

# Guidance Notes - Public Access for Planning

Caerphilly County Borough Council's Public Access system allows you to search and comment on Planning Applications online.

It also enables you to view the following information online:

- Planning Applications
- A list of planning applications validated or decided within a date range

Public Access also allows you to:

- Submit electronic comments on current applications
- Track applications and received notifications by email
- Search for planning applications and appeals using a variety of options and save the search.

*Please note that not all planning applications have associated documents available online at this time.*



The screenshot shows the website header for Caerphilly County Borough Council, including the logo and the text 'CAERPHILLY COUNTY BOROUGH COUNCIL CYNGOR BWRDEISTREF SIROL CAERFFILI'. Below the header is a navigation bar with links for 'home', 'Search', 'My Profile', 'Login', and 'Register'. The main content area is titled 'Planning » Simple Search' and contains a search form. The form has tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Under the 'Simple' tab, there is a 'Search for:' section with radio buttons for 'Applications' (selected) and 'Appeals'. Below this is a text input field with the placeholder text 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button. The 'an idox solution' logo is visible in the bottom right corner of the page.

A **Simple Search** is the recommended search method if you know the application number. Type the application number into the box and click **Search**.

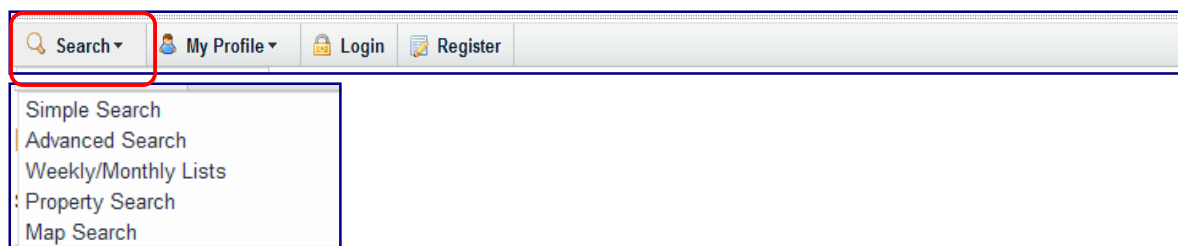
An **Advanced Search** provides a wider range of categories to search under.

**Weekly/Monthly Lists** provides the facility to search applications that have been validated or decided within a specified week.

## Searching for Information

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There are a number of different search options available. These options can be accessed from the **Search** option on the bar menu.

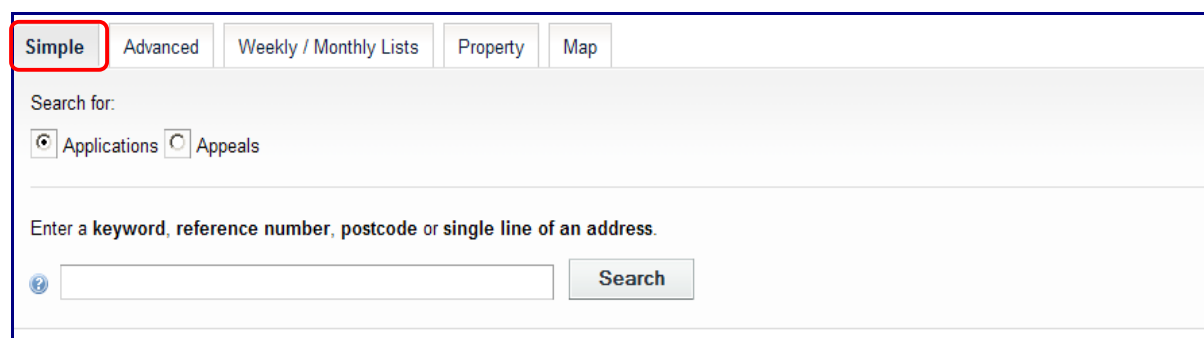


There are 5 different search options available:

### Simple Search

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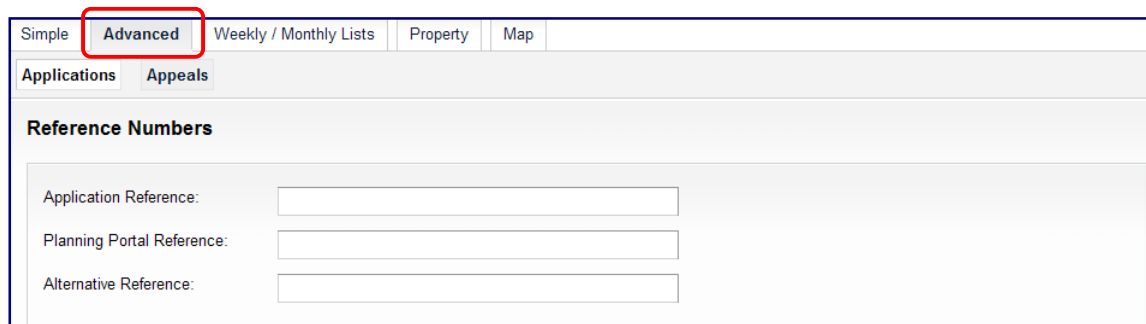
A simple search allows you to search quickly for an application or appeal by entering some text that will help you identify it into the text box. The text can include an application reference number, a postcode or part of an address.

