



# **Idox Public Access 3 For Building Control User Guide**



Ideas, solutions, suggestions, hints and procedures from this document are the intellectual property of Idox Software Ltd and thus protected by copyright. They may not be reproduced, transmitted to third parties or used in any form for commercial purposes without the express permission of Idox Software Ltd.

ID.006.1116

Idox Public Access 3 For Building Control November 2016



# Contents

<b>Introduction</b>	<b>.4</b>
<b>User Details</b>	<b>.5</b>
Registration	5
Log in	8
Forgotten password	8
Log out	8
My Profile	9
Profile details	9
Saved searches	10
Tracked applications	11
Notified applications	12
Apply Online	14
<b>Searching</b>	<b>.15</b>
Simple Search	16
Advanced Search	17
Weekly/Monthly Lists Search	19
Property Search	20
Address search	20
A to Z Street search	21
Map Search	22
Saving map searches	26
Accessing Cases Directly	29
<b>Search Results</b>	<b>.30</b>
Saving A Search	31
Record Details	31
Details	32
Comments	33
Documents	34
Related cases	35
Map	36
Tracking Applications	37
Sharing On Social Media	37
Share via email	37
Share via Twitter	38



# Introduction

The Idox Public Access For Building Control website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track for building control applications and contraventions.

This document describes how to use the site.



# User Details

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

## Registration

Registering for an Idox 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 the 'Registration' page of the Idox Public Access site. At the top is a dark blue navigation bar with links: Search, My Profile, Login, and Register. Below the navigation bar, the page title 'Registration' is displayed. A message states: 'Once registered the following additional functionality will be available:' followed by a list: Tracking applications, Saving Searches, and Email notifications about tracked applications and new search results. Below this, a note says 'Fields marked with a \* must be completed.' The registration form itself contains the following fields: Title \* (dropdown menu with 'Ms' selected), First Name \* (text box with 'Sophie'), Surname \* (text box with 'Morris'), Phone Number (text box with '0141 574 1000'), Email Address \* (text box with 'sophie.morris@idoxgroup.com'), Confirm Email Address \* (text box with 'sophie.morris@idoxgroup.com'), Password \* (password box with 8 dots), and Confirm Password \* (password box with 8 dots). A 'Next' button is at the bottom of the form. A message above the email fields states: 'A confirmation email will be sent to the email address you provide below.' A note above the password fields states: 'Your password must be at least 8 characters long and be a mix of letters and numbers.'

- 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 \* SA12 2RR

Back Next

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

Registration

**✖ Please check your registration details**

- No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.

Address Line 1 \* 42 Thomas Street

Address Line 2

Town/City \* Glamorgan

Postcode \* SA12 2RY

Back Next

- 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.

Registration

Address Line 1 \* 42 Thomas Street

Address Line 2

Town/City \* Glamorgan

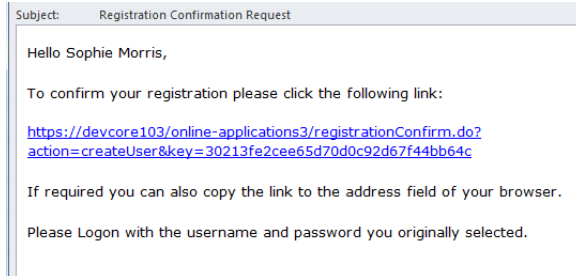
Postcode \* SA12 2RY

Back Next

- 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 an Idox Public Access account. When the email arrives, click on the link to be returned to the Idox Public Access site.





## Log in

In order to use the full range of features offered by Idox 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 Idox 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 for 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.

**My Profile – Profile Details**

Profile Details   Saved Searches   Notified Applications   Tracked Applications

Change password   Update personal details   Delete profile

Name	Ms Sophie Morris
Email	sophie.morris@idoxgroup.com
Phone Number	01417654444
Address	95 Bothwell Street Glasgow G2 7JZ

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 Idox Public Access, click on **Delete Profile**.



