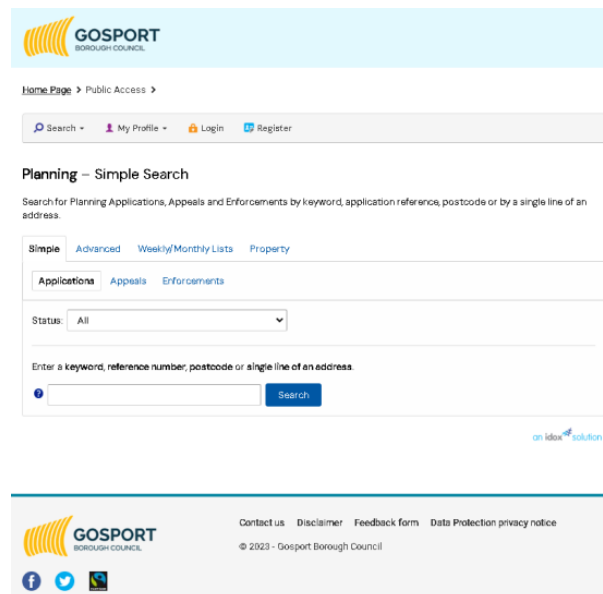




This user guide has been produced to help you get the best out of the Public Access system on Gosport Borough Council's website to view and track applications for planning permission.

You can find details of planning applications from 1948 to the present day. The older applications show only a few details, such as the proposal and decision date, but the more recent applications will show as much detail as possible, including copies of the planning documents used in the process.

To get onto Public Access just click the following link or paste it into your browser address bar: <https://publicaccess.gosport.gov.uk> and it will show the page below:



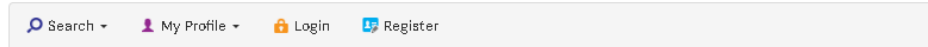
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## Registration

Anyone can use the IDOX Public Access for Planning site to view planning applications WITHOUT having to register. However 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, so the following page appears.

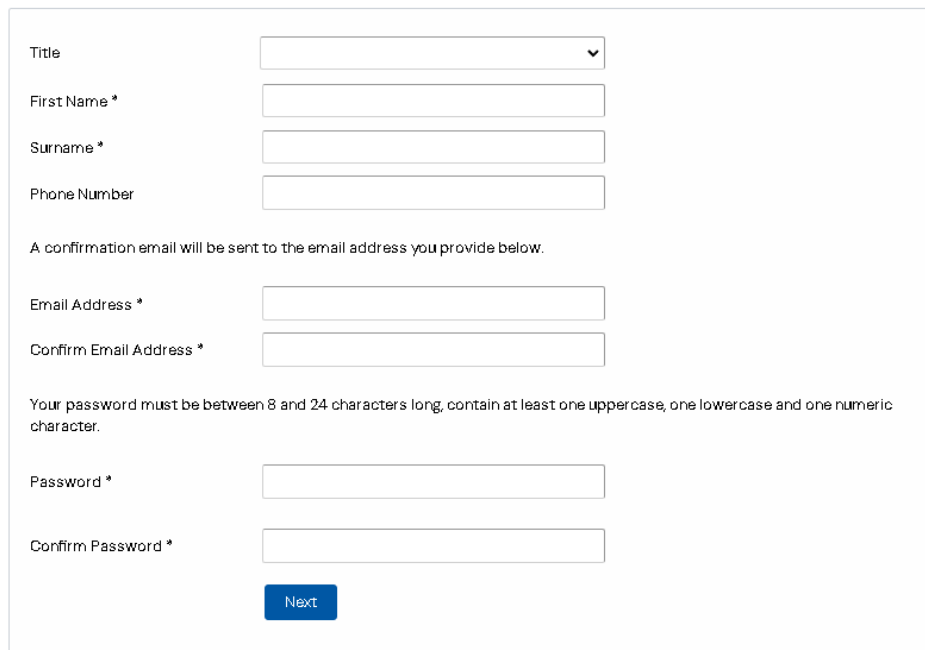


### Registration

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 between 8 and 24 characters long, contain at least one uppercase, one lowercase and one numeric character.

Password \*

Confirm Password \*

2. Complete all the asterisk marked fields with your details:

- **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 between eight and 24 characters, must contain an upper case letter, lower case letter and number and must 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.
5. Select your address from the drop down list if listed, then click on **Next**. If your address is not listed, select **My address is not on the list** and click on **Next**. Or if your postcode is not found in the Council's database you will be prompted to enter your full address.
6. Enter your address details in the appropriate fields, then click on **Next**.



The screenshot shows a registration form with the following fields and values:

| Field            | Value            |
|------------------|------------------|
| Address Line 1 * | 44 Thomas Street |
| Address Line 2   |                  |
| Town/City *      | Neath            |
| Postcode *       | SA11 2RY         |

Buttons: Back, Next

7. Click to read the **Terms and Conditions** that apply to the use of this site. When you have done so, tick the check box to indicate that you agree to them.
8. Read the **Your Data** section to understand what personal data Public Access uses and why. When you have done so, tick the check box to indicate that you agree to them.
9. Check that your personal and login details are correct. To register them click on the **Next** button.
10. An email will be sent to the address you registered. This allows you to confirm that you want to create an IDOX Public Access for Planning account. When the email arrives, click on the link to be returned to the IDOX Public Access for Planning site.

