
Help with using Public Access

Searching the site

When you go onto the Public Access system, please use the 'Simple Search' if you know the case reference or site address.

The easiest and quickest way to search is to use the unique application/enforcement case reference. Please do not use the prefix when typing it in. For example, type in 08/01150/FUL and **not** BX/08/01150/FUL.

The following points should be noted:

Planning Applications:

- Information held within the Associated Documents tab can be sorted by column to aid searching.
- Images on applications between May - November 2002 are not suitable to scale from.
- We cannot accept responsibility for the accuracy of plans.
- There are two reasons why you may be unable to view all application documents. They will not be shown if the decision is more than six months old. There is also the possibility that they have not yet been entered into the system.
- The quality of the displayed image depends on the quality of the original submission.
- A unique application reference is created for each case.
- Plans that are received with a planning application are listed as "Plans under consideration". If an application is amended, the old plans will be listed as "Plans-superseded" and the new ones as "Plans under consideration". When the case officer makes a recommendation about the application to the committee or to his senior officer for a delegated decision, the plans will be listed as "Plans under recommendation". Once a decision on the application is made, whether permission or refusal, the plans will be listed as "Plans decided".

Enforcement Cases:

- The search will not show all matters investigated by planning enforcement but will show cases where a reported breach of planning control has been 'founded'.
- Not all 'founded' cases will result in formal action.
- Local planning authorities have discretion to take enforcement action, when they regard it as expedient.
- The documents available on public access are limited to: the decision of the authority, formal notices issued and appeal documents.
- The search will also show breaches of planning control that have been resolved without the need for formal action.
- The complainant details are NOT shown and will remain confidential.
- Public access provides an online register of notices issued by the authority from January 2020 onwards.
- Use the following link to carry out an enforcement search:

Please Note:

- PDF files - created using Adobe Acrobat - retain the formatting of the printed version of a document in an easy to download, single file. To view PDF files you need the Adobe Acrobat Reader, the latest version is free to download.

[Adobe - Acrobat Reader Download](#)

- To use the system you will need the latest version of Adobe Acrobat Reader and Java, which is available free of charge from the following websites.

[Java download](#)

- Software that enables the scaling of plans on Public Access
- [Public Access User Guide \[PDF 1.7Mb\]](#)