



Solihull
METROPOLITAN
BOROUGH COUNCIL

PUBLIC ACCESS USER GUIDE

FREQUENTLY ASKED QUESTIONS


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HOW DO I SEARCH FOR A PLANNING APPLICATION OR SITE ADDRESS?

SIMPLE SEARCH

The 'Simple Search' facility is the easiest way to search for a planning application or property.

A search can be carried out using the planning application number, keyword, postcode or a single line of an address.

Public Access

Search My Profile Logout (Lynsey Robinson)

Planning » 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 Enforcements

Status:

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

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HOW DO I CARRY OUT A MORE COMPLEX SEARCH?

ADVANCED SEARCH

The Advanced Search option offers the facility to carry out more complex searches, including date ranges and Ward / Parish searches.

Planning applications with an 'old style' reference number (where the number does not start PL/.... e.g. YEAR/NUMBER/S) can be searched for using the 'Alternative Reference' field.


The screenshot shows the Solihull Metropolitan Borough Council website's Planning Applications Search page. At the top, there is a navigation bar with the council's logo and the text 'Public Access'. Below this is a search bar with a magnifying glass icon and a user profile dropdown showing 'Logout (Lynsey Robinson)'. The main heading is 'Planning > Applications Search' with a 'Help with this page' link. A sub-heading 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', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Advanced' tab is selected. Below the tabs are three sub-tabs: 'Applications', 'Appeals', and 'Enforcements', with 'Applications' selected. The form is divided into three main sections: 'Reference Numbers', 'Application Details', and 'Dates'. The 'Reference Numbers' section has three input fields: 'Application Reference', 'Planning Portal Reference', and 'Alternative Reference'. The 'Application Details' section has several fields: 'Description Keyword', 'Applicant Name', 'Application Type' (dropdown), 'Ward' (dropdown), 'Parish' (dropdown), 'Agent', 'Status' (dropdown), 'Decision' (dropdown), 'Appeal Status' (dropdown), 'Appeal Decision' (dropdown), 'Development Type' (dropdown), and 'Address'. The 'Dates' section has five date range fields: 'Date Received', 'Date Validated', 'Date Actual Committee', 'Decision Date', and 'Appeal Decision Date'. Each date field consists of two date pickers separated by 'to'. At the bottom of the form are 'Search' and 'Reset' buttons. The footer of the page includes the text 'an idax solution' and a copyright notice for Solihull Metropolitan Borough Council.

HOW DO I FIND OUT THE HISTORY OF A PROPERTY, SITE OR STREET?

PROPERTY SEARCH

The Property Search facility allows you to search by Address or as an A to Z Street Search.

Results will display for Planning Applications, Planning Appeals, Planning Enforcements, Building Control Applications and Building Control Contraventions.

Public Access

Search My Profile Logout (Lynsey Robinson)

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.

Simple Advanced Weekly / Monthly Lists Property Map

Address Search A to Z Street Search

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

Postcode:

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HOW DO I SEARCH FOR APPLICATIONS WITHIN A PARTICULAR AREA OR RADIUS OF A SITE?

MAP SEARCH

A Map Search can be used to identify planning applications, appeals and enforcements within a specified area of the Borough.

You can also save a rectangular search or a circular area search around a specified location, and opt to receive email notifications of new planning applications received within the search area.

On the Map Tab, you can simply zoom in and out of the map and drag the mouse to pan around to locate the area you are interested in. Alternatively, you can use the simple search facility to bring up an application on a property and click on the map tab, in order to zoom straight to a site.

Firstly make sure you click on Enable Filter on the right of the page (as highlighted below).

The screenshot displays the 'Planning » Application Map' interface. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this, the page title 'Planning » Application Map' is shown alongside a 'Help with this page' link. The main content area features a map of a residential area with a red rectangular search area highlighted. To the right of the map is a 'Legend and Filter' panel with the following options:

- Showing search results. [Enable filter](#) and remove results.
- Planning
 - Application
 - Appeal
 - Enforcement
- Building Control
 - Building Control
 - Contravention
- Property

Below the legend, there are two options to save search areas: 'Save a rectangular search defined by the current map extent.' and 'Save a circular search of the specified radius, centred on the current location.' with a '50m' dropdown and a 'show on map' checkbox. The map itself includes a scale bar (60m/200ft) and coordinates (E: 423458.61 N: 27761.79).

