

Guidance Notes - Public Access for Planning

Caerphilly County Borough Council's Public Access system allows you to search and comment on Planning Applications online.

It also enables you to view the following information online:

- Planning Applications
- A list of planning applications validated or decided within a date range

Public Access also allows you to:

- Submit electronic comments on current applications
- Track applications and received notifications by email
- Search for planning applications and appeals using a variety of options and save the search.

Please note that not all planning applications have associated documents available online at this time.

The screenshot shows the Caerphilly County Borough Council website's Public Access system. The header features the council's logo and name in both English and Welsh. Below the header is a navigation bar with links for 'home', 'Search', 'My Profile', 'Login', and 'Register'. The main content area is titled 'Planning » Simple Search' and includes a search instruction: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are five tabs: 'Simple' (selected), 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Under the 'Simple' tab, there is a 'Search for:' section with radio buttons for 'Applications' (selected) and 'Appeals'. Below this is a text input field with the placeholder 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button. The bottom right corner of the interface displays the 'an idox solution' logo.

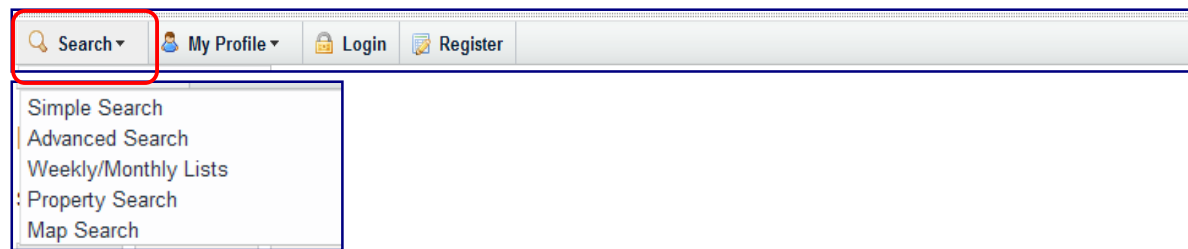
A **Simple Search** is the recommended search method if you know the application number. Type the application number into the box and click **Search**.

An **Advanced Search** provides a wider range of categories to search under.

Weekly/Monthly Lists provides the facility to search applications that have been validated or decided within a specified week.

Searching for Information

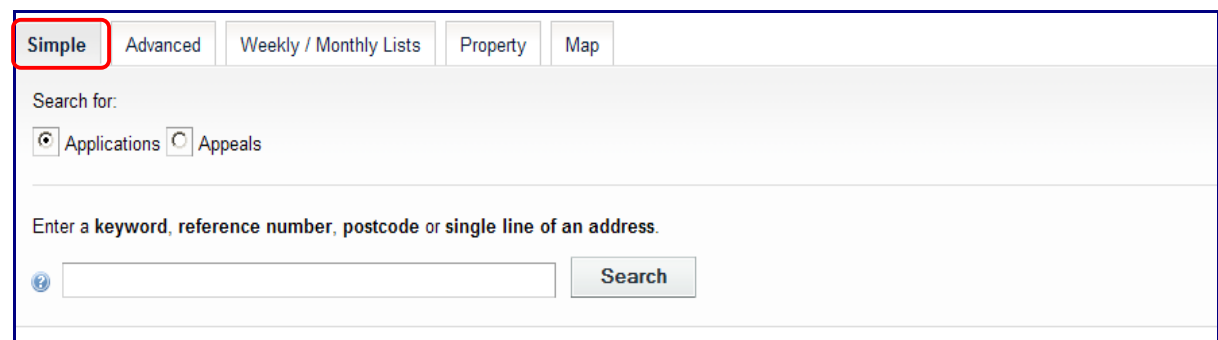
There are a number of different search options available. These options can be accessed from the **Search** option on the bar menu.



There are 5 different search options available:

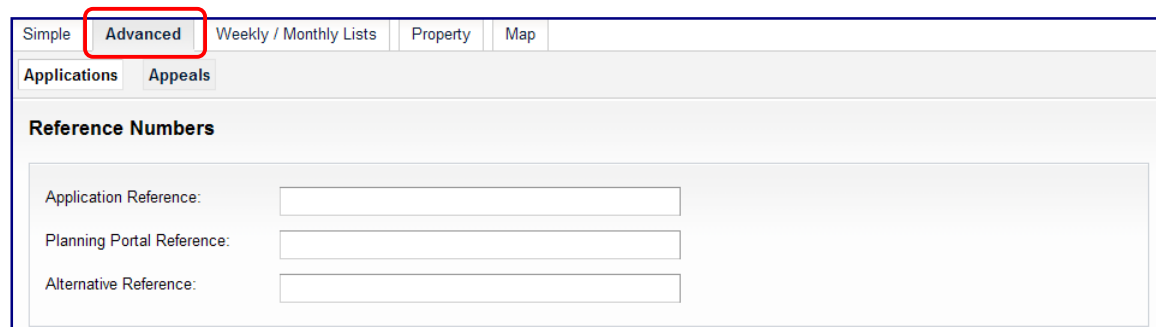
Simple Search

A simple search allows you to search quickly for an application or appeal by entering some text that will help you identify it into the text box. The text can include an application reference number, a postcode or part of an address.

