



Undertaking searches

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Searching

Your primary activity when you are logged in to the IDOX Public Access For Planning site will be to search for applications according to a variety of criteria. IDOX Public Access For Planning provides a variety of methods to allow you to find the information you are looking for:

- **Simple search** – search for applications or appeals according to some entered text
- **Advanced search** – search according to a wide combination of factors
- **Weekly/monthly lists** – search for applications whose status is validated or decided within a particular time period.
- **Property search** – search for a particular property to which applications may apply

If the search returns more than one result and you want to go in and out of the different results, please use the [←Back to search results](#) button and not the internet explorer back arrow.

The screenshot displays the 'Planning » Application Summary' page for case 15/00777. The page includes a navigation bar with 'Home > Planning > View applications', a search bar, and user options like 'My Profile', 'Login', and 'Register'. The main content area shows the application title, a 'Back to search results' button, and action buttons for 'Track', 'Make a Comment', and 'Print'. Below this are tabs for 'Details', 'Comments (3)', 'Constraints (7)', 'Documents (6)', and 'Related Items (1)'. The 'Summary' tab is active, showing a table with the following data:

Case Reference	15/00777
Alternative Reference	PP-04541442
Application Validated	Mon 19 Oct 2015
Address	3 COURTYARD MEWS, BROOKLEY ROAD, BROCKENHURST, SO42 7RB
Proposal	Change of use to D1 (Non-residential institutions)
Status	Registered
Appeal Decision	Not Applicable

Below the table, it states: 'There are 6 documents associated with this application.'

***NB:** Please note that Public Access is only able to show the results of a search if it has fewer than 1000 results. Anything over will require you to refine the search.*

Simple Search

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

1. Select **Simple Search** from the Search drop down list.

2. Click to select whether you want to search for:

- **Applications**
- **Appeals**

3. In the Status box you can choose to search for:

- **All** – Returns all applications that fit the criteria
- **Current** – Returns applications that are yet to be decided and fit the criteria
- **Decided** – Returns applications that have been decided and fit the criteria

4. Enter some text in the Search box that will correspond to one of:

- **application reference number** (for example, “15/00500”)
- **post code** (for example, “SO42 7QS”)
- **part of an address** (for example, “Avenue Road”).

5. Click on the **Search** button to display the results of your search.

Home > Planning > View applications

Search My Profile Login Register

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 7 8 9 10 Next Showing 1-10 of 421

<p>Change of use to D1 (Non-residential institutions)</p> <p>3 COURTYARD MEWS, BROOKLEY ROAD, BROCKENHURST, SO42 7RB Ref. No: 15/00777 Validated: Mon 19 Oct 2015 Status: Registered</p>
<p>1.8m high fencing; new entrance gates</p> <p>ACORN HOUSE, 22 BROOKLEY ROAD, BROCKENHURST, SO42 7RR Ref. No: 15/00766 Validated: Mon 05 Oct 2015 Status: Registered</p>
<p>Change of use to single dwelling; single storey rear extension; alteration to access; creation of...</p> <p>61 BROOKLEY ROAD, BROCKENHURST, SO42 7RB Ref. No: 15/00674 Validated: Tue 08 Sep 2015 Status: Decided</p>
<p>Subdivision of existing living accommodation (1st and 2nd floor) to 2no. self-contained flats; 2n...</p> <p>47 BROOKLEY ROAD, BROCKENHURST, SO42 7RB Ref. No: 15/00493 Validated: Tue 23 Jun 2015 Status: Decided</p>
<p>Single storey infill extension; new shop front; refridgeration units; air conditioning units; rep...</p> <p>62 BROOKLEY ROAD, BROCKENHURST, SO42 7RA Ref. No: 15/00427 Validated: Tue 09 Jun 2015 Status: Decided</p>
<p>1No. non illuminated panel (Application for Advertisement Consent)</p> <p>62 BROOKLEY ROAD, BROCKENHURST, SO42 7RA Ref. No: 15/00426 Validated: Mon 06 Jul 2015 Status: Decided</p>
<p>New dwelling</p> <p>LAND TO THE REAR OF 7 BROOKLEY ROAD, BROCKENHURST, SO42 7RR Ref. No: 15/00369 Validated: Mon 11 May 2015 Status: Decided</p>

6. You can manipulate how the search results are displayed to help you find applications of particular interest:

- **Sort By** – select a criterion to re-order the results by
- **Direction** – choose whether the results should be 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.

