



# **South Downs National Park Authority**

## **Public Access Guide**

### **Version I**

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**Responsibility** Carol A Brown

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**Approved by** Carol A Brown

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## What is Public Access

Public Access is a product that integrates with our LIVE applications database to provide you with real-time information on planning applications within the South Downs National Park Authority.

## Using Public Access

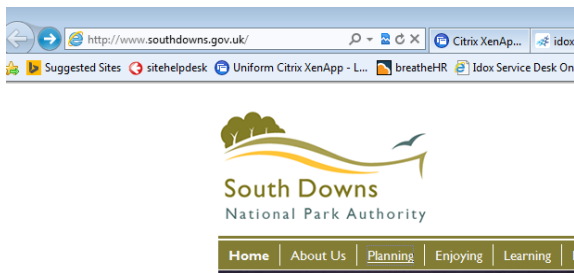
Public Access is available at the following link:

<http://planningpublicaccess.southdowns.gov.uk/online-applications/>

or by following these links

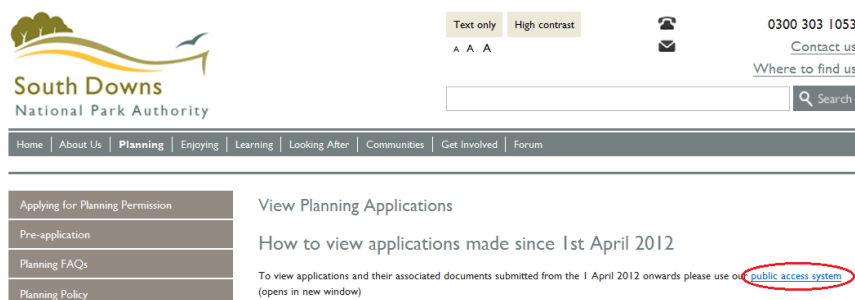
From [www.southdowns.gov.uk](http://www.southdowns.gov.uk),

click on the link for “Planning” as shown below



And then click on the link for “View Planning Applications”

From here, follow the Public Access Link



You will now be on the Public Access Pages



0300 303 1053  
[info@southdowns.gov.uk](mailto:info@southdowns.gov.uk)

[Where to find us](#)

[Home](#) | [About Us](#) | **[Planning](#)** | [Enjoying](#) | [Looking After](#) | [Learning](#) | [Communities](#) | [Get Involved](#) | [Forum](#)

## 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**.

an idox solution

**NOTE** – use the  icon on any page for help.

## Registering with Public Access

We have enabled a feature in public access which requires you to register should you wish to make comment on a planning application. This was deemed necessary in order to minimise abuse of the system, and to protect the public, our staff and other users from inappropriate content.

**NOTE – you do not need to register to search or view planning applications, but you MUST register in order to comment on applications.**

Registration is simple, much similar to other web sites you need to register with.

Complete the screen as detailed below. Fields marked \* are mandatory

### Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a \* must be completed.

The registration form includes the following fields: Title (dropdown), First Name (text), Surname (text), Phone Number (text), Email Address (text), Confirm Email Address (text), Password (text), and Confirm Password (text). A 'Next' button is located at the bottom right. A note states: 'A confirmation email will be sent to the email address you provide below.' Another note states: 'Your password must be at least 8 characters long and be a mix of letters and numbers.'

When you press Next, you will be prompted for your Postcode. If your address is not within the Park Area, you can manually add address details.

### Registration

The registration form shows the Postcode field with the value 'RH13 5SP'. There are 'Back' and 'Next' buttons below the field.

### Registration

The registration form shows a red error message: 'Please check your registration details' with a sub-message: 'No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.' Below this are fields for Address Line 1, Address Line 2, Town/City, and Postcode (with 'RH13 5SP' entered). There are 'Back' and 'Next' buttons at the bottom.

If you live within the National Park Area, you will be able to locate your address using this feature.

### Registration

The registration form shows the Postcode field with the value 'GU31 4EY'. There are 'Back' and 'Next' buttons below the field.

