



Viewing & Commenting on Planning Applications

Public Access A User Guide for Members of the Public

If you require further assistance, please contact us;

Emma Stirland
Planning Admin Team Leader
Braintree District Council
emma.stirland@braintree.gov.uk
01376 551414 x2505

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Introduction

Public Access is a system which allows members of the public to view details about Planning Applications as well as submitting comments.

This document describes how to use the site.

Searching

The following pages will help guide you through how to carry out searches for planning applications. There are a variety of search methods to allow you to find the information you are looking for.

- **Simple** - search quickly for planning applications and appeals according to some entered text
- **Advanced** - search according to a wide combination of relevant factors
- **Weekly/monthly list** - search for applications where an application 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.

Please Note: The online search facility will only allow searches back to approximately 1990. Applications prior to this date will need to be requested from the Planning Department, for which there may be a charge for officer time. Email planning@braintree.gov.uk for more information.

You can also save searches to either re-run when you wish or be notified by email if and when the application is updated or a new application is received.

Information on this can also be found on the following pages.

Simple Search

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

1. From the **Search** drop down list then select **Simple Search**.

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

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

Search for:

Applications Appeals

Status: All

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

2. Click to select the type of record that you want to locate.
3. Choose the appropriate option from the **Status** drop down list.
4. Enter some text in the **Search** box that will correspond to one of:
 - **reference number** (for example, "16/01234/FUL")
 - **post code** (for example, "CM7 9HB")
 - **part of an address** (for example, "Causeway House", "Bocking End").
5. Click on the **Search** button to display the results of your search (see "[Viewing Your Search Results](#)").
6. If you wish to make a comment on the planning application, see "[Making a Comment](#)".

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 select **Advanced Search**.

The screenshot shows the 'Advanced Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', and 'Logout (Emma Stirland)'. Below this is the breadcrumb 'Planning » Applications Search' and a 'Help with this page' link. A sub-header reads 'Search for Planning Applications, Appeals and Enforcements by matching at least one search option in the form below.' There are four tabs: 'Simple', 'Advanced' (selected), 'Weekly / Monthly Lists', 'Property', and 'Map'. Underneath are two sub-tabs: 'Applications' (selected) and 'Appeals'. The form is divided into three main sections: 'Reference Numbers', 'Application Details', and 'Dates'. 'Reference Numbers' includes three text input fields for 'Application Reference', 'Planning Portal Reference', and 'Alternative Reference'. 'Application Details' includes a 'Description Keyword' text field, an 'Applicant Name' text field, and several dropdown menus for 'Application Type', 'Ward', 'Parish', 'Status', 'Decision', 'Appeal Status', 'Appeal Decision', and 'Development Type', all currently set to 'All'. There is also an 'Agent' text field and an 'Address' text field with a location pin icon. The 'Dates' section contains a paragraph of instructions and five date range pickers for 'Date Received', 'Date Validated', 'Date Actual Committee', 'Decision Date', and 'Appeal Decision Date'. At the bottom are 'Search' and 'Reset' buttons.

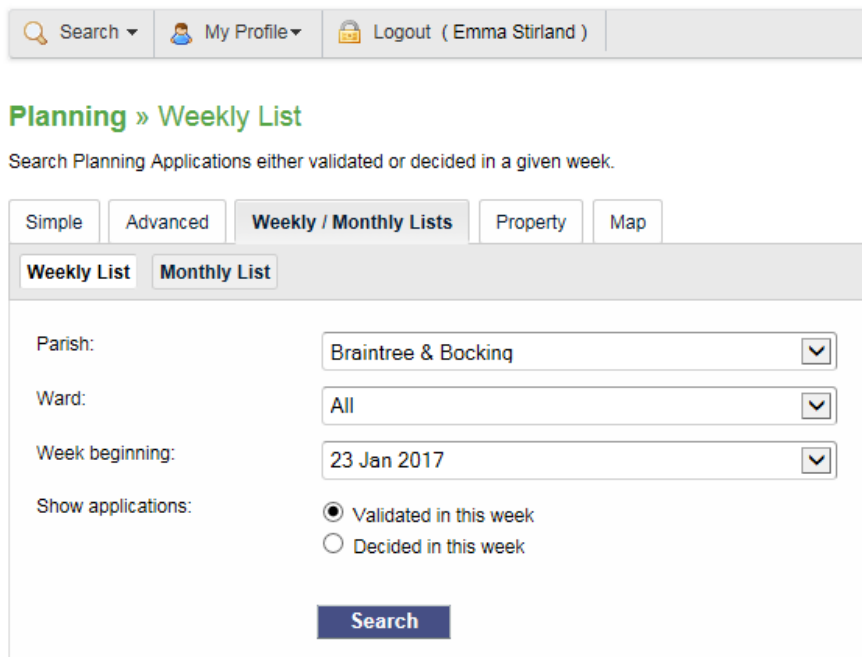
- A variety of reference numbers are associated with planning records. Enter one or more to help identify a specific record.
- Click to select the type of record that you want to locate (either from Application Type or Development Type)
- The details you can fill in depend on the record type selected. Enter the details you want to search on.
- Every planning 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.