## Log in

In order to use the full range of features offered by IDOX Public Access For Planning, such as saving searches, you need to log into the site using the user name and password you provided when you registered your account.

1. Click on **Login** button in the menu bar, so the following page appears.

Login

[← Previous page](#)

Not registered? [Register here](#)

Email Address

Password

[🔒 Forgotten Password?](#)

2. Enter your user name and password, then click on the **Login** button.
3. If you registered prior to the Public Access 3.1 release, you may be asked to read the new Terms and Conditions and Privacy Policy that apply to the use of the site. When you have done so, tick the check box to indicate that you agree to them.

## Forgotten Password

1. If you forget your password, once on the Login screen click on the **Forgotten password?** link.
2. Enter your email address and then enter a new password twice. Press the **Change password** button.

### Change Password

To obtain a new password, please enter your email address and new password below. Once submitted you will receive an email to activate your new password. **Your new password must be between 8 and 24 characters long, contain at least one uppercase, one lowercase and one numeric character.**

Fields marked with a \* must be completed.

Email Address \*

New Password \*

Confirm New Password \*

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 have finished using IDOX Public Access for Planning, you can log out of the system by clicking on the **Logout** button in the menu bar.

## **My Profile**

Once you have logged into your account you can access your My Profile area. This area allows you to update your personal details as well as manage your searches, notified and tracked applications.

- **Profile Details** – your registered 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 selected to track.

## **Profile Details**

The Profile Details page allows you to update any of your personal details and password that you provided when you registered. The Profile Details page also allows you to view how your data is used by Public Access. You can also delete your account on this page if you no longer require this service.


1. To access your profile page select **Profile Details** from the My Profile drop down list in the menu bar.
2. The page will display the details you registered with. You can change any of those details or update your password.



3. To update your password click on **Change password**.

4. Enter your email address and then enter a new password twice. Press the **Change password** button.
5. 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.
6. To change your details click on **Update Personal Details**. The pages will take the same form as when you first registered. Alter your details as appropriate, clicking on the **Next** button to page through the sections.
7. To delete your account click **Delete Profile**. You will be asked to confirm that you want to delete your account. If you wish to proceed enter your password and press Delete. Your account will now be removed from the system.

#### Delete Profile Confirmation

 **Are you sure you want to delete your profile?**

Clicking 'Delete' will delete all of your profile and registration information. No personally identifiable information will be retained by the system. In order to continue please confirm your password.

Password \*

## Saved Searches

To find planning case details on IDOX Public Access for Planning site you must perform a search (see Searching). If you find that you frequently perform the same search you can save the search so that they may be repeated easily as often as you like.

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. These notifications are listed in the Notified Applications page.

1. To view your saved searches, select **Saved Searches** from the My Profile drop down list.

| Run   | Edit  | Delete  | Search Title ▾ | Search Type ▾ |
|---|---|---|----------------|---------------|
|  |  |  | High Street    | Application   |

2. You can sort the list by clicking on the appropriate column headings:
  - **Search Title** – sort the list alphanumerically by search title

- **Search Type** – sort the list alphabetically by search type.
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. Enter the new details you wish to search for and then press Save.
  5. To remove a search from the list, click on the **Delete** button for that search.

### **Notified Applications**

If you selected to be notified of modifications to applications that are returned from your saved search or are in your Tracked Applications list, a list of the modified 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.
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 a case, click on the **View** button for that case.
4. To remove a case from the notifications list, click on the **Discard** button for that case. To delete all of the notified results for a particular search, click on **Discard all results from this search**.
5. If you want to track a case that was returned from a saved search click on the **Track** button beside the applications of interest. It will now be added to your Tracked Applications page.



### **Tracked Applications**

If you find a current planning application of interest that you want to keep updated on you can choose to keep a watch on it by tracking it.

Applications that you have selected to track are displayed on the **Tracked Applications** page. When a tracked application is modified a notification will appear on the Notified Applications page and you will be sent a notification email.



1. To view your tracked applications, select **Tracked Applications** from the My Profile drop down list.

| View  | Stop Tracking   | Reference     | Address   | Type        | Status  |
|---|---|---------------|---|-------------|---------|
|  |  | 19/00099/TREE | Town Hall, Gosport Borough Council High Street Gosport PO12 1EB | Application | Decided |

2. You can sort the list by clicking on the appropriate column headings:
  - **Reference** – sort the list alphanumerically by its case number
  - **Address** – sort the list alphanumerically by the address that is the subject of the case
  - **Type** – sort the list alphabetically by the case type
  - **Status** – sort the list alphabetically by the status of the case.
3. To view a tracked case, click on the **View** button for that case.
4. To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application. You will be asked to confirm that you want to stop tracking the application. If you wish to proceed press Delete. The application will now be removed from the list.

