

Aylesbury Vale District Council



Consultee Access

Consultee Access is an upgrade to the existing Public Access system for Planning that was designed to make it easier for statutory consultee, such as parish councils and external consultees, to access details about planning applications in their area.

Although AVDC members are not statutory consultees, you do play an important role in the planning process and we have adapted consultee access to help you get the same information about planning applications that parishes do.

You can use Consultee Access to:

- Find applications for your ward displayed in your 'In Tray'
- View documents and plans for planning applications
- Find and view information about planning applications and submit your comments
- Find and view information about planning and appeals enforcement

Features include:

- Better searching facilities, such as searching based on description
- The ability to track individual applications and be informed by email of any changes to its status
- You can be notified of any new applications made in your ward.

Step by step guide to registering

- 1) First you can click on this [link](#) to the Public Access homepage. This takes you to the pages on our website where the public can view the details of planning applications.



[Living in Aylesbury Vale](#) > [Planning and building control](#) > Search planning applications & decisions



Planning » Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

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

Search for:
 Applications Appeals Enforcements

Status: All

Enter a **keyword, reference number, postcode or single line of an address.**

an idox solution

You can [download a guide to using Public Access for planning applications \(875KB PDF\)](#) here.

The consultation period for public comment on planning applications is open for 21 days. For **licensing applications the consultation period is open for 28 days**. Please make your comments within that period using the 'Make a public comment' button on application page only.

If the application consultation period has lapsed, you may be able to leave a comment by emailing us, but we cannot guarantee your comments will be taken into account as the

- 2) Click on 'Register' and follow the on-screen instructions. Once you have completed the registration process, an email will be sent to your email address with a link that you will need to click to activate your account. (If you have already registered for Public Access you don't need to register again. Go to point 3)
- 3) Once the account has been activated you will be registered for Public Access. We will then need to link your new registration to Consultee Access. To enable us to do this please send us an email to consulteeaccess@aylesburyvaledc.gov.uk. Please state your name, the ward you represent and the email address you used to register for Public Access.
- 4) We will then link your email address to Consultee Access. Once we have done this every time you log in to Public Access the system will know you have consultee rights and take you straight to your consultee in-tray.

The Benefits of Consultee Access

Once we have linked your email address to Consultee Access you should start to receive information about planning applications that are being made in your ward.

You will be notified by email that a new application is available for you to view. A letter will be attached to the email as a Word document, which will include a link to Public Access. Please click on the login button and enter your email address and password.



[Living in Aylesbury Vale](#) > [Planning and building control](#) > Search planning applications & decisions

Login


[← Previous page](#)

Not registered? [Register here](#)

Email Address

Password

[Login](#)

 [Forgotten Password?](#)

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If you are commenting on a licensing application then please note that we are unable to take late comments into account.
licensing@aylesburyvaledc.gov.uk

Once you have successfully logged into the system and we have set up your account, the screen image on the next page will be displayed.

The **In Tray** tab should automatically be selected. If you are not automatically directed to this area please click on Profile Details and then **In Tray**.

You can sort applications into the order that is preferable e.g. by Expiry Date and Ascending/Descending Expiry Date order. Once you have selected your sorting preference please click **Go**.

Once you have your list of applications in your ward you can view individual applications by clicking on any of the blue text describing the application. (In the example below the orange text is **“Erection of agricultural wooden timber frame building”**)

AVDC members are not required to comment on planning applications but if you would like to comment on a particular application you can do this using consultee access. To do this please click on *Make a Consultee Comment* on the relevant application.

Aylesbury Vale
District Council

Living in Aylesbury Vale > [Planning and building control](#) > Search planning applications & decisions

Search My Profile Logout (Jill Knowles)

My Profile » Consultee In Tray [Help with this page](#)

Consultee In Tray Profile Details Saved Searches Notified Applications Tracked Applications

In Tray Active Consultations Previous Consultations Consultation Search

Interest Area All

Sort by Expiry Date Direction Ascending Results per page 10 **Go**

Erection of agricultural wooden timber frame building.
Planning Application
Bywater Meadow Pilch Lane Great Horwood Buckinghamshire MK17 0NX
Ref. No: 16/01743/AGN | Received: Wed 11 May 2016 | Validated: Wed 11 May 2016 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Adstock Parish Council	Thu 19 May 2016	Thu 16 Jun 2016	22

[Consultee Comment](#)

When making a comment it is important to remember that comments and documents are uploaded are available for public viewing instantly without being checked by an officer of AVDC, so please only submit final comments here and double check what you are going to post to avoid the possibility of mistakes or misunderstandings.

