



COTSWOLD
DISTRICT COUNCIL

Public Access

A guide for users

Accessing Planning Application Information Online

Issue 1 – January 2015

<http://publicaccess.cotswold.gov.uk/online-applications/>

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Introduction

Cotswold District Council's improved online service means you can view, track and comment on planning applications.

This guide is aimed at all customers, whether you are a member of the public, an agent or a representative of the community, such as a District Councillor and will outline the functions of the new public access system.

Features of the new system include better search options and the addition of tracking applications and locations that interest you.

In summary these are:

Registration

If you register your details and create your own personal profile you can receive automatic e-mail notifications when an application of the type you are interested in is submitted.

Searching

An improved **simple search** facility enables you to search by keyword(s) (eg High Street or agricultural dwelling), application number, single line of address, postcode or description/proposal.

A new **advanced search** gives the option to search by a date range, parish and/or application type. There is a new **map search** function which enables you to view where applications are located (please note this is currently only available for planning cases).

Saving a search

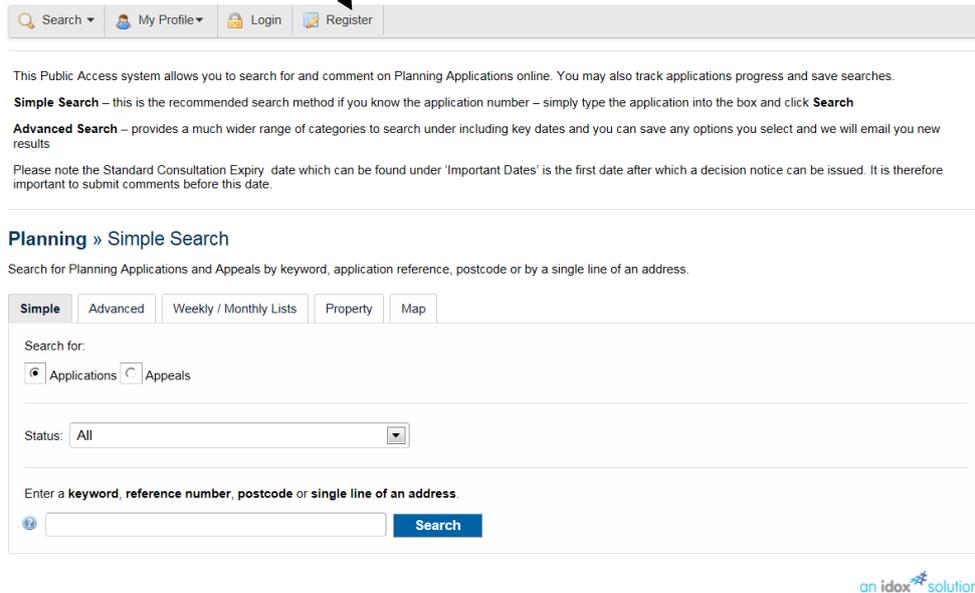
Once registered on the system, you have the ability to save favourite searches (including map searches) reducing the amount of time it takes to search for information on future visits to the site.

Tracking applications

You can track applications and receive an automatic email notification when there is a change in the status, ie committee, decision. This enables you to keep up to date with what is happening to your own application or ones which you have an interest in.

Registration

Go to Cotswold District Council website to register with the public access system <http://publicaccess.cotswold.gov.uk/online-applications/>. The Planning online screen will default, click on **register**.



This Public Access system allows you to search for and comment on Planning Applications online. You may also track applications progress and save searches.

Simple Search – this is the recommended search method if you know the application number – simply type the application into the box and click **Search**

Advanced Search – provides a much wider range of categories to search under including key dates and you can save any options you select and we will email you new results

Please note the Standard Consultation Expiry date which can be found under 'Important Dates' is the first date after which a decision notice can be issued. It is therefore important to submit comments before this date.

Planning » Simple Search

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

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

Search for:

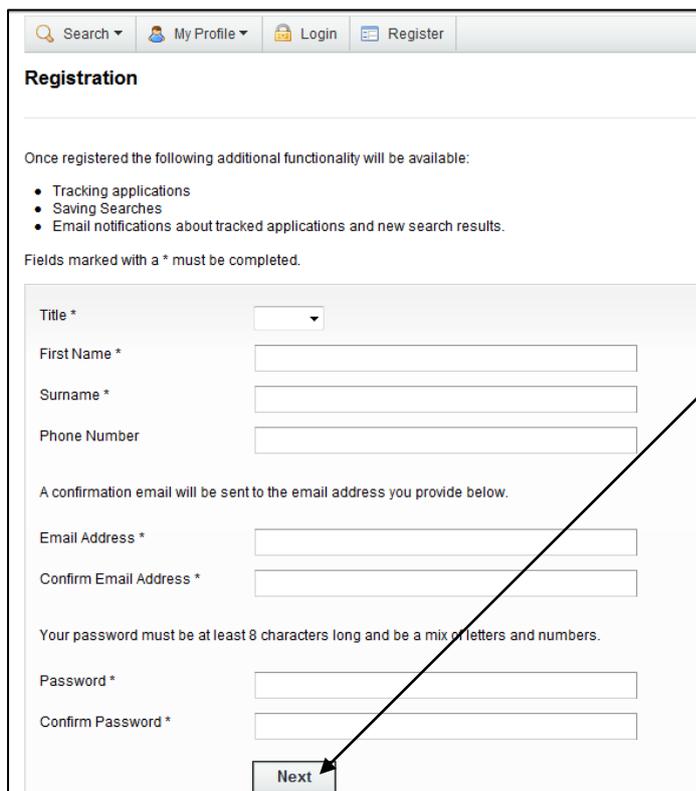
Applications Appeals

Status: All

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

Search

an idox solution



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.