A screenshot of the 'Simple Search' interface. At the top, there are five tabs: 'Simple' (highlighted with a red box), 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below the tabs, there is a section titled 'Search for:' with two radio buttons: 'Applications' (selected) and 'Appeals'. Below this is a text input field with a placeholder text: 'Enter a keyword, reference number, postcode or single line of an address.' To the right of the input field is a 'Search' button. A small question mark icon is located to the left of the input field.

Advanced Search

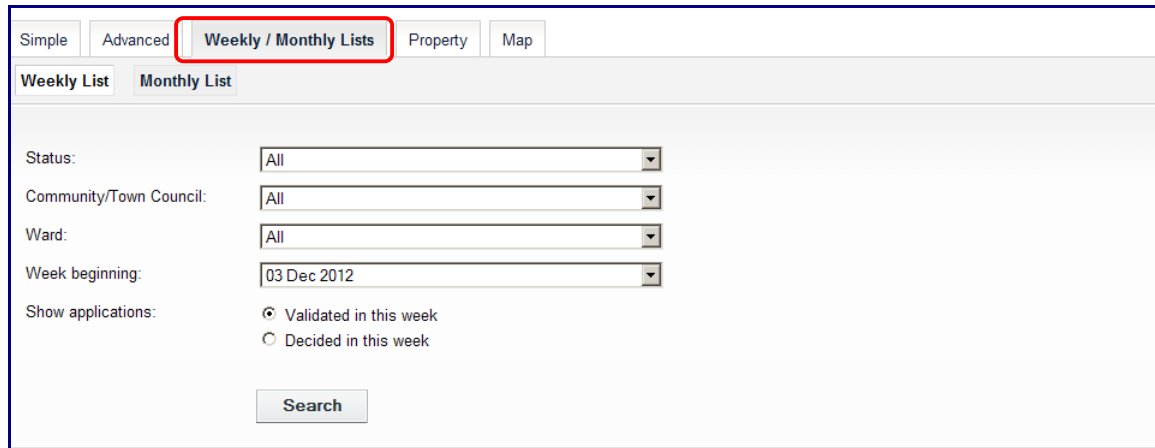
The advanced search allows you to search using a mixture of fields and dates.

A screenshot of the 'Advanced Search' interface. At the top, there are five tabs: 'Simple', 'Advanced' (highlighted with a red box), 'Weekly / Monthly Lists', 'Property', and 'Map'. Below the tabs, there are two sub-tabs: 'Applications' and 'Appeals'. Below these is a section titled 'Reference Numbers' which contains three input fields: 'Application Reference:', 'Planning Portal Reference:', and 'Alternative Reference:'.

By default, the site will perform an Application search. To search for an appeal, simply select Appeals.

Weekly/Monthly Lists

Select the information you require using one or more of the available fields and dates and click on **Search**.



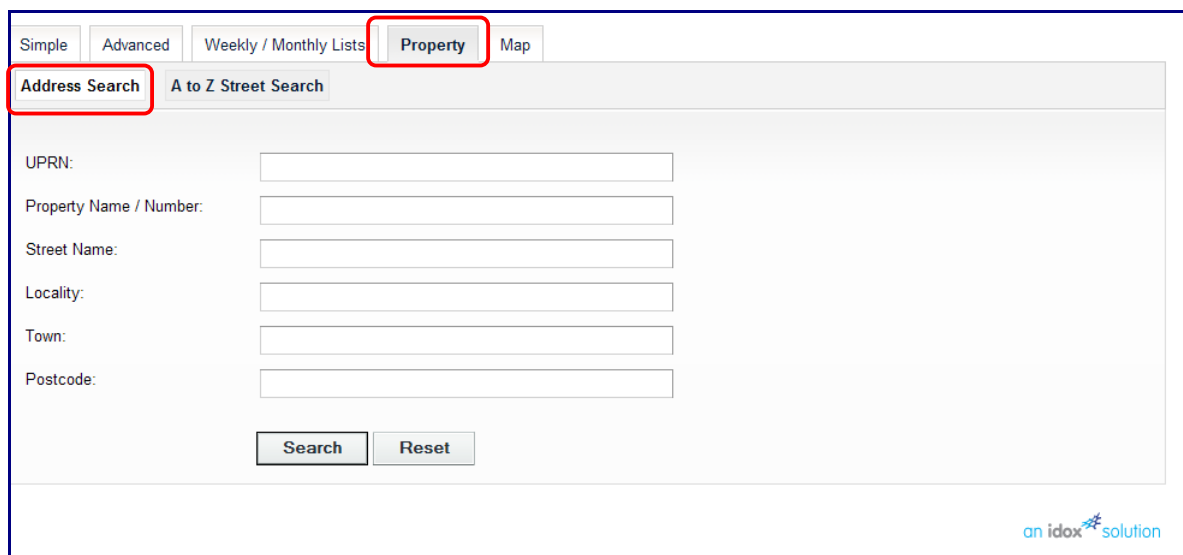
The screenshot shows a web interface for searching Weekly or Monthly Lists. At the top, there are tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (highlighted with a red box), 'Property', and 'Map'. Below these, there are sub-tabs: 'Weekly List' and 'Monthly List'. The main search area contains several dropdown menus: 'Status' (set to 'All'), 'Community/Town Council' (set to 'All'), 'Ward' (set to 'All'), and 'Week beginning' (set to '03 Dec 2012'). There are also radio buttons for 'Show applications': 'Validated in this week' (selected) and 'Decided in this week'. A 'Search' button is located at the bottom of the form.