### Registration

The registration form shows a dropdown menu for address selection. The list includes: 1 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY, 2 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY, 3 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY, 4 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY, 5 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY, and Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY. Below the list is the text 'My address is not in the list'.

### Registration

The registration form shows a dropdown menu for address selection with the first option selected: '1 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY'. There are 'Back' and 'Next' buttons below the dropdown.

**NOTE - The address database is updated from the National Land And Property Database, and is not the responsibility of the South Downs National Park Authority. If there are any error or omissions, you must contact the Department responsible for Street Naming and Numbering at your Local District Council.**

## Public Access Guide

### Registration

Please check your details  
If there are any mistakes, click back to re-enter the information.

Name	Ms Carol Brown
Email	carolannbrown@somemailaddress.co.uk
Phone Number	00896876456534
Address	1 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY

\* I have read and agree with the [Terms and Conditions \(opens in a new window\)](#) and [Privacy Policy \(opens in a new window\)](#)

Once you have completed these details, you may read the terms and conditions and the privacy policy. You must accept these terms to continue. Click Next.

### Registration Complete

Thank you for registering.

You will shortly be sent an e-mail with instructions on how to complete your registration.

You will not be able to save searches or track applications, unless you confirm your registration details via the e-mail we send you.

Once you have registered, you will be able to update your details, and manage your profile from the My Profile tab.

### My Profile » Profile Details

Name	Ms Carol A Brown
Email	carol.brown@southdowns.gov.uk
Phone Number	01730 234298
Address	1 Hawthorn Court Rival Moor Road Petersfield Hampshire GU31 4EY

## Simple Search

Ensure you have ticked the button for Applications. This ensures you are searching the planning application database.

The Simple search tab provides a single field that you can use to search with if you have a specific piece of information. You can search for cases by application reference, postcode or partial address.

In most cases, you SHOULD be able to locate the planning application you are looking for if you use this

**NOTE – this is not like a web search engine. The data you enter in the search field is used to search the address and reference number fields in our live database. If you enter a search term like “Application for Rear Extension at 35 Burford Road Joe Bloggs” it will probably not return any results.**

## Search by Application Reference

If you already know the application reference number, enter it here to view the case information:

e.g. SDNP/13/00012/FUL *(please note this is a randomly selected application from our database)*

## Search by postcode

If you want to find all cases at a particular postcode, enter the full or partial postcode:

e.g. BN7 1SU

e.g. BN7

## Search by partial address

If you want to find all cases at an address, in a street or in a town, enter one line of the address:

e.g. 82 High Street to get cases for this property

or

e.g. High Street to get cases for this street

or

e.g. Lewes to get cases for this town

## Search by house name

If you want to find all cases at a particular house or building name, enter it here to view the case information:

e.g. Capron House to get cases for this house name

## Wildcard searching

Wildcard searching can be performed using the \* or % character on any of the search criteria. Wildcards can be used if case details are only partially known.

## Public Access Guide

For example to find cases in Elm Crescent, Elm Drive and at Elm Grove:

e.g. Elm \*

To search for all cases that have 13 and FUL in the reference number:

e.g. 13%/FUL

To search for all postcodes starting with GU33:

e.g. GU33\*

To search for case numbers or addresses that start with 5:

e.g. 5%



## Advanced Search

Clicking on the advanced search Tab will present you with the following screen:

The screenshot shows the 'Advanced Search' interface for Planning Applications, Appeals, and Enforcements. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this, the page title is 'Planning » Applications Search' with a 'Help with this page' link. A note states: 'Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.' The interface includes several tabs: 'Simple', 'Advanced' (selected), 'Weekly / Monthly Lists', 'Property', and 'Map'. Underneath, there are sub-tabs for 'Applications', 'Appeals', and 'Enforcements'. The form is divided into three main sections: 'Reference Numbers', 'Application Details', and 'Dates'. The 'Reference Numbers' section has three input fields: 'Application Reference', 'Planning Portal Reference', and 'Alternative Reference'. The 'Application Details' section contains various dropdown menus and text inputs for 'Description Keyword', 'Applicant Name', 'Application Type', 'Ward', 'Parish', 'Agent', 'Status', 'Decision', 'Appeal Status', 'Appeal Decision', 'Development Type', and 'Address'. The 'Dates' section includes a note about date ranges and manual entry, followed by six date range input fields: 'Date Received', 'Date Validated', 'Date Actual Committee', 'Decision Date', 'Appeal Decision Date', and 'Target Determination Date'. At the bottom, there are 'Search' and 'Reset' buttons.

**NOTE – you do not need to complete ALL of the fields. Every field you complete will mean that there is more data that requires to be matched and you may end up with no results.**

### Reference Numbers

**Application Reference** – this is the SDNPA planning application reference. If you have received a communication from the park Authority, the SDNP reference number will be on the letter.

**Planning Portal reference** – this number is allocated if the application is submitted to the Park Authority through the Government’s Planning Portal. This number is generally provided to the applicant/agent on submission of their application, but it is not the Park Authority’s principal reference number for the case.

**Alternative Reference Number** – This field is rarely used by the Park Authority for any material purpose, and would usually be blank.

## Application Details

This feature is actually better used when you want to look for a series of applications that meet certain criteria, for example, all applications that are Approved in a particular Ward.

### Searching by Address

To search for planning cases where you know the address, enter part of the address here. You can find planning cases at an address, street, or town

### Searching by house number and street

You can find planning cases at a particular address:

e.g. 5 Elm Grove

### Searching by street

You can find planning cases in a whole street:

e.g. Elm Grove

### Searching by town or locality

You can find planning cases in a town or locality:

e.g. Steep marsh

OR

e.g. Petersfield

### Search by house name

If you want to find all planning cases at a particular house or building name, enter it here to view the case information:

e.g. Capron House

### Wild card searching

Wild card searching can be performed using the \* character on any of the search criteria. For example to find cases in Elm Street, Elm Road and at Elm House:

e.g. Elm \*

## Dates

You can search for planning application activity between two dates based on any or all of the following:

Date Received:

## Public Access Guide

Date Validated:

Date Actual Committee:

Decision Date:

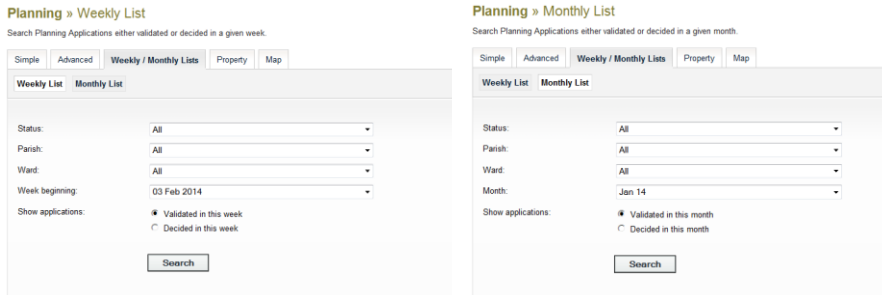
Appeal Decision Date:

Target Determination Date:

***NOTE – you do not need to complete ALL of the fields. Every field you complete will mean that there is more data that requires to be matched and you may end up with no results.***

## Finding Applications in the Parish or Ward you live in

Click on the word “Search” at the top of the screen and select “Weekly/Monthly Lists” from the drop down menu. On this screen you will be able to search for cases within your ward or parish within a timescale you specify. For example, for a weekly list, all cases received week commencing 3<sup>rd</sup> Feb, or for a monthly list, all cases received in January 14.



