

# Public Access For Planning

## User Notes

The Public Access website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track applications for planning permission and related appeals.

These Notes describe how to use the site.

**If you have any queries regarding using the Public Access system please contact Planning Development Support on 01256 844844 or email [Development.control@basingstoke.gov.uk](mailto:Development.control@basingstoke.gov.uk).**

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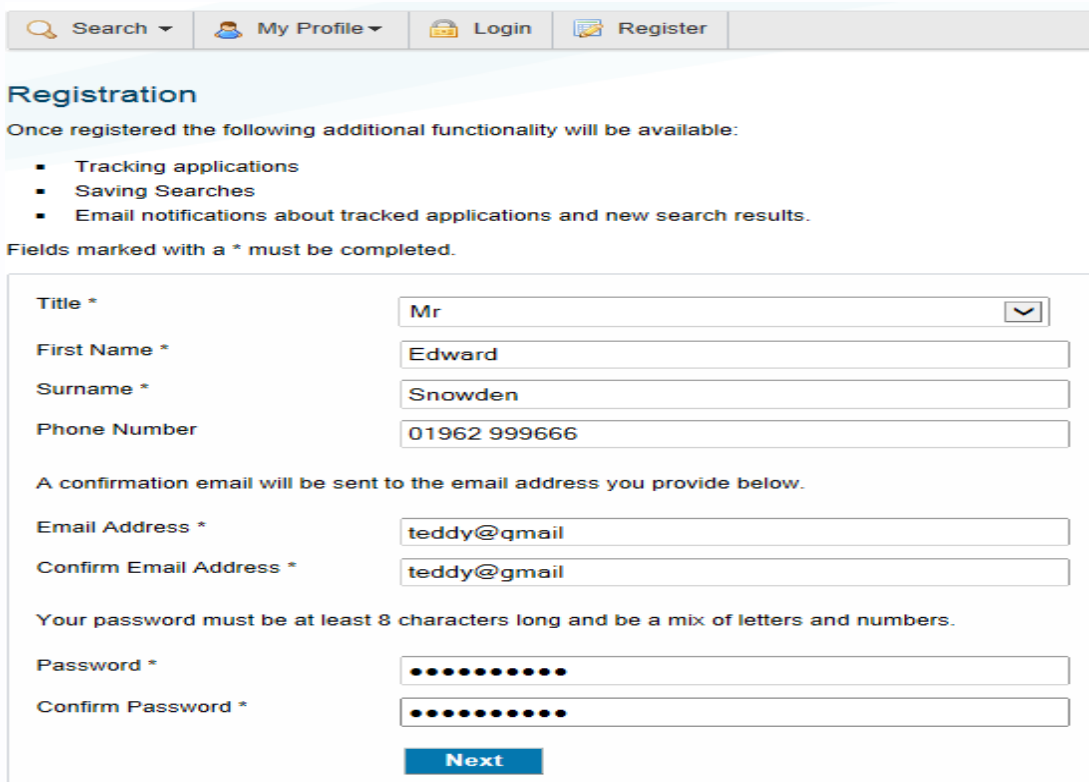
# User Details

Anyone can use the Public Access site but to take advantage of the advanced profile features you must first register a user account.

## Registration

Registering for a Public Access user account only requires you to provide your name and relevant contact details.

1 To create a new user account click on **Register** in the menu bar.



The screenshot shows a navigation menu with 'Search', 'My Profile', 'Login', and 'Register'. Below the menu is a 'Registration' section with a list of benefits: Tracking applications, Saving Searches, and Email notifications about tracked applications and new search results. A note states that fields marked with an asterisk must be completed. The form fields are: Title (dropdown menu with 'Mr' selected), First Name (text box with 'Edward'), Surname (text box with 'Snowden'), Phone Number (text box with '01962 999666'), Email Address (text box with 'teddy@gmail'), Confirm Email Address (text box with 'teddy@gmail'), Password (text box with 8 dots), and Confirm Password (text box with 8 dots). A blue 'Next' button is at the bottom.

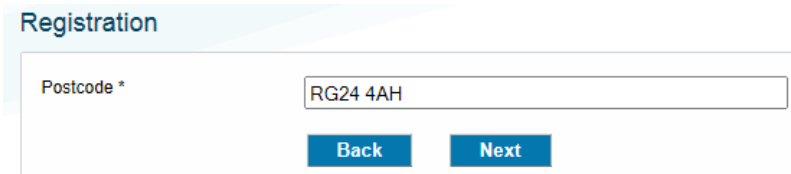
2 Register your personal details by filling in the following fields:

- **Title** - select the title you wish to be addressed by.
- **First Name** - enter your first name.
- **Surname** - enter your surname.
- **Email Address** - enter your email address. Enter it again to confirm that it is correct.
- **Password** - enter a password that will allow only you to access your account.

**Note** Passwords must be eight characters or longer, must contain a mixture of letters and numbers and must not contain spaces. Enter the password again below to confirm that it is correct.

3 Click on Next.

4 Enter your postcode, then press Next.



Registration

Postcode \*

5 Select your address from the drop down list, then click on Next.

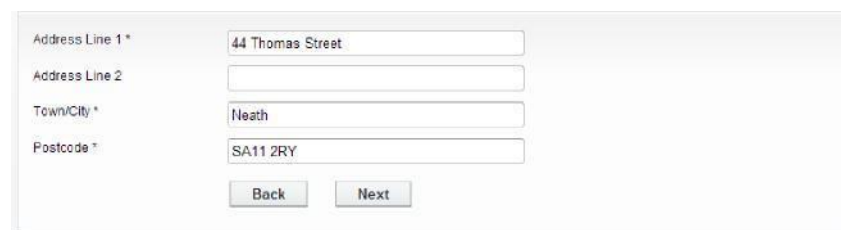


Registration

Please select your address:

6 If your address is not listed, select **My address is not in the list** and click on Next.

7 Enter your address details in the appropriate fields, then click on Next.



Address Line 1 \*

Address Line 2

Town/City \*

Postcode \*

8 Click to read the Terms and Conditions and Privacy Policy that apply to the use of the site. When you have done so, tick the check box to indicate that you agree to them.

9 Check that your personal and login details are correct. To register them, click on the Next button.

10 An email will be sent to the address you entered. This provides final confirmation that you want to create a Public Access account. When the email arrives, click on the link to be returned to the Public Access site.

Hello Planning Generic,

To confirm your registration please click the following link:

<https://planning.basingstoke.gov.uk/online-applications/registrationConfirm.do?action=createUser&key=615359a7428d509981ff42202e1f425e>

If required you can also copy the link to the address field of your browser.

Please Logon with the username and password you originally selected.

## Log In

In order to use the full range of features offered by Public Access you need to log in to the site using the username and password you provided when you registered your account.

- 1 Click on Login in the menu bar.
- 2 Enter your email address and password, then click on the Login button.

## Forgotten password

- 1 If you forget your password, click on the **Forgotten password?** link.
- 2 Enter your email address and then enter a new password twice. Press the **Change Password** button.
- 3 A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

## Log out

When you are finished using Public Access, remember to log out by clicking on the Logout button in the menu bar.