By default, the site will perform a **Weekly List** search. To search for a **Monthly List** select that option.

Property Search

The property search will allow you to search for any property within Caerphilly County Borough.

The Address Search will search any part of the address including the postcode.



The screenshot shows a web interface for searching Property. At the top, there are tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property' (highlighted with a red box), and 'Map'. Below these, there are sub-tabs: 'Address Search' (highlighted with a red box) and 'A to Z Street Search'. The main search area contains several text input fields: 'UPRN:', 'Property Name / Number:', 'Street Name:', 'Locality:', 'Town:', and 'Postcode:'. At the bottom of the form, there are 'Search' and 'Reset' buttons. The 'an idox solution' logo is visible in the bottom right corner.

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

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 page10Go

Streets beginning with A

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

Next

Showing 1-10 of 425

- [A4048 , Argoed , Caerphilly Cbc](#)
- [A4048 , Argoed , Caerphilly County Borough](#)
- [A4048 , Blackwood , Caerphilly Cbc](#)
- [A4048 , Blackwood , Caerphilly County Borough](#)
- [A4048 , Hollybush , Caerphilly Cbc](#)
- [A4048 , Hollybush , Caerphilly County Borough](#)

The results from both type of address search return a list of addresses to be selected and a location map.

Results for Property Search

Refine Search

Print

DirectionAscendingResults per page10Go

1

2

3

4

Next

Showing 1-10 of 35

1 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP

2 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP

3 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP

4 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP

5 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP


6 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP

7 Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP

7A Cader Idris Close Trenewydd Park Risca Newport Caerphilly Cbc NP11 6RP

Map Information

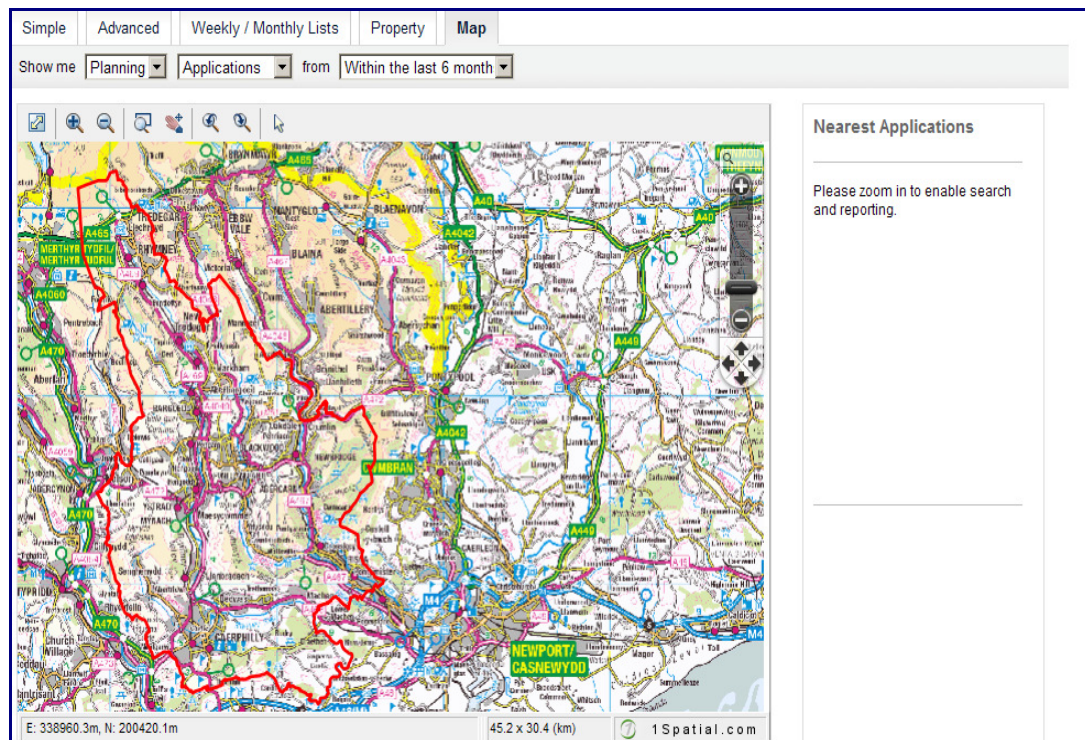
The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.



