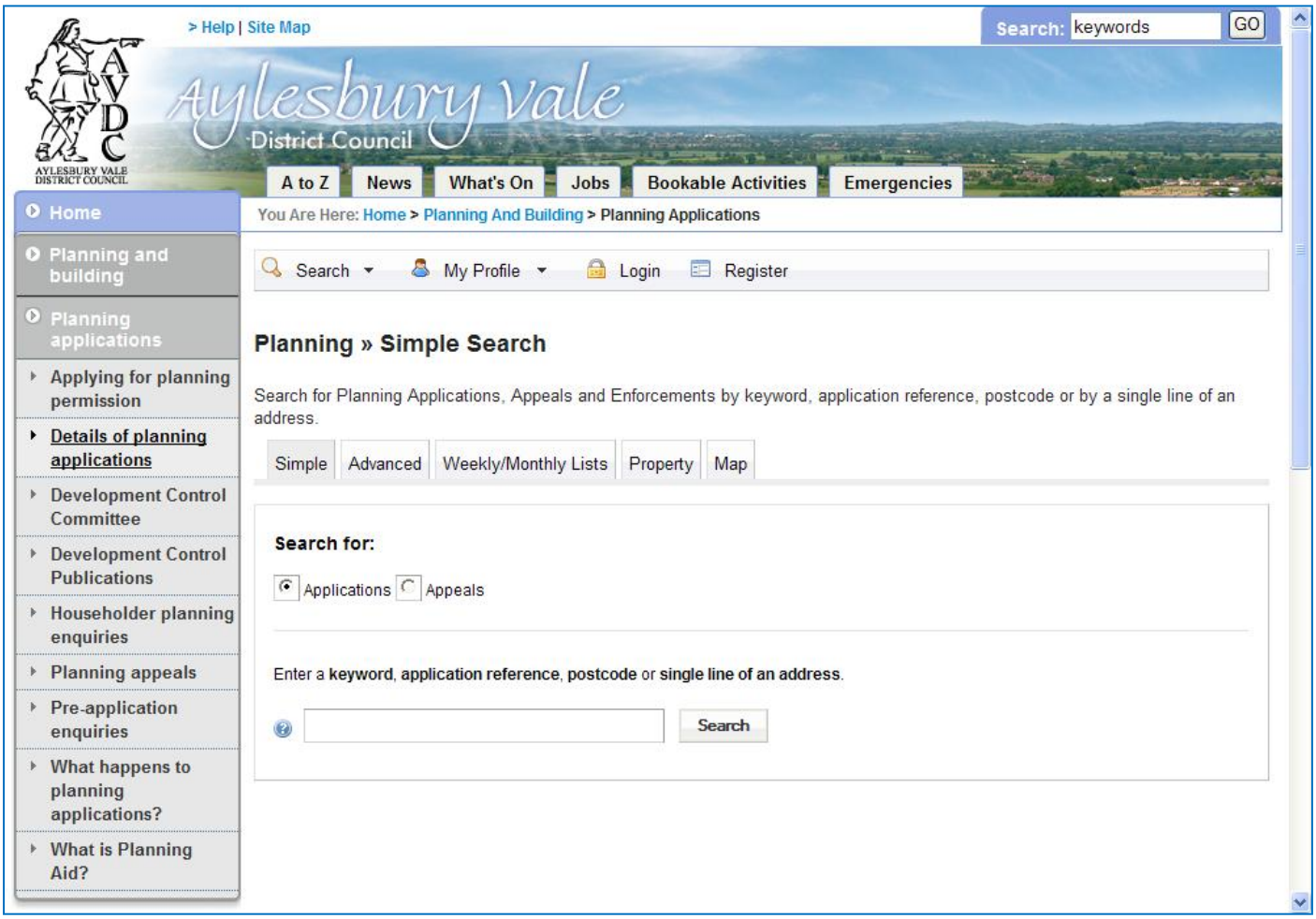
Accessing the new 'PublicAccess for Planning' site

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:

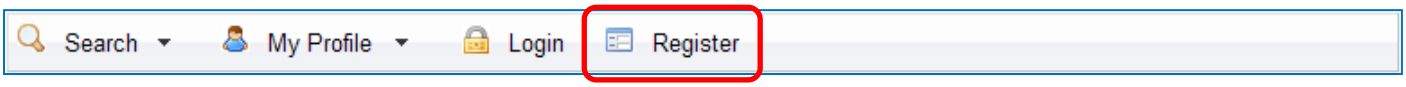
http://eplanning.aylesburyvaledc.gov.uk/applications/planning_details.htm



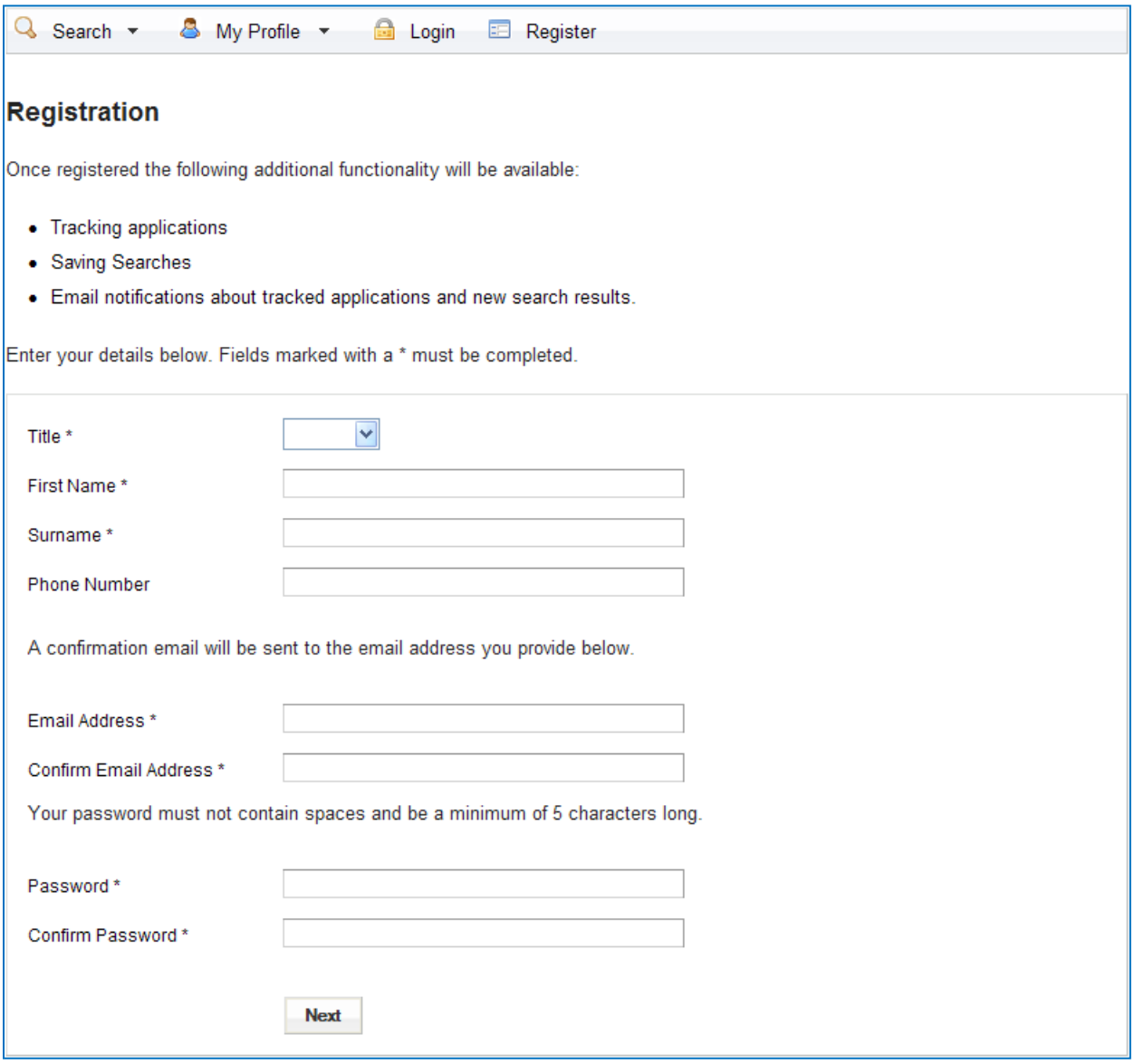
Anyone can use the 'Public Access for Planning' site to view planning applications or appeals, but to take advantage of the save search and track applications features you must first register a user account.