A screenshot of the 'Simple Search' interface. The 'Simple' tab is selected and highlighted with a red box. Below the tabs, there are radio buttons for 'Applications' (selected) and 'Appeals'. A text input field is provided with the placeholder text 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button.

### Advanced Search

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The advanced search allows you to search using a mixture of fields and dates.

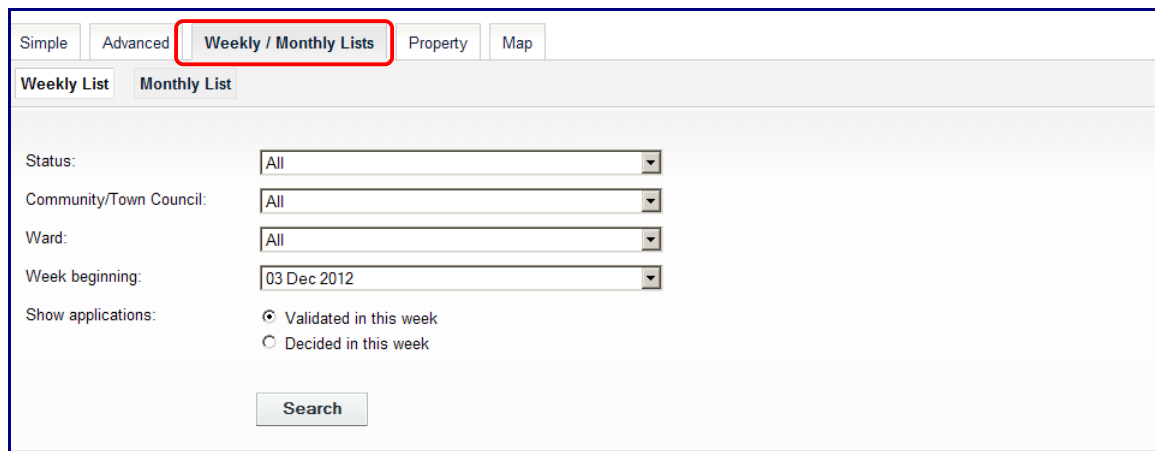
A screenshot of the 'Advanced Search' interface. The 'Advanced' tab is selected and highlighted with a red box. Below the tabs, there are radio buttons for 'Applications' and 'Appeals'. Under the heading 'Reference Numbers', there are three input fields: 'Application Reference:', 'Planning Portal Reference:', and 'Alternative Reference:'.

By default, the site will perform an Application search. To search for an appeal, simply select Appeals.

## Weekly/Monthly Lists

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Select the information you require using one or more of the available fields and dates and click on **Search**.



The screenshot shows a web interface for searching Weekly/Monthly Lists. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists' (highlighted with a red box), 'Property', and 'Map'. Below these are sub-tabs for 'Weekly List' and 'Monthly List'. The main search area contains several dropdown menus: 'Status' (set to 'All'), 'Community/Town Council' (set to 'All'), 'Ward' (set to 'All'), and 'Week beginning' (set to '03 Dec 2012'). There are also radio buttons for 'Show applications': 'Validated in this week' (selected) and 'Decided in this week'. A 'Search' button is located at the bottom of the form.

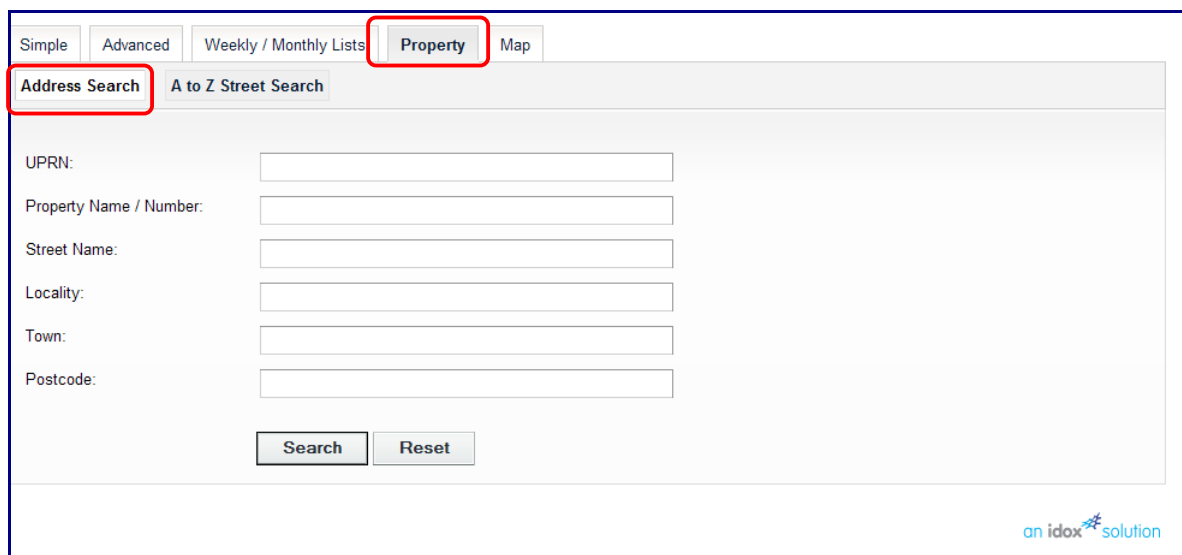
By default, the site will perform a **Weekly List** search. To search for a **Monthly List** select that option.