You can then use the options to turn on layers that you might be interested in and define the time period for when applications have been received.

In order to save a rectangular or a circular search you will need to be logged in to the website. For help on how to register on the website see [click here](#)

A rectangular search means everything you currently see on screen. A circular search means you can set a radius, e.g. 1km from the centralised point in the map. Click the Show on map button to see the extent of the search.

When you click on either of the Save search options and if you are logged into the site, Public Access will ask you if you wish to be notified about new results within your search area:

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.

If you click yes to this option, every time a new application is received within your search area you will receive an email alert.

You can save multiple searches within your profile and edit and delete them at a future date if you no longer wish to receive updates. To do this, simply click on My Profile and Saved Searches

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Search My Profile [Help with this page](#)

My Profile » [Consultee In Tray](#) [Profile Details](#) [Saved Searches](#) [Notified Applications](#) [Tracked Applications](#)

✓ Search

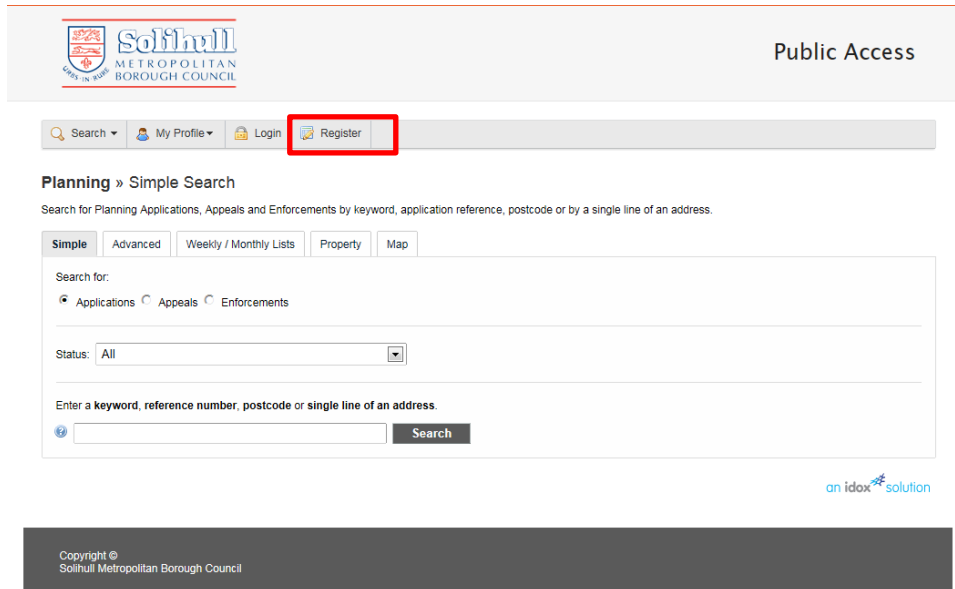
[Consultee In Tray](#) [Profile Details](#) [Saved Searches](#) [Notified Applications](#) [Tracked Applications](#)

Run	Edit	Delete	Search Title	Search Type
			Map Planning Application 29-Jun-2015 6:56 PM	Application