How to Register

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



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



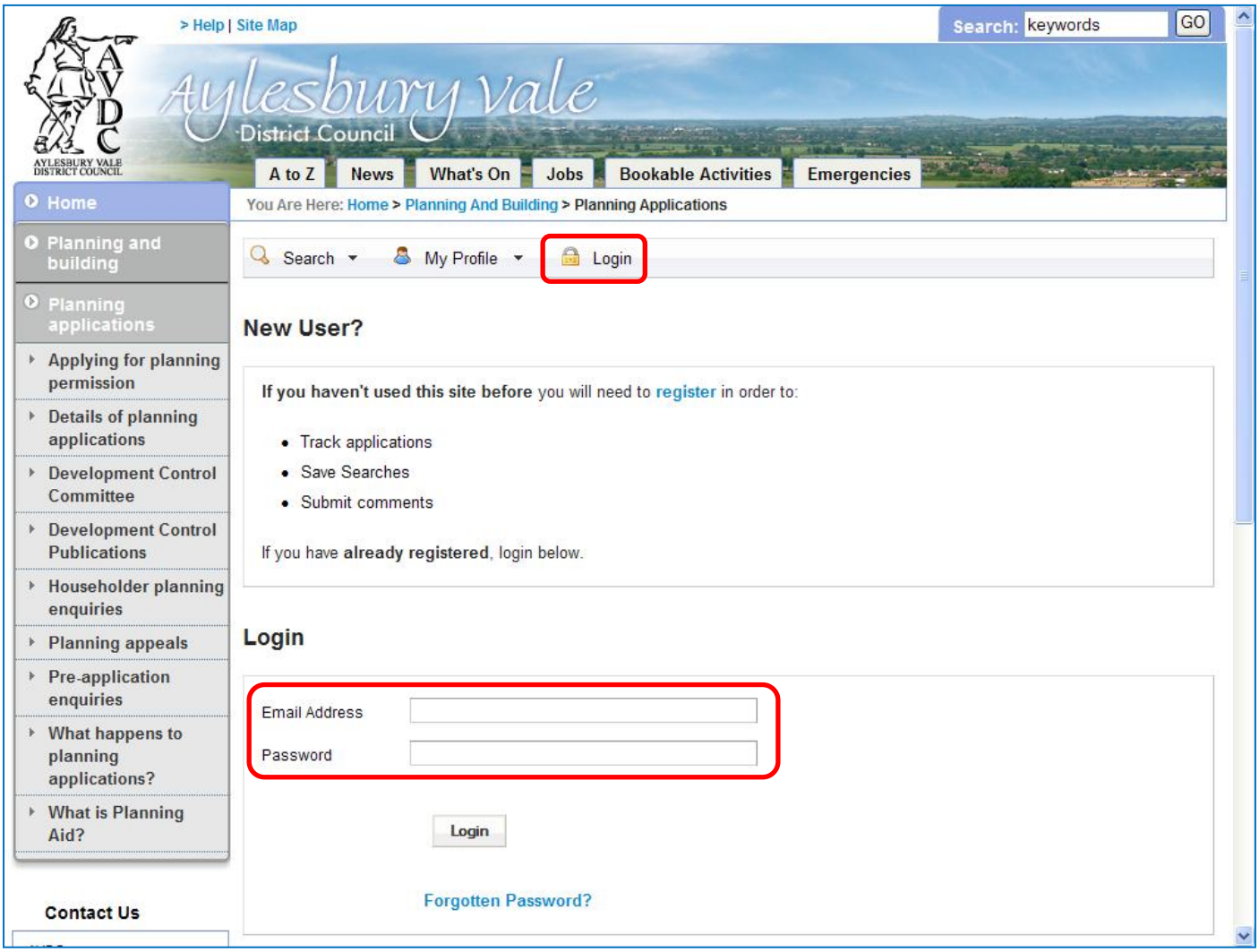
Enter your details then click ‘Next’ and on the following screen enter your postcode. Click ‘Next’ again and select your address from the drop down list. On the final screen check that your details are correct, click to read the Terms and Conditions and then click ‘Next’.

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.

How to Login as a Registered User

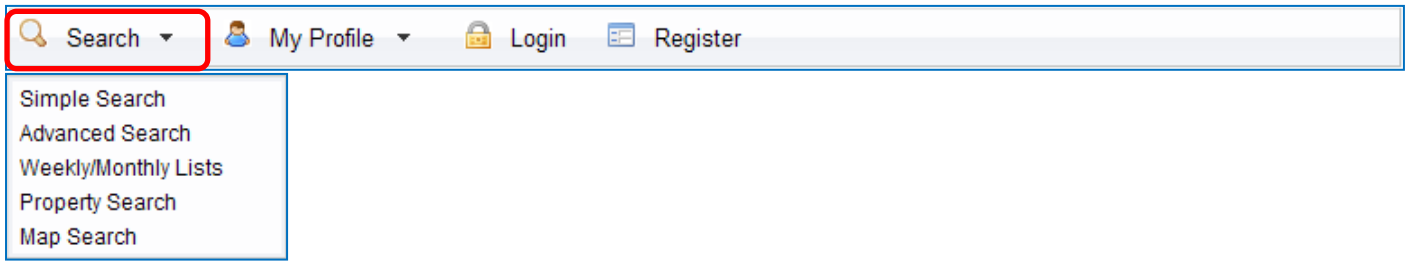
After registering, click on ‘Login’ in the menu bar highlighted below and type in the email address and password used when registering.



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

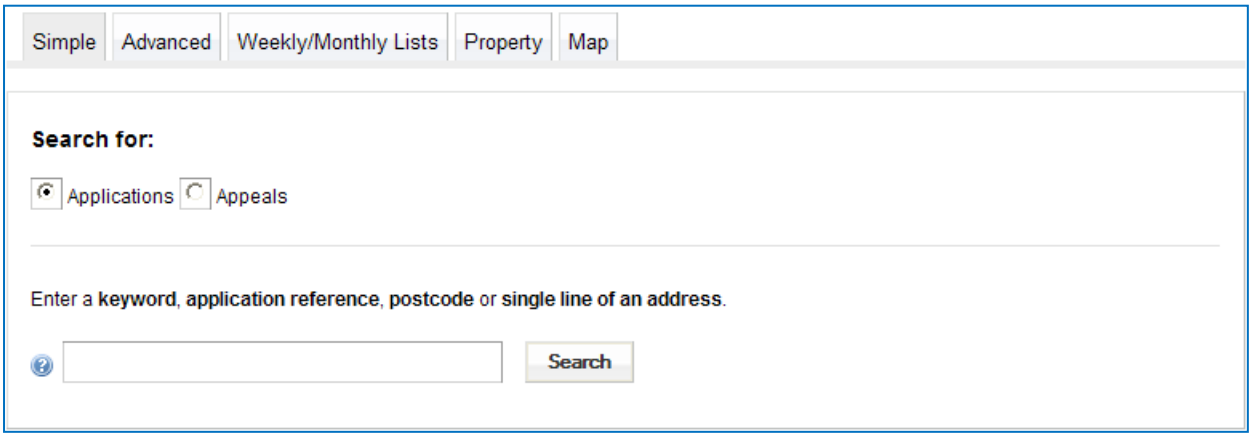
There are a number of different search options available to find the information you are looking for. These options can be accessed from the 'Search' option on the bar menu.