## Searching

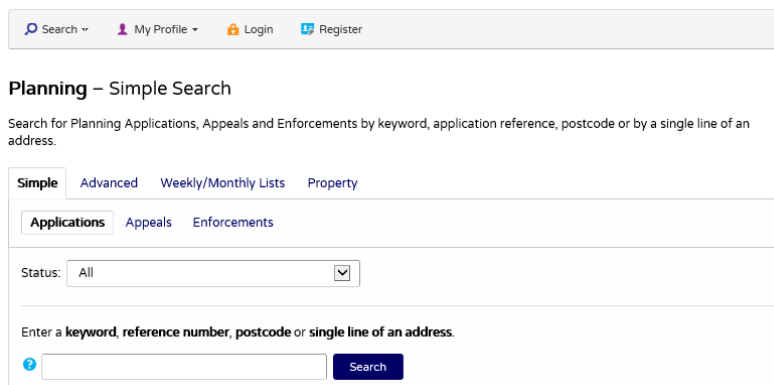
To find planning application, appeal or enforcement notices details on the Public Access for Planning site you must perform a search. Public Access provides a variety of methods to allow you to find the information you are looking for using the details you know:

- **Simple search** – search for applications using the reference number, address or key word.
- **Advanced search** – this search allows you to use a wide combination of factors, such as dates, status and alternative reference numbers.
- **Property search** – search for applications related to a particular address
- **Weekly/monthly lists** – search for applications which where validated or decided within a particular week/month.

## Simple Search

A simple search allows you to search quickly for a planning application by entering some key details that identify it, for example the reference number or postcode.

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



The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below this is the 'Planning - Simple Search' section. It includes a search instruction: 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are four tabs: 'Simple' (selected), 'Advanced', 'Weekly/Monthly Lists', and 'Property'. Under the 'Simple' tab, there are three sub-tabs: 'Applications' (selected), 'Appeals', and 'Enforcements'. A 'Status' dropdown menu is set to 'All'. Below this is a search input field with a placeholder text: 'Enter a keyword, reference number, postcode or single line of an address.' and a blue 'Search' button.

2. Select the type of case you wish to search, Applications, Appeals or Enforcement.
3. If you choose to search for Applications, you can also select the status of the records you are looking for: Current, Decided or All applications. Choose the appropriate option from the Status drop down list.
4. Enter one of the following details in the in the Search box:-
  - **application reference number** (for example, 12/00170/FULL)
  - **post code** (for example, "PO12 1EB")
  - **part of an address** (for example, "High Street" or "Town Hall")
  - **keyword from proposal** (for example "RENDER" or "DEMOLISH").
5. Click on the **Search** button to display the results of your search. If your search returns only one application you will be taken to the application details page. If your search returns multiple applications you will be shown the list of results, as below.

Planning – Results for Application Search

Refine search Save search Print

Sort by Date Received Direction Descending Results per page 10 Go

Showing 1-10 of 20

1 2 Next

**RETENTION OF AND FURTHER WORKS FOR THE ERECTION OF A CYCLE SHED AND 3 NO. SECURITY CAMERAS (CONSERVATION AREA) (as amended by plans received 31.10.16)**  
Town Hall High Street Gosport Hampshire PO12 1EB  
Ref. No: 16/00369/FULL | Received: Thu 21 Jul 2016 | Validated: Mon 08 Aug 2016 | Status: Decided

**REMOVAL OF 6 NO. ANTENNAS AND INSTALLATION OF 9 NO. REPLACEMENT ANTENNAS AND ASSOCIATED EQUIPMENT (CONSERVATION AREA) (as amended by plans and information received 06.07.15)**  
Town Hall High Street Gosport Hampshire PO12 1EB  
Ref. No: 15/00201/FULL | Received: Tue 21 Apr 2015 | Validated: Tue 28 Apr 2015 | Status: Decided

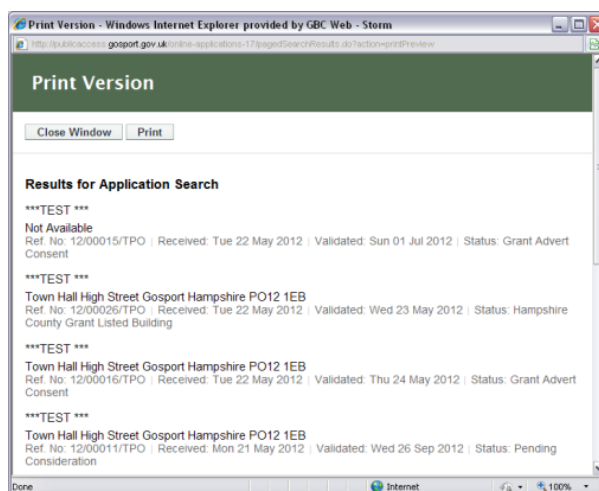
**REGULATION 3 - CONSTRUCTION OF DISABLED PERSONS RAMP TO CIVIC ENTRANCE (CONSERVATION AREA)**  
Town Hall High Street Gosport Hampshire PO12 1EB  
Ref. No: 10/00329/FULL | Received: Mon 02 Aug 2010 | Validated: Tue 24 Aug 2010 | Status: Decided

