

# Idox Public Access for Licensing

## User Guide

26 May 2011

Neil Williamson

Version: 1.2

Commercial in Confidence

# Document control

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<b>Version</b>	<b>Changes</b>	<b>Author</b>	<b>Date</b>
1.2	Amendments made arising from Idox PA Functionality Guide	Neil Williamson	26 May 2011

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## Introduction

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The Idox Public Access website provides an efficient and easy-to-use platform for members of the public to search for and track a variety of types of local authority applications and licences.

Idox Public Access for Licensing users can search for and track applications for new licences and applications to renew, vary or transfer an existing licence, as well as view licences that have been issued (whether they are now current, suspended, expired or revoked).

This document describes how to use the site.

# User Details

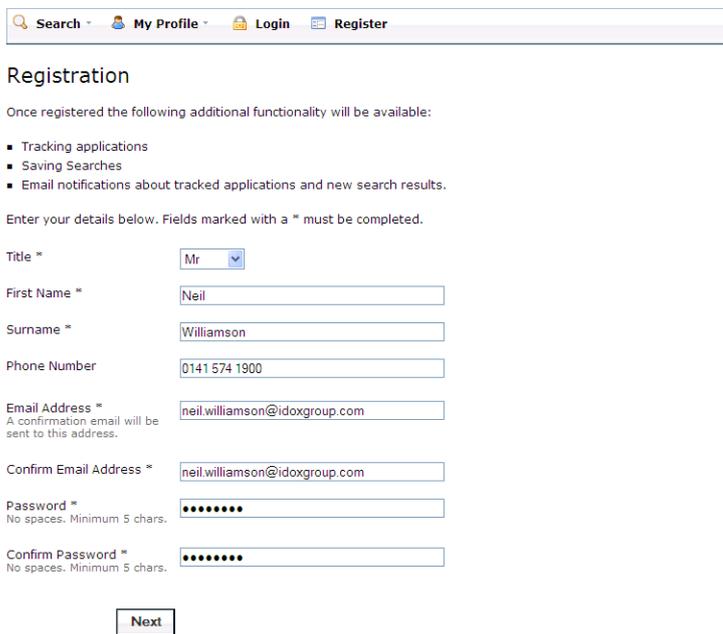
## User Account

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Anyone can use the Idox Public Access site to perform searches, but to take advantage of the advanced profile features users must first register a user account.

### Registration

1. To create a new user account click on **Register** in the menu bar.



Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Enter your details below. Fields marked with a \* must be completed.

Title \*

First Name \*

Surname \*

Phone Number

Email Address \*   
A confirmation email will be sent to this address.

Confirm Email Address \*

Password \*   
No spaces. Minimum 5 chars.

Confirm Password \*   
No spaces. Minimum 5 chars.

2. Register your personal details by filling in the following fields:
  - **Title** – select the title you wish to be addressed by
  - **First Name** – enter your first name
  - **Surname** – enter your surname
  - **Email Address** – enter your email address. Enter it again to confirm that it is correct
  - **Password** – enter a password that will allow only you to access your account. Passwords must be eight characters or longer, must contain a mixture of letters and numbers and may not contain spaces. Enter the password again below to confirm that it is correct.
3. Click on Next.

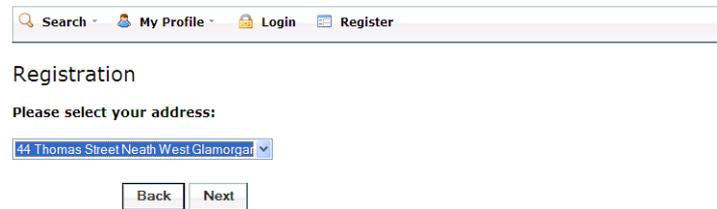
4. Enter your **Postcode**, then click on Next.



Registration

Postcode \*

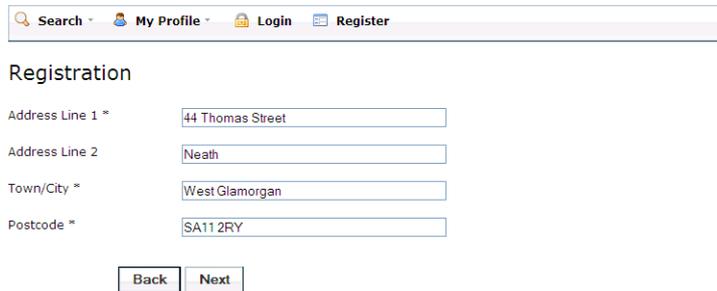
5. Select your address from the drop down list, then click on Next.



Registration

Please select your address:

6. If your address is not listed, select **My Address Is Not On The List** and click on Next.
7. Enter your address details in the appropriate fields, then click on Next.