There are 5 different search options:

Simple Search

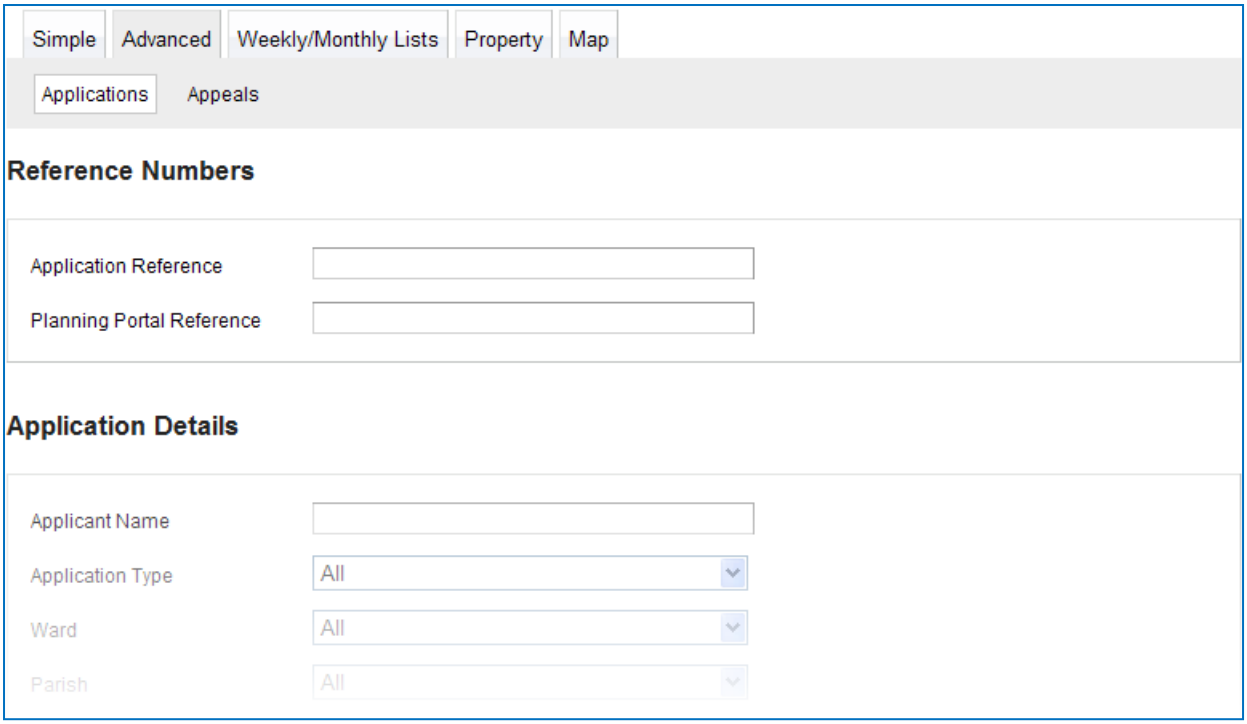
The simple search allows you to search quickly for an application or appeal by entering some simple search criteria into the free text box. The search criteria can include a keyword, the application reference or part of the address or postcode.



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

Advanced Search

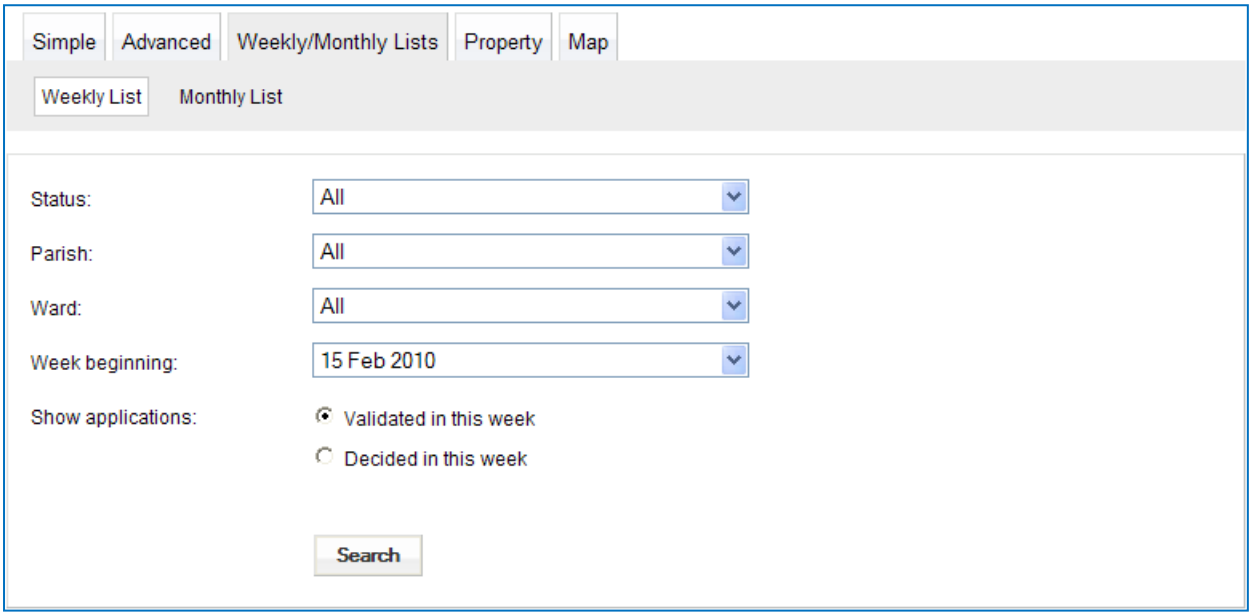
The advanced search allows you to search using a mixture of fields and dates.



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’.