**REGULATION 3 APPLICATION - REPLACEMENT OF SINGLE GLAZED ALUMINIUM WINDOWS AND PANELS WITH NEW DOUBLE GLAZED ALUMINIUM WINDOWS AND INSULATED PANELS AND OVER-CLADDING OF EXISTING MULLIONS (CONSERVATION AREA)**  
Town Hall High Street Gosport Hampshire PO12 1EB

- You can manipulate how the search results are displayed to help you find applications of particular interest, using the criteria below. Once you have chosen the display selections, click on the **Go** button for them to take effect.
  - Sort By** – select a criterion to re-order the results by, e.g. Date Received
  - 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.
- The number of results being displayed (out of the total number of results) is displayed in the top right hand corner of the results screen. 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 displayed just above and below the search results.
- To view a case 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 you plan on frequently reusing this search you can save it by clicking 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. A new window should open with the results in a list. Click on the **Print** button in the new window to send the page to your local printer. Press **Close Window** when you are finished with this window.

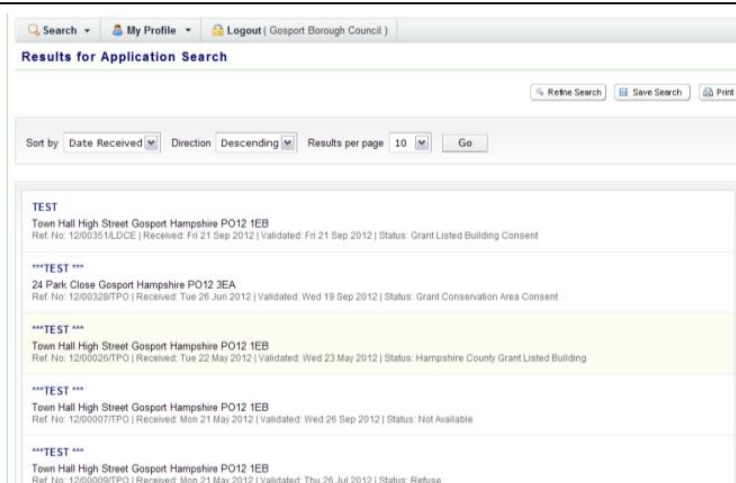


## Advanced Search

An advanced search allows you to search for planning applications using alternative reference numbers, dates and other application details. It also allows you to build a complex combination of specific criteria on which to search for an application.

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

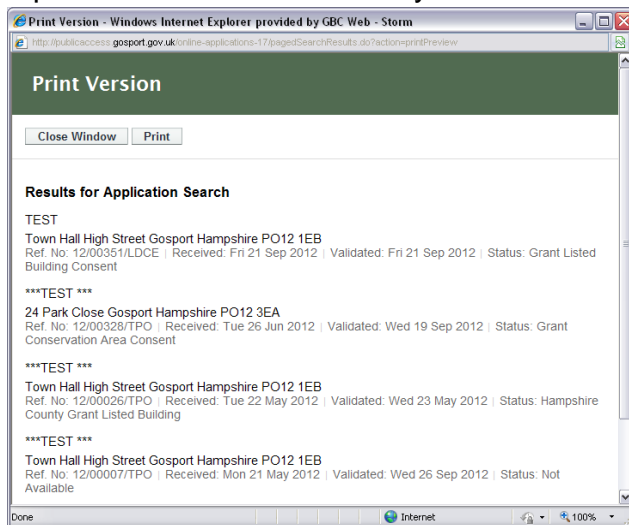
2. Select the type of case you wish to search, Applications, Appeals or Enforcement.
3. If you know a reference number that identifies a specific application enter it in the appropriate box.
4. The details section allow you to specify an application type, status or decision as well as location details, which include ward and address information. Enter any combination of these details as appropriate.
5. If you want to search within a specific date range then you can use any combination of the Dates fields to enter the required range when the case was lodged or decided.
6. Once you have selected your required search criteria click on the **Search** button to display the results of your search. If your search returns only one application you will be taken to the application details page. If your search returns multiple applications you will be shown the list of results, as below.



7. You can manipulate how the search results are displayed to help you find applications of particular interest, using the criteria below. Once you have chosen the display selections, click on the **Go** button for them to take effect.
  - **Sort By** – select a criterion to re-order the results by, e.g. Date Received
  - **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.
8. The number of results being displayed (out of the total number of results) is displayed in the top right hand corner of the results screen. 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 displayed just above and below the search results.
9. To view a case in detail, click on its title.
10. 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.
11. If you plan on frequently reusing this search you can save it by clicking 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.

12. 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.



## 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. Select **Property Search** from the Search drop down list.
2. To search for a street alphabetically, select the **A to Z Street Search** tab.

3. Click on the initial letter of the street you are interested in.
  - If there a large number of streets beginning with the selected letter 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 displayed just above and below the search results.
  - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
4. Select the required street from the list to display the addresses on that street.
  - To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
  - If there a large number of properties in the selected street 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 displayed just above and below the search results.
  - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.