# My Profile

Once your account has been created, you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **Profile Details** - your full personal details
- **Saved Searches** - a list of searches which you have saved
- **Notified Applications** - notifications that applications that you are tracking, or are the subject of saved searches, have been modified
- **Tracked Applications** - a list of applications that you have elected to track.

## Profile details

The Profile Details pages allow you to view and update your account details. 1

Select **Profile Details** from the My Profile drop down list in the menu bar.

Name	Mr Planning Generic
Email	planning.comments@basingstoke.gov.uk
Phone Number	
Address	Civic Offices London Road Basingstoke Hampshire RG21 4AH

The Personal Details page allows you to view the details you registered with. You can change any of those details or update your password.

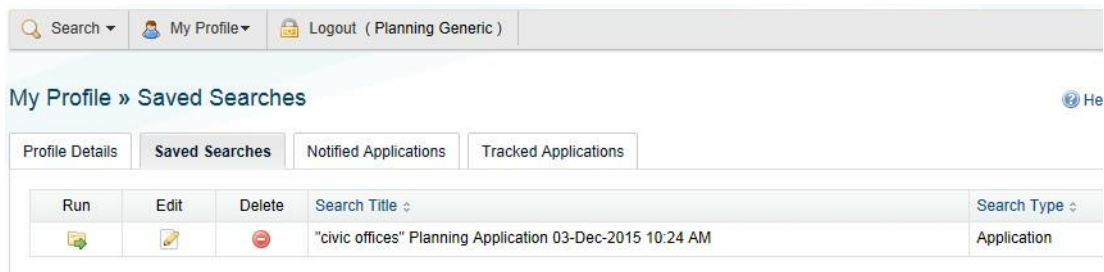
- 2 To update your password click on **Change Password**.
- 3 Enter your email address and then enter a new password twice.
- 4 Press the **Change Password button**. A confirmation email will be sent to your email address.  
When it arrives, click on the confirmation link. You will now be able to log in with your new password.
- 5 To change your details click on **Update Personal Details**. Alter your details as required, clicking on the Next button to page through the sections.
- 6 When you no longer wish to use Public Access, click on **Delete Profile**.

## Saved searches

The primary activity on the Public Access site is to perform searches for information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see “Searching” on page 13).

Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

1 To view your saved searches, select **Saved Searches** from the My Profile drop down list.



2 You can sort the list by clicking on the appropriate column headings:

- **Search Title** - sort the list alphabetically by search title
- **Search Type** - sort the list alphabetically by search type.

3 To perform a saved search now, click on the **Run** button for that search.

**Note** Circular map searches cannot be run from the Saved Searches page.

4 To modify the search criteria, click on the **Edit** button for that search. This returns you to the appropriate search form and allows you to change the details of the search.

5 To remove a search from the list, click on the **Delete** button for that search.

## Tracked applications

After locating an application of interest by searching, you can choose to keep a watch on what happens to it by tracking it. Applications are displayed on the Tracked Applications page. When applications that you are tracking are modified a notification will appear on the Notified Applications page and you will be sent a notification email.

1 To view these applications, select **Tracked Applications** from the My Profile drop down list.

View	Stop Tracking	Reference	Address	Type	Status
		12/00001/FUL	Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH	Application	Unknown

2 You can sort the list by clicking on the appropriate column headings:

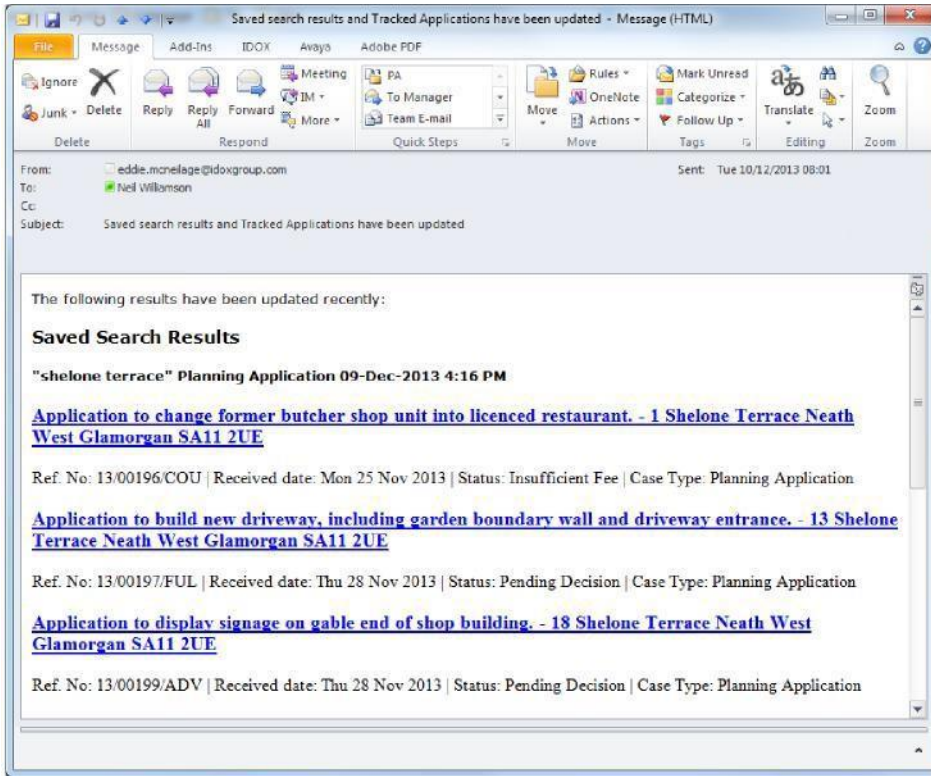
- **Reference** - sort the list alphanumerically by reference
- **Address** - sort the list alphanumerically by the address that is the subject of the application
- **Type** - sort the list alphabetically by the application type
- **Status** - sort the list alphabetically by the status of the application.

3 To view a tracked application, click on the View button for that application.

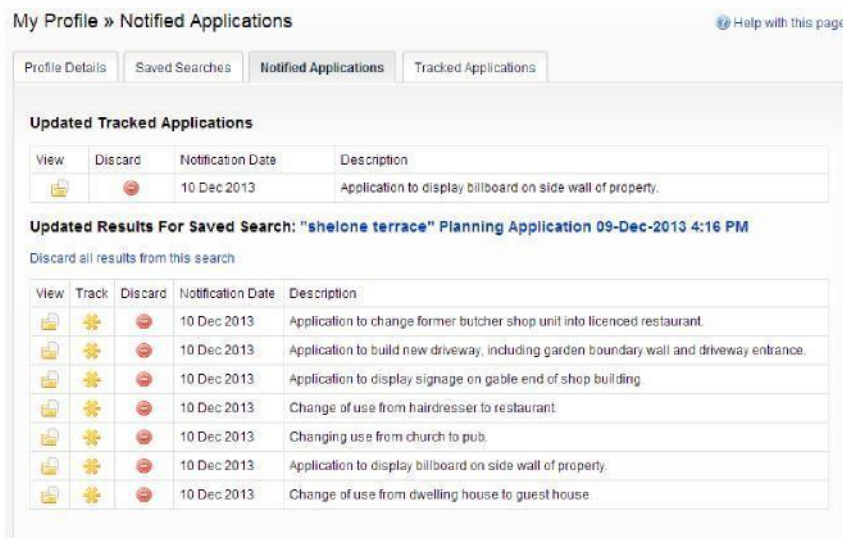
4 To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application.