## Saved searches

The primary activity on the Idox 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 15).

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.

**My Profile – Saved Searches** [Help with this page](#)

[Profile Details](#) **Saved Searches** [Notified Applications](#) [Tracked Applications](#)

Run	Edit	Delete	Search Title ▾	Search Type ▾
			"shelone terrace" Planning Application 28-Sep-2016 11:52 AM	Application
			Weekly List 16 Dec 2013 Application 28-Sep-2016 11:53 AM	Application

- 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, for example, its status changes or a comment has been made, 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.

**My Profile – Tracked Applications** [? Help with this page](#)

[Profile Details](#) [Saved Searches](#) [Notified Applications](#) **Tracked Applications**

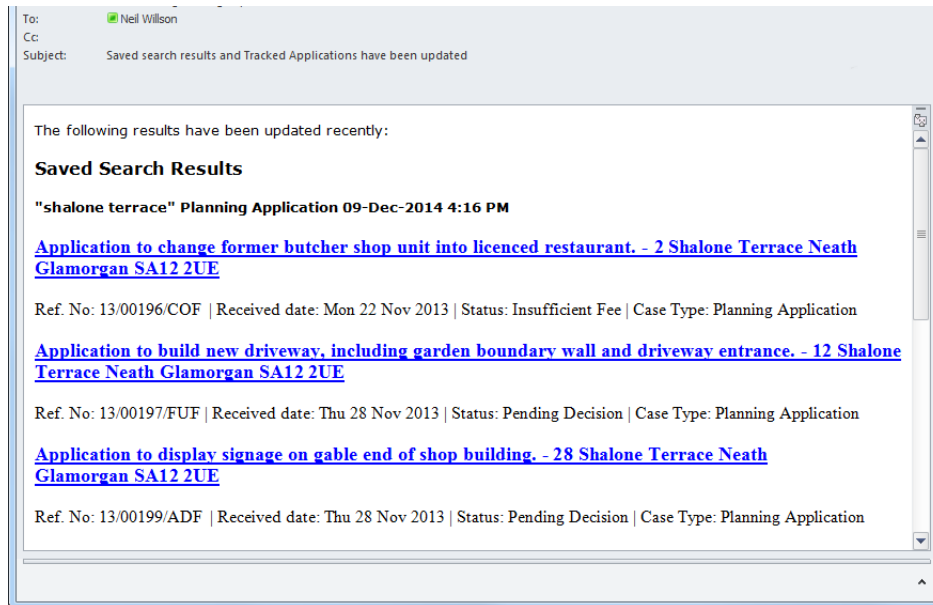
View	Stop Tracking	Reference ↕	Address ↕	Type ↕	Status ↕
		16/00002/FUU	6 Craig Road Neath West Glamorgan SA11 6YX	Application	Awaiting decision
		13/06067/DGAFP	16 Shelone Terrace Neath West Glamorgan SA11 6UE	Building Control	Building Work Started

- 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.

**My Profile – Notified Applications** [Help with this page](#)

Profile Details   Saved Searches   **Notified Applications**   Tracked Applications

**Updated Tracked Applications**

View	Discard	Notification Date	Description
		05 Sep 2016	Full Application to test PA-3180

**Updated Results For Saved Search: Licensing Application 05-Sep-2016 1:00 PM**

[Discard all results from this search](#)

View	Track	Discard	Notification Date	Description
			05 Sep 2016	Premises Licence
			05 Sep 2016	Personal Licence
			05 Sep 2016	Hackney Carriage - Driver
			05 Sep 2016	Hackney Carriage - Vehicle
			28 Sep 2016	Accreditation

**Updated Results For Saved Search: "16/00002/FUL" Planning Application 05-Sep-2016 12:31 PM**

[Discard all results from this search](#)

View	Track	Discard	Notification Date	Description
			05 Sep 2016	Full Application to test PA-3180

- 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.



