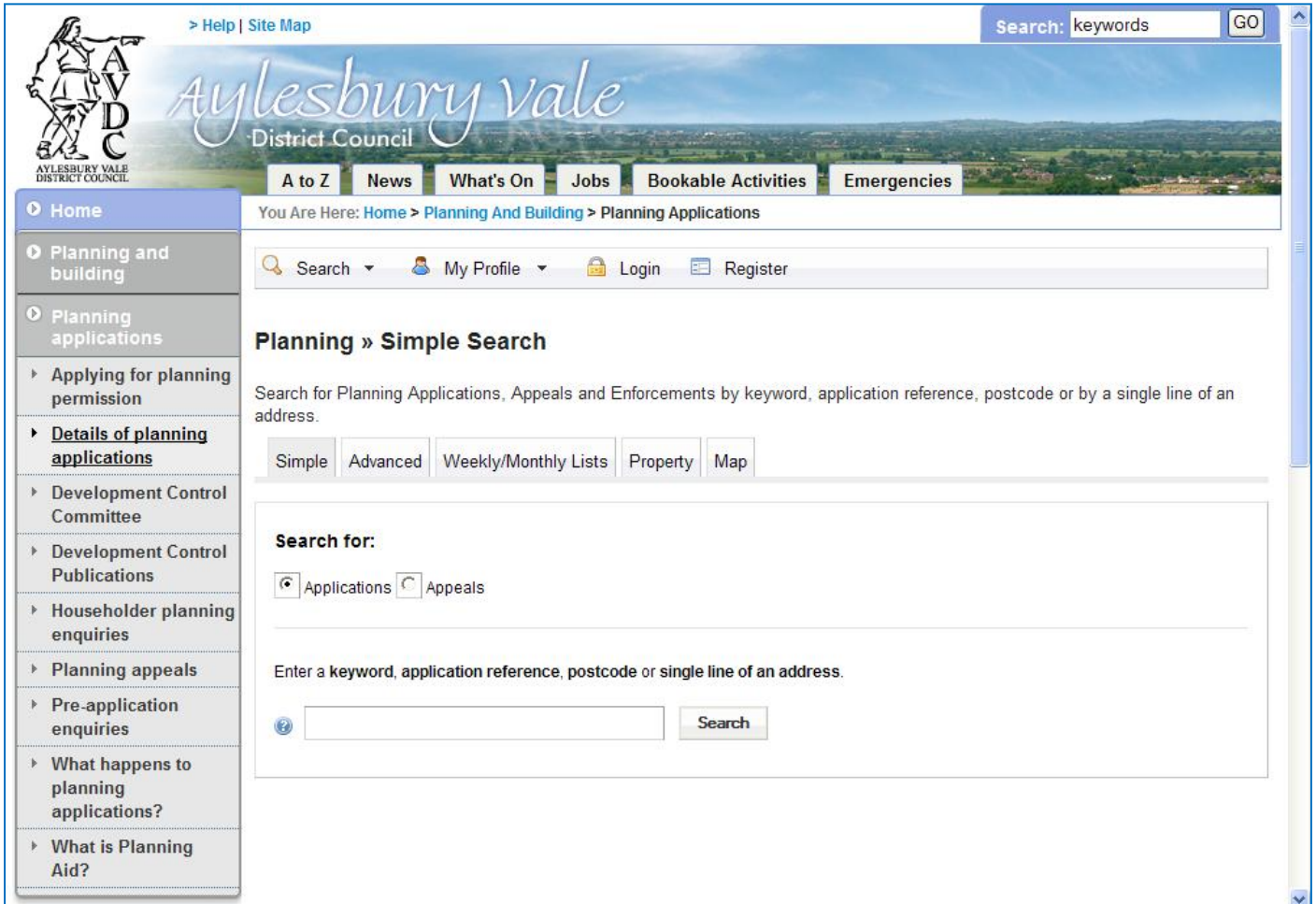


Accessing the new 'PublicAccess for Planning' site

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

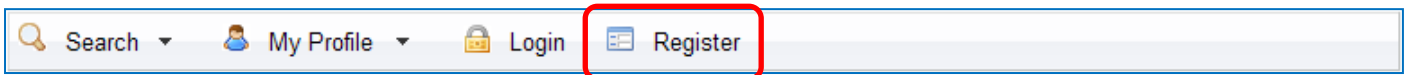


The screenshot shows the Aylesbury Vale District Council website. At the top left is the council's logo, featuring a figure holding a staff and a shield, with the text 'AYLESBURY VALE DISTRICT COUNCIL'. To the right of the logo are links for '> Help | Site Map' and a search bar containing 'keywords' and a 'GO' button. Below the logo is a navigation menu with buttons for 'A to Z', 'News', 'What's On', 'Jobs', 'Bookable Activities', and 'Emergencies'. A breadcrumb trail reads 'You Are Here: Home > Planning And Building > Planning Applications'. Below this is a secondary search bar with 