

IDOX Public Access For Licensing

Usage Notes

The IDOX Public Access For Licensing website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track the following key aspects of licensing:

1. **Applications.** These include applications for new licences, applications to renew an existing licence and applications to vary or transfer an existing licence.
2. **Licences.** These include licences that have been issued and are now current, licences that have been issued but are now suspended, licences that have been issued but are now expired and licences that have been issued but are now revoked.

Users of sites incorporating IDOX E2E Online Forms can also complete and submit applications for licences.

These Notes describe how to use the site.



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User Details

Register

Anyone can use the IDOX Public Access for Licensing 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.

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

Registration

Once registered the following additional functionality will be available:

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

Enter your details below. Fields marked with a * must be completed.

Title *

First Name *

Surname *

Phone Number

Email Address *
A confirmation email will be sent to this address.

Confirm Email Address *

Password *
No spaces. Minimum 5 chars.

Confirm Password *
No spaces. Minimum 5 chars.

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.

Registration

Postcode *

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

The screenshot shows the top navigation bar with 'Search', 'My Profile', 'Login', and 'Register' links. Below it, the 'Registration' section is titled 'Please select your address:'. A dropdown menu is open, showing '44 Thomas Street Neath West Glamorgan' as the selected option. At the bottom of the form are 'Back' and 'Next' buttons.

- 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**.

The screenshot shows the 'Registration' section with the heading 'Please check your details'. Below this, there are four input fields: 'Address Line 1 *' (containing '44 Thomas Street'), 'Address Line 2' (containing 'Neath'), 'Town/City *' (containing 'West Glamorgan'), and 'Postcode *' (containing 'SA11 2RY'). At the bottom are 'Back' and 'Next' buttons.

- 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.

The screenshot shows the 'Registration' section with the heading 'Please check your details'. Below this, there is a message: 'If there are any mistakes, click back to re-enter the information.' A list of details is shown: Name (Mr Neil Williamson), Email (neil.williamson@idoxplc.com), Phone Number (0141 574 1900), and Address (44 Thomas Street, Neath, West Glamorgan, SA11 2RY). A checkbox is checked, with the text '* I have read and agree with the [Terms and Conditions](#), and [Privacy Policy](#)'. At the bottom are 'Back' and 'Next' buttons.

- 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 an IDOX Public Access for Licensing account. When the email arrives, click on the link to be returned to the IDOX Public Access for Licensing 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-qa/wasp-web/registrationConfirm.do?action=createUser&key=b706c02dd2e6e210929bd77dd024024f>

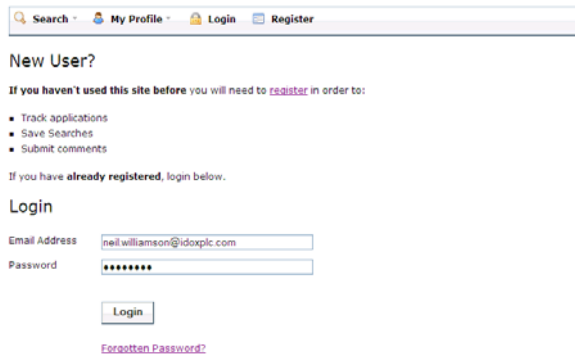
If required you can also copy the link to the address field of your browser.

Please Logon with the username and password you originally selected.

Log in

In order to use the full range of features offered by IDOX Public Access for Licensing 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.



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 IDOX Public Access for Licensing, 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
- **Form Submissions** (with IDOX Scottish Building Standards E2E Online Forms) – a list of draft and submitted forms (see Form Submissions).

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.

The screenshot shows the 'My Profile » Profile Details' page. At the top, there is a navigation bar with 'Search', 'My Profile', 'Logout', and '(Neil Williamson)'. Below this, there are tabs for 'Profile Details', 'Saved Searches', 'Notified Applications', and 'Tracked Applications'. The 'Profile Details' tab is active, showing a form with the following information:

Name	Mr Neil Williamson
Email	neil.williamson@idoxgroup.com
Phone Number	
Address	8 Gordon St Glasgow g1 3pl

At the top of the form, there are three buttons: 'Change Password', 'Update Personal Details', and 'Delete Profile'.