**Results for Property Search**

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

Direction:  Results per page:

---

◀ Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Showing 181-184 of 184

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**T-Mobile Communication Station Town Hall High Street Gosport Hampshire**

**The Stables High Street Gosport Hampshire PO12 1DS**

**Town Hall High Street Gosport Hampshire PO12 1EB**

**Vodafone Communication Station Town Hall High Street Gosport Hampshire**

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◀ Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Showing 181-184 of 184

5. You can print this list by clicking on the **Print** button.
6. To go back and chose a different street, click on the **Refine Search** button.
7. Once you have found the required address click on the address to open up the property details page.
8. To view the planning applications related to the address click on the **Property History** tab.

**Property History** [Help with this page](#)

Town Hall High Street Gosport Hampshire PO12 1EB

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

Address **Property History (383)** Constraints (0)

**Planning Applications (359)**

- Installation Of Telecommunications Apparatus On Roof (conservation Area)(as Amended By Plans Received 16.02.01)  
Ref. No: 01/00302/FULL Status: Grant Permission
- Erection Of 6no. Roof Mounted Antenna And Equipment Cabin (conservation Area)  
Ref. No: 01/00303/FULL Status: Grant Permission
- Erection Of Roof Mounted Aerial Array Of 2 No. Antenna And 2 No. Dish Aerials (conservation Area)  
Ref. No: 93/00089/FULL Status: Grant Permission
- Regulation 3 - Alterations And Installation Of Ground Floor Fire Escape Doorway (conservation Area)  
Ref. No: 94/00269/GREG Status: Grant Permission
- Gpd Part 24 Consultation - Installation Of Telecommunications Apparatus On Roof (conservation Area)  
Ref. No: 95/00239/GDO Status: Raise No Objection
- Erection Of 3no. Roof Mounted Directional Antennae And Equipment Cabin (conservation Area)  
Ref. No: 97/00237/FULL Status: Grant Permission
- Regulation 3 Application - Erection Of Single Storey Extension To Main Reception Area (conservation Area)  
Ref. No: 97/00238/GREG Status: Grant Permission
- Conservation Area Application - Demolition Of Part Of Ground Floor, Main Reception Extension  
Ref. No: 97/00239/CAA Status: Grant Conservation Area Consent
- Gpd Part 24 Consultation - Installation Of Telecommunications Apparatus On Roof (conservation Area)  
Ref. No: 98/00244/GDO Status: Withdrawn
- Erection Of 3no. Roof Mounted Sector Antennas And Equipment Cabin (conservation Area)  
Ref. No: 98/00245/FULL Status: Grant Permission
- Erection Of 3no. Directional Antennae And Equipment Cabin (conservation Area)(as Amended By Plan Received 30.07.99)  
Ref. No: 99/00240/FULL Status: Grant Permission
- CROWN CLEAN OF LIME TREE (CONSERVATION AREA)  
Ref. No: 05/00633/TREE Status: Raise No Objection
- INSTALLATION OF 1NO. 0.3M TRANSMISSION DISH ALONGSIDE EXISTING TELECOMS EQUIPMENT AND APPARATUS (CONSERVATION AREA)

9. To view a case in detail, click on its title.

## Address Search

1. Select **Property Search** from the Search drop down list.
2. To search for a specific address, select the **Address Search** tab.
3. Enter as many details as you know in the appropriate fields, then click on the **Search** button. Should you make a mistake you can click on the **Reset** button to clear the fields and start again.

### 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**

**Address Search**   A to Z Street Search

UPRN:

Property Name/Number:

Street Name:

Locality:

Town:  x

Postcode:

4. A list of all the addresses that match the search will be displayed.
  - To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
  - If there a large number of properties in the selected street 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 displayed just above and below the search results.
  - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.

Search Results

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

Direction  Results per page

◀ Previous 10 11 12 13 14 15 16 17 18 19 Showing 181-190 of 190

|   |
|---|
| St Marys Church Hall High Street Gosport Hampshire PO12 1DF                         |
| St Marys Rc Church High Street Gosport Hampshire PO12 1DF                           |
| Street Record High Street Alley Between Nos 47 And 48 Gosport Hampshire             |
| Street Record High Street Alley Between Nos 93 And 94 Gosport Hampshire             |
| Street Record High Street Gosport Hampshire   |
| Street Record High Street North Loading Road Footpaths Gosport Hampshire            |
| Street Record High Street Rear Access Road To Rear Of No 81 To 83 Gosport Hampshire |
| The Stables High Street Gosport Hampshire PO12 1DS                                  |
| Town Hall High Street Gosport Hampshire PO12 1EB                                    |
| Vodafone Communication Station Town Hall High Street Gosport Hampshire              |

◀ Previous 10 11 12 13 14 15 16 17 18 19 Showing 181-190 of 190

5. 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.
6. If you plan on frequently reusing this search you can save it by clicking 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.

7. You can print this list by clicking on the **Print** button.
8. Once you have found the required address click on the address to open up the property details page.
9. To view the planning applications related to the address click on the Property History tab.