## Property Search

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The property search will allow you to search for any property within Caerphilly County Borough.

The Address Search will search any part of the address including the postcode.



The screenshot shows a web interface for Property Search. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property' (highlighted with a red box), and 'Map'. Below these are sub-tabs for 'Address Search' (highlighted with a red box) and 'A to Z Street Search'. The main search area contains several text input fields: 'UPRN:', 'Property Name / Number:', 'Street Name:', 'Locality:', 'Town:', and 'Postcode:'. At the bottom of the form are 'Search' and 'Reset' buttons. The 'an idox solution' logo is visible in the bottom right corner.

The A to Z Search provides an alphabetical list of streets to search by.

Simple   Advanced   Weekly / Monthly Lists   **Property**   Map

Address Search   **A to Z Street Search**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Results per page 10   Go

Streets beginning with A

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next   Showing 1-10 of 425

- [A4048 . Argoed . Caerphilly Cbc](#)
- [A4048 . Argoed . Caerphilly County Borough](#)
- [A4048 . Blackwood . Caerphilly Cbc](#)
- [A4048 . Blackwood . Caerphilly County Borough](#)
- [A4048 . Hollybush . Caerphilly Cbc](#)
- [A4048 . Hollybush . Caerphilly County Borough](#)


The results from both type of address search return a list of addresses to be selected and a location map.

**Results for Property Search**

Refine Search   Print

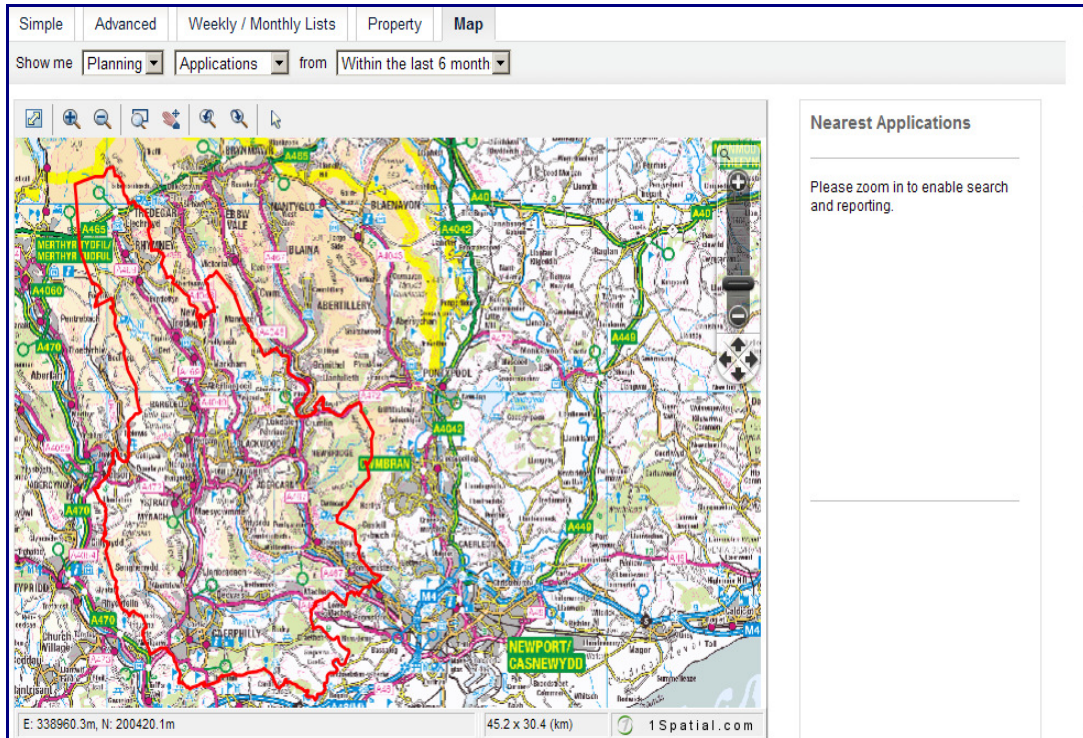
Direction Ascending   Results per page 10   Go

1 2 3 4 Next   Showing 1-10 of 35

<a href="#">1 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	<b>Map Information</b> 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.  <a href="#">Show results on large map</a>
<a href="#">2 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	
<a href="#">3 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	
<a href="#">4 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	
<a href="#">5 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	
<a href="#">6 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	
<a href="#">7 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	
<a href="#">7A Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP</a>	

