



**Idox Public Access 3.2
For Scottish Building
Standards
User Guide**



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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 with a navigation bar at the top containing 'Search', 'My Profile', 'Login', and 'Register'. The main heading is 'Registration'. Below it, a message states: 'Once registered the following additional functionality will be available:' followed by a list: 'Tracking applications', 'Saving Searches', and 'Email notifications about tracked applications and new search results.' A note says 'Fields marked with a * must be completed.' The form fields are: 'Title' (dropdown), 'First Name *', 'Surname *', 'Phone Number', 'Email Address *', 'Confirm Email Address *', 'Password *', and 'Confirm Password *'. A 'Next' button is at the bottom. 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.'

- 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 *

- 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 *

Address Line 2

Town/City *

Postcode *

- 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 *

Address Line 2

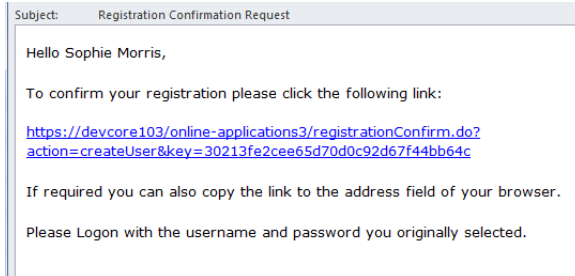
Town/City *

Postcode *

- 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.



- 11 An email will be sent to the address you entered. This provides final confirmation that you have completed registration and want to create an Idox Public Access account. When the email arrives, click on the link to be returned to the Idox Public Access site.





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. You will now be able to 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. You will now be able to log in with your new password.
- 5 To change your details click on **Update Personal Details**. Alter your details as required, clicking on the Next button to page through the sections.
- 6 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.

- 1 To view your saved searches, 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.

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

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

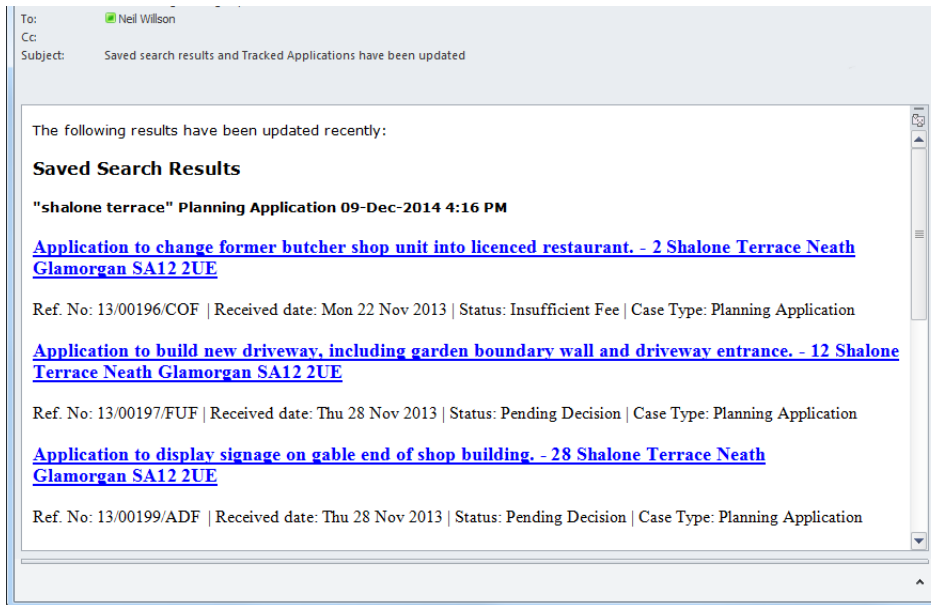
View	Stop Tracking	Reference ◊	Address ◊	Type ◊	Status ◊
		16/00002/FUU	6 Craig Road Neath West Glamorgan SA11 6YX	Application	Awaiting decision
		13/06067/DGAFP	16 Shelone Terrace Neath West Glamorgan SA11 6UE	Building Control	Building Work Started

- 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.
- 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.



- 1 To view your notifications, 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: "16/0002/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.

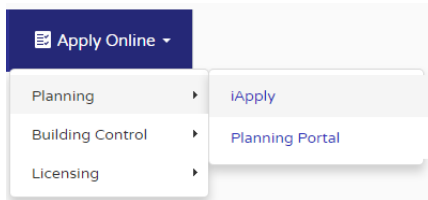


Apply Online

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.

- 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 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 34).



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**.

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

You may search for Building Standards Applications and Notices matching one or many of the search options in the form below.