7. The speech bubble at the end of the description indicates applications that are still open for commenting.
8. The number of results being 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 by clicking directly on the page number
9. To view a search in detail, click on its title.
10. 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. To do this, click on the

Refine Search button.

11. If this search is one that you will reuse, click on the **Save Search** button. You can edit the search name here and select whether to receive an email if new applications arrive that match the search criteria. Click on **Save** to save the search.

This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like, or edited and updated at any time.

***NB:** You cannot save a search unless you have a result to save.*

12. To display the current page of search results in a printable format, click on the **Print** button.

Print Version

Close Window

Print

Results for Application Search

1 and 2 storey extensions; external alterations

HATHERSAGE, AVENUE ROAD, BROCKENHURST, SO42 7RT

Ref. No: 15/00088 | Received: Thu 29 Jan 2015 | Validated: Fri 06 Feb 2015 | Status: Decided

Outbuilding

HIGHFIELD, AVENUE ROAD, BROCKENHURST, SO42 7RT

Ref. No: 12/97895 | Received: Fri 05 Oct 2012 | Validated: Fri 05 Oct 2012 | Status: Decided

Two storey front and side extensions; single storey side extension; first floor rear extension

THE NOOK, AVENUE ROAD, BROCKENHURST, SO42 7RT

Ref. No: 12/97541 | Received: Thu 07 Jun 2012 | Validated: Thu 07 Jun 2012 | Status: Decided

Two storey rear extension; external alterations

WEYBURN, AVENUE ROAD, BROCKENHURST, SO42 7RT

Ref. No: 12/97324 | Received: Sat 24 Mar 2012 | Validated: Mon 02 Apr 2012 | Status: Decided

Five dormer windows (in place of three existing dormers); single storey rear extension.

ELMFIELD, AVENUE ROAD, BROCKENHURST, SO42 7RT

Ref. No: 12/97265 | Received: Wed 07 Mar 2012 | Validated: Fri 23 Mar 2012 | Status: Decided

Swimming pool; pool house

FERN VILLA, AVENUE ROAD, BROCKENHURST, SO42 7RT

Ref. No: 11/96559 | Received: Fri 17 Jun 2011 | Validated: Fri 17 Jun 2011 | Status: Decided

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.

Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for an application or appeal. These may include:

- **Relevant reference numbers**
- **Application/Appeal details**
- **Relevant dates.**

1. Select **Advanced Search** from the Search drop down list or click on the **Advanced** tab.
2. Click to display a search page specific to:

- **Applications**
- **Appeals**

The screenshot shows the 'Advanced Search' interface for 'Applications' and 'Appeals'. At the top, there is a navigation bar with 'Home > Planning > View applications' and a search bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this, the page title is 'Planning » Applications Search' with 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', and 'Property'. Underneath, there are two sub-tabs: 'Applications' and 'Appeals'. The form is divided into three main sections: 1. 'Reference Numbers' with two text input fields: 'Application Reference:' and 'Planning Portal Reference:'. 2. 'Application Details' with several dropdown menus: 'Description Keyword:' (text input), 'Application Type:' (dropdown with 'All' selected), 'Parish:' (dropdown with 'All' selected), 'Conservation Area:' (dropdown with 'All' selected), 'Decision:' (dropdown with 'All' selected), and 'Address:' (text input with a help icon). 3. 'Dates' section with a note: '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.' Below the note are three rows of date pickers: 'Date Validated:', 'Date Actual Committee:', and 'Decision Date:', each with a 'to:' field and a calendar icon. At the bottom of the form are two buttons: 'Search' and 'Reset'.