# Notified applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.



1 To view your notifications, select **Notified Applications** from the My Profile drop down list.



2 The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches.

3 To view an application, click on the **View** button for that application.

- 4 To remove an application from the notifications list, click on the **Discard** button for that application. To delete all of the notified results for a particular search, click on **Discard All Results From This Search**.
- 5 Additionally, you can select saved search applications from the notifications list and track these. Click on the **Track** icon for the applications of interest. These will now be added to your Tracked Applications page.

# Searching

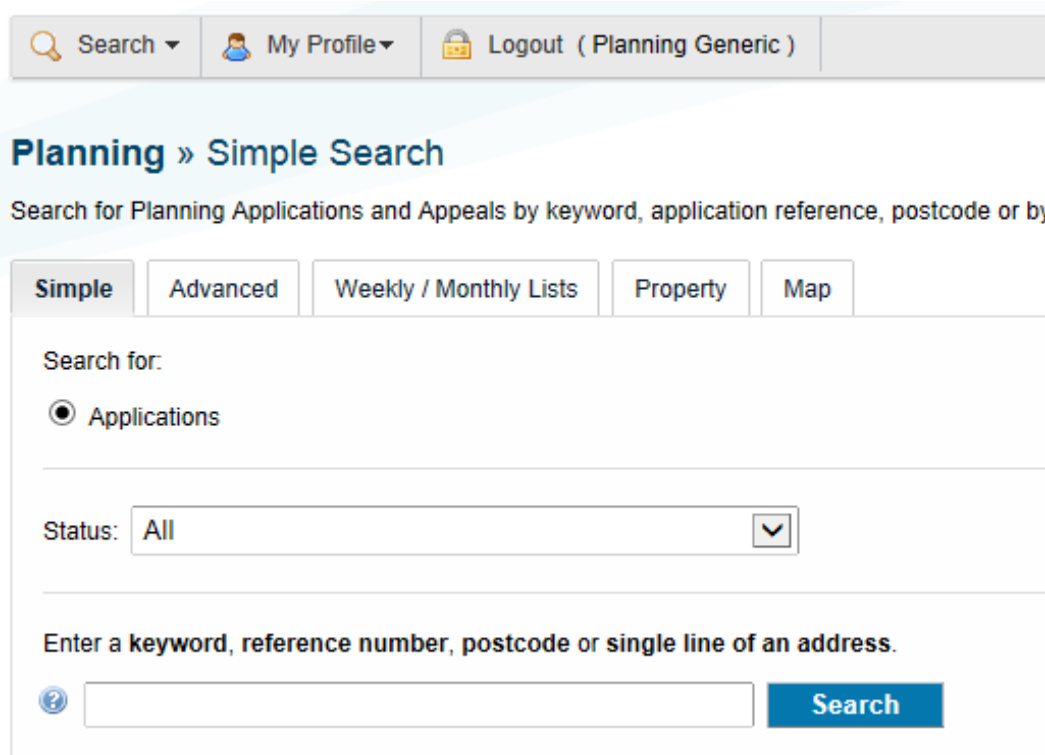
Your primary activity when you are logged in to the Public Access site will be to search for planning records according to a variety of criteria. There are a variety of search methods to allow you to find the information you are looking for:

- **Simple** - search quickly for applications, appeals or enforcements according to some entered text
- **Advanced** - search according to a wide combination of relevant factors
- **Weekly/monthly list** - search for applications whose status is validated or decided within a particular time period
- **Property** - search for a particular property to which applications may apply
- **Map** - search using an interactive map tool.

## Simple Search

A simple search allows you to search quickly for an application, appeal or enforcement by entering some text that will help identify it.

1 From the Search drop down list choose the Planning module, then select **Simple Search**.



The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout ( Planning Generic )'. Below it, the breadcrumb 'Planning » Simple Search' is displayed. The main heading is 'Search for Planning Applications and Appeals by keyword, application reference, postcode or by'. There are five tabs: 'Simple' (selected), 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Under the 'Simple' tab, there is a 'Search for:' section with a radio button selected for 'Applications'. Below this is a 'Status:' dropdown menu currently set to 'All'. A text input field is labeled 'Enter a keyword, reference number, postcode or single line of an address.' with a blue 'Search' button to its right.

2 In the Planning module you can search for:

- Planning Applications
- Planning Appeals
- Enforcement.

Click to select the type of record that you want to locate.

3 If you choose to search for Applications, you can also select the status of the records you are looking for:

- Current applications
- Decided applications
- All applications.

Choose the appropriate option from the **Status** drop down list.

4 Enter some text in the **Search** box that will correspond to one of:

- reference number (for example, "2008/0125/DET")
- post code (for example, "G13PL")
- part of an address (for example, "Drymen", "Scott Street").

If Wildcard Searching is enabled in your system your search will produce a wider range of results. Wildcard Searching assumes a wildcard symbol at the beginning and end of the search string and in between each term. For example, entering "10 High Street" (equivalent to "%10%High%Street%") may find results of "10-12 High Street" or "The Swan, 10 High Street".

5 Click on the **Search** button to display the results of your search (see "Search Results" on page 28).

## Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for information.

1 From the Search drop down list choose the Planning module, then select **Advanced Search**.

**Planning » Appeals Search** [Help with this page](#)

Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.

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

Applications **Appeals** Enforcements

**Reference Numbers**

Appeal Reference: 13/9  
Alternative Reference:  
Application Reference:  
Enforcement Reference:

**Appeal Details**

Description Keyword:  
Appeal Type: Refusal of Permission  
Ward: All  
Parish: All  
Appeal Status: All  
Appeal Decision: All  
Appeal Process: All  
Address: SA11

**Dates**

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Appeal Lodged Date: 01/01/2013 to: 31/12/2013  
Date Validated: to:  
Date Court Decision: to:  
Date Inspectorate Decision: to:

Search Reset

2 In the Planning module you can search for:

- Planning Applications
- Planning Appeals
- Enforcement.

Click to select the type of record that you want to locate.

3 A variety of reference numbers are associated with planning records. Enter one or more to help identify a specific record.

4 The details you can fill in depend on the record type selected.

Record Type	Details Required
Application details	Allows you to specify application type, application/appeal status or decision, and development type as well as location details, including ward, parish and address information.
Enforcement details	Allows you to specify breach type and enforcement status as well as location details, including ward, parish and address information.

Enter the details you want to search on.

5 Every planning case has a number of important dates associated with it (for example, the date the application was validated or the date that a court decision was issued). Use the date pickers to define an appropriate period to search within for any dates of interest.

6 Click on the Search button to display the results of your search (see “Search Results” on page 28).

# Weekly/Monthly List Search

The weekly or monthly lists feature allows you to search for applications according to the week or month in which they were validated or decided, as published in the local authority's lists.

- 1 From the Search drop down list choose the Planning module, then select **Weekly/Monthly Lists**.

