



Undertaking searches

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Searching

Your primary activity when you are logged in to the IDOX Public Access For Planning site will be to search for applications according to a variety of criteria. IDOX Public Access For Planning provides a variety of methods to allow you to find the information you are looking for:

- **Simple search** – search for applications or appeals according to some entered text
- **Advanced search** – search according to a wide combination of factors
- **Weekly/monthly lists** – search for applications whose status is validated or decided within a particular week/month
- **Property search** – search for a particular property to which applications may apply

If the search returns more than one result and you want to go in and out of the different results, please use the [←Back to search results](#) button and not the browser back arrow.

Search ▾ My Profile ▾ Login Register

Planning – Application Summary [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)

Summary Further Information Important Dates

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	

There are 81 documents associated with this application.

There is 1 case associated with this application.

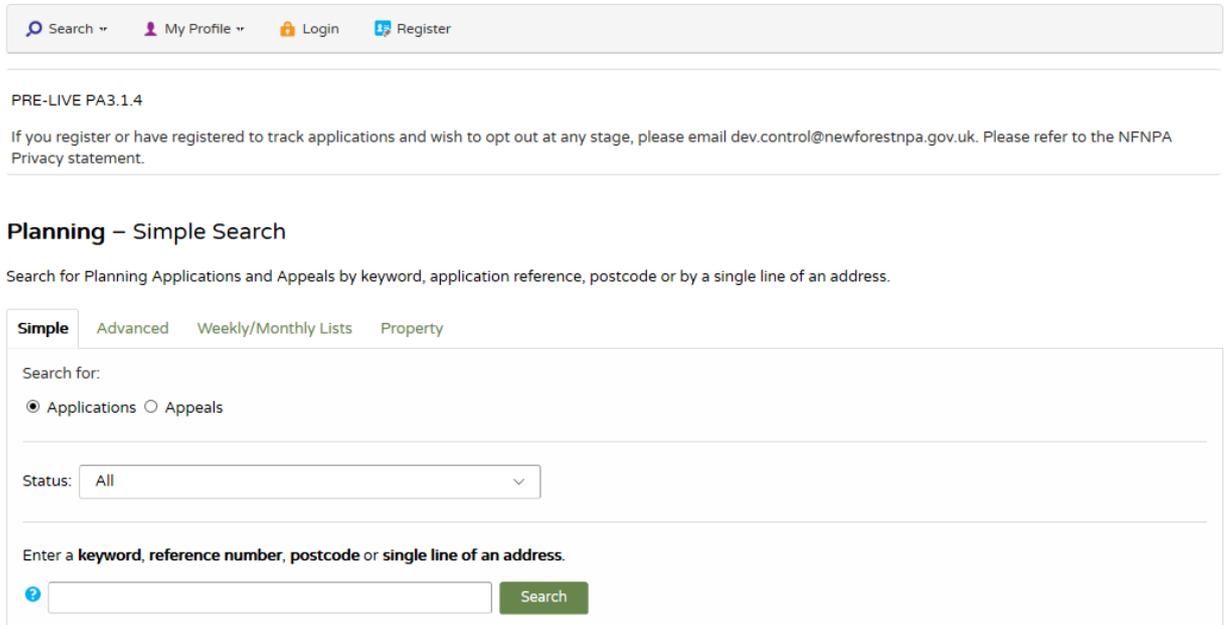
There is 1 property associated with this application.

***NB:** Please note that Public Access is only able to show the results of a search if it has fewer than 1000 results. Anything over will require you to refine the search.*

Simple Search

A simple search allows you to search quickly for an application or appeal by entering some text that will help identify it.