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

Applications Notices

Reference Numbers

Application Reference

Application Details

Description

Applicants Name

Application Type

Local Authority:

Ward

Agents Name

Status

Decision

Application Address

Dates

Enter a date range (a start date and an end date) for the criteria that you are interested in. The date fields may be entered manually using the date format dd/mm/yyyy (e.g. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Received: to:

Decision Date: to:

Valid Date: to:

Application Commenced: to:

Application Completed: to:

- 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 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 34).



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**.

Building Standards – Weekly List

Search Building Standards Applications by date deposited, date decided, date received, date commenced or date completed in a given week.

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

Weekly List Monthly List

Local Authority: All

Ward: All

Week beginning: 04 Jun 2018

Show applications:

- Received this week
- Deposited in this week
- Decided in this week
- Commenced in this week
- Completed in this week

Search

an idax solution

- 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 34).



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.

Address Search

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

[Simple](#) [Advanced](#) [Weekly / Monthly Lists](#) **Property** [Map](#)

Address Search [A to Z Street Search](#)

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

Postcode:

- 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 34).
- 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 planning records exist for that address.
- 5 To go back and chose a different street, click on the **Refine Search** button.



Map Search

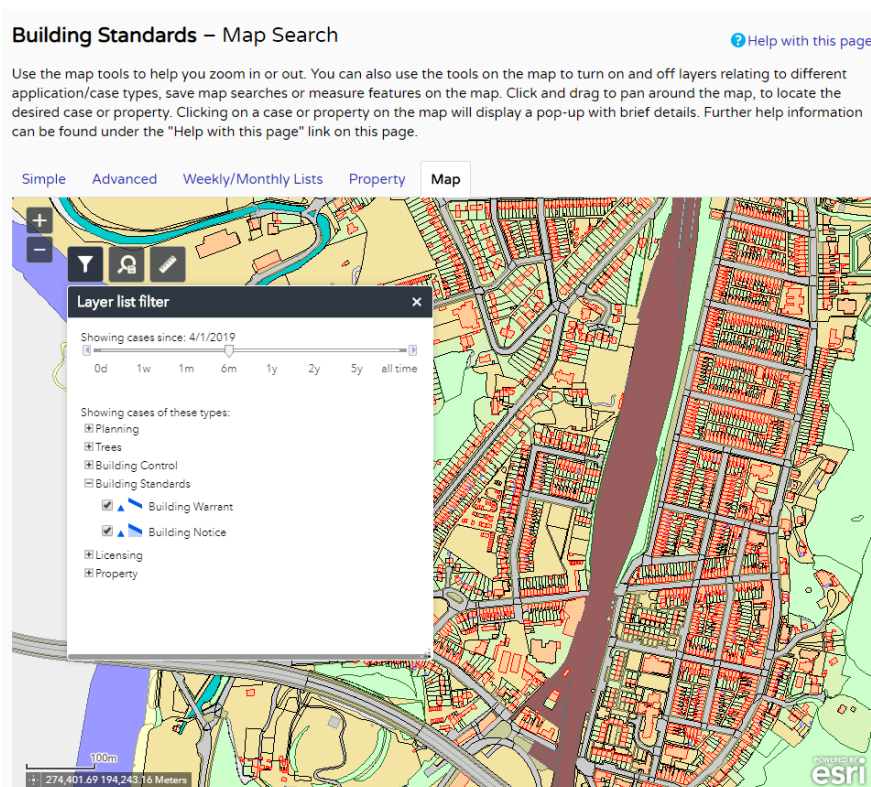
Map search allows you to identify properties that are the subjects of building warrants or notices using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Note This mapping functionality is not available for Acolaid, however, an external web link may be enabled.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches.

Note Idox Public Access does not support watermarking on maps and continues to be compliant with Ordinance Survey standards.

- 1 From the Search menu, choose the Building Standards module, then select **Map Search**.



- 2 To zoom in on a specific location, click on a point on the map and click on the + button. To zoom out, click on the - button.

