Documents (1) Related Items (2) Map

[Make a Comment](#) | [Public Comments \(2\)](#) | [Consultee Comments \(0\)](#)

Sort by **Added** Direction **Descending** Results per page **10** [Go](#)

Showing 1-2 of 2

There are 2 comments for this application

[Make a comment](#) [Collapse All](#) | [Expand All](#)

Mr Thomson (Objects)  
No comments on record

Mrs David (Objects)

Comment submitted Wed 19 Nov 2008

Unsignificantly and will block light

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 commentator'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 commentator and their stance on the application (objects, supports or neutral). Click on the commentator'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**.

## 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: \*

Your Address: \*

Your Tel. No.

Your Email Address:

Commentor Type: \*

Stance: \*  Object  Support  Neutral

Reason for comment:

- Noise
- Obtrusive by design
- Residential Amenity
- Traffic or Highways

Your Comment: \*   
1903 characters left

Send me an email confirming my comments

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.

Search My Profile Logout

Application Constraints [Help with this page](#)

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	<a href="#">View Document</a>	Comments
18 Nov 2008	Public Comment	<a href="#">View Document</a>	Comments
18 Nov 2008	Public Comment	<a href="#">View Document</a>	Comments
24 Nov 2008	Public Comment	<a href="#">View Document</a>	Comments
26 Nov 2008	Public Comment	<a href="#">View Document</a>	Comments
26 Nov 2008	Public Comment	<a href="#">View Document</a>	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.

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.

**Enforcements (0)**  
There are no related enforcements.

**Properties (1)**

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

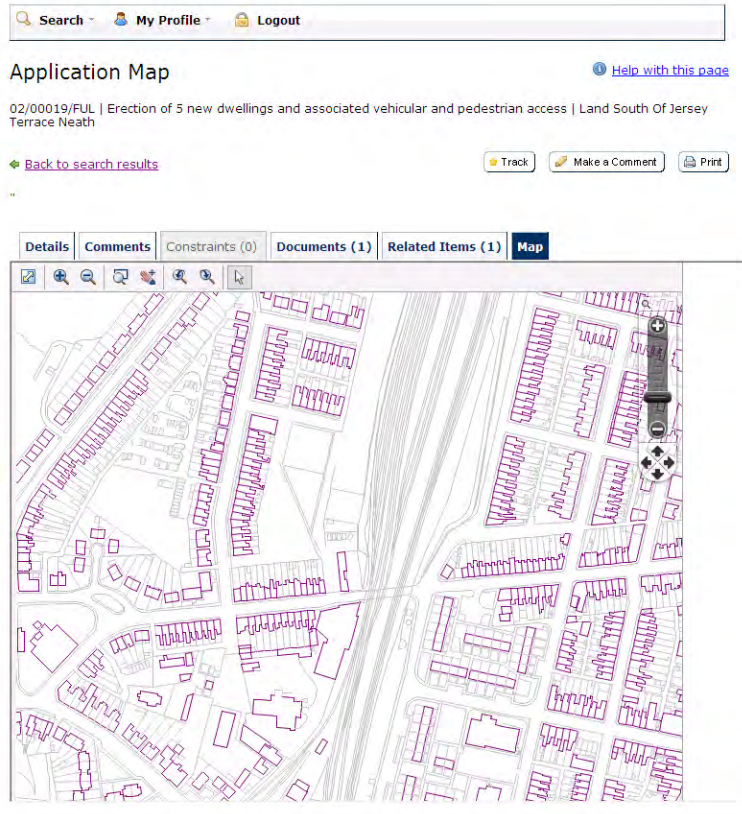
These may include:

- **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.

The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' options. Below is the 'Application Summary' section for application 01/00015/FUL, which includes a description of the proposal: 'Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space.' It also features a 'Track' button, a 'Make a Comment' button, and a 'Print' button. A tabbed interface below the summary shows 'Details' as the active tab, with sub-tabs for 'Summary', 'Further Information', 'Contacts', and 'Important Dates'. The 'Details' section lists key information: Reference (01/00015/FUL), Alternative Reference, Application Received date (01 Dec 2001), Address (7 Elm Road Neath West Glamorgan SA11 2LY), Proposal description, and Status (Pending Consideration). Below this, four summary boxes indicate associated items: 0 documents, 1 case, 7 comments, and 1 property.

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.