



Idox Public Access for Scottish Building Standards

User Guide

Idox Public Access 3.5

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Contents

| | |
|-----------------------------|-----------|
| Introduction | 5 |
| User Details | 6 |
| Registration | 6 |
| Log In | 8 |
| Forgotten password | 8 |
| Log out | 9 |
| My Profile | 9 |
| Profile details | 10 |
| Saved searches | 10 |
| Tracked applications | 11 |
| Notified applications | 12 |
| Apply Online | 13 |
| Searching | 15 |
| Simple Search | 15 |
| Advanced Search | 17 |
| Weekly/Monthly Lists Search | 18 |
| Property Search | 19 |
| Address search | 19 |
| A to Z Street search | 20 |
| Map Search | 21 |
| Map measurement | 24 |
| Saving map searches | 27 |
| Accessing Cases Directly | 29 |
| Search Results | 30 |
| Saving a Search | 31 |
| Record Details | 31 |
| Details | 32 |
| Certificates | 33 |
| Documents | 34 |
| Related Items | 34 |

| | |
|-------------------------|----|
| Map | 36 |
| Tracking Applications | 37 |
| Sharing On Social Media | 37 |
| Share via email | 37 |
| Share via Twitter | 38 |

Introduction

The Idox Public Access For Scottish Building Standards website has been designed to provide an efficient and easy-to-use process for members of the public to search for and track applications for building standards warrants and notices.

This document describes how to use the site.

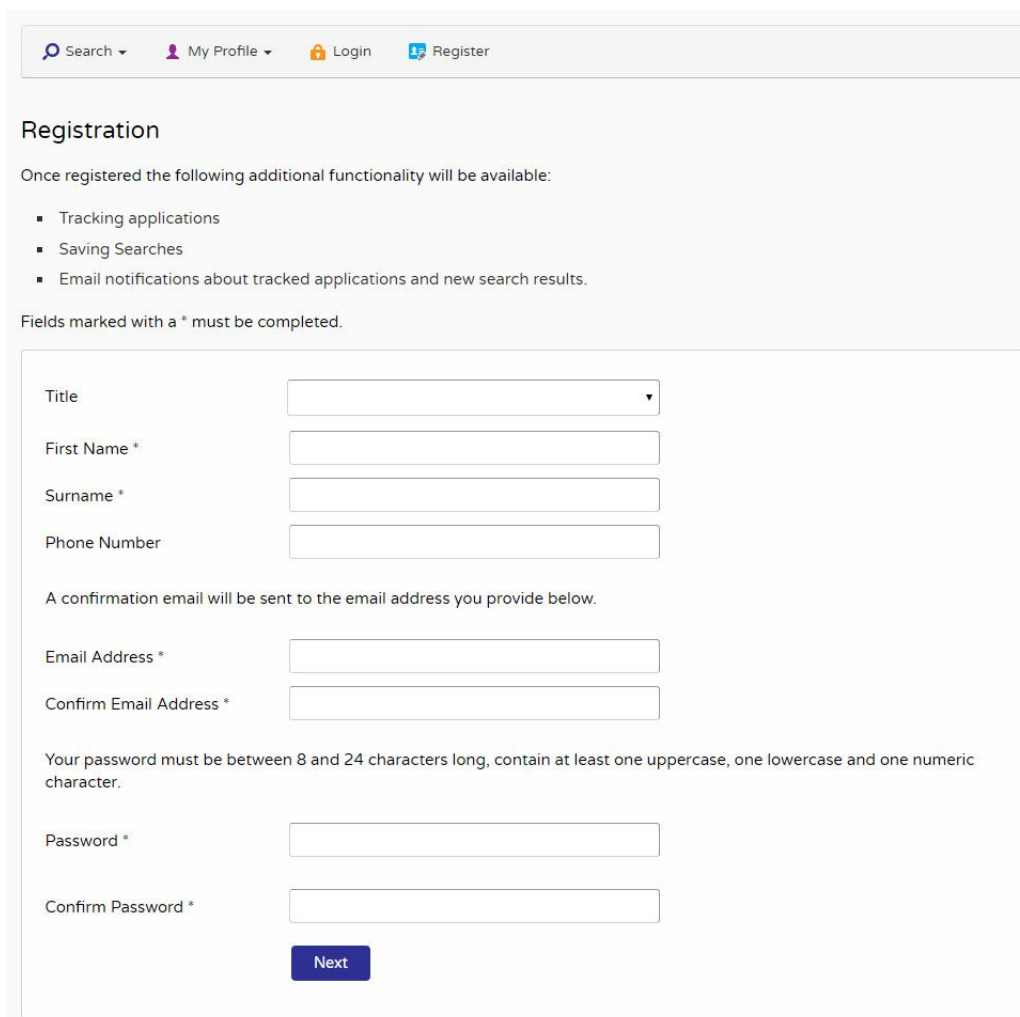
User Details

Anyone can use the Idox Public Access site but to take advantage of the advanced profile features you must first register a user account.

Registration

Anyone can use the Idox Public Access site, but to take advantage of the advanced profile features you must first register a user account.

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



The screenshot shows the registration page of the Idox Public Access site. At the top, there is a navigation bar with links for Search, My Profile, Login, and Register. The main heading is "Registration". Below this, a message states: "Once registered the following additional functionality will be available:" followed by a list of features: Tracking applications, Saving Searches, and Email notifications about tracked applications and new search results. A note indicates that fields marked with an asterisk (*) must be completed. The registration form includes the following fields: Title (a dropdown menu), First Name (*), Surname (*), Phone Number, Email Address (*), Confirm Email Address (*), Password (*), and Confirm Password (*). A password requirement note states: "Your password must be between 8 and 24 characters long, contain at least one uppercase, one lowercase and one numeric character." A blue "Next" button is located at the bottom of the form.

2. Register your personal details by filling in the following fields:
 - **Title** - select the title you wish to be addressed by.
 - **First Name** - enter your first name.
 - **Surname** - enter your surname.

- **Email Address** - enter your email address. Enter it again to confirm that it is correct.
- **Password** - enter a password that will allow only you to access your account.

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.

Registration

Postcode * SA12 2RR

Back Next

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

Registration

✘ Please check your registration details

- No addresses were found at this postcode. Please enter your full address below or click back to correct your postcode.

Address Line 1 * 42 Thomas Street

Address Line 2

Town/City * Glamorgan

Postcode * SA12 2RY

Back Next

6. If your address is not listed, select **My address is not in the list** and click on Next.
7. Enter your address details in the appropriate fields, then click on Next.