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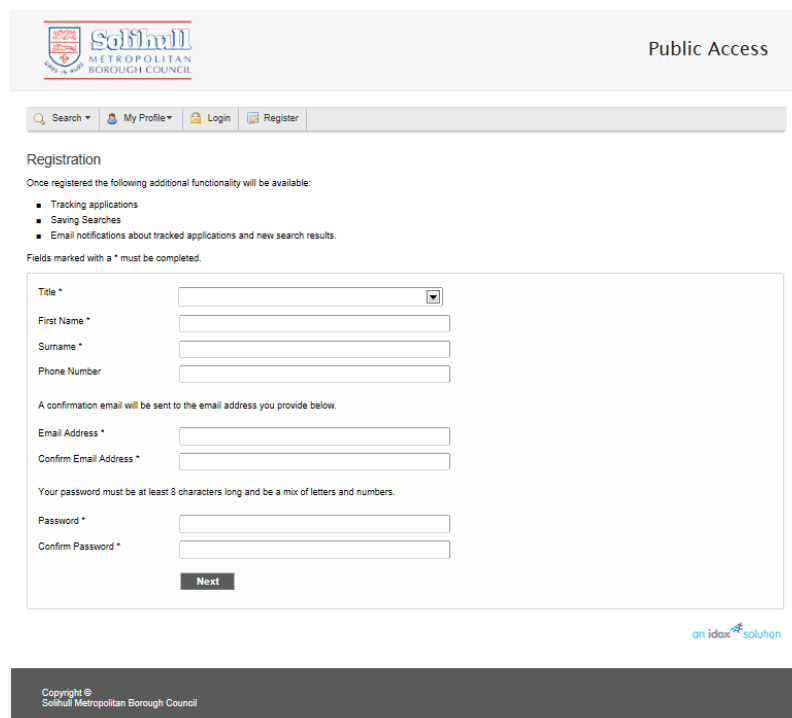
HOW DO I REGISTER WITH PUBLIC ACCESS?

Click on the Register button, which can be found on the Grey Toolbar across the top of the page.



The screenshot shows the top navigation bar of the Solihull Metropolitan Borough Council website. The Solihull logo is on the left, and 'Public Access' is on the right. Below the logo is a grey toolbar containing a search icon, 'My Profile', 'Login', and 'Register' buttons. The 'Register' button is highlighted with a red rectangular box. Below the toolbar, the page title is 'Planning » Simple Search'. A sub-header reads 'Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.' There are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Simple' tab is selected. Below the tabs, there are radio buttons for 'Applications', 'Appeals', and 'Enforcements'. A 'Status' dropdown menu is set to 'All'. A text input field is followed by a 'Search' button. The 'an idox solution' logo is in the bottom right corner. A dark grey footer contains the text 'Copyright © Solihull Metropolitan Borough Council'.

Complete your details.




The screenshot shows the 'Registration' page on the Solihull Metropolitan Borough Council website. The Solihull logo and 'Public Access' are at the top. The navigation toolbar is present, with the 'Register' button highlighted. The page title is 'Registration'. A sub-header reads 'Once registered the following additional functionality will be available:'. Below this is a list of features: 'Tracking applications', 'Saving Searches', and 'Email notifications about tracked applications and new search results.' A note states 'Fields marked with a * must be completed.' The registration form includes fields for 'Title *', 'First Name *', 'Surname *', 'Phone Number', 'Email Address *', 'Confirm Email Address *', 'Password *', and 'Confirm Password *'. A 'Next' button is at the bottom of the form. The 'an idox solution' logo is in the bottom right corner. A dark grey footer contains the text 'Copyright © Solihull Metropolitan Borough Council'.

You will receive a confirmation email containing a link to complete your registration.

HOW DO I SAVE A SEARCH TO RECEIVE EMAIL UPDATES?

SAVED SEARCHES

A search can be saved using the 'Save Search' button. You can then register on Public Access to receive email notifications when planning applications meeting your search criteria are received. Please click [here](#) for further details of how to register.


