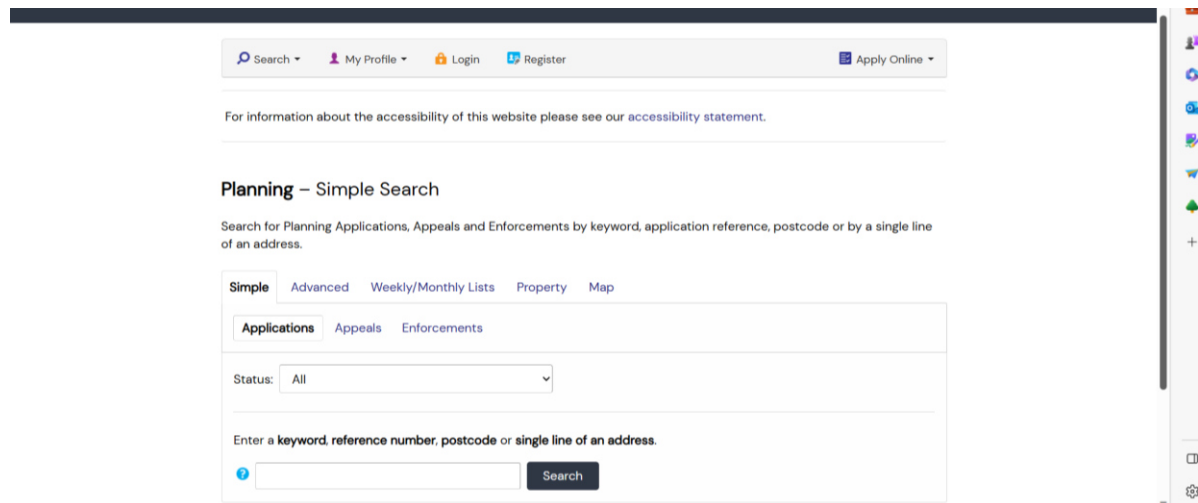


Accessing the new 'PublicAccess for Planning' site

The new 'PublicAccess for Planning' site can be accessed from the Planning pages of the Aylesbury Vale District Council website or via the following web link:

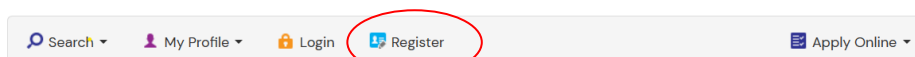
<https://publicaccess.aylesburyvaledc.gov.uk/online-applications/>

The screenshot shows the homepage of the 'PublicAccess for Planning' website. At the top, there is a navigation bar with links for Search, My Profile, Login, Register, and Apply Online. Below this, a message states: 'For information about the accessibility of this website please see our accessibility statement.' The main heading is 'Planning – Simple Search'. Below the heading, it says 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Under the 'Simple' tab, there are sub-tabs for 'Applications', 'Appeals', and 'Enforcements'. A 'Status' dropdown menu is set to 'All'. Below this, there is a text input field with a placeholder 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button. On the right side of the page, there is a vertical sidebar with various icons.

Anyone can use the 'Public Access for Planning' site to view planning applications or appeals, but to take advantage of the save search and track applications features you must first register a user account.

HOW TO REGISTER

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

This screenshot shows a close-up of the top navigation bar. The 'Register' link, which includes a user icon, is circled in red to indicate it should be clicked.

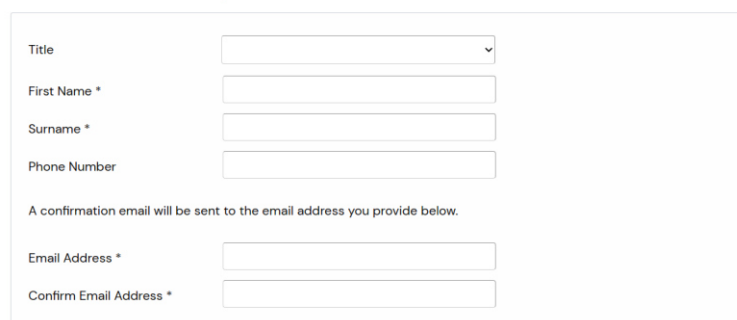
After clicking on this button the following screens will be displayed.

