

Using Public Access for Planning- A guidance note

Planning Public Access is the preferred route for your planning service to receive comments on planning applications. Your comments are e-mailed direct to the Planning Customer Services department, the planning officer for the case and directly entered onto the back office system -displayed on public access immediately. A receipt for the comments is provided if you request it.

In order to use the system efficiently, register your personal details and then these will be already entered on all subsequent comments, saving time each time you wish to comment on a case.

The registration and comment entering process is described below:

Registration

From the Simple Search screen, click register



When entering your details try using the following as an example:

Mr Mrs Ms etc	Mr
First Name	Eric
Surname	Stevens

Your e-mail address

Your e-mail address

Your password (make one up and repeat it below)
Your password

NEXT PAGE

Your Postcode

Select the correct address from the list

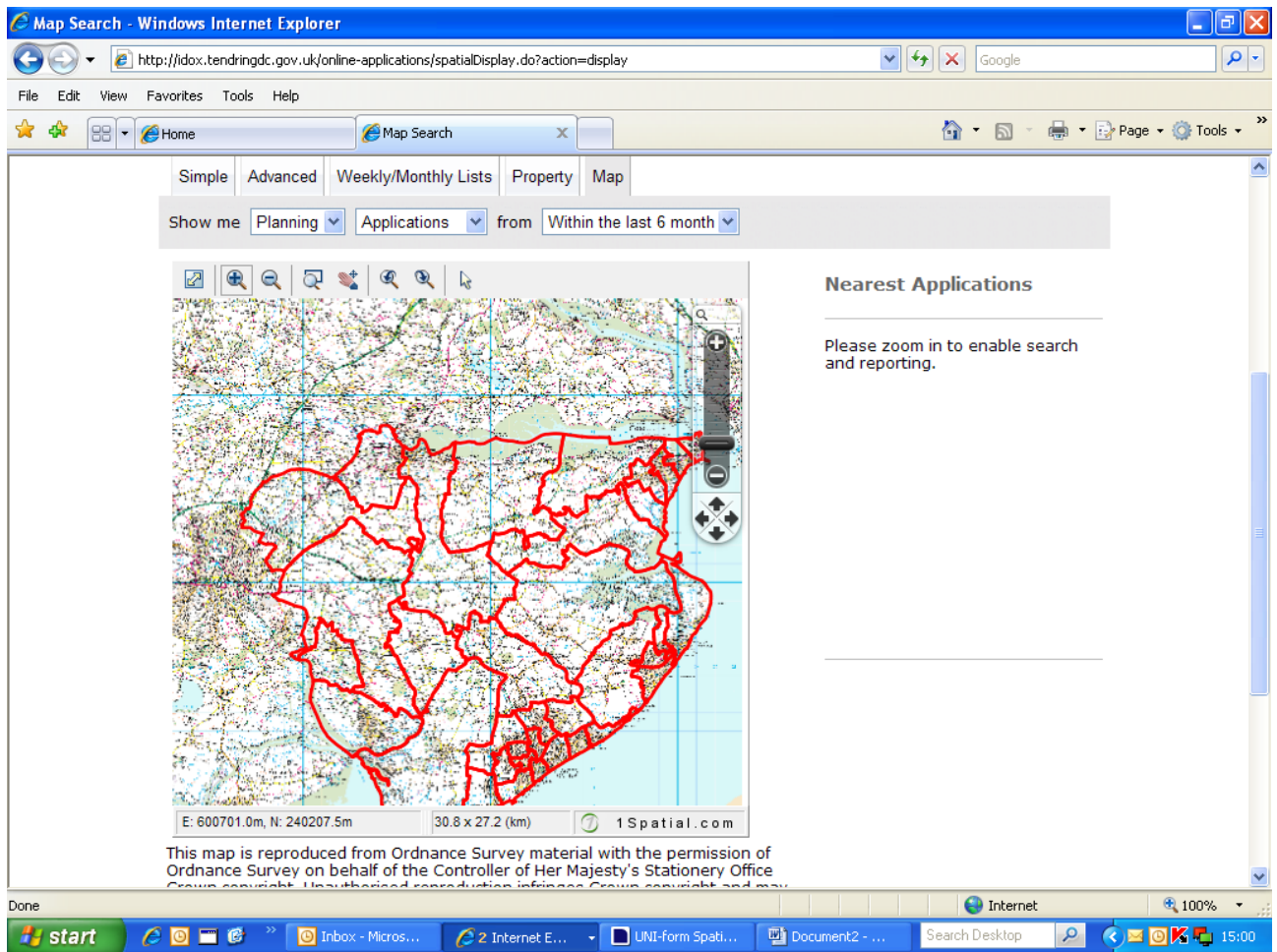
Tick to agree to terms and conditions (having read them!)