1. Select **Simple Search** from the Search drop down list.



The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below this is a header section with the text 'PRE-LIVE PA3.1.4' and a privacy statement: 'If you register or have registered to track applications and wish to opt out at any stage, please email dev.control@newforestnpa.gov.uk. Please refer to the NFNPA Privacy statement.' The main content area is titled 'Planning – Simple Search' and includes the instruction: 'Search for Planning Applications and Appeals by keyword, application reference, postcode or by a single line of an address.' There are four tabs: 'Simple' (selected), 'Advanced', 'Weekly/Monthly Lists', and 'Property'. Under the 'Simple' tab, there is a 'Search for:' section with radio buttons for 'Applications' (selected) and 'Appeals'. Below this is a 'Status:' dropdown menu currently set to 'All'. At the bottom, there is a text input field with a help icon and a green 'Search' button. The text above the input field reads: 'Enter a keyword, reference number, postcode or single line of an address.'

2. Click to select whether you want to search for:

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

3. In the Status box you can choose to search for:

- **All** – Returns all applications that fit the criteria
- **Current** – Returns applications that are yet to be decided and fit the criteria
- **Decided** – Returns applications that have been decided and fit the criteria

4. Enter some text in the Search box that will correspond to one of:

- **application reference number** (for example, “15/00500”)
- **post code** (for example, “SO42 7QS”)
- **part of an address** (for example, “Avenue Road”).

5. Click on the **Search** button to display the results of your search.

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

Showing 1-10 of 443

<p>Change of Use to cycle cafe (Use Class A3)</p> <p>THE OLD WORKSHOP, ISLAND SHOP, 2 BROOKLEY ROAD, BROCKENHURST, SO42 7RR Ref. No: 18/00612 Validated: Tue 11 Sep 2018 Status: Registered</p>
<p>Change of Use of ground floor to A3 (Restaurants & Cafes) & A4 (Drinking Establishments); Single ...</p> <p>66 & 68 BROOKLEY ROAD, BROCKENHURST, SO42 7RA Ref. No: 18/00579 Validated: Fri 03 Aug 2018 Status: Registered</p>
<p>Change of use to Beauty Salon (Sui Generis)</p> <p>70B BROOKLEY ROAD, BROCKENHURST, SO42 7RA Ref. No: 18/00348 Validated: Mon 14 May 2018 Status: Decided</p>
<p>Application to vary condition 2 of appeal reference APP/B9506/W/15/3139150 to planning permission...</p> <p>HALL AND FORMER SCOUT HUT, BROOKLEY ROAD, BROCKENHURST, SO42 7RB Ref. No: 18/00221 Validated: Mon 26 Mar 2018 Status: Decided</p>

6. You can manipulate how the search results are displayed to help you find applications of particular interest:

- **Sort By** – select a criterion to re-order the results by
- **Direction** – choose whether the results should be displayed in ascending or descending order
- **Results per page** – choose how many results should be displayed on the page at once

When you have made your display selections, click on the **Go** button.

7. The speech bubble at the end of the description indicates applications that are still open for commenting.
8. The number of results being displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the pages either by clicking on **Next** to view the next page or by clicking directly on the page number.
9. To view a search result in more detail, click on its description.
10. If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. To do this, click on the **Refine Search** button.

11. If this search is one that you will reuse, click on the **Save Search** button (if you haven't already logged in, you will be asked to before you can save the search). You can edit the search name here and select whether to receive an email if new applications arrive that match the search criteria. Click on **Save** to save the search.

This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like or edited and updated at any time.

* **NB:** You cannot save a search unless you have a result to save. *

12. To display the current page of search results in a printable format, click on the **Print** button.

Print Version

Close Window

Print

Results for Application Search

Single storey extension; pitched roof and render to existing single storey extension; demolition ...