Show results on large map

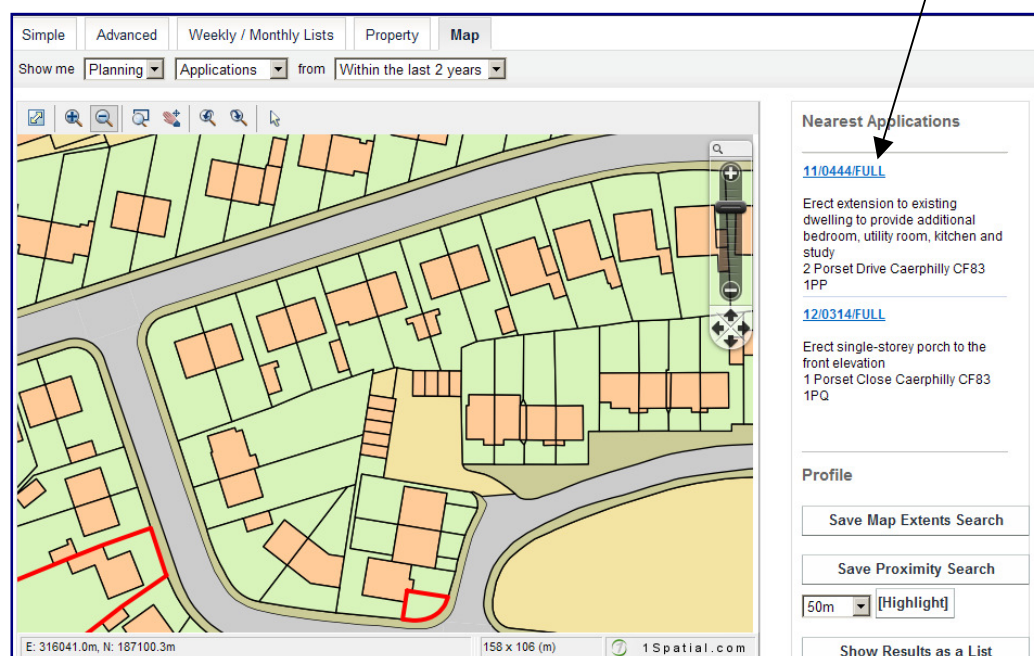
Map Search

The map search feature allows you to identify applications using the interactive map. Using the drop down menus select the information required. 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.



By default the system will show applications within the last 6 months. The search can be adjusted by using the drop down list.

Application details will be displayed on the right hand side of the map and indicated in red on the map. Further information can be viewed by clicking on the application details.



Viewing information about an Application

Once you have selected an application from your search results the application details will be displayed.

The Details tab shows summary information relating to the application.

By changing the tab further information can be accessed such as contact details and important dates.

Details	Comments (5)	Constraints (0)	Related Cases (2)	Map
Summary	Further Information	Contacts	Important Dates	

Reference	13/0101/RM
Alternative Reference	Not Available
Application Received	Thu 14 Feb 2013
Address	Land (Old Ambulance Hall) Commercial Street Senghenydd Caerphilly
Proposal	Seek approval of the reserved matters regarding access, appearance, landscaping, layout and scale approved under planning application 11/0815/OUT (Erect memorial sculpture with associated landscaping including new access road and car parking)
Status	Pending Consideration
Appeal Status	Not Available
Appeal Decision	Not Available

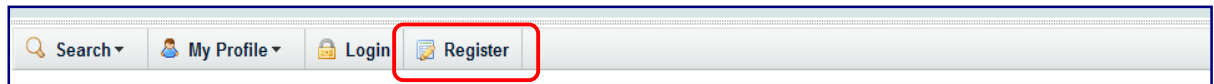
There are 0 cases associated with this application.