Title *

First Name *

Surname *

Phone Number

A confirmation email will be sent to the email address you provide below.

Email Address *

Confirm Email Address *

Your password must be at least 8 characters long and be a mix of letters and numbers.

Password *

Confirm Password *

Next

Complete the form and select next to update each subsequent page

Registration

On the last page, read the terms and conditions and tick the box to accept. Click **next**.

Search My Profile Login Register

Registration

Please check your details

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

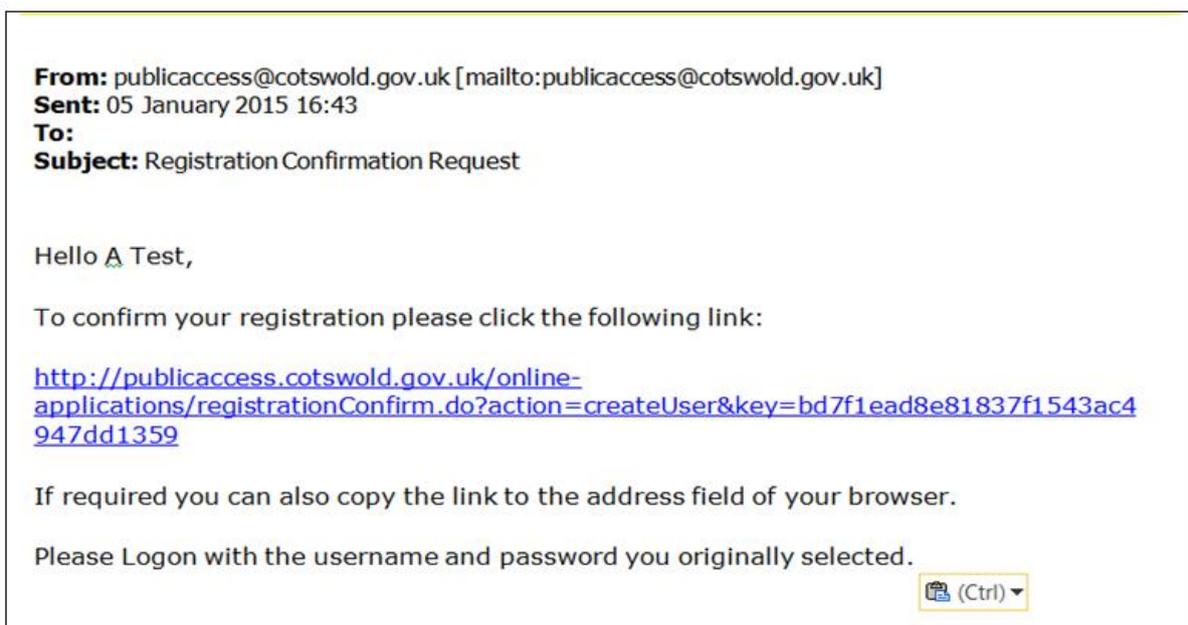
Name	Mr T Test
Email	planning@cotswolds.gov.uk
Phone Number	
Address	Cotswold District Council Trinity Road Cirencester Gloucestershire GL7 1PX

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

Back Next

Once you have been registered, you will be sent an email containing a link to the new site.

