

Idox Public Access Guide

Public Access for Planning 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, appeals against refused consent and enforcements.

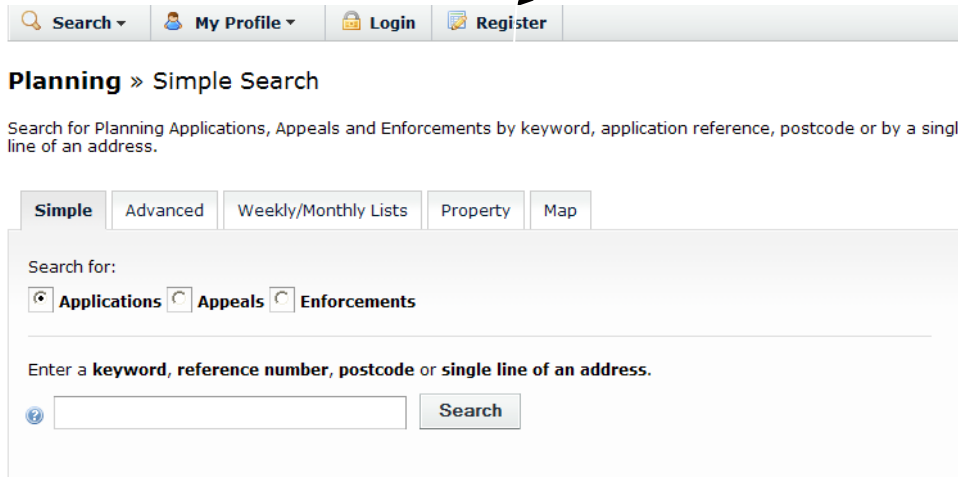
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Anyone can use the Three Rivers new Public Access for planning site to view planning applications, but to take advantage of the advanced profile features that allow you to save searches and track applications you must first register a user account.

Registering

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



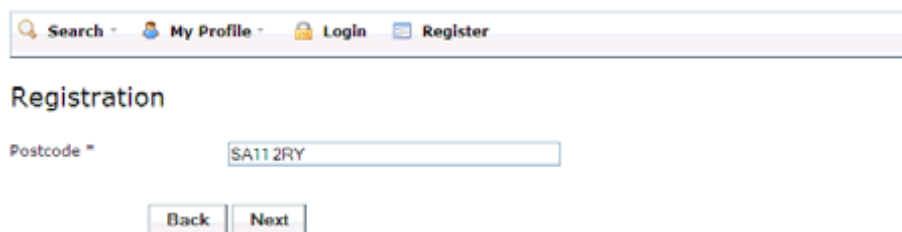
The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below the navigation bar is the 'Planning » Simple Search' section. It includes a search instruction: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. The 'Simple' tab is active. Below the tabs, there are radio buttons for 'Applications', 'Appeals', and 'Enforcements'. A text input field is labeled 'Enter a keyword, reference number, postcode or single line of an address.' and has a 'Search' button next to it.

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. Repeat it in the box below. **Note** Passwords must be five characters or longer and may 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.



The screenshot shows the registration form with the 'Postcode' field filled with 'SA11 2RY'. Below the field are 'Back' and 'Next' buttons. The navigation bar at the top is also visible.

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

Search My Profile Login Register

Registration

Please select your address:

44 Thomas Street Neath West Glamorgan ▼

Back Next

- If your address is not listed, select **My address is not on the list** and click on **Next**.
- Enter your address details in the appropriate fields, then click on **Next**.

Search My Profile Login Register

Registration

Address Line 1 *

Address Line 2

Town/City *

Postcode *

Back Next

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

Search My Profile Login Register

Registration

Please check your details

If there are any mistakes, click back to re-enter the information.

Name Mr Neil Williamson
Email neil.williamson@idoxplc.com
Phone Number 0141 574 1900
Address 44 Thomas Street
 Neath
 West Glamorgan
 SA11 2RY

* I have read and agree with the [Terms and Conditions](#) and [Privacy Policy](#)

Back Next

- Check that your personal and login details are correct. To register them click on the **Next** button.
- An email will be sent to the address you entered. This provides final confirmation that you want to create a Public Access For Planning account. When the email arrives, click on the link to be returned to the Public Access For Planning site.