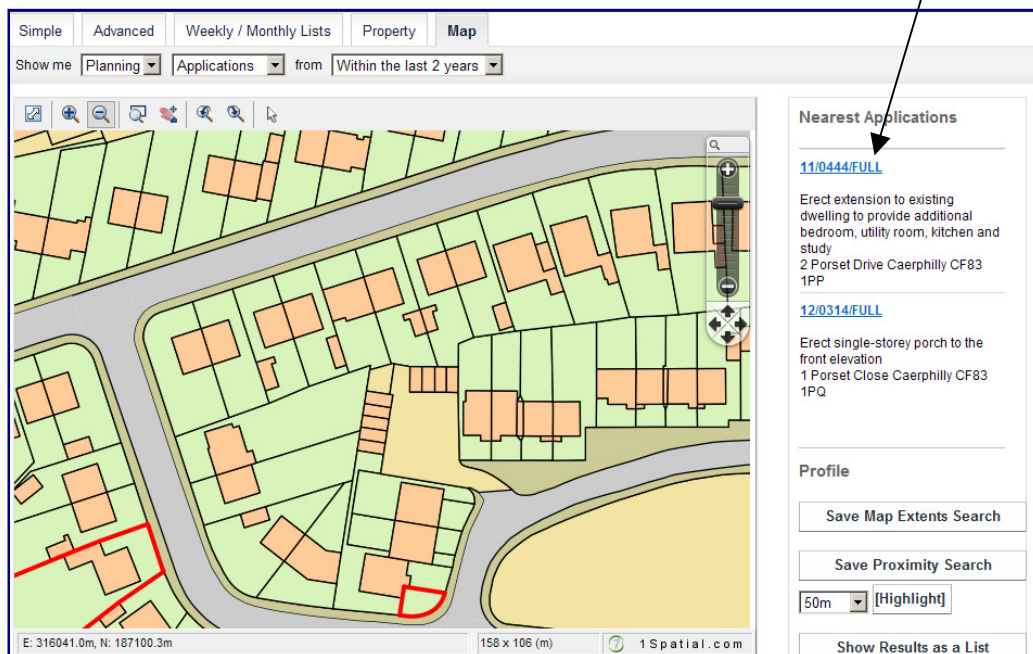
# Map Search

The map search feature allows you to identify applications using the interactive map. Using the drop down menus select the information required. Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.



By default the system will show applications within the last 6 months. The search can be adjusted by using the drop down list.

Application details will be displayed on the right hand side of the map and indicated in red on the map. Further information can be viewed by clicking on the application details.



## Viewing information about an Application

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

The Details tab shows summary information relating to the application.

By changing the tab further information can be accessed such as contact details and important dates.

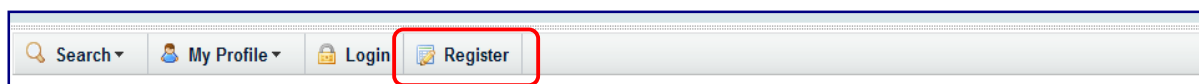
Details	Comments (5)	Constraints (0)	Related Cases (2)	Map
Summary	Further Information	Contacts	Important Dates	
Reference	13/0101/RM			
Alternative Reference	Not Available			
Application Received	Thu 14 Feb 2013			
Address	Land (Old Ambulance Hall) Commercial Street Senghenydd Caerphilly			
Proposal	Seek approval of the reserved matters regarding access, appearance, landscaping, layout and scale approved under planning application 11/0815/OUT (Erect memorial sculpture with associated landscaping including new access road and car parking)			
Status	Pending Consideration			
Appeal Status	Not Available			
Appeal Decision	Not Available			
There are 0 cases associated with this application.				
There are <a href="#">2 properties</a> associated with this application.				

## How to Register

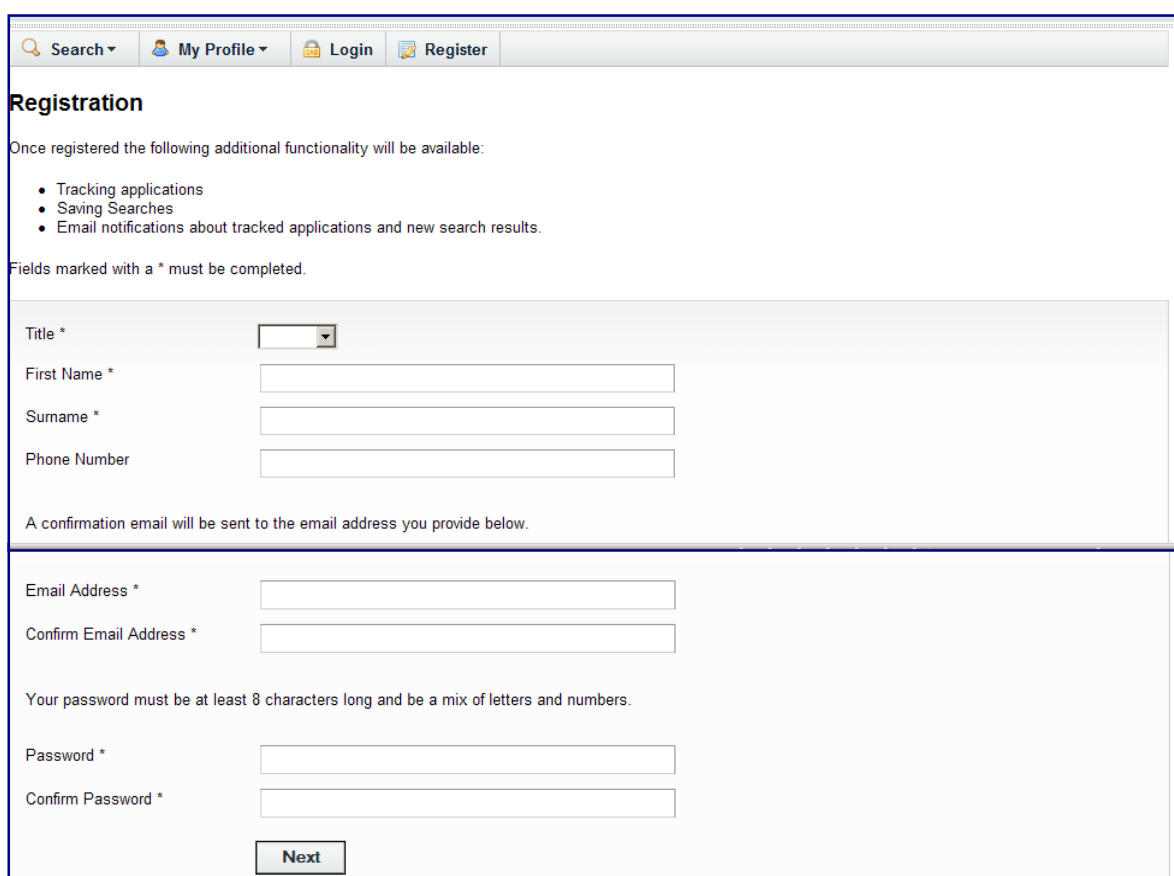
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Anyone can use Public Access for Planning to view planning applications, but to take advantage of the advanced profile features that allow you to save searches and track applications you must first register a user account.