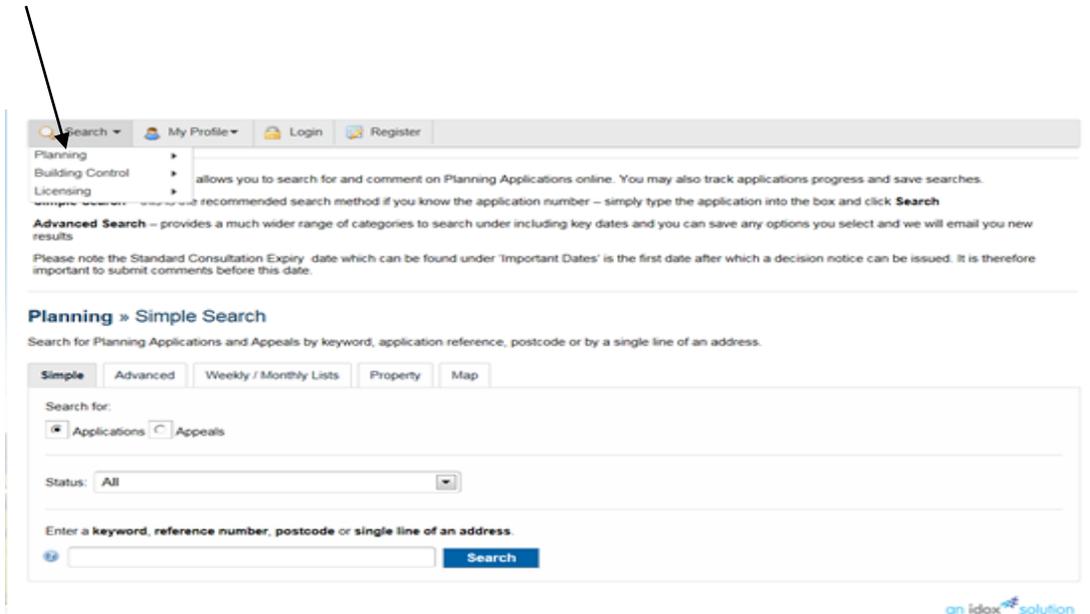
Please click on the link to confirm your email address and to complete the registration process. Example email below.



Please note if you wish to submit comments on planning applications you must be registered.

Finding applications

Firstly, select what you wish to search for, ie planning by clicking on the top **search** button.

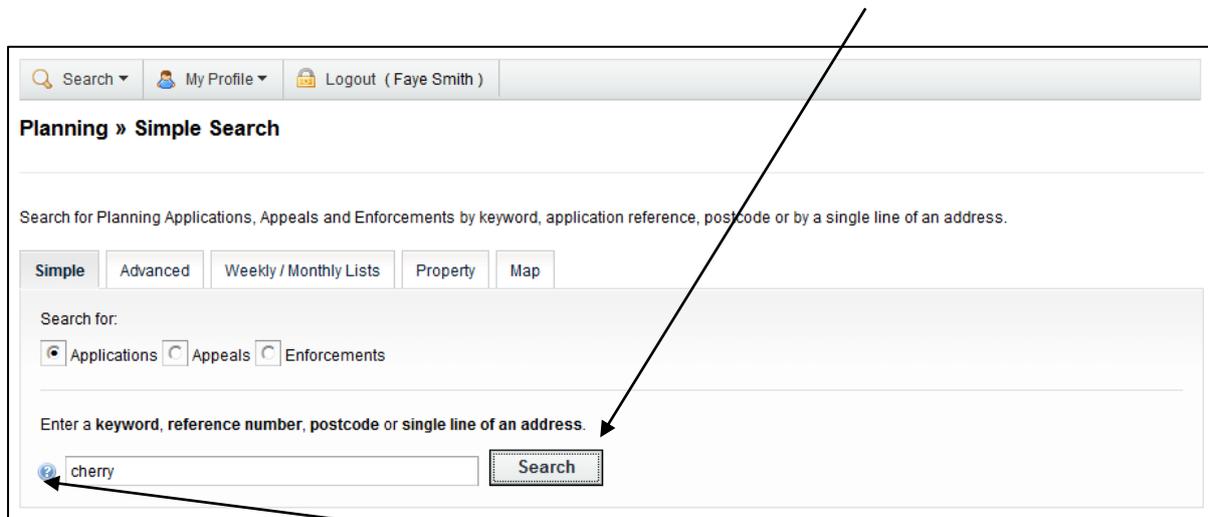


Simple search function

Each service area has a simple search option. Under planning you can also view planning appeals and soon enforcement cases.

You can search by keyword(s) ie Cirencester or High Street, application number, single line of address, postcode or description/proposal.

Select what you wish to search for ie planning application. Type the relevant information into the search box and click on **search**.



The system has an online help function, click on the  icon to access.

Finding applications

Simple search function continued

If searching by keyword(s), address, postcode or description, a number of results will appear.

Planning » Results for Application Search

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 Go

1	2	3	10	Next
Ref. No.	Date Received	Description	Status	Expiry Date
13/00085/FUL	Tue 29 Jan 2013	Proposed first floor and ground floor extensions. Cherrydown Farm Lane Shurdington Cheltenham Gloucestershire GL51 4XN	Pending Consideration	
13/00085/FUL	Tue 29 Jan 2013	Remove 1 x Cherry tree Walnut Cottage Laverton Broadway WR12 7NA	Non Intervention	
12/01153/TCA	Mon 19 Nov 2012	Remove 1 x Cherry and 1 x Rowan Woodbury Cottage Laverton Broadway WR12 7NA	Non Intervention	
12/01099/TCA	Fri 02 Nov 2012	Cherry tree to be remove as too close to drive/garage 3 Hillside Gardens Woodmancote Cheltenham Gloucestershire GL52 9QF	Non Intervention	

Showing 1-10 of 98

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

Show results on large map

You have the ability to sort the results to help you find the application(s) you are interested in by selecting an option from the drop down menus at the top.

Once you have found the application you are looking for, click on the blue application description.