Registration Confirmation Request

wasp@idoxplc.com

To: Neil Williamson

Hello Neil Williamson,

To confirm your registration please click the following link:

<http://bb-web-ga/wasp-web/registrationConfirm.do?action=createUser&key=b706c02dd2e6e210929bd77dd024024f>

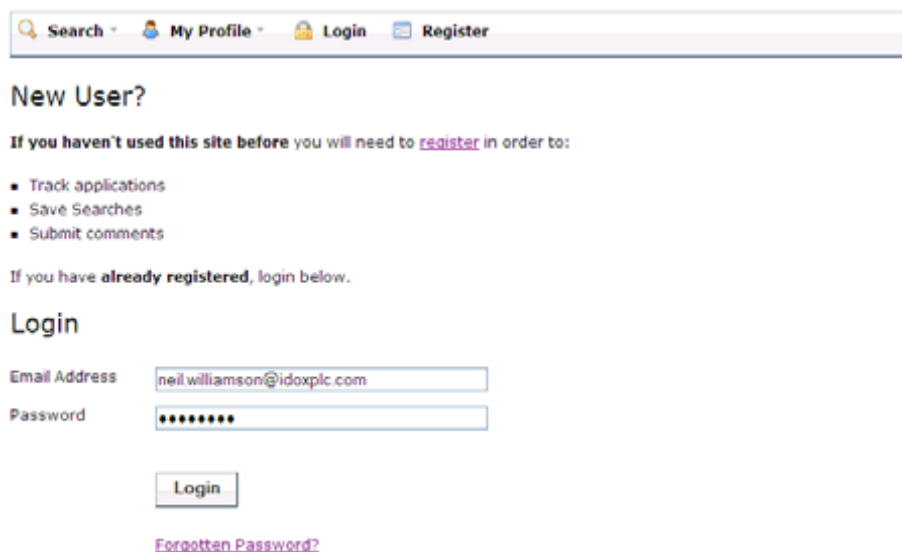
If required you can also copy the link to the address field of your browser.

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 For Planning you need to log in to the site using the user name and password you provided when you registered your account.

1. Click on **Login** on the home page.



Search My Profile Login Register

New User?

If you haven't used this site before you will need to [register](#) in order to:

- Track applications
- Save Searches
- Submit comments

If you have **already registered**, login below.

Login

Email Address

Password

[Forgotten Password?](#)

2. Enter your user name 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 **Save** 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.

Logout

When you are finished using Public Access For Planning, 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 page can be accessed at any time to allow you to update any of your account details.

1. To access your profile page select **Profile Details** from the My Profile drop down list in the menu bar.

This 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 my password**.
3. Enter your email address and then enter a new password twice. Press the **Save** 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.
4. To change your details click on **Update my personal details**. Alter your details as appropriate, clicking on the **Next** button to page through the sections.

Searching

To search for applications according to a variety of criteria'

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

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. Select **Simple Search** from the Search drop down list.

Environment and Planning

Search My Profile Logout (Pauline Rice)

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

Simple Advanced Weekly/Monthly Lists Property Map

Search for:
 Applications Appeals Enforcements

Enter a keyword, reference number, postcode or single line of an address.

Search

2. Click on whether you want to search for
Planning Applications
Appeals
Enforcements

Planning » Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.

Search for:

Applications
 Appeals
 Enforcements

Enter a **keyword**, reference number, postcode or **single line of an address**.