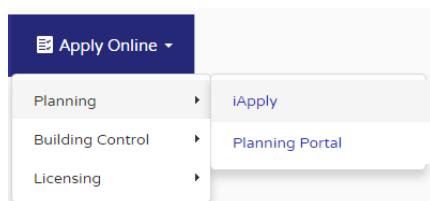
## Apply Online

As a member of the public, you may wish to submit your own applications to your council. As a Public Access user, you can access the iApply, Planning Portal, eScot Planning or eScot Building Standards site directly from the navigation bar.

**Note** Users in England and Wales have the option of being directed to the iApply or the Planning Portal website, whereas, users in Scotland will have the option of being directed to the eBuildingStandards.scot or ePlanning.scot service.

To create an application from the Public Access site:

- 1 Click Apply Online on the right-hand side of the navigation bar.



- 2 Select the module area you wish to apply for from the menu.
- 3 Select the website you prefer to submit your application to from the sub-menu.
- 4 Log in with your existing user credentials or create a new log in.
- 5 Follow the instructions for the site to submit an application.



# Searching

Your primary activity when you are logged in to the Idox Public Access site will be to search for building control 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 or contravention by entering some text that will help identify it.

- 1 From the Search drop down list choose the Building Control module, then select **Simple Search**.

- 2 In the Building Control module you can search for:

- Applications
- Contraventions.

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

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

- reference number (for example, "2008/0125/DET")
- post code (for example, "G1 3PL")
- 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".

- 4 Click on the **Search** button to display the results of your search (see "Search Results" on page 30).





## 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 Building Control module, then select **Advanced Search**.

### Building Control – Applications

[Help with this page](#)

You may search for Building Control Applications and Contraventions matching one or many of the search options in the form below.

[Simple](#) **Advanced** [Weekly / Monthly Lists](#) [Property](#) [Map](#)

Applications [Contraventions](#)

#### Reference Numbers

Application Reference:

#### Application Details

Description Keyword:

Application Type:

Ward:

Parish:

Agent:

Status:

Decision:

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 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.

Date Received:  to:

Decision Date:  to:

Valid Date:  to:

Application Commenced:  to:

Application Completed:  to:

- 2 In the Building Control module you can search for:

- Applications
- Contraventions.

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

17



- 3 A variety of reference numbers are associated with building control 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, status or decision as well as location details, including ward, parish and address information.
Contravention details	Allows you to specify the application contravention status and the address.

Enter the details you want to search on.

- 5 Every building control case has a number of important dates associated with it (for example, the date the application was received). 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 30).



## Weekly/Monthly Lists Search

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

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

**Building Control – Monthly List**

Search Building Control Applications by date deposited, date decided, date commenced or date completed in a given month.

[Simple](#) [Advanced](#) **Weekly / Monthly Lists** [Property](#) [Map](#)

[Weekly List](#) **Monthly List**

Parish:

Ward:

Month:

Show applications:

- ☐ Deposited in this month
- ☐ Decided in this month
- ☐ Commenced in this month
- ☒ Completed in this month

- 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:
  - Deposited applications
  - Decided applications
  - Commenced applications
  - Completed applications.
- 6 Click on the Search button to display the results of your search (see “Search Results” on page 30).



## Property Search

The property search feature allows you to search for a specific property in the gazeteer. 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 Building Control module, then select **Property Search**.
- 2 To search for a specific property by its address, select the **Address Search** tab.

#### Address Search

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

[Simple](#) [Advanced](#) [Weekly / Monthly Lists](#) [Property](#) [Map](#)

[Address Search](#) [A to Z Street Search](#)

UPRN:

Property Name / Number:

Street Name:

Regent Street

Locality:

Town:

Neath

Postcode:

Search

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 30).
- 4 If you need to clear the fields and start again, press the **Reset** button.



## A to Z Street search

- 1 From the Search drop down list choose the Building Control 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.

**A to Z Street Search**

Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.

