



# Using Public Access

A guide to accessing Planning; Building Control and Licensing information online

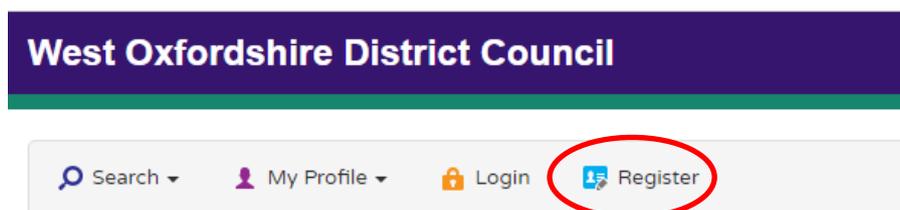
Public Access: <https://publicaccess.westoxon.gov.uk/online-applications/>

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# Registration

You do not need to create an account to view applications on Public Access but doing so will allow you to:

- save favourite searches and track applications
  - receive email notifications when an application of the type you are interested in is made available or there is an update on an application of interest to you
  - submit comments on applications which are open for consultation
- i) To register follow the link: [www.publicaccess.westoxon.gov.uk/online-applications](http://www.publicaccess.westoxon.gov.uk/online-applications) and use the “Register” button:



## 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.

Enter the registration information and click “Next” at the bottom of the page\*.

*\*If at this stage you see the following message:*

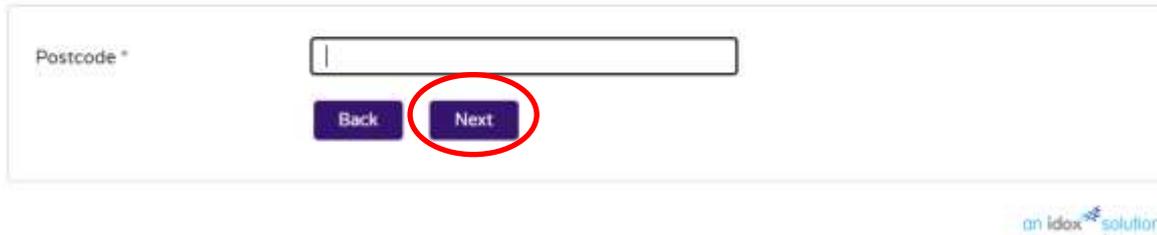
### ⊗ Please check your registration details

- That email address cannot be used at this time, please contact the service provider if this presents an issue.

*This means that you have an account using that email address already. Please go the “Login” tab and use the “Forgotten Password?” button to access your existing account.*

ii) Enter your postcode and click “Next”:

### Registration



Postcode\*

Back Next

an idox solution

Find your address and click “Next”.

iii) Check your account details and when happy, click “Next” to create your account:

### Please check your details

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

Name	Miss Test Account
Email	test@westoxon.gov.uk
Phone Number	
Address	West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB

#### Terms and Conditions

We want to let you know how Public Access works and why we need your registration details (name, address, email address and optional telephone number). Please read our terms and conditions ([opens in a new window](#)) in full before proceeding.

I agree to the terms and conditions. \*



Back Next

You will then be sent an email to activate your account. You will not be able to save searches or track applications until your account is activated.

# Finding applications

## Simple Search

Use the “Simple Search” to search by keyword(s) (e.g., High Street or agricultural dwelling), application number, single line of address, postcode or description/proposal.

- i) Enter the search criteria and status, if known, and select “Search”:

Simple Advanced Weekly/Monthly Lists Property Map

Applications Appeals

Status: All

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

Search

- ii) If you have searched by application number then you will be taken to the details tab of that case:

## Planning – Application Summary

[Help with this page](#)

21/03396/FUL | ICT Test Application | West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB

[Save search](#) [Refine search](#) [Track](#) [Make a comment](#) [Print](#)

Details Comments Documents (0) Related Cases (1) Map

Summary Further Information Contacts Important Dates

Reference	21/03396/FUL
Alternative Reference	PP-12345678
Application Validated	Thu 16 Dec 2021
Address	West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB
Proposal	ICT Test Application
Status	Under consideration
Appeal Status	Unknown
Appeal Decision	Not Available

If not, you will see a list of results:

## Planning – Results for Application Search

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

Sort by  Direction  Results per page

<b>ICT Test Application</b>
West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB Ref. No: 21/03396/FUL   Validated: Thu 16 Dec 2021   Status: Under consideration
<b>test 2</b>
West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB Ref. No: 21/03395/FUL   Validated: Thu 16 Dec 2021   Status: Under consideration
<b>test 1</b>
West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB Ref. No: 21/03393/FUL   Validated: Mon 01 Nov 2021   Status: Awaiting decision

## Advanced Search

The “Advanced Search” allows you to find multiple applications that have something in common, such as parish, ward, agent, decision and applications within a date range.