The screenshot shows a web interface for searching weekly or monthly lists. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is highlighted), 'Property', and 'Map'. Below these tabs, there are two sub-tabs: 'Weekly List' (highlighted) and 'Monthly List'. The main form area contains the following elements:

- Parish:** A dropdown menu with 'BRADLEY CP' selected.
- Ward:** A dropdown menu with 'Baughurst And Tadley North' selected.
- Week beginning:** A dropdown menu with '30 Nov 2015' selected.
- Show applications:** Two radio buttons. The first is 'Validated in this week' and is selected. The second is 'Decided in this week'.
- Search:** A blue button with the text 'Search'.

- 2 Click on **Weekly List** or **Monthly List** to select which list you want to search.
- 3 You can narrow your search to a particular area by selecting from the **Parish** or **Ward** drop down lists.
- 4 Specify the **Week** or **Month** by selecting from the drop down list.
- 5 Under **Show applications**, select to display:
  - Validated applications
  - Decided applications.
- 6 Click on the Search button to display the results of your search (see "Search Results" on page 28).

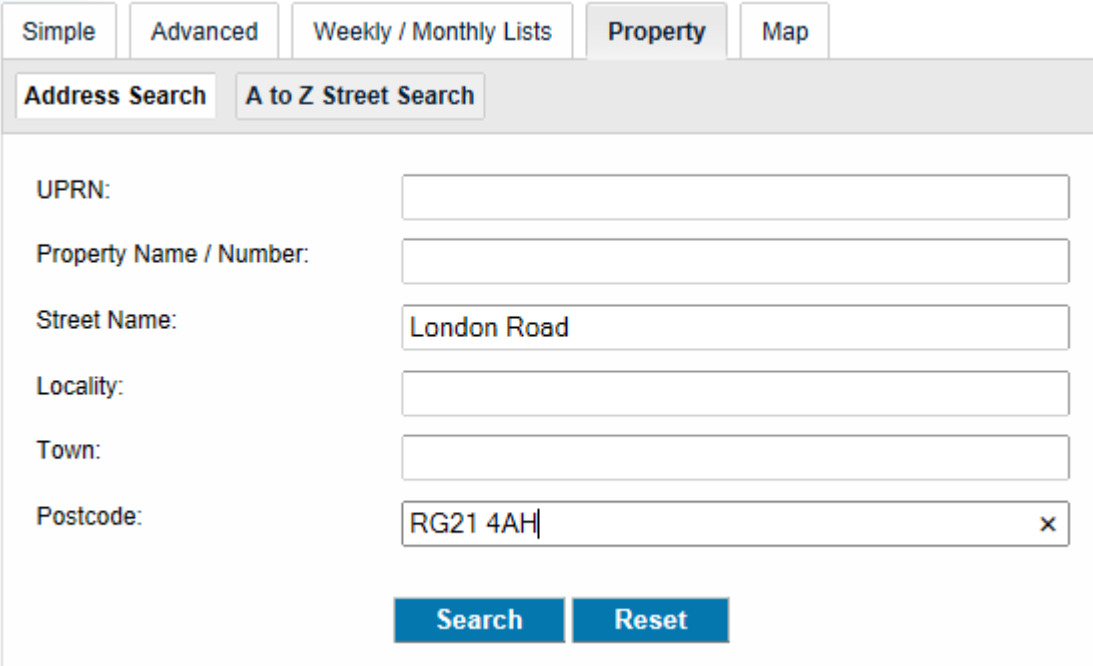
## Property Search

The property search feature allows you to search for a specific property in the gazetteer. There are two property search options:

- **Address** - search for applications at a specified address
- **A to Z Street** - search for applications on a specified street chosen from an alphabetical list.

### Address search

- 1 From the Search drop down list choose the Planning module, then select **Property Search**.
- 2 To search for a specific property by its address, select the **Address Search** tab.



The screenshot shows a web interface for property search. At the top, there are five tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Property' tab is selected. Below these tabs, there are two sub-tabs: 'Address Search' and 'A to Z Street Search'. The 'Address Search' tab is selected. The form contains the following fields:

- UPRN:
- Property Name / Number:
- Street Name:
- Locality:
- Town:
- Postcode:

At the bottom of the form, there are two buttons: 'Search' and 'Reset'.

- 3 Enter as many details as you know in the appropriate fields, then press the Search button to display the results of your search (see "Search Results" on page 28).
- 4 If you need to clear the fields and start again, press the **Reset** button.

## A to Z Streetsearch

- 1 From the Search drop down list choose the Planning module, then select **Property Search**.
- 2 To search for a street alphabetically, select **A to Z Street Search**.
- 3 Click on the initial letter of the street you are interested in to display all the streets that begin with that letter.

The screenshot shows a web interface for 'A to Z Street Search'. At the top, there are navigation tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below these is a search bar with 'Address Search' and 'A to Z Street Search' options. A row of letters from A to S is displayed, with 'A' selected. Below the letters is a 'Results per page' dropdown set to '10' and a 'Go' button. The main content area is titled 'Streets beginning with A' and contains a list of 10 streets, each with a blue square icon containing a number from 1 to 10. The streets listed are: A287, North Warnborough, Hook, Hampshire; A34 Newbury Bypass, Burghclere, Hampshire; A34(T) - Northbound Carriageway, Basingstoke And Deane, Hampshire; A34(T) - Southbound Carriageway, Basingstoke And Deane, Hampshire; Abbey Gardens, Woolhampton, Reading, Berkshire; Abbey Road, Basingstoke, Hampshire; Abbey Road, Medstead, Hampshire; Abbey Road / Selby Walk Footpath, Basingstoke, Hampshire; Abbey Road Footpaths, Basingstoke, Hampshire; and Abbey Wells Road, East End, Hampshire. At the bottom of the list, there is a pagination bar with numbers 1 to 10 and a 'Next' button.