Registration

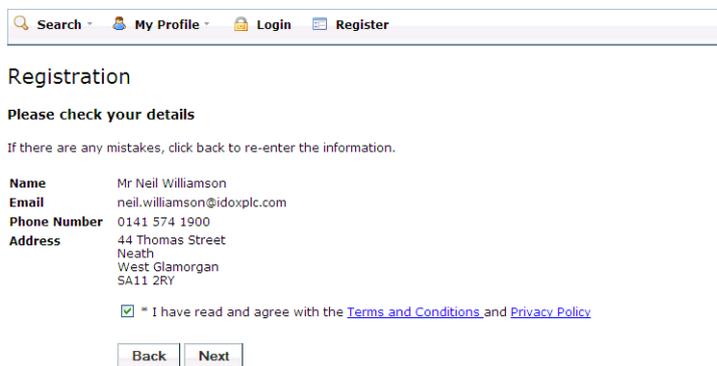
Address Line 1 \*

Address Line 2

Town/City \*

Postcode \*

8. Click to read the Terms and Conditions and Privacy Policy that apply to the use of the site. When you have done so, tick the check box to indicate that you agree to them.



Registration

Please check your details

If there are any mistakes, click back to re-enter the information.

**Name** Mr Neil Williamson  
**Email** neil.williamson@idoxplc.com  
**Phone Number** 0141 574 1900  
**Address** 44 Thomas Street  
 Neath  
 West Glamorgan  
 SA11 2RY

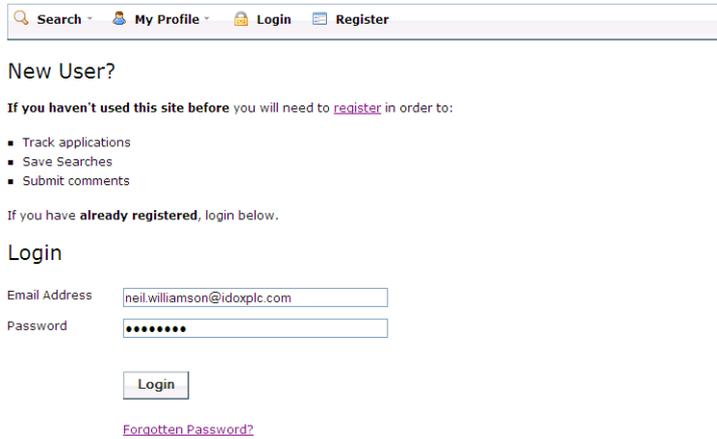
\* I have read and agree with the [Terms and Conditions](#) and [Privacy Policy](#)

9. Check that your personal and login details are correct. To register them, click on the Next button.
10. An email will be sent to the address you entered. This provides final confirmation that you want to create an Idox Public Access account. When the email arrives, click on the link to be returned to the Idox Public Access site.

## Log In

In order to use the full range of features offered by Idox Public Access you need to log in to the site using the user name and password you provided when you registered your account.

1. Click on **Login** on the home page.



The screenshot shows the top navigation bar with a search icon, 'My Profile', 'Login', and 'Register' links. Below the navigation bar, there is a 'New User?' section with a list of benefits: 'Track applications', 'Save Searches', and 'Submit comments'. A note states that new users need to register. Below this, there is a 'Login' section with an 'Email Address' field containing 'neil.williamson@idoxplc.com' and a 'Password' field with masked characters. A 'Login' button is positioned below the password field, and a 'Forgotten Password?' link is located below the button.

2. Enter your user name and password, then click on the Login button.

## Forgotten Password

1. If you forget your password, click on the **Forgotten Password?** link.
2. Enter your email address and then enter a new password twice. Press the **Change Password** button.
3. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

## Log Out

When you are finished using Idox Public Access, remember to log out by clicking on the Logout button in the menu bar.

## My Profile

Once your account has been created you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **Profile Details** – your full personal details.
- **Saved Searches** – a list of searches which you have saved.
- **Tracked Applications** – a list of applications that you have elected to track.
- **Notified Applications** – notifications that applications that you are tracking or are the subject of saved searches have been updated.

### Profile Details

The Profile Details page can be accessed at any time to allow you to update any of your account details.

1. To access your profile page select **Profile Details** from the My Profile drop down list in the menu bar.

My Profile » Profile Details

Consultee In Tray | Profile Details | Saved Searches | Notified Applications | Tracked Applications

Personal Details | In Tray Settings

Change Password | Update Personal Details | Delete Profile

Name	Mr Default Admin
Email	default.admin@idoxplc.com
Phone Number	
Address	8 Gordon Street Glasgow G1 3PL

The Profile Details page allows you to view the details you registered with. You can change any of those details or update your password.