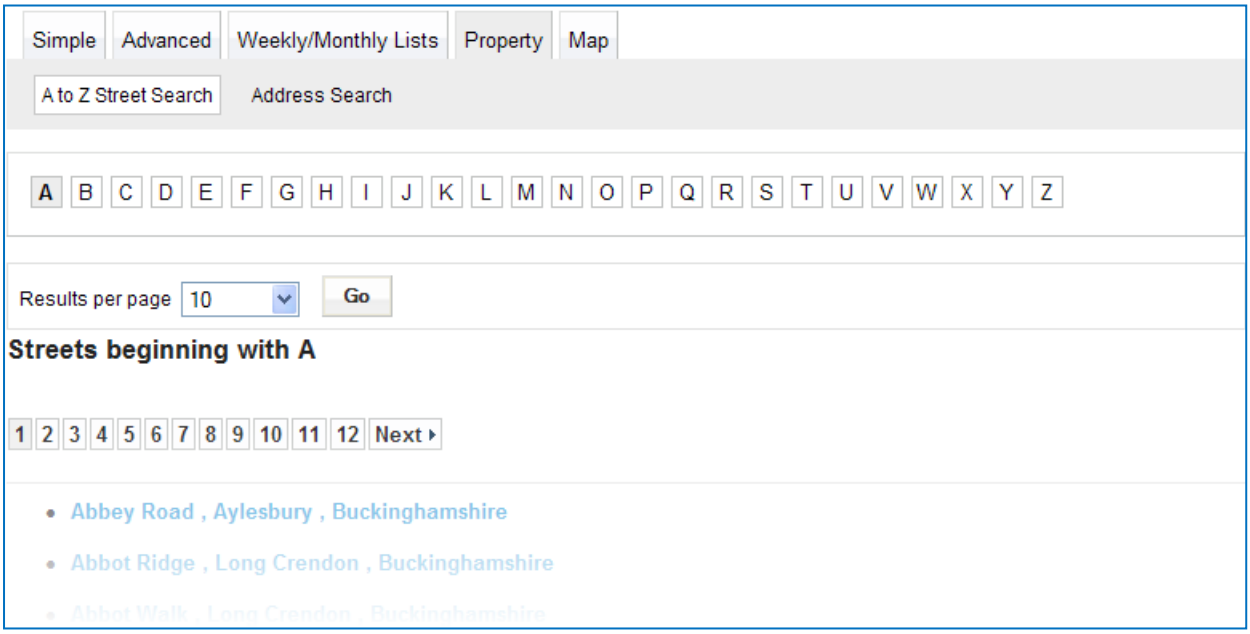


By default, the site will perform a ‘Weekly List’ search. To search for a monthly list, simply select ‘Monthly List’ option.

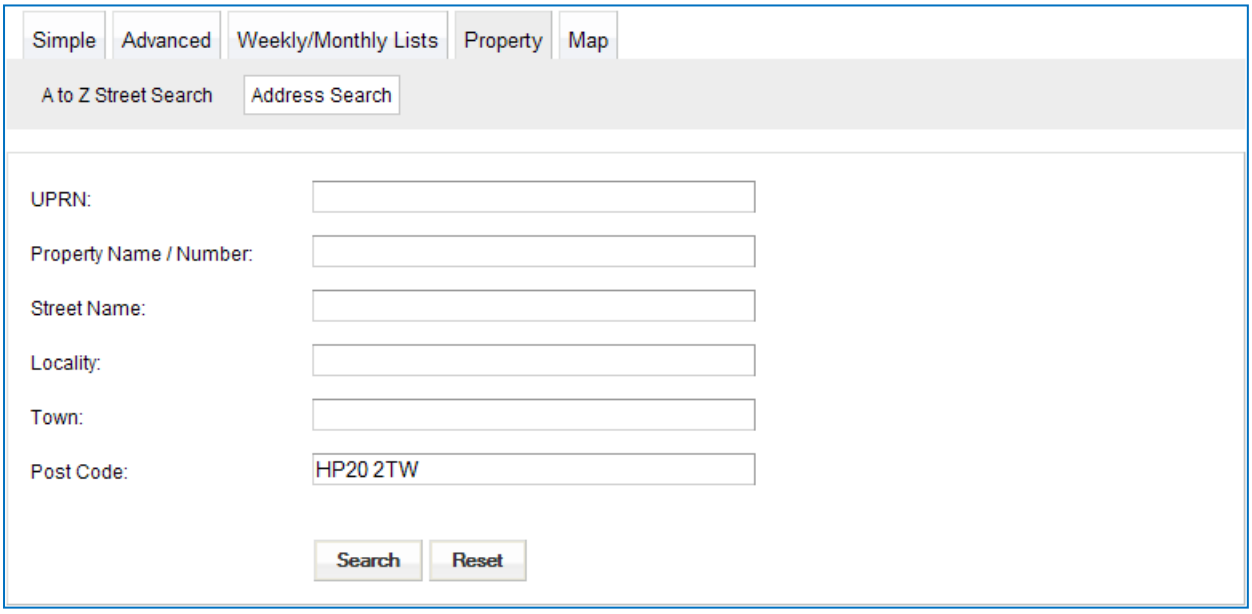
Property Search

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

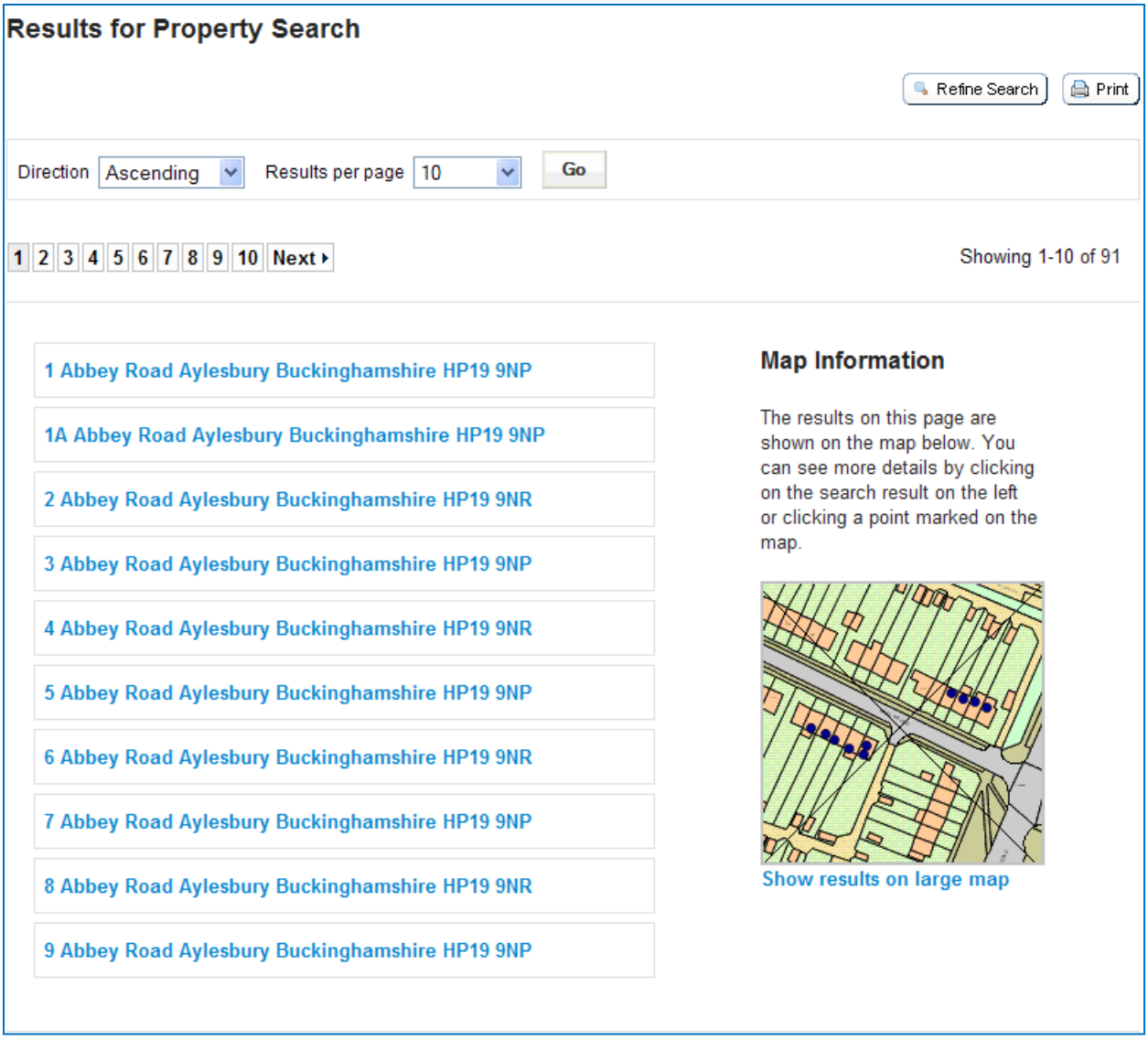
The ‘A to Z Street Search’ provides an alphabetical list of streets to search by.