3. Enter some text in the Search box
4. Click on search to display the results

Planning » Results for Application Search

Sort by |
 Direction |
 Results per page |

Showing 1-10 of 16

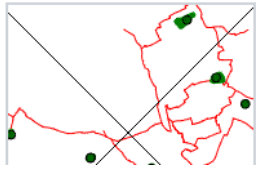
[Change of use of agricultural barn to equestrian for the stabling of horses with re-cladding of building](#)
 Bucks Hill Farm Bucks Hill Sarratt Kings Langley Hertfordshire WD4 9AP
 Ref. No: 09/1985/FUL | Received: Tue 08 Dec 2009 | Validated: Tue 08 Dec 2009 | Status: Application Permitted

[Change of use of agricultural barn to equestrian for the stabling of horses with re-cladding of building](#)
 Bucks Hill Farm Bucks Hill Kings Langley Hertfordshire WD4 9AP
 Ref. No: 09/1226/FUL | Received: Thu 13 Aug 2009 | Validated: Thu 13 Aug 2009 | Status: Application Withdrawn

[\(Change of use\) Conversion of part of agricultural barn to three bed and breakfast accommodation rooms with conference/school visit room, study and reception](#)
 North Hill Farm North Hill Chorleywood Rickmansworth Hertfordshire WD3 6HA
 Ref. No: 01/00095/FUL | Received: Wed 24 Jan 2001 | Validated: Tue 30 Jan 2001 | Status: Application Refused

Map Information

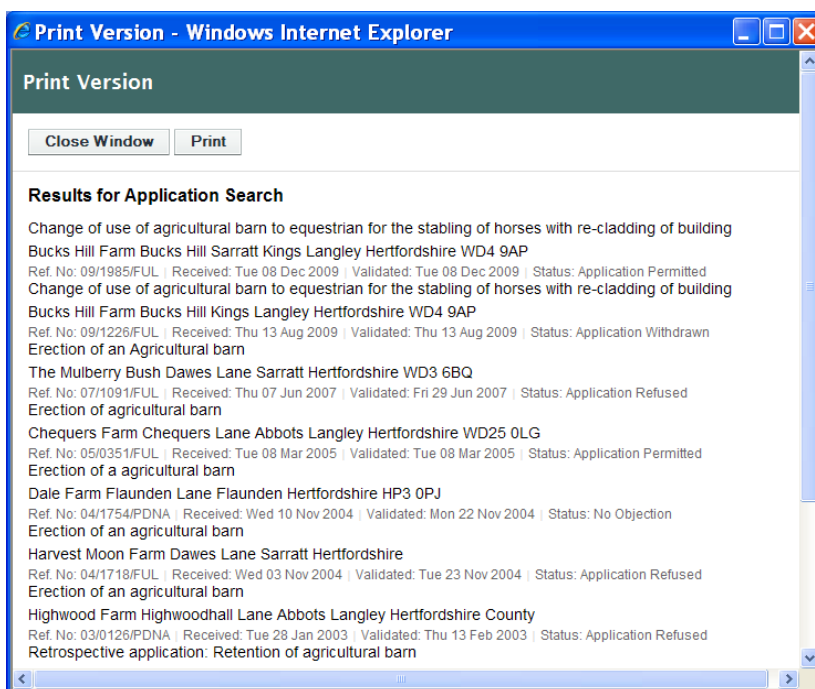
The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.



Showing 1-10 of 16

The number of results being 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 by clicking directly on the page number

5. To view a search in detail, click on its title.
6. 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. To do this, click on the **Refine Search** button.
7. If this search is one that you will reuse, click on the **Save Search** button. You can edit the search name here and select whether to receive an email if new applications arrive that match the search criteria. Click on **Save** to save the search.
8. To display the current page of search results in a printable format, click on the **Print** button.



Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for an application, appeal or enforcement.