2. To update your password click on **Change Password**.
3. Enter your email address and then enter a new password twice. Press the Change Password button. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.
4. To change your details click on **Update Personal Details**. Alter your details as required, clicking on the Next button to page through the sections.
5. When you no longer wish to use Idox Public Access, click on **Delete Profile**.

## Saved Searches

The primary activity on the Idox Public Access site is to perform searches for information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see Searching).

Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

1. To view your saved searches, select **Saved Searches** from the My Profile drop down list.

My Profile » Saved Searches [Help with this page](#)

Search Title	Search Type	Run	Edit	Delete
Map Planning Application 01-Feb-2011 4:16 PM	Application			
*east* Planning Application 07-Feb-2011 5:18 PM	Application			
Licensing Application 03-Mar-2010 2:19 PM	Licensing Application			
*%*" Licensing Application 04-Aug-2010 3:02 PM	Licensing Application			

2. You can sort the list by clicking on the appropriate column headings:
  - **Search Title** – sort the list alphabetically by search title
  - **Search Type** – sort the list alphabetically by search type.
3. To perform a saved search now, click on the Run button for that search.
4. To modify the search criteria, click on the Edit button for that search. This returns you to the appropriate search form and allows you to change the details of the search.
5. To remove a search from the list, click on the Delete button for that search.

## Tracked Applications

After locating an application of interest by searching, you can choose to keep a watch on what happens to it by tracking it. Applications are displayed on the Tracked Applications page. When applications that you are tracking are modified a notification will appear on the Notified Applications page and you will be sent a notification email.

1. To view these applications, select **Tracked Applications** from the My Profile drop down list.

My Profile » Tracked Applications [Help with this page](#)

Profile Details | Saved Searches | Notified Applications | **Tracked Applications** | Form Submissions

Reference	Address	Type	Status	View	Stop Tracking
07/00011/WEDDIN	13 Cedars Drive, Neath, W. Glamorgan, SA13 5NF	Licence Application	New		
12/00013/POISON	250-254 Brook Street, Neath, West Glamorgan, SA13 3GS	Licence Application	Rejected		
42/00158/TXPHDR	14 Browne Street Neath West Glamorgan, SA13 1HP	Licence Application	New		
15/00198/LAPRE	71 Charles Street, Neath, West Glamorgan, SA12 2PT	Licence Application	Invalid		

2. You can sort the list by clicking on the appropriate column headings:
  - **Reference** – sort the list alphanumerically by reference
  - **Address** – sort the list alphanumerically by the address that is the subject of the application
  - **Type** – sort the list alphabetically by the application type
  - **Status** – sort the list alphabetically by the status of the application.
3. To view a tracked application, click on the View button for that application.
4. To remove an application from the tracked applications list, click on the Stop Tracking button for that application.

## Notified Applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.

1. To view your notifications, select **Notified Applications** from the My Profile drop down list.

My Profile » Notified Applications [Help with this page](#)

[Consultee In Tray](#) | [Profile Details](#) | [Saved Searches](#) | **[Notified Applications](#)** | [Tracked Applications](#)

**Updated Tracked Applications**

Notification Date	Description	Address	View	Discard
29 Sep 2010	Explosives Act Renewal	33 Chilton Close, Neath, West Glamorgan, SA11 7FD		

**Updated Results For Saved Search: "%%" Licensing Application 04-Aug-2010 3:02 PM**

[Discard all results from this search](#)

Notification Date	Description	View	View	Track	Discard
08 Sep 2010	Explosives Act Renewal	14 Browne Street Neath West Glamorgan SA13 1HP			
08 Sep 2010	Pet Animals - birds/mams - Renewal	13 Cedars Drive, Neath, West Glamorgan, SA13 5NF			
08 Sep 2010	Meat Products (Hyg.) Regs - Approval	250-254 Brook Street, Neath, West Glamorgan, SA13 3GS			
08 Sep 2010	Licensing - Premises Licence	71 Charles Street, Neath, West Glamorgan SA12 2PT			

2. The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches.
3. To view an application, click on the View button for that application.
4. To remove an application from the notifications list, click on the Discard button for that application. To delete all of the notified results for a particular search, click on **Discard All Results From This Search**.
5. Additionally, you can select saved search applications from the notifications list and track these. Click on the Track icon for the applications of interest. These will now be added to your Tracked Applications page.

## Searching

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

- **Simple Search** – search for applications or licences according to some entered text
- **Advanced Search** – search according to a wide combination of factors
- **Map Search** – search using an interactive map tool
- **Property Search** – search for a particular property to which applications may apply.