2. Click on the **Search** button to display the results of your search (see “[Viewing Your Search Results](#)”).
3. If you wish to make a comment on the planning application, see “[Making a Comment](#)”.

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



The screenshot shows the top navigation bar with a search dropdown, a user profile dropdown, and a logout button. Below this is the breadcrumb 'Planning » Weekly List' and a sub-header 'Search Planning Applications either validated or decided in a given week.' The main search area has tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Under 'Weekly / Monthly Lists', there are sub-tabs for 'Weekly List' and 'Monthly List'. The search form includes dropdowns for 'Parish' (Braintree & Bocking), 'Ward' (All), and 'Week beginning' (23 Jan 2017). There are radio buttons for 'Show applications' with 'Validated in this week' selected. A 'Search' button is at the bottom.

3. You can narrow your search to a particular area by selecting from the **Parish** or **Ward** drop down lists.
4. Specify the **Week** or **Month** by selecting from the drop down list.
5. Under **Show applications**, select which records to display.
6. Click on the **Search** button to display the results of your search (see "[Viewing Your Search Results](#)").
7. If you wish to make a comment on the planning application, see "[Making a Comment](#)".

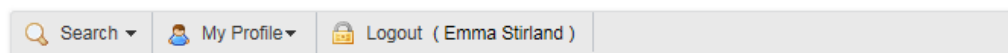
Property Search

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

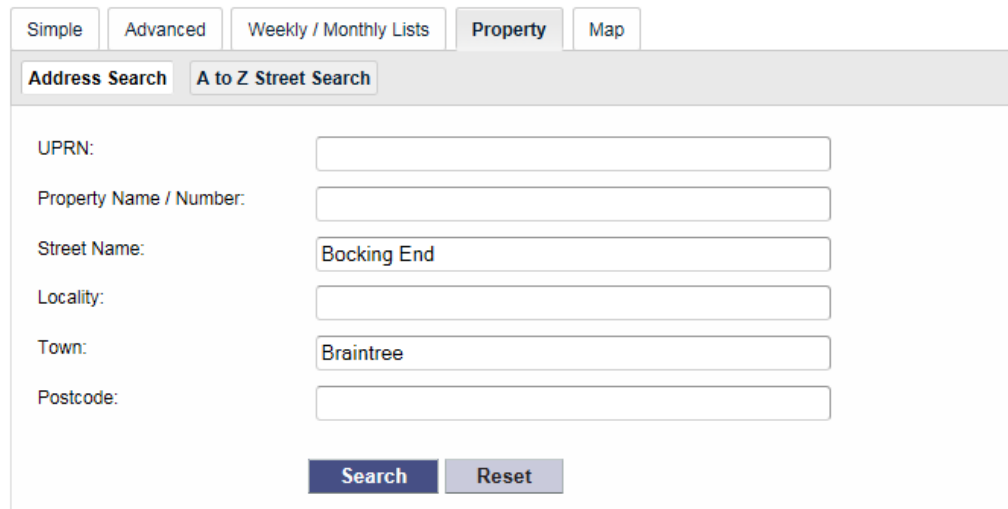
1. From the **Search** drop down list select **Property Search**.



A horizontal navigation bar with three items: a magnifying glass icon followed by 'Search' with a dropdown arrow, a person icon followed by 'My Profile' with a dropdown arrow, and a lock icon followed by 'Logout (Emma Stirland)'.

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.



A search form with a top navigation bar containing tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below this is a sub-bar with two tabs: 'Address Search' (selected) and 'A to Z Street Search'. The form contains six input fields: 'UPRN:', 'Property Name / Number:', 'Street Name:' (with 'Bocking End' entered), 'Locality:', 'Town:' (with 'Braintree' entered), and 'Postcode:'. At the bottom are two buttons: 'Search' and 'Reset'.

2. To search for a specific property by its address, select the **Address Search** tab.
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 "[Viewing Your Search Results](#)").
4. If you need to clear the fields and start again, press the **Reset** button.
5. Click on the **Search** button to display the results of your search (see "[Viewing Your Search Results](#)").
6. If you wish to make a comment on the planning application, see "[Making a Comment](#)".

A to Z Street Search

1. From the **Search** drop down list 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.

Search ▾ My Profile ▾ Logout (Emma Stirling)

A to Z Street Search

Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.