My Profile » Consultee In Tray - Internet Explorer
https://publicaccess.aylesburyvaedc.gov.uk/online-applications/consultee/applicationDetails.do?activeTab=makeComment&keyVal=O70G1QCLKH

Planning Application
16/01743/AGN | Erection of agricultural wooden timber frame building. | Bywater Meadow Pilch Lane Great Horwood Buckinghamshire MK17 ONX

Close Window

Submit Comment | Upload Document | Email Coordinator

Consult as: Adstock Parish Council -- Adstock Parish Council

6000 characters left

Submit Comment | Clear

If you wish to upload a document as part of a comment please click **Upload Document** and attach the document by clicking on **Browse**, double clicking the document and then clicking on the **Upload** button. An email will be sent to the Case Officer along with any your comment and/or document for them to view.

My Profile » Consultee In Tray - Internet Explorer
https://publicaccess.aylesburyvaedc.gov.uk/online-applications/consultee/applicationDetails.do?activeTab=uploadFile&keyVal=O70G1QCLKH

Planning Application
16/01743/AGN | Erection of agricultural wooden timber frame building. | Bywater Meadow Pilch Lane Great Horwood Buckinghamshire MK17 ONX

Close Window

Submit Comment | **Upload Document** | Email Coordinator

Consult as: Adstock Parish Council -- Adstock Parish Council

Select file to upload Browse...

Upload

Once you have submitted a comment on an application it will move from your In Tray into the Active Consultations tab. Once the application has expired and is no longer available to be commented on it will move to the Previous Consultations tab.

In order to view all comments and documents which have been submitted for a specific application please click on the *Planning Application* name in orange writing e.g. in the image below it is called **“Erection of agricultural wooden timber frame building”**.

Search My Profile Logout (Jill Knowles)

My Profile » Consultee In Tray [Help with this page](#)

Consultee In Tray Profile Details Saved Searches Notified Applications Tracked Applications

In Tray Active Consultations Previous Consultations Consultation Search

Interest Area All

Sort by Expiry Date Direction Ascending Results per page 10 **Go**

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[Consultee Comment](#)

You will then be taken to a new screen where you can view details of the application, make a comment or view details of comments already made, view related documents e.g. a copy of the Application Form, view any other related information e.g. related applications and view a map.

If you wish to track an application you can click on the *Track* button – this will enable an automatic email to be issued to you if a change in the status of the application is made e.g. a decision is made.

[Living in Aylesbury Vale](#) > [Planning and building control](#) > Search planning applications & decisions

Search My Profile Logout (Jill Knowles)

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

16/01743/AGN | Erection of agricultural wooden timber frame building. | Bywater Meadow Pilch Lane Great Horwood Buckinghamshire MK17 0NX

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

Details Comments Documents (7) Related Cases (1) Map

Summary Important Dates Further Information Contacts

Reference	16/01743/AGN
Alternative Reference	PP-05133317
Application Received	Wed 11 May 2016
Application Validated	Wed 11 May 2016

Planning Applications not in your ward

Your in tray will contain information on applications made within your ward. However, you can also use the search facility to obtain information on planning applications across the vale.

If you wish to search for a list of applications click on the dropdown arrow by Search and select Planning. This gives you several different ways in which you can search for an application.