### Wildcard searching

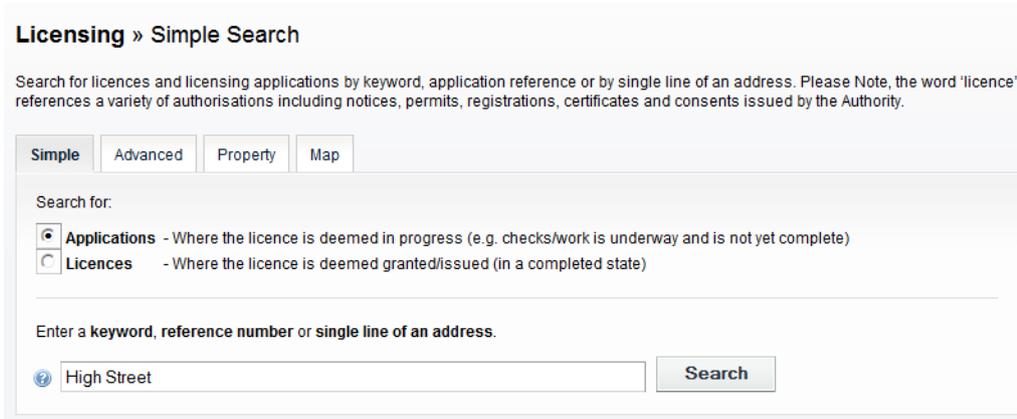
Some searches allow you to type information into free-text fields. In these types of fields, if you do not know the complete search term, you can employ the use of wildcard searching. Two types of wildcard search are available:

- **Smart wildcard searching** – Entering a word or phrase into a search field produces results in which the search term appears anywhere within that field.  
**Note** This feature may be enabled or disabled by your administrator.
- **Wildcard symbols** – Wildcard symbols (\* or %) can be placed at the end of a phrase to return results where the field starts with the entered search term, at the start of a phrase to return results where the field ends with the entered search term or both before and after the phrase to return results where the entered search term occurs somewhere in the field. The last scenario is equivalent to using smart wildcard searching.

## Simple Search

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

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



The screenshot shows the 'Licensing » Simple Search' page. It features a search interface with the following elements:

- Navigation tabs: Simple (selected), Advanced, Property, Map.
- Search for: A section with two radio buttons:
  - Applications - Where the licence is deemed in progress (e.g. checks/work is underway and is not yet complete)
  - Licences - Where the licence is deemed granted/issued (in a completed state)
- Search criteria: A text box with the prompt 'Enter a keyword, reference number or single line of an address.' containing the text 'High Street'.
- Search button: A button labeled 'Search'.

2. Click to select whether you want to search for:
  - Applications
  - Licences.
3. Enter some text in the Search box that will correspond to one of:
  - application reference number (for example, “2008/0125/DET”)
  - the trading name or applicant name
  - part of an address (for example, “Drymen”, “Scott Street”)
  - post code (for example, “G1 3PL”)

**Note** Post code searching must be enabled by your administrator.

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

**Licensing » Search Results**

[Refine Search](#)
[Save Search](#)
[Print](#)

Sort by  Direction  Results per page

<p><b>Private Hire Vehicle</b> 36 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 03/00034/7XPHVH   Status: Pending Decision   Applicant Name: Mr Philip Brown</p>	<p><b>Map Information</b></p> <p>The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.</p>  <p><a href="#">Show results on large map</a></p>
<p><b>Indoor Ent Licence - 201 to 300 persons</b> 34 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 02/00033/IEL300   Status: Pending Decision   Applicant Name: Mrs Karen Smith</p>	
<p><b>Amusement Arcade Permit</b> 19 Herne Street Neath West Glamorgan SA12 2PY Ref. No: 02/00077/AMUARC   Status: Pending Decision   Applicant Name: Mrs Julie Green</p>	
<p><b>Indoor Ent Licence - 101 to 200 persons</b> 24 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 02/00017/IEL200   Status: Pending Decision   Applicant Name: Mr Thomas Barry</p>	
<p><b>Indoor Ent Licence - Unspecified</b> 45 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 02/00070/IELUNS   Status: Pending Decision   Applicant Name: Mr Matt McPherson</p>	
<p><b>Approved Wedding Venue</b> St Christine's Church Neath West Glamorgan SA12 2HA Ref. No: 04/00014/IEL300   Status: Licence Expired   Applicant Name: Rev Jack Peterson</p>	