Registration

Address Line 1 * 42 Thomas Street

Address Line 2

Town/City * Glamorgan

Postcode * SA12 2RY

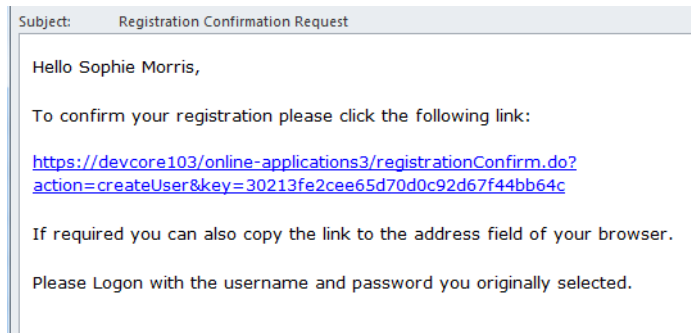
Back Next

8. Click to read the Terms and Conditions that apply to the use of the site. When you have done so, tick the check box to indicate that you agree to them.
9. 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.
10. Check that your personal and login details are correct. To register them, click on the Next button.

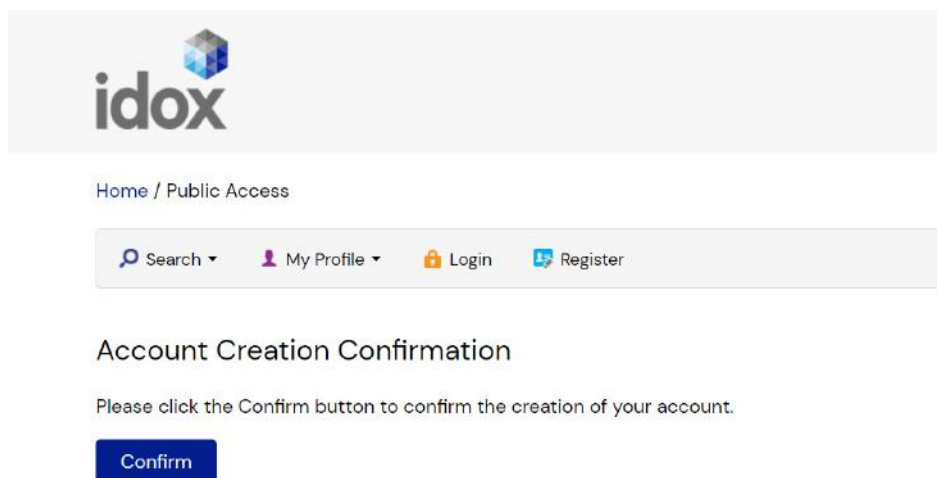
User Details

Log In

11. An email will be sent to the address you entered. This provides confirmation that you want to create an Idox Public Access account.



12. Click on the link in the email to open the confirmation page in the Idox Public Access site.



13. Click on the Confirm button to confirm the creation of your account. You can now use your login details to log into Idox Public Access.

Log In

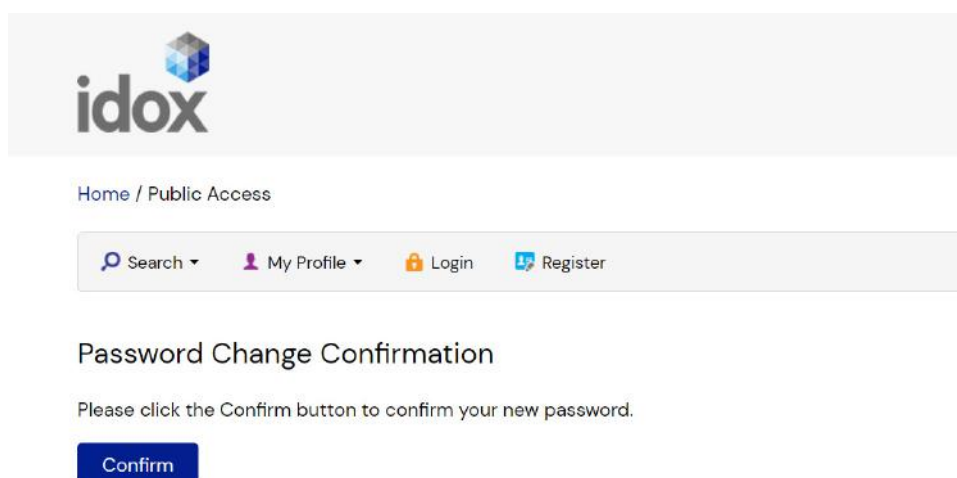
In order to use the full range of features offered by Idox Public Access you need to log in to the site using the user name and password you provided when you registered your account.

1. Click on Login on the home page.
2. Enter your user name and password, then click on the Login button.

Forgotten password

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

3. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link to open the confirmation page in Idox Public Access.



4. Click on the Confirm button to confirm your password change. You can now log in with your new password.

Log out

When you are finished using Idox Public Access, remember to log out by clicking on the Logout button in the menu bar.

My Profile

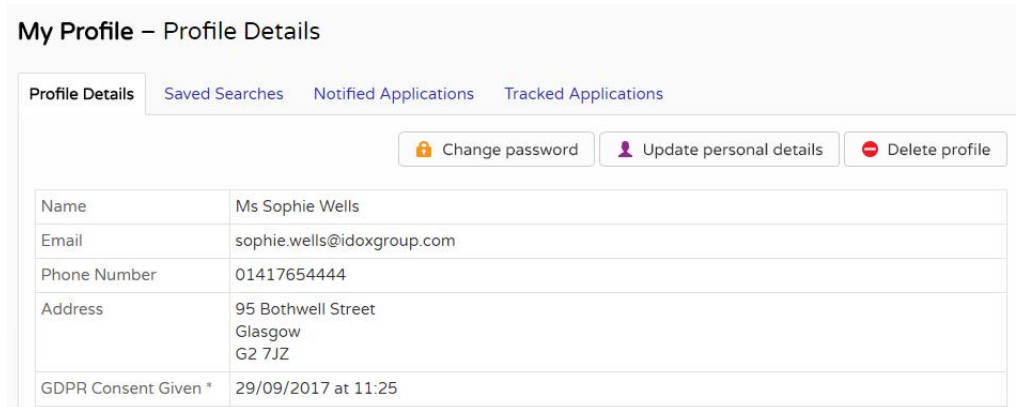
Once your account has been created you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **Profile Details** - your full personal details
- **Saved Searches** - a list of searches which you have saved
- **Notified Applications** - notifications for applications that you are tracking, or are the subject of saved searches, have been modified
- **Tracked Applications** - a list of applications that you have elected to track
- **Form Submissions** (with Idox Scottish Building Standards E2E Online Forms) - a list of draft and submitted forms (see Form Submission).

Profile details

The Profile Details pages allow you to view and update your account details as well as view how your data is used by Public Access.

1. Select **Profile Details** from the My Profile drop down list in the menu bar.



| My Profile – Profile Details | |
|---|---|
| Profile Details Saved Searches Notified Applications Tracked Applications | |
| Change password Update personal details Delete profile | |
| Name | Ms Sophie Wells |
| Email | sophie.wells@idoxgroup.com |
| Phone Number | 01417654444 |
| Address | 95 Bothwell Street Glasgow G2 7JZ |
| GDPR Consent Given * | 29/09/2017 at 11:25 |

The Personal Details page allows you to view the details you registered with. You can change any of those details or update your password.