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

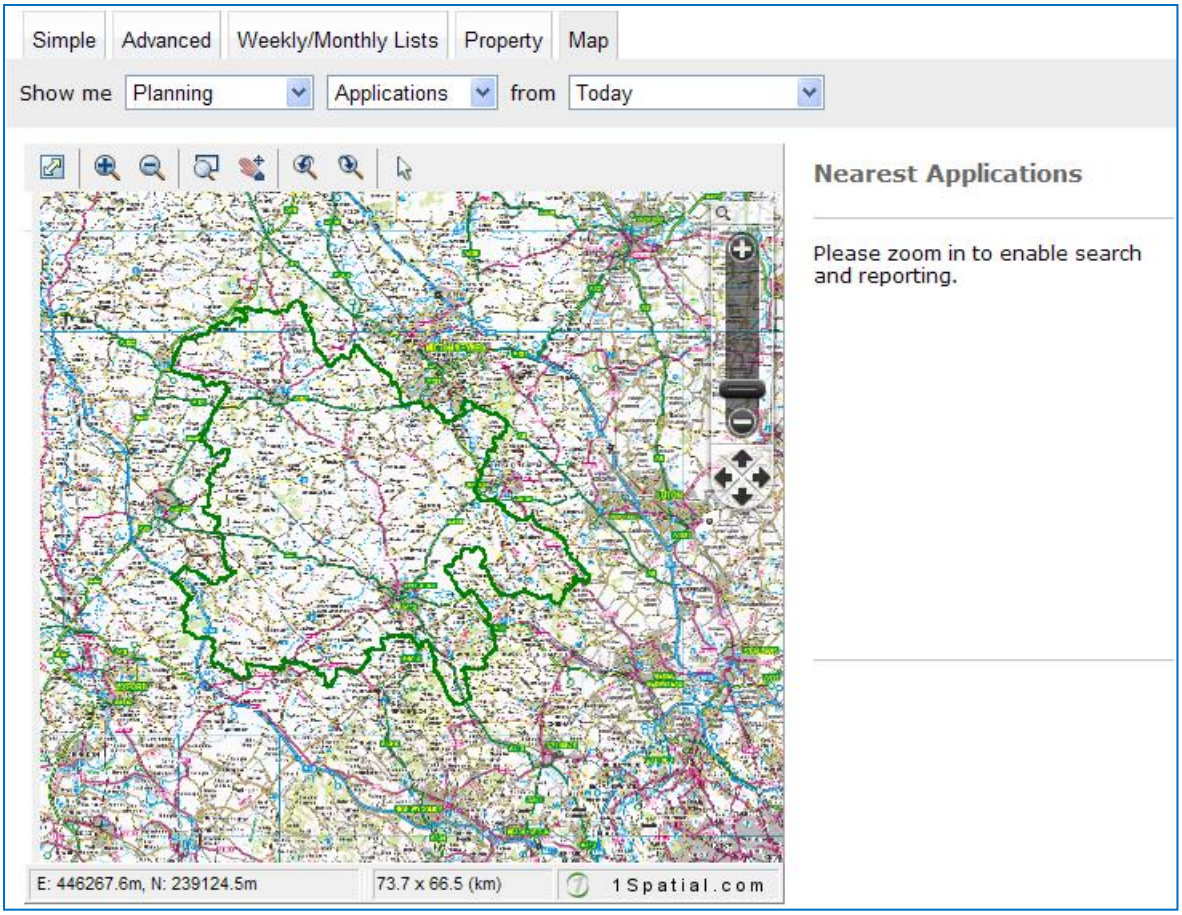


The results from both type of address search return a list of addresses to be selected and a location map.

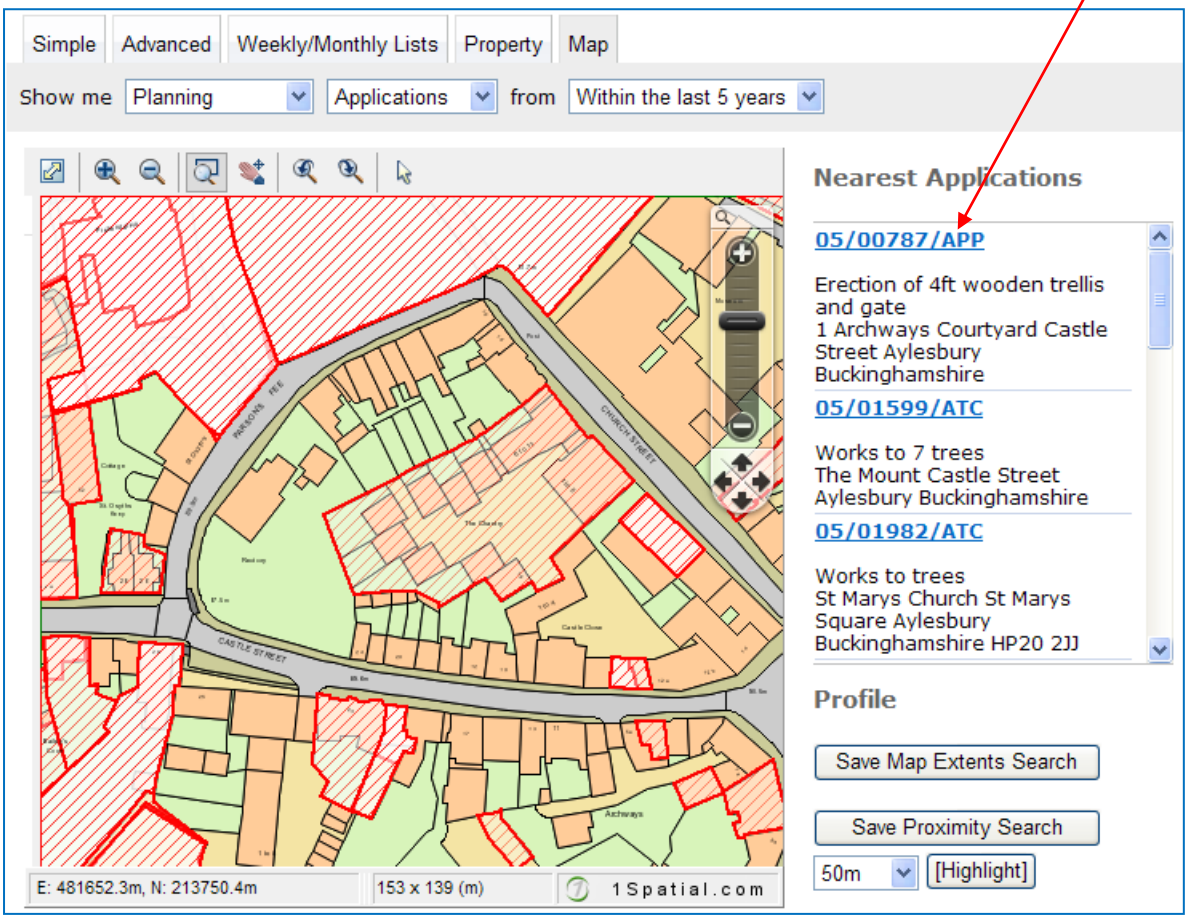


Map Search

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.