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

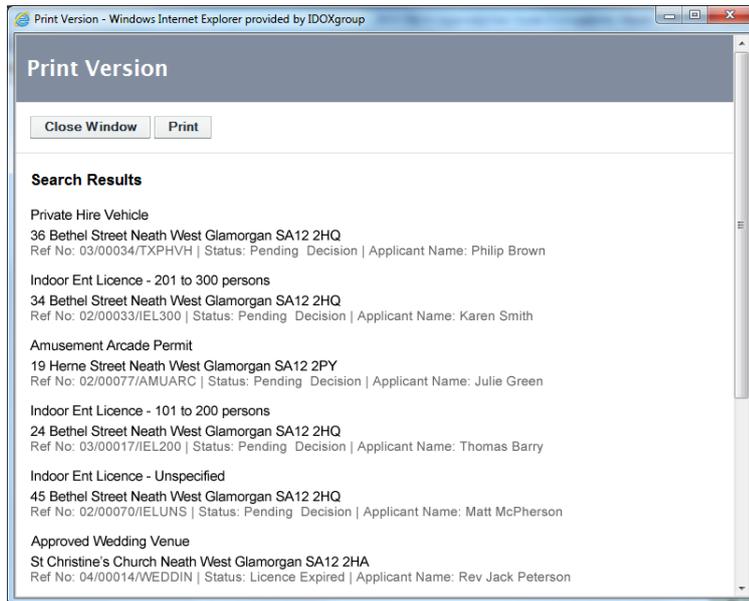
- **Sort by** – select a criterion to re-order the results by
- **Direction** – choose whether the results should be displayed in ascending or descending order
- **Results per page** – choose how many results should be displayed on the page at once.

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

- 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.
- A map of the relevant area is displayed. Click on **Show results on large map** to see the locations of the search results in more detail (see Map Search).
- To view a result in detail, click on its title.
- 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.
- If this search is one that you will reuse, click on the **Save Search** button. 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.

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



Click on Print again in the new window to send the page to your local printer. Press Close 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 licence. These may include:

- Relevant reference numbers
- Licence details
- Vehicle details
- Activities
- Relevant dates.

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

**Licensing » Applications Advanced Search** [Help with this page](#)

Search for licence applications - where the licence is deemed in progress (e.g. checks/work is underway and is not yet complete)

Simple **Advanced** Property Map

Applications Licences

**Reference Numbers**

Application Reference:

Alternative Reference:

**Licence Details**

Applicant Name:

Application Type:

Category:

Ward:

Agent:

Status:

Trading Name:

Decision:

Address of Premises:

**Vehicle Details**

Badge / Plate Number:

Registration Number:

Vehicle Make:

Vehicle Model:

**Activities**

Activity:

Time Period:

Time From:  Time To:

**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.

Received Date:  to:

2. Click to display a search page specific to:
  - Applications
  - Licences.
3. If you know a reference number or alternative reference number that identifies a specific application or licence enter them in the appropriate box.
4. The Licence details allow you to specify the applicant's name and the application type, category status and decision, as well as location details, which include ward and address information. The name of an agent or a trading name can also be supplied. Enter any combination of these details as appropriate.
5. The Vehicle details section allows you to identify a vehicle licence by specifying a badge or plate number or a registration number, as well as the vehicle make or model. Enter any combination of these details as appropriate.
6. The Activities section allows you to specify an activity for which a licence is required, as well as a specific time period. Enter any combination of these details as appropriate.
7. Enter a Date range to define either the period during which an application was received or the important dates that may apply to an existing licence.
8. Click on the Search button to display the results of your search.

**Licensing » Search Results**

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Sort by Date Received Direction Descending Results per page 10

<p><b>Private Hire Vehicle</b> 36 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 03/00034/TXPHVH   Status: Pending Decision   Applicant Name: Mr Philip Brown</p>	<p><b>Map Information</b></p> <p>The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.</p>  <p><a href="#">Show results on large map</a></p>
<p><b>Indoor Ent Licence - 201 to 300 persons</b> 34 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 02/00033/EL300   Status: Pending Decision   Applicant Name: Mrs Karen Smith</p>	
<p><b>Amusement Arcade Permit</b> 19 Herne Street Neath West Glamorgan SA12 2PY Ref. No: 02/00077/AMUARC   Status: Pending Decision   Applicant Name: Mrs Julie Green</p>	
<p><b>Indoor Ent Licence - 101 to 200 persons</b> 24 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 02/00017/EL200   Status: Pending Decision   Applicant Name: Mr Thomas Barry</p>	
<p><b>Indoor Ent Licence - Unspecified</b> 45 Bethel Street Neath West Glamorgan SA12 2HQ Ref. No: 02/00070/ELUNS   Status: Pending Decision   Applicant Name: Mr Matt McPherson</p>	
<p><b>Approved Wedding Venue</b> St Christine's Church Neath West Glamorgan SA12 2HA Ref. No: 04/00014/EL300   Status: Licence Expired   Applicant Name: Rev Jack Peterson</p>	

9. 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.