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

Address Search **A to Z Street Search**

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

Results per page 10

Streets beginning with V

1 | 2 | 3 | Next > Showing 1-10 of 26

- Valentine Way , Silver End , Essex
- Valley Green , Mount Bures , Essex
- Valley Road , Braintree , Essex
- Valley View , Finchingfield , Essex
- Vandenburg Circle , Finchingfield , Essex
- Vane Court , Witham , Essex
- Vane Lane , Coggeshall , Essex
- Vanguard Way , Braintree , Essex
- Vaughan Close , Rayne , Essex
- Vauxhall Drive , Braintree , Essex

1 | 2 | 3 | Next > Showing 1-10 of 26

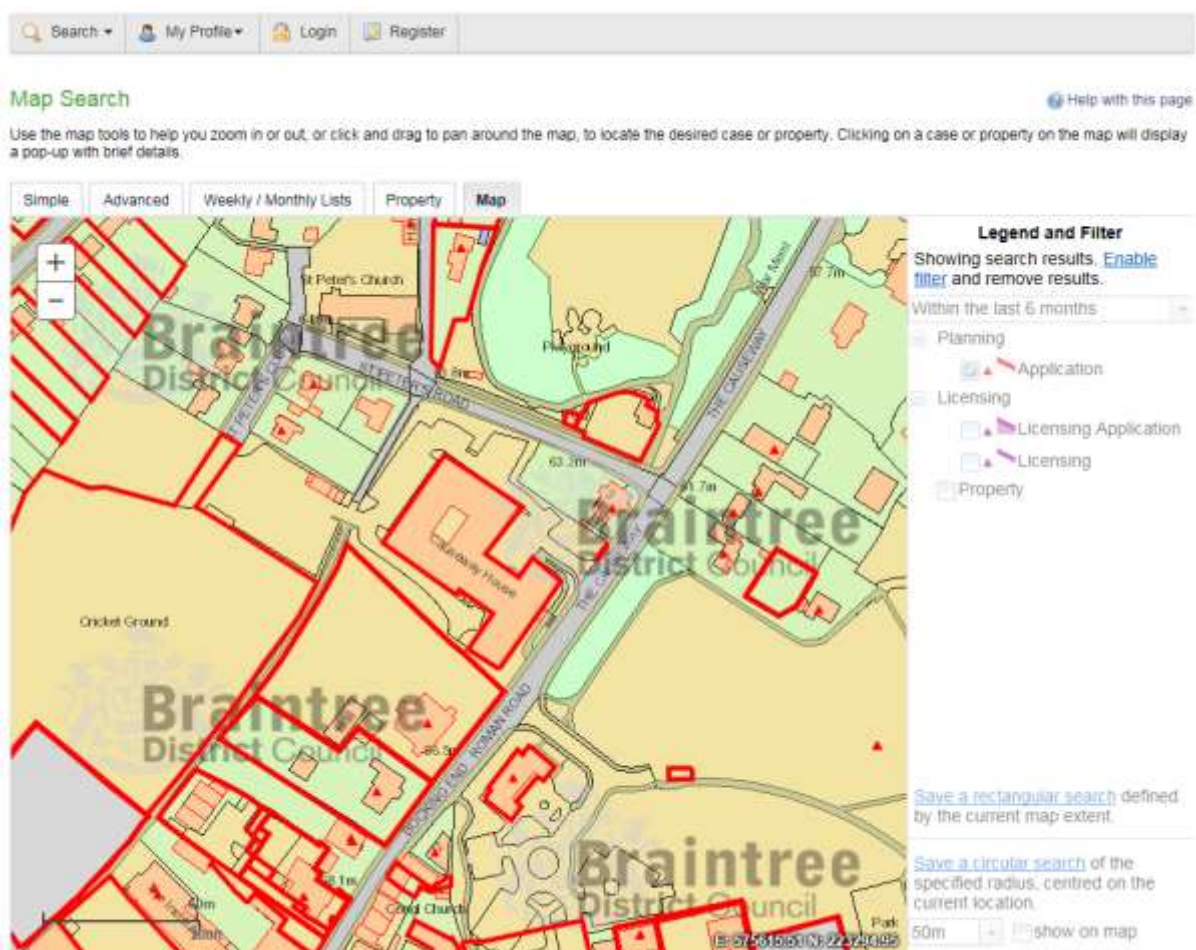
4. Select a street from the list to display the addresses on that street, then choose an address to discover whether any planning records exist for that address.
5. To go back and chose a different street, click on the **Refine Search** button.

Map Search

The **Map Search** allows you to identify properties that are the subjects of planning applications 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.

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** (see "[Viewing Your Saved Searches](#)").