Check your e-mail inbox for the confirmation e-mail, click the e-mail link.

You are registered.

Search options

Simple Search	if you have the application number or the known address
Advanced Search	if you want details of a spread of applications in an area or over a period of time.
Weekly/Monthly Lists	Listings by date the applications were validated or determined, by Ward or Parish.
Property Search	Street A-Z or Address search
Map Search	Opens the map of the whole district, zoom in to the required area and select the period of applications, all those covered in the selected map tile are listed in the right-hand frame (see below)



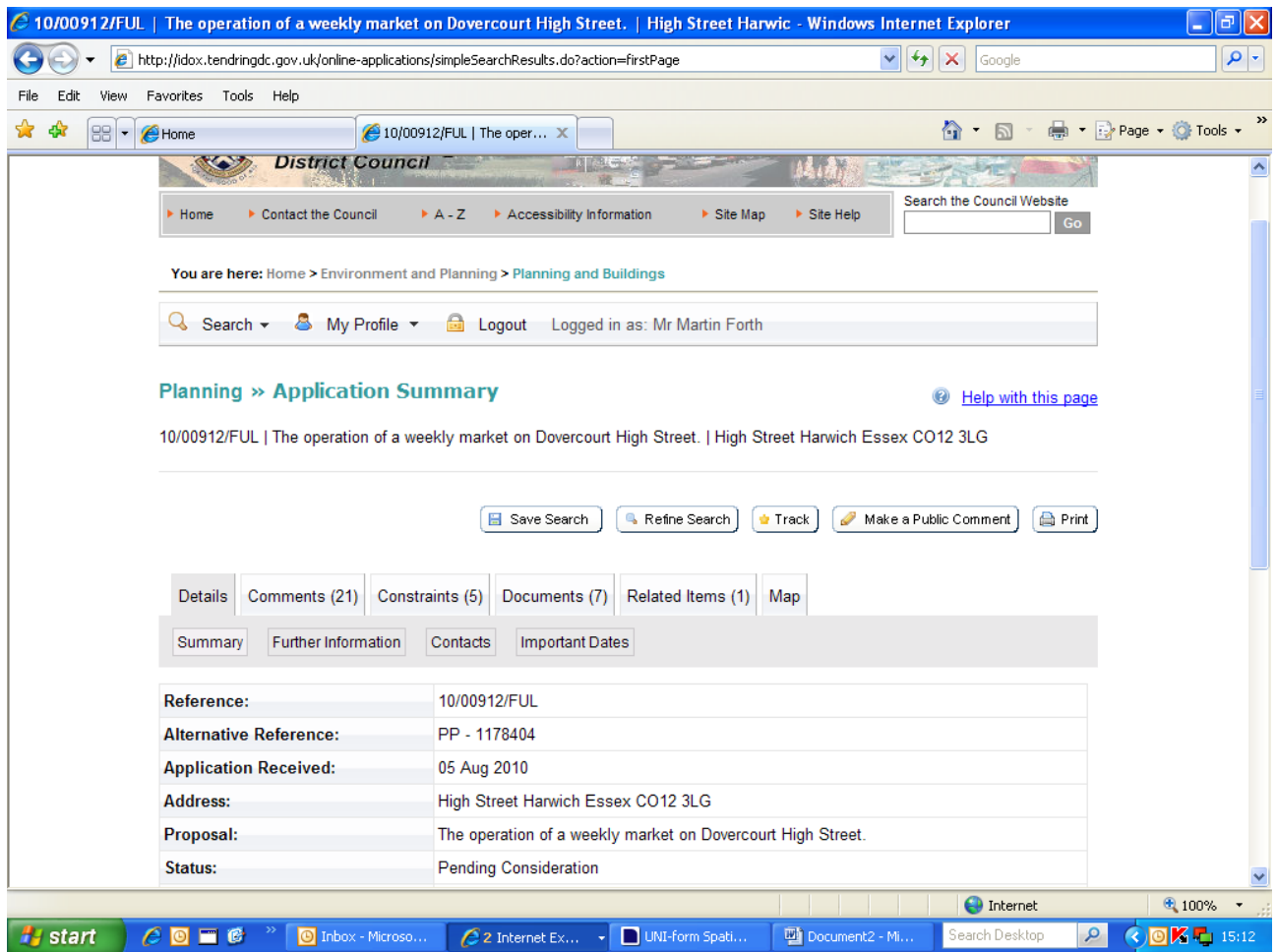
Change profile details

Login with your e-mail address and password. Click profile and make the changes.