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

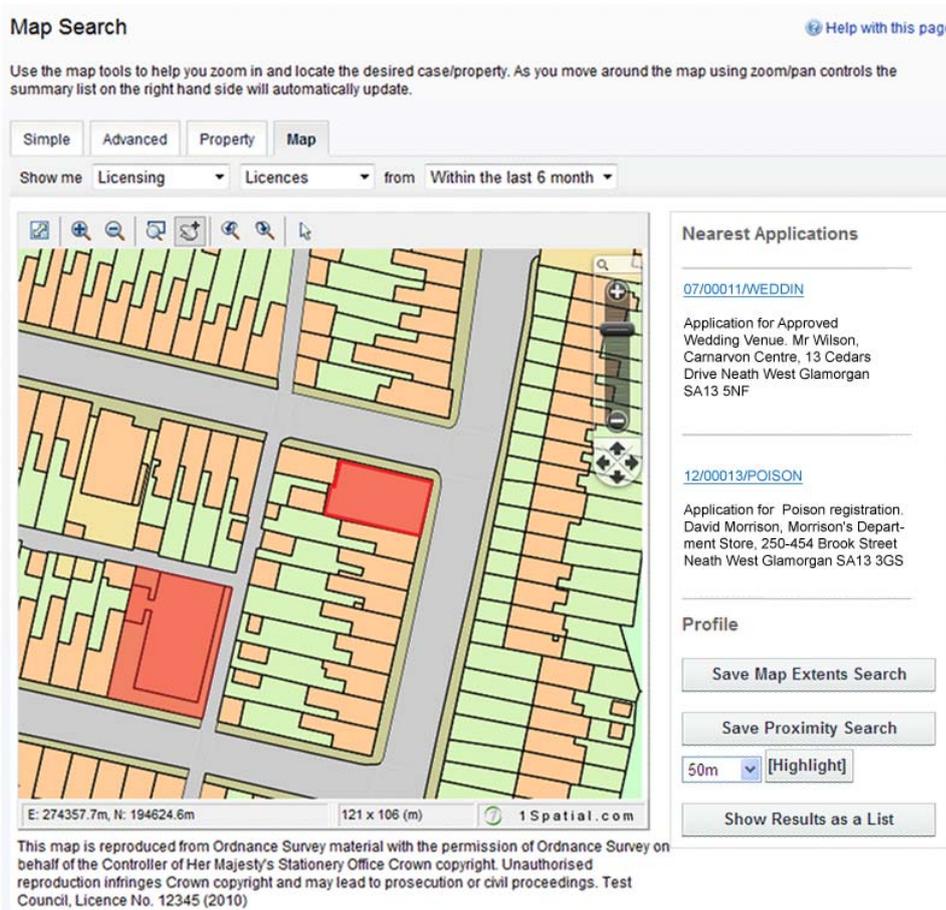
10. The number of results being displayed (out of the total number of results) is shown. If there are more results than fit on to one page you can navigate between the results pages either by clicking on Next to view the next page or by clicking directly on the page number.
11. A map of the relevant area is displayed. Click on **Show results on large map** to see the locations of the search results in more detail (see Map Search).
12. To view a result in detail, click on its title.
13. 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.
14. 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.
15. 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.

## Map Search

The Map Search feature allows you to identify applications using an interactive map.

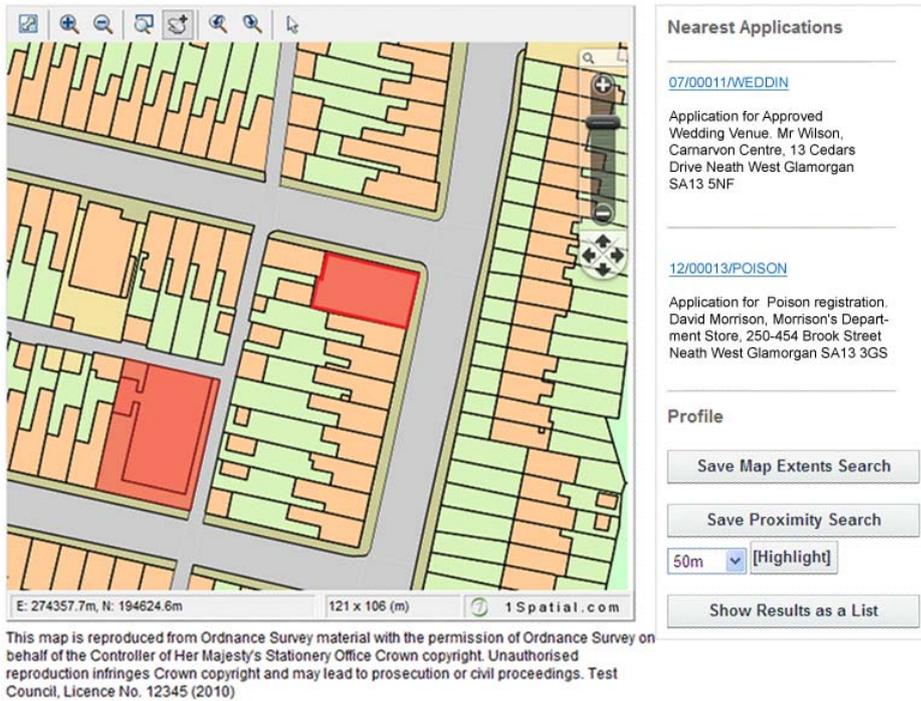
**Note** This feature is only recommended for broadband users.