'Search', 'My Profile', 'Login', and 'Register' options. The main heading is 'Planning » Simple Search'. Below the heading is a description: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are five filter buttons: 'Simple' (selected), 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Under 'Search for:', there are two radio buttons: 'Applications' (selected) and 'Appeals'. Below this is a text input field with a placeholder: 'Enter a keyword, application reference, postcode or single line of an address.' and a 'Search' button.

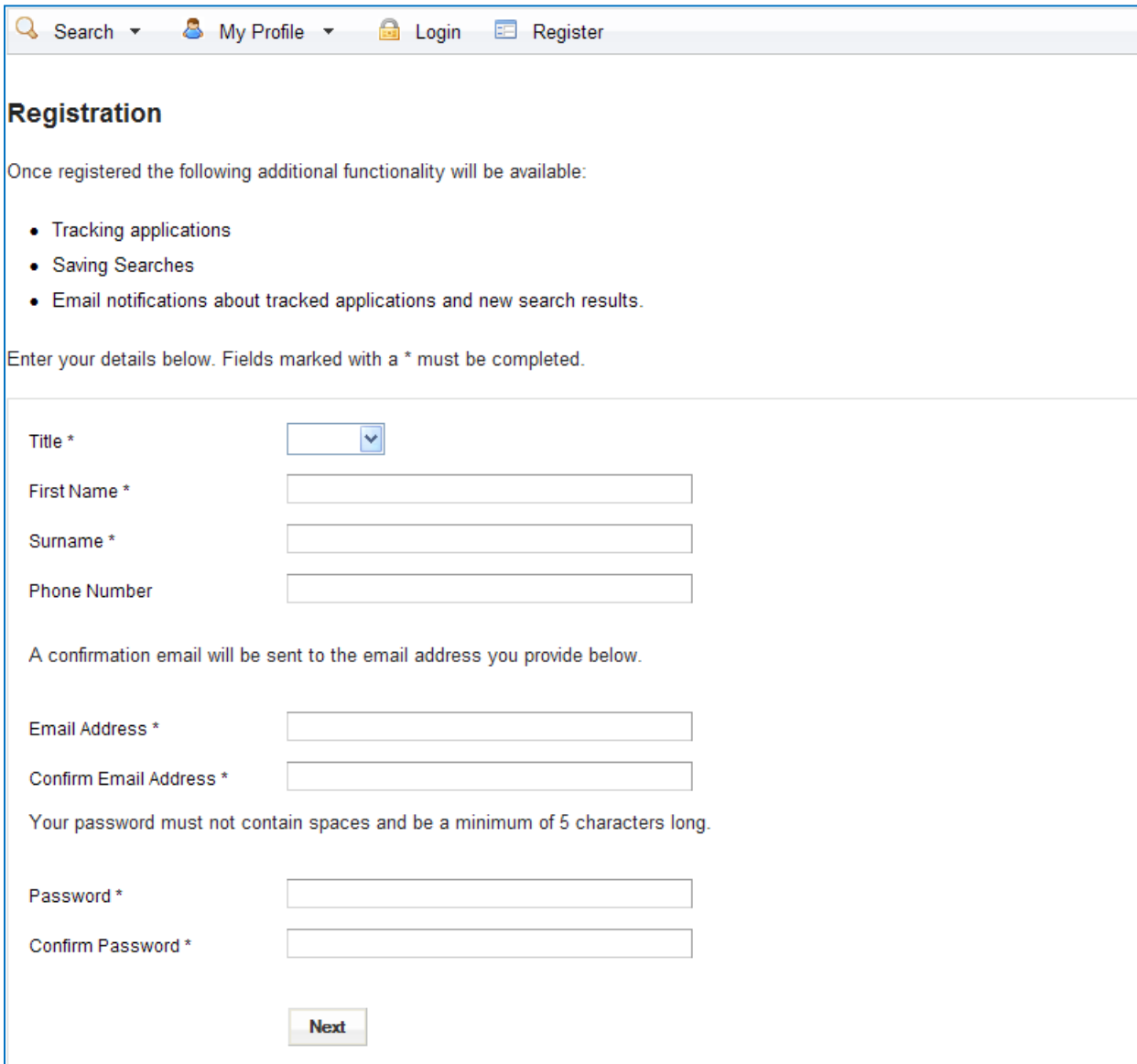
Anyone can use the 'Public Access for Planning' site to view planning applications or appeals, but to take advantage of the save search and track applications features you must first register a user account.