3. If you know a reference number that identifies a specific application or appeal enter it in the appropriate box.
4. The Application/Appeals details allow you to specify an application type, the parish, the conservation or decision type. You can also enter a keyword or an address. Enter any combination of these details as appropriate.

5. Enter a Date Range to define the period during which the application or appeal was validated or decided. Alternatively, put the date that you want the search to start from in the first box and leave the second box empty. This will search for anything that fits the search criteria up to the current date.
6. To search for applications on one day (i.e. committee decisions) you have to put the date of the committee in the first box and then the day after in the second box. If you put the same date in both boxes, no results will be returned.

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 Validated: to:

Date Actual Committee: 18/08/2015 to: 19/08/2015

Decision Date: to:

7. Click on the **Search** button to display the results of your search.

Home > Planning > View applications

Search My Profile Login Register

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 7 8 9 10 Next Showing 1-10 of 421

- Change of use to D1 (Non-residential institutions)**
3 COURTYARD MEWS, BROOKLEY ROAD, BROCKENHURST, SO42 7RB
Ref. No: 15/00777 | Validated: Mon 19 Oct 2015 | Status: Registered
- 1.8m high fencing; new entrance gates**
ACORN HOUSE, 22 BROOKLEY ROAD, BROCKENHURST, SO42 7RR
Ref. No: 15/00786 | Validated: Mon 05 Oct 2015 | Status: Registered
- Change of use to single dwelling; single storey rear extension; alteration to access; creation of...**
61 BROOKLEY ROAD, BROCKENHURST, SO42 7RB
Ref. No: 15/00674 | Validated: Tue 08 Sep 2015 | Status: Decided
- Subdivision of existing living accommodation (1st and 2nd floor) to 2no. self-contained flats; 2n...**
47 BROOKLEY ROAD, BROCKENHURST, SO42 7RB
Ref. No: 15/00493 | Validated: Tue 23 Jun 2015 | Status: Decided
- Single storey infill extension; new shop front; re Fridgeration units; air conditioning units; rep...**
62 BROOKLEY ROAD, BROCKENHURST, SO42 7RA
Ref. No: 15/00427 | Validated: Tue 09 Jun 2015 | Status: Decided
- 1No. non illuminated panel (Application for Advertisement Consent)**
62 BROOKLEY ROAD, BROCKENHURST, SO42 7RA
Ref. No: 15/00426 | Validated: Mon 06 Jul 2015 | Status: Decided
- New dwelling**
LAND TO THE REAR OF 7 BROOKLEY ROAD, BROCKENHURST, SO42 7RR
Ref. No: 15/00369 | Validated: Mon 11 May 2015 | Status: Decided

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

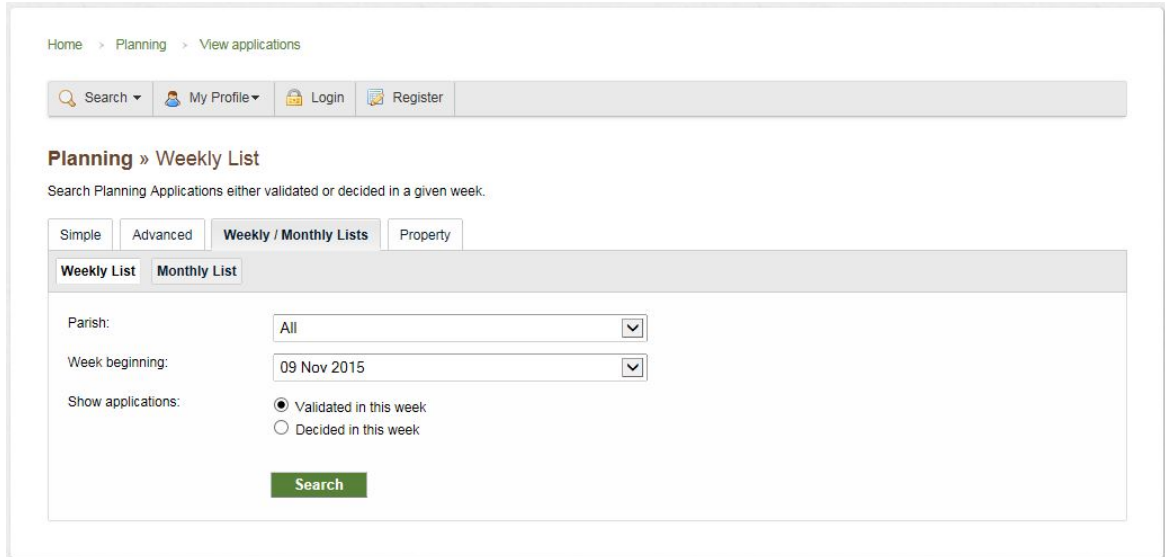
Once you have made your display selections, click on the **Go** button.