2. To update your password click on **Change Password**.
3. Enter your email address and then enter a new password twice.
4. Press the **Change Password button**. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link to open the confirmation page in Idox Public Access.
5. Click on the **Confirm** button to confirm your password change. You can now log in with your new password.
6. To change your details click on **Update Personal Details**. Alter your details as required, clicking on the Next button to page through the sections.
Note If you update the email address linked to the account, you'll receive a confirmation email, and will need to click on the link in this to open a confirmation page, similar to when you change your password.
7. When you no longer wish to use Idox Public Access, click on **Delete Profile**.

Saved searches

The primary activity on the Idox Public Access site is to perform searches for information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see "Searching" on page 15).

Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

To view your saved searches:

1. Select **Saved Searches** from the My Profile drop down list.

| Run | Edit | Delete | Search Title | Search Type |
|-----|------|--------|--|----------------------------|
| | | | "%" Building Standards Application 10-Nov-2016 3:05 PM | Building Standards Warrant |

2. You can sort the list by clicking on the appropriate column headings:
 - **Search Title** - sort the list alphabetically by search title.
 - **Search Type** - sort the list alphabetically by search type.
3. To perform a saved search now, click on the **Run** button for that search.
Note Circular map searches cannot be run from the Saved Searches page.
4. To modify the search criteria, click on the **Edit** button for that search. This returns you to the appropriate search form and allows you to change the details of the search.
5. To remove a search from the list, click on the **Delete** button for that search.

Tracked applications

After locating an application of interest by searching, you can choose to keep a watch on what happens to it by tracking it. Applications are displayed on the Tracked Applications page. When applications that you are tracking are modified, for example, its status changes or a comment has been made, a notification will appear on the Notified Applications page and you will be sent a notification email.

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

| View | Stop Tracking | Reference | Address | Type | Status |
|------|---------------|----------------|--|------------------|-----------------------|
| | | 16/00002/FUU | 6 Craig Road Neath West Glamorgan SA11 6YX | Application | Awaiting decision |
| | | 13/06067/DGAFP | 16 Shelone Terrace Neath West Glamorgan SA11 6UE | Building Control | Building Work Started |

2. You can sort the list by clicking on the appropriate column headings:
 - **Reference** - sort the list alphanumerically by reference
 - **Address** - sort the list alphanumerically by the address that is the subject of the application
 - **Type** - sort the list alphabetically by the application type
 - **Status** - sort the list alphabetically by the status of the application.
3. To view a tracked application, click on the View button for that application.

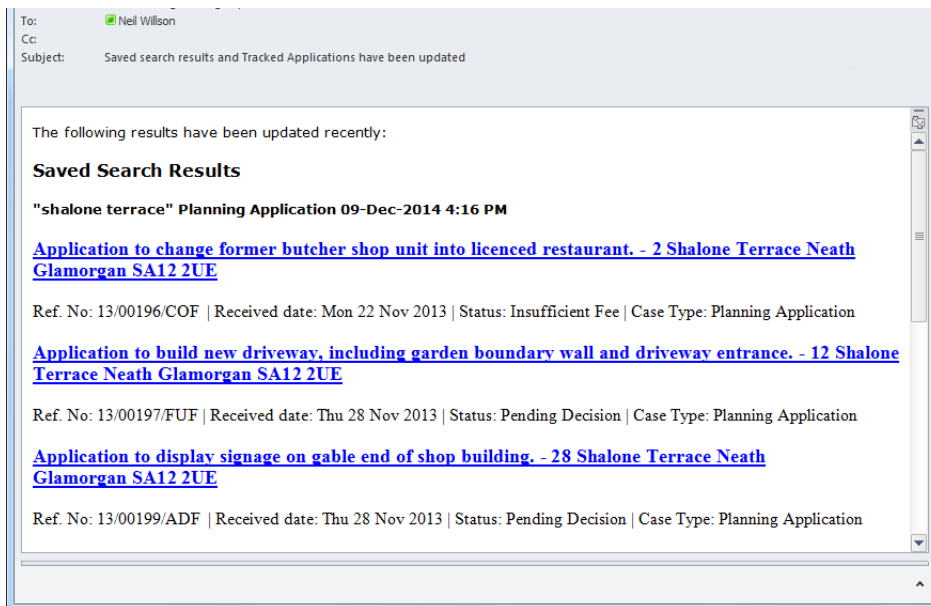
User Details

My Profile

4. To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application.

Notified applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.



To view your notifications:

1. Select **Notified Applications** from the My Profile drop down list.

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

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

Updated Tracked Applications

| View | Discard | Notification Date | Description |
|------|---------|-------------------|----------------------------------|
| | | 05 Sep 2016 | Full Application to test PA-3180 |

Updated Results For Saved Search: Licensing Application 05-Sep-2016 1:00 PM

[Discard all results from this search](#)

| View | Track | Discard | Notification Date | Description |
|------|-------|---------|-------------------|----------------------------|
| | | | 05 Sep 2016 | Premises Licence |
| | | | 05 Sep 2016 | Personal Licence |
| | | | 05 Sep 2016 | Hackney Carriage - Driver |
| | | | 05 Sep 2016 | Hackney Carriage - Vehicle |
| | | | 28 Sep 2016 | Accreditation |

Updated Results For Saved Search: "16/00002/FUL" Planning Application 05-Sep-2016 12:31 PM

[Discard all results from this search](#)

| View | Track | Discard | Notification Date | Description |
|------|-------|---------|-------------------|----------------------------------|
| | | | 05 Sep 2016 | Full Application to test PA-3180 |

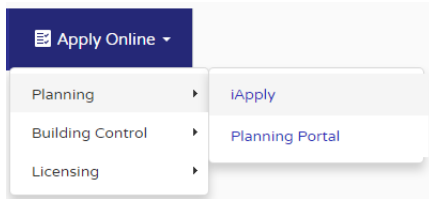
2. The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches.
3. To view an application, click on the **View** button for that application.
4. To remove an application from the notifications list, click on the **Discard** button for that application. To delete all of the notified results for a particular search, click on **Discard All Results From This Search**.
5. Additionally, you can select saved search applications from the notifications list and track these. Click on the **Track** icon for the applications of interest. These will now be added to your Tracked Applications page.

Apply Online

As a member of the public, you may wish to submit your own applications to your council. As a Public Access user, you can access the application form web pages directly from the navigation bar.

To create an application from the Public Access site:

1. Click Apply Online on the right-hand side of the navigation bar.



2. Select the module area you wish to apply for from the menu.
3. Select the website you prefer to submit your application to from the sub-menu.
4. Log in with your existing user credentials or create a new log in.
5. Follow the instructions for the site to submit an application.