Public Access

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 | Next Showing 1-10 of 19


<p>Change of use from domestic garden to cattery, including erection of timber structures (resubmission of 2011/1051). 84 Langcomb Road Shirley Solihull B90 2PR Ref. No: PL/2011/01538/CU Received: Tue 13 Sep 2011 Validated: Tue 13 Sep 2011 Status: Decided</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>Show results on large map</p>
<p>Change of use from domestic garden to cattery, including erection of timber structures. 84 Langcomb Road Shirley Solihull B90 2PR Ref. No: PL/2006/01722/CU Received: Wed 29 Jun 2011 Validated: Wed 29 Jun 2011 Status: Unknown</p>	
<p>Proposed cattery in rear garden (resubmission of application 2006/1387). 106 Dove House Lane Solihull B91 2EN Ref. No: PL/2006/00698/FULL Received: Wed 06 Dec 2006 Validated: Wed 06 Dec 2006 Status: Decided</p>	
<p>Proposed cattery in rear garden. 106 Dove House Lane Solihull B91 2EN Ref. No: PL/2006/01211/FULL Received: Wed 28 Jun 2006 Validated: Wed 28 Jun 2006 Status: Decided</p>	
<p>Single storey pen in rear of garden for use as a cattery. 65 Ventnor Road Solihull B92 9BT Ref. No: PL/2006/01283/CU Received: Mon 22 May 2006 Validated: Mon 22 May 2006 Status: Decided</p>	
<p>Replace old cattery with new The Whitehouse Kennels Back Lane Meriden Solihull CV7 7LD Ref. No: PL/2003/01915/FULL Received: Tue 15 Jul 2003 Validated: Tue 15 Jul 2003 Status: Decided</p>	
<p>Demolish existing cattery erect new. The Whitehouse Kennels Back Lane Meriden Coventry CV7 7LD Ref. No: PL/2002/00645/FULL Received: Thu 21 Nov 2002 Validated: Fri 22 Nov 2002 Status: Decided</p>	
<p>Erection of cattery Eastcote Hall Farm Barston Lane Hampton-In-Arden Solihull B92 0HR Ref. No: PL/2001/00388/FULL Received: Mon 15 Oct 2001 Validated: Mon 15 Oct 2001 Status: Decided</p>	
<p>Application for the deletion of condition 02 of planning approval 97/0845 to allow permanent buildings for use as a cattery Woodend Cattery Blackfins Lane Bickenhill Ref. No: PL/1997/01168/RM Received: Mon 01 Sep 1997 Validated: Mon 08 Sep 1997 Status: Decided</p>	

HOW DO I TRACK AN APPLICATION TO RECEIVE EMAIL UPDATES?

TRACKING AN APPLICATION

An application can be tracked to receive email notifications of its progress.

Once an application has been found, click on the 'Track' button and register / log-in to Public Access. Please [click here](#) for further details of how to register.

Public Access

Q Search ▾ 👤 My Profile ▾ 🔒 Login 📄 Register

Planning » Application Summary

Help with this page

PL/2015/51081/LBC | Listed building consent for internal alterations to existing dwelling and a two storey extension to rear of property. | Barretts Lane Farm Barretts Lane Balsall Common Solihull CV7 7GB

Back to search resultsTrack Print

Details Comments (0) Documents (10) Related Cases (2) Map

Summary Further Information Contacts Important Dates

Reference	PL/2015/51081/LBC
Alternative Reference	PP-04198005
Application Received	Sat 30 May 2015
Application Validated	Mon 08 Jun 2015
Address	Barretts Lane Farm Barretts Lane Balsall Common Solihull CV7 7GB
Proposal	Listed building consent for internal alterations to existing dwelling and a two storey extension to rear of property.
Status	Awaiting decision
Decision	Not Available
Appeal Status	Unknown
Appeal Decision	Not Available

There are 10 documents associated with this application.

There is 1 case associated with this application.

There is 1 property associated with this application.

HOW DO I SEE WEEKLY OR MONTHLY LISTS OF APPLICATIONS VALIDATED OR DETERMINED?

WEEKLY AND MONTHLY LISTS

Weekly and monthly lists of planning applications validated and determined within the selected time period can be viewed using the 'Weekly / Monthly List' function.

The search can also be narrowed down by Parish or Ward.