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



After clicking Register, complete personal details and click on Next.

A screenshot of a web registration form. At the top is a menu bar with 'Search', 'My Profile', 'Login', and 'Register'. Below the menu bar is the heading 'Registration'. A note 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 is a note: 'Fields marked with a \* must be completed.' The form fields are: 'Title \*' (a dropdown menu), 'First Name \*' (text input), 'Surname \*' (text input), 'Phone Number' (text input), 'Email Address \*' (text input), 'Confirm Email Address \*' (text input), 'Password \*' (text input), and 'Confirm Password \*' (text input). A note below the password fields says: 'Your password must be at least 8 characters long and be a mix of letters and numbers.' At the bottom of the form is a 'Next' button.

On the following screens enter your Postcode, click Next again and select your address from the drop down list. On the final screen check that your details are correct, click to read the Terms and Conditions and then click Next.

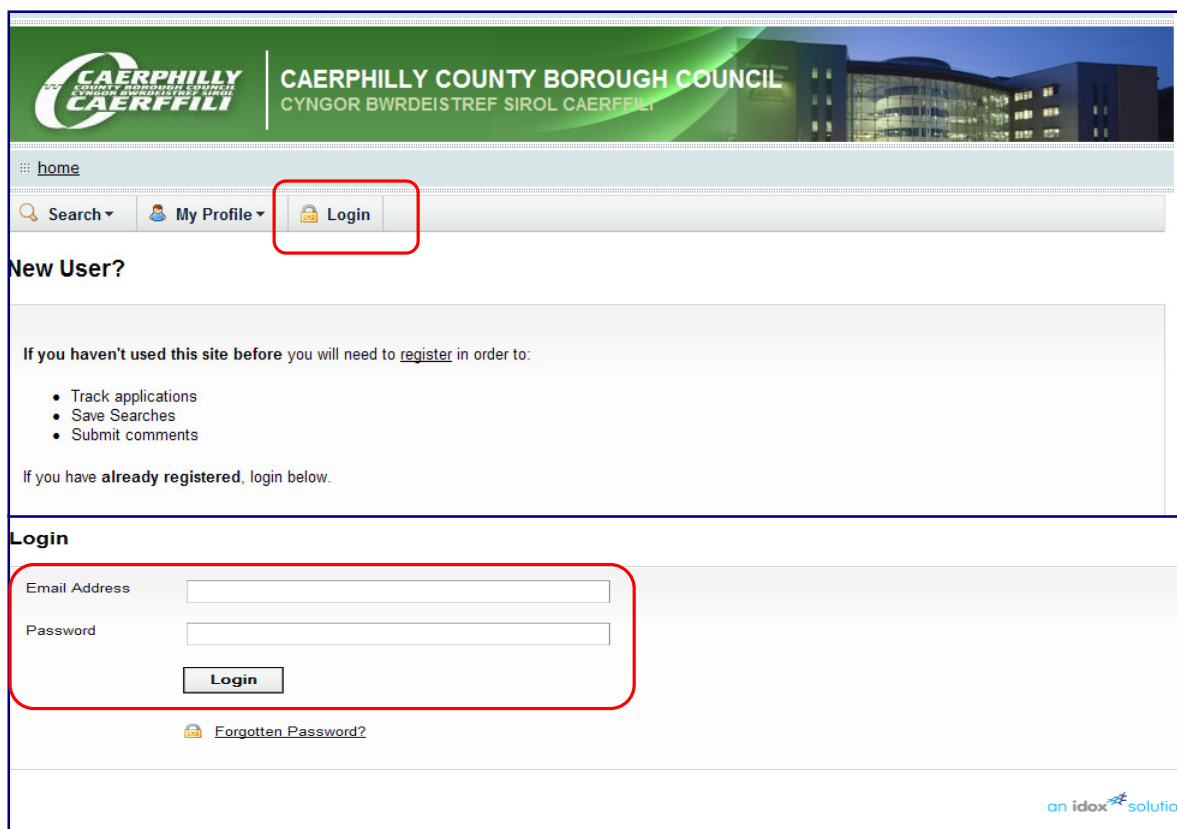
Once a new user account has been created a confirmation email will be sent to your email address.