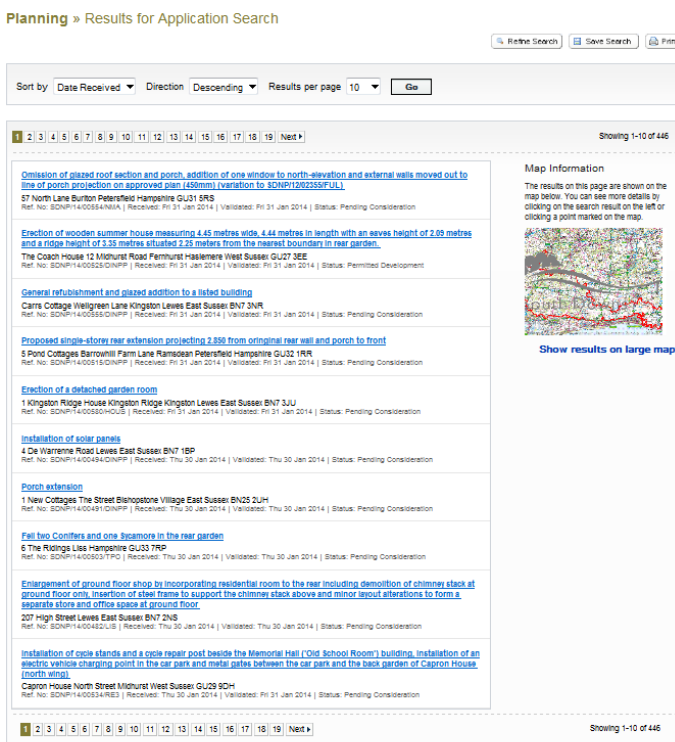
Use the drop down menus to select:

- Your Parish or Ward
- The week/month beginning date

To search for new applications ensure the “Validated” radio button is ticked.

Click “Search”

You should now have the results on the screen – if there are no results then this means there were no applications validated in the week you selected (or determined, depends what you searched on)



Each application listed has a blue hyperlink which will take you to the key details for that case. Click on a link to go to the Application Summary.

Planning » Application Summary

[Help with this page](#)

SDNP/14/00534/RE3 | Installation of cycle stands and a cycle repair post beside the Memorial Hall ('Old School Room') building, installation of an electric vehicle charging point in the car park and metal gates between the car park and the back garden of Capron House (north wing) | Capron House North Street Midhurst West Sussex GU29 9DH

[Back to search results](#)

[Track](#)

[Make a Public Comment](#)

[Print](#)

<b>Details</b>	Comments (3)	Documents (9)	Related Cases (1)	Map	Constraints (15)
<b>Summary</b>	<b>Further Information</b>	<b>Contacts</b>	<b>Important Dates</b>		
Reference	SDNP/14/00534/RE3				
Alternative Reference	Not Available				
Application Received	Thu 30 Jan 2014				
Address	Capron House North Street Midhurst West Sussex GU29 9DH				
Proposal	Installation of cycle stands and a cycle repair post beside the Memorial Hall ('Old School Room') building, installation of an electric vehicle charging point in the car park and metal gates between the car park and the back garden of Capron House (north wing)				
Status	Pending Consideration				
Appeal Status	Not Available				
Appeal Decision	Not Available				

From this page you can view information on a Planning Application. You can also track an application so that you can find out when it is updated.

**Summary**

The summary tab shows basic information on this application including the case reference and address.

**Details**

The details tab shows additional information on this application.

**Contacts**

The contacts tab displays a list of contact persons related to this application along with their contact details (address, home phone, work phone).

**Documents**

If publicly available documents exist for this application, you can view them from the Documents tab. The documents may include forms, maps, plans, certificates and other paperwork.

**Constraints**

The constraints tab shows constraints imposed on this application with regard to planning policy. For example, planning permission restrictions may be placed on listed buildings or properties in conservation areas.

**Comments**

You can view all comments submitted against this application by members of the public, and comments made by consultees. If you are a registered user, you can also submit a comment of your own in support of or objecting to the application.

**Dates**

You can see significant dates for this application such as when it was received by the planning authority and when a decision is due or when a decision was made.