9. The speech bubble at the end of the description indicates applications that are still open for commenting.
10. The number of results being 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 by clicking directly on the page number.
11. To view a search in detail, click on its title.
12. 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. To do this, click on the **Refine Search** button.
13. If this search is one that you will reuse, click on the **Save Search** button. This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like, or edited and updated at any time.
14. To display the current page of search results in a printable format, click on the **Print** button. Click **Print** again in the new window to send the page to your local printer. Press **Close** when you are finished with this window.

Weekly/Monthly Lists Search

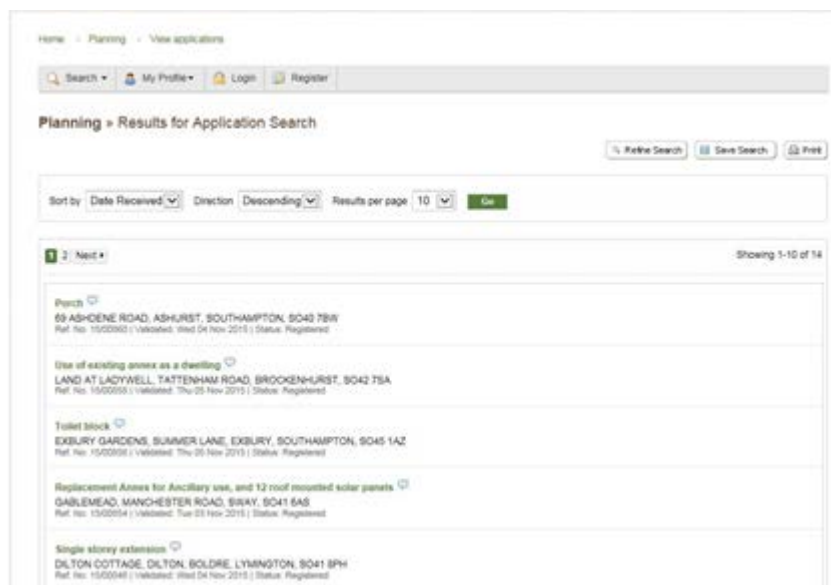
The Weekly/Monthly Lists feature allows you to search for applications according to the week or month in which they were validated or decided.

1. Click on the **Weekly/Monthly Lists** tab.



The screenshot shows the 'Planning » Weekly List' page. At the top, there is a navigation breadcrumb 'Home > Planning > View applications' and a utility bar with 'Search', 'My Profile', 'Login', and 'Register' links. The main heading is 'Planning » Weekly List' with a sub-heading 'Search Planning Applications either validated or decided in a given week.' Below this are four tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is selected), and 'Property'. Under the 'Weekly / Monthly Lists' tab, there are two sub-tabs: 'Weekly List' (selected) and 'Monthly List'. The search form includes a 'Parish' dropdown menu set to 'All', a 'Week beginning' dropdown menu set to '09 Nov 2015', and a 'Show applications' section with two radio buttons: 'Validated in this week' (selected) and 'Decided in this week'. A green 'Search' button is located at the bottom of the form.