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.

A registration form titled 'Registration' with a light blue header. The header contains a search icon, 'Search', 'My Profile', 'Login', and 'Register'. Below the title, it says '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, it says 'Enter your details below. 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 'Next' button is at the bottom.

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

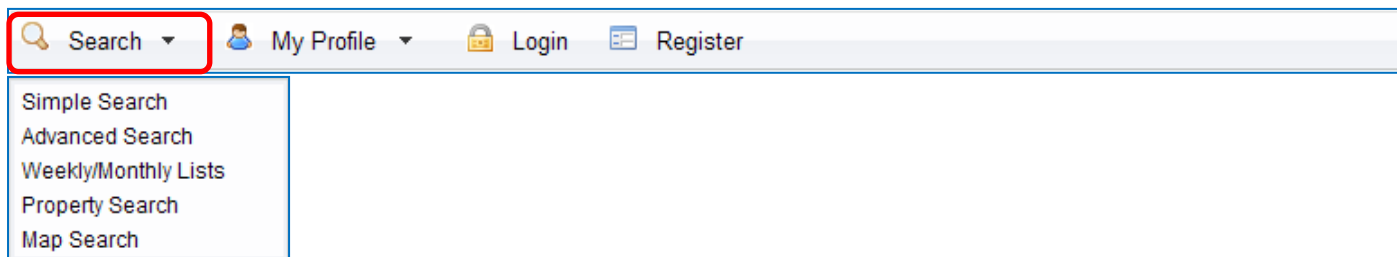
After registering, click on 'Login' in the menu bar highlighted below and type in the email address and password used when registering.

The screenshot shows the Aylesbury Vale District Council website. The header includes the council logo, navigation links (A to Z, News, What's On, Jobs, Bookable Activities, Emergencies), and a search bar. A breadcrumb trail indicates the user is in the 'Planning Applications' section. A red box highlights the 'Login' link in the top navigation bar. Below this, the 'New User?' section explains that users need to register to track applications, save searches, and submit comments. A second red box highlights the login form, which contains fields for 'Email Address' and 'Password', a 'Login' button, and a 'Forgotten Password?' link.