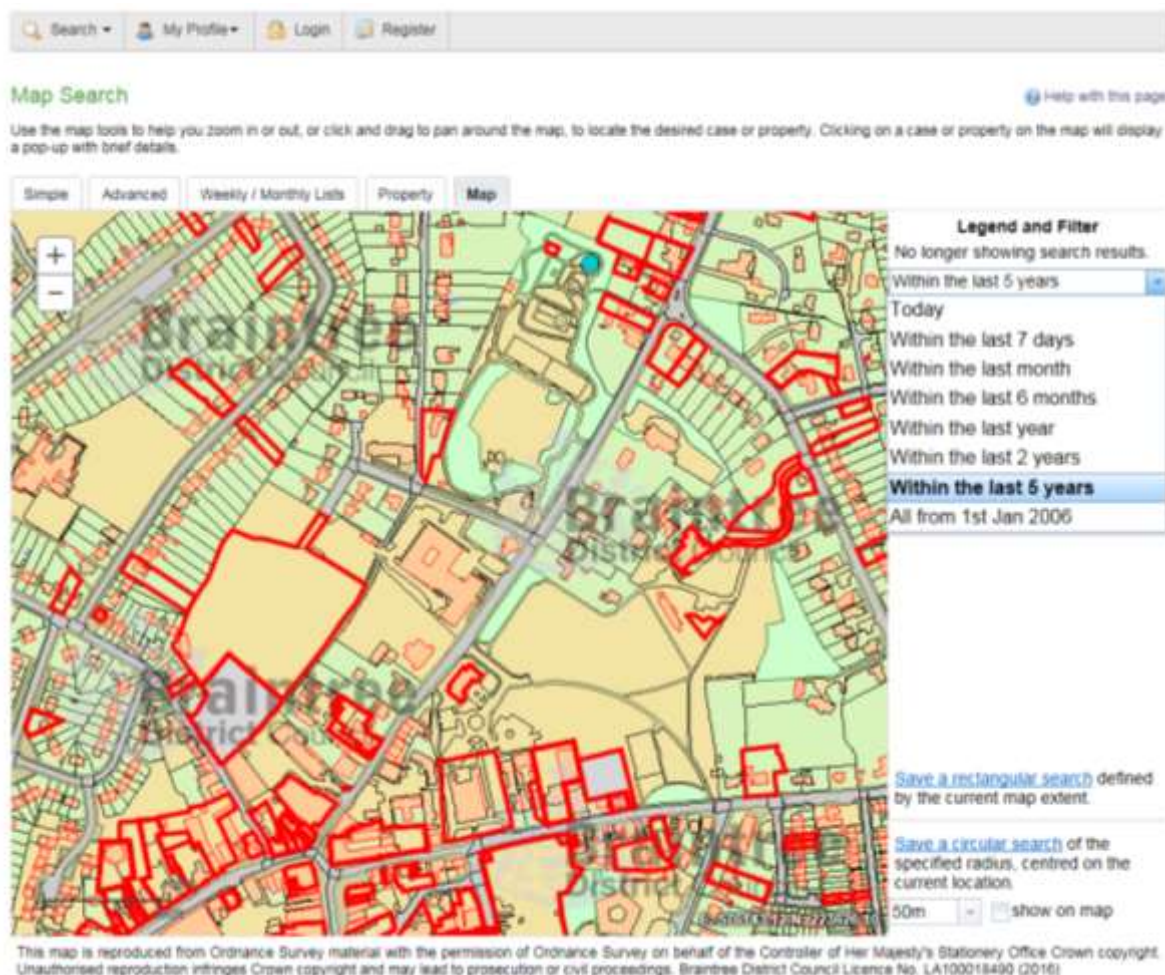
1. From the **Search** menu, choose the select **Map Search**.
Please Note: The initial view shows applications submitted within the last six months.



The screenshot displays the 'Map Search' interface. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this, the 'Map Search' title is followed by a help link. A brief instruction states: 'Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.' The main area features a map of Braintree District Council with several red-outlined properties. A 'Legend and Filter' panel on the right allows users to show search results, enable filters, and remove results. It includes a dropdown for 'Within the last 6 months' and checkboxes for 'Planning', 'Application', 'Licensing', 'Licensing Application', 'Licensing', and 'Property'. Below the map, there are options to 'Save a rectangular search' (defined by the current map extent) and 'Save a circular search' (of a specified radius, centred on the current location). A '50m' radius is shown, and a 'show on map' button is present. At the bottom, a copyright notice reads: 'This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Braintree District Council Licence No. LA100018490 (2016)'.

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.
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 **Enable Filter**. This will allow you to change the time period from the drop down list.



Most records can be displayed in two ways:

- Records from 2006 to current day will be displayed as a red polygon
- Records from approximately 1990 to 2005 will be displayed as a red triangle

Please Note: The online search facility will only allow searches back to approximately 1990. Applications prior to this date will need to be requested from the Planning Department, for which there may be a charge for officer time. Email planning@braintree.gov.uk for more information.

- 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 **Application Details** link at the bottom of the window.