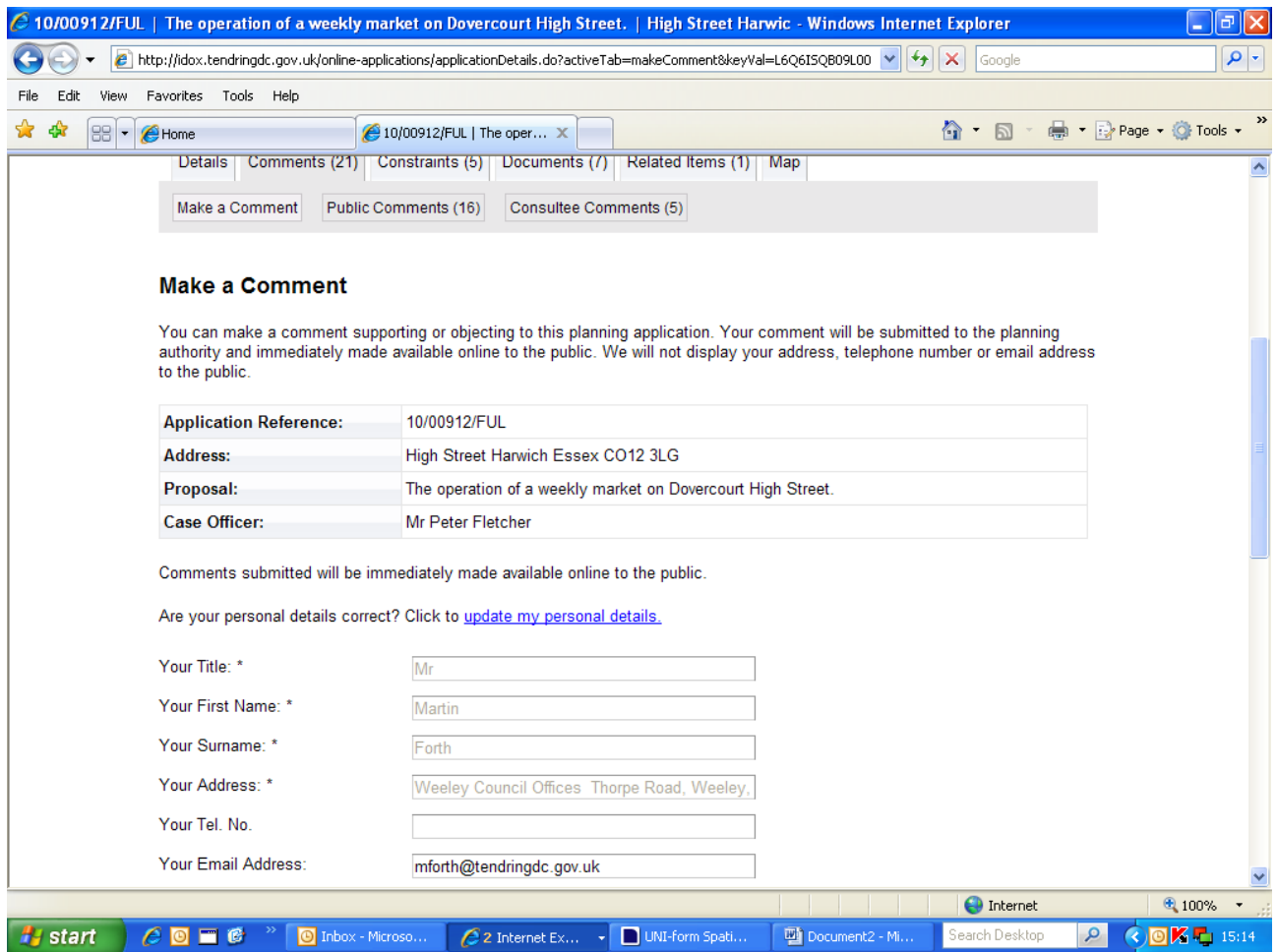
Enter your comments

Login as before.