2. Click on **Weekly List** or **Monthly List** to select which list you want to search.
3. You can narrow your search to a particular area by selecting from the **Parish** drop down list.
4. Specify the **Week** or **Month** by selecting from the drop down list.
5. You can display applications which were validated or applications which were decided during the selected time period. Make the appropriate selection under **Show applications**.
6. When you have made your selections, click on the **Search** button.



The screenshot shows the 'Planning » Results for Application Search' page. At the top, there is a navigation breadcrumb 'Home > Planning > View applications' and a utility bar with 'Search', 'My Profile', 'Login', and 'Register' links. The main heading is 'Planning » Results for Application Search' with three buttons: 'Refine Search', 'Save Search', and 'Print'. Below this are three dropdown menus: 'Sort by' set to 'Date Received', 'Direction' set to 'Descending', and 'Results per page' set to '10'. A green 'Go' button is located to the right of the 'Results per page' dropdown. The results are displayed in a table with 14 rows. The first row is '69 ASHdene ROAD, ASHURST, SOUTHAMPTON, SO40 7BW' with reference number '15002862' and status 'Registered'. The second row is 'LAND AT LADYHILL, TATTENHAM ROAD, BROCKENHURST, SO43 7SA' with reference number '15002651' and status 'Registered'. The third row is 'EXBURY GARDENS, SUMMER LANE, EXBURY, SOUTHAMPTON, SO45 1AZ' with reference number '15002658' and status 'Registered'. The fourth row is 'GABLEMEAD, MANCHESTER ROAD, BRAY, SO41 6AS' with reference number '15002654' and status 'Registered'. The fifth row is 'DILTON COTTAGE, DILTON, BOLDRE, LYMINGTON, SO41 8PH' with reference number '15002648' and status 'Registered'.

- You can re-order the list by reference number, date received, description or status. Select one of these from the **Sort by** drop down list, then click on **Go**.
 - To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
7. To add this search to your Saved Searches page, click on the **Save Search** button. This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like, or edited and updated at any time.
 8. You can print off this list by clicking on the **Print** button.
 9. If there are too many results you may want to add more information to the search. Click on the **Refine Search** button.

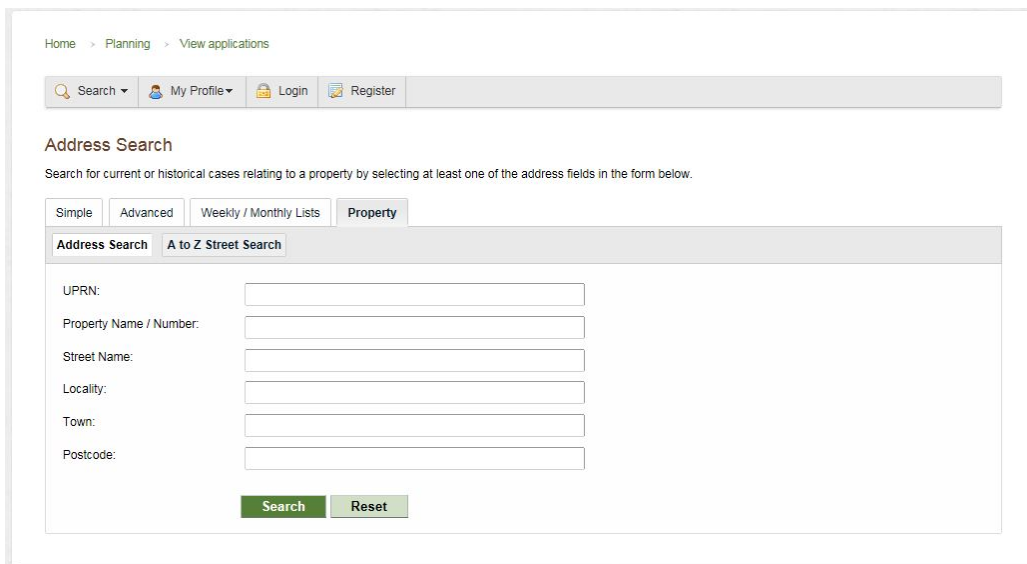
Property Search

The Property Search feature allows you to search for a specific property. There are two options:

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

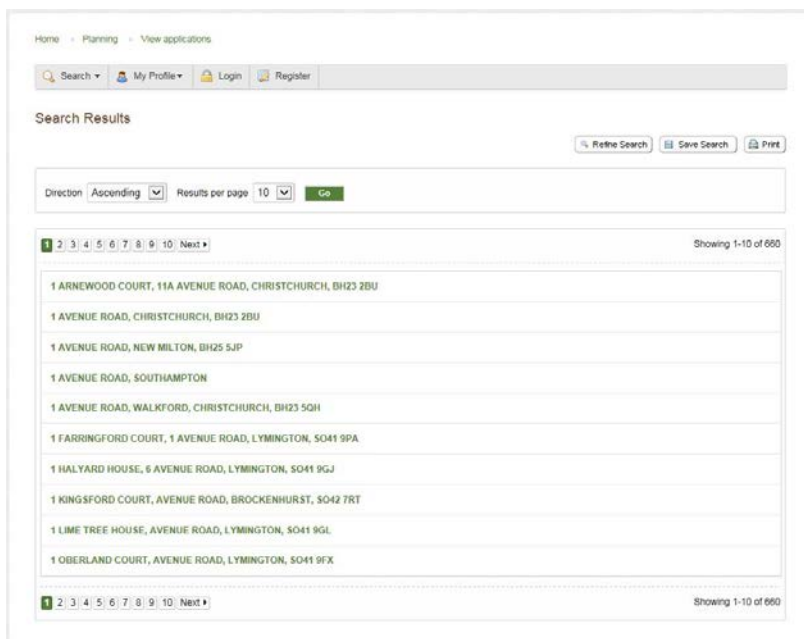
Address Search

1. Click on the **Property Search** tab.
2. To search for a specific property by its address, select the **Address Search** tab.



The screenshot shows a web application interface for property search. At the top, there is a navigation bar with 'Home > Planning > View applications'. Below this is a search bar with a magnifying glass icon and a dropdown menu. To the right of the search bar are links for 'My Profile', 'Login', and 'Register'. The main heading is 'Address Search', followed by a sub-heading: 'Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.' There are four tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', and 'Property'. 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:', 'Locality:', 'Town:', 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 boxes, then click on the **Search** button. Alternatively, click on the **Reset** button to clear the fields and start again.



The screenshot shows the search results page. At the top, there is a navigation bar with 'Home > Planning > View applications'. Below this is a search bar with a magnifying glass icon and a dropdown menu. To the right of the search bar are links for 'My Profile', 'Login', and 'Register'. The main heading is 'Search Results'. There are three buttons: 'Refine Search', 'Save Search', and 'Print'. Below the heading, there is a table with columns for 'Direction' (set to 'Ascending') and 'Results per page' (set to '10'). A 'Go' button is next to the 'Results per page' dropdown. Below the table, there is a pagination bar with a 'Next' button and 'Showing 1-10 of 660'. The table contains the following rows:

1 ARNEWOOD COURT, 11A AVENUE ROAD, CHRISTCHURCH, BH23 2BU
1 AVENUE ROAD, CHRISTCHURCH, BH23 2BU
1 AVENUE ROAD, NEW MILTON, BH25 5JP
1 AVENUE ROAD, SOUTHAMPTON
1 AVENUE ROAD, WALKFORD, CHRISTCHURCH, BH23 5QH
1 FARRINGFORD COURT, 1 AVENUE ROAD, LYMINGTON, SO41 9PA
1 HALYARD HOUSE, 6 AVENUE ROAD, LYMINGTON, SO41 9GJ
1 KINGSFORD COURT, AVENUE ROAD, BROCKENHURST, SO42 7RT
1 LIME TREE HOUSE, AVENUE ROAD, LYMINGTON, SO41 9GL
1 OBERLAND COURT, AVENUE ROAD, LYMINGTON, SO41 9FX

At the bottom of the table, there is a pagination bar with a 'Next' button and 'Showing 1-10 of 660'.