This will take you directly to the details screen for that application where you can view **Documents** (application form and drawings), **Constraints** (*planning only* - key planning factors in relation to property, eg conservation area), **Comments** (*planning only* - representations made by consultees and members of the public), **Related Items** (including history of site) and **Map** (showing the site).

Planning » Application Summary

13/00085/FUL | Proposed first floor and ground floor extensions. | Cherrydown Farm Lane Shurdington Cheltenham Gloucestershire GL51 4XN

Back to search results Track Print

You must log in to make a comment.

Details Comments (5) Constraints (7) Documents (11) Related Cases (1) Map

Summary Further Information Contacts Important Dates

Reference	13/00085/FUL
Alternative Reference	13/00085/FUL
Application Received	Tue 29 Jan 2013
Address	Cherrydown Farm Lane Shurdington Cheltenham Gloucestershire GL51 4XN
Proposal	Proposed first floor and ground floor extensions.
Status	Pending Consideration
Appeal Status	Not Available
Appeal Decision	Not Available

There are 11 documents associated with this application.

There are 0 cases associated with this application.

There is 1 property associated with this application.

If you search by application number, you will go directly to the details screen.

Finding applications

Advanced Search function

This feature enables you to find multiple applications that have something in common, such as parish, ward, agent, decision and applications within a date range.

The screenshot shows the 'Advanced Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register'. Below this is the breadcrumb 'Planning > Applications Search' and a 'Help with this page' link. The main search area is titled 'Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.' It features several tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Advanced' tab is selected. Below the tabs are three sub-tabs: 'Applications', 'Appeals', and 'Enforcements'. The 'Applications' sub-tab is active. The form is divided into three main sections: 'Reference Numbers', 'Application Details', and 'Dates'. The 'Reference Numbers' section has a text input for 'Application Reference:'. The 'Application Details' section contains several dropdown menus for 'Description Keyword:', 'Applicant Name:', 'Application Type:', 'Ward:', 'Parish:', 'Agent:', 'Status:', 'Decision:', 'Appeal Status:', 'Appeal Decision:', and 'Development Type:'. The 'Dates' section has five rows of date range inputs: 'Date Received:', 'Date Validated:', 'Date Actual Committee:', 'Decision Date:', and 'Appeal Decision Date:'. Each row has two date inputs separated by 'to:'. At the bottom of the form are 'Search' and 'Reset' buttons. Three callout boxes provide instructions: 1. 'Click on **advanced** tab and select what type of case you wish to search for' (pointing to the 'Advanced' tab). 2. 'Complete your selection criteria by choosing from any of the drop down lists beside each option and date ranges. Click **search** once done.' (pointing to the dropdown menus). 3. 'Click **search** once done' (pointing to the 'Search' button).

Once the results are displayed you have the ability to sort the results using the options described in the simple search function, and select the application you are looking for.

Finding applications

Map search function

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

Once you have clicked on the Map tab, select the type of application you wish to search for and the time period.

The screenshot displays the 'Map Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this, the 'Map Search' section includes a help link and instructions: 'Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.'

The main area features a map of Cirencester and its surroundings, with various planning applications overlaid in different colors. A legend and filter panel on the right side allows users to refine their search. The legend includes categories such as Planning, Building Control, Licensing, and Property, with sub-options like Application, Appeal, Building Control, Contravention, Licensing Application, Licensing, and Property. The filter panel also includes a time period dropdown set to 'Within the last 6 months' and options to save rectangular or circular search areas.

At the bottom of the map, there is a copyright notice: 'This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. No Council, Licence No. 0100018800 (2014)'

Finding applications

Map search function continued

Once you have zoomed to the area required, applications will be identified by red outlines on the map.

Hover your mouse cursor over the outline and the reference number and address will be displayed.

Applications within the selected area are also listed on the right hand side of the screen.

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

Show me Planning Applications from Within the last month

13/00368/FUL
21 Selborne Road Bishops Cleeve GL52 8BT

Nearest Applications

[13/00368/FUL](#)

Erection of single storey extension to rear and full width dormer windows to the front and rear roof slope
21 Selborne Road Bishops Cleeve GL52 8BT

[13/00414/FUL](#)

Change of use of property from a dwelling (C3) to a mixed use comprising D1 children's nursery at ground floor level and a C3 residential unit at first and second floor level.
Alterations to vehicular access

Profile

Save Map Extents Search

Save Proximity Search

50m [Highlight]

Show Results as a List

E: 395838.0m, N: 227909.3m 839 x 607 (m) 1 Spatial.com

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Click on the blue application reference number from the list to take you to the details screen for that application where you can view documents.

Finding applications

Property search function – address search

This feature enables you to search for a specific property.

Use the **address search** and enter part of an address into the appropriate field(s).

Search My Profile Login Register

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:

Click on search

From the list of properties displayed, select the address required.