From this confirmation email, click on the hyperlink to complete the registration process.

## How to Login as a Registered User

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After you have completed the registration process, click on the **Login** in the menu bar and type in the email address and password you have created.



The screenshot shows the website header with the Caerphilly County Borough Council logo and name in Welsh. Below the header is a navigation menu with 'home', 'Search', 'My Profile', and 'Login' (highlighted with a red box). The main content area is titled 'New User?' and contains instructions for new users and registered users. Below this is a 'Login' section with input fields for 'Email Address' and 'Password', a 'Login' button (highlighted with a red box), and a 'Forgotten Password?' link. The footer includes the 'an idlox solution' logo.

## Forgotten Password

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If you forget your password, click on **Forgotten Password**. This will prompt you to enter your email address and a new password.

A confirmation email will be sent to your email address.

## Logout

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When you are finished using the Public Access system, remember to log out by clicking the Logout button on the menu bar.



## Viewing and Submitting Comments

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If you wish to submit any comments regarding an application click on the comments tab to view the application and then submit your comments.

NB: You must register and log in to make any comments.


If the consultation period has expired an advisory note will be displayed.

Details **Comments (1)** Constraints (0) Related Cases (2) Map

**Make a Comment** Public Comments (0) Consultee Comments (1)

**Comments may not be submitted at this time.**

The public consultation period for this application has ended. However, it may still be possible to make a representation if the application is still pending consideration. Please check with the Case Officer.

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## Documents

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If you wish to view any documents that relate to the application, click on the documents tab and the documents will open in a new window via the View Document Link.

Date Published	Document Type	View	Description
22 Oct 2013	Application Form	<a href="#">View Document</a>	APPLICATION FORM
22 Oct 2013	Drawing	<a href="#">View Document</a>	EXISTING PLANS AND ELEVATIONS
22 Oct 2013	Drawing	<a href="#">View Document</a>	PROPOSED PLANS AND ELEVATIONS

## Related Cases

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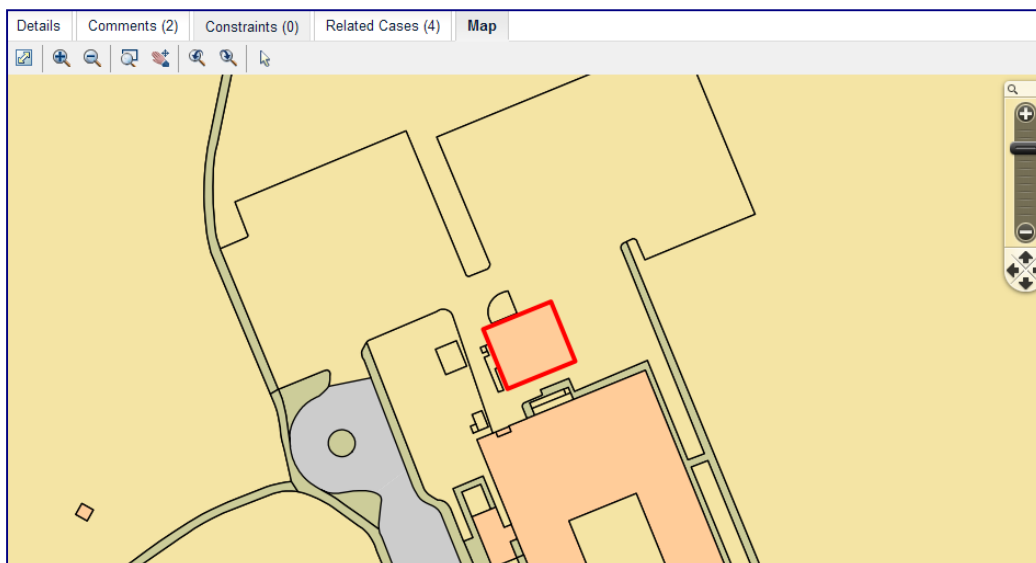
Click on the Related Cases tab to view a summary of additional information relating to the application. This may include applications, appeals and property information.