**Related Items**

You can see the appeals and enforcements related to this application and also the property(ies) that it applies to.

**Map**

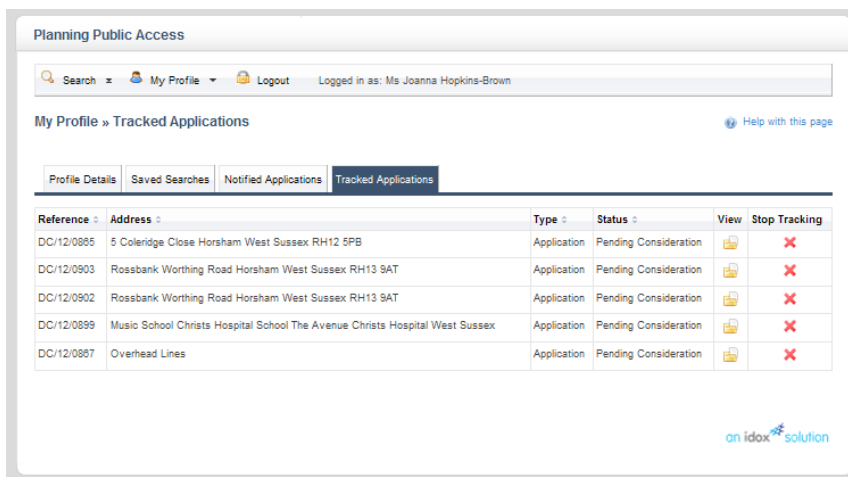
You can view the location of this application on the map.

## Track / Stop Tracking (Registered users only)

If you click on the track button, it will be added to your Tracked Applications page in My Profile. You will then be notified by email when this application is updated. If you are already tracking this application, click on Stop Tracking if you no longer wish to be informed when the application is updated.

This is available for registered users only. If you've not already registered, click Register and follow the instructions.

To view your tracked applications simply click on “My Profile” at the top of the page and select “Tracked Applications” from the drop down list.



Planning Public Access

Search  My Profile  Logged in as: Ms Joanna Hopkins-Brown

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

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

Reference	Address	Type	Status	View	Stop Tracking
DC/12/0865	5 Coleridge Close Horsham West Sussex RH12 5PB	Application	Pending Consideration		
DC/12/0903	Rosbank Worthing Road Horsham West Sussex RH13 9AT	Application	Pending Consideration		
DC/12/0902	Rosbank Worthing Road Horsham West Sussex RH13 9AT	Application	Pending Consideration		
DC/12/0899	Music School Christs Hospital School The Avenue Christs Hospital West Sussex	Application	Pending Consideration		
DC/12/0867	Overhead Lines	Application	Pending Consideration		

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All of your tracked applications will be listed, the more you track the more will be listed on this page.

When you first login you can go straight to your “Tracked Applications” tab and then use the view buttons to view each application

You may delete an application from your tracked list by clicking the red X next to the application in question

Clicking on a column header will alter the sort order.

## Viewing an Application

However you have arrived at the application (either by clicking on view from your “Tracked Applications” tab or by performing a “Simple Search” using the application reference number), this is how you can view the application as a whole:

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

SDNP14/00534/RE3 | Installation of cycle stands and a cycle repair post beside the Memorial Hall (‘Old School Room’) building, installation of an electric vehicle charging point in the car park and metal gates between the car park and the back garden of Capron House (north wing) | Capron House North Street Midhurst West Sussex GU29 9DH

[Back to search results](#) [Track](#) [Make a Public Comment](#) [Print](#)

Details	Comments (3)	Documents (9)	Related Cases (1)	Map	Constraints (15)
<b>Summary</b>	<b>Further Information</b>	<b>Contacts</b>	<b>Important Dates</b>		
Reference	SDNP14/00534/RE3				
Alternative Reference	Not Available				
Application Received	Thu 30 Jan 2014				
Address	Capron House North Street Midhurst West Sussex GU29 9DH				
Proposal	Installation of cycle stands and a cycle repair post beside the Memorial Hall (‘Old School Room’) building, installation of an electric vehicle charging point in the car park and metal gates between the car park and the back garden of Capron House (north wing)				
Status	Pending Consideration				
Appeal Status	Not Available				
Appeal Decision	Not Available				

To view the documents click on the “Documents” tab, this will list all publicly available documents.