6 ESDAILE LANE, BURLEY, RINGWOOD, BH24 4AF

Ref. No: 18/00753 | Received: Wed 26 Sep 2018 | Validated: Wed 26 Sep 2018 | Status: Application registered

Re-roofing and external alterations to outbuilding; flue

FOREST VIEW, BISTERNE CLOSE, BURLEY, RINGWOOD, BH24 4BA

Ref. No: 18/00751 | Received: Wed 26 Sep 2018 | Validated: Wed 26 Sep 2018 | Status: Application registered

Greenhouse; covered storage area; 2.1m. high deer fence

VERELEY HOUSE, VERELY, BURLEY, RINGWOOD, BH24 4HH

Ref. No: 18/00745 | Received: Fri 21 Sep 2018 | Validated: Wed 26 Sep 2018 | Status: Application registered

1.85 metre high close boarded boundary fence

1 TROWBRIDGE COTTAGES, PILLEY STREET, PILLEY, LYMINGTON, SO41 5QP

Click on **Print** again in the new window to send the page to your local printer. Press **Close Window** when you are finished with this window.

Advanced Search

An advanced search allows you to build a complex combination of specific criteria on which to search for an application or appeal. These may include:

- **Relevant reference numbers**
- **Application/Appeal details**
- **Relevant dates**

1. Select **Advanced Search** from the Search drop down list or click on the **Advanced** tab.
2. Click to display a search page specific to:

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

Search My Profile Login Register

Planning – Applications Search [Help with this page](#)

Search for Planning Applications and Appeals by matching at least one search option in the form below.

Simple **Advanced** Weekly/Monthly Lists Property

Applications Appeals

Reference Numbers

Application Reference:

Planning Portal Reference:

Application Details

Description Keyword:

Application Type:

Parish:

Conservation Area:

Decision:

Address:

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. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Validated: to:

Date Actual Committee: to:

Decision Date: to:

- If you know a reference number that identifies a specific application or appeal enter it in the appropriate box.
- The Application/Appeals details allow you to specify an application type, the parish, the conservation area or decision type. You can also enter a keyword or an address. Enter any combination of these details as appropriate.
- Enter a Date Range to define the period during which the application or appeal was validated, went to committee or decided. Alternatively, put the date that you want to search from in the first box and leave the second box empty. This will search for anything that fits the search criteria up to the current date.
- To search for applications on one day (i.e. committee decisions) you have to put the date of the committee in the first box and then the day after in the second box. If you put the same date in both boxes, no results will be returned.

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. 21/06/2008). Alternatively, click on the calendar button and pick a date.

Date Validated:  to: 

Date Actual Committee:  to: 

Decision Date:  to: 

- Click on the **Search** button to display the results of your search.

Search My Profile Login Register

Planning – Results for Application Search

Sort by Direction Results per page

1 2 3 4 5 6 7 8 9 10 Next Showing 1-10 of 385

<p>Change of Use to cycle cafe (Use Class A3)</p> <p>THE OLD WORKSHOP, ISLAND SHOP, 2 BROOKLEY ROAD, BROCKENHURST, SO42 7RR Ref. No: 18/00612 Validated: Tue 11 Sep 2018 Status: Registered</p>
<p>Change of Use of ground floor to A3 (Restaurants & Cafes) & A4 (Drinking Establishments): Single ...</p> <p>66 & 68 BROOKLEY ROAD, BROCKENHURST, SO42 7RA Ref. No: 18/00579 Validated: Fri 03 Aug 2018 Status: Registered</p>
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- You can manipulate how the search results are displayed to help you find

applications of interest:

- **Sort By** – select a criterion to re-order the results by
- **Direction** – choose whether the results should be displayed in ascending or descending order
- **Results per page** – choose how many results should be displayed on the page at once

Once you have made your display selections, click on the **Go** button.

9. The speech bubble at the end of the description indicates applications that are still open for commenting.
10. The number of results being displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on **Next** to view the next page or by clicking directly on the page number.
11. To view a search result in more detail, click on its description.
12. If there are too many results, or if the results do not contain the applications you are looking for, you can go back and amend your search criteria. To do this, click on the **Refine Search** button.
13. If this search is one that you will reuse, click on the **Save Search** button. This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like or edited and updated at any time (you will be asked to log in/register if you haven't already).
14. To display the current page of search results in a printable format, click on the **Print** button. Click **Print** again in the new window to send the page to your local printer. Press **Close** when you are finished with this window.