- i) Enter keywords and/or select your criteria from the drop-down menus and select “Search” to find your applications.

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

Applications Appeals Enforcements

### Reference Numbers

Application Reference:

Planning Portal Reference:

## Application Details

Description Keyword:	<input type="text"/>
Applicant Name:	<input type="text"/>
Application Type:	All <input type="button" value="v"/>
Ward:	All <input type="button" value="v"/>
Parish:	All <input type="button" value="v"/>
Conservation Area:	<input type="text"/>
Agent:	<input type="text"/>
Status:	All <input type="button" value="v"/>
Decision:	All <input type="button" value="v"/>
Appeal Status:	All <input type="button" value="v"/>
Appeal Decision:	All <input type="button" value="v"/>
Development Type:	All <input type="button" value="v"/>
Address:	<input type="text"/> 

## 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. 01/07/2019). Alternatively, click on the calendar button and pick a date.

Date Received:	<input type="text"/> 	to:	<input type="text"/> 
Date Validated:	<input type="text"/> 	to:	<input type="text"/> 
Date Actual Committee:	<input type="text"/> 	to:	<input type="text"/> 
Decision Date:	<input type="text"/> 	to:	<input type="text"/> 
Appeal Decision Date:	<input type="text"/> 	to:	<input type="text"/> 

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## Weekly/Monthly Lists

This feature enables you to view applications validated or decided over a certain period, and within a certain parish/ward.

- i) Select “Weekly/Monthly lists” tab, then choose either weekly list or monthly list. Select your criteria from the drop-down menus and select “Search” to find your applications:

Simple Advance **Weekly/Monthly Lists** Property Map

**Weekly List** Monthly List

Parish: All

Ward: All

Week beginning: 07 Nov 2022

Show applications:  Validated in this week  Decided in this week

Search

## Property Search

Use the “Property” tab to search for an address, view its history and any relevant applications.

- i) Enter the address information and select “Search” to find your applications:

### 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:

Locality:

Town:

Postcode:

**Search**   Reset

- ii) The “History” tab will show all cases linked to the address:

### Property Address

[Help with this page](#)

100121319813 | West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB

[Back to search results](#)

[Print](#)

**Address**   **Property History (1)**   Map

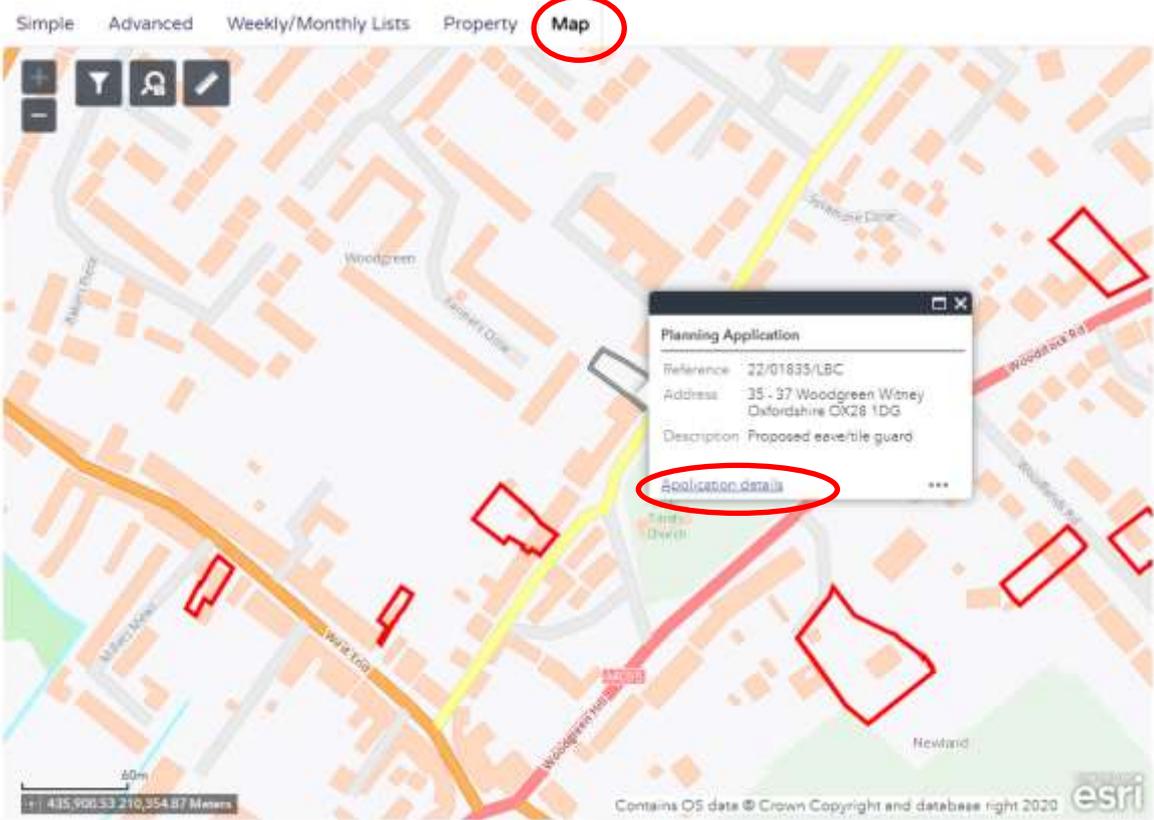
UPRN:	100121319813
Full Address:	West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB
Property Description:	West Oxfordshire District Council
Property Number:	
Street:	Woodgreen
Town:	Witney
Postcode:	OX28 1NB
Ward:	Witney North
Parish:	Witney