[Simple](#) [Advanced](#) [Weekly / Monthly Lists](#) [Property](#) [Map](#)

[Address Search](#) [A to Z Street Search](#)

A B C D E F G H I J K L M N O P Q **R** S T U V W X Y Z

Results per page  [Go](#)

**Streets beginning with R**

- [Regent Street East , Neath , West Glamorgan](#)
- [Regent Street West , Neath , West Glamorgan](#)
- [Ritson Street , Neath , West Glamorgan](#)
- [Rockingham Terrace , Neath , West Glamorgan](#)
- [Ruskin Street , Neath , West Glamorgan](#)

- 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.



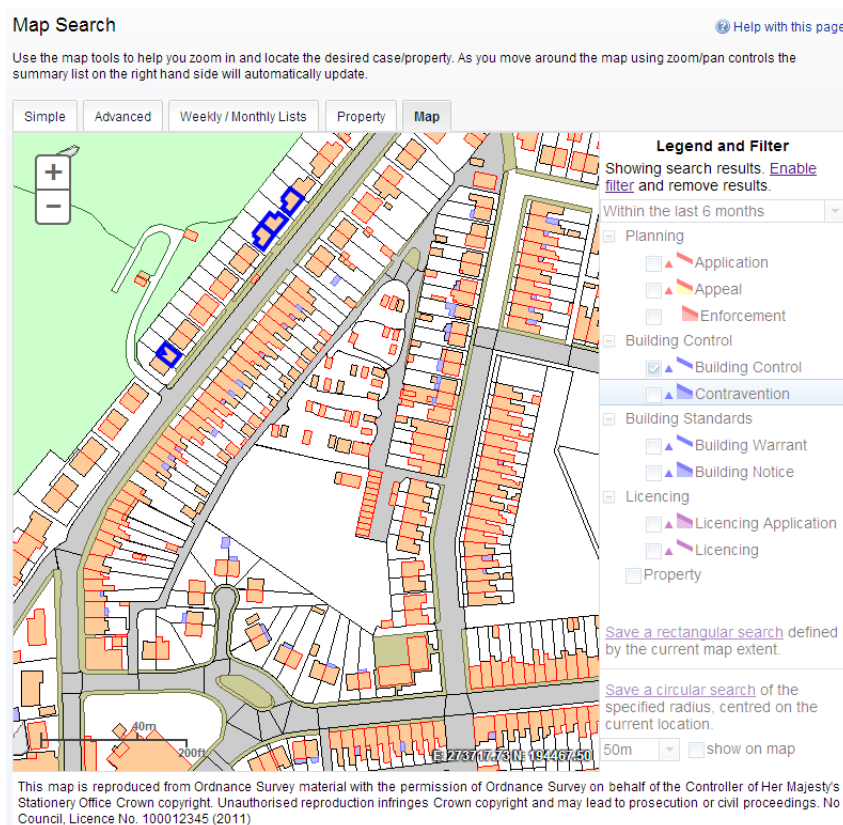
## Map Search

Map search allows you to identify properties that are the subjects of applications or contraventions 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.

**Note** This mapping functionality is not available for Acolaid, however an external web link may be enabled.

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 Building Control 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**.

Map Search [Help with this page](#)

Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

[Simple](#) [Advanced](#) [Weekly / Monthly Lists](#) [Property](#) **Map**

**Legend and Filter**  
No longer showing search results.

All time

- ☐ Application
- ☐ Appeal
- ☐ Enforcement
- ☒ Building Control
- ☐ Contravention
- ☐ Building Standards
- ☐ Building Warrant
- ☐ Building Notice
- ☐ Licensing
- ☐ Licensing Application
- ☐ Licensing
- ☐ Property

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

50m ☐ show on map

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 100012345 (2011)

- 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.