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

The registration form is displayed within a light gray border. It contains the following fields: 'Title' (a dropdown menu), 'First Name *' (a text input field), 'Surname *' (a text input field), 'Phone Number' (a text input field), 'Email Address *' (a text input field), and 'Confirm Email Address *' (a text input field). A message states: 'A confirmation email will be sent to the email address you provide below.'

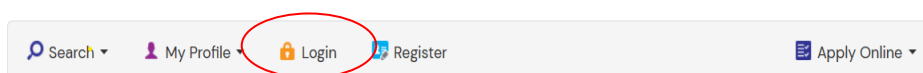
Enter your details then click 'Next' and on the following screen enter your postcode. Click 'Next' again and select your address from the drop down list. On the final screen check that your details are correct, click to read the Terms and Conditions and then click 'Next'.

Once a new user account has been created a confirmation email will be sent to the email address registered on the site.

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

LOGIN

After registering, click on 'Login' in the menu bar highlighted below and type in the email address and password used when registering.



Login

[Previous page](#)

Not registered? [Register here](#)

Email Address

Password

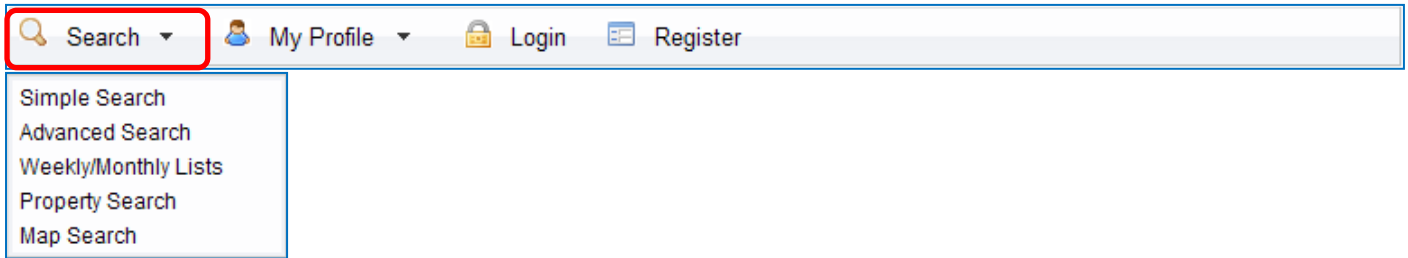
[Forgotten Password?](#)

an idox solution

If you forget your password, click on the 'Forgotten Password' link. This will prompt you to enter your email address and a new password. A confirmation email will be sent to your email address.

Searching for Information

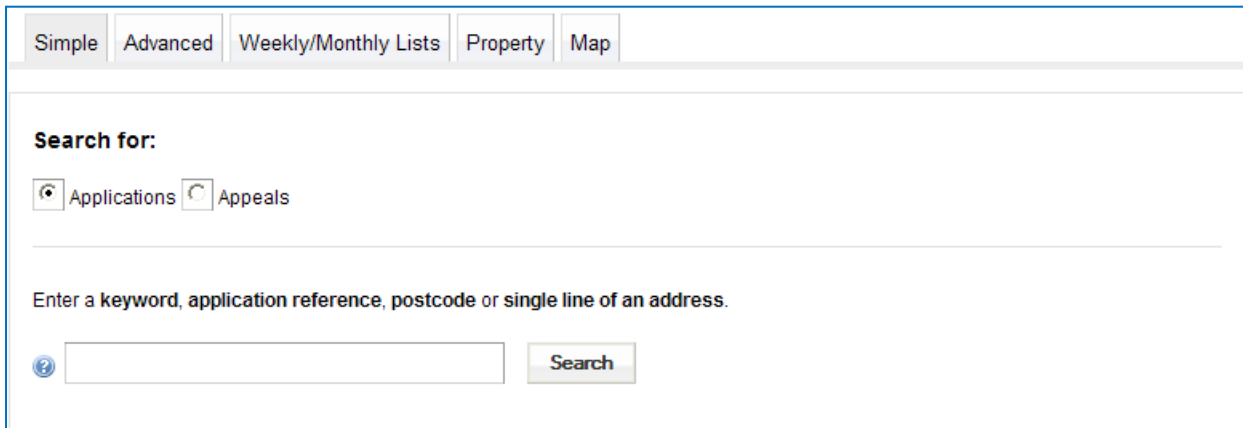
There are a number of different search options available to find the information you are looking for. These options can be accessed from the 'Search' option on the bar menu.