Searching

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

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

Simple Search

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

1. From the Search drop down list select the Idox PA module you want to search within, then select Simple Search.

The screenshot shows the 'Building Standards – Simple Search' interface. At the top, it says 'Search for Building Standards Applications and Notices by keyword, application reference or by a single line of an address.' Below this are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Under the 'Simple' tab, there are sub-tabs for 'Applications' and 'Notices'. A 'Local Authority' dropdown menu is set to 'All'. Below that is a text input field with the prompt 'Enter a keyword, reference number or single line of an address.' and a 'Search' button. The Idox Solution logo is in the bottom right corner.

2. In the Building Standards module you can search for:
 - Applications
 - Notices.Click to select the type of record that you want to locate.
3. If your Local Authority belongs to a Shared Service group, you have the option to filter search results by Local Authority.
4. Enter some text in the **Search** box that will correspond to one of:
 - reference number (for example, "2008/0125/DET")
 - post code (for example, "G1 3PL")
 - part of an address (for example, "Drymen", "Scott Street").

If Wildcard Searching is enabled in your system your search will produce a wider range of results. Wildcard Searching assumes a wildcard symbol at the beginning and end of the

Searching

Simple Search

search string and in between each term. For example, entering "10 High Street" (equivalent to "%10%High%Street%") may find results of "10-12 High Street" or "The Swan, 10 High Street".

5. Click on the **Search** button to display the results of your search (see "Search Results" on page 30).

Advanced Search

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

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

The screenshot shows the 'Building Standards – Applications' search interface. At the top, there are navigation tabs for 'Simple', 'Advanced' (which is selected), 'Weekly/Monthly Lists', 'Property', and 'Map'. Below these is a sub-tab for 'Applications' (selected) and 'Notices'. The form is divided into several sections: 'Reference Numbers' with an 'Application Reference' input field; 'Application Details' with fields for 'Description', 'Applicants Name', 'Application Type' (dropdown), 'Local Authority:' (dropdown), 'Ward' (dropdown), 'Agents Name', 'Status' (dropdown), 'Decision' (dropdown), and 'Application Address' (input with a help icon); and 'Dates' with five rows of date ranges (Date Received, Decision Date, Valid Date, Application Commenced, Application Completed), each with 'to' and calendar icons. At the bottom are 'Search' and 'Reset' buttons.

2. In the Building Standards module you can search for:
 - Applications
 - NoticesClick to select the type of record that you want to locate.

Searching

Weekly/Monthly Lists Search

3. A variety of reference numbers are associated with Building Standards records. Enter one or more to help identify a specific record.
4. The details you fill in will depend on the module and information type tab you selected.

| Information Type | Details Required |
|----------------------------|--|
| Application details | Allows you to specify applicant's name and application type, status or decision as well as location details, including ward and address information. |
| Notice Application details | Allows you to specify a notice's application type, status as well as address information. |

Enter the details you want to search on.

5. Every building standards case has a number of important dates associated with it (for example, the date the application was validated or the date that a court decision was issued). Use the date pickers to define an appropriate period to search within for any dates of interest.
6. Click on the Search button to display the results of your search (see "Search Results" on page 30).

Weekly/Monthly Lists Search

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

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

The screenshot shows the 'Building Standards - Weekly List' search page. At the top, it says 'Search Building Standards Applications by date deposited, date decided, date received, date commenced or date completed in a given week.' Below this are navigation tabs: 'Simple', 'Advanced', 'Weekly/Monthly Lists' (which is selected), 'Property', and 'Map'. Under 'Weekly/Monthly Lists', there are sub-tabs for 'Weekly List' and 'Monthly List'. The main search area contains several fields: 'Local Authority:' with a dropdown menu set to 'All'; 'Ward:' with a dropdown menu set to 'All'; 'Week beginning:' with a dropdown menu set to '04 Jun 2018'; and 'Show applications:' with five radio button options: 'Received this week' (selected), 'Deposited in this week', 'Decided in this week', 'Commenced in this week', and 'Completed in this week'. A blue 'Search' button is located at the bottom of the form. The 'an idox solution' logo is visible in the bottom right corner of the page.

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

3. If your Local Authority belongs to a Shared Service group, you have the option to filter search results by Local Authority.
4. You can narrow your search to a particular area by selecting from the **Parish** or **Ward** drop down lists.
5. Specify the **Week** or **Month** by selecting from the drop down list.
6. Under **Show applications**, select to display:
 - Received this week
 - Deposited in this week
 - Decided in this week
 - Commenced in this week
 - Completed in this week
7. Click on the Search button to display the results of your search (see "Search Results" on page 30).

Property Search

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

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

Address search

1. From the Search drop down list choose the Building Standards module, then select **Property Search**.
2. To search for a specific property by its address, select the **Address Search** tab.

The screenshot shows the 'Address Search' interface. At the top, it says 'Address Search' and 'Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.' Below this are navigation tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property' (which is selected), and 'Map'. Under the 'Property' tab, there are two sub-tabs: 'Address Search' (selected) and 'A to Z Street Search'. The form contains several input fields: 'UPRN:', 'Property Name / Number:', 'Street Name:' (with 'Regent Street' entered), 'Locality:', 'Town:' (with 'Neath' entered), and 'Postcode:'. At the bottom of the form are two buttons: 'Search' and 'Reset'.

3. Enter as many details as you know in the appropriate fields, then press the Search button to display the results of your search (see "Search Results" on page 30).
4. If you need to clear the fields and start again, press the **Reset** button.

A to Z Street search

1. From the Search drop down list choose the Building Standards module, then select **Property Search**.
2. To search for a street alphabetically, select **A to Z Street Search**.
3. Click on the initial letter of the street you are interested in to display all the streets that begin with that letter.

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 5

Streets beginning with R

- [Regent Street East , Neath , West Glamorgan](#)
- [Regent Street West , Neath , West Glamorgan](#)
- [Ritson Street , Neath , West Glamorgan](#)
- [Rockingham Terrace , Neath , West Glamorgan](#)
- [Ruskin Street , Neath , West Glamorgan](#)

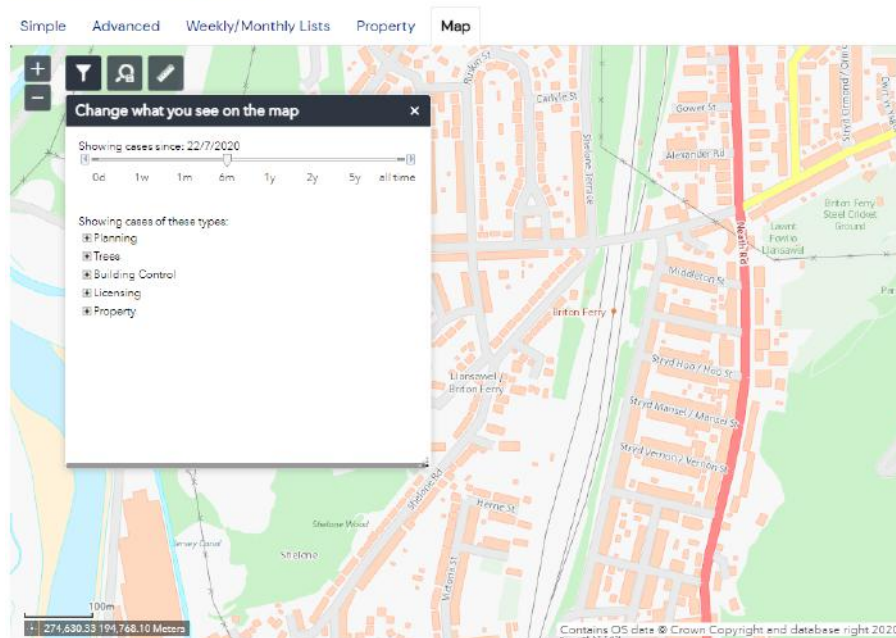
4. Select a street from the list to display the addresses on that street, then choose an address to discover whether any applications exist for that address.
5. To go back and chose a different street, click on the **Refine Search** button.