1. Select **Advanced Search** from the Search drop down list.

Search ▾ **My Profile** ▾ **Logout** (Pauline Rice)

[Help with this page](#)

Planning >> Applications Search

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

Application Reference

Planning Portal Reference

Alternative Reference

Application Details

Description Keyword

Applicant Name

Application Type

Ward

Parish

Agent

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

Date Actual Committee to

Decision Date to

Appeal Decision Date to

Date Determined to

Search **Reset**

2. Click to display a search page specific to:
 - **Applications**
 - **Appeals**
 - **Enforcements.**
3. If you know a reference number that identifies a specific application, appeal or enforcement enter it in the appropriate box.
4. The Application/Appeals/Enforcement details allow you to specify an application type, status or decision as well as location details, which include ward, parish and address information. Enter any combination of these details as appropriate.
5. Enter a Date range to define the period during which the application, appeal or enforcement was lodged, validated or decided by court or inspectorate.
6. Click on the **Search** button to display the results of your search.
7. You can manipulate how the search results are displayed to help you find applications of particular interest:
 - **Sort By** - select a criterion to re-order the results by
 - **Direction** - choose whether the results should be displayed in ascending or descending order
 - **Results per page** - choose how many results should be displayed on the page at once.

Once you have made your display selections, click on the **Go** button.

8. The number of results being 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 by clicking directly on the page number.
9. A map of the relevant area is displayed. Click on **Show results on large map** to see the locations of the search results in more detail (see Map Search).
10. To view a search in detail, click on its title.
11. 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. To do this, click on the **Refine Search** button.
12. If this search is one that you will reuse, click on the **Save Search** button. This search will appear in your Saved Searches page (see Saved Searches). From there it can be run as often as you like, or edited and updated at any time.
13. To display the current page of search results in a printable format, click on the **Print** button. Click **Print** again in the new window to send the page to your local printer. Press **Close** when you are finished with this window.

Map Search

The Map Search feature allows you to identify applications using an interactive map.

Note This feature is only recommended for broadband users.

1. If the interactive map is not displayed, click on the **Map Search** tab.

The screenshot displays the 'Map Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', and 'Logout (Pauline Rice)'. Below this, the 'Map Search' section includes a brief instruction: '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.' The interface features several tabs: 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below the tabs, there are dropdown menus for 'Show me Planning', 'Applications', and 'from Within the last 2 years'. The main area is split into two panels. The left panel shows a map with various colored overlays (green, red, yellow, grey) representing different types of applications. The right panel, titled 'Nearest Applications', lists two results: '09/0206/FUL' (Change of use of No.7 from Class A1 (retail) to Class A3 (restaurant/cafe), single storey rear extension to No.7 and internal alterations to both Nos. 7 And 9 Church Street Rickmansworth Hertfordshire WD3 1BX) and '09/0250/LBC' (Listed Building Consent: Change of use of No.7 from Class A1 (retail) to Class A3). Below the list, there are buttons for 'Save Map Extents Search', 'Save Proximity Search', a '50m' dropdown with a '[Highlight]' button, and a 'Show Results as a List' button. The map at the bottom left shows coordinates 'E: 506176.8m, N: 194430.5m' and a scale of '307 x 294 (m)'. The logo '1 Spatial.com' is visible in the bottom right corner of the map area.

2. Select what you want to search for:

- **Applications** - shown as green dots
- **Appeals** - shown as red dots
- **Enforcements** - shown as yellow dots
- **Properties** - shown as grey dots

3. Select the time period during which applications have been actioned.

4. The interactive map contains a number of tools to help you zoom in and locate the desired addresses:

- **Initial map view** - click this to zoom the map out to show the widest possible view
- **Zoom in** - select this tool then click a point on the map that you want to zoom in to
- **Zoom out** - select this tool then click on the map to zoom out
- **Zoom Slider** - move the slider up to zoom in, down to zoom out
- **Pan mode** - to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan
- **Pan arrows** - click on the up, down, left or right arrows to pan the view in the selected direction
- **Zoom to rectangle** - to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map

- **Previous view** - to return to the previous view, click on this tool
- **Next view** - when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed
- **Map area** - displays the dimensions of the area displayed by the map.

5. Use these tools to display a map area that contains one or more dots identifying properties of interest.
6. Hover the cursor over one of the identifying dots to display the reference number for that application.
7. The applications shown on the map are listed by reference number to the right. To open one of these, click on it.
8. Alternatively you can display the applications on the map as a search results list. To do this, click on **Show Results as a List**.
9. You can add a map search to your Saved Searches.