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

SDNP14/00534/RE3 | Installation of cycle stands and a cycle repair post beside the Memorial Hall (‘Old School Room’) building, installation of an electric vehicle charging point in the car park and metal gates between the car park and the back garden of Capron House (north wing) | Capron House North Street Midhurst West Sussex GU29 9DH

[Back to search results](#) [Track](#) [Make a Public Comment](#) [Print](#)

Details	Comments (3)	Documents (9)	Related Cases (1)	Map	Constraints (15)
Date Published	Document Type	View	Measure	Description	
03 Feb 2014	Application Documents			TREE SURVEY	
03 Feb 2014	Miscellaneous			CYCLEPODS FIX IT SPECIFICATION SHEET	
03 Feb 2014	Application Form				
03 Feb 2014	Application Documents			ARCHAEOLOGICAL WATCHING BRIEF	
03 Feb 2014	Miscellaneous			TRI-STAND QUICK CHARGER INFORMATION	
03 Feb 2014	Plans			FALCOFAIR STAND	
03 Feb 2014	Plans			SDC PROPOSED ELECTRIC VEHICLE CHARGER, BIKE STAND AND REPAIR POST PLAN	
03 Feb 2014	Application Documents			PLANNING APPLICATION STATEMENT	
03 Feb 2014	Plans			SDC PROPOSED ELECTRIC VEHICLE CHARGER AND CYCLE STANDS ELEVATIONS	

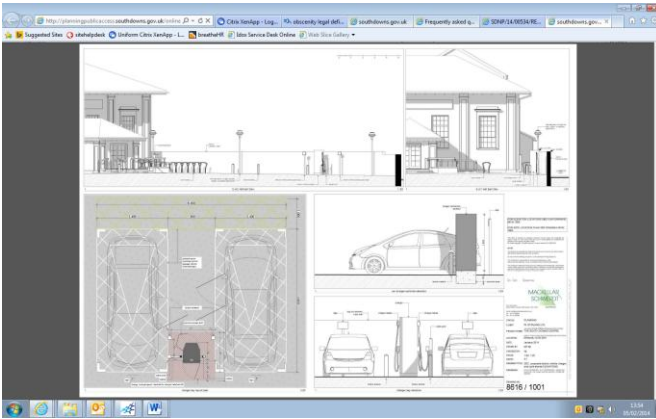
This case only has a few details listed, as it has perhaps only been registered quite recently. Depending on the nature of the case, new documents may be added over time, and it is worthwhile checking back periodically, OR track the application to be alerted of updates.

This lists ALL of the documents, and the number of documents available will affect the time it takes for the page to load. Also, because of the nature of some documents, it may take a while for a document to load when you click the VIEW icon, particularly if it is a very large application drawing, or a PDF with lots of pages.

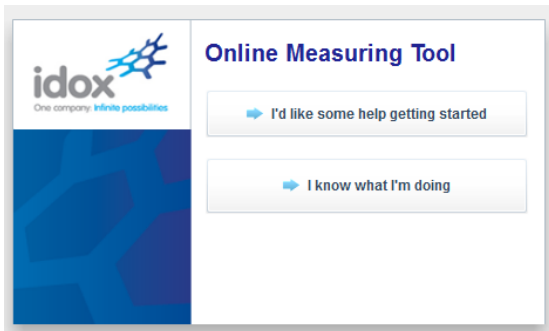
**NOTE: Sometimes we receive planning applications that command a huge amount of public interest. This is a LIVE site, accessing LIVE data. It is not a copy on delay. Accept that there may be many, many people attempting to access the website at the same time as you. At any given time there are approximately 1700 applications and associated plans, and documents that are live, active and in progress, and approximately 8000 determined applications also viewable online (figures taken February 2014). Also take into account the time of day, and the broadband speed in your area. Our service providers continually monitor performance of our servers, and act accordingly, but when large “contentious” applications are in the public eye, demand may temporarily exceed capacity. Please try again later if you have been unsuccessful.**

## Public Access Guide

For each item you click on, you will be prompted to open it or save it. If you elect to open it, it will open the document on a new tab in your browser.