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.

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 planning 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. Click on **Save a rectangular search**.

Map Search [Help with this page](#)

Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.

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

Legend and Filter
No longer showing search results.
All from 1st Jan 2006

- Planning
 - Application
- Licensing
 - Licensing Application
 - Licensing
- Property

Save a rectangular search defined by the current map extent.

Save a circular search of the specified radius, centred on the current location.
50m show on map

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4. 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) x

Notify me via email about new search results Yes No

Last Run Date Search not run yet.

5. 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 "[Viewing Your Notified applications](#)").
6. Click **Save** to save the search to your list of **Saved Searches** (see "[Viewing Your Saved searches](#)").

Circular Search

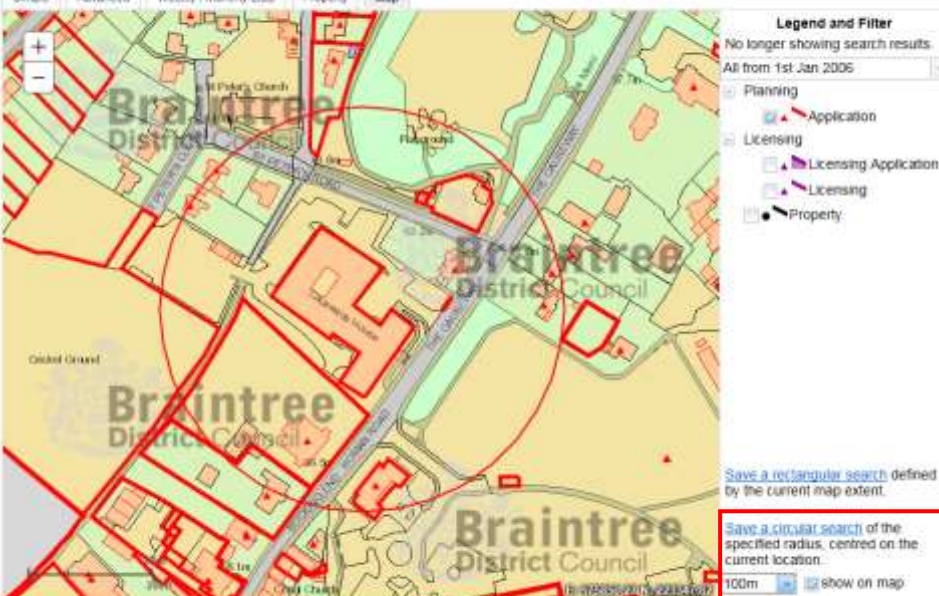
The **circular map search** allows you to display occurrences of a record type over the geographical area currently displayed within a specified proximity of the centre of the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your home 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 planning 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. Select the required time period.
3. Select the distance for which to search for records.
4. Check the **Show on map box** to display the proximity as a circle around the centre. You can pan the map to make adjustments if required.
5. Click on **Save a circular search**.

Map Search [Help with this page](#)

Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.

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



Legend and Filter

No longer showing search results.

All from 1st Jan 2005

Planning

Application

Licensing

Licensing Application

Licensing

Property

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

100m show on map

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6. 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)	<input type="text" value="Planning Apps 100m radius from the office"/> ×
Notify me via email about new search results	<input type="radio"/> Yes <input checked="" type="radio"/> No
Last Run Date	Search not run yet.

7. 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 "[Viewing Your Notified applications](#)").
8. Click **Save** to save the search to your list of **Saved Searches** (see "[Viewing Your Saved searches](#)").

Viewing your Search Results


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

[Planning](#) » [Results for Application Search](#)

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

Sort by Date Received Direction Descending Results per page 10 [Go](#)

1 2 3 4 5 6 Next Showing 1-10 of 56

<p>Application for approval of details reserved by condition no. 3 of approved application 16/01991/LBC 94 Church Street Bocking Braintree Essex Ref. No: 17/00248/DAC Received: Fri 10 Feb 2017 Validated: Fri 10 Feb 2017 Status: Pending Consideration</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 style="text-align: center;">Show results on large map</p>
<p>Application for approval of details reserved by condition no. 4 of approved application 14/00588/LBC Oxford House Upper Holt Street Earls Colne Essex CO6 2PG Ref. No: 17/00261/DAC Received: Fri 10 Feb 2017 Validated: Fri 10 Feb 2017 Status: Pending Consideration</p>	
<p>Notice of intent to carry out works to tree in a Conservation Area - Tree is located in the courtyard which is central to and surrounded by houses 1-11 Bridge Meadow - Section fell Maple tree to ground level and grind stump CB 1 Bridge Meadow Feering Essex CO5 9ND Ref. No: 17/00047/TPOCON Received: Fri 10 Feb 2017 Validated: Fri 10 Feb 2017 Status: Pending Consideration</p>	
<p>Application for approval of details reserved by condition nos. 3 and 4 of approved application 16/00555/FUL End Cottage School Road Pentlow Essex CO10 7JP Ref. No: 17/00269/DAC Received: Fri 10 Feb 2017 Validated: Fri 10 Feb 2017 Status: Pending Consideration</p>	
<p>Notice of intent to carry out works to trees in a Conservation Area - All trees behind 1,3,5 & 7 Adams Maltings require a crown reduction of approx 3 metres CB 5 Adams Maltings Trinity Street Halstead Essex CO9 1GD Ref. No: 17/00045/TPOCON Received: Thu 09 Feb 2017 Validated: Thu 09 Feb 2017 Status: Pending Consideration</p>	