All time

Today

Within the last 7 days

Within the last month

Within the last 6 months

Within the last year

Within the last 2 years

Within the last 5 years


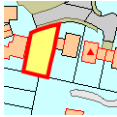



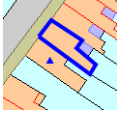

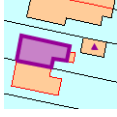
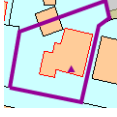

All time

- 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.

Most records can be displayed in two ways:

- Records which only affect the property which is the subject of the application are shown as triangular points.
- Records which affect others (for example, neighbours or the public) are displayed as a polygon which illustrates the boundary of the property affected by the application.

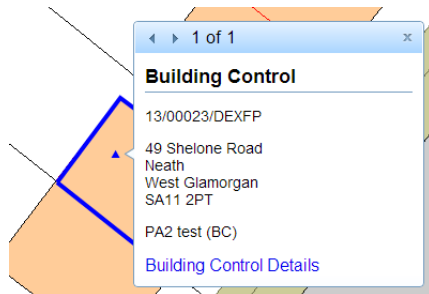


Module	Record type	Displayed As
Planning	<b>Applications</b> - properties for which planning applications have been submitted.	
	<b>Appeals</b> - properties which are the subject of planning appeals.	
	<b>Enforcements</b> - properties which are the subject of planning enforcements.	
Building Control	<b>Applications</b> - properties for which building control applications have been submitted.	
	<b>Contraventions</b> - properties which are the subject of building control contraventions.	
Building Standards	<b>Warrants</b> - properties for which applications for building warrants have been submitted.	
	<b>Notices</b> - properties which are the subject of building notices.	
Licensing	<b>Applications</b> - properties for which licence applications have been submitted.	
	<b>Licences</b> - properties which hold one or more licences.	
All	<b>Properties</b> - all valid properties in your local area. You can click on any of these to see if any current record (for example, application, or licence) exists at that address.	





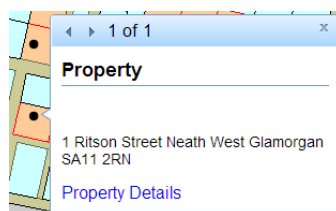
- 7 Once you have identified a record of interest, click on the triangle point or polygon to display a summary of the information about the record.



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

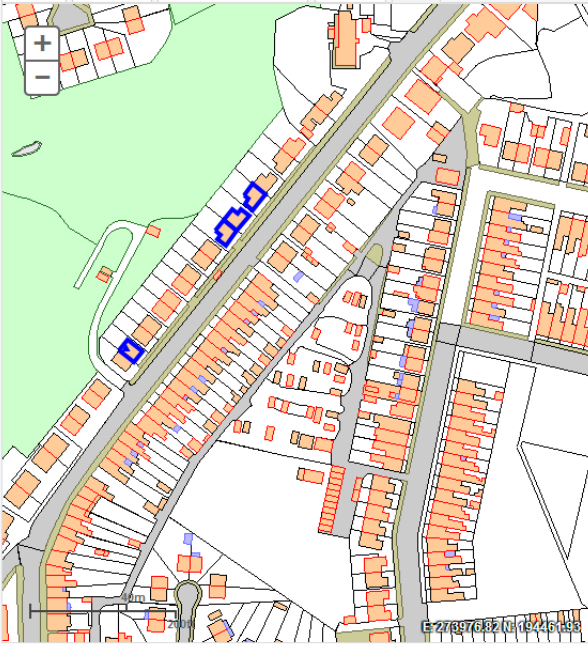
The rectangular search allows you to display occurrences of a record type over the geographical area currently displayed on the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your town centre and filtered the legend to display building control 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**.

**Map Search** [Help with this page](#)

Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

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



**Legend and Filter**  
No longer showing search results.  
Within the last year

- Planning
  - ☐ Application
  - ☐ Appeal
  - ☐ Enforcement
- Building Control
  - ☒ Building Control
  - ☐ Contravention
- Building Standards
  - ☐ Building Warrant
  - ☐ Building Notice
- Licensing
  - ☐ Licensing Application
  - ☐ Licensing
- Property
  - ☐ Property

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

50m ☐ show on map

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 100012345 (2011)



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

My Profile » Save Search

**Saved Search Options**

Search Title (editable)

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

- 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 12).
- 7 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 10).