- To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
4. To add this search to your Saved Searches page, click on the **Save Search** button. This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like, or edited and updated at any time.
 5. You can print off this list by clicking on the **Print** button.
 6. To view a property in detail, click on its title.
 7. If there are too many results you may want to add more information to the Search. Click on the **Refine Search** button.

A-Z Property Search

1. Click on the **Property Search** tab.
2. To search for a street alphabetically, select **A-Z Street Search**.

The screenshot shows a web application interface for 'A to Z Street Search'. At the top, there is a navigation bar with 'Home > Planning > View applications', a search bar, and links for 'My Profile', 'Login', and 'Register'. Below this, the page title is 'A to Z Street Search' with a sub-instruction: '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.' There are three tabs: 'Simple', 'Advanced', and 'Weekly / Monthly Lists', with 'Property' selected. Underneath, there are two sub-tabs: 'Address Search' and 'A to Z Street Search'. A row of buttons for letters A through Z is displayed, with 'A' highlighted. Below the letters is a 'Results per page' dropdown set to '10' and a 'Go' button. The main content area is titled 'Streets beginning with A' and features a pagination control '1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next >' and the text 'Showing 1-10 of 760'. A list of ten street names follows, each preceded by a bullet point: AMPRESS LANE, BUCKLAND, LYMINGTON; ASH CLOSE DEVELOPMENT, HYTHE; ATHOLL CLOSE (SPUR), ANDOVER; ADANAC PARK DEVELOPMENT (SOUTH SPINE), NURSLING, NURSLING; ADANAC PARK DEVELOPMENT (SOUTH SPUR 1), NURSLING, NURSLING; ADANAC PARK DEVELOPMENT (SOUTH SPUR 2), NURSLING, NURSLING; ADANAC PARK DEVELOPMENT (SOUTH SPUR 3), NURSLING, NURSLING; ADANAC PARK DEVELOPMENT (SOUTH SPUR 4), NURSLING, NURSLING; ADANAC PARK DEVELOPMENT (SOUTH SPUR 5), NURSLING, NURSLING; and ADANAC PARK DEVELOPMENT (NORTH WEST SPIN, NURSLING, NURSLING). A second pagination control and 'Showing 1-10 of 760' text are at the bottom of the list.

3. Click on the initial letter of the street you are interested in. Select from the list to display the addresses on that street that have an application in progress.

Home > Planning > View applications

Search My Profile Login Register

Search Results Refine Search Print

Direction Results per page

1 2 3 4 5 Next Showing 1-10 of 47

1	KINGSFORD COURT, AVENUE ROAD, BROCKENHURST, SO42 7RT
1	RAILWAY TERRACE, AVENUE ROAD, BROCKENHURST, SO42 7RU
1	THE BIRCHES, AVENUE ROAD, BROCKENHURST, SO42 7RT
1	THE BRIARS, AVENUE ROAD, BROCKENHURST, SO42 7RT
2	KINGSFORD COURT, AVENUE ROAD, BROCKENHURST, SO42 7RT
2	RAILWAY TERRACE, AVENUE ROAD, BROCKENHURST, SO42 7RU
2	THE BIRCHES, AVENUE ROAD, BROCKENHURST, SO42 7RT
2	THE BRIARS, AVENUE ROAD, BROCKENHURST, SO42 7RT
3	KINGSFORD COURT, AVENUE ROAD, BROCKENHURST, SO42 7RT
3	RAILWAY TERRACE, AVENUE ROAD, BROCKENHURST, SO42 7RU

1 2 3 4 5 Next Showing 1-10 of 47

- To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
4. You can print this list by clicking on the **Print** button.
 5. To view a property in detail, click on its title.
 6. To go back and chose a different street, click on the **Refine Search** button.