Results for Property Search

Refine Search Save Search Print

Direction Ascending Results per page 50 Go

1 2 3 4 5 6 7 8 9 10 11 12 13 14 Next Showing 1-50 of 668

1 High Street Stanton Broadway Gloucestershire WR12 7NF
1 High Street Tewkesbury Gloucestershire GL20 5NU
1A High Street Tewkesbury Gloucestershire
Abbotts Cottage 1 High Street Winchcombe Cheltenham Gloucestershire GL54 5HT
Flat 1 1 High Street Tewkesbury Gloucestershire GL20 5AH
Flat 2 1 High Street Tewkesbury Gloucestershire GL20 5AH
G W Bourne Builders 1 High Street Winchcombe Cheltenham Gloucestershire
2 High Street Stanton Broadway Gloucestershire WR12 7NF
2 High Street Tewkesbury Gloucestershire GL20 5NU

Map Information

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

[Show results on large map](#)

Finding applications

Property search function – address search continued

You will be taken to the property details where you can view the **property history** (listing planning applications, appeals and enforcement cases and licensing applications), and **constraints** (key planning factors in relation to property, eg conservation area).

Property History [Help with this page](#)

100121258725 | 17 High Street Tewkesbury Gloucestershire GL20 5AL

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

Address **Property History (5)** Constraints (5) Map

Planning Applications (2)

- [Alterations to existing shop front & lobby](#)
Ref. No: 88/92239/FUL | Status: Application Permitted
- [Alterations to existing shop front & lobby. \(Grade II Listed Building Ref:2/35\).](#)
Ref. No: 88/92240/LBC | Status: Approval

Planning Appeals (0)

Planning Enforcements (0)

Properties (0)

Licensing (3)

- [05/00663/LIQPLT](#)
Ref. No: 05/00663/LIQPLT | Status: Current Licence
- [05/00756/LIQPRT](#)
Ref. No: 05/00756/LIQPRT | Status: Not Available
- [Premises licence transition](#)
Ref. No: 13/00051/LIQTRF | Status: Current Licence

Licensing Application (0)

Property Constraints [Help with this page](#)

100120533529 | 1 High Street Stanton Broadway Gloucestershire WR12 7NF

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

Address **Property History (3)** **Constraints (6)** Map

Name	Constraint Type	Description
Conservation Area	Conservation Areas	Not Available
Not Available	Village Framework	Not Available
Area Of Outstanding Natural Beauty	Area of Outstanding Natural Beauty	Not Available
Stanton Conservation Area	Conservation Areas	Stanton Conservation Area
Area Of Outstanding Natural Beauty	Area of Outstanding Natural Beauty	Area of Outstanding Natural Beauty
ART4 - Article 4 Direction Stanton	Article 4 Direction	ART4 - Article 4 Direction Stanton

Finding applications

Property search function – A-Z street search

Use the **A-Z street search** and select a letter to display all the street names beginning with that letter. Scroll through the names using the **next** button.

A to Z Street Search

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.

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

Address Search | **A to Z Street Search**

A B C D E F **G** H I J K L M N O P Q R S T U V W X Y Z

Results per page 10 Go

Streets beginning with G

1 2 3 4 5 6 7 8 9 10 Next ▶ Showing 1-10 of 98

- [Gabb Lane , Apperley , Gloucester , Gloucestershire](#)
- [Gable Point , Woodmancote , Cheltenham , Gloucestershire](#)
- [Gadwell Road , Walton Cardiff , Tewkesbury , Gloucestershire](#)
- [Gainsborough Road , Walton Cardiff , Tewkesbury , Gloucestershire](#)
- [Gainsborough Walk , Walton Cardiff , Tewkesbury , Gloucestershire](#)
- [Gambet Road , Brockworth , Gloucester , Gloucestershire](#)

Select the address required from the list. This will take you to the property details screen where you can view the **property history**, **constraints** and **map** location.

Results for Property Search

Retine Search Print

Direction Ascending Results per page 10 Go

1 2 3 4 5 6 7 Next ▶ Showing 1-10 of 61

1	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT
3	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT
5	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT
7	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT
8	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT
9	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT
10	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT
11	Gadwell Road Walton Cardiff Tewkesbury Gloucestershire GL20 7RT

Map Information

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

[Show results on large map](#)

Viewing weekly & monthly lists

This feature enables you to view applications validated or decided over a certain period of time, by status (ie pending, approved, refused) and within a certain parish/ward.

Select **weekly/monthly lists** tab, then choose either **weekly list** or **monthly list**.

The screenshot shows the 'Planning > Weekly List' search interface. At the top, there are navigation links for Search, My Profile, Login, and Register. Below this, the page title is 'Planning > Weekly List'. A search instruction reads: 'Search Planning Applications either validated or decided in a given week.' There are four tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', and 'Property'. The 'Weekly / Monthly Lists' tab is active, and it contains two sub-tabs: 'Weekly List' and 'Monthly List'. Below the tabs are several search criteria: 'Status' (All), 'Parish' (Churchdown), 'Ward' (All), and 'Week beginning' (13 May 2013). There are two radio buttons for 'Show applications': 'Validated in this week' (selected) and 'Decided in this week'. A 'Search' button is at the bottom. Three callout boxes provide instructions: 1. 'Select the required options from the drop down menus besides **parish, ward** and **week beginning**.' 2. 'Click on either **validated in this week** or **decided in this week** and select **search**.'

