

Buckinghamshire Council – Chiltern and South Bucks local areas

Public Access System Quick Guide: Save an on-going search

Guide overview

This guide is aimed at helping anyone who is interested in receiving automatic notifications on planning applications.

Email notifications may be received automatically, when there is either a change to the status of an application or relevant changes are made to the main details, such as

- Registered status (when a valid application is updated in our back office systems and it first appears on Public Access),
- Awaiting decision status (when the application has been considered and the case officer is preparing a recommendation)
- Decided status (when the case has been decided)
- Alterations to the application's site address, proposal description or other main submission details

Benefits include

- Ability to save a search and tick to receive email notifications.
- be notified next day of updates to planning applications
- email notification links to the application allowing quick access to the Documents tab, to view the application documents
- There is also the option to select to track individual cases
- Commenting on applications

Save an on-going search

Select the  icon
Then Planning

The search tab options are:



The Weekly/Monthly Lists tab may provide some information on new applications. However, it is possible that a search might be done for a date range we are still processing and these will only list in the results once that processing is completed. Therefore, in order to ensure you receive notification of every new application you are interested in, it is recommended to set this up as an on-going search, as detailed below.

Select the 'Advanced' tab

Application Details

Description Keyword:	<input type="text"/>
Applicant Name:	<input type="text"/>
Application Type:	All <input type="button" value="v"/>
Ward:	All <input type="button" value="v"/>
Parish:	Chalfont St Peter <input type="button" value="v"/>
Status:	Registered <input type="button" value="v"/>
Decision:	All <input type="button" value="v"/>
Appeal Status:	All <input type="button" value="v"/>
Appeal Decision:	All <input type="button" value="v"/>
Development Type:	All <input type="button" value="v"/>
Address:	<input type="text"/>

Under Application Details, refine your search by selecting from the options as appropriate. Note, you are only able to search one option for each drop down. If you wish to select two or three options, you will need to repeat for each option and save as a separate ongoing search for each.

To be notified of new applications, select the Status as 'Registered'

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:	<input type="text" value="01/04/2020"/> <input type="button" value="calendar"/>	to:	<input type="text"/> <input type="button" value="calendar"/>
Date Actual Committee:	<input type="text"/> <input type="button" value="calendar"/>	to:	<input type="text"/> <input type="button" value="calendar"/>
Decision Date:	<input type="text"/> <input type="button" value="calendar"/>	to:	<input type="text"/> <input type="button" value="calendar"/>
Appeal Decision Date:	<input type="text"/> <input type="button" value="calendar"/>	to:	<input type="text"/> <input type="button" value="calendar"/>

Under Dates, enter a date in the first Date field.

Suggest this is the first date of a recent month, to avoid getting notifications of older or historic applications

Click Search button

Planning – Results for Application Search

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

Sort by Direction Results per page

1 2 3 4 5 6 7 Next ▶ Showing 1-10 of 70

Notification under The Town and Country Planning (General Permitted Development) Order 2015, Part 1 of Schedule 2 Class A 4 for: single storey rear extension (depth extending from the rear wall of the original dwellinghouse 5.0 metres, maximum height 3.3 metres, eaves height 2.2 metres) [📄](#)

27 Cherry Tree Road Beaconsfield Buckinghamshire HP9 1BN
Ref. No: PL/20/1221/PNE | Validated: Mon 20 Apr 2020 | Status: Registered

Notification of agricultural or forestry development under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for: Agricultural building [📄](#)

Green Acres Farm Shire Lane Chalfont St Peter Buckinghamshire SL9 0EA
Ref. No: PL/20/1229/AGN | Validated: Fri 17 Apr 2020 | Status: Registered

Select the Save Search button

[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.

A default Search Title is given to the search.

[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.

Update this as required

select the Yes radio button to be notified by email
Click Save

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.

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

Run	Edit	Delete	Search Title ↕	Search Type ↕
			New applications received	Application

NOTE: It is recommended that periodically the Saved Search is edited, updating the Date Validated from date, so that it is not more than 6 months prior, in order for the search to continue to be able to pull back results.

Your saved searches will list in the Saved Searches view

The email notification will list each search type and results under those headings for each search – see Example at end of this document

Quick steps guide

To have on-going searches for applications validated/registered, select

1. Advanced Tab (not the Weekly/Monthly Lists tab)
2. In the list of Application Details, select against any relevant refinements and 'Status' as Registered
3. Enter a relevant start date only from when you want to receive notification
4. Click Search
5. Click Save Search button (top right) and give your search a suitable title
6. Select Notify me via email about search results and Save

Please check out the other feature of Tracked Applications for specific sites, saved in a similar way to above steps.

EXAMPLE OF PUBLIC ACCESS EMAIL NOTIFICATION

The email notification content will look something like the image below. Content has been highlighted to draw your attention to certain information, to aid understanding

The following results have been updated recently:

Saved Search Results

New registered applications from Jul 2018 onwards

[Outline planning permission for retention of existing dwelling house and erection of two dwelling houses. Demolition of mobile home and clock house. - North Lodge Lower Road Chalfont St Peter Buckinghamshire SL9 8LA](#)

Ref.: No: PL/18/2350/OA | Received date: Tue 19 Jun 2018 | Status: Pending Consideration | Case Type: Planning Application

[Certificate of Lawfulness for proposed Vehicular access and permeable driveway. - 21 Hill Farm Road Chalfont St Peter Gerrards Cross Buckinghamshire SL9 0DD](#)

Ref.: No: PL/18/2361/SA | Received date: Wed 20 Jun 2018 | Status: Pending Consideration | Case Type: Planning Application

[Application for approval of details reserved by condition 5 on planning permission CH/2017/1890/FA. \(Part single/part two storey rear extensions, two storey front infill extensions, front rooflights, central roof lantern and rear roof dormers to facilitate habitable accommodation in roofspace\). - Woodfield 2 Claydon End Chalfont St Peter Buckinghamshire SL9 8JX](#)

Ref.: No: PL/18/2445/CONDA | Received date: Mon 25 Jun 2018 | Status: Pending Consideration | Case Type: Planning Application

[Demolition of existing conservatory and replaced with a single storey rear extension. - Chalfont View Lincoln Road Chalfont St Peter Gerrards Cross Buckinghamshire SL9 9TG](#)

Ref.: No: PL/18/2578/SA | Received date: Mon 09 Jul 2018 | Status: Pending Consideration | Case Type: Planning Application

[Demolition of existing conservatory and replaced with a single storey rear extension. Raised rear decking. - Chalfont View Lincoln Road Chalfont St Peter Gerrards Cross Buckinghamshire SL9 9TG](#)

Ref.: No: PL/18/2579/FA | Received date: Mon 09 Jul 2018 | Status: Pending Consideration | Case Type: Planning Application

[Felling of two beeches protected by a Tree Preservation Order - Land at Drummond Crescent \(to The Rear Of 4-6 Croft Close\) Chalfont St Peter Buckinghamshire](#)

Ref.: No: PL/18/2593/TP | Received date: Fri 06 Jul 2018 | Status: Pending Consideration | Case Type: Planning Application

Highlighted in yellow to show how it is grouped by saved search title

Highlighted in green to show corresponding status (Public Access status Registered is equivalent of our back office system status Pending Consideration.)