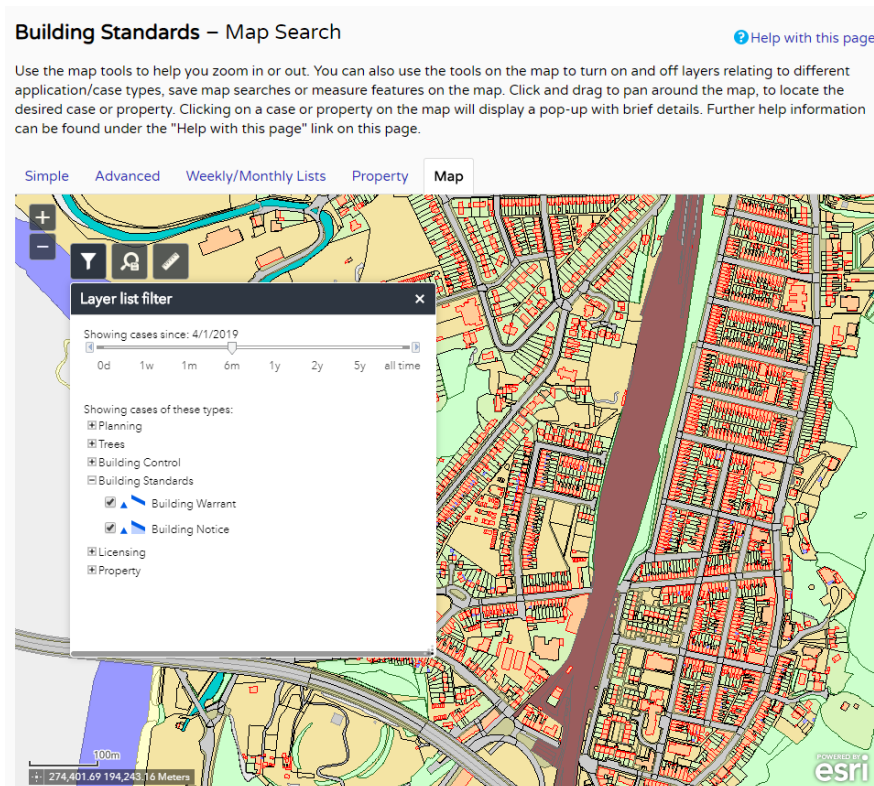
Alternatively, you can zoom in and out by scrolling the mouse wheel.

Note The scale at the bottom left of the map changes as you zoom.

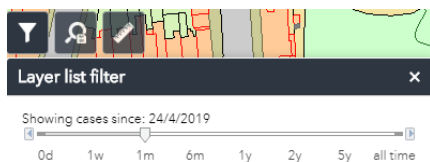
- 3 To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.



4 To refine the display, click on the **Layer List Filter**.



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


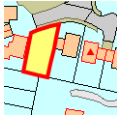

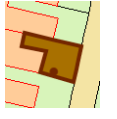




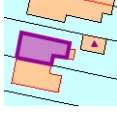
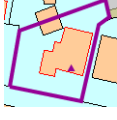


6 To display more record types on the map, check the relevant boxes in the **Legend and Filter** list. To remove record types from the map, uncheck them.


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.



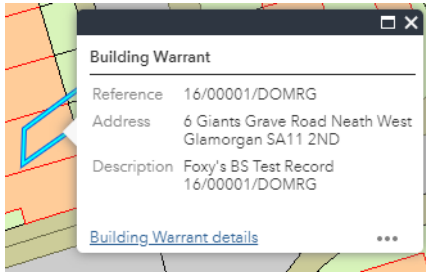
Module	Record type	Displayed As
Planning	Applications - properties for which planning applications have been submitted.	
	Appeals - properties which are the subject of planning appeals.	
	Enforcements - properties which are the subject of planning enforcements.	
Trees	Tree Preservation Order - properties 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.	



- 7 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.

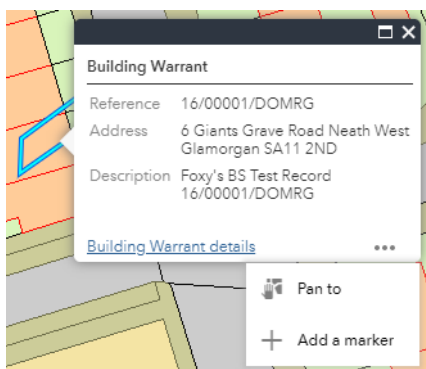
To view the full record details click on the **Details** link.

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



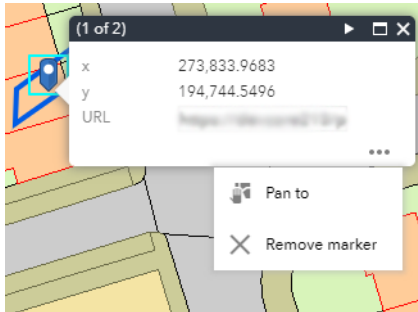
To view full details about that property, including any historical records that do not fall into the time period displayed on the map, click on **Property Details**.

- 9 Click the ellipsis button on the bottom right of a the property information pop up to add a marker to the property and to pan the property to the centre of the map.





- 10 Click on markers to view their x and y coordinates on the map. Remove them by clicking on the ellipsis button in the marker information pop up.



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.

