

# How to check planning histories

## 1. YOU NOW HAVE 3 OPTIONS

### PLANNING


**PROPERTY SEARCH** – This is the easiest search. Click on **Property Search** from the left-hand list. This takes you straight to the property search engine

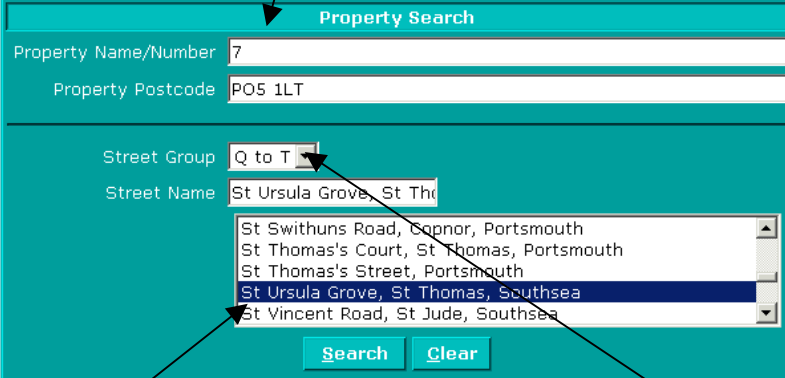
### VIEW MAP


The screenshot shows the Portsmouth City Council PublicAccess website. A teal header bar at the top contains the text 'PublicAccess' and 'Welcome to PublicAccess'. On the left side, there is a vertical menu with the following items: 'PublicAccess Home', 'Planning', 'Property Search', 'View Map', and 'Help'. The main content area features the Portsmouth City Council logo and a text box that reads: 'Using PublicAccess, you may view details of property along with Planning applications submitted to Portsmouth City Council. To navigate, use the menubar on the left hand side of the window. Click here to view the frequently asked questions about PublicAccess.' Below this text box, there is a disclaimer: 'PublicAccess is best viewed using Internet Explorer version 5.5 and upwards. Certain parts of the site may not function correctly in other browsers.' At the bottom of the page, there is a copyright notice: '© 2005. CAPS Solutions Ltd and its licensor(s). All rights reserved.' and an 'AA Bobby APPROVED' logo.

Annotations with arrows point to the 'Property Search' and 'View Map' menu items.

2. In PROPERTY SEARCH, enter the details you know. **House Number and postcode is the easiest.**

 The **Property Search** allows you to search for property details using a combination of property name, number, postcode and street. As you type into the Street Name box, the list of streets will scroll down until a suitable street match is found. With the appropriate details entered, press the **Search** button to return all matching properties.





 If possible, always enter a property name or number into the appropriate search box. This will restrict the number of properties returned and help to increase the speed of your search. See the online help for more details on searching for properties.

3. For a street search (lower half of the page) select a range of first letters from the drop down list **Street Group** (you must do this for a street search) and then choose (Select / Highlight the street name) a road from the drop down list

4. or type in the relevant street, and click on **Search** at the bottom

One matching property was found.

	Address	Click to view details	Click to view map
1	7 St Ursula Grove St Thomas Southsea Hampshire PO5 1LT		

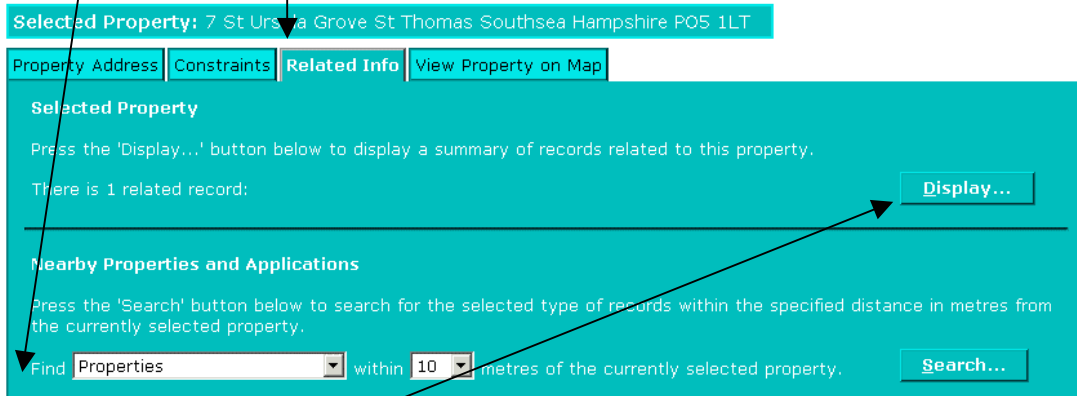
5. Page down to the property you wish to search on (NB When a property is divided up into more than one unit, you will need to search on each individual unit to ensure that all the relevant planning history is displayed).

6. Click on **View Details** (arrow to the right hand side of the property details) you are interested in



Click to view details	Click to view map
	

7. Click on **Related Info** tab. This will give you 2 pieces of information – the top is the number of planning applications for the property OR the bottom is properties nearby with planning consent or applications.