<ul style="list-style-type: none"> <li>Conversion of part of attic Ref. No: S/FP/0342/99   Status: Building Work Started</li> </ul>
<b>Licensing (1)</b> <ul style="list-style-type: none"> <li>Small Society Lottery Permit Ref. No: W/20/00799/GASSP   Status: Current Licence</li> </ul>
<b>Licensing Application (1)</b> <ul style="list-style-type: none"> <li>New Premises Licence Ref. No: W/22/00002/PRMA   Status: Open for Consultation</li> </ul>
<b>Building Control Contraventions (0)</b>

### Map Search

This feature enables you to identify applications using an interactive map.

- i) Select the outlined shape and follow the link to the application details:



# Saving a search

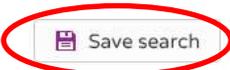
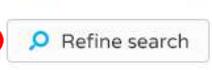
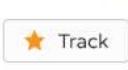
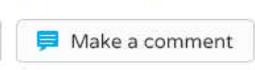
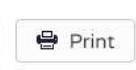
Once registered on the system, you have the ability to save favourite searches (including map searches) reducing the amount of time it takes to search for information on future visits to the site.

Carry out your search using one of the methods above and then use the “Save Search” button:

## Planning – Application Summary

[? Help with this page](#)

21/03396/FUL | ICT Test Application | West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB

Edit the name of the search if you wish to and select whether you’d like to receive emails when new applications meet the search criteria. Select “Save” when finished:

## My Profile – Save Search

Saved Search Options

"21/03396/FUL" Planning Application 10-Nr

Yes  No

Notify me via email about new search results

Last Run Date Search not run yet.

## West Oxfordshire District Council

 Search ▾  My Profile ▾  Logout ( Nicky Butler )

## My Profile – Profile Details

**Profile Details** | [Saved Searches](#) | [Notified Applications](#) | [Tracked Applications](#)

# Tracking applications

Use the “Track” button to receive email notifications as an application progresses. This enables you to keep up to date with what is happening to your own application or ones which you have an interest in:

## Planning – Application Summary

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[Save search](#) [Refine search](#) [Track](#) [Make a comment](#) [Print](#)

## Managing searches and email notifications

Saved searches, tracked applications and email notifications can be edited and removed by going to “My Profile”:

The screenshot shows the West Oxfordshire District Council website interface. At the top, there is a navigation bar with a search icon, a 'My Profile' dropdown menu (circled in red), and a 'Logout (Test Account)' button. Below this, there are four tabs: 'Profile Details', 'Saved Searches' (selected), 'Notified Applications', and 'Tracked Applications'. Under the 'Saved Searches' tab, there is a table with the following data:

Run	Edit	Delete	Search Title	Search Type
			Postcode "OX28 1" Planning Applications	Application