Some documents such as application plans have features which can be measured, the example above has plans for a tree survey. Clicking the T-Square icon opens up the plan and measuring tool on a new tab, and you should get this (it might take a while to load the first time). Please click “I’d like some help getting Started” to be taken through a wizard which teaches you the principles of measuring.





## Other Useful Tools within Public Access

### Related Items Tab

Once you have searched for an application, found it and are looking at the front page (see below), you will notice you have a “Related Items” tab.

#### Planning » Application Related Items

[Help with this page](#)

SDNP/14/00534/RE3 | Installation of cycle stands and a cycle repair post beside the Memorial Hall ('Old School Room') building, installation of an electric vehicle charging point in the car park and metal gates between the car park and the back garden of Capron House (north wing) | Capron House North Street Midhurst West Sussex GU29 9DH

[Back to search results](#)

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Details	Comments (3)	Documents (9)	<b>Related Cases (1)</b>	Map	Constraints (15)
---------	--------------	---------------	--------------------------	-----	------------------

Planning Applications (0)

Planning Appeals (0)

Planning Enforcements (0)

Properties (1)

- [Capron House North Street Midhurst West Sussex GU29 9DH](#)

The number in brackets on the tab indicates how many related items there are. To view the related item just click on the link.

**NOTE – It should also be noted that Related cases only refers to cases relating to this specific development, and does not necessarily reflect the history on the site. Clicking on the Property link will provide a link to property history for the site itself. This links to the Live applications database maintained by the South Downs park Authority, and only reflects planning related activity from 1<sup>st</sup> April 2011 onwards. Previous activity and activity not relating to the planning function will be held by the Local Authority for that area.**

## Map Tab

Clicking on the Map Tab will present the ordnance survey map for the site showing the application boundary outlined in red.

### Planning » Application Map

[Help with this page](#)