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

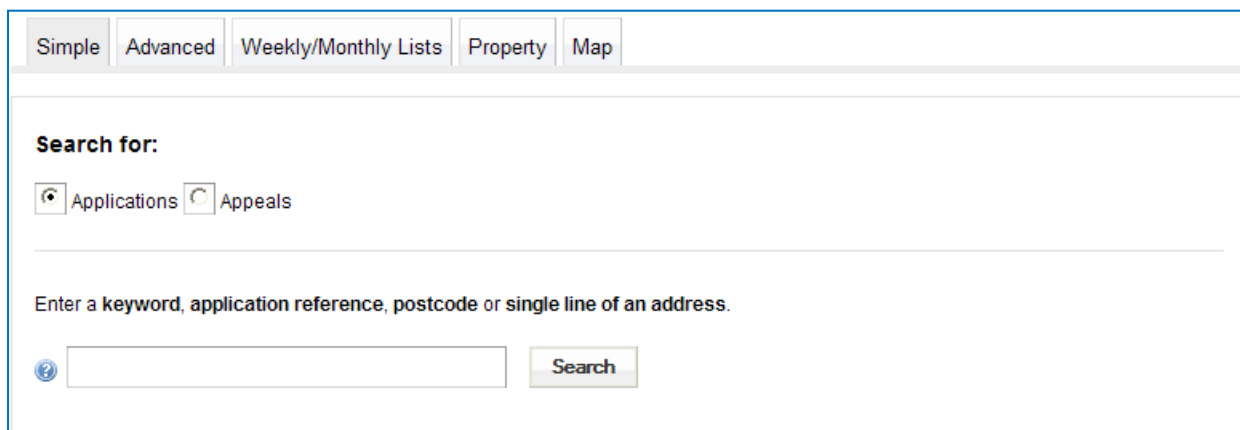
There are a number of different search options available to find the information you are looking for. These options can be accessed from the 'Search' option on the bar menu.



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, there is a 'Search for:' section with two radio buttons: 'Applications' (selected) and 'Appeals'. Below this is a text input field with a placeholder text: 'Enter a keyword, application reference, postcode or single line of an address.' 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, simply change the radio button to 'Appeals'

Advanced Search

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

The screenshot shows a web interface with a top navigation bar containing tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below this, there are two sub-tabs: 'Applications' and 'Appeals'. The main content area is divided into two sections: 'Reference Numbers' and 'Application Details'. In the 'Reference Numbers' section, there are two text input fields: 'Application Reference' and 'Planning Portal Reference'. In the 'Application Details' section, there are four fields: 'Applicant Name' (text input), 'Application Type' (dropdown menu with 'All' selected), 'Ward' (dropdown menu with 'All' selected), and 'Parish' (dropdown menu with 'All' selected).

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'.

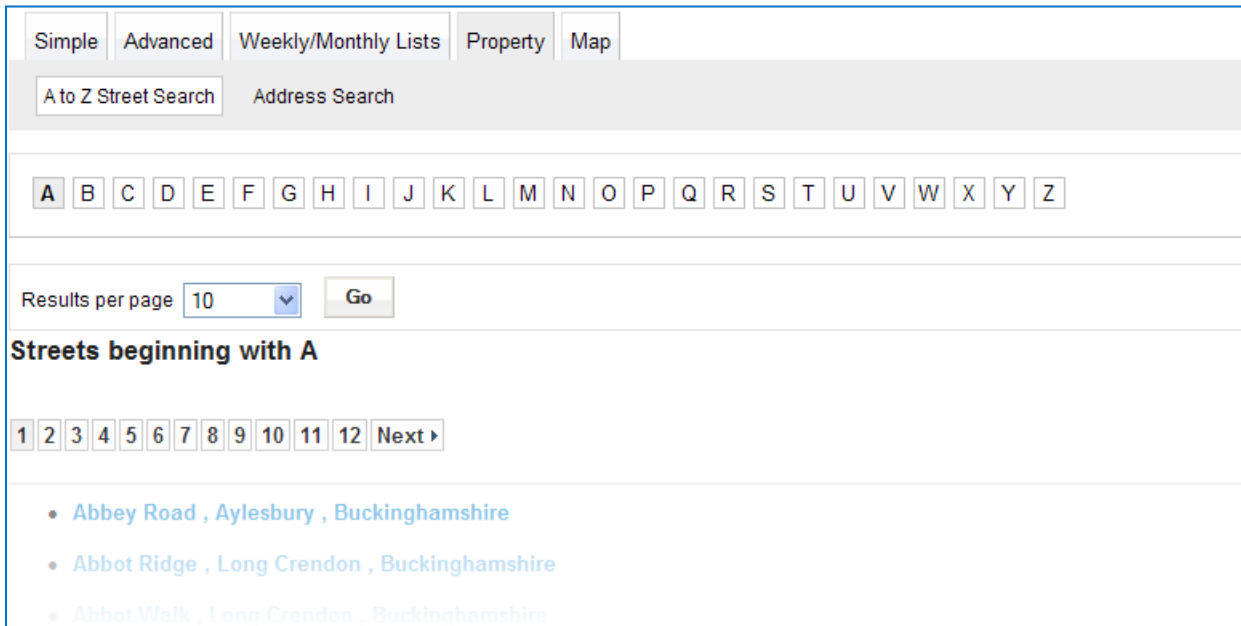
The screenshot shows a web interface with a top navigation bar containing tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below this, there are two sub-tabs: 'Weekly List' and 'Monthly List'. The main content area contains several search criteria: 'Status' (dropdown menu with 'All' selected), 'Parish' (dropdown menu with 'All' selected), 'Ward' (dropdown menu with 'All' selected), 'Week beginning' (dropdown menu with '15 Feb 2010' selected), and 'Show applications:' (radio buttons for 'Validated in this week' and 'Decided in this week', with 'Validated in this week' selected). 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, simply select 'Monthly List' option.