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



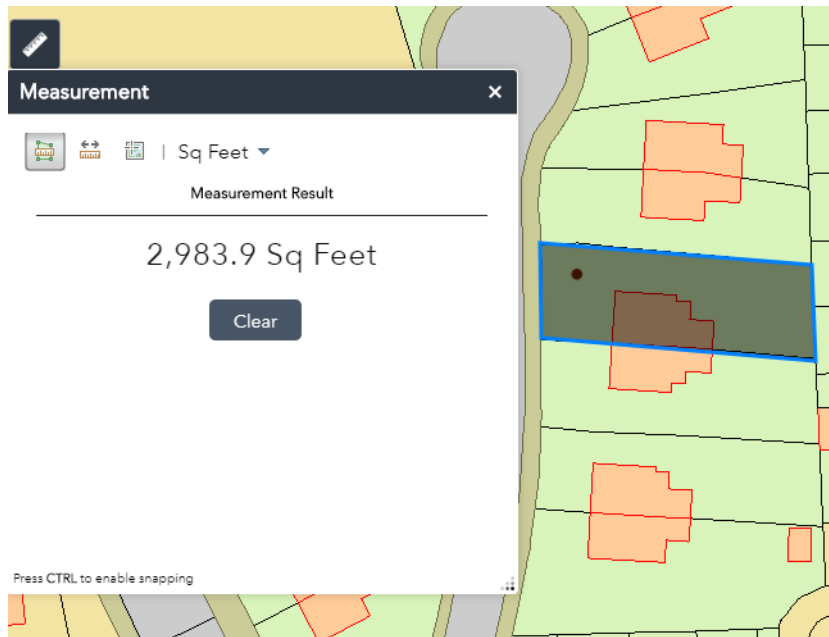
- 3 To measure an area, click on the Area icon.



- 4 Select you 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.

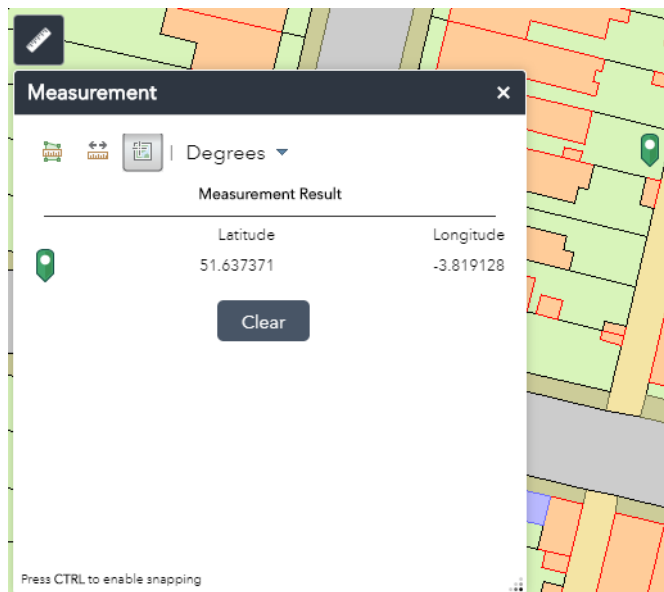
14 To see the position of a point on the map in latitude and longitude, click on the Location icon.

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.

My Profile >
Save Search

Saved Search Options

Search Title (editable)

Notify me via email about new search results Yes No

Last Run Date Search not run yet.

- 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-running 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.

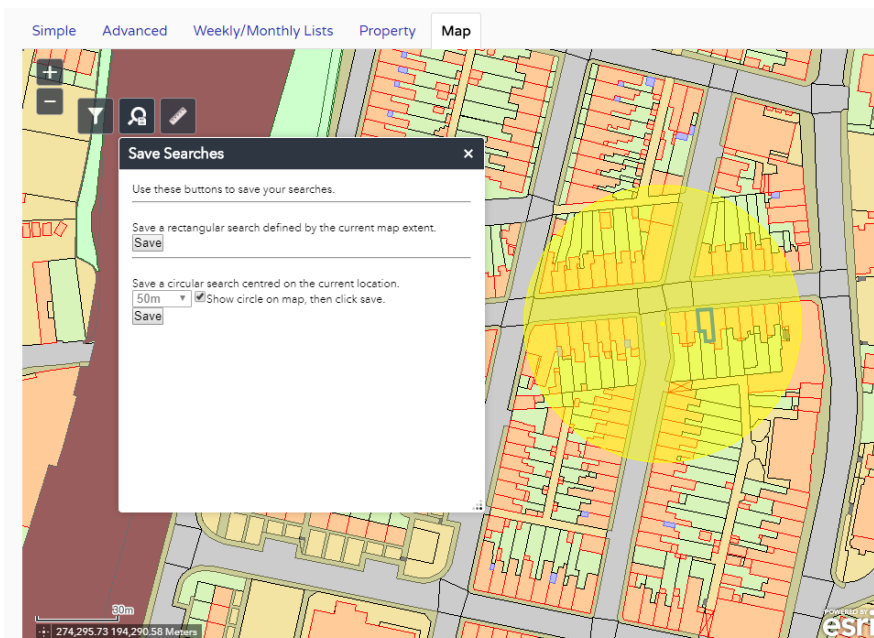
- 1 Zoom and pan the map, placing the geographical point of interest at the centre.
- 2 Click on the **Layer list filter** icon.