The screenshot displays the Solihull Metropolitan Borough Council website. At the top left is the council's logo with the motto 'GIVES IN PLEAS'. At the top right, it says 'Public Access'. Below the header is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. The main content area is titled 'Planning » Weekly List' and includes the instruction: 'Search Planning Applications either validated or decided in a given week.' There are four tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists' (which is selected), 'Property', and 'Map'. Under the 'Weekly / Monthly Lists' tab, there are two sub-tabs: 'Weekly List' and 'Monthly List'. The search form includes the following fields: 'Parish:' with a dropdown menu set to 'All'; 'Ward:' with a dropdown menu set to 'All'; 'Week beginning:' with a dropdown menu set to '08 Jun 2015'; and 'Show applications:' with two radio button options: 'Validated in this week' (which is selected) and 'Decided in this week'. A 'Search' button is located at the bottom of the form. The 'an idox solution' logo is visible in the bottom right corner of the page content area. The footer contains the text: 'Copyright © Solihull Metropolitan Borough Council'.

HOW DO I VIEW PLANNING APPLICATION INFORMATION, DOCUMENTS AND PLANS?

Once an application has been retrieved, information relating to the application can be viewed using the Details, Comments, Documents, Related Cases and Map tabs and sub-tabs.










The screenshot shows the 'Planning » Application Summary' page for application PL/2015/51080/MINFHO. The page includes a search bar, navigation tabs for Details, Comments (0), Documents (9), Related Cases (2), and Map. The 'Summary' sub-tab is active, displaying a table with application details:

Field	Value
Reference	PL/2015/51080/MINFHO
Alternative Reference	PP-04198005
Application Received	Sat 30 May 2015
Application Validated	Mon 08 Jun 2015
Address	Barretts Lane Farm Barretts Lane Balsall Common Solihull CV7 7GB
Proposal	Internal alterations and two storey extension with single storey link to rear of property.
Status	Awaiting decision
Decision	Not Available
Appeal Status	Unknown
Appeal Decision	Not Available

Below the table, there are three summary boxes: 'There are 9 documents associated with this application.', 'There is 1 case associated with this application.', and 'There is 1 property associated with this application.' The page footer includes the Solihull logo and 'Copyright © Solihull Metropolitan Borough Council'.

The plans and documents relating to the application can be viewed on the Documents tab by clicking on the magnifying glass icon.

The screenshot shows the 'Planning » Planning Application Documents' page for the same application. The 'Documents (9)' tab is active, displaying a table of documents with a filter set to 'Document Type'. The table lists the following documents:

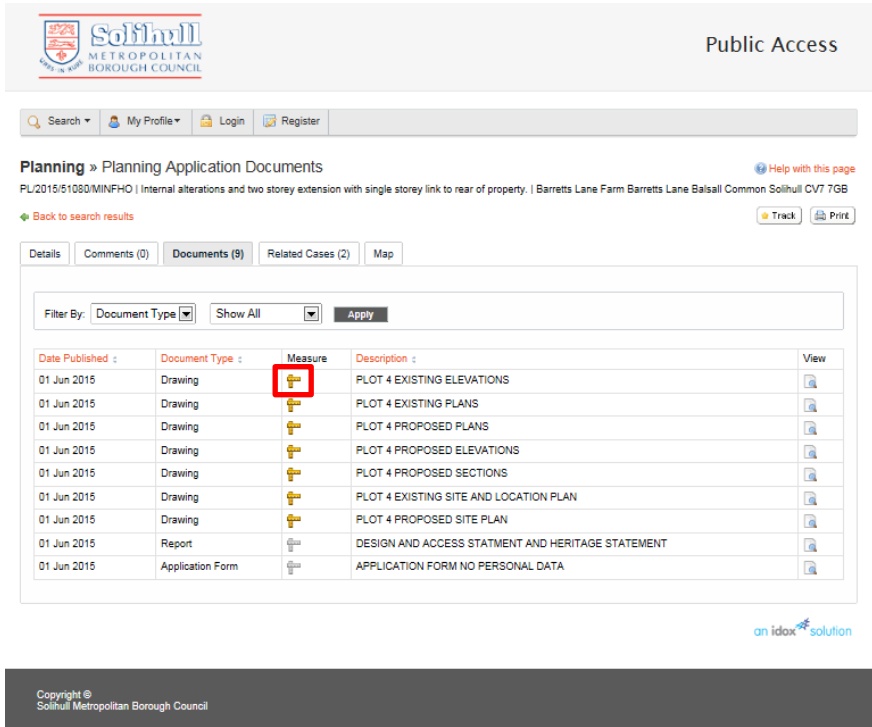
Date Published	Document Type	Measure	Description	View
01 Jun 2015	Drawing	+	PLOT 4 EXISTING ELEVATIONS	
01 Jun 2015	Drawing	+	PLOT 4 EXISTING PLANS	
01 Jun 2015	Drawing	+	PLOT 4 PROPOSED PLANS	
01 Jun 2015	Drawing	+	PLOT 4 PROPOSED ELEVATIONS	
01 Jun 2015	Drawing	+	PLOT 4 PROPOSED SECTIONS	
01 Jun 2015	Drawing	+	PLOT 4 EXISTING SITE AND LOCATION PLAN	
01 Jun 2015	Drawing	+	PLOT 4 PROPOSED SITE PLAN	
01 Jun 2015	Report	+	DESIGN AND ACCESS STATEMENT AND HERITAGE STATEMENT	
01 Jun 2015	Application Form	+	APPLICATION FORM NO PERSONAL DATA	