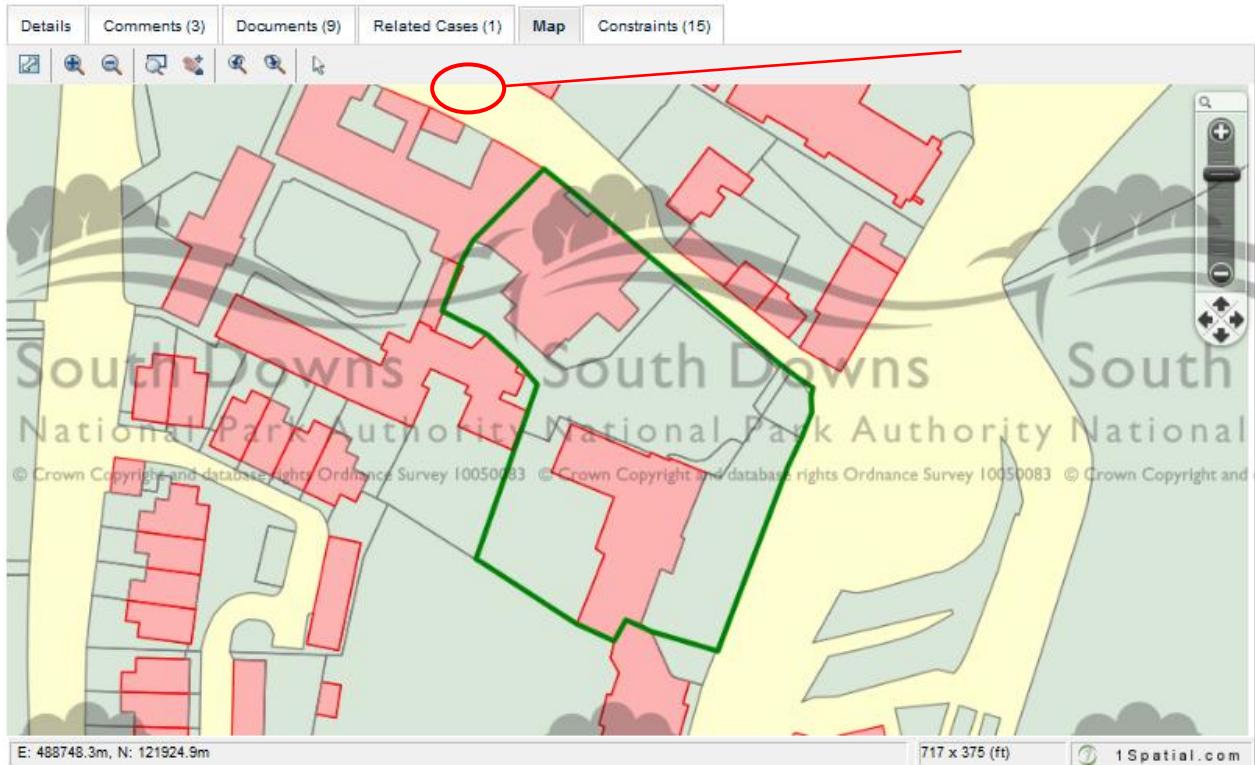
SDNP/14/00534/RE3 | Installation of cycle stands and a cycle repair post beside the Memorial Hall ('Old School Room') building, installation of an electric vehicle charging point in the car park and metal gates between the car park and the back garden of Capron House (north wing) | Capron House North Street Midhurst West Sussex GU29 9DH

[Back to search results](#)

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[Make a Public Comment](#)

[Print](#)



You can use these tools on the top left of the Map to zoom in and out of the map and also move around the map – this is useful if you need to locate a property in relation to the site.

## Saving a Search

This function is useful if you are using the “Advanced Search” function (although you can use it with any form of searching). It means you will only need to set your search criteria once; the next time you need to perform the search you can retrieve the search and either re-run it or edit it, for example, to change search dates. This is useful when you are perhaps looking for Listed Building applications within specific ward or parish areas between dates, and it is only the date criteria that changes each time. Follow these steps to save a search:

This feature could be used when performing weekly or monthly searches, or using the advanced search function.

Once you have performed the search, you will see that the results tab has a Search button. When you press the Save Search button, this will enable you to save the search criteria, and run it at a later date.

### Planning » Results for Application Search

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

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Sort by Date Received Direction Descending Results per page 10 Go

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1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next
Showing 1-10 of 446

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[Omission of glazed roof section and porch, addition of one window to north-elevation and external walls moved out to line of porch projection on approved plan \(450mm\) \(variation to SDNP/12/02355/FUL\)](#)

57 North Lane Bursiton Petersfield Hampshire GU31 5RS  
 Ref. No: SDNP/14/00554/NMA | Received: Fri 31 Jan 2014 | Validated: Fri 31 Jan 2014 | Status: Pending Consideration

**Map Information**

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

### Press Save Search.

#### My Profile » Save Search

**Saved Search Options**

Search Title (editable)

Notify me via email about new search results  Yes  No

Last Run Date

Some automation exists, so depending on where you have run the search from, it will make a suggestion as to what you might wish to refer to the search by. This is editable. Press Yes to be notified by email when new data matches your search.

To view, edit, re-run or delete previously saved searches, simply select Saved Searches from the My Profile tab.

Search My Profile Logout ( Carol A Brown )

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

Search Title	Search Type	Run	Edit	Delete
Monthly List Jan 14 Planning Application 05-Feb-2014 2:19 PM	Application			

**End of document**