Weekly/Monthly Lists Search

The Weekly/Monthly Lists feature allows you to search for applications according to the week or month in which they were validated or decided.

1. Click on the **Weekly/Monthly Lists** tab or select from the Search drop down.

The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below this is the heading "Planning – Weekly List" and a sub-heading "Search Planning Applications either validated or decided in a given week." There are four tabs: Simple, Advanced, Weekly/Monthly Lists (which is selected), and Property. Under the Weekly/Monthly Lists tab, there are two sub-tabs: Weekly List (selected) and Monthly List. The search form includes a "Parish:" dropdown menu set to "All", a "Week beginning:" dropdown menu set to "08 Oct 2018", and a "Show applications:" section with two radio buttons: "Validated in this week" (selected) and "Decided in this week". A green "Search" button is located at the bottom of the form.

2. Click on **Weekly List** or **Monthly List** to select which list you want to search.
3. You can narrow your search to a particular area by selecting from the **Parish** drop down list.
4. Specify the **Week** or **Month** by selecting from the drop down list.
5. You can display applications which were validated or applications which were decided during the selected time period. Make the appropriate selection under **Show applications**.
6. When you have made your selections, click on the **Search** button.

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 "Planning – Results for Application Search". There are three buttons: "Refine search", "Save search", and "Print". Below the buttons is a sorting section with "Sort by" set to "Date Received", "Direction" set to "Descending", and "Results per page" set to "10". A green "Go" button is next to the results per page dropdown. Below the sorting section is a list of search results. The first result is "Siting of a temporary Staff Welfare Portacabin" at SHALLOWMEAD NURSERIES, BOLDRE LANE, BOLDRE, LYMINGTON, SO41 8PA. The second result is "Application for a Lawful Certificate of proposed partial 2m. high boundary wall and gates" at MARKWAY LODGE, BISTERNE CLOSE, BURLEY, RINGWOOD, BH24 4BA. The third result is "Landscaping works comprising engineering operations; terracing; outbuildings, walls; construction..." at FOREST GARDEN, BEECHWOOD LANE, BURLEY, RINGWOOD, BH24 4AR. The page shows "Showing 1-10 of 12" results.

- You can re-order the list by reference number, date received, description or status. Select one of these from the **Sort by** drop down list, then click on **Go**.
 - To change the direction of the list select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - 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.
7. To add this search to your Saved Searches page, click on the **Save Search** button. This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like or edited and updated at any time (you will be asked to log in/register if you haven't already).
 8. You can print off this list by clicking on the **Print** button.
 9. If there are too many results you may want to add more information to the search. Click on the **Refine Search** button.

Property Search

The Property Search feature allows you to search for a specific property. There are two options:

- **Address Search** – search for applications at a specified address.
- **A-Z Street Search** – search for applications on a specified street chosen from an alphabetical list

Address Search

1. Click on the **Property** tab or select **Property Search** from the Search drop down.
2. To search for a specific property by its address, select the **Address Search** tab.

The screenshot shows the top navigation bar with links for Search, My Profile, Login, and Register. Below this is the 'Address Search' section, which includes a sub-header and a search instruction: 'Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.' There are three tabs: 'Simple', 'Advanced', and 'Weekly/Monthly Lists', with the 'Property' tab selected. The 'Address Search' sub-tab is active, and the 'A to Z Street Search' sub-tab is also visible. The form contains several input fields: UPRN, Property Name/Number, Street Name, Locality, Town, and Postcode. At the bottom of the form are 'Search' and 'Reset' buttons.

3. Enter as many details as you know in the appropriate boxes, then click on the **Search** button. Alternatively, click on the **Reset** button to clear the fields and start again.