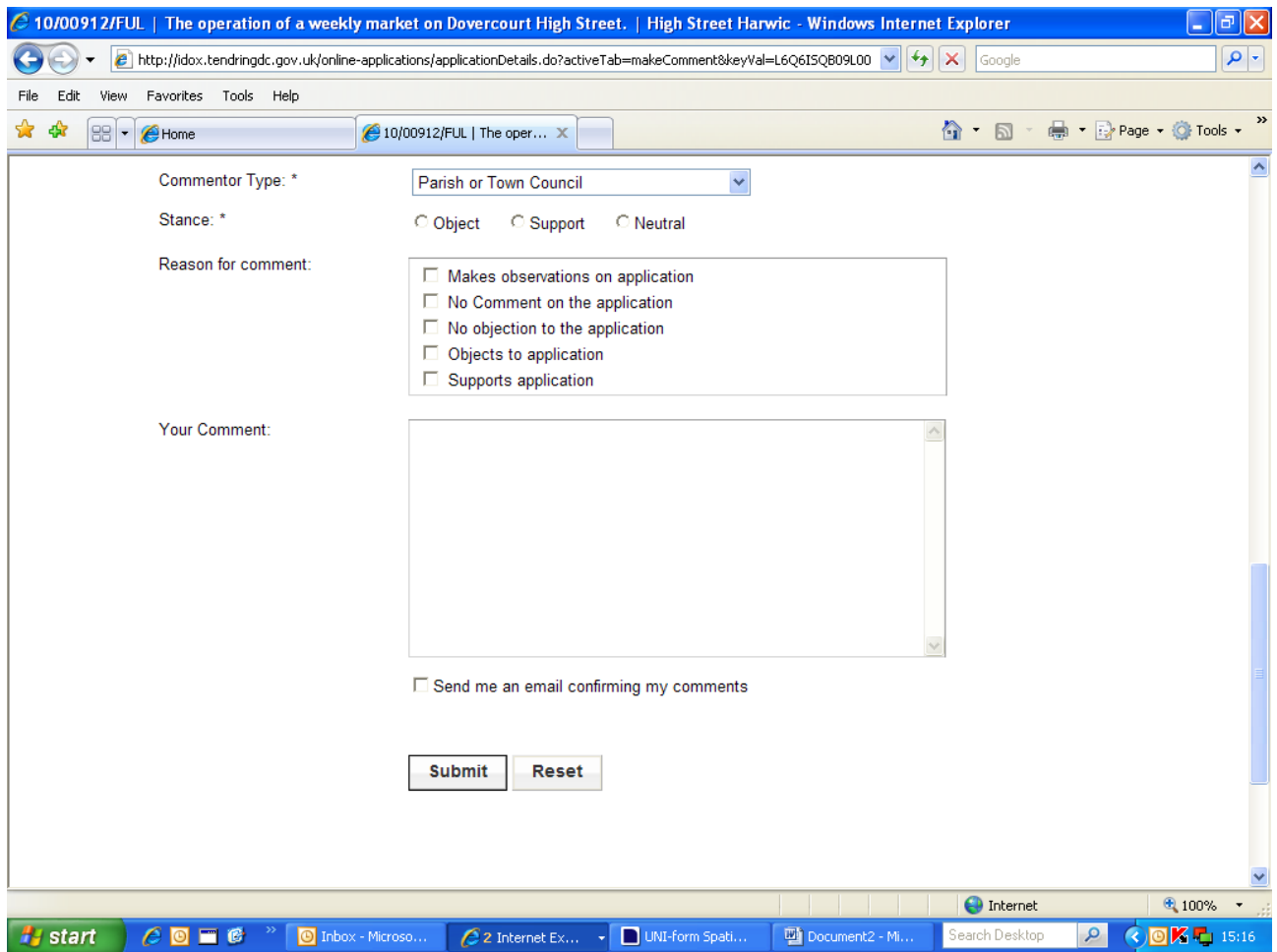
Open case details via simple search.



