



A GUIDE TO PUBLIC ACCESS

Version 1: June 2021



Version History

Version	Date	Details
V.1	June 2021	

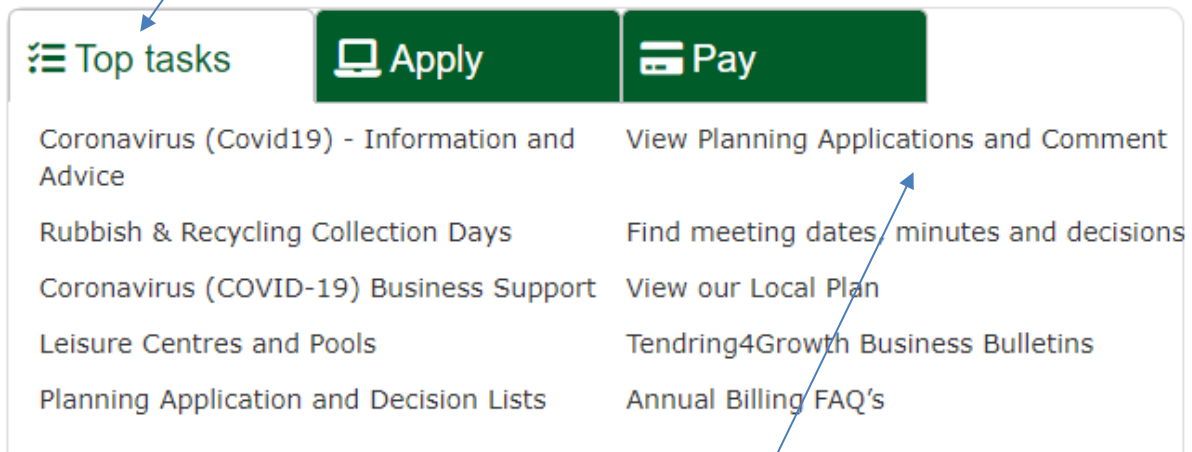
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1. Getting Started

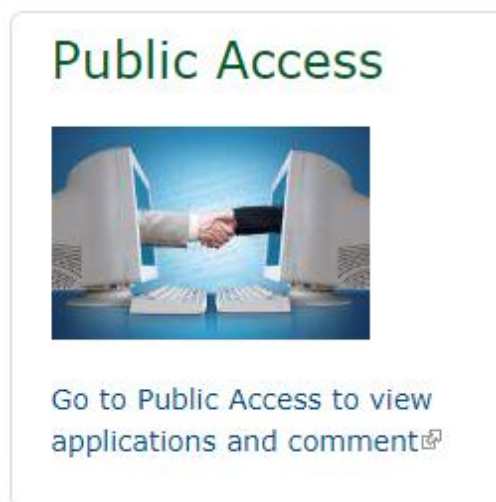
From the TDC website home page: <http://www.tendringdc.gov.uk/> you will see an area that details the Council's **Top Tasks**.



Click on **View Planning Applications and Comment**

and you will be taken to a page that will give you advice on the types of material planning matters that can be considered when you make your representation.

You will also see a link to Public Access via this picture.



Click on the picture and you will be taken to the Public Access home page.



The **Public Access** home page will look like this.

[Home](#) » [Planning](#) » [Planning_applications](#)

Search ▾ My Profile ▾ Login Register Apply Online ▾

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](#)

Applications [Appeals](#) [Enforcements](#)

Status: ▾

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

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You are now ready to search for an application, log in or register to use the system.

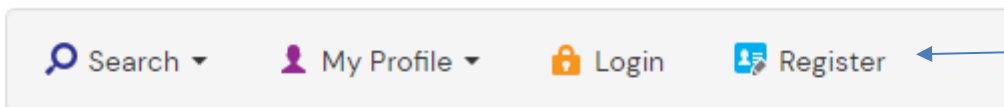


2. Registering

The way to get the best from Public Access is to register as a user. You don't need to register to locate an application, but it's an easy process and will enable you to submit your comments, track applications and receive updates.

You can register on behalf of your Town or Parish Council by using a generic email address.

After landing on the Public Access page, you will see the option to **Register**



Click on the Register icon and once you have entered your details, you'll be sent a confirmation email (please check your spam/junk folders). Click on the link contained in the email and the registration process will be complete.

If you've already registered, by have forgotten your log-in details, or if you're having a problem with registering, please email:

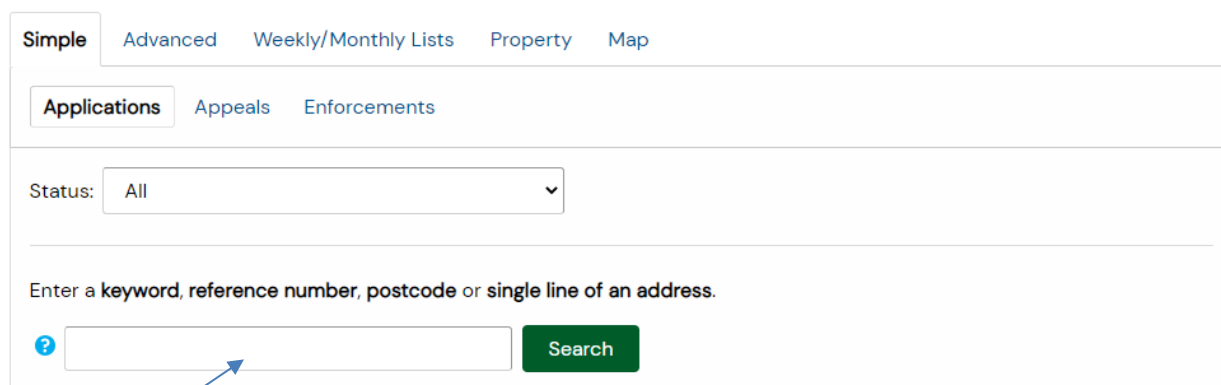
obligations@tendringdc.gov.uk a member of our team will help recover your account

3. Locating an Application

To locate the application of interest, type the application number into the search field and click on **Search**.