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

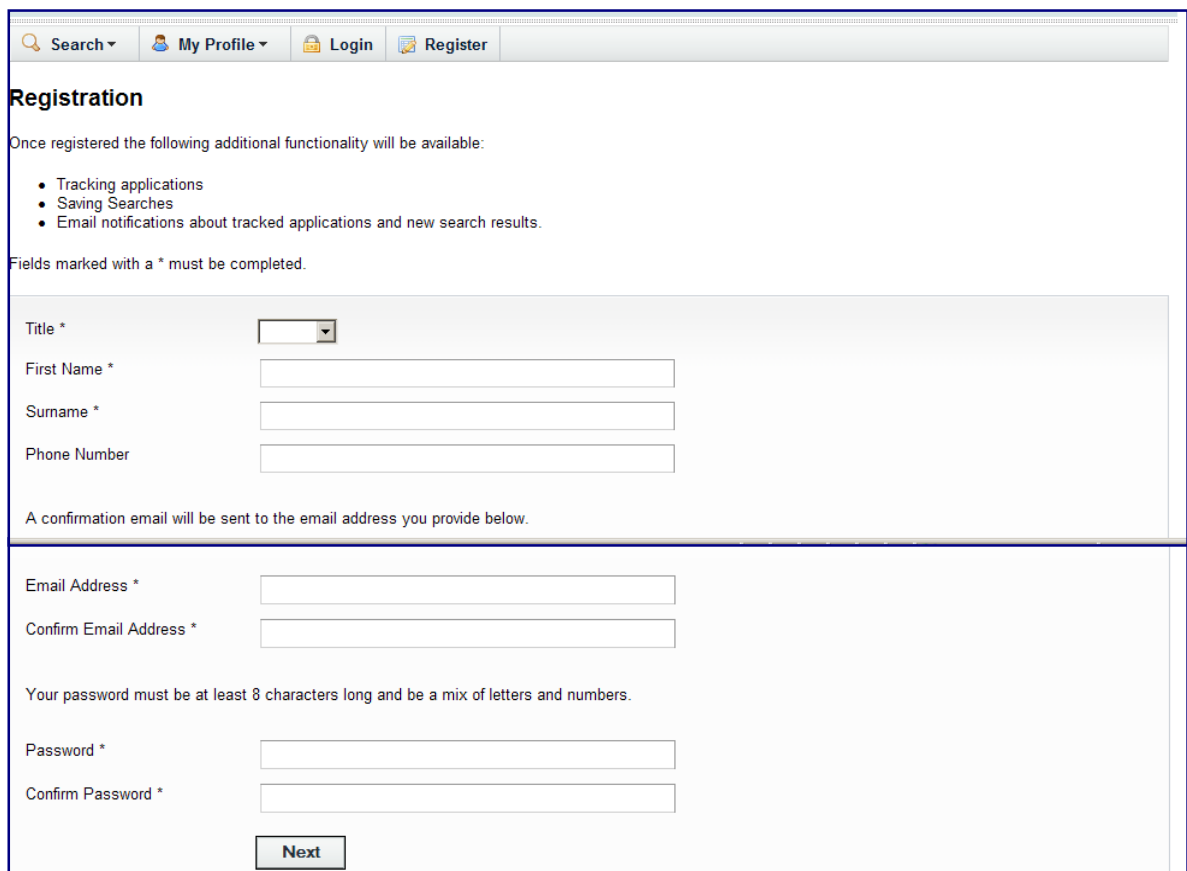
How to Register

Anyone can use Public Access for Planning to view planning applications, but to take advantage of the advanced profile features that allow you to save searches and track applications you must first register a user account.

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



After clicking Register, complete personal details and click on Next.

A screenshot of a web application's registration form. The form is titled 'Registration' and includes a list of features available after registration: Tracking applications, Saving Searches, and Email notifications about tracked applications and new search results. It also states that fields marked with an asterisk (*) must be completed. The form fields are: Title (dropdown menu), First Name (text box), Surname (text box), Phone Number (text box), Email Address (text box), Confirm Email Address (text box), Password (text box), and Confirm Password (text box). A 'Next' button is located at the bottom right of the form. A note states: 'A confirmation email will be sent to the email address you provide below.'

