

Firstly, please note that we have a software guide created by the software providers which is available to download in the 'Downloads' section at the bottom of the page on the following link called 'New Register user guide' –

[https://www.croydon.gov.uk/planningandregeneration/view-application/viewapp?utm\\_campaign=redirect&utm\\_medium=alias&utm\\_source=onlineplans](https://www.croydon.gov.uk/planningandregeneration/view-application/viewapp?utm_campaign=redirect&utm_medium=alias&utm_source=onlineplans)

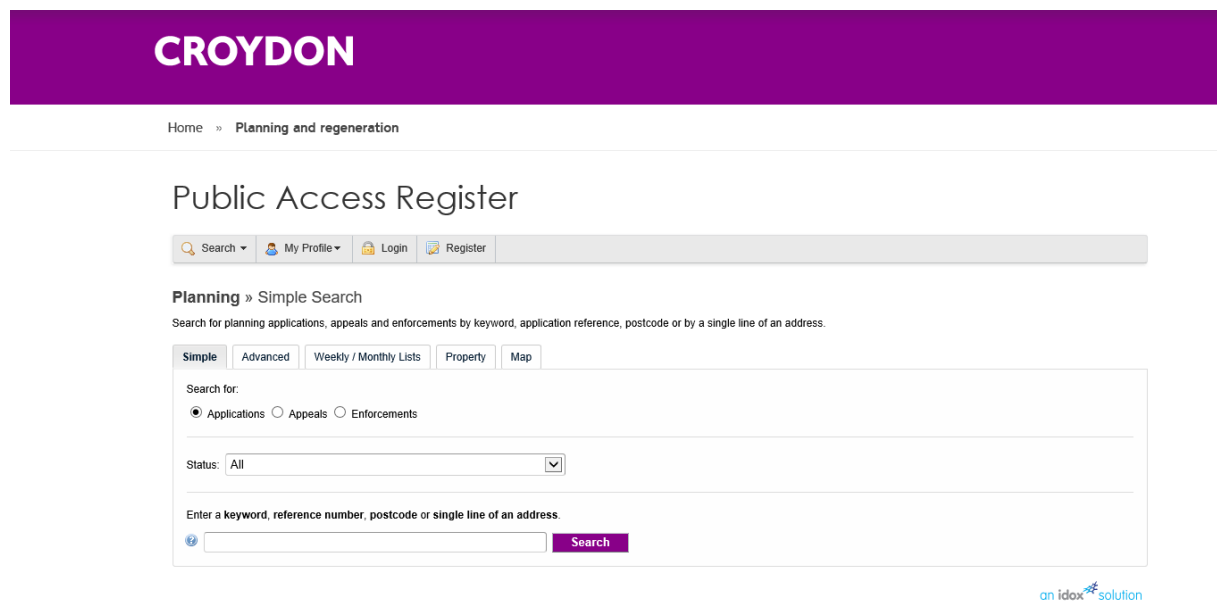
Alternatively we have created a brief guide below which you may find useful. We would also recommend saving some of the pages in your favourites bar on your web browser to allow easy access next time you log on.

### **SEARCHING THE PUBLIC ACCESS REGISTER**

The below link will take you directly to the Public Access Register, this webpage will allow you to Search for planning applications, appeals and enforcements by keyword, application reference, postcode or by a single line of an address.

Furthermore, it is from this page you can set up your registration for tracking applications, saving searches and email notifications about tracked applications and new search results. First please click the below link -

<http://publicaccess2.croydon.gov.uk/online-applications/search.do?action=simple&searchType=Application>



The page above is the main screen you will be greeted with and the box at the bottom allows you to input information for a quick search.

Please familiarise yourself with the various different options as you will be able to search and review applications in many ways. I have summarised these below –

- **Simple** – Quick search for Applications, Appeals or Enforcements

- **Advanced** – Allows you to refine your search for Applications, Appeals or Enforcements by a variety of different application details or dates
- **Weekly / Monthly** – Allows you to review Weekly or Monthly lists of applications validated or decided
- **Property** – Address or A to Z Street search for a particular property to retrieve all the applications that apply to that property
- **Map** – View all applications within Croydon via a map, this can be filtered for specific time frames

Below is a screen print from the 'Map' function which has been zoomed in to show a particular area. All the properties with a red outline highlight applications and by clicking on them you are able to gain access to the information relating to that particular application

#### Map Search

[Help with this page](#)

Use the map tools to help you zoom in or out, or click and drag to pan around the map, to locate the desired case or property. Clicking on a case or property on the map will display a pop-up with brief details.

The screenshot shows the 'Map Search' interface. At the top, there are navigation tabs: 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Below the tabs is a map of Croydon with red outlines highlighting properties with applications. The map includes a scale bar (100m/400ft) and a coordinate display (E: 535009.85 N: 163092.99). On the right side, there is a 'Legend and Filter' panel with the following options:

- Showing search results. [Enable filter](#) and remove results.
- Within the last 6 months
- Planning
  - Application
  - Appeal
  - Enforcement
- Building Control
  - Building Control
  - Property

Below the legend, there are two search options:

- [Save a rectangular search](#) defined by the current map extent.
- [Save a circular search](#) of the specified radius, centred on the current location.

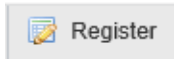
At the bottom right, there is a dropdown menu set to '50m' and a checkbox labeled 'show on map'.

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## **REGISTERING TO RECEIVE NOTIFICATION EMAILS**

<http://publicaccess2.croydon.gov.uk/online-applications/search.do?action=simple&searchType=Application>

Using the same link above you will see an option marked 'Register' with the below icon



By selecting this you will be taken to the below screen, fill in all the details (those marked with \* are mandatory fields) and select next

The screenshot shows the "Public Access Register" registration page. At the top is a purple header with the word "CROYDON" in white. Below the header is a navigation bar with "Home » Planning and regeneration". The main heading is "Public Access Register". A secondary navigation bar contains "Search", "My Profile", "Login", and "Register" (highlighted). The "Registration" section lists benefits: tracking applications, saving searches, and email notifications. It notes that fields marked with an asterisk are mandatory. The form includes fields for Title, First Name, Surname, Phone Number, Email Address, Confirm Email Address, Password, and Confirm Password. A "Next" button is at the bottom.

You will now have an email sent to your email address with instructions on how to activate your account. Once activated you will then be asked to login.

Once logged in you can return to the search screen using the icon at the top.

To track an application you must select the application and then select icon in the top right hand side. This will then add the application to your profile and you will receive notifications for this application.

To set up a search follow the search instructions above and once the results are displayed select in the top right hand side. You will then be asked if you wish to be notified by email

about new search results and you mark this as 'Yes'. This saved search will now show up in your 'Saved Searches' on your profile, see below

# CROYDON

Home » Planning and regeneration

## Public Access Register




Search My Profile Logout ( Richard Bruce )

My Profile » Saved Searches

[Help with this page](#)

✔ Your search has been saved. You can re-run and edit your search on this page at any time.

Profile Details Saved Searches Notified Applications Tracked Applications

Run	Edit	Delete	Search Title	Search Type
			Planning Application 31-Jan-2018 10:31 AM	Application

an idox solution