1. If the interactive map is not displayed, click on the **Map Search** tab.



2. Select what you want to search for:
  - **Licences** – shown as red polygons
  - **Licence Applications** – shown as yellow polygons.
3. Select the time period during which applications have been actioned.
4. The interactive map contains a number of tools to help you zoom in and locate the desired addresses:
  - **Initial map view** – click this to zoom the map out to show the widest possible view
  - **Zoom in** – select this tool then click a point on the map that you want to zoom in to
  - **Zoom out** – select this tool then click on the map to zoom out
  - **Zoom Slider** – move the slider up to zoom in, down to zoom out
  - **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan

- **Pan arrows** – click on the up, down, left or right arrows to pan the view in the selected direction
  - **Zoom to rectangle** – to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map
  - **Previous view** – to return to the previous view, click on this tool
  - **Next view** – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed
  - **Map area** – displays the dimensions of the area displayed by the map.
5. Use these tools to display a map area that contains one or more applications of interest.



The screenshot shows a web application interface. On the left is a map with various colored overlays (orange, green, red) representing different applications. A toolbar at the top left contains icons for pan, zoom, and other map controls. A status bar at the bottom left shows coordinates (E: 274357.7m, N: 194624.6m), dimensions (121 x 106 (m)), and the website name (1 Spatial .com). On the right is a sidebar titled 'Nearest Applications' which lists two applications with their reference numbers and addresses. Below the list are buttons for 'Save Map Extents Search', 'Save Proximity Search', a dropdown menu set to '50m' with a '[Highlight]' button, and a 'Show Results as a List' button. A copyright notice is visible at the bottom of the map area.

This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Test Council, Licence No. 12345 (2010)

Hover the cursor over one of the identifying dots to display the reference number for that application.

6. The applications shown on the map are listed by reference number to the right. To open one, click on it.
7. Alternatively you can display the applications on the map as a search results list. To do this, click on **Show Results as a List**.
- You can print off this list by clicking on the Print button.
  - The application locations are displayed on a map on the right. You can return to the original map by clicking on **Show results on large map**.
8. You can add a map search to your Saved Searches list in one of two formats:
- **Save Map Extents Search** – click on this to save the search, incorporating all of the applications shown on the map
  - **Save Proximity Search** – select a proximity distance, then click on this to save the search, incorporating all of the applications within the selected distance.

## Property Search

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

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

### A to Z Street Search

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

**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** | Map

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

**Streets beginning with H**

- [Herne Street, Neath, West Glamorgan](#)
- [Hoo Street, Neath, West Glamorgan](#)
- [Hunter Street, Neath, West Glamorgan](#)

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

**Results for Property Search**

Direction: Ascending | Results per page: 10 |

1 | 2 | 3 | 4 | 5 | 6 | 7 | Next ▶

Showing 1-10 of 67

<a href="#">15 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">17 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">19 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">21 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">23 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">25 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">27 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">29 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">31 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">33 Hunter Street Neath West Glamorgan SA11 2RL</a>

**Map Information**

The results on this page are shown on the map below. You can see more details by clicking on the search result on the left or clicking a point marked on the map.



[Show results on large map](#)

1 | 2 | 3 | 4 | 5 | 6 | 7 | Next ▶

Showing 1-10 of 67

- 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. The application locations are displayed on a map on the right. You can display a larger map by clicking on **Show results on large map**.
  6. To go back and chose a different street, click on the **Refine Search** button.

## Address Search

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

**Address Search**

Search for current or historical cases relating to a property by selecting at least one of the address fields in the form below.

Simple   Advanced   Weekly / Monthly Lists   **Property**   Map

**Address Search**   A to Z Street Search

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

- 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.

Results for Property Search

Direction 
 Results per page

Showing 1-10 of 67

<a href="#">15 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">17 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">19 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">21 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">23 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">25 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">27 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">29 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">31 Hunter Street Neath West Glamorgan SA11 2RL</a>
<a href="#">33 Hunter Street Neath West Glamorgan SA11 2RL</a>

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[Show results on large map](#)

Showing 1-10 of 67

- 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.
- To add this search to your Saved Searches page, click on the **Save Search** button.
  - You can print off this list by clicking on the **Print** button.
  - The application locations are displayed on a map on the right. You can display a larger map by clicking on **Show results on large map**.
  - If there are too many results you may want to add more information to the Search. Click on the **Refine Search** button.