There are 5 different search options:

Simple Search

The simple search allows you to search quickly for an application or appeal by entering some simple search criteria into the free text box. The search criteria can include a keyword, the application reference or part of the address or postcode.

A screenshot of the 'Simple Search' form. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. The 'Simple' tab is selected. Below the tabs, the text 'Search for:' is followed by two radio buttons: 'Applications' (which is selected) and 'Appeals'. Below this, there is a text input field with a placeholder text: 'Enter a keyword, application reference, postcode or single line of an address.' To the left of the input field is a small blue question mark icon. To the right of the input field is a 'Search' button.

By default, the site will perform an 'Application' search. To search for an appeal, simple change the radio button to 'Appeals'

Advanced Search

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

Simple

Advanced

Weekly/Monthly Lists

Property

Map

Applications

Appeals

Reference Numbers

Application Reference

Planning Portal Reference

Application Details

Applicant Name

Application Type

All

Ward

All

Parish

All

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

Weekly/Monthly Lists

Select the information you require using one or more of the available fields and dates and select 'Search'.

Simple

Advanced

Weekly/Monthly Lists

Property

Map

Weekly List

Monthly List

Status:

All

Parish:

All

Ward:

All

Week beginning:

15 Feb 2010

Show applications:

☒ Validated in this week

☐ Decided in this week

Search

By default, the site will perform a 'Weekly List' search. To search for a monthly list, simply select 'Monthly List' option.

Property Search

The property search will allow you to search for any property within Aylesbury Vale.

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

SimpleAdvancedWeekly/Monthly ListsPropertyMap

A to Z Street SearchAddress 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 10Go

Streets beginning with A

1 2 3 4 5 6 7 8 9 10 11 12Next >

- [Abbey Road , Aylesbury , Buckinghamshire](#)
- [Abbot Ridge , Long Crendon , Buckinghamshire](#)
- [Abbot Walk , Long Crendon , Buckinghamshire](#)

Alternatively by selecting the 'Address Search' it is possible to search by any part of the address including the postcode.

SimpleAdvancedWeekly/Monthly ListsPropertyMap

A to Z Street SearchAddress Search

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

Post Code:

HP20 2TW

Search

Reset

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 Results per page [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

Showing 1-10 of 91

[1 Abbey Road Aylesbury Buckinghamshire HP19 9NP](#)[1A Abbey Road Aylesbury Buckinghamshire HP19 9NP](#)[2 Abbey Road Aylesbury Buckinghamshire HP19 9NR](#)[3 Abbey Road Aylesbury Buckinghamshire HP19 9NP](#)[4 Abbey Road Aylesbury Buckinghamshire HP19 9NR](#)[5 Abbey Road Aylesbury Buckinghamshire HP19 9NP](#)[6 Abbey Road Aylesbury Buckinghamshire HP19 9NR](#)[7 Abbey Road Aylesbury Buckinghamshire HP19 9NP](#)[8 Abbey Road Aylesbury Buckinghamshire HP19 9NR](#)[9 Abbey Road Aylesbury Buckinghamshire HP19 9NP](#)

