



# STROUD DISTRICT COUNCIL

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## Stroud District Council Public Access

### Quick Reference Guide

#### Introduction – How Public Access works

Stroud District Council's Public Access allows visitors to our website to view track and comment on Planning applications online. Building Control and Planning Appeal cases can also be viewed.

When we receive a valid application the information is recorded into our planning system and all associated plans and documents are scanned against the application. This information is then made publicly available on Public Access and can be viewed on the following link.

<https://publicaccess.stroud.gov.uk/online-applications/>

Features of the new system include better search options and the addition of tracking applications and locations that interest you.

In summary these are:

#### **Registration**

If you register your details and create your own personal profile you can receive automatic e-mail notifications when an application of the type you are interested in is submitted.

#### **Searching**

An improved **simple search** facility enables you to search by keyword(s) (eg High Street or agricultural dwelling), application number, single line of address, postcode or description/proposal.

A new **advanced search** gives the option to search by a date range, parish and/or application type. There is a new **map search** function which enables you to view where applications are located (please note this is currently only available for planning cases).

#### **Saving a search**

Once registered on the system, you have the ability to save favourite searches (including map searches) reducing the amount of time it takes to search for information on future visits to the site.

## Tracking applications

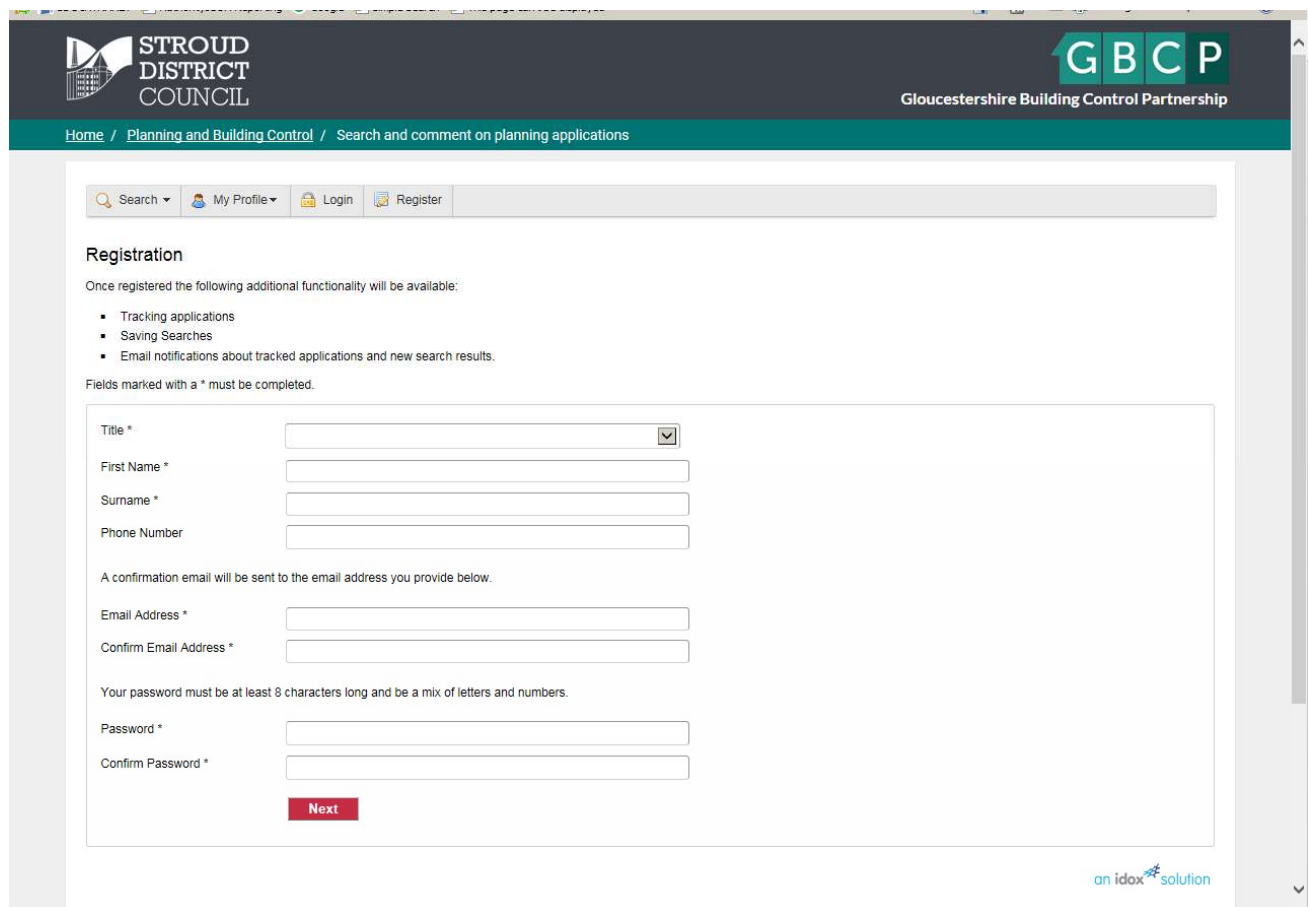
You can track applications and receive an automatic email notification when there is a change in the status, ie committee, decision. This enables you to keep up to date with what is happening to your own application or ones which you have an interest in.