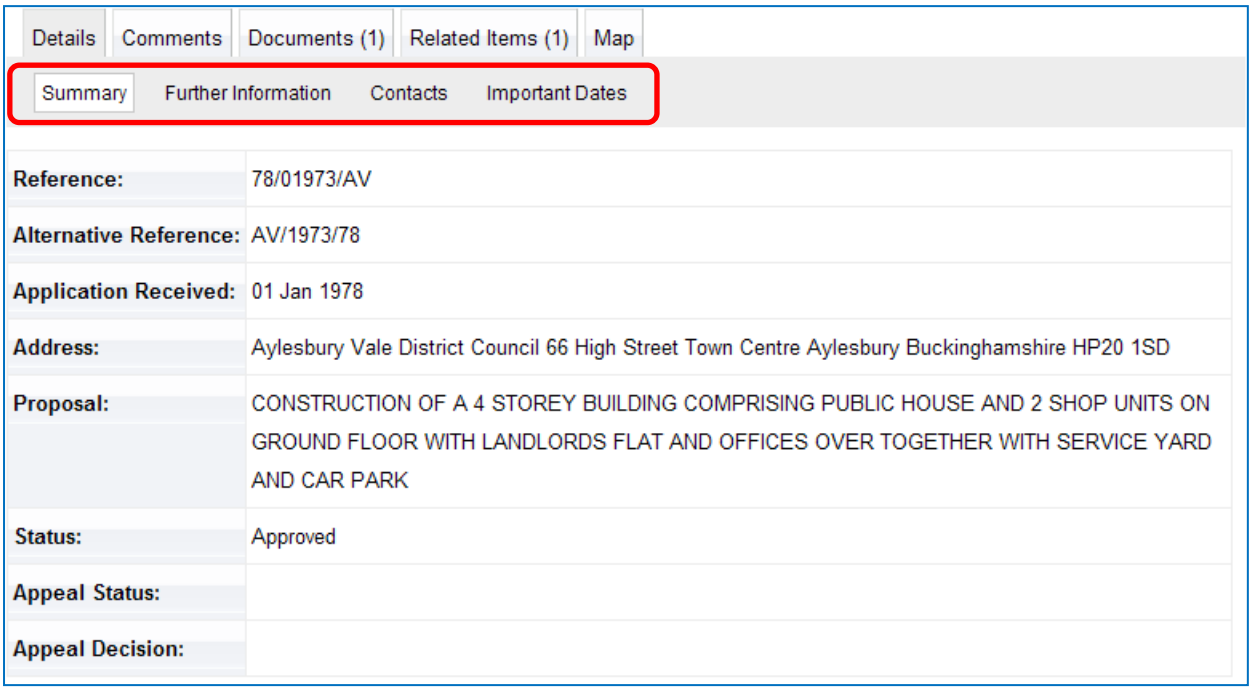
Any results will be displayed on the right hand side of the map and display by a red area on the map. To view further information about the application simply click on the application reference link and the results will be displayed.



Viewing Information about an Application

Details

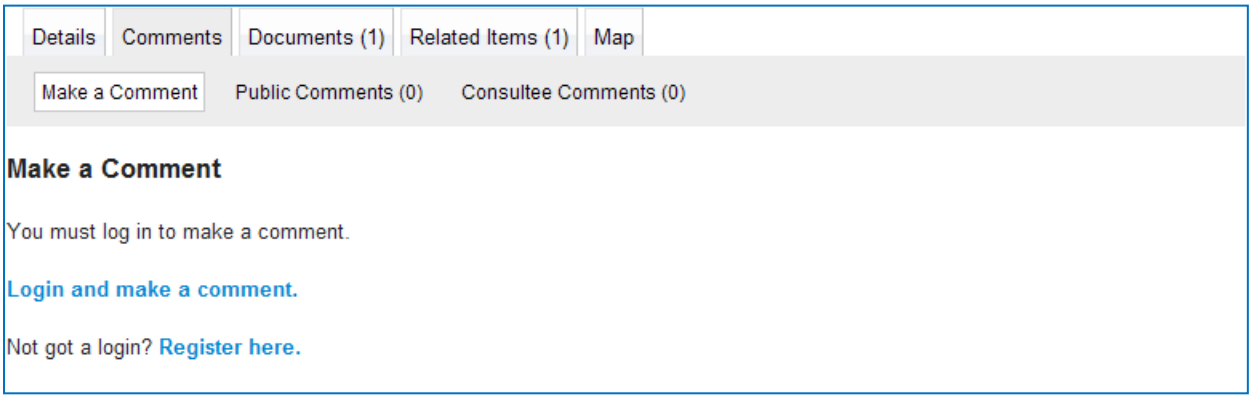
Once you have selected an application from your search results the application details will be displayed. The 'Details' tab shows summary information pertaining to the application. By changing the tab (highlighted below) it is possible to view further information, contact details and important dates.



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.



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)

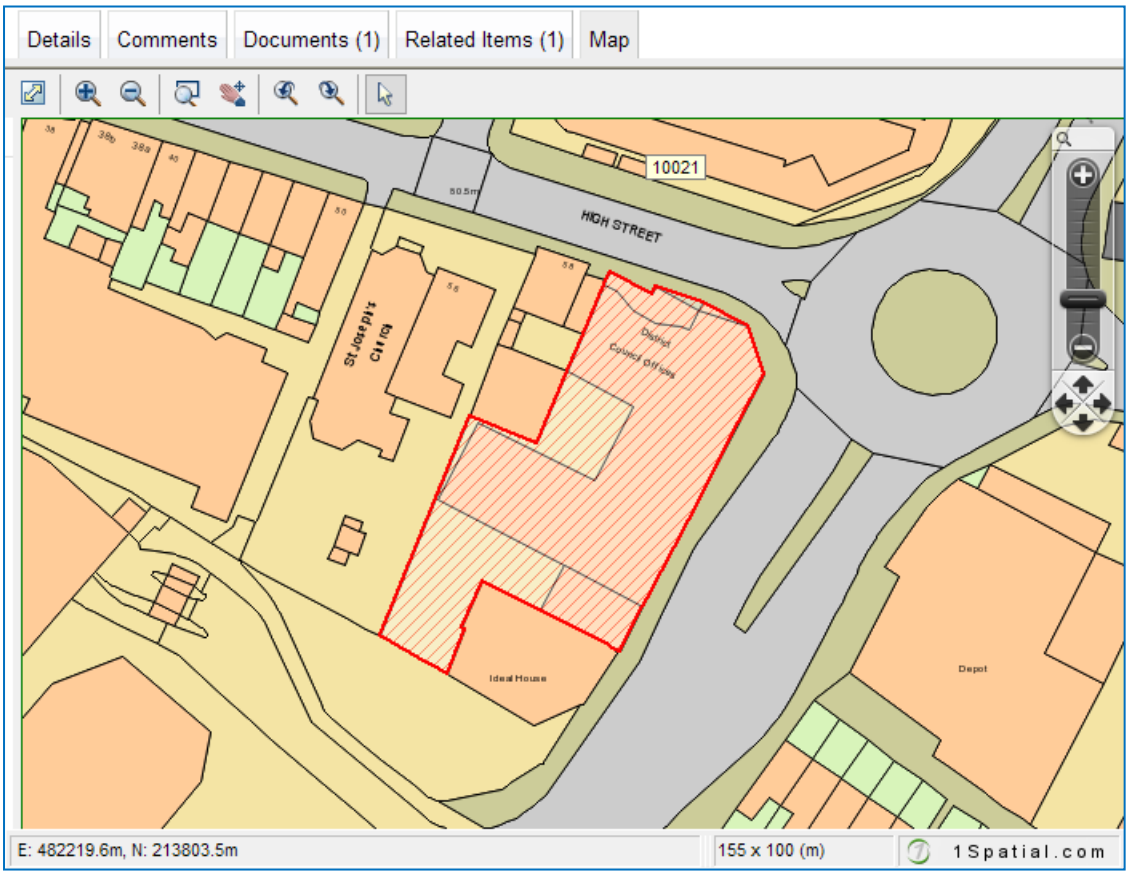
Appeals (0)

