



# Viewing applications without registering

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## Application Details

Once you have selected an application from your search results the application's details will be displayed.

The application details are displayed at the top of the page, with further tabs below containing all the relevant information about the application.

### Details

1. Click on the **Details** tab to display the full details relating to the application.

The screenshot shows a web interface for application details. At the top, there is a navigation bar with links for Search, My Profile, Login, and Register. Below this is the page title "Planning – Application Summary" and a breadcrumb trail "67/00012 | Case set up for viewing test documents on the website only. | SYSTEMS SUPPORT TEST CASE". There are several action buttons: Save search, Refine search, Track, Make a comment, and Print. A tabbed interface is shown with "Details" selected, and sub-tabs for "Summary", "Further Information", and "Important Dates". The "Summary" tab is active, displaying a table with the following data:

Case Reference	67/00012
Alternative Reference	
Application Validated	Fri 15 Apr 2016
Address	SYSTEMS SUPPORT TEST CASE
Proposal	Case set up for viewing test documents on the website only.
Status	Registered
Appeal Decision	

Below the table, there are three summary boxes:

- There are 82 documents associated with this application.
- There is 1 case associated with this application.
- There is 1 property associated with this application.

2. The Application Details are split up into three tabbed sections. Click on the appropriate tab to display those details:
  - **Summary** – displays the basic information pertaining to the application. The summary also identifies the number of the **documents**, **cases** and **properties** that are associated with the application. Click on one of these to view them.
  - **Further Information** – displays additional information about the application that was not included in the summary.
  - **Important Dates** – displays the dates on which important events in the lifespan of the application occur from initial validation through to the decision.

## Comments

1. Click on the **Comments** tab to make a comment for the application or display comments that have been made about this application.

Search My Profile Login Register

### Planning – Application Comments [Help with this page](#)

67/00012 | Case set up for viewing test documents on the website only. | SYSTEMS SUPPORT TEST CASE

Save search Refine search Track Make a comment Print

More information relating to these comments can be viewed on the Documents tab below.

Details **Comments (5)** Constraints (0) Documents (82) Related Items (2)

Make a Comment **Public Comments (5)** Consultee Consulted

Total Consulted: 0 Comments Received: 5 Objections: 1 Supporting: 2 [View all comments](#)

Sort by Added Direction Descending Results per page 10 [Go](#)

[Collapse All](#) [Expand All](#)

Mr Sam Greatorex NEW FOREST NATIONAL PARK AUTHORITY, TOWN HALL, AVENUE ROAD, LYMINGTON, SO41 9ZG (Neutral)

Lord fdbd fgfd fgdf, dgfd (Supports)

Mr Sam Greatorex NEW FOREST NATIONAL PARK AUTHORITY, TOWN HALL, AVENUE ROAD, LYMINGTON, SO41 9ZG (Supports)

Dr Testy Testerson Testville, Exampleton, TE57 3XA (Objects)

Mr Sam Greatorex NEW FOREST NATIONAL PARK AUTHORITY, TOWN HALL, AVENUE ROAD, LYMINGTON, SO41 9ZG (Neutral)

2. Comments can either be submitted by members of the public or by people who have been consulted about the application. Click on **Public Comments** or **Consultee Consulted** as appropriate.
3. The **Public Comments** page shows everyone who has commented and their stance. The **Consultee Consulted** page shows all the consultees who have been consulted about the application (please note that not all the consultees will necessarily respond).

Search ▾ My Profile ▾ Login Register

**Planning – Application Comments** [Help with this page](#)

67/00012 | Case set up for viewing test documents on the website only. | SYSTEMS SUPPORT TEST CASE

Save search Refine search Track Make a comment Print

Details **Comments (5)** Constraints (0) Documents (82) Related Items (2)

Make a Comment Public Comments (5) **Consultee Consulted**

Total Consulted: 1 Consultees Responded: 0

Sort by Added ▾ Direction Descending ▾ Results per page 10 ▾ **Go**

[Collapse All](#) [Expand All](#)

Planning Policy Officer  
**Consultation Date: Mon 01 Oct 2018**

4. At the top of the **Public Comments** page there are four headings:

- **Total Consulted** – Shows the number of adjoining neighbours notified of the application.
- **Comments Received** – Shows the total number of people who have commented (if a person has more than one comment, they will only appear once on this list).
- **Objections** – Shows the number of people that are objecting the application.
- **Supporting** – Shows the number of people that are supporting the application.

The totals for the **Objections** and **Supporting** might not add up to the number of **Comments Received**. This is because some of the comments are neutral (the difference between the **Comments Received** number and total number of **Objections** and **Supporting** is the number of neutral comments received).