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.
5. When you no longer wish to use IDOX PA, click on **Delete Profile**.

Saved Searches

The primary activity on the IDOX Public Access for Licensing site is to perform searches for planning information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see Searching).

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.



My Profile » Edit Saved Search

[Help with this page](#)

Profile Details	Saved Searches	Notified Applications	Tracked Applications
Search Title	Search Type	Max Results	Run Edit Delete
"Neath" Application 02-Dec-2008 3:35 PM	Application	300	
Application 02-Dec-2008 3:37 PM	Application	300	

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.

Search My Profile Logout

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

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

Notification Date	Description	View	Discard
03 Dec 2008	testing		

"Neath" Application 02-Dec-2008 3:35 PM

[Discard all results from this search](#)

Notification Date	Description	View	Track	Discard
03 Dec 2008	illuminated fascia sign			
03 Dec 2008	Conservatory			
03 Dec 2008	Living room extension to the front elevation			
03 Dec 2008	Erect 61 detached dwellings with garages, formation of vehicular access with new estate road, landscaping and open space.			
03 Dec 2008	Change of use from dwelling to 3 self contained flats			
03 Dec 2008	Alterations to roof and construction of a balcony			
03 Dec 2008	OUTLINE: Erection of 3 dwellings and associated access			
03 Dec 2008	Construction of a porch at front of property, conservatory to rear and 3 metre high wall			
03 Dec 2008	Certificate of lawfulness for existing 3 flats			
03 Dec 2008	Demolition of listed building			
03 Dec 2008	Erection of an Internally illuminated sign			
03 Dec 2008	Installation of a 15 metre antennae, associated cabins and 2.5 metre high perimeter fence			

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.

Profile Details	Saved Searches	Notified Applications	Tracked Applications			
Case Number	Address	Type	Status	View	Stop Tracking	
08/00034/CON 2RT	5 Caroline Street Neath West Glamorgan SA11	Application				
01/00015/FUL	7 Elm Road Neath West Glamorgan SA11 2LY	Application				
06/00022/FUL	155 Shelone Road Neath West Glamorgan SA11 2NE	Application				
02/00006/OUT 2HQ	35 Bethel Street Neath West Glamorgan SA11	Application	Application Refused			
02/00006/OUT 2HQ	35 Bethel Street Neath West Glamorgan SA11	Application	Application Refused			

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.

Searching

Your primary activity when you are logged in to the IDOX Public Access for Licensing site will be to search for applications according to a variety of criteria. IDOX Public Access for Licensing provides a variety of methods to allow you to find the information you are looking for:

- **Simple search** – search for applications or licences 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.

Simple Search

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

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

Licensing » Simple Search

Search for licences and licensing applications by keyword, application reference, postcode or by single line of an address. Please Note, the word 'licence' references a variety of authorisations including notices, permits, registrations, certificates and consents issued by the Authority.

The screenshot shows a web interface for searching. At the top, there are four tabs: 'Simple', 'Advanced', 'Property', and 'Map'. The 'Simple' tab is active. Below the tabs, there is a section titled 'Search for:' with two radio button options: 'Applications - Where the licence is deemed in progress (e.g. checks/work is underway and is not yet complete)' (which is selected) and 'Licences - Where the licence is deemed granted/issued (in a completed state)'. Below this, there is a text input field with the placeholder 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button. The input field contains the text 'High Street'.

2. Click to select whether you want to search for:

- **Applications**
- **Licences.**

3. Enter some text in the Search box that will correspond to one of:

- **application reference number** (for example, “2008/0125/DET”)
- **post code** (for example, “G1 3PL”)
- **part of an address** (for example, “Drymen”, “Scott Street”).

- Click on the **Search** button to display the results of your search.