## Property History

[Help with this page](#)

000037033061 | Town Hall High Street Gosport Hampshire PO12 1EB

[Back to search results](#)

[Print](#)

Address **Property History (70)**

### Planning Applications (21)

- **Installation Of Telecommunications Apparatus On Roof (conservation Area)(as Amended By Plans Received 16.02.01)**  
Ref. No: 01/00302/FULL | Status: Grant Permission
- **Erection Of 6no. Roof Mounted Antenna And Equipment Cabin (conservation Area)**  
Ref. No: 01/00303/FULL | Status: Grant Permission
- **Erection Of Roof Mounted Aerial Array Of 2 No. Antenna And 2 No. Dish Aerials (conservation Area)**  
Ref. No: 93/00089/FULL | Status: Grant Permission
- **Regulation 3 - Alterations And Installation Of Ground Floor Fire Escape Doorway (conservation Area)**  
Ref. No: 94/00269/GREG | Status: Grant Permission
- **Gpd Part 24 Consultation - Installation Of Telecommunications Apparatus On Roof (conservation Area)**  
Ref. No: 95/00239/GDO | Status: Raise No Objection
- **Erection Of 3no. Roof Mounted Directional Antennae And Equipment Cabin (conservation Area)**  
Ref. No: 97/00237/FULL | Status: Grant Permission
- **Regulation 3 Application - Erection Of Single Storey Extension To Main Reception Area (conservation Area)**  
Ref. No: 97/00238/GREG | Status: Grant Permission
- **Conservation Area Application - Demolition Of Part Of Ground Floor, Main Reception Extension**  
Ref. No: 97/00239/CAA | Status: GCAC
- **Gpd Part 24 Consultation - Installation Of Telecommunications Apparatus On Roof (conservation Area)**  
Ref. No: 98/00244/GDO | Status: Withdrawn
- **Erection Of 3no. Roof Mounted Sector Antennas And Equipment Cabin (conservation Area)**  
Ref. No: 98/00245/FULL | Status: Grant Permission
- **Erection Of 3no. Directional Antennae And Equipment Cabin (conservation Area)(as Amended By Plan Received 30.07.99)**

10. To view a case in detail, click on its title.

## Weekly/Monthly Lists Search

The Weekly/Monthly Lists feature allows you to search for applications according to the week or month in which they were validated or decided.

1. Select **Weekly/Monthly Lists** from the Search drop down list tab.

Planning – Weekly List

Search Planning Applications either validated or decided in a given week.

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

**Weekly List** Monthly List Current Applications

Ward:

Week beginning:

Show applications:

Validated in this week

Decided in this week

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

3. Select the whether you want to view Decided or Validated applications by clicking the required **Show applications** field.

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

5. You can narrow your search to a particular area by selecting a specific status and/or a specific **Ward** from the drop down lists.
6. When you have made your selections, click on the **Search** button.
7. A list of all the applications that match the search will be displayed.
  - To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
  - You can re-order the list by reference number, date received, description or status. Select one of these from the **Sort by** drop down list, then click on **Go**.
  - If there a large number of properties in the selected street 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 displayed just above and below the search results.
  - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.

**Results for Application Search**

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 10 Go

**TEST**  
Town Hall High Street Gosport Hampshire PO12 1EB  
Ref. No: 12/00351/LDCE | Received: Fri 21 Sep 2012 | Validated: Fri 21 Sep 2012 | Status: Grant Listed Building Consent

**\*\*\*TEST \*\*\***  
Town Hall High Street Gosport Hampshire PO12 1EB  
Ref. No: 12/00009/TPO | Received: Mon 21 May 2012 | Validated: Thu 26 Jul 2012 | Status: Refuse

8. To add this search to your Saved Searches page, click on the **Save Search** button.
9. You can print off this list by clicking on the **Print** button.
10. If too many results are returned you may want to add more information to the Search. To do so click on the **Refine Search** button and continue from step 1.
11. To view a case in detail, click on its title.

## Planning Application Details

Once you have selected an application from your search results the application's details will be displayed. The main application details are displayed at the top of the page, with further information contained in the various tabs below.

### Details

1. Click on the **Details** tab to display the details relating to the application.

2. The Application Details are split up into four tabbed sections. Click on the appropriate tab to display those details:
  - **Summary** – displays the key information pertaining to the case, such as the reference number, address and status.
  - **Further Information (only available on Planning Applications cases)** – displays additional information about the application that was not included in the summary, such as the applicant and agent details, case officer and decision type.
  - **Contacts (only available on Planning Applications cases)** – displays a list of contacts relevant to this application.
  - **Important Dates** – displays the dates on which important events in the lifespan of the case occur from initial submission through to the decision.

## **Comments (only available on Planning Applications cases)**

1. Click on the **Comments** tab to make a comment on the application (if the application has been decided, you will be advised on the Comments tab that the consultation period has ended and there will not be a comment form)
2. If you have logged in you will see the comment form with your name, address and email automatically added. If these are not correct, click on **update my personal details** and make the appropriate changes. If you are not logged in then the form will be blank so these fields will need to be completed.

