Searching

Your primary activity when you are logged in to the Idox Public Access site will be to search for planning records according to a variety of criteria. There are a variety of search methods to allow you to find the information you are looking for:

- **Simple** - search quickly for applications or appeals according to some entered text. *This is to target a **specific planning application** rather than browsing applications for a certain area/town. If you wish to search a wide range of applications in a large area, you will need to use the Advanced search.*

- **Advanced** - search according to a wide combination of relevant factors
- **Weekly/monthly list** - search for applications whose status is validated or decided within a particular time period
- **Property** - search for a particular property to which applications may apply
- **Map** - search using an interactive map tool.

Simple Search

A simple search allows you to search quickly for an application or appeal by entering some text that will help identify it.

1 From the Search drop down list choose the Planning module, then select **Simple Search**.

2 In the Planning module you can search for:

- Planning Applications
- Planning Appeals

Click to select the type of record that you want to locate.

3 If you choose to search for Applications, you can also select the status of the records you are looking for:

- Current applications
- Decided applications
- All applications.

Choose the appropriate option from the **Status** drop down list.

4 Enter some text in the **Search** box that will correspond to one of:

- reference number (for example, *DM/2019/00001*)
- post code (for example, *NP16 3EF*)
- part of an address (for example, *White House Farm*, *Magor Road*).

5 Click on the **Search** button to display the results of your search (see "Search Results" on page 27).

Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for information.

1   From the Search drop down list choose the Planning module, then select **Advanced Search**.

2   In the Planning module you can search for:

*   Planning Applications
*   Planning Appeals

Click to select the type of record that you want to locate.

3   A variety of reference numbers are associated with planning records. Enter one or more to help identify a specific record.

4   The details you can fill in depend on the record type selected.

Record Type	Details Required
Application details	Allows you to specify application type, application/appeal status or decision, and development type as well as location details, including ward, parish and address information.
Appeal details	Allows you to specify appeal type, status, decision or process as well as location details, including ward, parish and address information.

Enter the details you want to search on.

5   Every planning case has a number of important dates associated with it (for example, the date the application was validated or the date thata court decision was issued). Use the date pickers to define an appropriate period to search within for any dates of interest.

6   Click on the Search button to display the results of your search (see "Search Results" on page 27).

Weekly/Monthly Lists Search

The weekly or monthly lists feature allows you to search for applications according to the week or month in which they were validated or decided, as published in the local authority's lists.

1 From the Search drop down list choose the Planning module, then select **Weekly/Monthly Lists**.

2 Click on **Weekly List** or **Monthly List** to select which list you want to search.

3 You can narrow your search to a particular area by selecting from the **Parish** or **Ward** drop down lists.

4 Specify the **Week** or **Month** by selecting from the drop down list.

5 Under **Show applications**, select to display:

   • Validated applications

   • Decided applications.

6 Click on the Search button to display the results of your search (see "Search Results" on page 27).

Property Search

The property search feature allows you to search for a specific property in the gazeteer. There are two property search options:

- **Address** - search for applications at a specified address
- **A to Z Street** - search for applications on a specified street chosen from an alphabetical list.

Address search

1 From the Search drop down list choose the Planning module, then select **Property Search**.

2 To search for a specific property by its address, select the **Address Search** tab.

Address Search

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

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

| Address Search | A to Z Street Search |

UPRN:

Property Name / Number:

Street Name: Regent Street

Locality:

Town: Neath

Postcode:

Search   Reset

3 Enter as many details as you know in the appropriate fields, then press the Search button to display the results of your search (see "Search Results" on page 27).

4 If you need to clear the fields and start again, press the **Reset** button.

A to Z Street search

1 From the Search drop down list choose the Planning module, then select **Property Search**.

2 To search for a street alphabetically, select **A to Z Street Search**.

3 Click on the initial letter of the street you are interested in to display all the streets that begin with that letter.

4 Select a street from the list to display the addresses on that street, then choose an address to discover whether any planning records exist for that address.

5 To go back and chose a different street, click on the **Refine Search** button.

Map Search

Map search allows you to identify properties that are the subjects of applications or appeals using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches.