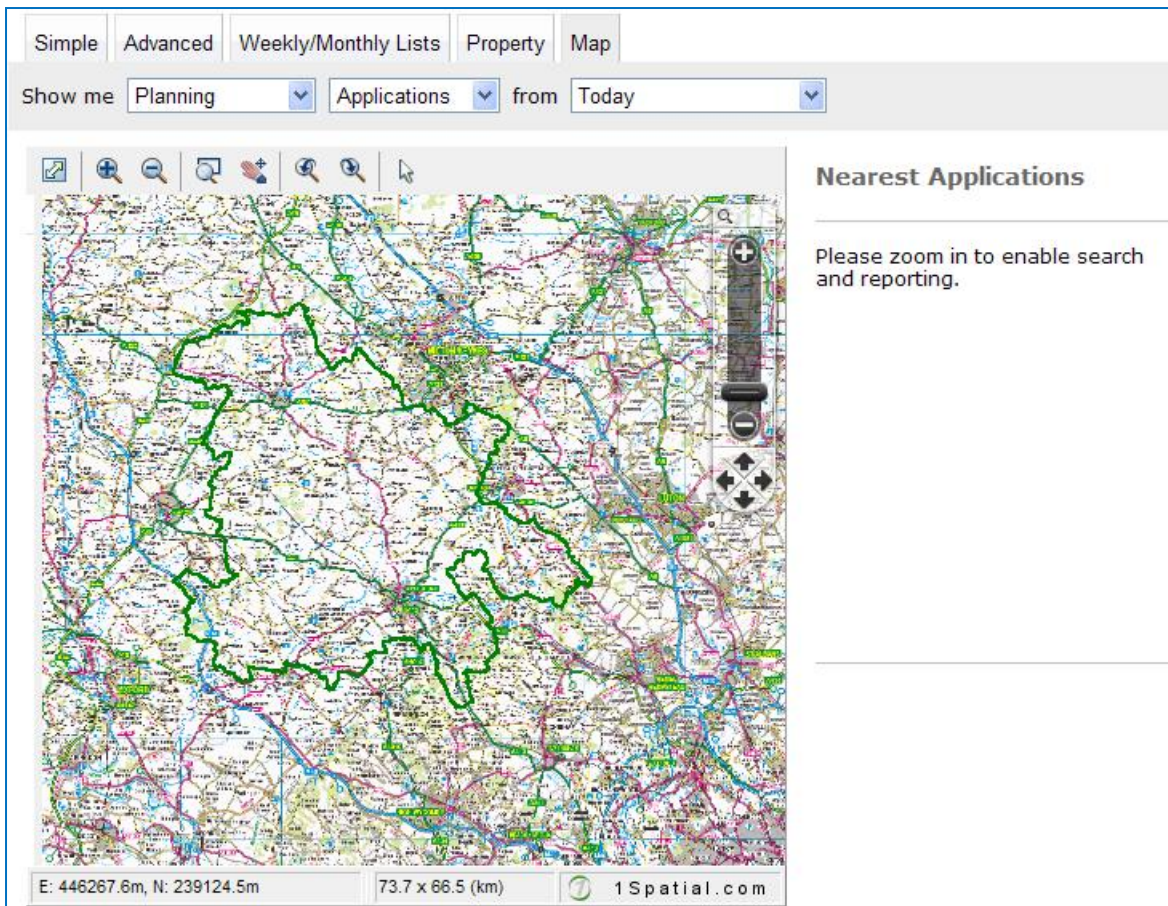
Map Information

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.