All applications within your search criteria will be listed. From here you are able to sort by reference, date, description and status. To view application details click on the blue description.

The screenshot shows the 'Planning > Results for Application Search' page. At the top right, there are buttons for 'Refine Search', 'Save Search', and 'Print'. Below these is a sorting section: 'Sort by' (Date Received), 'Direction' (Descending), 'Results per page' (10), and a 'Go' button. The main content area lists four applications, each with a blue description link, a title, address, and reference number. 1. 'Proposed single storey extension to the rear.' 7 Drews Court Churchdown GL3 2LD. Ref. No: 13/00485/FUL | Received: Fri 10 May 2013 | Validated: Mon 13 May 2013 | Status: Pending Consideration. 2. 'Erection of a 3 bedroom detached dwelling (revised scheme Ref: - 09/00495/FUL)' 217 Pirtton Lane Churchdown GL3 2QL. Ref. No: 13/00471/FUL | Received: Wed 08 May 2013 | Validated: Wed 15 May 2013 | Status: Pending Consideration. 3. 'Construction of temporary vehicle storage compound on land adjacent to Stratstone Land Rover, Staverton.' Stratstone Land Rover Commerce Road Churchdown GL2 9QJ. Ref. No: 13/00420/FUL | Received: Sun 28 Apr 2013 | Validated: Mon 13 May 2013 | Status: Pending Consideration. 4. 'Erection of larger porch and dormer window to the front.' Mulberry House 5 The Green Churchdown GL3 2LF. Ref. No: 12/001143/FUL | Received: Fri 16 Nov 2012 | Validated: Wed 15 May 2013 | Status: Pending Consideration. On the right side, there is a 'Map Information' section with a text description and a map showing the location of the search results near the A40 and Airport. A 'Show results on large map' link is at the bottom right.

Saving a search

This feature allows you to save details of a search you have made for future use, for example specific property/area searches. Use **simple** or **advanced** search to find the results required. **Note you must be logged in to use this feature.**

For example, using simple search – type in a postcode and click on **search**

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

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

Search for:

Applications Appeals Enforcements

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

GL19 4BX Search

Results are displayed. To save this postcode search for future use, click on **save search**.

Planning » Results for Application Search

Refine Search | Save Search | Print

Sort by Description | Direction Ascending | Results per page 10 | Go

Showing 1-10 of 19

1 | 2 | Next ▶

Change of use and alterations to holiday accommodation from agricultural/storage building.
Abbots Court Farm Deerhurst Gloucester GL19 4BX
Ref. No: 04/00843/FUL | Received: Wed 09 Jun 2004 | Validated: Wed 30 Jun 2004 | Status: Application Permitted

Change of use of traditional barn to holiday let and community use with parking and turning area (retrospective)
The Priory Deerhurst Road Deerhurst GL19 4BX
Ref. No: 13/00395/LBC | Received: Wed 17 Apr 2013 | Validated: Wed 17 Apr 2013 | Status: Pending Consideration

Conversion of redundant barn, formerly used as stables, into three holiday cottages - extension of time limit further to application 05/0550/0928/FUL.
The Priory Deerhurst Road Deerhurst GL19 4BX
Ref. No: 11/00658/FUL | Received: Fri 17 Jun 2011 | Validated: Mon 20 Jun 2011 | Status: Application Permitted

Create new double garage with new gravel drive access
Old Post Office Deerhurst Road Deerhurst GL19 4BX
Ref. No: 11/00391/CLP | Received: Tue 05 Apr 2011 | Validated: Thu 12 May 2011 | Status: Not Available

Erection of a garden pavilion to provide studio, shower room and kitchen
Abbots Court Deerhurst Road Deerhurst Gloucester Gloucestershire GL19 4BX
Ref. No: 97/01142/FUL | Received: Wed 29 Oct 1997 | Validated: Wed 29 Oct 1997 | Status: Application Refused

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

Show results on large map

Saving a search

You will be asked if you want to be notified of any new results, ie new applications.

My Profile » Save Search

Search Title (editable) "GL19 4BX" Planning Application 24-May-2013 11:30 AM

Notify me via email about new search results Yes No

Last Run Date Search not run yet

Save Cancel

Click in the **yes** button if required and click **save**.

A list of your saved searches will appear and you can **run**, **edit** or **delete**.

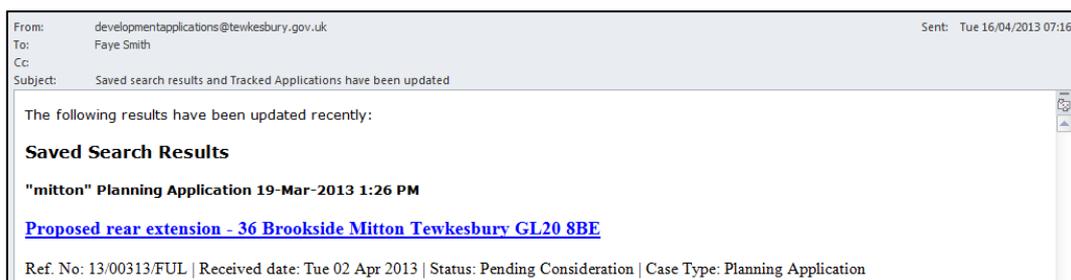
My Profile » Saved Searches

✓ Your search has been saved. You can re-run and edit your search on this page at any time.