5. You can re-order the list by the date the comment was added or by the commenter's name. Select one of these from the **Sort by** drop down list, then click on **Go**.
6. To change the direction of the list, select **Ascending** or **Descending** from the **Direction** drop down list, followed by **Go**.
7. To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
8. If there are more results than fit on one page, navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
9. Comments are displayed showing the name of the commenter, their address and their stance on the application (objects, supports or neutral).
10. The **View All Comments** button will take you to the documents screen, but no documents will be visible.

## Planning – Planning Application Documents

[Help with this page](#)

67/00012 | Case set up for viewing test documents on the website only. | SYSTEMS SUPPORT TEST CASE

[Save search](#)
[Refine search](#)
[Track](#)
[Make a comment](#)
[Print](#)

[Details](#)
[Comments \(5\)](#)
[Constraints \(0\)](#)
[Documents \(81\)](#)
[Related Items \(2\)](#)

Filter By:

**You can select up to 25 documents to download in one archive file at a time.**

Date Published	Document Type	Description	View
<input type="button" value="Download Selected Files"/>			

11. From this screen you can filter by **Document Type** or **Description**.
  - **Document Type** – Use the second drop down box and select the desired type. (only document types that are uploaded to that application will be on the list).
  - **Description** – Use the search box and type in the word/phrase to be searched for.
12. Alternatively, the comments can be viewed under the **Documents** tab. All the documents will be visible.
13. The **Expand All** and **Collapse All** functions are not available.
14. To add a comment to the list, click on **Make a Comment**.

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

**Planning – Application Comments**
[Help with this page](#)

67/00012 | Case set up for viewing test documents on the website only. | SYSTEMS SUPPORT TEST CASE

[Save search](#)
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[Track](#)
[Make a comment](#)
[Print](#)

[Details](#)
[Comments \(5\)](#)
[Constraints \(0\)](#)
[Documents \(81\)](#)
[Related Items \(2\)](#)

[Make a Comment](#)
[Public Comments \(5\)](#)
[Consultee Consulted](#)

### Make a Comment

You can make a comment supporting or objecting to this planning application. Your comment will be submitted to the planning authority and made available online to the public. We will not display your telephone number or email address to the public.

Application Reference:	67/00012
Address:	SYSTEMS SUPPORT TEST CASE
Proposal:	Case set up for viewing test documents on the website only.
Case Officer:	

Are your personal details correct? Click to update my personal details.

Your Title: \*

Your First Name: \*

Your Surname: \*

Address Line 1 \*

Address Line 2

Town/City \*

Postcode \*

Your Tel. No.

Your Email Address: \*

Commenter Type: \*

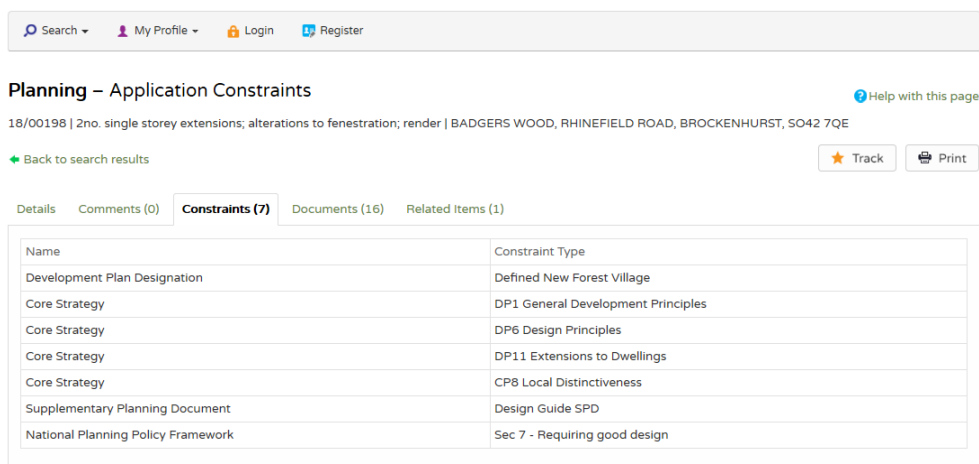
Stance: \*  Object  Support  Comment

Your Comment:

15. If you've registered and are logged in, your name, address and email address are added automatically to the form. If these are not correct, click on **update my personal details** and make the appropriate changes. Add any further details in the remaining boxes.
16. You don't have to be registered to make a comment – enter your details against the asterisked fields.
17. The **Commenter Type** drop down list describes the type of people who may need to make a comment about an application. This is either neighbours or interested parties. Select the one that applies to you.
18. Select whether you object, support or comment (neutral) for the **Stance** option.
19. Enter the details of your comment in the **Your Comment** box. This box will 'cache' your comment for up to 24 hours (so you won't lose it if you get distracted).
20. When you have completed all the details, click on the **Submit** button. The fact that you have commented will appear in the Comments Page and your comment will appear in the Documents page for this application (Please note this can take up to three working days).
21. To create an account when you submit your comment, click on the **Submit And Register** button (see [Registering to track and search applications](#)).
22. Use the **Reset** button to clear the fields of the details you have input (please note that your name, address, telephone number & email address will not be reset).

## Constraints

1. Click on the **Constraints** tab to display any constraints that have been placed on this application.

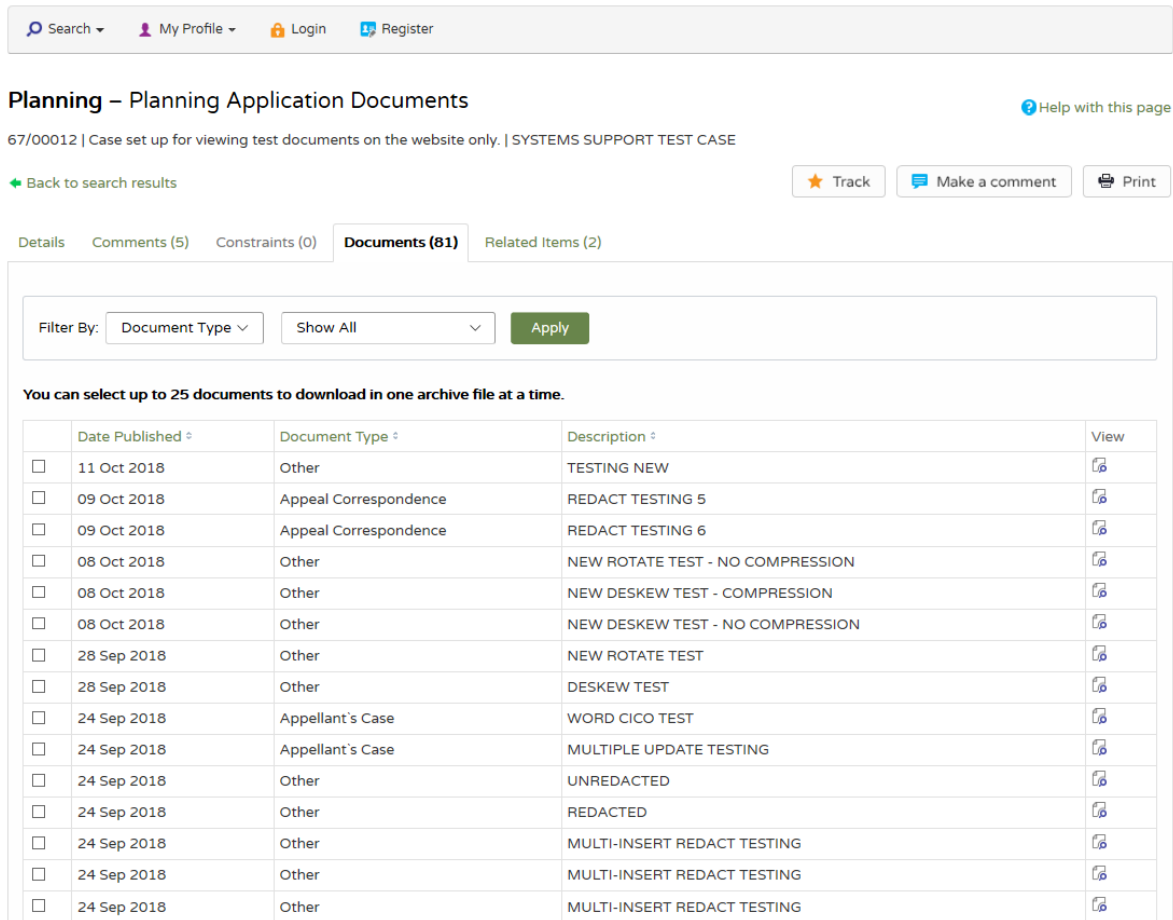


The screenshot shows the 'Planning - Application Constraints' page. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this, the page title is 'Planning - Application Constraints' with a 'Help with this page' link. The address bar shows '18/00198 | 2no. single storey extensions; alterations to fenestration; render | BADGERS WOOD, RHINEFIELD ROAD, BROCKENHURST, SO42 7QE'. There are 'Back to search results', 'Track', and 'Print' buttons. Below the navigation, there are tabs for 'Details', 'Comments (0)', 'Constraints (7)', 'Documents (16)', and 'Related Items (1)'. The 'Constraints (7)' tab is active, displaying a table with the following data:

Name	Constraint Type
Development Plan Designation	Defined New Forest Village
Core Strategy	DP1 General Development Principles
Core Strategy	DP6 Design Principles
Core Strategy	DP11 Extensions to Dwellings
Core Strategy	CP8 Local Distinctiveness
Supplementary Planning Document	Design Guide SPD
National Planning Policy Framework	Sec 7 - Requiring good design

## Documents

1. Click on the **Documents** tab to display any documents that have been added to the application.



Search My Profile Login Register

### Planning – Planning Application Documents

67/00012 | Case set up for viewing test documents on the website only. | SYSTEMS SUPPORT TEST CASE

Back to search results Track Make a comment Print

Details Comments (5) Constraints (0) **Documents (81)** Related Items (2)

Filter By: Document Type Show All Apply

You can select up to 25 documents to download in one archive file at a time.

	Date Published	Document Type	Description	View
<input type="checkbox"/>	11 Oct 2018	Other	TESTING NEW	
<input type="checkbox"/>	09 Oct 2018	Appeal Correspondence	REDACT TESTING 5	
<input type="checkbox"/>	09 Oct 2018	Appeal Correspondence	REDACT TESTING 6	
<input type="checkbox"/>	08 Oct 2018	Other	NEW ROTATE TEST - NO COMPRESSION	
<input type="checkbox"/>	08 Oct 2018	Other	NEW DESKEW TEST - COMPRESSION	
<input type="checkbox"/>	08 Oct 2018	Other	NEW DESKEW TEST - NO COMPRESSION	
<input type="checkbox"/>	28 Sep 2018	Other	NEW ROTATE TEST	
<input type="checkbox"/>	28 Sep 2018	Other	DESKEW TEST	
<input type="checkbox"/>	24 Sep 2018	Appellant's Case	WORD CICO TEST	
<input type="checkbox"/>	24 Sep 2018	Appellant's Case	MULTIPLE UPDATE TESTING	
<input type="checkbox"/>	24 Sep 2018	Other	UNREDACTED	
<input type="checkbox"/>	24 Sep 2018	Other	REDACTED	
<input type="checkbox"/>	24 Sep 2018	Other	MULTI-INSERT REDACT TESTING	
<input type="checkbox"/>	24 Sep 2018	Other	MULTI-INSERT REDACT TESTING	
<input type="checkbox"/>	24 Sep 2018	Other	MULTI-INSERT REDACT TESTING	



2. You can re-order the list according to:

- **Date Published**
- **Document Type**
- **Description**

Click on the appropriate heading to sort the list.

3. The documents can be filtered by either **Document Type** or **Description**.
  - **Document Type** – Use the second drop down box and select the desired type (only document types that are uploaded to that application will be on the list).
  - **Description** – Use the search box and type in the word/phrase to be searched for.
4. To view any of the documents in a separate window, click on the icon under **View** at the end of the row.

5. You can select (up to 25 at one time) to download documents. Select them by ticking the box on the left and then use the **Download Selected Files** button at the bottom of the page.

<input checked="" type="checkbox"/>	17 Sep 2018	Other	SCAN PA TEST	
<input checked="" type="checkbox"/>	17 Sep 2018	Other	SCAN PA TEST - ROTATED	

[Download Selected Files](#)

## Related Items

1. Click on the **Related Items** to view a summary of additional information related to the application.

Search My Profile Login Register

### Planning – Application Related Items

67/00012 | Case set up for viewing test documents on the website only. | SYSTEMS SUPPORT TEST CASE

Back to search results [Track](#) [Make a comment](#) [Print](#)

Details Comments (5) Constraints (0) Documents (81) **Related Items (2)**

Planning Applications (0)

Planning Appeals (1)

- Case set up for viewing test documents on the website only.  
Ref. No: Not specified | Status: Application registered

Properties (1)

- STREET RECORD

These may include:

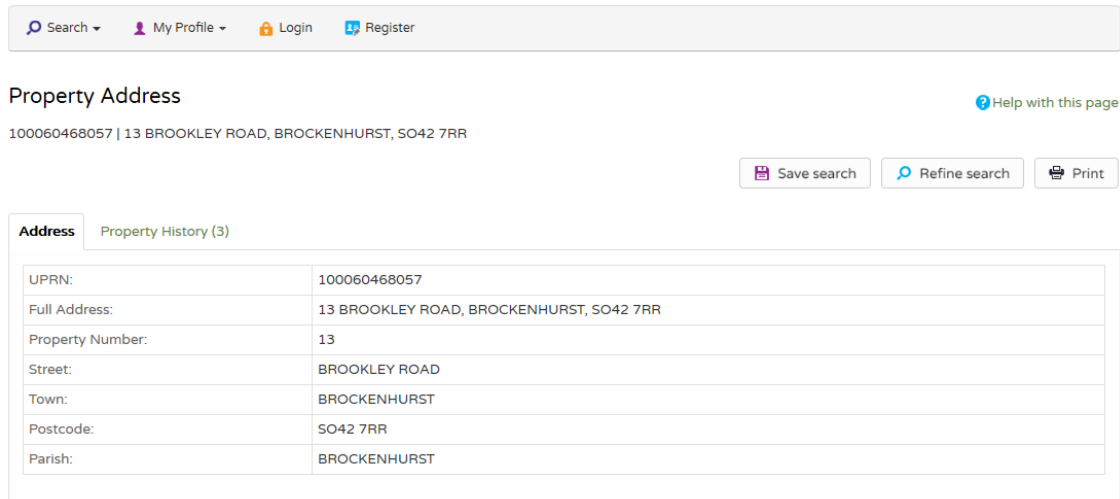
- **Applications**
- **Appeals**
- **Properties**

2. To view any of the listed items, click on its title.



## Property Details

Once you have selected a property from your search results the details for that property will be displayed.

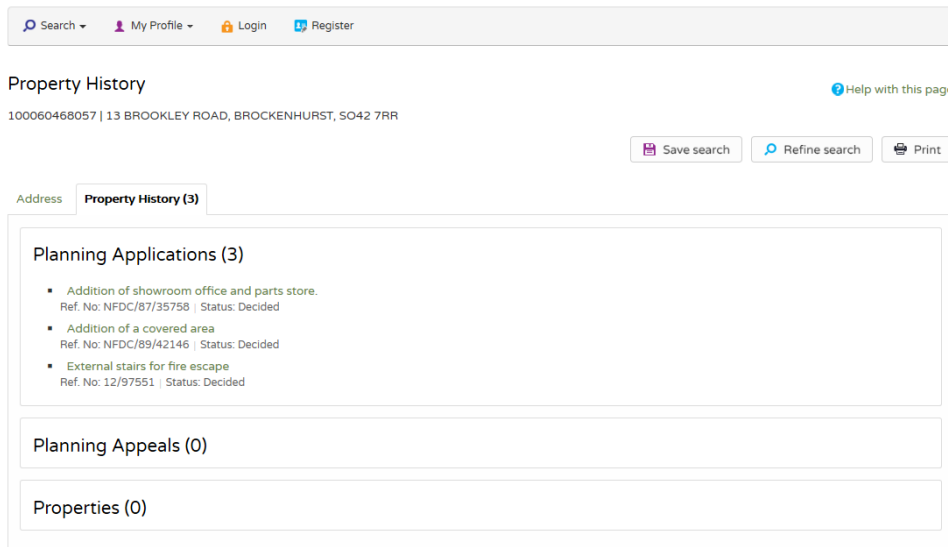


UPRN:	100060468057
Full Address:	13 BROOKLEY ROAD, BROCKENHURST, SO42 7RR
Property Number:	13
Street:	BROOKLEY ROAD
Town:	BROCKENHURST
Postcode:	SO42 7RR
Parish:	BROCKENHURST

This will show you details about the property such as the postcode and the parish.

## Property History

1. This page will show you more information about the property.



Planning Applications (3)

- Addition of showroom office and parts store.  
Ref. No: NFDC/87/35758 | Status: Decided
- Addition of a covered area  
Ref. No: NFDC/89/42146 | Status: Decided
- External stairs for fire escape  
Ref. No: 12/97551 | Status: Decided

Planning Appeals (0)

Properties (0)

2. These may include:
  - **Planning Applications** – This will show any planning applications that have been submitted that relate to the property.
  - **Planning Appeals** – This will show any planning appeals that are associated with the property.
  - **Properties** – This will show any related properties.
3. Please note that not all planning applications will show under the **Planning Applications** section as some of the older applications may not currently pull through (email [dev.control@newforestnpa.gov.uk](mailto:dev.control@newforestnpa.gov.uk) if you have any queries).