1   From the Search menu, choose the Planning module, then select **Map Search**.

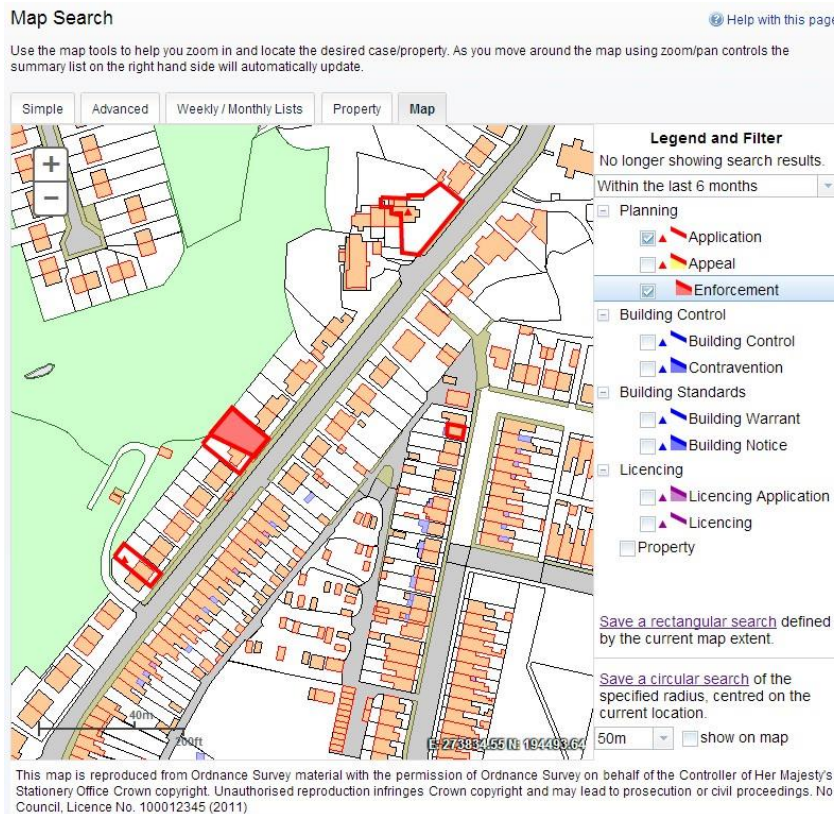   The initial view shows applications submitted within the last six months.
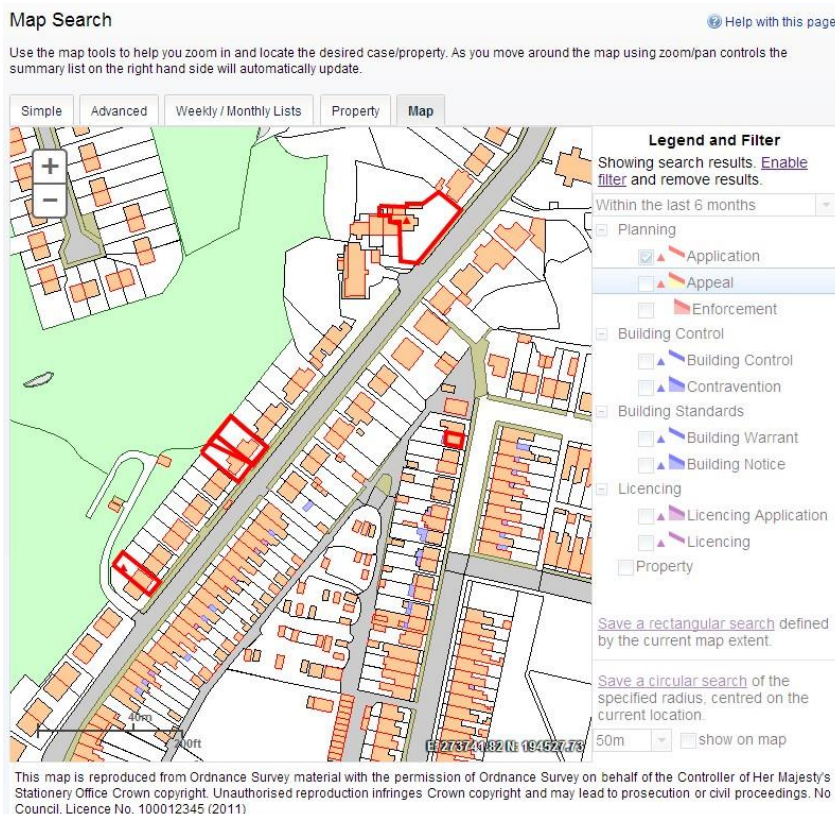
2   To zoom in on a specific location, click on a point on the map and click on the + button. To zoom out, click on the - button.

   Alternatively you can zoom in and out by scrolling the mouse wheel.

   Note The scale at the bottom left of the map changes as you zoom.

3   To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.

4 To refine the display, click on **Enable Filter**.

Map Search — Help with this page

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.

5 The initial view displays applications submitted within the last six months. To change the time period select from the **Time Period** drop down list.


6 To display more record types on the map, check the relevant boxes in the **Legend and Filter** list. To remove record types from the map, uncheck them.

Most records can be displayed in two ways:

- Records which only affect the property which is the subject of the application are shown as triangular points.
- Records which affect others (for example, neighbours or the public) are displayed as a polygon which illustrates the boundary of the property affected by the application.

7 Once you have identified a record of interest, click on the triangle point or polygon to display a summary of the information about the record.
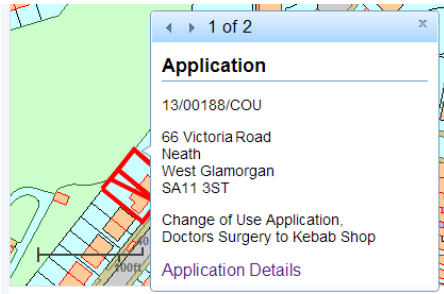
If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.

To view the full record details click on the **Details** link.

8 When the black Properties markers are displayed, you can click on any of these to view the property summary.
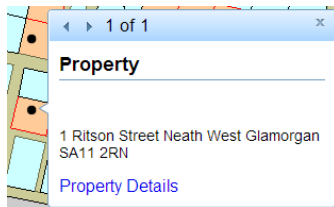
To view full details about that property, including any historical records that do not fall into the time period displayed on the map, click on **Property Details**.