### 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 building control applications submitted in the last year you can save a proximity search that allows you to monitor new 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.

**Map Search** [Help with this page](#)

Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

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

**Legend and Filter**  
No longer showing search results.

All time

- ☐ Planning
  - ☐ Application
  - ☐ Appeal
  - ☐ Enforcement
- ☐ Building Control
  - ☒ Building Control
  - ☐ Contravention
- ☐ Building Standards
  - ☐ Building Warrant
  - ☐ Building Notice
- ☐ Licensing
  - ☐ Licensing Application
  - ☐ Licensing
- ☐ Property

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

100m ☒ show on map

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 100012345 (2011)

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.

My Profile » Save Search

**Saved Search Options**

Search Title (editable)

Notify me via email about new search results ☒ Yes ☐ No

Last Run Date Search not run yet.

- 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 12).
- 8 Click Save to save the search to your list of Saved Searches (see "Saved searches" on page 10).



## Accessing Cases Directly

Idox Public Access allows users to access specific cases directly by manually entering or copying and pasting its URL into the browser's address bar. The URL is composed of three parts:

- the website
- the case type
- the case number

For example, [www.rbkc.gov.uk/PLAN/14/00111/CON](http://www.rbkc.gov.uk/PLAN/14/00111/CON), where **/PLAN/** indicates the Planning case type and **14/00111/CON** is the case number.

The case type codes are available for a range of modules.

Case Type Code	Description
APPEAL	Planning Appeal
BC	Building Control Applications
BCC	Building Control Contraventions
BS	Building Standards Applications
BSN	Building Standards Notices
ENF	Planning Enforcements
LIC	Licences Granted
LICAPP	Licensing Applications
PLAN	Planning Applications

You can integrate this URL into an email or a report to be used as a link.



# Search Results

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

**Building Control – Results for Building Control Application Search**

[Refine search](#)
[Save search](#)
[Print](#)

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

---

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[Next](#)

Showing 16-20 of 21

<p><b>Construction of 2 storey building extending at the rear garden</b>            Claires Accessories Old Road Neath West Glamorgan SA11 2HA            Ref. No: 08/00010/DEXIN   Deposited: Tue 29 Jul 2008   Decided: BC Blank Field   Status: Building Work Started</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>08/00007/DEXIN</b>            Kitchen Rejects Old Road Neath West Glamorgan SA11 2HA            Ref. No: 08/00007/DEXIN   Deposited: Tue 08 Jul 2008   Decided: BC Blank Field   Status: Invalid</p>	
<p><b>10 plots on new land</b>            5 Victoria Street Neath West Glamorgan SA11 2RE            Ref. No: 06/00003/DOMFP   Deposited: Wed 06 Dec 2006   Decided: Mon 16 Jun 2014   Status: Building Work Complete</p>	
<p><b>loloj</b>            51 Bethel Street Neath West Glamorgan SA11 2HQ            Ref. No: 06/00002/DEXFP   Deposited: Fri 01 Dec 2006   Decided: BC Blank Field   Status: Pending Consideration</p>	
<p><b>Query Tool</b>            15 Wern Bank Neath West Glamorgan SA11 2LX            Ref. No: 06/00001/DOMFP   Deposited: Thu 30 Nov 2006   Decided: BC Blank Field   Status: Pending Consideration</p>	

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[Next](#)

Showing 16-20 of 21

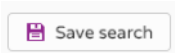
- You can manipulate how the search results are displayed to help you find applications of particular interest:
  - Sort By** - re-order the results according to a selected criterion
  - Direction** - choose whether the results are displayed in ascending or descending order
  - Results per page** - choose how many results should be displayed on the page at once.
 When you have made your display selections, click on the Go button.
- 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
- 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 22).
- 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.
- 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.
- 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 user you can save these searches to be run again from your Saved Searches page (see “Saved searches” on page 10). 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 12).