The screenshot shows the 'Application Comments' page for case 12/00203/TPO. The page title is 'Application Comments' and it includes a 'Help with this page' link. The case details are: 12/00203/TPO | \*\*\*TEST \*\*\* | Town Hall High Street Gosport Hampshire PO12 1EB. There are navigation links for 'Save Search', 'Refine Search', 'Stop Tracking', 'Make a Public Comment', and 'Print'. The main navigation tabs are 'Details', 'Comments (2)', 'Constraints (0)', 'Documents (0)', and 'Related Cases (1)'. Below these are 'Make a Comment', 'Public Comments (0)', and 'Consultee Comments (2)'. The 'Make a Comment' section contains a warning: 'You can make a comment supporting or objecting to this application. Your comment will be submitted to the local authority and immediately made available online to the public. We will not display your address, telephone number or email address to the public.' The form fields are: Application Reference: 12/00203/TPO; Address: Town Hall High Street Gosport Hampshire PO12 1EB; Proposal: \*\*\*TEST \*\*\*; Case Officer: James McKane. A note states: 'Comments submitted will be immediately made available online to the public. Are your personal details correct? Click to update my personal details.' The 'Your personal details' section includes: Your Title: Mr; Your First Name: Gosport; Your Surname: Borough Council; Your Address: Town Hall, Gosport PO12 1EB; Your Tel. No.: (empty); Your Email Address: planning@gosport.gov.uk; Commentor Type: Select; Stance: Object (selected), Support, Neutral. The 'Your Comment' text area has a '2000 characters left' indicator. At the bottom, there is a checkbox for 'Send me an email confirming my comments' and 'Submit' and 'Reset' buttons.

3. Add your remaining contact details in the appropriate boxes.
4. The **Commentor Type** drop down list describes the type of people who may wish to make a comment about an application. These include councilors, neighbours to the application address and other members of the public. Select the one that applies to you.
5. Select the appropriate field from the **Stance** options, to show if your comments are in Support, Objection or are a general Representation on the application.
6. Enter the details of your comment in the **Your Comment** box. If submitting lengthy comments, to avoid the system timing out and to retain

a copy of your submission, it is recommended that you compose your comments in another software package such as Notepad or Word and paste them into the Your Comment box. You can spell check your comment before submitting by correcting them or by right clicking on red underlined words and selecting the appropriate correction.

Draft comments are now retained up to two days after being logged out due to a time-out. You must log in using the same browser and PC as the comment was started

7. When you have completed all the details, click on the **Submit** button. If you have made any errors in completing the form you can start again by pressing the **Reset** button.

## Documents

1. To view the plans and other associated documents relating to a case click on the **Documents** tab. The Number of documents available will be shown in brackets on the tab.

|                          | Date Published | Document Type     | Measure | Drawing Number | Description        | View |
|--------------------------|----------------|-------------------|---------|----------------|--------------------|------|
| <input type="checkbox"/> | 04 Apr 2019    | Decision Notice   |         |                |                    |      |
| <input type="checkbox"/> | 27 Mar 2019    | Consultee Comment |         |                | HAMPSHIRE HIGHWAYS |      |

2. A list of all the available documents will be displayed. If there are a lot of documents you can filter the list. Select one of the following from the Filter By list:

- **Document Type** – select from the drop down list
- **Description** – enter some text that may appear in a document's description.

Press Apply

3. You can sort the document order by pressing on the Date Published, Document Type, Drawing Number or Description column titles.
4. To download up to 25 documents at a time, to view at a later date, check the appropriate check boxes next to the desired documents. Then click **Download Selected Files**



|                                     |             |                              |
|-------------------------------------|-------------|------------------------------|
| <input checked="" type="checkbox"/> | 05 Mar 2019 | Design and Acci<br>Statement |
| <input checked="" type="checkbox"/> | 05 Mar 2019 | Application Forr             |

Download Selected Files

5. Certain documents are suitable to use with a measuring tool, click the Measure icon for the document you wish to view. The Online Measuring Tool tab will open. On-screen help is available if required.
  6. When you have found the document you wish to view press the **View** icon in the relevant row.
  7. The document should open in a new window. If the document does not open ensure that it is not being prevented by a Pop-Up Blocker on your computer.
- Some of the documents will be large file sizes so may take some time to download. If you are still having problems accessing any documents please feel free to contact the planning department on 02392 545462.
  - Most of the documents will be available as PDFs. To view these documents you will need a PDF reader such as Adobe Acrobat Reader which is a free piece of software that most PC's come installed with. Please note other free PDF readers are available, however the Council is not responsible for the functionality, safety or cost of these programs.

**Please Note:** Plans, drawings and material submitted to us are protected by the Copyright Acts (Section 47, 1988 Act). You may only use material which is downloaded and/or printed for consultation purposes to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner. If you link to Public Access you have acknowledged that you have read, understood and agree to the copyright and other limitations.

### **Related Items**

1. Click on the **Related Cases** tab to view a summary of additional information related to the application. These may include:
  - **Applications**
  - **Appeals**
  - **Enforcement Notices**

- **Properties.**

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Details', 'Comments (3)', 'Constraints (0)', 'Documents (4)', and 'Related Cases (5)'. Below the navigation bar, there are four main sections:

- Planning Applications (3)**:
  - **\*\*\*TEST \*\*\***  
Ref. No: 12/00328/TPO | Status: Grant Conservation Area Consent
  - **\*\*\*TEST \*\*\***  
Ref. No: 12/00336/TPO | Status: Pending Consideration
  - **\*\*\*TEST \*\*\***  
Ref. No: 12/00340/TPO | Status: Pending Consideration
- Planning Appeals (1)**:
  - **Erection of rear conservatory**  
Ref. No: 12/00004/NOND | Status: allowed
- Planning Enforcements (0)**
- Properties (1)**:
  - 24 Park Close Gosport Hampshire PO12 3EA

2. To view the details of a listed item, click on its title.

## **Tracking Applications**

If you have registered with the website you can track applications so that you can keep up to date with its progress without having to search for it again.