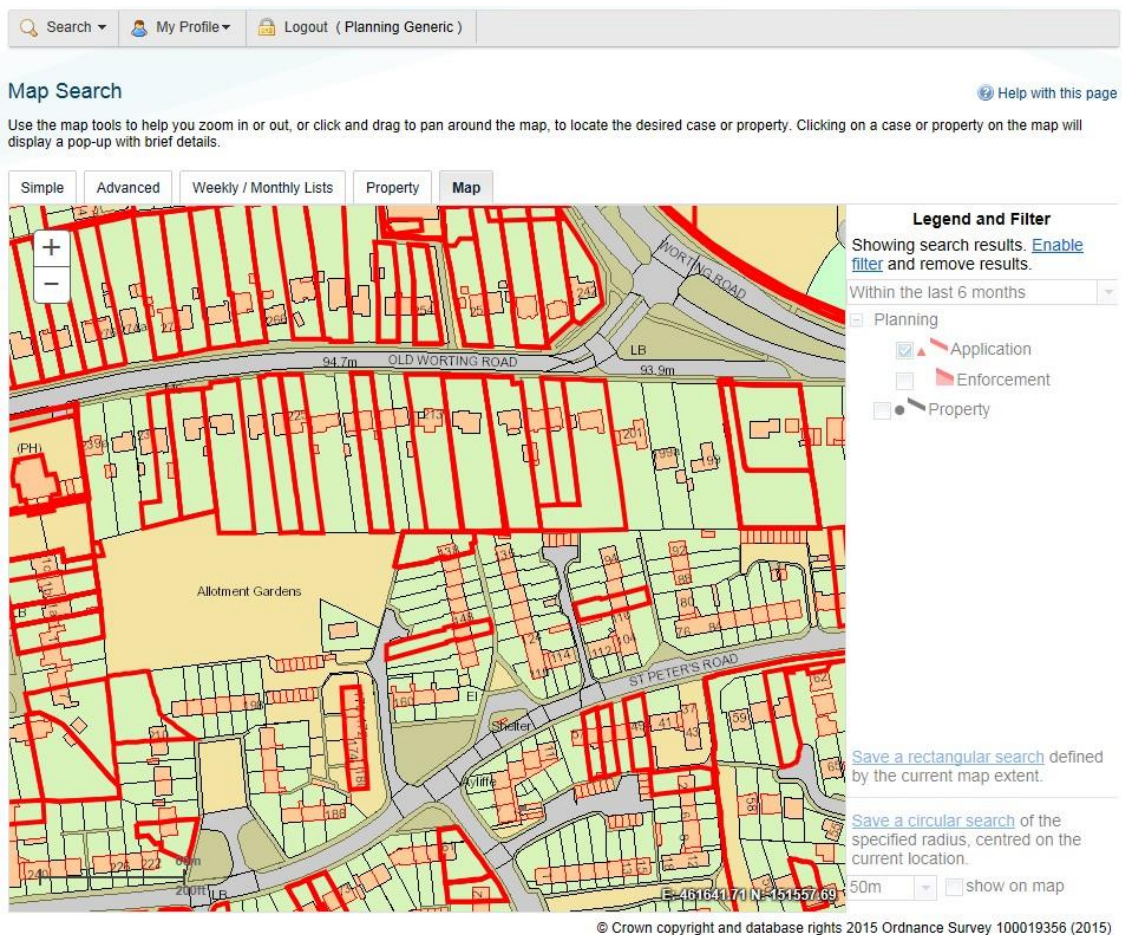
- 4 Select a street from the list to display the addresses on that street, then choose an address to discover whether any planning records exist for that address.
- 5 To go back and chose a different street, click on the **Refine Search** button.

# Map Search

Map search allows you to identify properties that are the subjects of applications, appeals or enforcements using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches.

- 1 From the Search menu, choose the Planning module, then select **Map Search**. The initial view shows applications submitted within the last six months.



- 2 To zoom in on a specific location, click on a point on the map and click on the + button. To zoom out, click on the - button.

Alternatively you can zoom in and out by scrolling the mouse wheel.

**Note:** The scale at the bottom left of the map changes as you zoom.

- 3 To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.

4 To refine the display, click on **Enable Filter**.

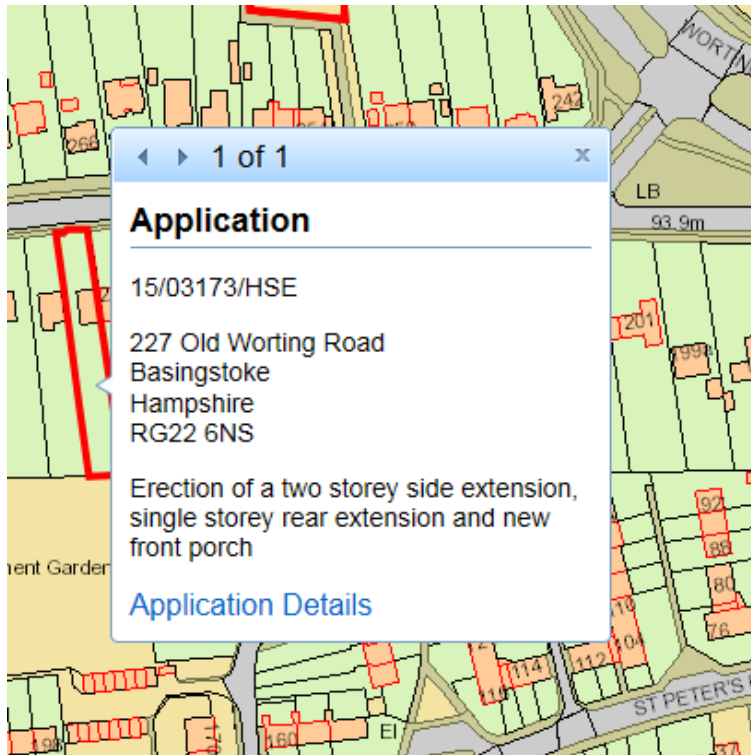


5 The initial view displays applications submitted within the last six months. To change the time period select from the **Time Period** drop down list.



6 To display more record types on the map, check the relevant boxes in the **Legend and Filter** list. To remove record types from the map, uncheck them.

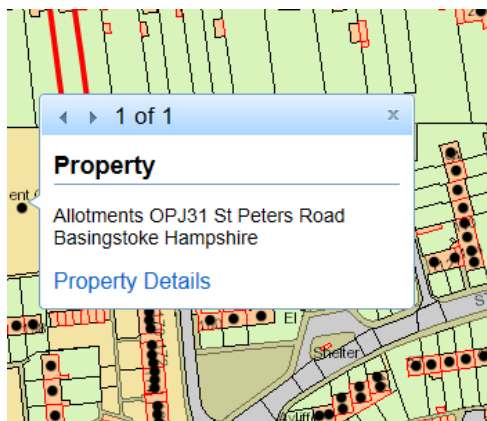
7 Once you have identified a record of interest, click on the triangle point or polygon to display a summary of the information about the record.



If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.

To view the full record details click on the **Details** link.

8 When the black Properties markers are displayed, you can click on any of these to view the property summary.



To view full details about that property, including any historical records that do not fall into the time period displayed on the map, click on **Property Details**.

# Saving map searches

You can add a map search to your Saved Searches list in one of two formats:

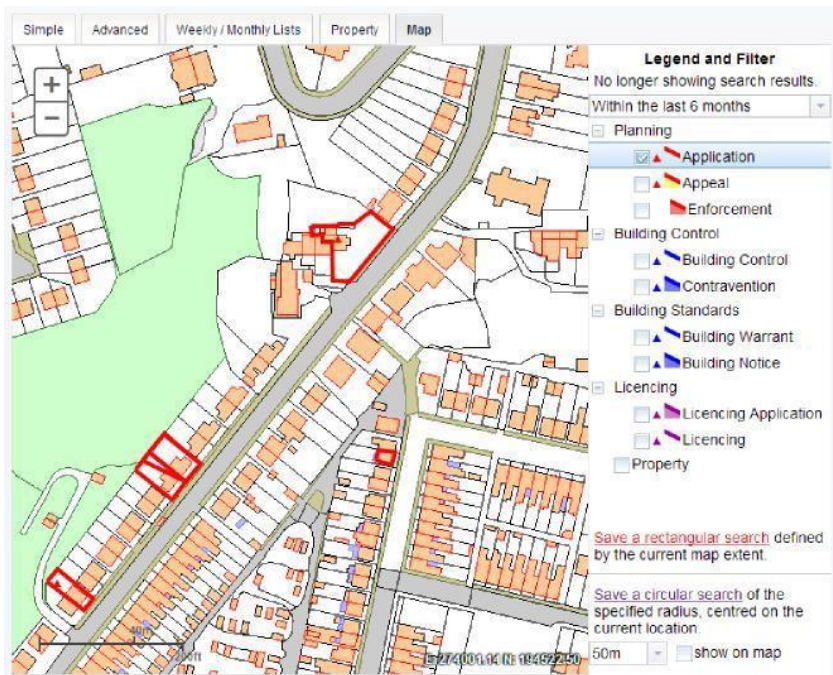
- **Rectangular search** - saves all of the records of the selected record type that apply to the area currently shown on the map
- **Circular search** - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

**Note:** Map searches can only be saved for one record type (for example, applications) at a time. If you want to save a search for another record type in the same geographical area, you must save it as a different search.