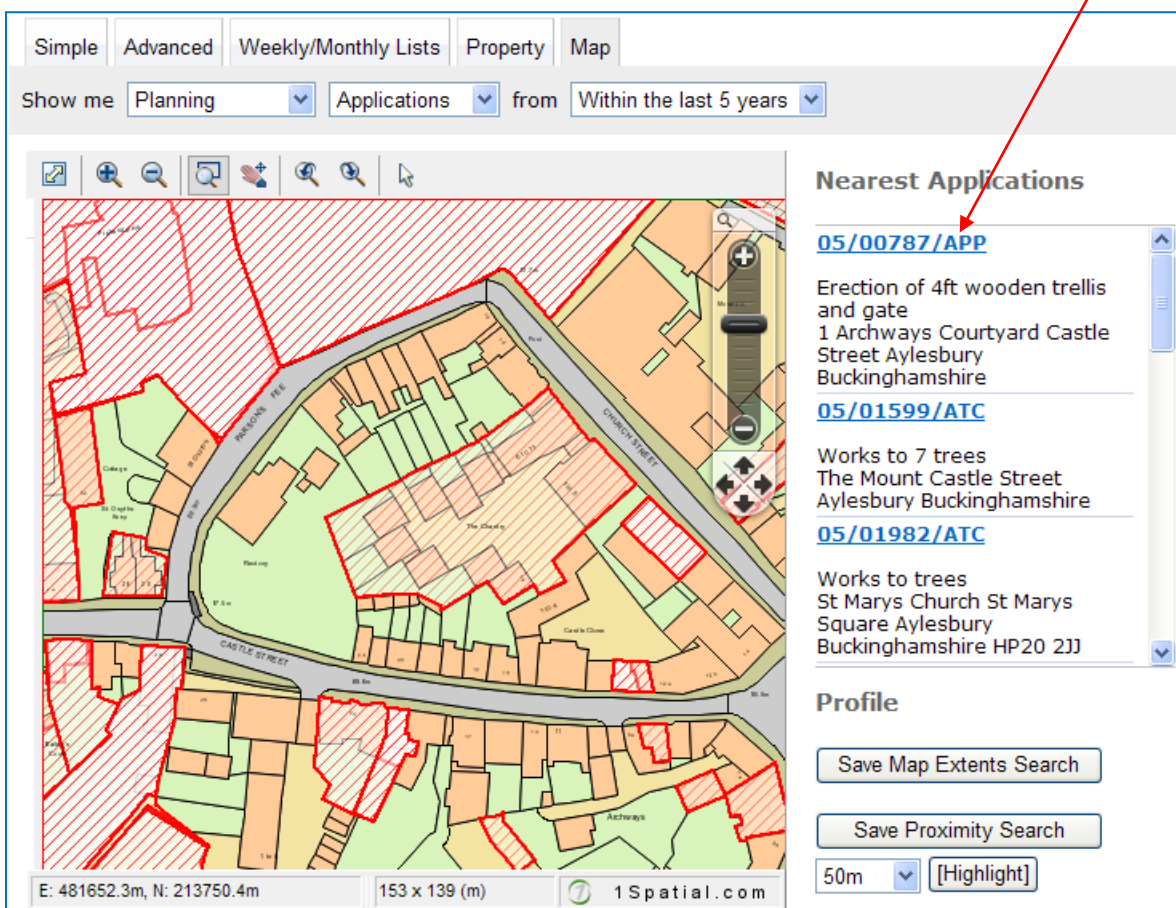
[Show results on large map](#)

Map Search

The 'Map Search' feature allows you to identify applications using the interactive map. Using the drop down menus select the information required then follow the online instructions to zoom the map to the area of interest.



Any results will be displayed on the right hand side of the map and display by a red area on the map. To view further information about the application simply click on the application reference link and the results will be displayed.



Viewing Information about an Application

Details

Once you have selected an application from your search results the application details will be displayed. The 'Details' tab shows summary information pertaining to the application. By changing the tab (highlighted below) it is possible to view further information, contact details and important dates.

Details	Comments	Documents (1)	Related Items (1)	Map
Summary	Further Information	Contacts	Important Dates	

Reference:	78/01973/AV
Alternative Reference:	AV/1973/78
Application Received:	01 Jan 1978
Address:	Aylesbury Vale District Council 66 High Street Town Centre Aylesbury Buckinghamshire HP20 1SD
Proposal:	CONSTRUCTION OF A 4 STOREY BUILDING COMPRISING PUBLIC HOUSE AND 2 SHOP UNITS ON GROUND FLOOR WITH LANDLORDS FLAT AND OFFICES OVER TOGETHER WITH SERVICE YARD AND CAR PARK
Status:	Approved
Appeal Status:	
Appeal Decision:	

Viewing and Submitting Comments

Click on the 'Comments' tab to view and submit comments regarding the application.