Please Note: A speech bubble icon attached to a record indicates that comments may be made about that record at this time

1. 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.
2. 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**.
3. 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](#)").
4. 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.

5. 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 (application description).

Saving a Search

You may find that you use a particular search regularly. For example, carrying out a simple search based on your post code or an advanced search showing all applications within your parish boundary. As a registered user you can save these searches to be run again from your **Saved Searches** page (see "[Viewing Your Saved searches](#)"). Additionally, when new records corresponding to a saved search arrive, news of these will automatically appear on your **Notified Applications** page (see "[Viewing Your Notified applications](#)").

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.

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 "[Viewing Your Tracked Applications](#)").

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.

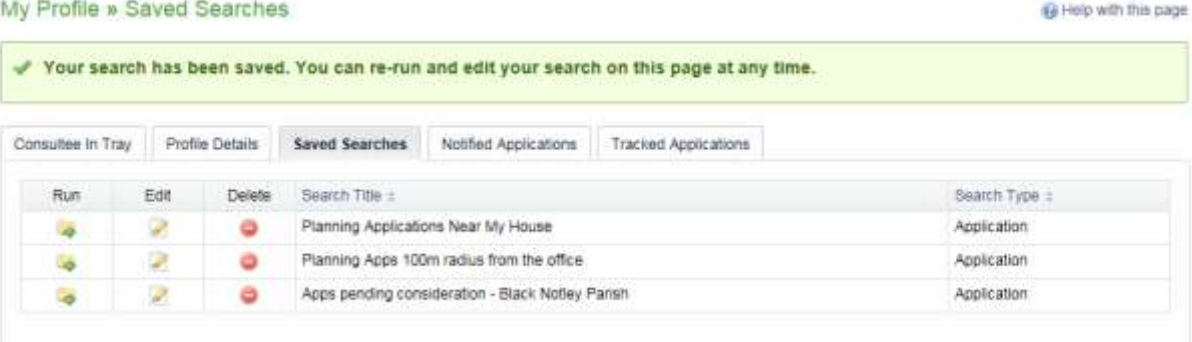
Viewing Saved Searches

Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see "[Searching](#)").

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.



My Profile » Saved Searches [Help with this page](#)

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

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

Run	Edit	Delete	Search Title :	Search Type :
			Planning Applications Near My House	Application
			Planning Apps 100m radius from the office	Application
			Apps pending consideration - Black Notley Parish	Application

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.
Please 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.









Viewing 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 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

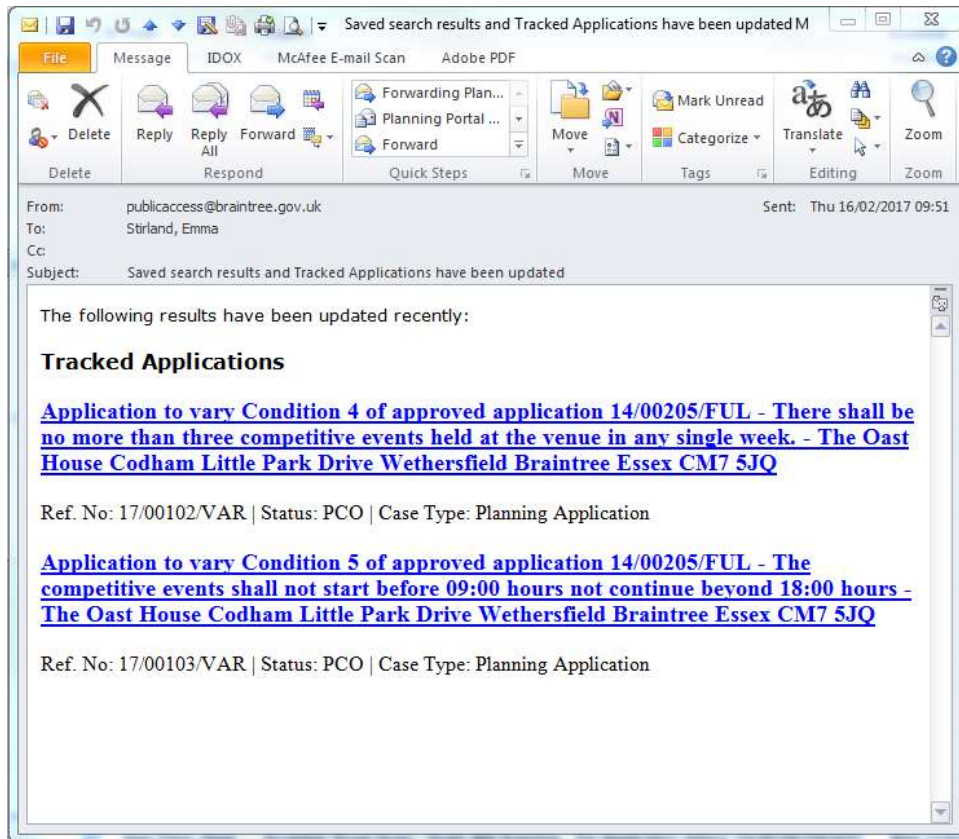
[Help with this page](#)