Click Make a Public Comment. The screen below displays.

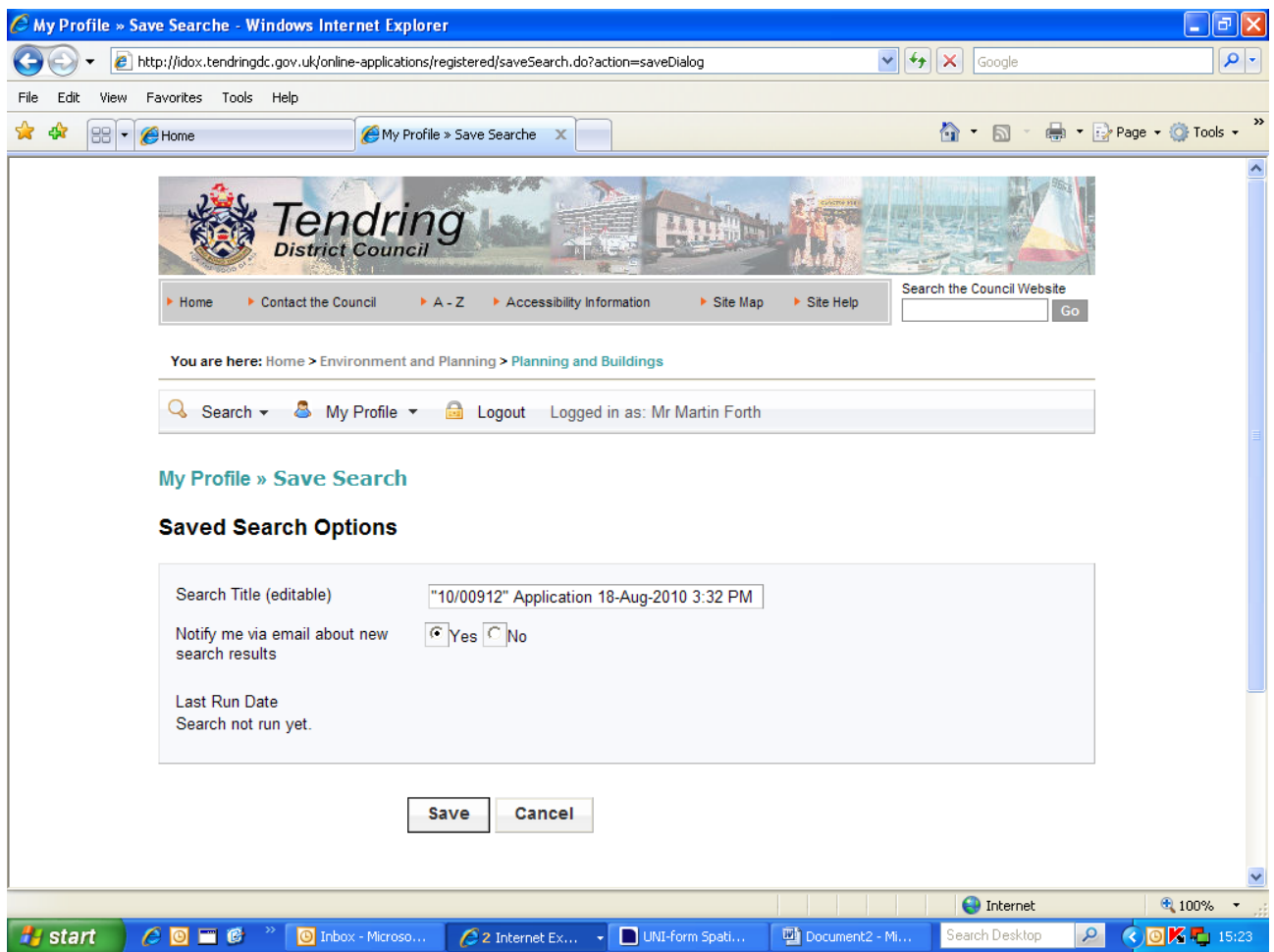


You will see that your details are already entered.
Scroll down to state Commentator type (Member of the Public)
Enter the stance, reason for comment, your comment and click for a confirming e-mail if required.
Lastly click submit. (see below)



My Profile: Saved Search Options

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



Sorting your searches

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

- Search Title: sort the list alphabetically by search title
- Search Type: sort the list alphabetically by search type
- Max Results: sort the list numerically by the maximum number of results.

See the results of a saved search

To view, click on the Run button. Please note that you can not rerun saved proximity searches (using the map search).

Changing your search criteria

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

Removing a saved search

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

My Profile » Edit Saved Search - Windows Internet Explorer

http://idox.tendingdc.gov.uk/online-applications/registered/savedSearch.do?action=display

File Edit View Favorites Tools Help

Home My Profile » Edit Saved 5...

Tending District Council

Home Contact the Council A - Z Accessibility Information Site Map Site Help

Search the Council Website

You are here: Home > Environment and Planning > Planning and Buildings

Search My Profile Logout Logged in as: Mr Martin Forth

My Profile » Saved Searches [Help with this page](#)

Profile Details	Saved Searches	Notified Applications	Tracked Applications
Search Title	Search Type	Run	Edit Delete
Harwich 2010	Application		
Alresford	Application	-	
"10/00912" Application 18-Aug-2010 3:32 PM	Application		

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Internet 100%

start | Inboxes - Microso... | 3 Internet Ex... | UNI-form Spati... | Document2 - Mi... | Search Desktop | 15:32

Notified Applications

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