Living in Aylesbury Vale > Planning and building control > Search planning applications & decisions

Search [v] My Profile [v] Logout (Jill Knowles)

Planning [v] Simple Search
Licensing [v] Advanced
Weekly/Monthly Lists

Consultee In Tray [v] Property Search [v] Tracked Applications [v]
Map Search [v] Notified Applications [v]

In Tray Active Consultations Previous Consultations Consultation Search

Interest Area: All [v]

Sort by: Expiry Date [v] Direction: Ascending [v] Results per page: 10 [v] Go

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Planning Application
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Ref. No: 16/01743/AGN | Received: Wed 11 May 2016 | Validated: Wed 11 May 2016 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
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If you are commenting on a licensing application then please note that we are unable to take late comments into account.
licensing@aylesburyvaledc.gov.uk
Devcon@aylesburyvaledc.gov.uk

We endeavour to provide the best possible service but should you encounter any technical issues using the public access system please email publicaccess@aylesburyvaledc.gov.uk.

The most straightforward way to find applications made in this week is to use the 'Weekly/Monthly List' option.

Choose **weekly List** and leave the status as 'all'. You can choose any particular week from the drop down list and the system will display all applications either validated or decided in that week depending upon which option you have chosen.



Planning » Weekly List

Search Planning Applications either validated or decided in a given week.

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

Weekly List Monthly List

Parish: All

Ward: All

Week beginning: 23 May 2016

Show applications:
 Validated in this week
 Decided in this week

Search

You can [download a guide to using Public Access for planning applications \(875KB PDF\)](#) here.

Once the search has displayed the relevant results you can click on **Save Search** button. This will then send you a notification by email if any new applications are available to view which match the search criteria.

Planning » Results for Application Search

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 **Go**

1 2 Next Showing 1-10 of 18

T1 - Goat Willow, Mature multi stem tree located in rear garden, coppice/Pollard to a height of 1.5m above ground level.

Chapel House 8 Nearton End Swanbourne Buckinghamshire MK17 0SL
Ref. No: 16/01919/ATC | Received: Tue 24 May 2016 | Validated: Tue 24 May 2016 | Status: Awaiting decision

The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.75m, for which the maximum height would be 4.0 m, and for which the height of the eaves would be 2.4 m.


38 Limes Avenue Aylesbury Buckinghamshire HP21 7HB
Ref. No: 16/01922/HPDE | Received: Mon 23 May 2016 | Validated: Mon 23 May 2016 | Status: Awaiting decision

Fell 1 Leyland Cypress.

22 Frederick Street Waddesdon Buckinghamshire HP18 0LU
Ref. No: 16/01907/ATC | Received: Mon 23 May 2016 | Validated: Mon 23 May 2016 | Status: Awaiting decision

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. Select 'Show results on large map' to see a more detailed map view of your search results.



[Show results on large map](#)

When you have finished please ensure that you exit the system by clicking the Logout button.

FAQs

Q1) ***Does Consultee Access tell me about everything that is happening in my ward in respect of planning?***

A1) The "In-Tray" will tell you about planning applications made in your ward. However, if you also want to know about works to trees, agricultural notices etc then you can use the weekly or monthly searches for your ward to get that information.

Q2) ***Can I only use Consultee Access if I get an email notifying me there has been an application in my ward?***

A2) No, you can log into Consultee Access when ever you want. This can be helpful if you can't access your emails and want to know what applications are currently outstanding in your ward.

Q3) ***My ward covers several parishes. Are all of them covered by Consultee Access?***

A3) Yes, all planning applications for all parishes in your ward will show in Consultee Access. If you only want to see applications for one particular parish you can use the weekly/monthly lists and choose the parish you wish to view.

Q4) ***If I make a comment about an application but then later change my view in light of further information can my initial comment be removed from the website?***

A4) No. If the consultation period has not expired you can make a subsequent comment explaining that you have changed view and the reasons for it but the original comment cannot be removed. If you have made a mistake and commented on the wrong application, if you contact us we can arrange to have your comment moved to the correct one.

Q5) ***If I want the application to be considered by committee can I put this on Consultee Access?***

A5) Yes, when making a comment state this clearly at the end of the comment. It is usual to use the form of words "*If the officer is minded to approve the application I would like it to be considered by committee*" where you oppose the application and "*If the officer is minded to refuse the application I would like it to be considered by committee*" where you support the application.

In either case you need to give a clear planning reason for your view that the application should be considered by committee.