3. To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.
4. To refine the display, click on the **Layer List Filter**.

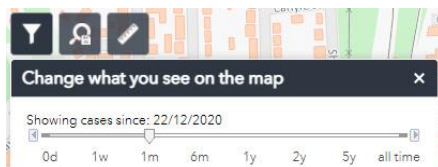
Building Standards – Map Search

[Help with](#)

[Click here for help with using the map.](#)




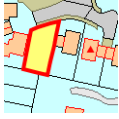

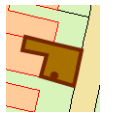


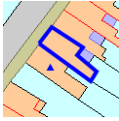

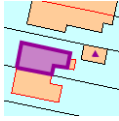
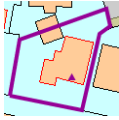
5. To change the time period drag the slider to the desired time frame.

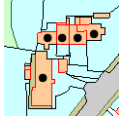


6. To display more record types on the map, check the relevant boxes in the **Legend and Filter** list. To remove record types from the map, uncheck them.

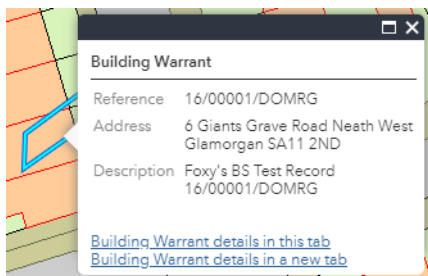
Most records can be displayed in two ways:

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

| Module | Record type | Displayed As |
|---------------------------|---|---|
| Planning | Applications - properties for which planning applications have been submitted. |  |
| | Appeals - properties which are the subject of planning appeals. |  |
| | Enforcements - properties which are the subject of planning enforcements. |  |
| Trees | Tree Preservation Order - properties for which tree preservation orders have been submitted. |  |
| Building Control | Applications - properties for which building control applications have been submitted. |  |
| | Contraventions - properties which are the subject of building control contraventions. |  |
| Building Standards | Warrants - properties for which applications for building warrants have been submitted. |  |
| | Notices - properties which are the subject of building notices. |  |
| Licensing | Applications - properties for which licence applications have been submitted. |  |
| | Licences - properties which hold one or more licences. |  |

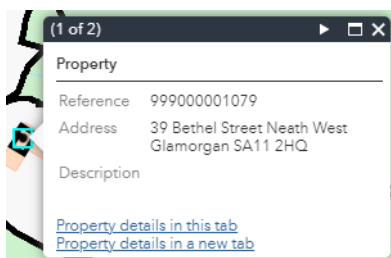
| Module | Record type | Displayed As |
|--------|--|---|
| All | Properties - all valid properties in your local area. You can click on any of these to see if any current record (for example, application, or licence) exists at that address. |  |

- Once you have identified a record of interest, click on the triangle point or polygon to display a summary of the information about the record.



If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.

- When the black Properties markers are displayed, you can click on any of these to view the property summary.



- To view full details of a property or record of interest, with the summary information displayed, click one of the links at the bottom of the summary window to either view the details in the current tab or a new tab in the browser.

Map measurement

You can take rough measurements of distances and areas on the map as well as mark down the latitude and longitude of a point on the map.

Note The measurement tool is for indicative purposes only. It is to be used only to give an idea to users of the distance between objects or area of an object. It does not define legal boundaries nor can it be used for dispute purposes.

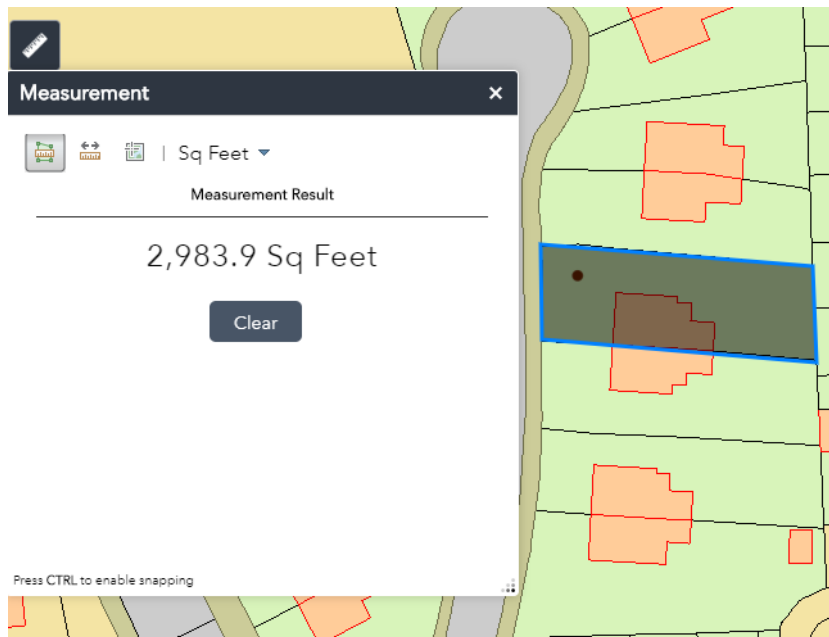
- Zoom and pan the map to display the geographical area of interest.
- Click on the Measurement icon.



3. To measure an area, click on the Area icon.



4. Select your units from the drop down menu.
5. Click on the map where you wish to start your measurement.
6. Continue to click on each corner of the area of measurement.
7. Double click on a point to complete the area.



8. You can refresh this measurement by pressing Clear, to start a new measurement.
9. To measure a distance on the map, click the Distance icon.



10. Select the unit of measurement from the drop down menu.
11. Click on the map where you wish to start your measurement.