1. To track an application when you are on the application details screen and click on the **Track** button. You will be taken to your tracked application list, to return to the application details click on the application title.
2. To return to this application at a later date, select Tracked Applications under My Profile.
3. To stop tracking an application, return to the application details and click the **Stop tracking** button at the top of the page. Alternatively click the **Stop Tracking** button next to the application in the Tracked Applications page.

## **Appeal Details**

After searching for an appeal and selecting a case to view the appeal's details will be displayed. The main appeal details are displayed at the top of the page, with further information contained in the various tabs bellow.

### **Details**

1. Click on the **Details** tab to display the details relating to the appeal.

**Appeal Details** [Help with this page](#)

12/00088/ROPP | ERECTION OF TWO-STOREY BUILDING TO FORM 4NO.TWO BEDROOM FLATS WITH ASSOCIATED GARAGING, CAR PARKING, REFUSE AND CYCLE STORAGE FOLLOWING DEMOLITION OF EXISTING SQUASH COURT AND GARAGES (CONSERVATION AREA) (as amended by plans received 20.02.12) | Land To Rear Of 84 Priory Road Gosport Hampshire PO12 4LG

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

**Details** Documents (0) Related Cases (2)

**Summary** Important Dates

|                        |   |
|------------------------|---|
| Reference:             | 12/00088/ROPP   |
| Alternative Reference: | 17874/2   |
| Address:               | Land To Rear Of 84 Priory Road Gosport Hampshire PO12 4LG   |
| Nature:                | ERECTION OF TWO-STOREY BUILDING TO FORM 4NO.TWO BEDROOM FLATS WITH ASSOCIATED GARAGING, CAR PARKING, REFUSE AND CYCLE STORAGE FOLLOWING DEMOLITION OF EXISTING SQUASH COURT AND GARAGES (CONSERVATION AREA) (as amended by plans received 20.02.12) |
| Status:                | In Progress   |
| Appeal Type:           | Refusal of Planning Permission  |
| Decision:              |   |
| Case Officer:          | Mark Bridge   |
| Parish:                |   |
| Ward:                  | Hardway   |
| Procedure:             | Written Representation  |
| Decision Date:         | Not Available   |
| Venue:                 |   |

2. The Application Details are split up into two tabbed sections. Click on the appropriate tab to display those details:
  - **Summary** – displays the key information pertaining to the case, such as the reference number, address and status.
  - **Important Dates** – displays the dates on which important events in the lifespan of the appeal occur from initial submission through to the decision.

**Please Note:** Whilst the Council aims to provide the most up to date information, planning appeals are conducted by the Planning Inspectorate, therefore the Inspectorate's online appeals service should be used to view the latest information and documentation. The Planning Inspectorate service is available through the Planning Portal – <https://acp.planninginspectorate.gov.uk/>. If the appeal type allows comments to be made you must send your comments directly to the Inspectorate and can do so via the above link.

## Enforcement Notices

If you search on enforcement you will be able to see cases on which notices have been served since 2006.

1. If your search returned only 1 result you will be taken to the summary page of the case details. If your search produced multiple results click on the link with the description of the planning breach to open the summary

- page. This provides details of the case, such as the decision and key dates.
2. If there are any documents available to view for this case you can click the Documents tab to view the list, and then click the document you wish to open. If there are no documents the tab will be greyed out and the tab header will read Documents (0).
  3. To view the notice details click on the related items tab and select the relevant link under the Planning Enforcement Notices header.
  4. The Notice Details Summary page will be displayed, providing details of the notice, such as key dates and appeal decision.

**Planning » Enforcement Notice Details** Help with this page

ENF/040/12 | Enforcement Notice (Change of Use) | R/O 13 Lavinia Road Gosport Hampshire

Planning Enforcement ENF/040/12 Track Print

**Details** Related Items (1)

**Summary** Important Dates

|                            |                                       |
|----------------------------|---------------------------------------|
| Enforcement case reference | ENF/040/12                            |
| Address                    | R/O 13 Lavinia Road Gosport Hampshire |
| Ward                       | Not Available                         |
| Parish                     | Not Available                         |
| Appeal Decision            | Not Available                         |

5. Enforcement searches and cases can be saved and tracked using the same method as described for planning applications above.

## **Contact Details**

If you have any questions or comments about this guide please use the following contact address details:

**Post:** Development Management, Planning and Regeneration, Third Floor, Town Hall, High Street, Gosport, PO12 1EB

**Phone:** (023) 9254 5462

**Email:** [planning@gosport.gov.uk](mailto:planning@gosport.gov.uk)