- 1 To save a search, click on the **Save Search** button.



- 2 Change the default search title if you wish.

My Profile »  
Save Search

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

- 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. Building Control records contain the following tabs:

- **Details** - displays the key information about the record
- **Comments** - displays any consultee comments made about 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.

**Building Control – Building Control Summary** [Help with this page](#)

08/00010/DEXIN | Construction of 2 storey building extending at the rear garden | Claires Accessories Old Road Neath West Glamorgan SA11 2HA

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

**Details** Documents (0) Related Cases (1) Map

**Summary** Further Information Plots Important Dates

Description Of Works	Construction of 2 storey building extending at the rear garden
Site Address	Claires Accessories Old Road Neath West Glamorgan SA11 2HA
Application Reference Number	08/00010/DEXIN
Valid Date	Tue 29 Jul 2008
Decision Date	BC Blank Field
Status	Building Work Started

There are 0 documents associated with this application.

There are 0 cases associated with this application.

There is 1 [property](#) 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.
  - **Plots** - displays information about any plots associated with the application
  - **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 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.

- 2 You can re-order a comments list by the date the comment was added or by the commenter's name. Select one of these from the **Sort by** drop down list, then click on Go.
- 3 To change the direction of the list, select Ascending or Descending from the **Direction** drop down list, followed by Go.
- 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 Comments are displayed showing the name of the commenting body. The total number of these is displayed at the top of the list. Click on the commenter's name to display the comment itself. Click on it again to collapse the comment again.
- 7 Click on **Expand All** to view all of the comments on the page. Click on **Collapse All** to hide them all again.
- 8 To view all of the comments for a case as documents click on the **View All Comments** button.



## Documents

- 1 Click on the **Documents** tab to display any documents that have been added to this application.

**Building Control – Building Control Documents** [Help with this page](#)

13/00022/DALFP | This is a BC test app for Domestic Alterntions (full) | Old Street Record Not Required Victoria Street Neath West Glamorgan SA11 2RE

[★ Track](#) [Print](#)

[Details](#) [Comments \(1\)](#) **[Documents \(1\)](#)** [Related Cases \(1\)](#) [Map](#)

Filter By:   [Apply](#)

<input type="checkbox"/>	Date Published ▾	Document Type ▾	Measure	Description ▾	View
<input type="checkbox"/>	03 Feb 2014	Consultee Comment		CONSULTEE COMMENT SUBMITTED ONLINE	

[Download Selected Files](#)

- 2 If there are a lot of documents you can filter the list. Select one of the following from the **Filter By** list:

- **Document Type** - select from the drop down list
- **Description** - enter some text that may appear in a document's description.

Press Apply.

- 3 You can re-order the list according to:

- Date Published
- Document Type
- Drawing Number
- Description.

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

- 4 To view any of the documents in a separate window, click on **View**.
- 5 To download up to 25 documents at a time, depending on your configuration, to view at a later date, check the appropriate check boxes next to the desired documents.

**Note** This may not be available to all users. Contact your administrator for any queries.



## Related cases

The Related Cases tab displays the other cases that have a relation to the current one. These may be other records in the Building Control module or cases in other Idox 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.

**Building Control – Building Control Related Items** [Help with this page](#)

13/00022/DALFP | This is a BC test app for Domestic Alterntions (full) | Old Street Record Not Required Victoria Street Neath West Glamorgan SA11 2RE

[★ Track](#) [Print](#)

[Details](#) [Comments \(1\)](#) [Documents \(1\)](#) **[Related Cases \(1\)](#)** [Map](#)

Planning Applications (0)

Properties (1)  
[Old Street Record Not Required Victoria Street Neath West Glamorgan SA11 2RE](#)

Building Control Applications (0)

Building Control Contraventions (0)

- 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.

