



## Buckinghamshire Council – Aylesbury Vale Area

### Consultee Access

Consultee Access is an extension to the existing Public Access system for Planning in the Aylesbury Vale area and has been designed to make it easier for statutory consultees, such as parish councils and external consultees, to access details about planning applications in their area.

Although Buckinghamshire Council ward 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
- Notification 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.

Buckinghamshire Council  
Aylesbury Vale Area

Search - My Profile - Login Register Apply Online -

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.

Search

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- 2) Please then 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, please go straight 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.av@buckinghamshire.gov.uk](mailto:consulteeaccess.av@buckinghamshire.gov.uk) . Please state your name, the ward you represent and the email address you used to register for Public Access.
- 4) We will link your email address to Consultee Access and you will have access to the consultee information for your ward. 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.

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# Aylesbury Vale Area

### Login

[← Previous page](#)

Not registered? [Register here](#)

Email Address

Password

 [Forgotten Password?](#)



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

The In Tray tab should automatically be selected. If you are not automatically directed to this area please click on Consultee In Tray 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 blue text is **“Application for reserved matters pursuant to outline permission 19/00817/AOP...”**)

Buckinghamshire Council ward members are not required to comment on planning applications but if you would like to comment on a application you can do so. To do this please click on *Consultee Comment* on the relevant application.

**Buckinghamshire Council**  
**Aylesbury Vale Area**

Search My Profile Logout ( Catherine Streat ) Apply Online

**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

Previous 1 2 3 4 5 6 7 8 Next Showing 41-50 of 71

**Application for reserved matters pursuant to outline permission 19/00817/AOP for layout, scale, external appearance, the access, and the landscaping of the site The original outline planning application was an EIA application and an Environmental Statement was submitted to the planning authority at that time.**

Planning Application  
Land West Of Dadford Road Zone K Silverstone Park Silverstone Road Biddlesden Buckinghamshire  
Ref. No: 20/01207/ADP | Received: Tue 07 Apr 2020 | Validated: Wed 08 Apr 2020 | Status: Pending Consideration

**Requests for consultation**

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
Not Available	Tree Officers	Thu 09 Apr 2020	Thu 30 Apr 2020	Expired

Consultee comment

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

**Planning Application**  
20/01207/ADP | Application for reserved matters pursuant to outline permission 19/00817/AOP for layout, scale, external appearance, the access, and the landscaping of the site The original outline planning application was an EIA application and an Environmental Statement was submitted to the planning authority at that time. | Land West Of Dadford Road Zone K Silverstone Park Silverstone Road Biddlesden Buckinghamshire

Close Window

Submit Comment   Upload Document   Email Coordinator

Consult as: AV Tree Officer -- Tree Officers ▾

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 Choose File, finding the file in your computer folder system and double clicking to select 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.

**Planning Application**  
20/01207/ADP | Application for reserved matters pursuant to outline permission 19/00817/AOP for layout, scale, external appearance, the access, and the landscaping of the site The original outline planning application was an EIA application and an Environmental Statement was submitted to the planning authority at that time. | Land West Of Dadford Road Zone K Silverstone Park Silverstone Road Biddlesden Buckinghamshire

Close Window

Submit Comment   **Upload Document**   Email Coordinator

Consult as: AV Tree Officer -- Tree Officers ▾

Select file to upload   Choose file   No file chosen

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* description in blue writing e.g. in the image above the description is **“Application for reserved matters pursuant to outline permission 19/00817/AOP...”**.

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.

Search - My Profile - Logout (Catherine Street) Apply Online -

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

20/01207/ADP | Application for reserved matters pursuant to outline permission 19/00817/AOP for layout, scale, external appearance, the access, and the landscaping of the site The original outline planning application was an EIA application and an Environmental Statement was submitted to the planning authority at that time. | Land West Of Dadford Road Zone K Silverstone Park Silverstone Road Biddlesden Buckinghamshire

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

**Details** Comments Documents (57) Related Cases (2) Map

**Summary** Important Dates Further Information Contacts

Reference	20/01207/ADP
Alternative Reference	PP-08628140
Application Received	Tue 07 Apr 2020
Application Validated	Wed 08 Apr 2020
Address	Land West Of Dadford Road Zone K Silverstone Park Silverstone Road Biddlesden

## Planning Applications not in your ward

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

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.

Search - My Profile - Logout (Catherine Street) Apply Online -

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

20/01207/ADP | Application for reserved matters pursuant to outline permission 19/00817/AOP for layout, scale, external appearance, the access, and the landscaping of the site The original outline planning application was an EIA application and an Environmental Statement was submitted to the planning authority at that time. | Land West Of Dadford Road Zone K Silverstone Park Silverstone Road Biddlesden Buckinghamshire

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

**Details** Comments Documents (57) Related Cases (2) Map

**Summary** Important Dates Further Information Contacts

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Alternative Reference	PP-08628140
Application Received	Tue 07 Apr 2020
Application Validated	Wed 08 Apr 2020
Address	Land West Of Dadford Road Zone K Silverstone Park Silverstone Road Biddlesden

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.

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: 04 May 2020

Show applications:  Validated in this week  Decided in this week

Search

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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.

Search My Profile Logout (Catherine Streat) Apply Online

Planning - Results for Application Search

Refine search Save search Print

Sort by Date Received Direction Descending Results per page 10 Go

1 2 3 4 5 6 Next Showing 1-10 of 57

**Remove unhealthy Horse Chestnut tree (see picture and location map for details). Remove overhanging branches on Oak tree (see picture showing cuts to be made and location map). The latter tree is within 10m of the house and 7m from the proposed extension. These proposals are inline with the recommendations given by Mr Dominic Poston, Consultant Planning Tree Officer.**

5 St Michaels Close Stewkley Buckinghamshire LU7 0HN  
Ref. No: 20/01419/ATP | Received: Sun 03 May 2020 | Validated: Sun 03 May 2020 | Status: Awaiting decision

**Erection of a single storey extension to form store and covered walkthrough**

Fia Tree Cottage Main Street Adstock Buckinghamshire MK18 2JN

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 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 considering 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 this, but the original comment cannot be removed. If you have made a mistake and commented on the wrong application, please contact us we can arrange to have your comment reassigned.

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.