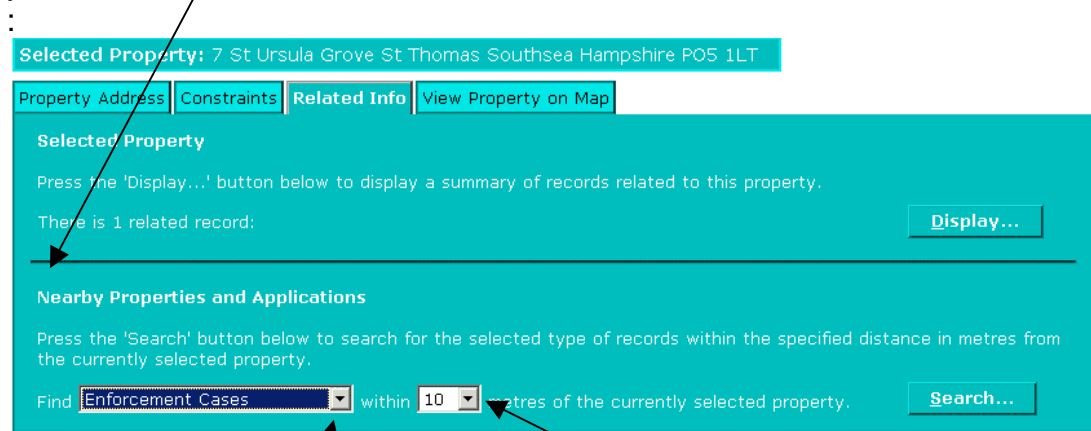


8. Click on **Display** button on 'Selected Property' – the planning history will display. **N.B. If the 'Selected Property' box does not appear this means that there is no planning history for this particular property/unit.**

9. Click on **View** to look at individual applications



10. A second option on this screen also appears as Nearby Properties and Applications there are two drop down boxes which allows you to modify your search



Properties  
Planning application appeals  
Planning Applications  
Enforcement Cases

Within x metres

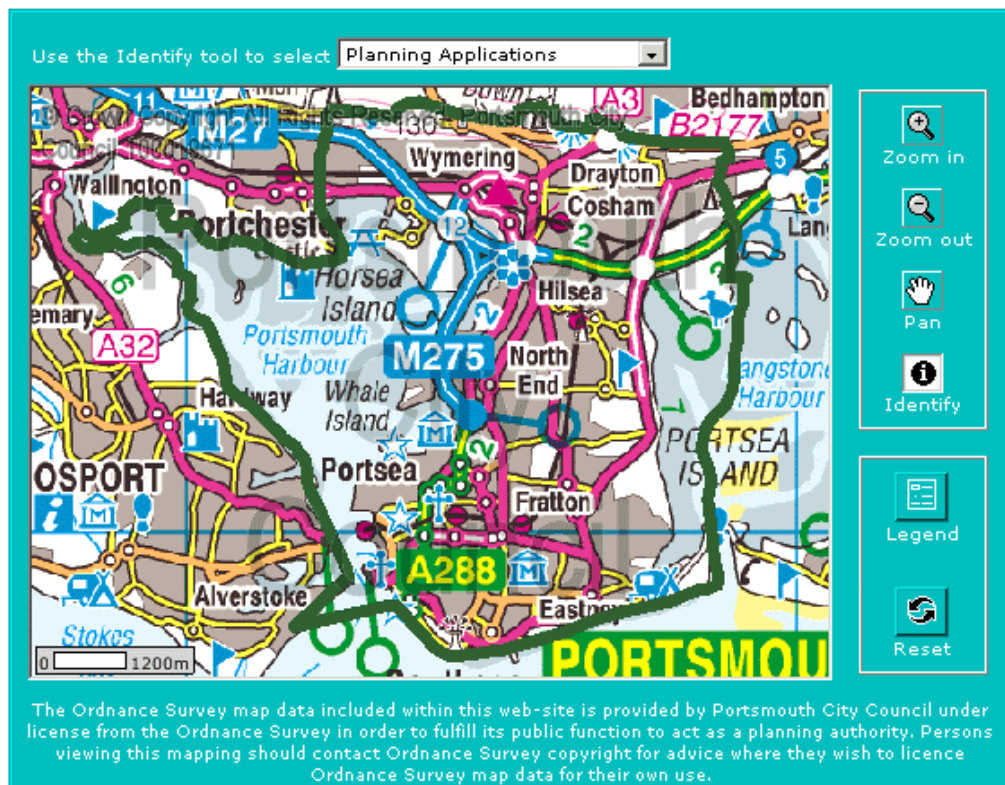
REMEMBER THERE ARE MANY OTHER WAYS TO SEARCH –  
THE WEEKLY LIST,  
SPECIAL INTEREST applications, or by using  
VIEW MAP to identify a particular area.  
ALL THESE ARE LISTED ON THE LEFT HAND SIDE under the  
'PLANNING' ICON. See below

Click on **Planning** from the left hand list **if you know the planning application number**. You can still search for a property or by the map from here



11. Or navigate to an area using the View map facility (NB this can be a bit tricky until you get used to it)

Use the map tools to move around the map, zoom in and out and identify features.



© 2005. CAPS Solutions Ltd and its licensor(s). All rights reserved.