## Rectangular search

The rectangular search allows you to display occurrences of a record type over the geographical area currently displayed on the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your town centre and filtered the legend to display planning applications in the last month you can save an extents search that allows you to monitor new applications arising in the town centre on a monthly basis.

- 1 Zoom and pan the map to display the geographical area of interest.
- 2 Select the required time period.
- 3 Filter the legend to display one record type.
- 4 Click on **Save a rectangular search**.



5 On the **Saved Search Options** page you may change the default search title if you wish.

**Saved Search Options**

Search Title (editable)

Notify me via email about new search results  Yes  No

Last Run Date Search not run yet.

**Save** **Cancel**

6 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see “Notified applications” on page 11).

7 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 9).

## Circular search

The circular map search allows you to display occurrences of a record type over the geographical area currently displayed within a specified proximity of the centre of the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your home and filtered the legend to display planning applications submitted in the last year you can save a proximity search that allows you to monitor new planning applications arising within a specified distance of your home on a yearly basis.

1 Zoom and pan the map, placing the geographical point of interest at the centre.

2 Select the required time period.

3 Filter the legend to display one record type.

4 Select the radial distance from the centre in which to search for records.

The screenshot shows a web-based map search interface. At the top, there's a 'Map Search' header with a 'Help with this page' link. Below it, instructions state: 'Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.' There are navigation tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The main map area shows a residential area with a red circle centered on a building, indicating a search radius. To the right, a 'Legend and Filter' panel is visible, showing 'No longer showing search results.' and a dropdown menu set to 'Within the last 6 months'. Under 'Planning', there are three items: 'Application' (checked), 'Enforcement' (unchecked), and 'Property' (unchecked). Below the legend, there are two options: 'Save a rectangular search defined by the current map extent.' and 'Save a circular search of the specified radius, centred on the current location.' The '50m' radius is selected, and the 'show on map' checkbox is checked. At the bottom, there's a copyright notice: '© Crown copyright and database rights 2015 Ordnance Survey 100019356 (2015)'.

Check the **Show on map box** to display the proximity as a circle around the centre. You can pan the map to make adjustments if required.

5 Click on **Save a circular search**.

6 In the Saved Search Options box you may change the default search title if you wish.

The screenshot shows the 'My Profile >> Save Search' page. The main heading is 'Saved Search Options'. Below it, there are three fields: 'Search Title (editable)' with a text box containing 'Map Planning Application 03-Dec-2015 11:20 AM'; 'Notify me via email about new search results' with radio buttons for 'Yes' and 'No', where 'No' is selected; and 'Last Run Date' with the text 'Search not run yet.' At the bottom, there are two buttons: 'Save' and 'Cancel'.

7 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see “Notified applications” on page 11).

8 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 9).


# Search Results

Once you have run a search, a list of records matching the search criteria is displayed.

**Planning » Results for Application Search**

[Retine Search](#) [Save Search](#) [Print](#)

Sort by  Direction  Results per page  [Go](#)

<p><b>Test application testing.</b> Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH Ref. No: 12/00001/FUL   Received: Tue 14 Aug 2012   Validated: Tue 04 Dec 2012   Status: Decided</p>	<p><b>Map Information</b></p> <p>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.</p>  <p><a href="#">Show results on large map</a></p>
<p><b>Test</b> Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH Ref. No: 12/00003/FUL   Received: Tue 14 Aug 2012   Validated: Tue 14 Aug 2012   Status: Decided</p>	
<p><b>Second Test</b> Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH Ref. No: 12/00002/FUL   Received: Tue 14 Aug 2012   Validated: Tue 01 Jan 2013   Status: Decided</p>	
<p><b>This is a Test application</b> Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH Ref. No: 12/00004/LDEU   Received: Tue 14 Aug 2012   Validated: Tue 14 Aug 2012   Status: Awaiting decision</p>	
<p><b>Fell 1 no. Lime and 1 no. Ash</b> Civic Offices London Road Basingstoke Hampshire RG21 4AH Ref. No: 17/00447/11/TPO   Received: Tue 03 May 2011   Validated: Tue 03 May 2011   Status: Unknown</p>	
<p><b>Change of use to Register Office and general office use</b> Goldings, Civic Offices, London Road, Basingstoke Hampshire Ref. No: BDB/41394   Received: Thu 24 Apr 1997   Validated: Thu 24 Apr 1997   Status: Decided</p>	

**Note:** A speech bubble icon attached to a record indicates that comments may be made about that record at this time

1 You can manipulate how the search results are displayed to find applications of particular interest:

- **Sort By** - re-order the results according to a selected criterion
- **Direction** - choose whether the results are displayed in ascending or descending order
- **Results per page** - choose how many results should be displayed on the page at once. When you have made your display selections, click on the Go button.

2 The number of results displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on Next to view the next page or Previous to view the previous one, or by clicking directly on the page number.

3 A map of the relevant area is displayed. Click on **Show results on Large map** to see the locations of the search results in greater detail (see “Map Search” on page 20).

4 If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. Press the **Refine Search** button.

5 To display the current page of search results in a printable format, click on the **Print** button. Click on Print again in the new window to send the page to your local printer. Press Close when you are finished with this window.

6 To view an individual record in detail, click on its title.



## Saving A Search

You may find that you use a particular search regularly. For example, a simple search based on your post code or an advanced search charting the progress of a specific planning application. As a registered users you can save these searches to be run again from your Saved Searches page (see “Saved searches” on page 9). Additionally, when new records corresponding to a saved search arrive, news of these will automatically appear on your Notified Applications page (see “Notified applications” on page 11).

- 1 To save a search, click on the **Save Search** button.
- 2 Change the default search title if you wish.
- 3 If you want to be notified by email of any new records matching your search criteria, select **Yes**.
- 4 Click on **Save** to save the search.

## Record Details

When you select to view a record, the application details are displayed at the top of the page, with further tabs below containing all of the relevant information about the application.

Planning records contain the following tabs:

- **Details** - displays the key information about the record
- **Comments** - displays any existing comments made about the case and allows registered users to contribute their own
- **Constraints** - lists any constraints placed on the case
- **Documents** - displays a list of documents relevant to the case
- **Related Cases** - displays a list of items which are related to the current record
- **Map** - displays the case property using the map view.