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

Search Title	Search Type	Run	Edit	Delete
"tewkesbury" Planning Appeal 19-Mar-2013 1:32 PM	Appeal			
"GL20 8TE" Planning Application 18-Mar-2013 10:52 AM	Application			
"%cherry%" Planning Application 18-Mar-2013 10:55 AM	Application			
"mitton" Planning Application 19-Mar-2013 1:26 PM	Application			
"13/00236/DEM" Planning Application 20-Mar-2013 12:20 PM	Application			
Map Planning Application 26-Mar-2013 11:47 AM	Application	-		
Map Planning Application 26-Mar-2013 11:50 AM	Application			
"13/00236/DEM" Planning Application 26-Mar-2013 12:27 PM	Application			
Map Planning Application 03-Apr-2013 8:36 AM	Application	-		
"GL19 4BX" Planning Application 24-May-2013 11:30 AM	Application			

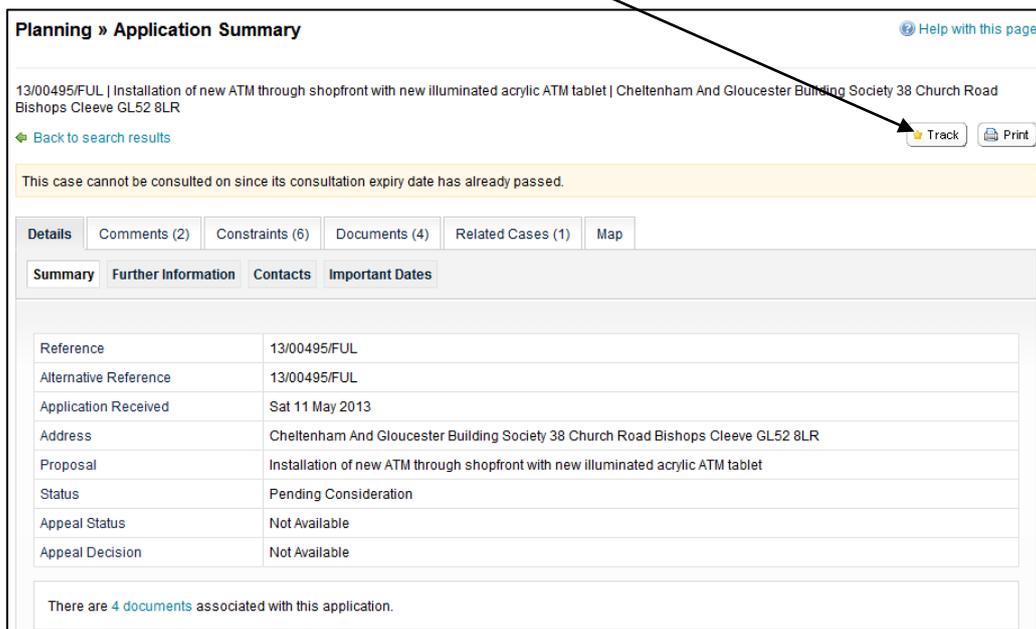
If you have requested to be notified of any new results within your search criteria, you will receive an email in the following format. This example shows receipt of a new application in the Mitton ward. Notifications are issued daily.



Tracking applications

This feature allows you to keep up-to-date on the progress of a specific application, appeal or enforcement case. You will receive an email notification when: the application has been withdrawn/returned, or a decision has been issued. **Note you must be logged in to use this feature.**

To track an application login and search for the one you are interested in, once you have the application details on screen select **track**.



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

13/00495/FUL | Installation of new ATM through shopfront with new illuminated acrylic ATM tablet | Cheltenham And Gloucester Building Society 38 Church Road Bishops Cleeve GL52 8LR

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

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

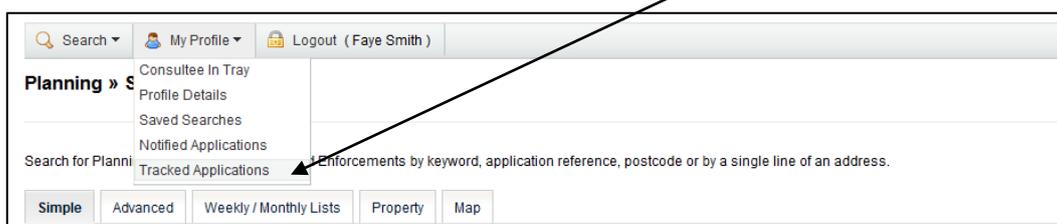
Details | Comments (2) | Constraints (6) | Documents (4) | Related Cases (1) | Map

Summary | Further Information | Contacts | Important Dates

Reference	13/00495/FUL
Alternative Reference	13/00495/FUL
Application Received	Sat 11 May 2013
Address	Cheltenham And Gloucester Building Society 38 Church Road Bishops Cleeve GL52 8LR
Proposal	Installation of new ATM through shopfront with new illuminated acrylic ATM tablet
Status	Pending Consideration
Appeal Status	Not Available
Appeal Decision	Not Available

There are 4 documents associated with this application.

