

## Amending saved searches in Public Access

Login to your account at <http://planning.bradford.gov.uk>

### Planning and Building Control



[Search](#) [My Profile](#) [Login](#) [Register](#)

If you need to reset your password, click the 'Forgotten password' link:

### Login

[← Previous page](#)

Not registered? [Register here](#)

Email Address

Password

Login

[Forgotten Password?](#)

Type your Council email address and enter your new password. The password should have at least one capital letter and at least one number.

### Planning and Building Control



[Search](#) [My Profile](#) [Login](#) [Register](#)

#### Change Password

To obtain a new password, please enter your email address and new password below. Once submitted you will receive an email to activate your new password. Your new password must be between 8 and 24 characters long, contain at least one uppercase, one lowercase and one numeric character.

Fields marked with a \* must be completed.

Email Address \*

New Password \*

Confirm New Password \*

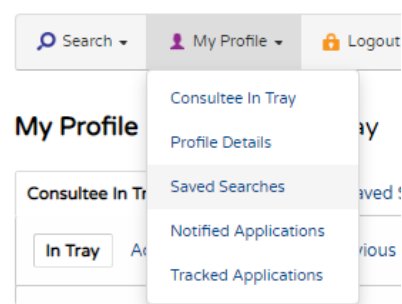
Change password

Clicking 'Change password' will send you an email containing a link. You will need to click this link to confirm the password change.

Once you have done this you will be able to log in to your account.

When you are logged in, click on 'My profile' and choose 'Saved searches' from the drop down list:

## Planning and Building C



Depending on how your account was set up there may be more than one search listed. On the next screen, click the search you wish to change.

### My Profile – Saved Searches

[Help with this page](#)

Consultee In Tray

Profile Details

Saved Searches

Notified Applications

Tracked Applications

Subscriptions

Run	Edit	Delete	Search Title	Search Type
			My Ward Pending Consideration	Application
			My Ward Pending Decision	Application

an idox solution









Your own ward should already be selected. If the search is only looking for, eg, applications pending consideration, choose 'Pending Consideration' from the dropdown list under 'Status'.

Ward:	<input type="text" value="All"/>
Parish:	<input type="text" value="All"/>
Conservation Area:	<input type="text" value="All"/>
Agent:	<input type="text" value="All"/>
Status:	<div><div>All</div><div>Appeal Allowed</div><div>Appeal Dismissed</div><div>Appeal in Progress</div><div>Decided</div><div>Granted</div><div>Pending Consideration</div><div>Pending Decision</div><div>Refused</div><div>Unknown</div></div>
Decision:	<input type="text" value="All"/>
Appeal Status:	<input type="text" value="All"/>
Appeal Decision:	<input type="text" value="All"/>
Development Type:	<input type="text" value="All"/>
Address:	<input type="text" value=""/>

At the bottom of the web page, enter yesterday's date in the 'Date Validated' box.

**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. 01/07/2019). Alternatively, click on the calendar button and pick a date.

Date Validated:	<input type="text" value="30/06/2020"/>		to:	<input type="text"/>	
Committee Date:	<input type="text"/>		to:	<input type="text"/>	
Decision Date:	<input type="text"/>		to:	<input type="text"/>	
Appeal Decision Date:	<input type="text"/>		to:	<input type="text"/>	

In this example, you would be notified of any applications that have been validated on June 30<sup>th</sup> 2020 and with a status of Pending Consideration.

For searches looking at 'Pending Decision applications, use the drop down status list to select 'Pending Decision'.

For searches looking for Decided applications use the 'Decided Date' field instead of 'Date Validated' and choose 'Decided' from the drop down status list.

Click 'save when you have made your changes.