Licensing » Search Results

Refine Search Save Search Print

Sort by **Date Received** Direction **Descending** Results per page **10** Go

<p>Special Treatment - personal 43 Bexley High Street Bexley Kent DA5 1AB Ref. No: 10/00034/LJ Status: Pending Decision Applicant Name: John Letch</p>	
<p>Poisons Act 31-35 Welling High Street Welling Kent DA16 1TR Ref. No: 09/00687/LJ Status: Pending Decision Trading Name: Moss Vernal Ltd</p>	
<p>Manufacture & Storage of Explosives 61 Sidcup High Street Sidcup Kent DA14 6ED Ref. No: 09/00523/LJ Status: Pending Decision Applicant Name: D Johnson</p>	
<p>Licensing - Premises Licence 54 Welling High Street Welling Kent DA16 1TQ Ref. No: 08/00511/LJ Status: Rejected Applicant Name: Mr Osmond Kelly</p>	
<p>Licensing - Premises Licence 70 Sidcup High Street Sidcup Kent DA14 6DS Ref. No: 08/00470/LJ Status: New Applicant Name: Mrs Maria Jones</p>	

- You can manipulate how the search results are displayed to help you find applications of particular interest:

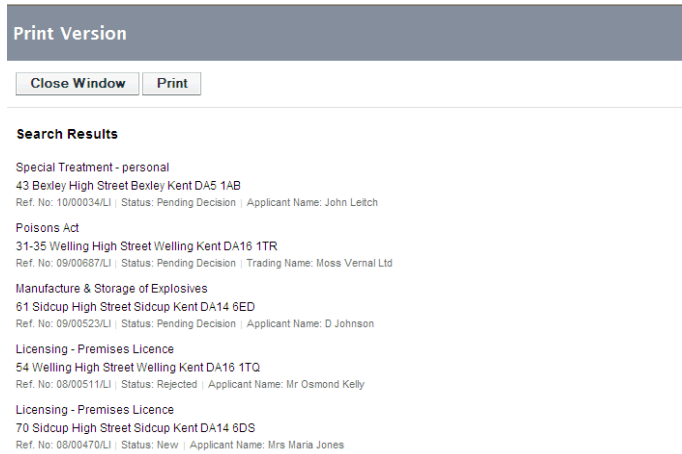
- **Sort By** – select a criterion to re-order the results by
- **Direction** – choose whether the results should be displayed in ascending or descending order
- **Results per page** – choose how many results should be displayed on the page at once.

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

- 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
- 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).
- To view a search in detail, click on its title.
- 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.
- 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.

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.

11. To display the current page of search results in a printable format, click on the **Print** button.



Click on **Print** again in the new window to send the page to your local printer. Press **Close** when you are finished with this window.

Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for an application or licence. These may include:

- **Relevant reference numbers**
- **Licence details**
- **Vehicle details**
- **Activities**
- **Relevant dates.**

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

Licensing » Applications Advanced Search [Help with this page](#)

Search for licence applications - where the licence is deemed in progress (e.g. checks/work is underway and is not yet complete)

Simple **Advanced** Property Map

Applications Licences

Reference Numbers

Application Reference:

Alternative Reference:

Licence Details

Applicant Name:

Application Type:

Category:

Ward:

Agent:

Status:

Trading Name:

Decision:

Address of Premises:

Vehicle Details

Badge / Plate Number:

Registration Number:

Vehicle Make:

Vehicle Model:

Activities

Activity:

Time Period:

Time From: Time To:

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. 21/09/2008). Alternatively, click on the calendar button and pick a date.

Received Date: to:

2. Click to display a search page specific to:
 - **Applications**
 - **Licences.**
3. If you know a reference number or alternative reference number that identify a specific application or licence enter them in the appropriate box.
4. The Licence details allow you to specify the applicant's name and the application type, category status and decision, as well as location details, which include ward and address information. The name of an agent or a trading name can also be supplied. Enter any combination of these details as appropriate.
5. The Vehicle details section allows you to identify a vehicle licence by specifying a badge or plate number or a registration number, as well as the vehicle make or model. Enter any combination of these details as appropriate.
6. The Activities section allows you to specify an activity for which a licence is required, as well as a specific time period. Enter any combination of these details as appropriate.
7. Enter a Date range to define the period during which the application was received.
8. Click on the **Search** button to display the results of your search.

Licensing » Search Results

The screenshot displays the search results interface. At the top right, there are buttons for 'Refine Search', 'Save Search', and 'Print'. Below these is a sorting section with dropdown menus for 'Sort by' (set to 'Date Received'), 'Direction' (set to 'Descending'), and 'Results per page' (set to '10'), followed by a 'Go' button. The main content area contains a list of five search results, each with a title, address, and reference number.