12. Continue to click on each corner of the distance of measurement.



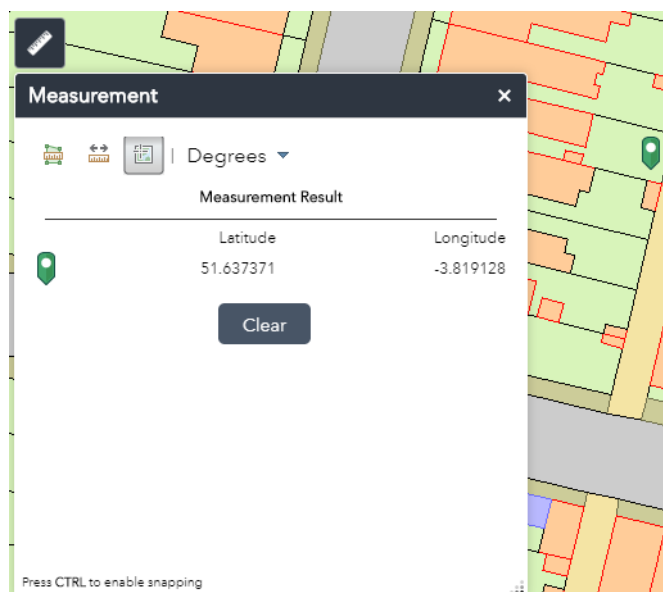
13. Double click to complete the measurement.

14. To see the position of a point on the map in latitude and longitude, click on the Location icon.

15. Select the coordinate unit from the drop down menu.

Note DMS stands for Degrees Minutes Seconds.

16. Click on a point on the map to find its location.



Saving map searches

You can add a map search to your Saved Searches list in one of two formats:

- **Rectangular search** - saves all of the records of the selected record type that apply to the area currently shown on the map
- **Circular search** - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

Note Map searches can only be saved for one record type (for example, applications) at a time. If you want to save a search for another record type in the same geographical area, you must save it as a different search.

Rectangular search

The rectangular search allows you to display occurrences of a record type over the geographical area currently displayed on the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your town centre and filtered the legend to display building standards applications in the last month you can save an extents search that allows you to monitor new applications arising in the town centre on a monthly basis.

1. Zoom and pan the map to display the geographical area of interest.
2. Select the required time period.
3. Filter the legend to display one record type.
4. Click on **Save a rectangular search**.
5. On the **Saved Search Options** page you may change the default search title if you wish.

The screenshot shows a web interface for saving a search. At the top, it says 'My Profile » Save Search'. Below this is a box titled 'Saved Search Options'. Inside this box, there are three sections: 'Search Title (editable)' with a text input field containing 'Map Scottish Building Warrant 10-Nov-201', 'Notify me via email about new search results' with radio buttons for 'Yes' and 'No' (where 'No' is selected), and 'Last Run Date' with the text 'Search not run yet.'. At the bottom of the box are two buttons: 'Save' and 'Cancel'.

6. If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see "Notified applications" on page 12).
7. Click Save to save the search to your list of Saved Searches (see "Saved searches" on page 10).

Circular search

The circular map search allows you to display occurrences of a record type over the geographical area currently displayed within a specified proximity of the centre of the map. By re-run-

ning the search, you can monitor new occurrences. For example, if you have zoomed the map to display your home and filtered the legend to display planning applications submitted in the last year you can save a proximity search that allows you to monitor new building standards applications arising within a specified distance of your home on a yearly basis.

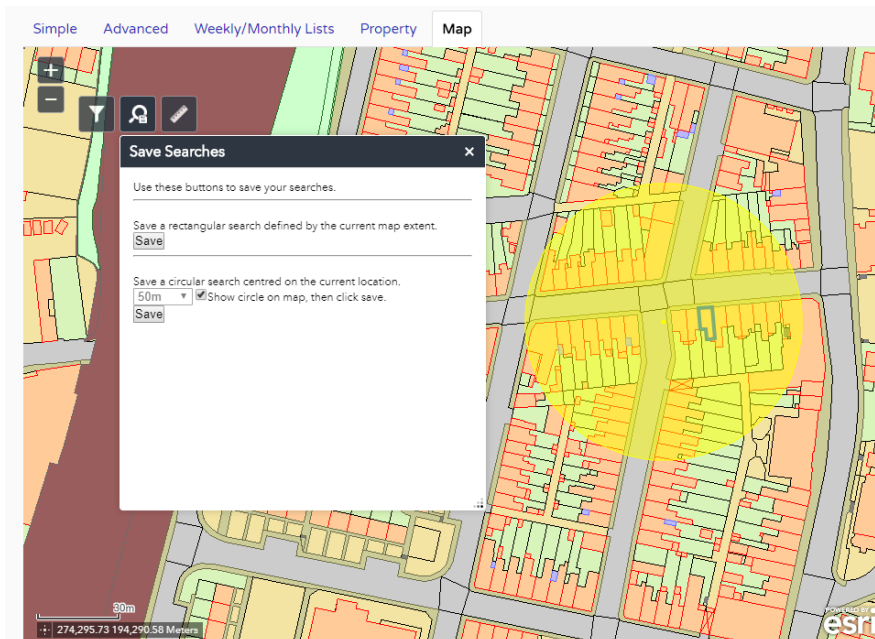
1. Zoom and pan the map, placing the geographical point of interest at the centre.
2. Click on the **Layer list filter** icon.



3. Select the required time period.
4. Filter the legend to display one record type.
5. Click on the **Save Searches** icon.



6. Select the radial distance from the centre in which to search for records.



Check the **Show circle on map box** to display the proximity as a circle around the centre. You can pan the map to make adjustments if required.

7. Click on **Save** under drop down menu.
8. In the Saved Search Options box you may change the default search title if you wish.
9. If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab (see "Notified applications" on page 12).

10. Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 10).

Saved Search Options

Enter a Search Title that is meaningful to you. You can also choose to receive email updates when new cases are added matching your search.

Search Title (editable)

Notify me via email about new search results Yes No

Last Run Date 27-Jun-2019

Accessing Cases Directly

Idox Public Access allows users to access specific cases directly by manually entering or copying and pasting its URL into the browser’s address bar. The URL is composed of three parts:

- the website
- the case type
- the case number

For example, www.rbkc.gov.uk/PLAN/14/00111/CON, where **/PLAN/** indicates the Planning case type and **14/00111/CON** is the case number.

The case type codes are available for a range of modules.

| Case Type Code | Description |
|----------------|---------------------------------|
| APPEAL | Planning Appeal |
| BC | Building Control Applications |
| BCC | Building Control Contraventions |
| BS | Building Standards Applications |
| BSN | Building Standards Notices |
| ENF | Planning Enforcements |
| LIC | Licences Granted |
| LICAPP | Licensing Applications |
| PLAN | Planning Applications |
| TPO | Tree Preservation Order |

You can integrate this URL into an email or a report to be used as a link.

Search Results


Once you have run a search, a list of records matching the search criteria is displayed.