You need to be a registered user to submit application comments.

Details	Comments	Documents (1)	Related Items (1)	Map
Make a Comment	Public Comments (0)	Consultee Comments (0)		

Make a Comment

You must log in to make a comment.

[Login and make a comment.](#)

Not got a login? [Register here.](#)

Associated Documents

Click on the 'Documents' tab to display any documents that relate to this application. The documents are stored in a PDF format and will open in a new window (or browser tab) via the View Document link.



Details	Comments	Documents (1)	Related Items (1)	Map
Case No.		78/01973/AV		
Date Published	Document Type	View	Description	
21 Sep 2004	Decision	View Document	Archive	

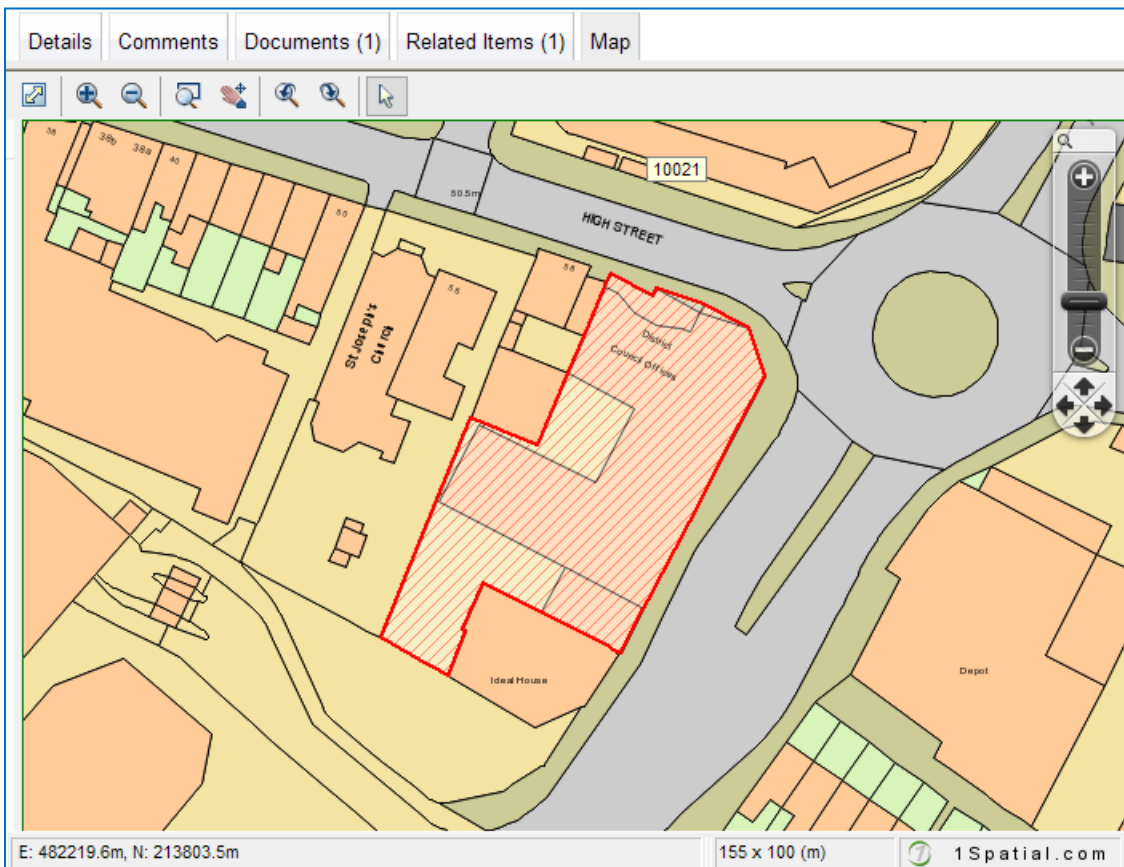
Related Items

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

Details	Comments	Documents (1)	Related Items (1)	Map
Applications (0)				
Appeals (0)				
Properties (1)				
Aylesbury Vale District Council 66 High Street Aylesbury Buckinghamshire HP20 1SD				

Map

Click on the 'Map' tab to display the area of the application on a map.



