



## How to do a Simple Search of the planning register (including how to receive e-mails highlighting new applications)

Once you have registered to use the public access system and logged in to the system. You will see this screen.

### Planning » Simple Search

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

Simple Advanced Weekly / Monthly Lists Property Map

Search for:

Applications  Appeals

Status: All

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

Search

If you know the application number you want to have a look at you can just type it in here and hit the search button.

To set up some regular searches – for example if you want to receive emails confirming new applications etc within your parish. Click on the advanced tab above and you will see the following screen.

Simple

**Advanced**

Weekly / Monthly Lists

Property

Map

**Applications**

**Appeals**

### Reference Numbers

Application Reference:

Planning Portal Reference:

### Application Details

Description Keyword:

Applicant Name:

Application Type:

Ward:

Parish:

Agent:

Status:

Decision:

Appeal Status:

Appeal Decision:

Development Type:

Address:



### Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may include a time component (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Received:



to:



Date Validated:



to:



Date Actual Committee:



to:



Decision Date:



to:



You can make a search as complicated as you like, but a basic search would be as follows;

Parish:

Status:

You can select the criteria by using the drop down list to change to a different Parish, type of application, status etc. Once you have added in the criteria click **Search**. This search criteria will bring back into the results page, any application within the parish of North Cerney that has a status of waiting for a decision. In other words all outstanding applications within the parish. Once this search is saved, by clicking on **Save Search** at the top of the results page. You will see this screen appear and you can just rename the Search Title to something more meaningful. You need to make sure that you click the radio button to ensure the system sends you email confirmation of any new applications that match your criteria

Search Title (editable)

Notify me via email about new search results  Yes  No

Last Run Date

**Save**

DON'T FORGET you can have as many searches as you like, you just add in different criteria and save the search, you will see the searches you have in your **My Profile**

Run	Edit	Delete	Search Title	Search Type
			North Cerney Full Apps	Application
			Cirencester A.Dec Full Aps	Application
			South Cerney apps	Application
			Churn Valley	Application

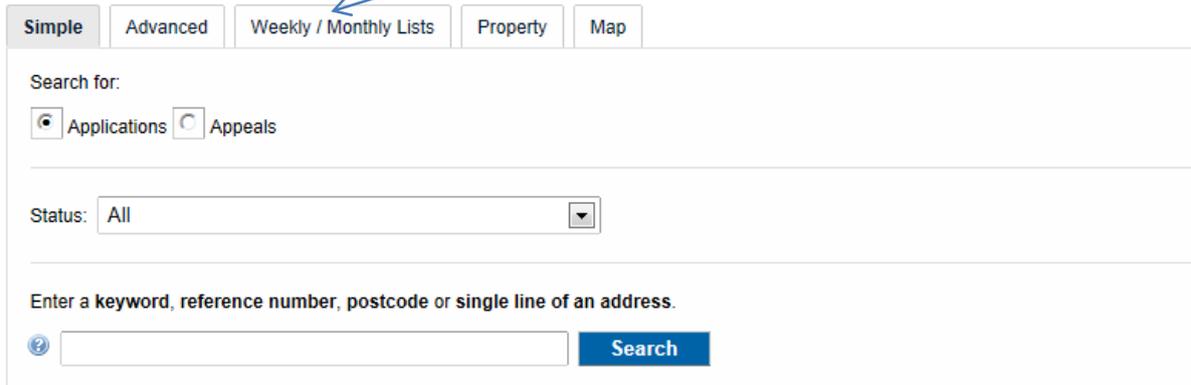
You can run these searches at any time, edit them or delete them from this screen

## Should you wish to use the Weekly List search

Again from the main simple search screen select the tab Weekly/Monthly Lists

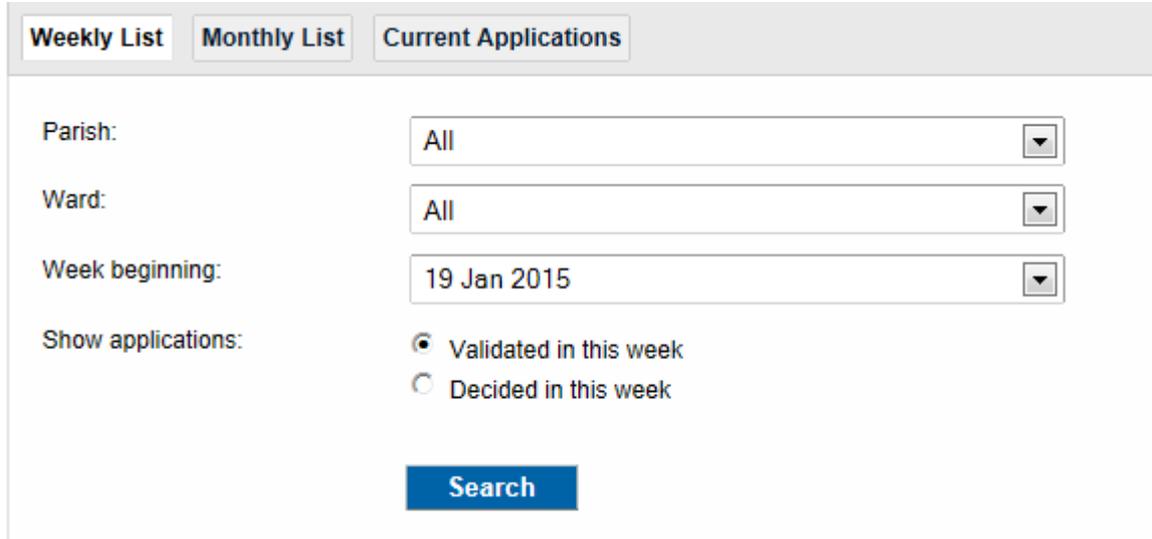
### Planning » Simple Search

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



The screenshot shows a search interface with five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Weekly / Monthly Lists' tab is selected and highlighted. Below the tabs, there is a 'Search for:' section with two radio buttons: 'Applications' (selected) and 'Appeals'. A 'Status:' dropdown menu is set to 'All'. Below that, there is a text input field with a placeholder 'Enter a keyword, reference number, postcode or single line of an address.' and a blue 'Search' button.

You will then see this screen



The screenshot shows a search results page with three tabs: 'Weekly List', 'Monthly List', and 'Current Applications'. The 'Weekly List' tab is selected. Below the tabs, there are three dropdown menus: 'Parish:' set to 'All', 'Ward:' set to 'All', and 'Week beginning:' set to '19 Jan 2015'. Below these is a 'Show applications:' section with two radio buttons: 'Validated in this week' (selected) and 'Decided in this week'. A blue 'Search' button is at the bottom.

Select from the drop down lists the criteria you would like and Search and again if you select save search at the top of the result page