Properties (1)

- Aylesbury Vale District Council 66 High Street Aylesbury Buckinghamshire HP20 1SD

Map

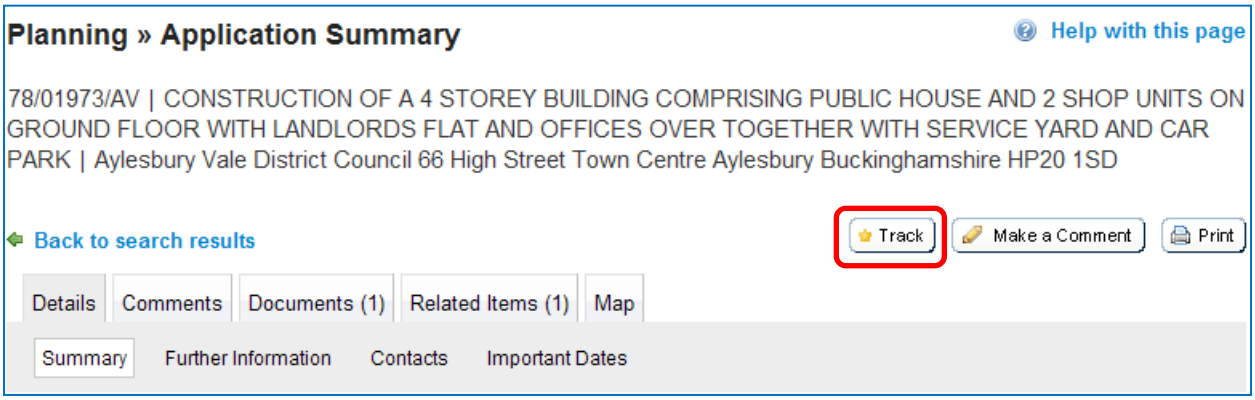
Click on the 'Map' tab to display the area of the application on a map.



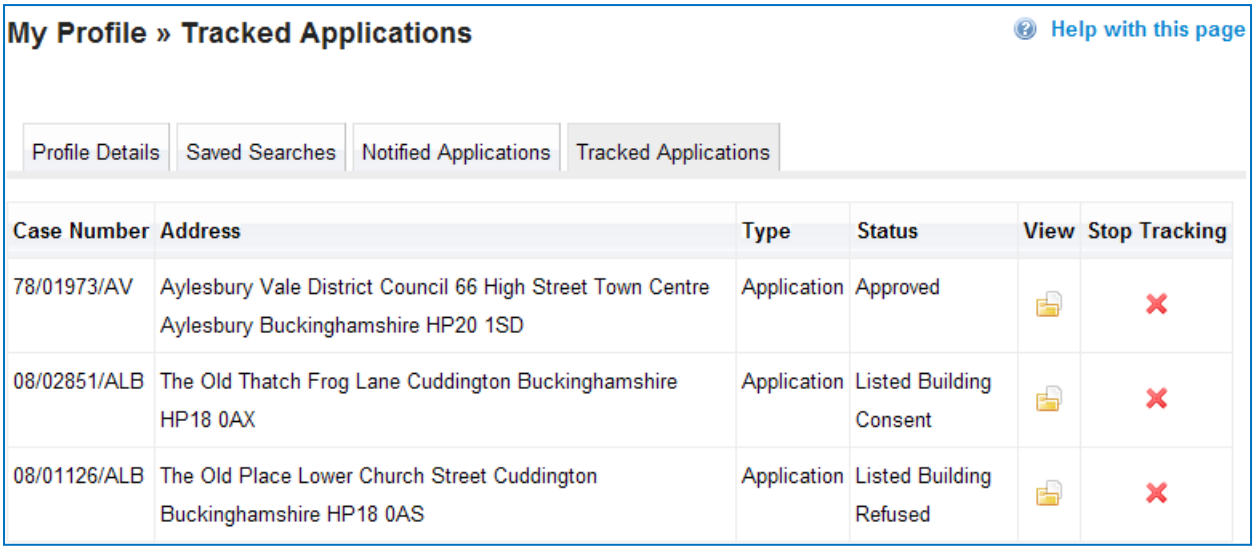
Tracking an Application

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.



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



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		

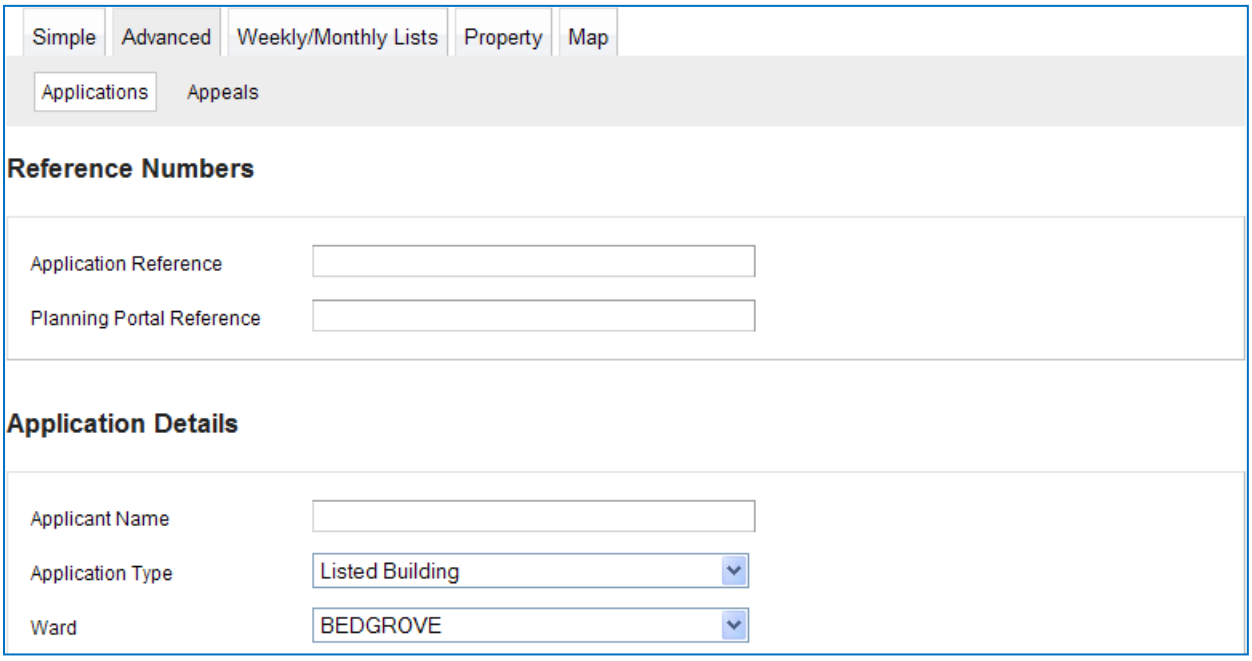
When any updates are made to a tracked application (such as a change in status or new document added) an email will be sent to you advising you of the update.