- 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 8).



10 Click Save to save the search to your list of Saved Searches (see “Saved searches” on page 7).

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)	<input type="text" value="Map Building Standards 10-Nov-2019"/>
Notify me via email about new search results	<input type="radio"/> Yes <input checked="" type="radio"/> 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.



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
- **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, comments 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.

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](#)

14/00005/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](#)

Planning Applications (1)

- Change of use - Kebab Shop to Deli
Ref. No: 13/00192/COU | Status: Awaiting decision

Properties (1)

- 69 Shelone Road Neath West Glamorgan SA11 2PT

Building Standards Warrants (0)

Building Standards Notices (0)

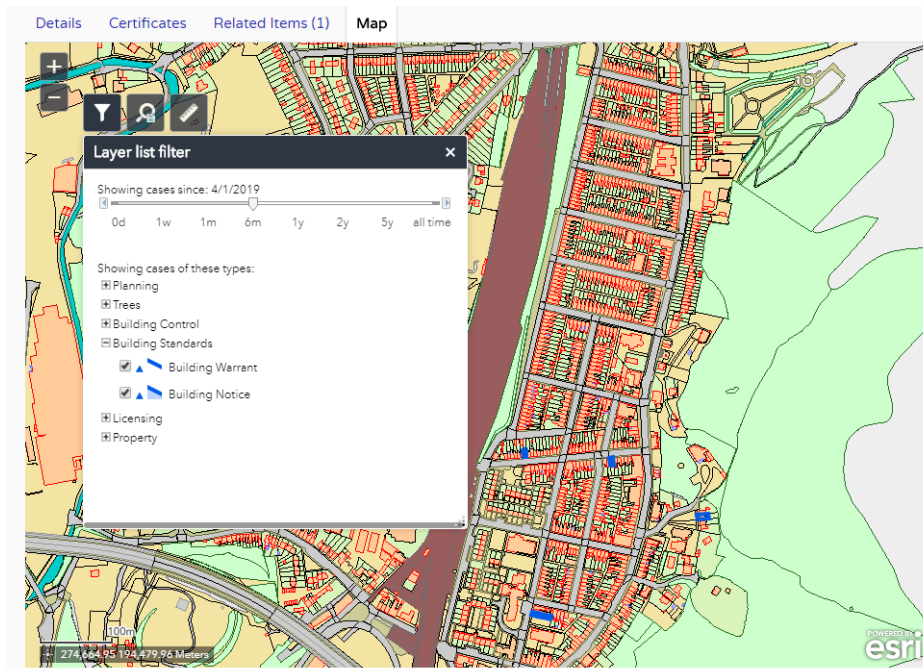
- 2 To view any of the listed items, click on its title.



Map

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

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

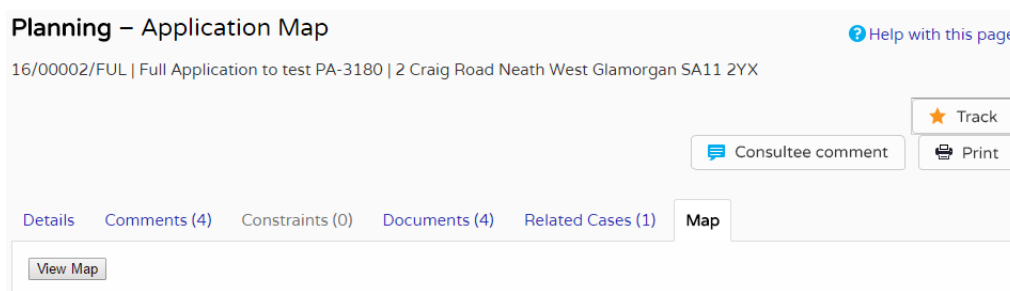


- 2 The interactive map contains a number of tools to help you view the application area (see “Map Search” on page 22 for details).

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.

Send	To...	
	Cc...	
	Subject:	Online application

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.