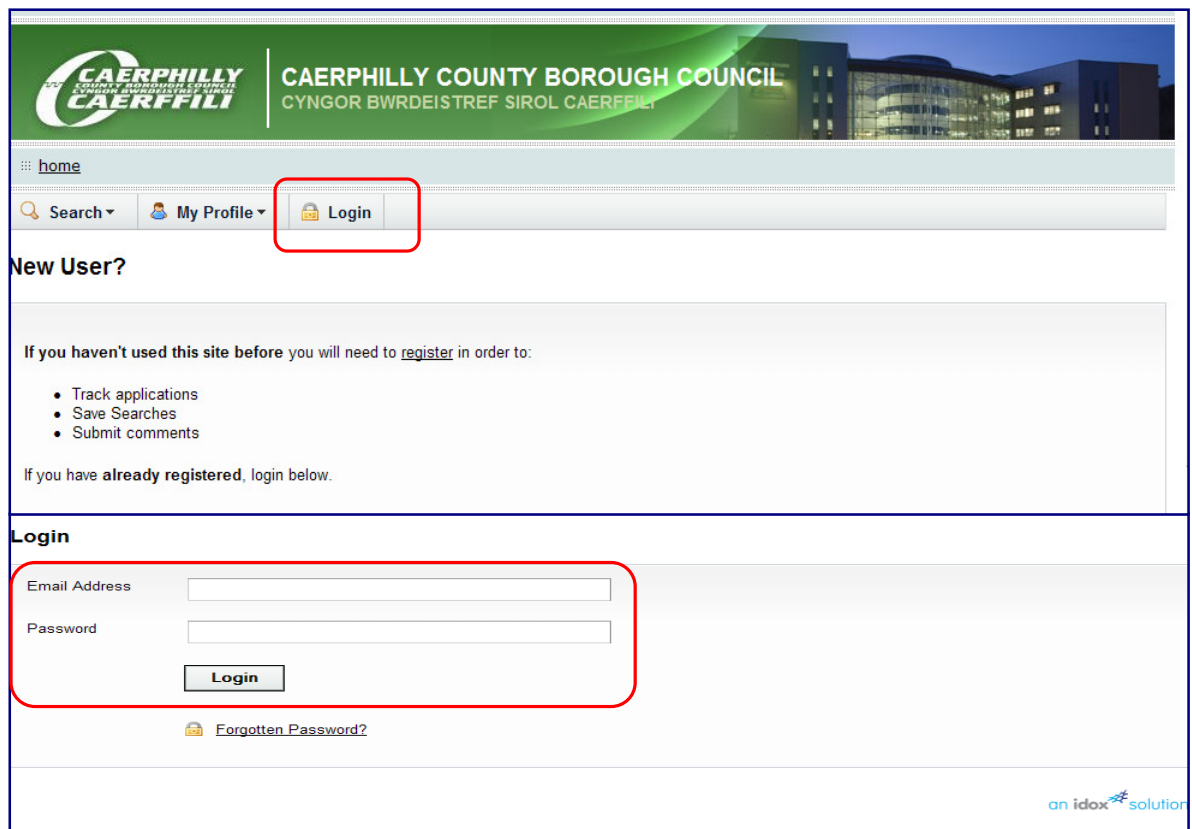
On the following screens enter your Postcode, click Next again and select your address from the drop down list. On the final screen check that your details are correct, click to read the Terms and Conditions and then click Next.

Once a new user account has been created a confirmation email will be sent to your email address.

From this confirmation email, click on the hyperlink to complete the registration process.

How to Login as a Registered User

After you have completed the registration process, click on the **Login** in the menu bar and type in the email address and password you have created.



The screenshot shows the Caerphilly County Borough Council website. At the top, there is a green header with the council's logo and name in English and Welsh. Below the header is a navigation bar with links for 'home', 'Search', 'My Profile', and 'Login'. The 'Login' link is highlighted with a red box. Below the navigation bar, there is a section titled 'New User?' which provides instructions for new users and a list of features: Track applications, Save Searches, and Submit comments. Below this, there is a 'Login' section with a red box around the 'Email Address' and 'Password' input fields and the 'Login' button. A link for 'Forgotten Password?' is also visible. The bottom right corner of the page features the 'an idox solution' logo.

Forgotten Password

If you forget your password, click on **Forgotten Password**. This will prompt you to enter your email address and a new password.

A confirmation email will be sent to your email address.

Logout


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

Viewing and Submitting Comments

If you wish to submit any comments regarding an application click on the comments tab to view the application and then submit your comments.

NB: You must register and log in to make any comments.

If the consultation period has expired an advisory note will be displayed.

Details	Comments (1)	Constraints (0)	Related Cases (2)	Map
Make a Comment	Public Comments (0)	Consultee Comments (1)		
<p>Comments may not be submitted at this time.</p> <p>The public consultation period for this application has ended. However, it may still be possible to make a representation if the application is still pending consideration. Please check with the Case Officer.</p>				
				

Documents

If you wish to view any documents that relate to the application, click on the documents tab and the documents will open in a new window via the View Document Link.

Details	Comments (0)	Constraints (0)	Documents (3)	Related Cases (2)	Map
Date Published ▾	Document Type ▾	View	Description ▾		
22 Oct 2013	Application Form	View Document	APPLICATION FORM		
22 Oct 2013	Drawing	View Document	EXISTING PLANS AND ELEVATIONS		
22 Oct 2013	Drawing	View Document	PROPOSED PLANS AND ELEVATIONS		