The magnifying glass icon in the 'View' column of the first row is highlighted with a red box. The page footer includes the Solihull logo and 'Copyright © Solihull Metropolitan Borough Council'.

HOW DO I MEASURE A PLAN?

Plans can be measured using the online measuring tool to provide the dimensions etc of a proposed scheme.

Click on the Measure icon next to the Drawing and follow the on-screen guide.



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Public Access

Search My Profile Login Register



















Planning » Planning Application Documents [Help with this page](#)

PL/2015/51030/MINFHO | Internal alterations and two storey extension with single storey link to rear of property. | Barretts Lane Farm Barretts Lane Balsall Common Solihull CV7 7GB

[Back to search results](#) [Track](#) [Print](#)

Details Comments (0) Documents (9) Related Cases (2) Map

Filter By: Document Type Show All Apply

Date Published :	Document Type :	Measure	Description :	View
01 Jun 2015	Drawing		PLOT 4 EXISTING ELEVATIONS	
01 Jun 2015	Drawing		PLOT 4 EXISTING PLANS	
01 Jun 2015	Drawing		PLOT 4 PROPOSED PLANS	
01 Jun 2015	Drawing		PLOT 4 PROPOSED ELEVATIONS	
01 Jun 2015	Drawing		PLOT 4 PROPOSED SECTIONS	
01 Jun 2015	Drawing		PLOT 4 EXISTING SITE AND LOCATION PLAN	
01 Jun 2015	Drawing		PLOT 4 PROPOSED SITE PLAN	
01 Jun 2015	Report		DESIGN AND ACCESS STATEMENT AND HERITAGE STATEMENT	
01 Jun 2015	Application Form		APPLICATION FORM NO PERSONAL DATA	

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HOW DO I MAKE A COMMENT ON A PLANNING APPLICATION?

In order to make comments on planning applications, you will need to register on Public Access. Information on how to register on Public Access can be found [here](#)

To make a comment, first navigate to the application you wish to comment on. For help with searching [click here](#).

Click on the Comments Tab and the Make a Comment Button.

Details	Comments (0)	Documents (3)	Related Cases (1)	Map
Make a Comment	Public Comments (0)	Consultee Comments (0)		

Make a Comment

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

Application Reference:	PL/2015/51064/TCA
Address:	61 St. Bernards Road Olton Solihull B92 7DF
Proposal:	Removal of 1 no. beech tree
Case Officer:	Becky Stevens

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: *

You will need to select:

- Commenter Type
- Stance (Object / Support / Neutral)
- Your comment
- You can also opt to receive an email confirming your comments.

Details | Comments (2) | Documents (15) | Related Cases (1) | Map

Make a Comment | Public Comments (0) | Consultee Comments (2)

Make a Comment

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

Application Reference: [REDACTED]

Address: [REDACTED]

Proposal: [REDACTED]

Case Officer: [REDACTED]

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

Reason for comment:
Your Comment:

Send me an email confirming my comments

Public comments will not be visible on the website; however, they can be viewed by requesting the public file from the Planning office.