Planning – Simple Search

Search for Planning Applications, Appeals and Enforcements by keyword, application reference, postcode or by a single line of an address.



The screenshot shows a web interface for searching planning applications. At the top, there are tabs for 'Simple', 'Advanced', 'Weekly/Monthly Lists', 'Property', and 'Map'. Below these, there are sub-tabs for 'Applications', 'Appeals', and 'Enforcements'. A 'Status:' dropdown menu is set to 'All'. Below the dropdown, there is a text input field with a placeholder that says 'Enter a keyword, reference number, postcode or single line of an address.' To the right of the input field is a green 'Search' button. A blue arrow points to the input field.

You do not need to add the application suffix, but the format should be as follows:

XX/XXXXX for example **17/00126** or **21/00004**

You are also able to search by postcode, address and key words but a broad search may return a number of applications. The search field isn't case sensitive.

Once you have entered the reference number and clicked on '**Search**' the **Application Summary** will load and you will be able to view the plans, documents, comments and information associated with that particular application.



4. Submitting a comment

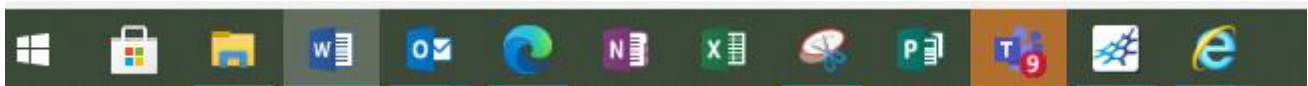
Firstly, either log in, or locate the application of interest. Select **Make A Comment**. The following message will appear if you haven't already logged in.



You will need to be aware of the following:

- Comments can be made using up to 2000 characters. This gives plenty of opportunity to submit a detailed comment.
- For system security reasons, the system will times out after 30 minutes and so it's best to prepare your comment in advance to ensure it isn't lost and simply copy and paste the comment into Public Access.
- Using **WordPad** to prepare your comment will enable the text to be copied over easily.

To open **WordPad** click on the **Start icon** on your computer and in the search field, start typing **WordPad**



Start Icon

You will see the option to select WordPad and once selected, a new window will open. You can then start typing your comment.

You can save your text in the same way as you would an ordinary Word document or simply copy and paste your comment straight into the Public Access



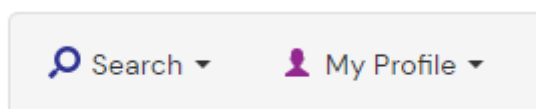
5. Tracking Applications

You are able to follow an application of interest and you'll be informed when the application has been determined and a decision issued. You need to be registered and logged in to benefit from this option. See Point 2 above for details of how to register.

Once you have located the application of interest, click on **Track**



You can review the application you are tracking or stop tracking an application via the options in the **My Profile** area of Public Access



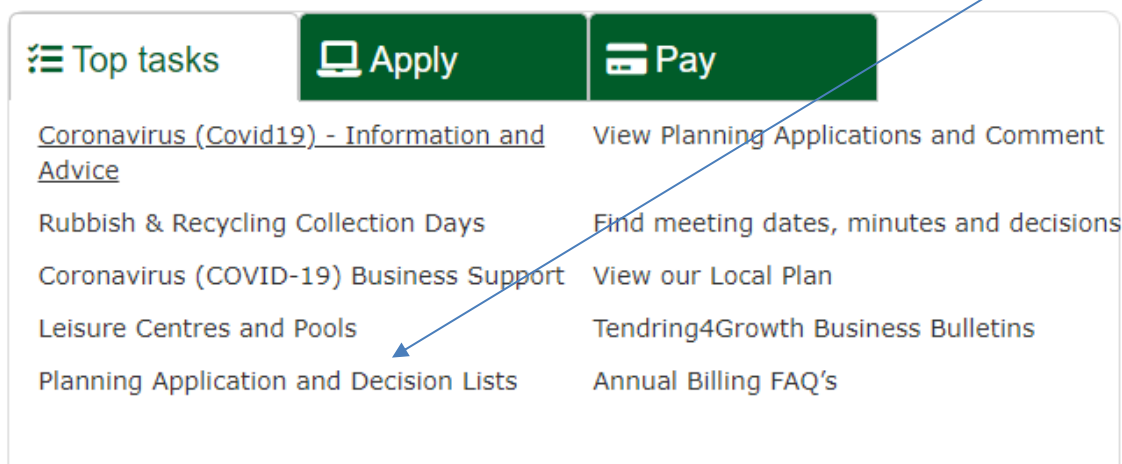
6. Weekly Lists

Every weekly, lists of applications received, and determined, during the previous week are published on the TDC website.

Your Town or Parish Council should already receive this list via email, but if you wish to add an additional email address just let us know, we'll be happy to add this for you.

Weekly lists are an easy way to see applications in your area and view the proposal description before viewing the full details on Public Access.

The lists are also published on the TDC website under **Top Tasks**





7. Appeals

If an application decision is the subject of an Appeal, you can find details of the Appeal and any supporting documents via a link the original application.

Locate the application of interest, and under **Related Cases** you will find links to the Appeal and any other cases related to the site.

Details

[Comments \(7\)](#)

[Constraints \(0\)](#)

[Documents \(25\)](#)

[Related Cases \(2\)](#)

[Map](#)