The screenshot shows the search results page. It features the same top navigation bar. Below it is the 'Search Results' section, which includes a 'Refine search' button, a 'Save search' button, and a 'Print' button. The results are displayed in a table with columns for 'Direction' and 'Results per page'. The 'Direction' is set to 'Ascending' and 'Results per page' is set to '10'. A 'Go' button is present. The results are shown in a list format, with the first four results visible: '1 COURTYARD MEWS, BROOKLEY ROAD, BROCKENHURST, SO42 7RB', '1 LATCHMOOR COURT, BROOKLEY ROAD, BROCKENHURST, SO42 7PY', '1 MORANT ARMS, BROOKLEY ROAD, BROCKENHURST, SO42 7PU', and '1 SILVER FERNS, BROOKLEY ROAD, BROCKENHURST, SO42 7PQ'. The page also shows a pagination control with numbers 1 through 10 and a 'Next' button, and a status message 'Showing 1-10 of 167'.

- To change the direction of the list, select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
4. To add this search to your Saved Searches page, click on the **Save Search** button. This search will appear in your Saved Searches page (see [Saved Searches](#)). From there it can be run as often as you like or edited and updated at any time (you will be asked to log in/register if you haven't already).
 5. You can print off this list by clicking on the **Print** button.
 6. To view a property in more detail, click on its title.
 7. If there are too many results you may want to add more information to the search. Click on the **Refine Search** button.

A to Z Property Search

1. Click on the **Property** tab or select **Property Search** from the **Search** drop-down.
2. To search for a street alphabetically, select **A to Z Street Search**.

Search My Profile Login Register

A to Z Street Search

Click on a letter below to get a list of streets beginning with that letter. Clicking on a street will display a list of properties on that particular street.

Simple Advanced Weekly/Monthly Lists **Property**

Address Search **A to Z Street Search**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Results per page 10 Go

Streets beginning with A

1 2 3 4 5 6 7 8 9 10 Next ▶ Showing 1-10 of 1,343

- AMPRESS LANE, BUCKLAND, LYMINGTON
- ASH CLOSE DEVELOPMENT, HYTHE
- ATHOLL CLOSE (SPUR), ANDOVER
- ADANAC PARK DEVELOPMENT (SOUTH SPINE), NURSLING, NURSLING
- ADANAC PARK DEVELOPMENT (SOUTH SPUR 1), NURSLING, NURSLING
- ADANAC PARK DEVELOPMENT (SOUTH SPUR 2), NURSLING, NURSLING
- ADANAC PARK DEVELOPMENT (SOUTH SPUR 3), NURSLING, NURSLING
- ADANAC PARK DEVELOPMENT (SOUTH SPUR 4), NURSLING, NURSLING
- ADANAC PARK DEVELOPMENT (SOUTH SPUR 5), NURSLING, NURSLING
- ADANAC PARK DEVELOPMENT (NORTH WEST SPIN, NURSLING, NURSLING

1 2 3 4 5 6 7 8 9 10 Next ▶ Showing 1-10 of 1,343

3. Click on the initial letter of the street you are interested in. Select from the list to display the addresses on that street.

Search My Profile Login Register

Search Results

Refine search Print

Direction Ascending Results per page 10 Go

1 2 3 4 5 6 7 8 9 10 Next ▶ Showing 1-10 of 167

1 COURTYARD MEWS, BROOKLEY ROAD, BROCKENHURST, SO42 7RB
1 LATCHMOOR COURT, BROOKLEY ROAD, BROCKENHURST, SO42 7PY
1 MORANT ARMS, BROOKLEY ROAD, BROCKENHURST, SO42 7PU
1 SILVER FERNS, BROOKLEY ROAD, BROCKENHURST, SO42 7PQ

- To change the direction of the list, select Ascending or Descending from the **Direction** drop down list, followed by **Go**.
 - To change the number of results displayed, select from the **Results per page** drop down list, followed by **Go**.
 - If there are more results than fit on one page, you can navigate to further pages by clicking on **Next** or by clicking on the **Page Number** directly.
4. You can print this list by clicking on the **Print** button.
 5. To view a property in more detail, click on its title.
 6. To go back and chose a different street, click on the **Refine Search** button.