Building Standards – Results for Application Search

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

Sort by Direction Results per page [Go](#)

[1](#) [2](#) [3](#) [Next](#)
Showing 1-10 of 27

| | |
|--|--|
| <p>Domestic Alteration 20 Regent Street West Neath West Glamorgan SA11 2PN Ref. No: 14/00012/DAL Status: Received Validated: Not Available Decided: Not Available</p> | <p>Map Information</p> <p>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. Select 'Show results on large map' to see a more detailed map view of your search results.</p>  <p>Show results on large map</p> |
| <p>DAL Proposal 69 Shelone Road Neath West Glamorgan SA11 2PT Ref. No: 14/00011/DAL Status: Received Validated: Not Available Decided: Not Available</p> | |
| <p>14/00010/DOMFP 69 Shelone Road Neath West Glamorgan SA11 2PT Ref. No: 14/00010/DOMFP Status: Received Validated: Not Available Decided: Not Available</p> | |
| <p>BS application 18 Regent Street West Neath West Glamorgan SA11 2PN Ref. No: 14/00009/DALBN Status: Received Validated: Not Available Decided: Not Available</p> | |

- You can manipulate how the search results are displayed to help you find applications of particular interest:
 - Sort By** - re-order the results according to a selected criterion
 - Direction** - choose whether the results are displayed in ascending or descending order
 - Results per page** - choose how many results should be displayed on the page at once.

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

- The number of results displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on Next to view the next page or Previous to view the previous one, or by clicking directly on the page number
- If configured, a map of the relevant area is displayed. Click on **Show results on Large map** to see the locations of the search results in greater detail (see "Map Search" on page 21).
- 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. Press the **Refine Search** button.
- 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.

6. To view an individual record in detail, click on its title.

Saving a Search

You may find that you use a particular search regularly. For example, a simple search based on your post code or an advanced search charting the progress of a specific building standards application. As a registered user, you can save these searches to be run again from your Saved Searches page (see "Saved searches" on page 10). Additionally, when new records corresponding to a saved search arrive, news of these will automatically appear on your Notified Applications page (see "Notified applications" on page 12).

1. To save a search, click on the **Save Search** button.
2. Change the default search title if you wish.
3. If you want to be notified by email of any new records matching your search criteria, select **Yes**.
4. Click on **Save** to save the search.

Record Details

When you select to view a record, the application details are displayed at the top of the page, with further tabs below containing all of the relevant information about the application. Planning records contain the following tabs:

- **Details** - displays the key information about the record
- **Certificates** - displays a list of certificates related to the case
- **Documents** - displays a list of documents relevant to the case
- **Related Items** - displays a list of items which are related to the current record
- **Map** - displays the case property using the map view.

Details

The Details tab displays key information about the record.

1. Click on the Details tab.

Building Standards – Scottish Building Warrant Summary [Help with this page](#)

13/00032/OAL | PA2 - Other Alterations | 1 Victoria Street Neath West Glamorgan SA11 2RE

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

Details [Certificates](#) [Documents \(0\)](#) [Related Items \(1\)](#) [Map](#)

Summary [Further Information](#) [Plots](#) [Important Dates](#)

| | |
|------------------------------|---|
| Description Of Works | Other Alterations |
| Site Address | 1 Victoria Street Neath West Glamorgan SA11 2RE |
| Application Reference Number | 13/00032/OAL |
| Application Valid Date | Tue 05 Nov 2013 |
| Decision Date | Not Available |
| Status | Received |
| Application Type | Other Alterations |
| Received Date | Tue 05 Nov 2013 |
| Decision | Not Available |

There are 0 documents associated with this application.

There are 0 cases associated with this application.

There is 1 [property](#) associated with this application.

2. The record details are split up into four tabbed sections. Click on the appropriate tab to display those details.
 - **Summary** - displays the basic information pertaining to the application. The summary also identifies the number of the documents, cases, and properties that have been added to this application. Click on one of these to view them.
 - **Plots** - displays information about any plots associated with the application.
 - **Important Dates** - displays the dates on which important events in the life span of the application occur from initial submission through to the decision.
 - **Further Information** - displays additional information about the application that was not included in the summary. Also includes the Interested Person list - a list of names and address of people (for example, property owners, applicant's agents, architects or developers) who have formally expressed an interest in this application.

Certificates

The Certificates tab displays any certificates that are associated with this case.

1. Click on the **Certificates** tab.

Building Standards – Building Warrant Certificates [Help with this page](#)

14/00005/DEXFP | Full Plan Extension | 69 Shelone Road Neath West Glamorgan SA11 2PT

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

Details **Certificates** Documents (0) Related Items (2) Map

Certificates of Design Certificates of Construction Energy Performance Certificates Completion Certificates

Plots: All [GO](#)

Certificate: Cert No

| | |
|-----------------------------|---------------------------|
| Design Scheme: | Certificate of Design one |
| Design Section: | Section one |
| Work Certified: | Certified work |
| Certifiers Name: | Certifier |
| Certifiers Registration No: | Register No |
| Certifying Body: | CBODY1 |
| Certificate of Design No: | Cert No |
| Certificate Date: | 01 Nov 2014 |
| Date Certificate Checked: | 03 Nov 2014 |

Applies to plots

- Plot 2
- Plot One

2. The Certificates Details are split up into four tabbed sections. Click on the appropriate tab to display those details:
 - Certificates of Design
 - Certificates of Construction
 - Energy Performance Certificates
 - Completion Certificates.
3. For each certificate type, you can view certificates that apply to all plots covered by the application or specify plots. Choose from the **Plot** drop down list and then click on Go.
4. Plots that the certificate applies to are listed at the bottom. Click on a plot to view its details.

Documents

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

Building Standards – Building Warrant Certificates ? Help with this page

14/00010/DOMFP | 69 Shelone Road Neath West Glamorgan SA11 2PT

[← Back to search results](#) [★ Track](#) [🖨 Print](#)

Details Certificates **Documents (1)** Related Items (2) Map

Filter By: Document Type Document Type: Show All [Apply](#)

You can select up to 25 documents to download in one archive file at a time.

| | Date Published [↕] | Document Type [↕] | Description [↕] | View |
|--------------------------|-----------------------------|----------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | 01 Jan 2020 | Application Form | | 📄 |

[Download Selected Files](#)

2. If there are a lot of documents you can filter the list. Select one of the following from the **Filter By** list:
 - **Document Type**, and then select the type from the Document Type list.
 - **Description**, and then enter some text that may appear in a document’s description.Press **Apply**.
3. You can re-order the list according to:
 - Date Published
 - Document Type
 - Description.Click on the appropriate heading to re-order the list.
4. To view any of the documents in a separate window, click on **View**.
5. To download up to 25 documents at a time (depending on your configuration) to view at a later date, check the appropriate check boxes next to the desired documents, and click **Download Selected Files**.
Note This may not be available to all users. Contact your administrator for any queries.

Related Items

The Related Items tab displays other cases that have a relation to the current one. These may be other Building Standards Warrants or Building Standards Notices or cases in other Idox Public Access modules, if they are available.

Affected properties are also listed in the Related Items tab.

