
Help with using Public Access

Searching the site

When you go onto the Public Access system, please:

- Use the 'Simple Search' if you know the application case reference or site address. The easiest and quickest way to search is to use the case reference as this is unique to each planning application. Please do not use the prefix when typing it in. For example, type in 08/01150/FUL, **not** BX/08/01150/FUL.
- Information held within the Associated Documents tab can be sorted by column to aid searching.

Please note:

- Images on applications between May - November 2002 are not suitable to scale from.
- We cannot accept responsibility for the accuracy of plans.
- There are two reasons why you may be unable to view all application documents. They will not be shown if the decision is more than six months old. There is also the possibility that they have not yet been entered into the system.
- The quality of the displayed image depends on the quality of the original submission.
- A unique application reference is created for each case.
- Plans that are received with a planning application are listed as "Plans under consideration". If an application is amended, the old plans will be listed as "Plans-superseded" and the new ones as "Plans under consideration". When the case officer makes a recommendation about the application to the committee or to his senior officer for a delegated decision, the plans will be listed as "Plans under recommendation". Once a decision on the application is made, whether permission or refusal, the plans will be listed as "Plans decided".
- To use the system you will need the latest version of Adobe Acrobat Reader and Java, which is available free of charge from the following websites.

- [Adobe - Acrobat Reader Download](#)

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- [Java download](#)

Software that enables the scaling of plans on Public Access

- [Public Access User Guide \[PDF 1.7Mb\]](#)