Property Search

The Property Search feature allows you to search for a specific property. There are two options:

- **Alphabetical Street Search** – search for applications on a specified street chosen from an alphabetical list
- **Custom Property Search** – search for applications at a specified address.

Alphabetical Property Search

1. Click on the **Property Search** tab.
2. To search for a street alphabetically, select **Alphabetical Street Search**.

3. Click on the initial letter of the street you are interested in. Select from the list to display the addresses on that street that have an application in progress.

Results for Property Search

[Refine Search](#) |
 [Print](#)

Direction Ascending |
 Results per page 10 |
 [Go](#)

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [Next](#)

Showing 1-10 of 174

- [1 George Field House Northway Rickmansworth Hertfordshire WD3 1EW](#)
- [1 Penn Place Northway Rickmansworth Hertfordshire WD3 1QA](#)
- [1 Swan Field House Northway Rickmansworth Hertfordshire WD3 1EN](#)
- [10 George Field House Northway Rickmansworth Hertfordshire WD3 1EW](#)

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.



4. Click on the address that you are interested in.

[Help with this page](#)

Property Address

100081288780 | Three Rivers House | Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL

[Planning Application 11/0001/NMA](#)

[Print](#)

Address	Property History (15)	Constraints (8)	Map
UPRN:	100081288780		
Full Address:	Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL		
Property Description:	Three Rivers House		
Property Number:			
Street:	Northway		
Town:	Rickmansworth		
Postcode:	WD3 1RL		
Ward:	Rickmansworth		
Parish:	Non-Parished		

Application Details

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

Search ▾ My Profile ▾ Logout (Pauline Rice)

Help with this page

Planning > Application Summary

11/0001/NMA | test of new non material amendments app | Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL

Back to search results Track Make a Public Comment Print

Details Comments (1) Constraints (7) Documents (0) Related Items (1) Map

Summary Further Information Contacts Important Dates

Reference:	11/0001/NMA
Alternative Reference:	
Application Received:	04 Jan 2011
Address:	Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL
Proposal:	test of new non material amendments app
Status:	Pending Consideration
Appeal Status:	
Appeal Decision:	

The application details are displayed at the top of the page, with further tabs below containing all of the relevant information about the application.

Details

1. Click on the **Details** tab to display the full details relating to the application.
2. The Application 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 application. The summary also identifies the number of the **documents**, **cases**, **comments** and **properties** that have been added to this application. 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 application.
 - **Important Dates** - displays the dates on which important events in the lifespan of the application occur from initial submission through to the decision.

Comments

1. Click on the **Comments** tab to display comments that have been made about this application. For details on how to make a comment go to page 18.

Planning >> Application Comments

11/0376/RSP | Part retrospective: Amendments to planning permission 10/0080/FUL to include: Reduction and modifications to K Stage, modifications to J Stage and revised layout of external display areas; revised layout of security gatehouses, internal road layout (temporary consent sought for internal road link) and cycle storage; minor realignment of spur access from northern roundabout; revised landscaping including re-profiling and realignment of bunds; new paved area for picnic use and security hut; revised materials for car park; and associated works. (No alteration to operation of visitor centre, visitor numbers, no. of parking spaces or traffic generation as per the section 106 agreement dated 15 June 2010). | Leavesden Studios Leavesden Aerodrome South Way Abbots Langley Watford Hertfordshire WD25 7LT

Back to search results

Track Print

This case cannot be consulted on since its consultation expiry date has already passed.

Details **Comments (34)** Constraints (7) Documents (0) Related Items (1) Map

Make a Comment Public Comments (4) **Consultee Comments (30)**

Sort by Added Direction Descending Results per page 10 Go

1 2 3 Next Showing 1-10 of 30 Collapse All Expand All

The Ramblers Association NS
No Consultations have been made on this case

Conservation Officer
No Consultations have been made on this case

HCC-Footpath Section NS
No Consultations have been made on this case

Local intranet 100%

2. Comments can either be submitted by members of the public or by people who have been consulted about the application. Click on **Public Comments** or **Consultee Comments** as appropriate.
3. You can re-order the 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**.
4. To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
5. To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
6. If there are more results than fit on one page, navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
7. Comments are displayed showing the name of the commenter and their stance on the application (objects, supports or neutral). Click on the commenter's name to display the comment itself. Click on it again to collapse the comment again.
8. Click on **Expand All** to view all of the comments on the page. Click on **Collapse All** to hide them all again.