## Registration

To be able to track applications, make comments on planning applications, save your searches, or receive e-mail notifications on the status of your tracked applications and new search results; you will need to enter your details to register for these services.

To register for these services:

- On the first screen enter your personal details



The screenshot shows the registration page for the Gloucestershire Building Control Partnership (GBCP). The page header includes the Stroud District Council logo and the GBCP logo. The navigation bar shows the current page is 'Search and comment on planning applications'. The registration form includes a search bar, a 'My Profile' dropdown, and 'Login' and 'Register' buttons. The 'Registration' section lists the benefits of registration: tracking applications, saving searches, and email notifications. It also states that fields marked with an asterisk are required. The form fields are: Title (dropdown), First Name, Surname, Phone Number, Email Address, Confirm Email Address, Password, and Confirm Password. A 'Next' button is located at the bottom of the form. The 'an idox solution' logo is visible in the bottom right corner.

- On the second screen enter your address postcode and select your address
- The third screen requires confirmation so you will need to **tick the box** to agree to the terms and conditions. Click Next

Once you have submitted this you will be sent an email containing a link to the new site.

Please click on the link to confirm you email address and complete the registration process.

## Searching (including how to receive e-mails highlighting new applications)

You will be able to use the Search facilities without having to register but if you wish to comment on applications or to save searches and receive notifications you will have to register.







To use the search facility open the Public Access page and you will see this page

The screenshot shows the Stroud District Council website. The header includes the council logo and the text 'STROUD DISTRICT COUNCIL' and 'Gloucestershire Building Control'. A navigation bar contains 'Home / Planning and Building Control / Search and comment on planning applications'. Below this is a search bar with options for 'Search', 'My Profile', 'Login', and 'Register'. The main content area is titled 'Planning » Simple Search' and includes instructions: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Under 'Simple', there are radio buttons for 'Applications' (selected) and 'Appeals'. Below this is a 'Status' dropdown menu set to 'All'. A blue arrow points from the text below to the search input field.

If you know the application number or the address enter this in here





To set up some regular searches – for example if you wish to receive e-mails notifying you of new applications within your parish or ward, click on the Advanced tab and you will see the following screen.

The screenshot shows the 'Advanced' search page. The header is 'Planning » Applications Search' with instructions: 'Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.' There are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below this are tabs for 'Applications' and 'Appeals'. The 'Reference Numbers' section has an 'Application Reference' input field. The 'Application Details' section has several fields: 'Description Keyword', 'Applicant Name', 'Application Type' (dropdown), 'Ward' (dropdown), 'Parish' (dropdown), 'Agent', 'Status' (dropdown), 'Decision' (dropdown), 'Appeal Status' (dropdown), 'Appeal Decision' (dropdown), 'Development Type' (dropdown), and 'Address' (input field with a location pin icon).

Status:    
 Decision:    
 Appeal Status:    
 Appeal Decision:    
 Development Type:    
 Address: 

**Dates**

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may 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:    
 Date Validated:   to:  

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

Parish:    
 Status:  

Choose your selection from the drop down menus. Once you have added all your criteria click on the Search button. This will run your selection and present you with the results. You can now save this search by clicking on 'Save search' at the top of the results page.

### Planning – Results for Application Search

Sort by   Direction   Results per page  

The screen below will then be displayed enabling you to set up email alerts.

You can also save and rename the search with a more meaningful name.

**Ensure that you have selected the radio button below this so that the system can email you confirmation of any new applications that match your search criteria. (email alert)**

## My Profile – Save Search

### Saved Search Options

Search Title (editable)	<input type="text" value="Planning Application Dursley Town Council"/>
Notify me via email about new search results	<input checked="" type="radio"/> Yes <input type="radio"/> No
Last Run Date	Search not run yet.

You can have as many saved searches as you like, you just have to add in different criteria and save the search, these will then be available through your 'My Profile'.