Title	Address	Ref. No.	Status	Applicant Name
Licensing - Premises Licence	94 Station Road Sidcup Kent DA15 7DU	09/00869/LJ	Pending Decision	AAA LTD
Manufacture & Storage of Explosives	61 Sidcup High Street Sidcup Kent DA14 8ED	09/00523/LJ	Pending Decision	D Johnson
Licensing - Premises Licence	70 Sidcup High Street Sidcup Kent DA14 8DS	08/00470/LJ	New	Mrs Maria Jones
Licensing - Premises Licence	117 Station Road Sidcup Kent DA15 7AJ	08/00300/LJ	Rejected	Mr Allan Maybury
Licensing - Club Premises Certificate	158 Hurst Road Sidcup Kent DA15 9AJ	06/00571/LJ	Rejected	Janice Patel

9. 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.

10. 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.
11. 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).
12. To view a search in detail, click on its title.
13. 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.
14. 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.
15. 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' and 'Application Forms' tabs. Below this, a user profile bar shows 'Logged in as: Mr Default Admin'. The main content area has a 'Map Search' heading and a 'Help with this page' link. A descriptive text explains the map tools. Below this, there are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. A filter bar allows users to 'Show me BuildingStandards', 'Warrants', and 'from Within the last 5 years'. The map itself shows a street grid with a red polygon highlighting a specific area. To the right of the map, the 'Nearest Warrants' section lists two warrants: '02/00078/EXT' (Office Development-Expected Stages: Stage 1- Foundations Stage, 2- Superstructure Stage, 3- External Envelope 4- Internal Fit Out, 34 Regent Street East Neath West Glamorgan SA21 8XC) and '02/00510/ALTE' (Alterations and Extension to Retail Supermarket, 12 Gethin Street Neath West Glamorgan SA11 9GP). Below the warrants, there is a 'Profile' section with buttons for 'Save Map Extents Search', 'Save Proximity Search', and 'Show Results as a List'. The map also includes a legend, a scale bar, and a coordinate display.

2. Select what you want to search for:

- **Licences** – shown as red polygons
- **Licence Applications** – shown as yellow polygons.

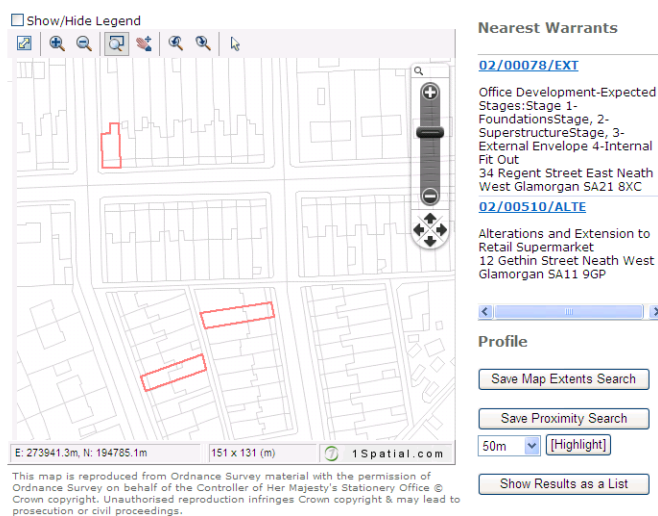
3. Select the time period during which applications have been actioned.

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 properties of interest.



Hover the cursor over one of the identifying dots to display the reference number for that application.

6. The applications shown on the map are listed by reference number to the right. To open one of these, click on it.
7. Alternatively you can display the applications on the map as a search results list. To do this, click on **Show Results as a List**.
 - You can print off this list by clicking on the **Print** button.
 - The application locations are displayed on a **Map** on the right. You can return to the original map by clicking on **Show results on large map**.
8. You can add a map search to your Saved Searches list in one of two formats:
 - **Save Map Extents Search** – click on this to save the search, incorporating all of the applications shown on the map
 - **Save Proximity Search** – select a proximity distance, then click on this to save the search, incorporating all of the applications within the selected distance.