View	Stop Tracking	Reference :	Address :	Type :	Status :
		16/01813/OUT	Land South Of Stonepath Drive Hatfield Peverel Essex	Application	Pending Consideration
		17/00102/VAR	The Oast House Codham Little Park Drive Wethersfield Braintree Essex CM7 5JQ	Application	Pending Consideration
		17/00103/VAR	The Oast House Codham Little Park Drive Wethersfield Braintree Essex CM7 5JQ	Application	Pending Consideration
		17/00248/DAC	94 Church Street Bocking Braintree Essex	Application	Pending Consideration

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.

Viewing Notified applications

When applications that are the subject of a saved search or those 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

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

Updated Tracked Applications

View	Discard	Notification Date	Description
		19 Feb 2017	Application to vary Condition 4 of approved application 14/00205/FUL - There shall be no more than three competitive events held at the venue in any single week.

Updated Results For Saved Search: Searching against Peacock Close

Discard all results from this search

View	Track	Discard	Notification Date	Description
			17 Feb 2017	Erection of rear conservatory
			17 Feb 2017	Erection of conservatory
			17 Feb 2017	Proposed erection of side extension over garage and conversion of garage to dining room
			17 Feb 2017	Erection of first floor and single storey outbuilding
			17 Feb 2017	Conversion of existing detached single garage to a double and extend garage at rear
			17 Feb 2017	Erection of rear porch

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.

Making a Comment

Anyone can use the Public Access site but to take advantage of the advanced profile features and submit comments, you must first register a user account. To register go to www.braintree.gov.uk/pa and click on the “Register here” link.

Registration

Search ▾ My Profile ▾ Login Register

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

Title *

First Name *

Surname *

Phone Number

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

Email Address *

Confirm Email Address *

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

Password *

Confirm Password *

Next

Please Note: Passwords must be eight characters or longer, must contain a mixture of letters and numbers and must not contain spaces.

An email will be sent to the address you entered. This provides final confirmation that you want to create a Public Access account. When the email arrives, click on the **link** to be returned to the Public Access site.

Subject: Registration Confirmation Request

Hello [REDACTED]

To confirm your registration please click the following link:

<http://DEVCORE103/online-applications/registrationConfirm.do?action=createUser&key=83ff6b85ebe336d5d6e984be61146f8e>

If required you can also copy the link to the address field of your browser.

Please Logon with the username and password you originally selected.