Property Search

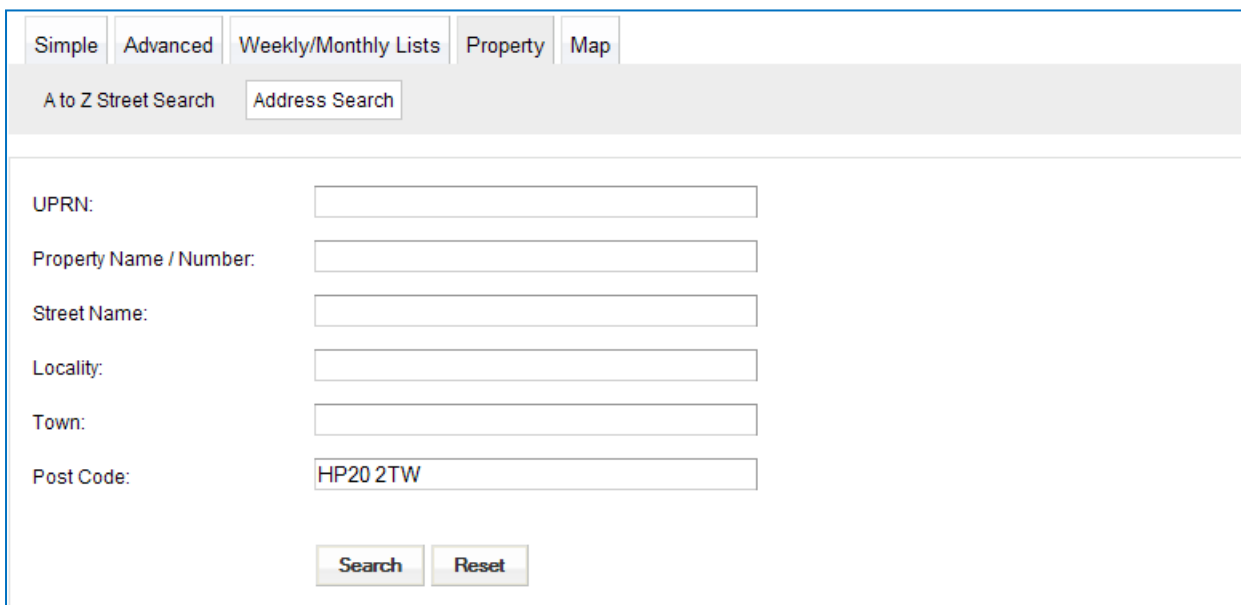
The property search will allow you to search for any property within Aylesbury Vale.