Documents

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

You can re-order the list according to:

- **Date Published**
- **Document Type**
- **Description.**

Environment and Planning

Search ▾ My Profile ▾ Logout (Pauline Rice)

Help with this page

Planning » Planning Application Documents

10/2174/FUL | Change of use of part of the ground floor of Three Rivers House to a police station with associated parking, including the erection of a small storage shed. | Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL

Back to search results Track Print

This case cannot be consulted on since its consultation expiry date has already passed.

Details Comments (7) Constraints (10) **Documents (7)** Related Items (1) Map

Date Published ▾	Document Type ▾	View	Description ▾
05 Nov 2010	From PA	View Document	10/2174/FUL: Application Form
05 Nov 2010	From PA	View Document	10/2174/FUL: Design & Access Statement
05 Nov 2010	From PA	View Document	10/2174/FUL: Proposed Storage Shed
05 Nov 2010	From PA	View Document	10/2174/FUL: Ground Floor Plan
05 Nov 2010	From PA	View Document	10/2174/FUL: Location Plan
07 Dec 2010	From PA	View Document	10/2174/FUL Amended car park layout
20 Dec 2010	From PA	View Document	10/2174/FUL - Decision Notice

Local intranet 100%

2. Click on the appropriate heading to sort the list.
3. To view any of the documents in a separate window, click on **View Document** beside the document you require.

Make a Comment

You need to have registered to make comments

Make a Comment

You can make a comment supporting or objecting to this planning application. Your comment will be submitted to the planning authority and immediately made available online to the public. We will not display your address, telephone number or email address to the public.

Application Reference: 02/00016/FUL
Address: 17 Victoria Street Neath West Glamorgan SA11 2RE
Proposal: Swimming pool and Gym at rear
Case Officer:

Comments submitted will be immediately made available online to the public.

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

Your Name: *	<input type="text" value="Mr Neil Williamson"/>
Your Address: *	<input type="text" value="Tontine House, 8 Gordon Street, Glasgow G1"/>
Your Tel. No.	<input type="text" value="0141 574 1900"/>
Your Email Address:	<input type="text" value="neil.williamson@idoxgroup.com"/>
Commentor Type: *	<input type="text" value="Member of the Public"/>
Stance: *	<input checked="" type="radio"/> Object <input type="radio"/> Support <input type="radio"/> Neutral
Reason for comment:	<input type="checkbox"/> Noise <input type="checkbox"/> Obtrusive by design <input type="checkbox"/> Residential Amenity <input checked="" type="checkbox"/> Traffic or Highways
Your Comment: * 1903 characters left	<input type="text" value="This proposal will impair the flow of traffic and the availability of parking around the estate."/>
	<input checked="" type="checkbox"/> Send me an email confirming my comments
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

1. 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.
2. Add your remaining contact details in the appropriate boxes.