Details	Comments (2)	Constraints (0)	Related Cases (4)	Map
<b>Planning Applications (0)</b>				
<b>Planning Appeals (0)</b>				
<b>Properties (4)</b>				
<ul style="list-style-type: none"><li>• <a href="#">Caerphilly County Borough Council Pontllanfraith House Blackwood Road Pontllanfraith Blackwood Caerphilly County Borough NP12 2YW</a></li><li>• <a href="#">Cyngor Bwrdeistref Sirol Caerffili Ty Pontllanfraith Blackwood Road Pontllanfraith Coed Duon Caerphilly Cbc NP12 2YW</a></li><li>• <a href="#">Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith Caerphilly County Borough</a></li><li>• <a href="#">Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith Caerphilly County Borough</a></li></ul>				

## Map

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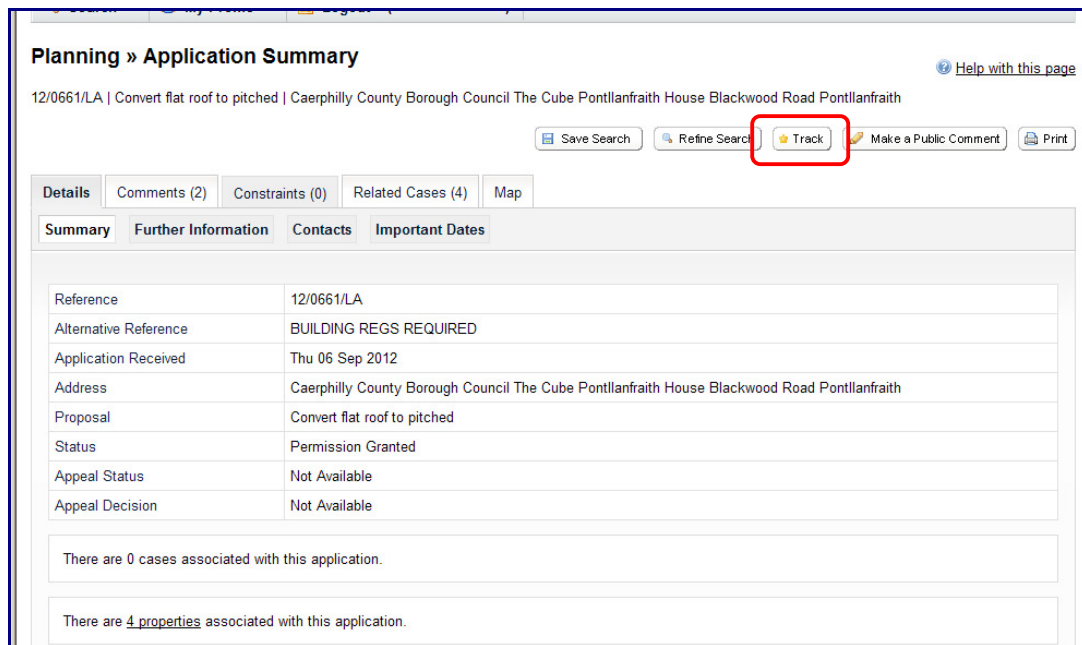
Click on the map tab to display the area of the application on the map



## Tracking an Application

To be able to use this facility you need to be a registered user.

Select the application you wish to track, then click on the track icon highlighted below.

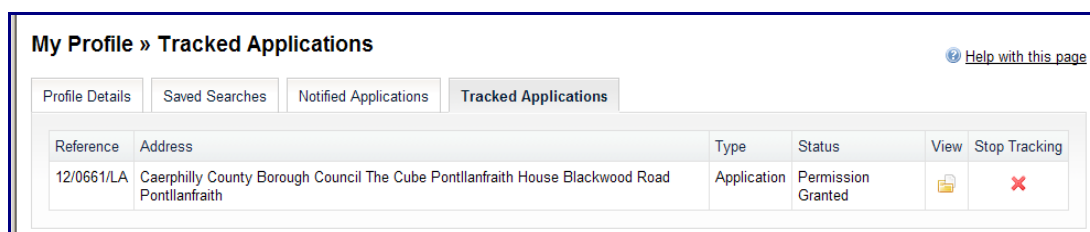


The screenshot shows the 'Planning » Application Summary' page for application 12/0661/LA. The page title is 'Planning » Application Summary' and the URL is '12/0661/LA | Convert flat roof to pitched | Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith'. There are navigation buttons for 'Save Search', 'Refine Search', 'Track' (highlighted with a red box), 'Make a Public Comment', and 'Print'. Below the navigation buttons are tabs for 'Details', 'Comments (2)', 'Constraints (0)', 'Related Cases (4)', and 'Map'. Under 'Details', there are sub-tabs for 'Summary', 'Further Information', 'Contacts', and 'Important Dates'. The main content area shows a table with the following data:



Reference	12/0661/LA
Alternative Reference	BUILDING REGS REQUIRED
Application Received	Thu 06 Sep 2012
Address	Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith
Proposal	Convert flat roof to pitched
Status	Permission Granted
Appeal Status	Not Available
Appeal Decision	Not Available

Below the table, there are two messages: 'There are 0 cases associated with this application.' and 'There are 4 properties associated with this application.'

The application will be added to your list of tracked application within your user profile.



The screenshot shows the 'My Profile » Tracked Applications' page. The page title is 'My Profile » Tracked Applications' and the URL is '12/0661/LA | Convert flat roof to pitched | Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith'. There are navigation buttons for 'Profile Details', 'Saved Searches', 'Notified Applications', and 'Tracked Applications' (selected). Below the navigation buttons is a table with the following data:

Reference	Address	Type	Status	View	Stop Tracking
12/0661/LA	Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith	Application	Permission Granted		

Any updates that are made to the tracked application (such as a change in the status or a document added) an email will be sent to you advising you of the update.

You are also able to log into Public Access and view the details through the Notified and Tracked Applications section within 'My Profile'.