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



The screenshot shows the 'A to Z Street Search' interface. At the top, there are navigation tabs: 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below these, there are two search options: 'A to Z Street Search' (which is selected) and 'Address Search'. A row of buttons contains the letters A through Z, with 'A' highlighted. Below the letters, there is a 'Results per page' dropdown menu set to '10' and a 'Go' button. The main content area is titled 'Streets beginning with A' and displays a list of streets: 'Abbey Road , Aylesbury , Buckinghamshire', 'Abbot Ridge , Long Crendon , Buckinghamshire', and 'Abbot Walk , Long Crendon , Buckinghamshire'. At the bottom of the list, there are pagination controls: '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '11', '12', and 'Next >'. The '1' button is highlighted.

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



The screenshot shows the 'Address Search' interface. At the top, there are navigation tabs: 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below these, there are two search options: 'A to Z Street Search' and 'Address Search' (which is selected). The main content area contains several input fields for address details: 'UPRN:', 'Property Name / Number:', 'Street Name:', 'Locality:', 'Town:', and 'Post Code:'. The 'Post Code' field is pre-filled with 'HP20 2TW'. At the bottom of the form, there are two buttons: 'Search' and '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.

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

Show me **Planning** Applications from **Today**

Nearest Applications

Please zoom in to enable search and reporting.

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.

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

Show me **Planning** Applications from **Within the last 5 years**

Nearest Applications

- [05/00787/APP](#)
Erection of 4ft wooden trellis and gate
1 Archways Courtyard Castle Street Aylesbury Buckinghamshire
- [05/01599/ATC](#)
Works to 7 trees
The Mount Castle Street Aylesbury Buckinghamshire
- [05/01982/ATC](#)
Works to trees
St Marys Church St Marys Square Aylesbury Buckinghamshire HP20 2JJ

Profile

Save Map Extents Search

Save Proximity Search

50m [Highlight]