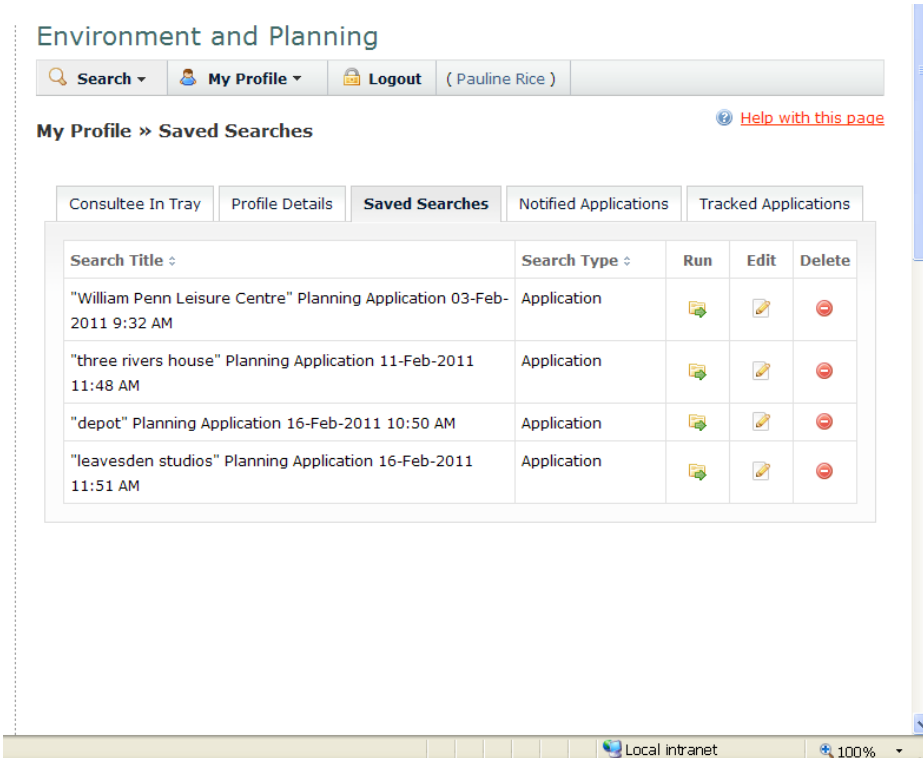
3. The **Commenter Type** drop down list describes the type of people who may need to make a comment about an application. These include councillors, neighbours to the application address and members of the public. Select the one that applies to you.
4. In the **Reason for comment box** select one or more of the offered reasons for making your comment.
5. Enter the details of your comment in the **Your Comment** box.
6. If you want to receive an email confirming that your comment has been received, check the **Send me an email confirming my comments box**.
7. When you have completed all the details, click on the Submit button. Your comment will appear in the Comments page for this application.













Saved Searches

Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like.

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.



Search Title	Search Type	Run	Edit	Delete
"William Penn Leisure Centre" Planning Application 03-Feb-2011 9:32 AM	Application			
"three rivers house" Planning Application 11-Feb-2011 11:48 AM	Application			
"depot" Planning Application 16-Feb-2011 10:50 AM	Application			
"leavesden studios" Planning Application 16-Feb-2011 11:51 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
 - **Max Results** – sort the list numerically by the maximum number of results.
3. To perform a saved search now, click on the **Run** button for that search.
4. To modify the search criteria, click on the **Edit** button for that search.
5. To remove a search from the list, click on the **Delete** button for that search.

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.

Environment and Planning

Search My Profile Logout (Pauline Rice)

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

Consultee In Tray Profile Details Saved Searches **Notified Applications** Tracked Applications

Updated Results For Saved Search: **"William Penn Leisure Centre" Planning Application 03-Feb-2011 9:32 AM**

[Discard all results from this search](#)

Notification Date	Description	View	Track	Discard
03 Feb 2011	Redevelopment of wet side of leisure facilities, two new dance studios, health and beauty salon and two consulting rooms and extended fitness suite			
03 Feb 2011	Extension to provide leisure centre and associated car parking.			
03 Feb 2011	Relocation of plant and machinery to roof of main pool			
03 Feb 2011	Erection of CCTV cameras and mounting poles			

Local intranet 100%

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** button for the applications of interest. These will now be added to your Tracked Applications page.

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.

Environment and Planning

Search My Profile Logout (Pauline Rice)

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

Consultee In Tray Profile Details Saved Searches Notified Applications **Tracked Applications**

Reference	Address	Type	Status	View	Stop Tracking
11/0277/ADV	Three Rivers House Northway Rickmansworth Hertfordshire WD3 1RL	Application	Pending Consideration		

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

- **Case Number** – sort the list alphanumerically by case number
- **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.