Login

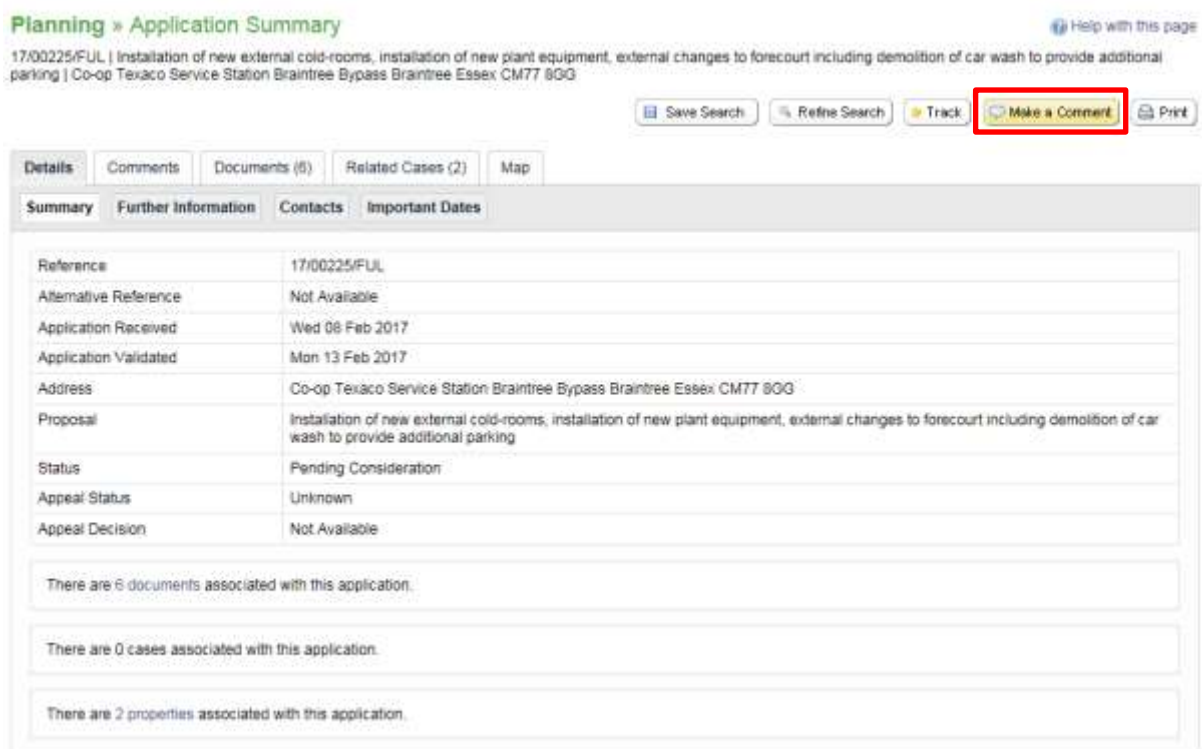
Enter your email address and password and click Login

Forgotten password

- If you forget your password, click on the **Forgotten password?** link
- Enter your email address and then enter a new password twice. Click 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.

Make a Comment

1. Once you have found the application for which you wish to comment on, click on the **Make a Comment** button.



The screenshot shows the 'Planning > Application Summary' page for application 17/00225/FUL. The page title is '17/00225/FUL | Installation of new external cold-rooms, installation of new plant equipment, external changes to forecourt including demolition of car wash to provide additional parking | Co-op Texaco Service Station Braintree Bypass Braintree Essex CM77 8QG'. A navigation bar at the top right includes 'Help with this page', 'Save Search', 'Refine Search', 'Track', 'Make a Comment' (highlighted with a red box), and 'Print'. Below the navigation bar are tabs for 'Details', 'Comments', 'Documents (6)', 'Related Cases (2)', and 'Map'. Underneath are sub-tabs for 'Summary', 'Further Information', 'Contacts', and 'Important Dates'. The main content area is a table with the following data:

Reference	17/00225/FUL
Alternative Reference	Not Available
Application Received	Wed 08 Feb 2017
Application Validated	Mon 13 Feb 2017
Address	Co-op Texaco Service Station Braintree Bypass Braintree Essex CM77 8QG
Proposal	Installation of new external cold-rooms, installation of new plant equipment, external changes to forecourt including demolition of car wash to provide additional parking
Status	Pending Consideration
Appeal Status	Unknown
Appeal Decision	Not Available

Below the table, there are three summary boxes: 'There are 6 documents associated with this application.', 'There are 0 cases associated with this application.', and 'There are 2 properties associated with this application.'

2. Your personal details will already be completed. (If they are incorrect, you can click to “**update my personal details**” to make changes.)
3. From the **Commentor Type** drop-down, select from a number of options.
4. Select your **Stance** (Object, Support, Neutral).
5. Use the **Your Comment** to type your comments.
Please Note:
 - You will not be able to upload additional information or photographs. This will need to be sent in the post or dropped in at our reception instead.

- Please also be aware that the website might time you out after an hour so bear this in mind if your comments are lengthy.
- If your comments do exceed 2000 characters, you will see a warning suggesting that the comments have been truncated. This is not the case and your comments will be published in full.

6. Tick the box **Send me an email confirming my comments** to receive a receipt and copy of your comments.

7. When happy to submit, click the **Submit** button.

Details **Comments** Documents (6) Related Cases (2) Map

Make a Comment

You may make a comment supporting or objecting to this application. Your comments will be submitted and made available online in due course. We will not display your personal data online however your address will be displayed.

Application Reference:	17/00225/FUL
Address:	Co-op Texaco Service Station Braintree Bypass Braintree Essex CM77 8GG
Proposal:	Installation of new external cold-rooms, installation of new plant equipment, external changes to forecourt including demolition of car wash to provide additional parking
Case Officer:	Mrs Sandra Green

Are your personal details correct? [Click to update my personal details.](#)

Your Title: *

Your First Name: *

Your Surname: *

Your Address: *

Your Tel. No.:

Your Email Address: *

Commenter Type: *

Stance: * Object Support Neutral

Your Comment:

Send me an email confirming my comments