# Details

The Details tab displays key information about the record.

- 1 Click on the **Details** tab.

**Planning » Application Summary**  
12/00001/FUL | Test application testing. | Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH  
[Back to search results](#) ★ St

**Details** | Comments (1) | Constraints (6) | Related Cases (3) | Map | Related Documents

Summary | Further Information | Contacts | Important Dates

Reference	12/00001/FUL
Alternative Reference	Not Available
Application Received	Tue 14 Aug 2012
Application Validated	Tue 04 Dec 2012
Address	Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH
Proposal	Test application testing.
Status	Decided
Decision	Granted
Decision Issued Date	Thu 03 Dec 2015
Appeal Status	Unknown
Appeal Decision	Not Available

There is [1 case](#) associated with this application.

There are [2 properties](#) associated with this application.

- 2 The record details are split up into four tabbed sections. Click on the appropriate tab to display those details.

- **Summary** - displays the basic information pertaining to the record. The summary also identifies the number of the documents, cases and properties that have been added to this record. Click on one of these to view them.
- **Further Information** - displays additional information about the application that was not included in the summary.
- **Contacts** - displays a list of contacts relevant to this case. The number of contacts is displayed on the tab.
- **Important Dates** - displays the dates on which important events in the life span of the case occur from initial submission through to the decision. If the case is still in progress some of these may be blank.



# Comments

The Comments tab displays any comments that have been made about this case by members of the public or members of official consultee groups. The number of comments is displayed on the tab.

If the case is currently open for comments, registered users can add their own comment.

1 Click on the **Comments** tab and then **Public Comments**. This will then list the address of any public comment received.

**Planning » Application Comments**  
 12/00001/FUL | Test application testing. | Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH  
[← Back to search results](#)

Details of the Public Comments received are not available online. Public comments received are listed by address only.

Details | **Comments (1)** | Constraints (6) | Related Cases (3) | Map | Related Documents

Make a Comment | **Public Comments (1)** | Consultee Comments (0)

Total Consulted: 0   Comments Received: 1   Objections: 1   Supporting: 0

Sort by: Added ▾   Direction: Descending ▾   Results per page: 10 ▾   [Go](#)

**Civic Offices London Road Basingstoke Hampshire RG21 4AH**

2 To view the actual comments (only on those applications received and registered from 2017 onwards) then Click on the **Documents** tab.

3 To view comments made by members of the public, click on the View icon on the right.

4 To view comments made by consultee bodies, click on the View associated documents tab. Then under **View Documents** using the **Filter** select **Consultee Comment**.

Filter By: Document Type ▾   PA\_Consultee Comment ▾   [Apply](#)

You can select up to 25 documents to download in one archive file at a time.

	Date Published ▾	Document Type ▾	Measure	Drawing Number ▾	Description ▾	View
<input type="checkbox"/>	12 Nov 2019	PA_Consultee Comment	†		PC	<a href="#">View</a>
<input type="checkbox"/>	12 Nov 2019	PA_Consultee Comment	†		parish	<a href="#">View</a>
<input type="checkbox"/>	09 Oct 2019	PA_Consultee Comment	†		parish	<a href="#">View</a>
<input type="checkbox"/>	08 Oct 2019	PA_Consultee Comment	†		Biodiversity	<a href="#">View</a>
<input type="checkbox"/>	03 Oct 2019	PA_Consultee Comment	†		Southern Water	<a href="#">View</a>

4 To change the number of results displayed, select from the **Results per page drop** down list, followed by Go.

5 If there are more results than fit on one page, navigate by clicking on **Next** or **Previous**, or by clicking on the **Page Number** directly.

6 If you are logged in you can add a comment about the case. Click on **Make a Comment**.

## Planning » Application Comments

12/00001/FUL | Test application testing. | Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH

[Back to search results](#)

[Stop Tracking](#)

[Me](#)

Details	<b>Comments (1)</b>	Constraints (6)	Related Cases (3)	Map	Related Documents
---------	---------------------	-----------------	-------------------	-----	-------------------

<b>Make a Comment</b>	<b>Public Comments (1)</b>	<b>Consultee Comments (0)</b>
-----------------------	----------------------------	-------------------------------

### Make a Comment

You can make a comment online to this application. Your comment will be submitted to the local authority but the details will not be available to view postal address will be displayed. Your name and email address will not be displayed.

Application Reference:	12/00001/FUL
Address:	Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH
Proposal:	Test application testing.
Case Officer:	Jason Gregory

Are your personal details correct? [Click to update my personal details.](#)

Your Title: \*

Your First Name: \*

Your Surname: \*

Your Address: \*

Your Tel. No.

Your Email Address: \*

Commenter Type: \*

Stance: \*  Object  Support  Neutral

Reason for comment:

<input type="checkbox"/> Proximity to dwellings
<input type="checkbox"/> Stability
<input type="checkbox"/> Visual Amenity
<input type="checkbox"/> Wildlife

Your Comment:   
5000 characters left

7 Your name and address are added automatically to the form. If these are not correct, click on update my personal details and make the appropriate changes. Add your remaining contact details in the appropriate boxes.

8 The **Commenter Type** drop down list describes the type of people who may need to make a comment about a case. These include councillors, neighbours and members of the public. Select the one that applies to you.

9 In the **Reason for comment** box select the offered reasons for making your comment.

10 Enter the details of your comment in the **Your Comment** box.

11 If you want to receive an email confirming that your comment has been received, check the **Send me an email confirming my comments** box.

12 When you have completed all the details, click on the **Submit** button. Your address will appear in the Public Comments page for this case. Your comments (on any application registered after 09/01/2016) will also be available to view online with all personal information such as email address and phone number being withheld.

# Constraints

1 Click on the **Constraints** tab to display any constraints that have been placed on this application. The number of constraints are displayed on the tab.

**Planning** » Application Constraints Help

12/00001/FUL | Test application testing. | Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH

[Back to search results](#) [Stop Tracking](#) [Make a Comment](#)

Details | Comments (1) | **Constraints (6)** | Related Cases (3) | Map | Related Documents

Name	Constraint Type	Status
: Basingstoke Town	Conservation Area	Not Available
bdbc Habitat	Not Available	Not Available
bdbc Habitat	Not Available	Not Available
Basingstoke Gazette Publicity Area	Basingstoke Gazette Publicity Area	Not Available
South East Water	South East Water	Not Available
Listed Building	Listed Building	Not Available

# Documents

1 Click on the **Documents** tab to and then click on View associated documents to display any documents that have been added to this application.

**Planning** » Planning Application Documents

12/00001/FUL | Test application testing. | Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire

[Back to search results](#) [Stop](#)

Details | Comments (1) | Constraints (6) | Related Cases (3) | Map | **Related Documents**

[View associated documents](#)

2 If there are a lot of documents you can filter the list. In the **Filter** box type a key word and any document containing the word or letter in the description will appear.

3 You can re-order the list according to:

- Date Published
- Document Type
- File Size

Click on the appropriate heading to re-order the list.

4 Click on the document description to view it.

## Related cases

The Related Cases tab displays the other cases that have a relation to the current one. These may be other Applications, Appeals or Enforcements in the Planning module or cases in other Public Access modules, if they are available.