Property Search

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

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

A to Z Street Search

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

The screenshot shows the top navigation bar with 'Search', 'My Profile', and 'Logout' options. Below this is the 'A to Z Street Search' section, which includes a sub-header and a brief instruction: 'Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.' There are two tabs: 'Simple' and 'Advanced', and a 'Property' tab is selected. Below the tabs are two buttons: 'A to Z Street Search' (highlighted) and 'Address Search'. A row of letters from A to Z is displayed, with 'R' selected. Below the letters is a 'Results per page' dropdown set to '10' and a 'Go' button. The section is titled 'Streets beginning with R' and shows a list of 19 streets: Raby Close, Raby Drive, Raby Road, Raby Street, Raby Street North Back, Rachel Close, Radcliffe Road, Radlett Road, Raeburn Avenue, and Raeburn Road. A pagination bar at the bottom shows '1' selected and 'Next'.

- 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.

The screenshot shows a search results page with a navigation bar at the top containing 'Search', 'My Profile', and 'Logout'. Below the navigation bar, the text 'Results for Property Search' is displayed. To the right of this text are 'Refine Search' and 'Print' buttons. Below these buttons is a control bar with a 'Direction' dropdown menu set to 'Ascending', a 'Results per page' dropdown menu set to '10', and a 'Go' button. Below the control bar is a pagination bar with links for '1', '2', '3', '4', and 'Next', and the text 'Showing 1-10 of 34'. The main content area is split into two columns. The left column contains a list of 10 search results, each labeled with a number (1-10) and the address 'Rachel Close Sunderland SR2 0AF'. The right column is titled 'Map Information' and contains a text box explaining that results are shown on a map below and that more details can be seen by clicking on a search result or a point on the map. Below the text is a small map showing a street grid with several blue dots indicating the search results. Below the map is a link that says 'Show results on large map'. At the bottom of the page, there is another pagination bar identical to the one above.

- To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
- You can print this list by clicking on the **Print** button.
 - The application locations are displayed on a **Map** on the right. You can display a larger map by clicking on **Show results on large map**.
 - To go back and chose a different street, click on the **Refine Search** button.

Address Search

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

3. Enter as many details as you know in the appropriate boxes, then click on the **Search** button. Alternatively, click on the **Reset** button to clear the fields and start again.

- To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
- To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
- If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.



4. To add this search to your Saved Searches page, click on the **Save Search** button.
5. You can print off this list by clicking on the **Print** button.
6. The application locations are displayed on a **Map** on the right. You can display a larger map by clicking on **Show results on large map**.
7. If there are too many results you may want to add more information to the Search. Click on the **Refine Search** button.

Application Details

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

Licensing » Summary [Help with this page](#)

09/00857/LI | Animal Boarding (Commercial) | Pending Decision | 115 Tile Kiln Lane Bexley Kent DA5 2BD

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

Details | Comments (0) | Documents (0) | Related Items (7)

Summary | Important Dates | Conditions | Additional Information

Reference	09/00857/LI
Type	Renewal
Category	Animal Boarding (Commercial)
Status	Pending Decision
Applicant	Mr S Giles
Plate / Badge Reference	Not Available
Issue Date	Not Available
Expiry Date	Fri 31 Dec 2010
Case Officer	Animal Welfare Officer

There are 0 documents associated with this licence application.

There are 6 cases associated with this licence application.

There is 1 property associated with this licence application.

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.

Licensing » Summary Help with this page

09/00857/LI | Animal Boarding (Commercial) | Pending Decision | 115 Tile Kiln Lane Bexley Kent DA5 2BD

Save Search Refine Search Track Print

Details Comments (0) Documents (0) Related Items (7)

Summary Important Dates Conditions Additional Information

Reference	09/00857/LI
Type	Renewal
Category	Animal Boarding (Commercial)
Status	Pending Decision
Applicant	Mr S Giles
Plate / Badge Reference	Not Available
Issue Date	Not Available
Expiry Date	Fri 31 Dec 2010
Case Officer	Animal Welfare Officer

There are 0 documents associated with this licence application.

There are 6 cases associated with this licence application.

There is 1 property associated with this licence application.

