

How do I search for an application?

The quickest way to find an application is to use the 'Simple Search'. This should be the first screen you see on Public Access, but you can also get to it by clicking on 'Search' and selecting 'Simple Search'.

The screenshot shows the top navigation bar with 'Search', 'My Profile', 'Login', and 'Register'. A dropdown menu is open under 'Search', listing 'Simple Search', 'Advanced Search', 'Weekly/Monthly Lists', 'Property Search', and 'Map Search'. Below the dropdown are buttons for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. The 'Simple' button is selected. Below this is a 'Search for:' section with radio buttons for 'Applications', 'Appeals', and 'Enforcements'. A text input field contains 'Thornton' and a 'Search' button is to its right. An arrow points to the 'Search' button.

If you know the exact number, type it in the box & click 'Search'.

If you don't know the number, you could try a post code or a street name, or even part of the application proposal.

If there is only one result to your search, you will be taken straight to the application's web page.

If there are many results, you will be given a list. Click on the blue text to go to the application in which you are interested.

The screenshot shows the search results page. At the top, there are navigation links for 'Search', 'My Profile', 'Login', and 'Register'. Below this is the heading 'Results for Application Search' and buttons for 'Refine Search', 'Save Search', and 'Print'. There are also dropdown menus for 'Sort by' (set to 'Date Received'), 'Direction' (set to 'Descending'), and 'Results per page' (set to '10'), along with a 'Go' button. The results are shown as a list of two items. The first item is titled 'Another proposal description' and includes the address '2 My Street Anytown Bradford BD99 9ZZ' and reference details. The second item is titled 'This is the application description' and includes the address '1 My Street Anytown Bradford BD99 9ZZ' and reference details. To the right of the list is a 'Map Information' section with a small map showing the location of the results. An arrow points from the text above to the blue text 'Another proposal description' in the list.