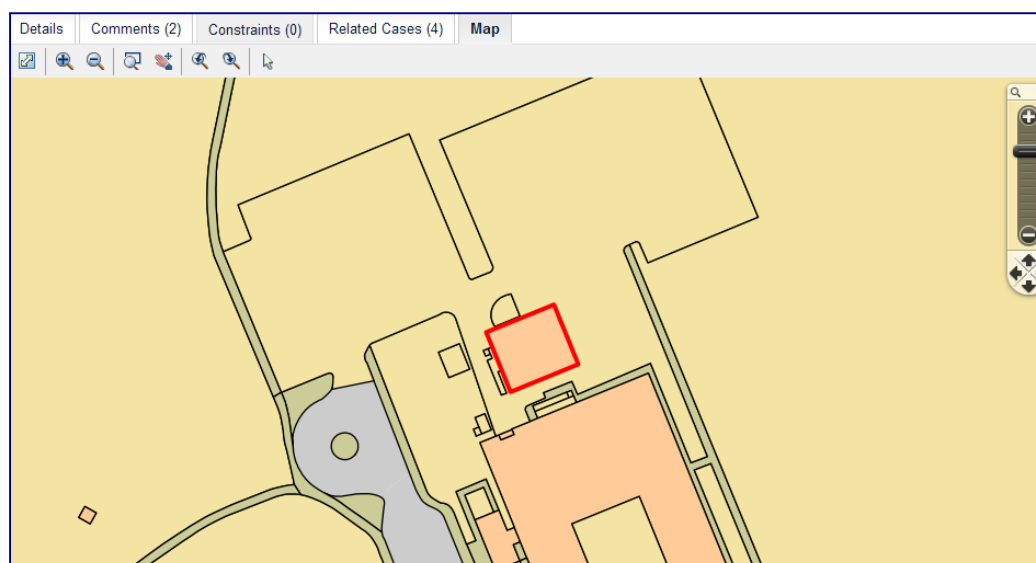
Related Cases

Click on the Related Cases tab to view a summary of additional information relating to the application. This may include applications, appeals and property information.

Details	Comments (2)	Constraints (0)	Related Cases (4)	Map
Planning Applications (0)				
Planning Appeals (0)				
Properties (4)				
<ul style="list-style-type: none">• Caerphilly County Borough Council Pontllanfraith House Blackwood Road Pontllanfraith Blackwood Caerphilly County Borough NP12 2YW• Cyngor Bwrdeistref Sirol Caerffili Ty Pontllanfraith Blackwood Road Pontllanfraith Coed Duon Caerphilly Cbc NP12 2YW• Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith Caerphilly County Borough• Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith Caerphilly County Borough				

Map

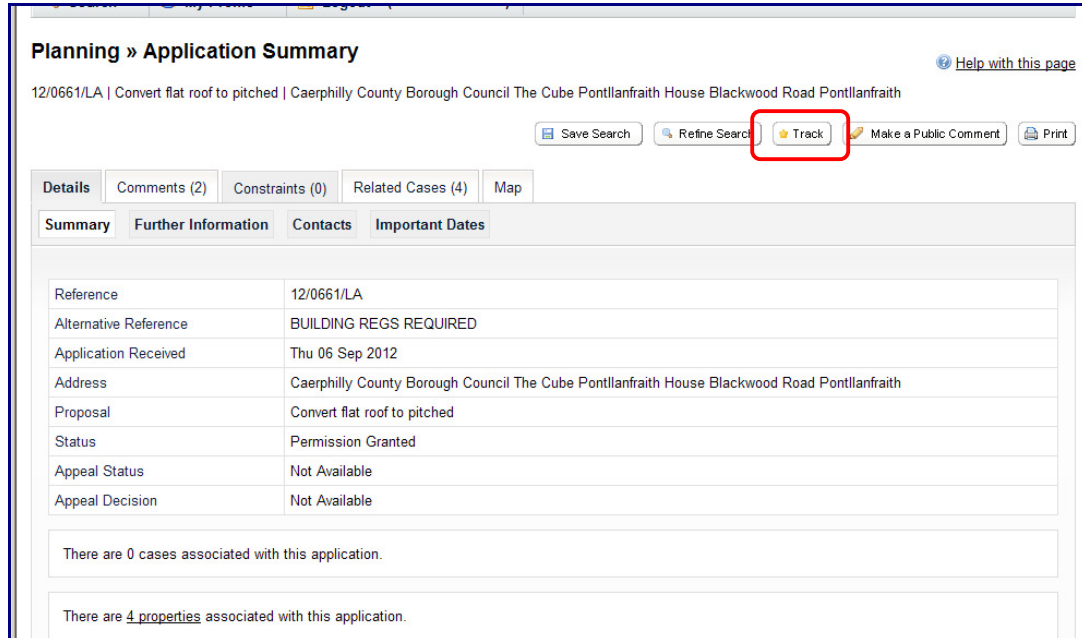
Click on the map tab to display the area of the application on the map



Tracking an Application

To be able to use this facility you need to be a registered user.

Select the application you wish to track, then click on the track icon highlighted below.