2. The Application Details are split up into tabbed sections. Some of these are standard, while others relate to the type of licence. 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**, **comments** and **properties** that have been added to this application. Click on one of these to view them.
 - **Important Dates** – displays the dates on which important events in the lifespan of the application occur from initial submission through to the decision.
 - **Conditions** – displays any conditions that have been attached to the award of the licence.
 - **Additional Information** – displays further information about the application that was not included in the summary. Also includes the **Interested Person** list – a list of names and address of people (for example, property owners, applicant’s agents, architects or developers) who have formally expressed an interest in this application.

Comments

1. Click on the **Comments** tab to display comments that have been made about this application.

Licensing » Application Comments [Help with this page](#)

09/00304LI | Licensing - Premises Licence | Withdrawn | 310A Broadway Bexleyheath Kent DA6 8AA

Save Search Refine Search Track Print

Details **Comments (14)** Documents (0) Related Items (1)

Make a Comment **Public Comments (14)** Consultee Comments

Sort by: Added Direction: Descending Results per page: 10 Go

1 2 Next Showing 1-10 of 14 Collapse All Expand All

Bexley Council Environmental Health And Trading Standards 2A Hadlow Road Sidcup Kent DA14 4AF
Comment stance (Objects)
Not Available
Comment stance (Representations)
Not Available

Bexley Council Community Safety Team Belvedere Police Station 2 Nuxley Road Belvedere Kent DA17 5JF
Comment stance (Representations)
Not Available

Drayman 2 Crook Log Bexleyheath Kent DA6 8BW
Comment stance (Representations)
Not Available

26 Pickford Road Bexleyheath Kent DA7 4AQ
Comment stance (Objects)
Not Available
Comment stance (Representations)
Not Available

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 commentor'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 commentor and their stance on the application (objects, supports or neutral). Click on the commentor'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.

- To add a comment to the list, click on **Make a Comment**. Alternatively, if this application is one you are a consultee for, click on **Make a Consultee Comment**.

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: *

Your Address: *

Your Tel. No.

Your Email Address:

Commentor Type: *

Stance: * Object Support Neutral

Reason for comment:

Noise

Obtrusive by design

Residential Amenity

Traffic or Highways

Your Comment: *
1903 characters left

Send me an email confirming my comments

- 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.
- Add your remaining contact details in the appropriate boxes.
- The **Commentor 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.
- In the **Reason for comment box** select one or more of the offered reasons for making your comment.
- Enter the details of your comment in the **Your Comment** box.
- If you want to receive an email confirming that your comment has been received, check the **Send me an email confirming my comments box**.
- When you have completed all the details, click on the **Submit** button. Your comment will appear in the Comments page for this application.

Documents

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

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

09/00857/LI | Animal Boarding (Commercial) | Pending Decision | Private Address

[Back to search results](#) [Track](#) [Print](#)

Details | Comments (0) | **Documents (1)** | Related Items (6) | Map

Date Published ▾	Document Type ▾	View	Description ▾
30 Mar 2010	Consultee Comment	View Document	CONSULTEE COMMENT SUBMITTED ONLINE

2. You can re-order the list according to:

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

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.

Related Items

1. Click on the **Related Items** tab to view a summary of additional information related to the application.

Licensing » Related Items [Help with this page](#)

09/00532/LI | Special Treatment Premises | Pending Decision | 64 Bellegrave Road Welling Kent DA16 3PY

[Back to search results](#) [Track](#) [Print](#)

Details | Comments (0) | Documents (0) | **Related Items (1)** | Map

Planning Applications (0)

Properties (1)

- 64 Bellegrave Road Welling Kent DA16 3PY

Licensing (0)

Licensing Application (114)

- **Explosives Act Renewal**
Ref. No: 02/00152/EXPL_R/LI | Status: Pending Decision
- **Pet Animals - birds/mams - Renewal**
Ref. No: 04/00011/PET_2R/LI | Status: Pending Decision
- **Meat Products (Hyg.) Regs - Approval**
Ref. No: 04/00102/MEAT_A/LI | Status: New
- **Meat Products (Hyg.) Regs - Approval**
Ref. No: 04/00186/MEAT_A/LI | Status: New
- **Licensing - Premises Licence**
Ref. No: 05/00189/LI | Status: Withdrawn
- **Licensing - Premises Licence**
Ref. No: 05/00284/LI | Status: Withdrawn