Affected properties are also listed in the Related Cases tab.

The total number of items are displayed on the tab.

- 1 Click on **Related Cases** to view a summary of additional information related to the application.

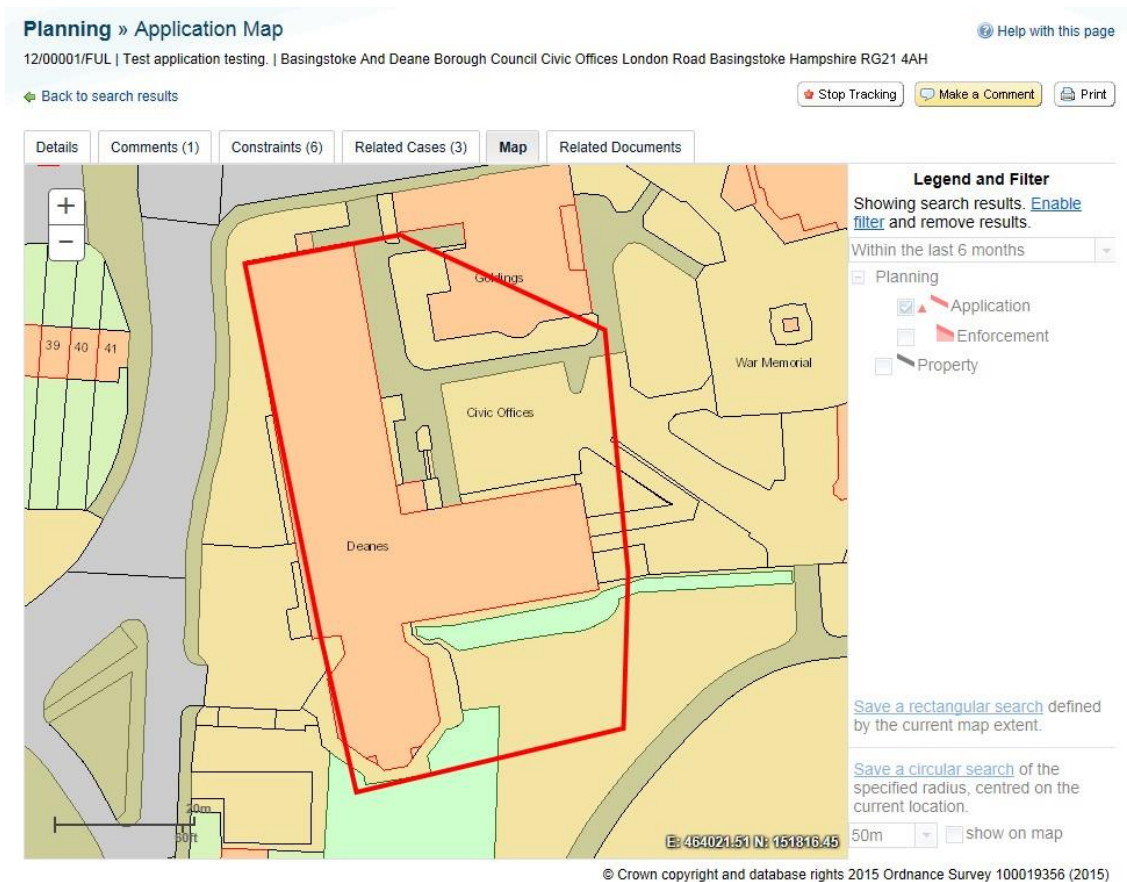
The screenshot shows a web interface for a planning application. At the top, it says 'Planning » Application Related Items' and '12/00001/FUL | Test application testing. | Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Ham'. Below this is a 'Back to search results' link and a star icon. A navigation bar contains tabs for 'Details', 'Comments (1)', 'Constraints (6)', 'Related Cases (3)', 'Map', and 'Related Documents'. The 'Related Cases (3)' tab is active. Underneath, there are three sections: 'Planning Applications (0)', 'Properties (2)', and 'Planning Enforcements (1)'. The 'Properties (2)' section lists two items: '2 Essex Road Basingstoke Hampshire RG21 7TA' and 'Civic Offices London Road Basingstoke Hampshire RG21 4AH'. The 'Planning Enforcements (1)' section lists one item: 'High box hedges have been constructed around garden of property. Ref. No: 13/00045/HH/CDM | Status: investigation Complete'.

- 2 To view any of the listed items, click on its title.

# Map

The Map tab displays the location of the case property on the interactive map.

1 Click on the **Map** tab.



2 The interactive map contains a number of tools to help you view the application area (see “Map Search” on page 20 for details).

# Tracking Applications

Any application can be tracked so that you can keep up to date with its progress without having to search for it again. These cases are listed in your **Tracked Applications** page (see “Tracked applications” on page 10).

1 If you want to add a case to your Tracked Applications page click on the **Track** button.

Planning » Application Summary Help with this page

12/00001/FUL | Test application testing. | Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH

Property 100062459164 Track Make a Comment Print

Details Comments (1) Constraints (6) Related Cases (3) Map Related Documents

Summary Further Information Contacts Important Dates

Reference	12/00001/FUL
Alternative Reference	Not Available
Application Received	Tue 14 Aug 2012
Application Validated	Tue 04 Dec 2012
Address	Basingstoke And Deane Borough Council Civic Offices London Road Basingstoke Hampshire RG21 4AH
Proposal	Test application testing.
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	Not Available

There is 1 case associated with this application.

There are 2 properties associated with this application.

2 To find this case again, select Tracked Applications under My Profile.

3 To stop tracking an application, return to the application details and click the **Stop Tracking** button at the top of the page. Alternatively click the Stop Tracking button next to the application in the Tracked Applications page.

# Online Measuring Tool

You can use the **Online Measuring Tool** to measure distances, perimeters or areas of shapes on the plan you are reviewing. You can carry out several separate measurements on one plan but you cannot save the measured image permanently.

When you select the **Documents** tab from the results of your planning application search, all associated documents are displayed in a list. Plans and drawings which can be measured are indicated by the measuring square symbol. (For all other documents, the symbol is shown in outline).

	16 Sep 2019	PA_Consent Comment			Environmental Health	
<input type="checkbox"/>	16 Sep 2019	PA_Redacted form				
<input type="checkbox"/>	16 Sep 2019	PA_Location Plan			LOCATION AND BLOCK PLAN	
<input type="checkbox"/>	16 Sep 2019	PA_Drawing			PROPOSED MOBILE HOME	
<input type="checkbox"/>	27 Aug 2019	PA_Cil Form 1			CIL FORM 1	
<input type="checkbox"/>	08 Aug 2019	PA_Supporting Documents			Planning statement Rev 3	

When you select the **Online Measuring Tool** you will be asked if you would like assistance in learning how to use it. If you haven't used the tool before, it is worth spending a few minutes on the demonstration program to see how it works.

You will have to set the scale you are measuring by, either by using a known length on the drawing or by entering a scale (e.g. 1:1000, where 1 cm equals 10 metres). With each measurement you make, remember to select from the menu below the image if you are measuring distance, area, perimeter or radius. Your measurements are displayed in a separate window to the left of the drawing.