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

12/0661/LA | Convert flat roof to pitched | Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith

[Save Search](#) [Refine Search](#) **Track** [Make a Public Comment](#) [Print](#)

Details | [Comments \(2\)](#) | [Constraints \(0\)](#) | [Related Cases \(4\)](#) | [Map](#)

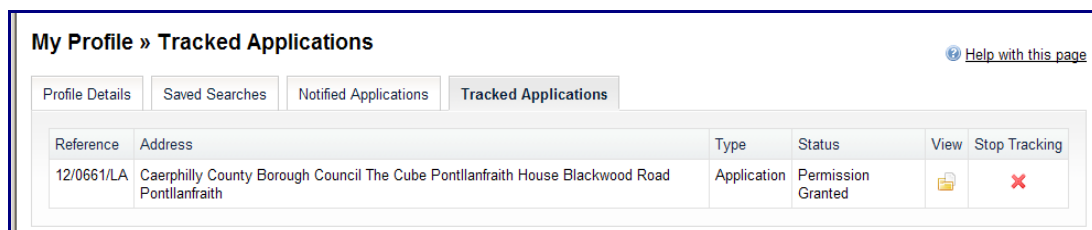
Summary | [Further Information](#) | [Contacts](#) | [Important Dates](#)

Reference	12/0661/LA
Alternative Reference	BUILDING REGS REQUIRED
Application Received	Thu 06 Sep 2012
Address	Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith
Proposal	Convert flat roof to pitched
Status	Permission Granted
Appeal Status	Not Available
Appeal Decision	Not Available

There are 0 cases associated with this application.

There are [4 properties](#) associated with this application.

The application will be added to your list of tracked application within your user profile.



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

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

Reference	Address	Type	Status	View	Stop Tracking
12/0661/LA	Caerphilly County Borough Council The Cube Pontllanfraith House Blackwood Road Pontllanfraith	Application	Permission Granted	View	Stop Tracking

Any updates that are made to the tracked application (such as a change in the status or a document added) an email will be sent to you advising you of the update.

You are also able to log into Public Access and view the details through the Notified and Tracked Applications section within 'My Profile'.

Creating a Saved Search

It is possible to save a particular search based on search criteria entered through the Simple or Advanced Search screen or using the Map screen. This allows commonly used searches to be saved and reused without having to enter in the criteria each time.

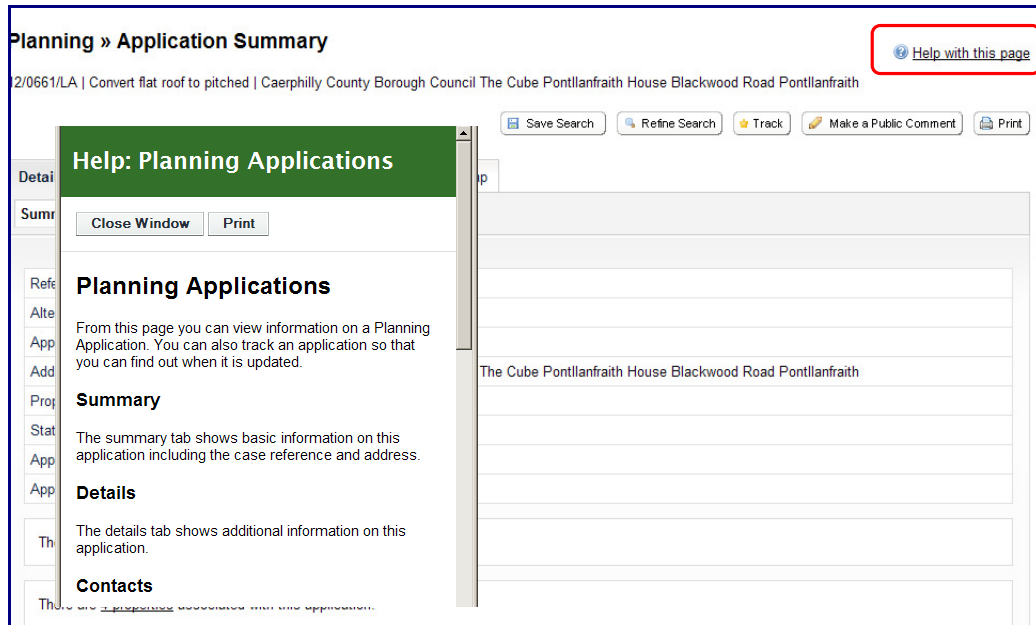
For example, within the Advanced Application search screen select the Application Type and the Ward from the drop down list and select search.

The results will be displayed. Click Save Search, highlighted below.

The following will allow you to enter a search title which is more meaningful to you. Select save and the search will be added to the Save Search screen within your profile.

Help

There are help notes available on each page, which can be accessed by clicking on the Help with this page link. This will open up a separate window providing you with an explanation of the page you are on.



Alternatively, please contact Caerphilly County Borough Council at:

planadmin@caerphilly.gov.uk