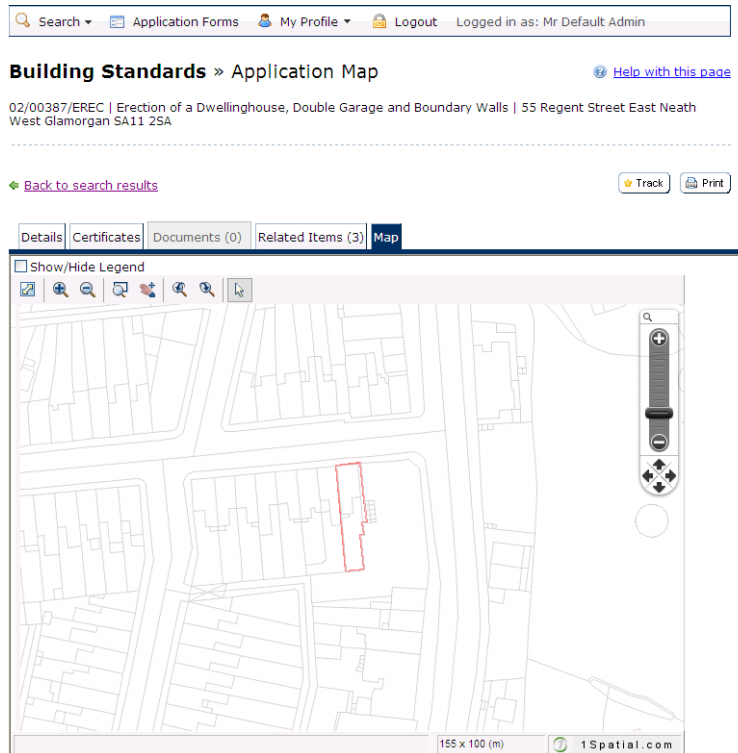
These may include:

- **Properties**
- **Licences**
- **Licensing Applications.**

2. To view any of the listed items, click on its title.

Map

1. Click on the **Map** tab to display the area of the application on a map.



2. The interactive map contains a number of tools to help you view the application area:
 - **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. Alternatively you can drag the Zoom Slider up.
 - **Zoom out** – select this tool then click on the map to zoom out. Alternatively you can drag the Zoom Slider down.
 - **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. Alternatively you can click on the Pan Direction arrows on the map.
 - **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.

Tracking Applications

Any application or licence can be Tracked so that you can keep up to date with its progress without having to search for it again.

1. Once you have performed a search, view the details of one of the resulting applications.

The screenshot shows the 'Licensing » Summary' page for application 09/00532/LI. The page includes a breadcrumb trail: '09/00532/LI | Special Treatment Premises | Pending Decision | 64 Bellegrave Road Welling Kent DA16 3PY'. At the top right, there is a 'Help with this page' link and two buttons: 'Stop Tracking' and 'Print'. Below this, there are tabs for 'Details', 'Comments (0)', 'Documents (0)', and 'Related Items (1)'. Under the 'Details' tab, there are sub-tabs: 'Summary', 'Important Dates', 'Opening Hours', 'Activities', 'Conditions', 'Contacts (1)', and 'Additional Information'. The 'Summary' sub-tab is active, displaying a table with the following information:

Reference	09/00532/LI
Type	New
Category	Special Treatment Premises
Status	Pending Decision
Applicant	Mr Anthony Davidson
Trading Name	The Ink Shop
Address	64 Bellegrave Road Welling Kent DA16 3PY
Issue Date	Not Available
Expiry Date	Not Available
Received Date	Wed 26 Aug 2009
Case Officer	Pam Trent

Below the table, there are three summary boxes:

- There are 0 documents associated with this licence application.
- There are 0 cases associated with this licence application.
- There is 1 property associated with this licence application.

2. If you want to add this to your Tracked Applications page (see Tracked Applications), click on the **Track** button.
3. To return to this application at a later date, select Tracked Applications under My Profile.
4. To stop tracking an application, return to the application details and click the **Stop tracking this application** button at the top of the page. Alternatively click the Stop Tracking button next to the application in the Tracked Applications page.