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	

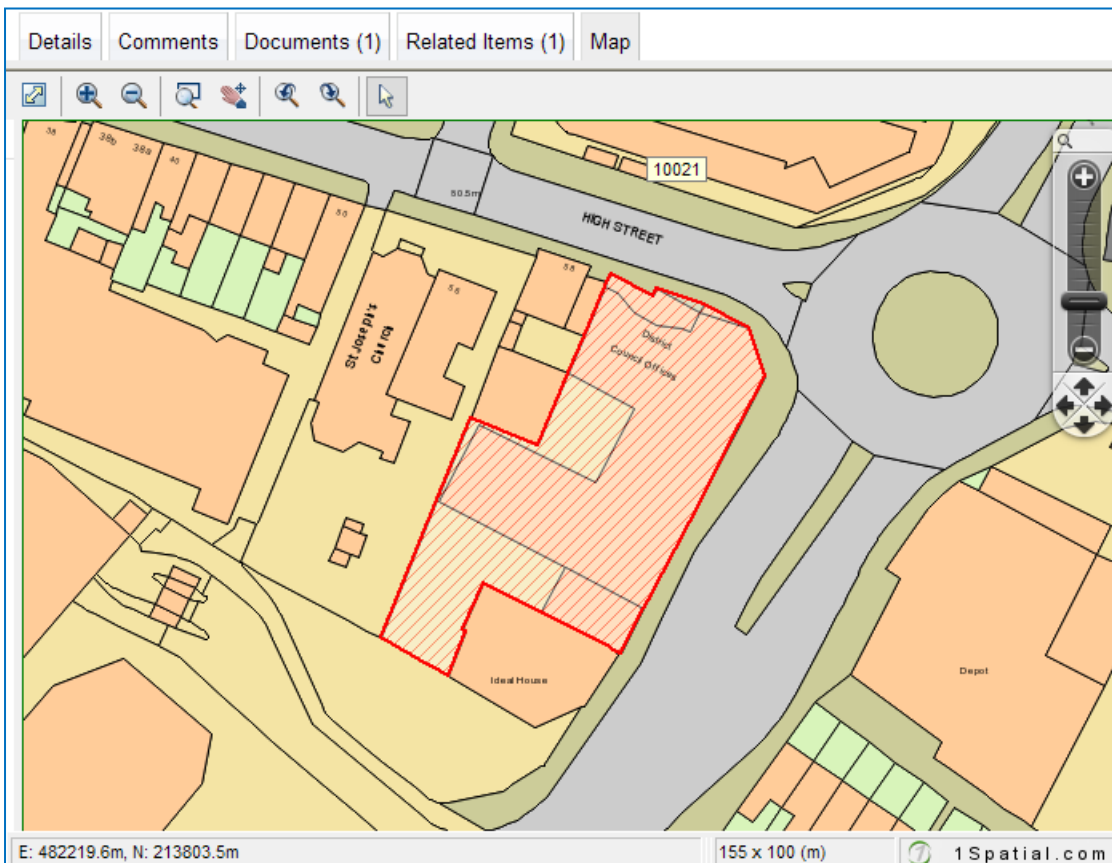
Related Items

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)				
<ul style="list-style-type: none"> 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
Applications	Appeals			
Reference Numbers				
Application Reference	<input type="text"/>			
Planning Portal Reference	<input type="text"/>			
Application Details				
Applicant Name	<input type="text"/>			
Application Type	Listed Building <input type="button" value="v"/>			
Ward	BEDGROVE <input type="button" value="v"/>			

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 Direction Results per page

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

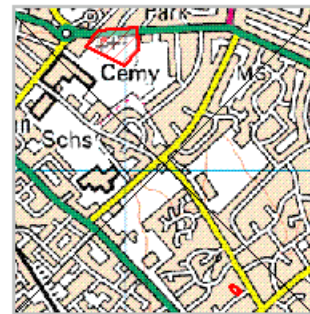
Aylesbury Cemetery Tring Road Aylesbury Buckinghamshire
Ref. No: 97/02354/ALB | Received: Wed 01 Jan 1997 | Validated: Wed 01 Jan 1997 | Status: Listed Building Consent

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.

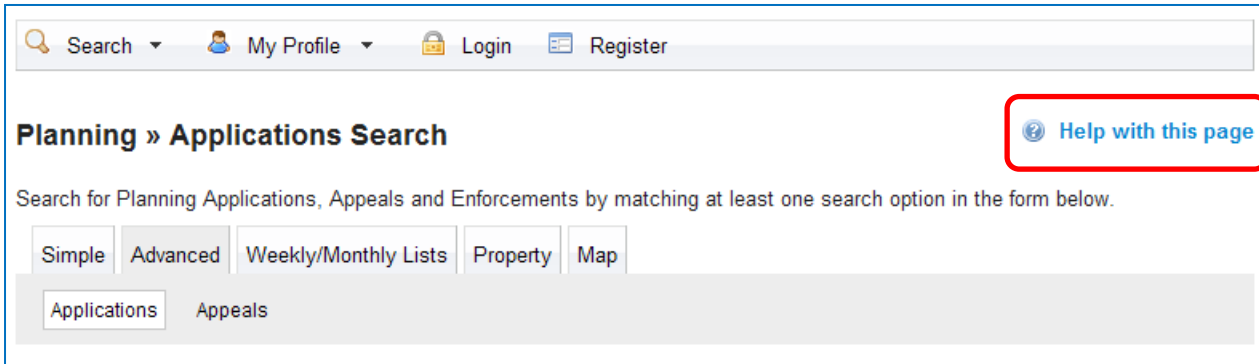
Search Title (editable)

Notify me via email about new Yes No
search results

Last Run Date Search not run yet.

Getting Help

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



The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below this is the page title "Planning » Applications Search" and a red-bordered button labeled "Help with this page". The main content area contains a search instruction: "Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below." Below the instruction are several filter buttons: "Simple", "Advanced", "Weekly/Monthly Lists", "Property", and "Map". At the bottom of the filter area, there are two more buttons: "Applications" and "Appeals".

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

devcon@aylesburyvaledc.gov.uk