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

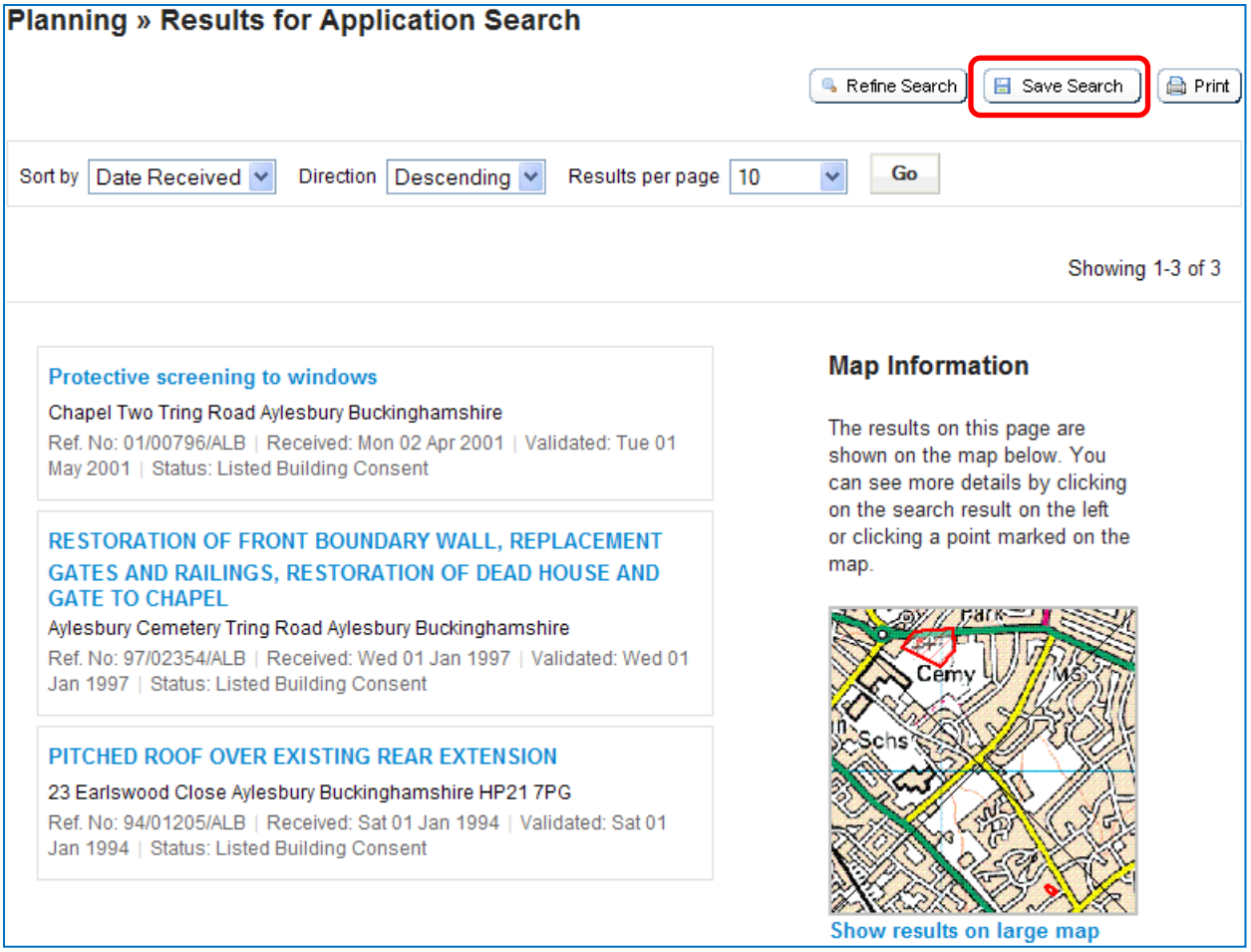
Creating a Saved Search

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.

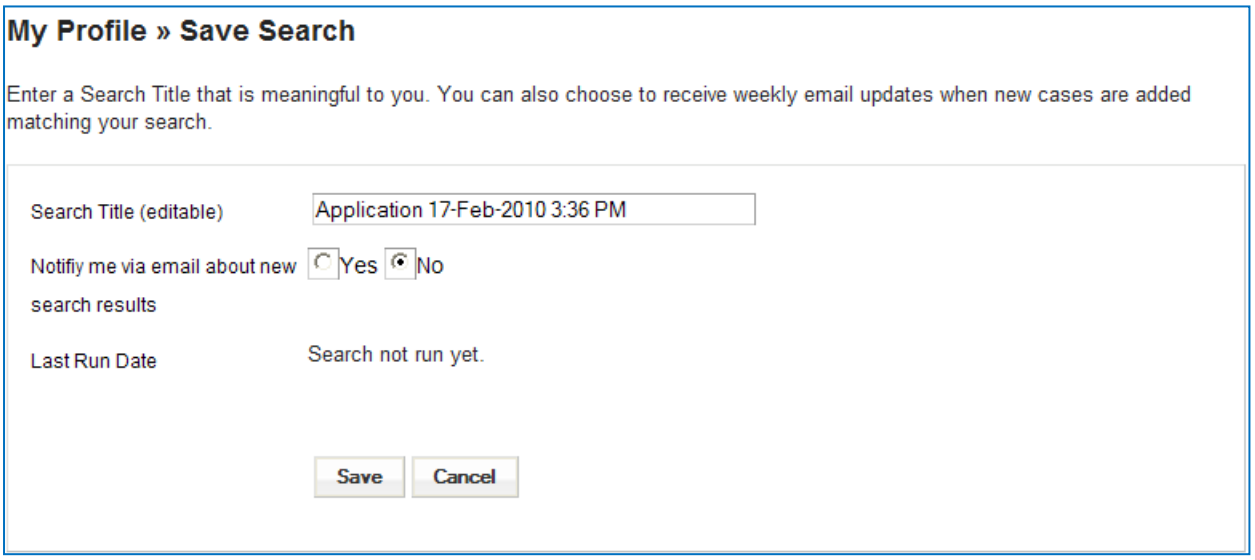
For example, within the ‘Advanced Application’ search screen select the ‘Application Type’ and the ‘Ward’ from the drop down list and select ‘Search’



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

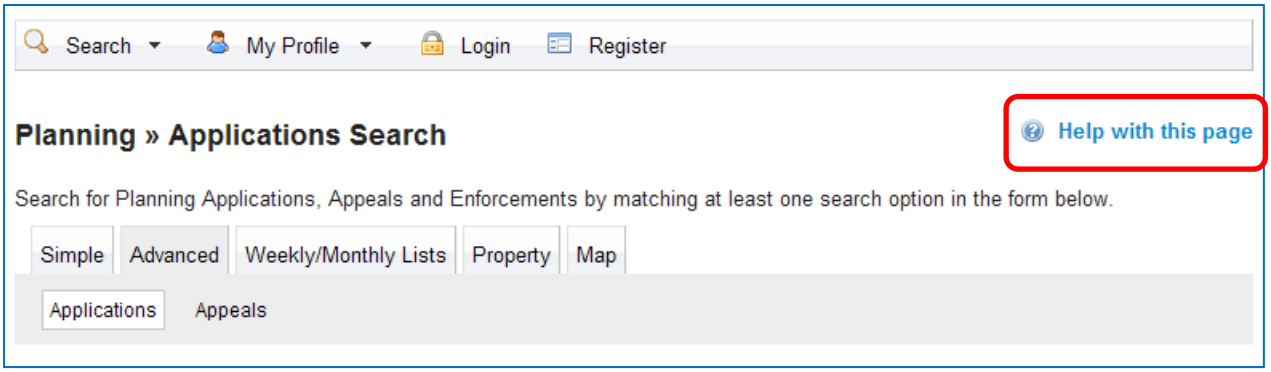


The following screen will be displayed providing the option to name the search and to select to be notified by email. Select Save and the search will be added to the Save Search screen within your profile.



Getting Help

There are help notes available on each page which can be accessed by clicking on the 'Help on this page' link



Alternatively, please contact the Aylesbury Vale District Council Development Control team:

devcon@aylesburyvaledc.gov.uk