Tracking an Application

Select the application you wish to track and then click on the 'Track' icon highlighted below.

You need to be a registered user to use this facility.

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

78/01973/AV | CONSTRUCTION OF A 4 STOREY BUILDING COMPRISING PUBLIC HOUSE AND 2 SHOP UNITS ON GROUND FLOOR WITH LANDLORDS FLAT AND OFFICES OVER TOGETHER WITH SERVICE YARD AND CAR PARK | Aylesbury Vale District Council 66 High Street Town Centre Aylesbury Buckinghamshire HP20 1SD

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

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

[Summary](#) [Further Information](#) [Contacts](#) [Important Dates](#)

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

My Profile » Tracked Applications [Help with this page](#)

[Profile Details](#) [Saved Searches](#) [Notified Applications](#) [Tracked Applications](#)

Case Number	Address	Type	Status	View	Stop Tracking
78/01973/AV	Aylesbury Vale District Council 66 High Street Town Centre Aylesbury Buckinghamshire HP20 1SD	Application	Approved		
08/02851/ALB	The Old Thatch Frog Lane Cuddington Buckinghamshire HP18 0AX	Application	Listed Building Consent		
08/01126/ALB	The Old Place Lower Church Street Cuddington Buckinghamshire HP18 0AS	Application	Listed Building Refused		

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

Alternatively you can log in to PublicAccess and view the details through the 'Notified' and 'Tracked Applications' sections 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'

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

ApplicationsAppeals

Reference Numbers

Application Reference

Planning Portal Reference

Application Details

Applicant Name

Application Type

Listed Building

▼

Ward

BEDGROVE

▼

The results will be displayed. To save the search click on the Save Search icon highlighted below.

Planning » Results for Application Search

[Refine Search](#) [Save Search](#) [Print](#)

Sort by [Date Received](#) Direction [Descending](#) Results per page [10](#) [Go](#)

Showing 1-3 of 3

Protective screening to windows

Chapel Two Tring Road Aylesbury Buckinghamshire

Ref. No: 01/00796/ALB | Received: Mon 02 Apr 2001 | Validated: Tue 01 May 2001 | Status: Listed Building Consent

RESTORATION OF FRONT BOUNDARY WALL, REPLACEMENT GATES AND RAILINGS, RESTORATION OF DEAD HOUSE AND GATE TO CHAPEL

Aylesbury Cemetery Tring Road Aylesbury Buckinghamshire

Ref. No: 97/02354/ALB | Received: Wed 01 Jan 1997 | Validated: Wed 01 Jan 1997 | Status: Listed Building Consent

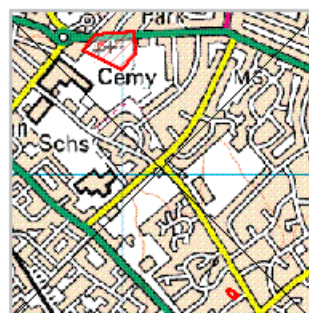
PITCHED ROOF OVER EXISTING REAR EXTENSION

23 Earlswood Close Aylesbury Buckinghamshire HP21 7PG

Ref. No: 94/01205/ALB | Received: Sat 01 Jan 1994 | Validated: Sat 01 Jan 1994 | Status: Listed Building Consent

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](#)

The following screen will be displayed providing the option to name the search and to select to be notified by email. Select Save and the search will be added to the Save Search screen within your profile.

My Profile » Save Search

Enter a Search Title that is meaningful to you. You can also choose to receive weekly email updates when new cases are added matching your search.

Search Title (editable)

Notify me via email about new ☐ Yes ☒ No
search results

Last Run Date Search not run yet.

[Save](#) [Cancel](#)