To return to this application at a later date, select **tracked applications** under **my profile**.



Search My Profile Logout (Faye Smith)

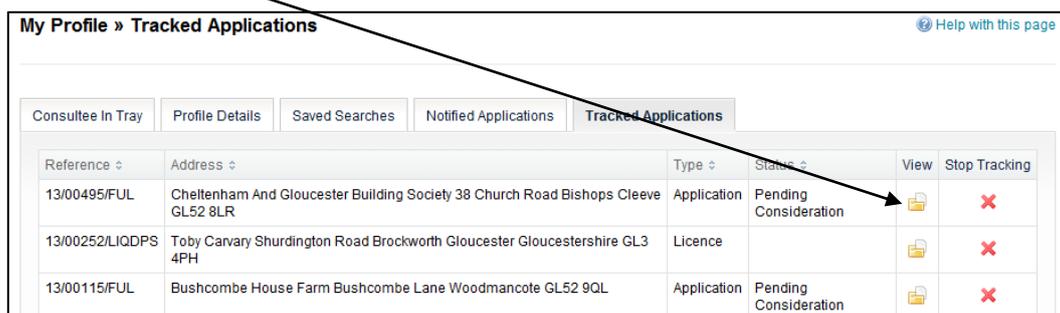
Planning » S

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

Search for Planni Enforcements by keyword, application reference, postcode or by a single line of an address.

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

Select the folder icon to view application details.



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

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

Reference	Address	Type	Status	View	Stop Tracking
13/00495/FUL	Cheltenham And Gloucester Building Society 38 Church Road Bishops Cleeve GL52 8LR	Application	Pending Consideration		
13/00252/LIQDPS	Toby Carvary Shurdington Road Brockworth Gloucester Gloucestershire GL3 4PH	Licence			
13/00115/FUL	Bushcombe House Farm Bushcombe Lane Woodmancote GL52 9QL	Application	Pending Consideration		

View and comment on an application

View an application

- Click the bold title text in the search results to view more details and click the following on the Details tab:
 - Summary: summary of the application
 - Further information: more details about the applicant and agent
 - Contacts: contact details of the agent and ward councillors
 - Important dates: for the validation, committee and decision dates
- Click the Documents tab to view plans and documents:
 - Select Filter by Description and type a term in the box and click Apply to filter the documents
 - Click the View document icon  to open the document or drawing in a new window
 - Click the measure document icon  to open the drawing with an online measuring tool. See [Measure plans](#) section below
- Click the Related cases tab to view the application history of the property eg other planning and building control applications
- Click the Map tab to see the location of the planning application

Comment on an application

- Open the application and either click the Comments tab or click the Make a comment button 
- Fill in the fields and click Submit  to send your comments
- Once the comments are checked they are then displayed in the Documents tab

Measure plans and drawings

Measure plans and drawings

Open the measuring tool

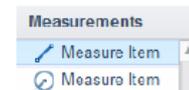
- Click the Measure document icon  next to the plan or drawing to be measured and the online measuring tool opens in a new window

Move and change the size of the image

- Click the Pan/Zoom button  and click and drag to move the image round the screen
- Click on the zoom slider  on the bottom left hand side to make the image larger or smaller
- Roll your mouse wheel forward to make the image larger or roll it back to make the image smaller

Measure items on the drawing

- Click one of the following measuring tools:
 - Click the **Distance** button  to measure distance
 - Click the **Perimeter** button  to measure round a feature and click again near the start point to finish measuring
 - Click the **Rectangle** button  to measure a rectangular shape. Click one corner of the area to be measured and stretch it to the opposite corner and click again to finish the measurement
 - Click the **Area** button  to measure a multiple sided shape and press the Ctrl key on the keyboard and click to finish the measurement
 - Click the **Radius** button  to measure a circle
- Click and draw a line or shape to be measured and the measurements appear in the measurements box down the left hand side



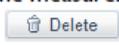
Set the scale

Set the scale so you can make accurate measurements

Click the Set scale button  and do one of the following:

- If there's a scale ratio on the drawing e.g. 1:100:
 - Click the Scale ratio button
 - Click the unit you want to use
 - Type the scale ratio figures and select the paper size and click ok
- If there is a scale bar or a feature labelled with its length on the drawing:
 - Click the Manual calibration button
 - Click at the start of the scale bar or feature and drag the line to the end of the scale bar
 - Type the distance in the box and click OK

Delete measurements

- Click the measurement to be deleted in the Measurements box on the left hand side and click the Delete button  in the Properties box
- Click the Actions button on the top and click Erase all to delete all measurements from the drawing