## Creating a Saved Search

It is possible to save a particular search based on search criteria entered through the Simple or Advanced Search screen or using the Map screen. This allows commonly used searches to be saved and reused without having to enter in the criteria each time.

For example, within the Advanced Application search screen select the Application Type and the Ward from the drop down list and select search.

The screenshot shows the 'Advanced' search tab selected. Under 'Reference Numbers', there are three input fields: 'Application Reference:', 'Planning Portal Reference:', and 'Alternative Reference:'. Under 'Application Details', there are four fields: 'Description Keyword:', 'Applicant Name:', 'Application Type:' (with a dropdown menu showing 'All'), and 'Ward:' (with a dropdown menu showing 'All'). The 'Community/Town Council' dropdown menu also shows 'All'. The 'Application Type' and 'Ward' dropdown menus are highlighted in blue.

The results will be displayed. Click Save Search, highlighted below.

The screenshot shows the search results page for 'Planning » Results for Application Search'. At the top right, there are three buttons: 'Refine Search', 'Save Search' (highlighted with a red box), and 'Print'. Below the buttons, there are sorting options: 'Sort by' (Date Received), 'Direction' (Descending), and 'Results per page' (10). A 'Go' button is next to the results per page dropdown. Below the sorting options, there is a pagination control showing '1 2 Next' and 'Showing 1-10 of 15'. The main content area shows a search result for 'Replace metal ball stop fence above court walls, construct new wall incorporating seating along western court boundary and associated replacement footways'. To the right of the search result is a 'Map Information' section.

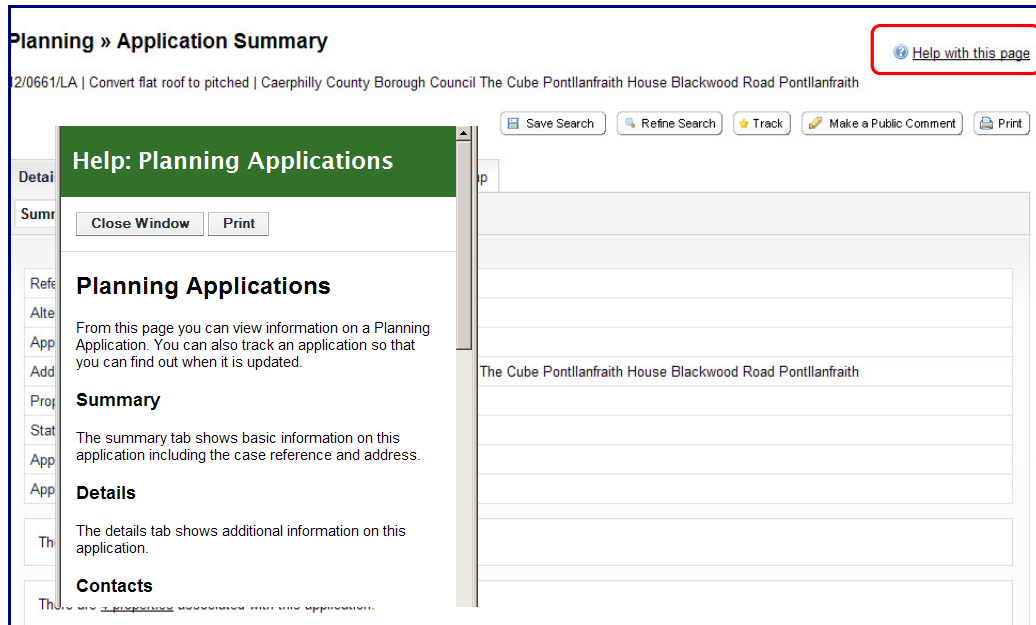
The following will allow you to enter a search title which is more meaningful to you. Select save and the search will be added to the Save Search screen within your profile.

The screenshot shows the 'My Profile » Save Search' screen. Under 'Saved Search Options', there is a 'Search Title (editable)' field with the value 'null 02-Oct-2013 9:17 AM'. Below this is a 'Notify me via email about new search results' section with radio buttons for 'Yes' and 'No', where 'No' is selected. Below that is a 'Last Run Date' section with the text 'Search not run yet.' At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

## Help

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There are help notes available on each page, which can be accessed by clicking on the Help with this page link. This will open up a separate window providing you with an explanation of the page you are on.



The screenshot displays a web application interface. At the top, the page title is "Planning » Application Summary". A red box highlights a link labeled "Help with this page" in the top right corner. Below the title, the address bar shows "2/0661/LA | Convert flat roof to pitched | Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith". A navigation bar contains buttons for "Save Search", "Refine Search", "Track", "Make a Public Comment", and "Print". A sidebar on the left lists navigation options: "Detail", "Summary", "References", "Alter", "Applications", "Add", "Projects", "Status", "Applications", "Applications", "The", and "Th". The main content area is titled "Help: Planning Applications" and includes a "Close Window" and "Print" button. The text explains that users can view information on a Planning Application, track it, and find out when it is updated. It also provides a "Summary" section stating that the summary tab shows basic information including the case reference and address, and a "Details" section stating that the details tab shows additional information on the application. A "Contacts" section is partially visible at the bottom.

Alternatively, please contact Caerphilly County Borough Council at:

planadmin@caerphilly.gov.uk