**Building Control – Application Map** [Help with this page](#)

13/00037/DGAFP | Demolition of existing garage and building of new on on same plot adjoining property. | 11 Shelone Terrace Neath West Glamorgan SA11 2UE

[Back to search results](#) [Track](#) [Print](#) [Share](#)

[Details](#) [Documents \(0\)](#) [Related Cases \(2\)](#) **Map**

**Building Control**  
00/00004/DOMFP  
3 Caroline Street  
Neath  
West Glamorgan  
SA11 2RT  
Erection of 5 Dwellings  
[Building Control Details](#)

**Legend and Filter**  
No longer showing search results.  
All time  
Planning  
Application  
Appeal  
Enforcement  
Building Control  
Building Control  
Contravention  
Building Standards  
Building Warrant  
Building Notice  
Licensing  
Licensing Application  
Licensing  
Property

[Save a rectangular search](#) defined by the current map extent.  
[Save a circular search](#) of the specified radius, centred on the current location.  
50m ☐ show on map

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 100012345 (2011)

- 2 The interactive map contains a number of tools to help you view the application area (see “Map Search” on page 22 for details).

## External mapping

If your administrator has enabled remote maps, the Map tab will display a View Map button which will open the location of the case property on an external map.

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

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

16/00002/FUL | Full Application to test PA-3180 | 2 Craig Road Neath West Glamorgan SA11 2YX

[Consultee comment](#) [Track](#) [Print](#)

[Details](#) [Comments \(4\)](#) [Constraints \(0\)](#) [Documents \(4\)](#) [Related Cases \(1\)](#) **Map**

[View Map](#)

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 100012345 (2011)

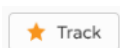
- 2 Press the **View Map** button.
- 3 The external map contains a number of tools to help you view the application area.



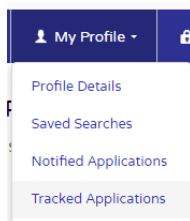
## Tracking Applications

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 11).

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



- 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.

**My Profile – Tracked Applications** [Help with this page](#)

Profile Details Saved Searches Notified Applications **Tracked Applications**

View	Stop Tracking	Reference ↕	Address ↕	Type ↕	Status ↕
	✖	16/00002/FUU	6 Craig Road Neath West Glamorgan SA11 6YX	Application	Awaiting decision
	✖	13/06067/DGAFP	16 Shelone Terrace Neath West Glamorgan SA11 6UE	Building Control	Building Work Started

## Sharing On Social Media

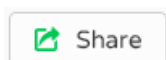
Public Access has included social media integration to allow users to share comments and activity via email or Twitter.

**Note** The ability to use this feature is configured by your administrator.

### Share via email

To share comments or activity through email:

- 1 Search for and open the Details tab of the desired record.
- 2 Press the Share button.



- 3 Press the Email icon that has now appeared alongside the Share button.





- 4 Your default email service will open and insert the link to the record into the email's body and use **Online application** as the subject.  
Enter the recipients and any further details to the email.

Send To... Cc... Subject: Online application

Please look at this Building Control Case: <https://devcore103/online-applications3/buildingControlDetails.do?activeTab=summary&keyVal=OCVSWL0001Z00&prevPage=inTray>

**Note** If you wish to use another email service, copy and paste the link into your desired email.

- 5 Press Send.

## Share via Twitter

To share comments or activity through Twitter ensure you have already created a Twitter account.

- 1 Search for and open the Details tab of the desired record.
- 2 Press the Share button.



- 3 Press the Twitter icon that has now appeared alongside the Share button.



- 4 A pop-up will appear with the link to the record inserted into the body of the Tweet.  
Enter any further details into the body.

**Note** Only 140 characters can be used for Twitter.

- 5 If you are not logged in, press Log in and Tweet, otherwise, press Tweet.