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

Building Standards – Application Related Items [Help with this page](#)

14/00011/DAL | DAL Proposal | 69 Shelone Road Neath West Glamorgan SA11 2PT

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

Details Certificates Documents (0) **Related Items (2)** Map

Planning Applications (0)

Properties (1)

- 69 Shelone Road Neath West Glamorgan SA11 2PT

Building Standards Warrants (0)

Building Standards Notices (1)

- QA
Ref. No: 14/00005/A1 | Status: Not Available

2. To view any of the listed items, click on its title.
If you click on the link for a property, its details are displayed in a Property Address page.

Property Address [Help with this page](#)

999000000047 | 10 Elmwood Drive Neath West Glamorgan SA11 2NF

[Scottish Building Warrant 16/00003/DALFP](#) [Print](#)

Address Property History (1) Constraints (0) Map

| | |
|------------------|--|
| UPRN: | 999000000047 |
| Full Address: | 10 Elmwood Drive Neath West Glamorgan SA11 2NF |
| Property Number: | 10 |
| Street: | Elmwood Drive |
| Town: | Neath |
| Postcode: | SA11 2NF |
| Ward: | North Neath |
| Parish: | New St Davids |

Similar to the application summary pages, this contains Constraints and Map tabs. It also contains a Property History tab, listing the cases in all modules which relate to the address. Clicking one of these opens the application summary page.

Address **Property History (4)** Constraints (0) Map

Planning Applications (3)

- Full Application Test
Ref. No: 18/00004/FUL | Status: Pending Consideration
- Application to test restriction - foxy test
Ref. No: 18/00019/CON | Status: Pending Consideration
- Full Application for Extension
Ref. No: 19/00001/FUL | Status: Pending Consideration

Planning Appeals (1)

- Full Application for Extension
Ref. No: 19/00004/8WEEK | Status: Appeal Lodged

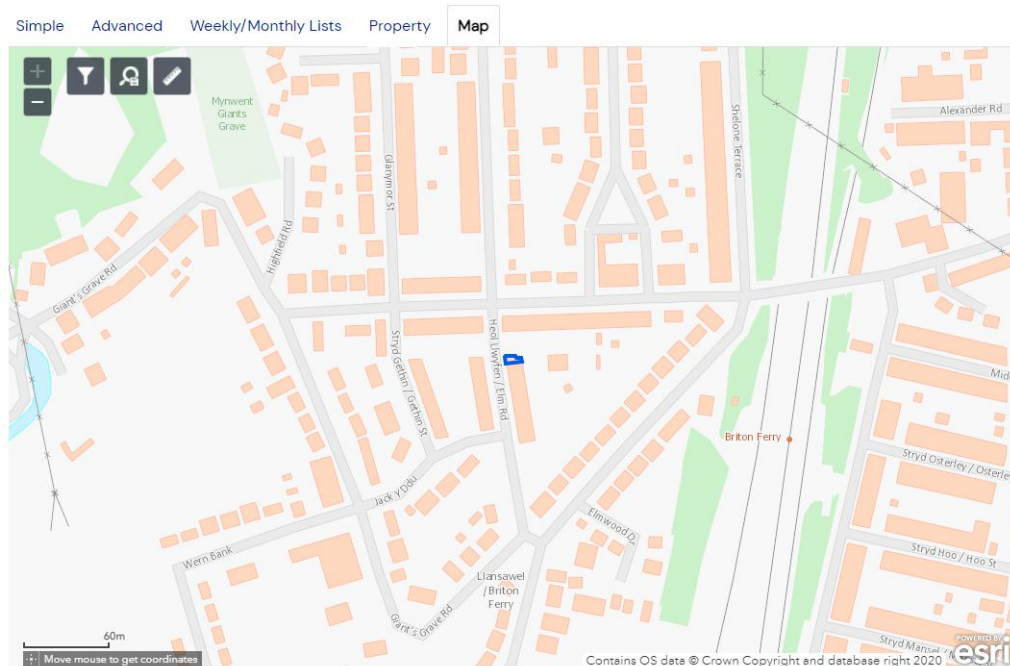
Planning Enforcements (0)

Map

Note The map functionality may not be available on mobile devices.

The Map tab displays the location of the case property on the interactive map.

1. Click on the **Map** tab.

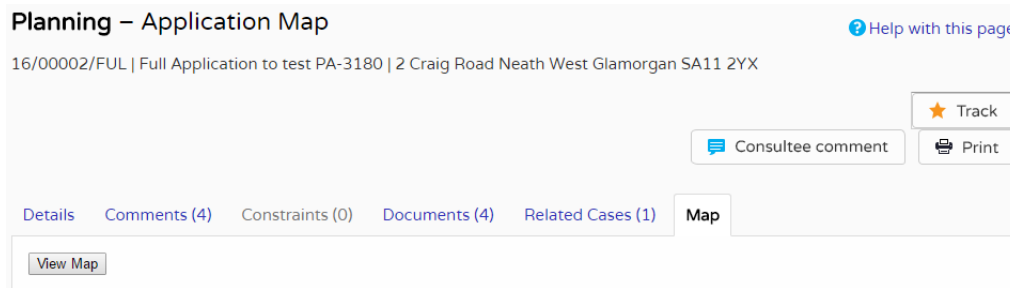


2. The interactive map contains a number of tools to help you view the application area (see “Map Search” on page 21 for details).

External mapping

If your administrator has enabled remote maps, the Map tab will display a View Map button which will open the location of the case property on an external map.

1. Click on the **Map** tab.



2. Press the **View Map** button.
3. The external map contains a number of tools to help you view the application area.

Tracking Applications

Any application can be tracked so that you can keep up to date with its progress without having to search for it again. These cases are listed in your **Tracked Applications** page (see “Tracked applications” on page 11).

1. If you want to add a case to your Tracked Applications page click on the **Track** button.
2. To find this case again, 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.

Sharing On Social Media

Public Access has included social media integration to allow users to share comments and activity via email or Twitter.

Note The ability to use this feature is configured by your administrator.

Share via email

To share comments or activity through email:

1. Search for and open the Details tab of the desired record.
2. Press the Share button.



3. Press the Email icon that has now appeared alongside the Share button.



4. Your default email service will open and insert the link to the record into the email's body and use **Online application** as the subject. Enter the recipients and any further details to the email.

A screenshot of an email composition window. It features a 'Send' button on the left. The 'To...' field is empty. The 'Cc...' field is empty. The 'Subject:' field contains the text 'Online application'. Below the subject field, the email body contains the text: 'Please look at this Building Control Case: <https://devcore103/online-applications3/buildingControlDetails.do?activeTab=summary&keyVal=OCVSWL0001Z00&prevPage=inTray>'.

Note If you wish to use another email service, copy and paste the link into your desired email.

5. Press Send.

Share via Twitter

To share comments or activity through Twitter ensure you have already created a Twitter account.

1. Search for and open the Details tab of the desired record.
2. Press the Share button.



3. Press the Twitter icon that has now appeared alongside the Share button.



4. A pop-up will appear with the link to the record inserted into the body of the Tweet. Enter any further details into the body.

Note Only 140 characters can be used for Twitter.

5. If you are not logged in, press Log in and Tweet, otherwise, press Tweet.