The screenshot shows a web browser window titled 'My Profile » Notified Applications - Windows Internet Explorer'. The address bar shows the URL: <http://idox.tendingdc.gov.uk/online-applications/registered/userAdmin.do?action=showNotifiedApplications>. The page content includes a navigation menu, a search bar, and a breadcrumb trail: 'You are here: Home > Environment and Planning > Planning and Buildings'. Below this, there are tabs for 'Profile Details', 'Saved Searches', 'Notified Applications', and 'Tracked Applications'. The main content area is titled 'My Profile » Notified Applications' and shows 'Updated Results For Saved Search: [Airesford](#)'. A link to 'Discard all results from this search' is provided. The table below lists the notified applications:

Notification Date	Description	View	Track	Discard
02 Aug 2010	Conversion of garage to disabled living accommodation			
02 Aug 2010	Erection of new pavillion.			
02 Aug 2010	Extension to dwelling.			
02 Aug 2010	Youth shelter			
02 Aug 2010	Extension for new toilet facilites and internal alterations to create ancillary space.			
02 Aug 2010	Conservatory.			

Viewing the application

To view an application, click on the View button.

Tracking an application

To track an application, click on the Track button. Every time the application is updated, you will be sent an email.

Removing an application

To remove an application from the notifications list, click on the Discard button.

Tendring District Council

Home | Contact the Council | A - Z | Accessibility Information | Site Map | Site Help

You are here: Home > Environment and Planning > Planning and Buildings

Search | My Profile | Logout | Logged in as: Mr Martin Forth

My Profile > Tracked Applications

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

Reference	Address	Type	Status	View	Stop Tracking
10/00716/FUL	Land Between 139 and 143 Fronks Road Dovercourt Es	Application	Pending Consideration		

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Tracked Applications

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

Sorting your tracked applications

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

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

Viewing the application details

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

Remove a tracked application

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

All that remains is to go ahead and try the system [PUBLIC ACCESS TO PLANNING](#)

If you have any questions or experience any issues with the system, please contact Martin Forth, Customer Services Manager, Planning Services.

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