## Tracking Applications

Any application or licence can be tracked so that you can keep up to date with its progress without having to search for it again.

1. Once you have performed a search, view the details of one of the resulting applications.

**Licensing » Summary** [Help with this page](#)

12/00045/LAPRE | Premises Licence | Open for Consultation | 154 Old Heath Road Neath West Glamorgan SA12 8HG

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

**Details** | Comments (0) | Related Items (1) | Map

**Summary** | Important Dates | Contacts (3) | Conditions | Additional Information

Reference	12/00045/LAPRE
Type	New
Category	Premises Licence
Status	Open for Consultation
Applicant	Mrs Lynda Stewart
Trading Name	The King's Arms
Address	154 Old Heath Road Neath West Glamorgan SA12 8HG
Issue Date	Not Available
Expiry Date	Not Available
Case Officer	Training User 10

There are 0 cases associated with this licence application.

There is 1 [property](#) associated with this licence application.

2. If you want to add this to your Tracked Applications page (see Tracked Applications), click on the **Track** button.
3. To return to this application at a later date, select **Tracked Applications** under My Profile.
4. To stop tracking an application, return to the application details and click the **Stop tracking this application** button at the top of the page. Alternatively click the **Stop Tracking** button next to the application in the Tracked Applications page.

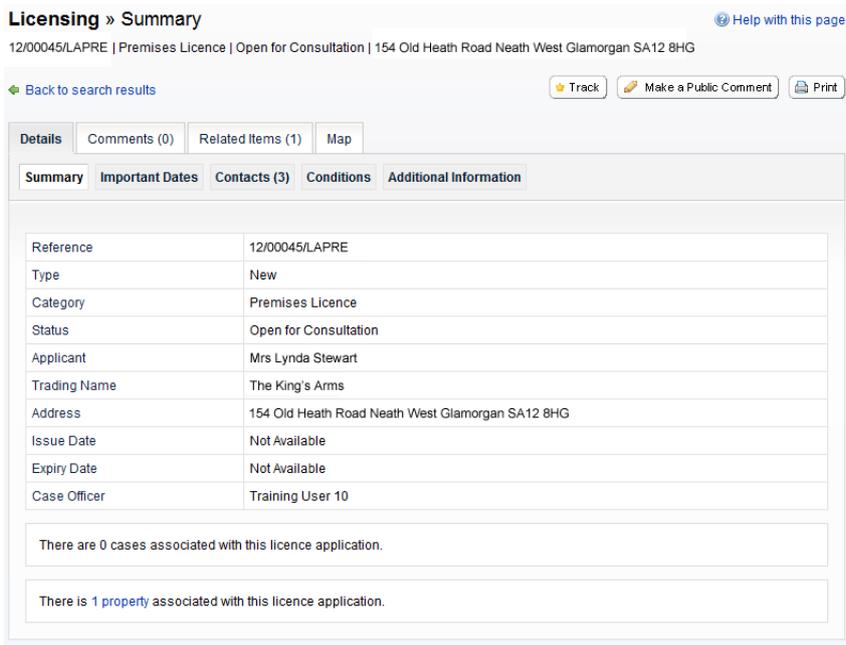
## Search Results

Once you have selected an application or licence from your search results the details are displayed.

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

### Details

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



**Licensing » Summary** [Help with this page](#)

12/00045/LAPRE | Premises Licence | Open for Consultation | 154 Old Heath Road Neath West Glamorgan SA12 8HG

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

**Details** | Comments (0) | Related Items (1) | Map

**Summary** | Important Dates | Contacts (3) | Conditions | Additional Information

Reference	12/00045/LAPRE
Type	New
Category	Premises Licence
Status	Open for Consultation
Applicant	Mrs Lynda Stewart
Trading Name	The King's Arms
Address	154 Old Heath Road Neath West Glamorgan SA12 8HG
Issue Date	Not Available
Expiry Date	Not Available
Case Officer	Training User 10

There are 0 cases associated with this licence application.

There is 1 [property](#) associated with this licence application.

2. The case details are split up into tabbed sections. Some of these are standard, while others relate to the type of licence. 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, comments and properties that have been added to this application. Click on one of these to view them.
- **Important Dates** – displays the dates on which important events in the lifespan of the application occur from initial submission through to the decision.
- **Contacts** – displays the contact details of people and organisations involved with the licence.
- **Conditions** – displays any conditions that have been attached to the award of the licence.
- **Additional Information** – displays further information about the application that was not included in the summary. Also includes the Interested Person list – a list of names and addresses of people (for example, property owners, applicant's agents, architects or developers) who have formally expressed an interest in this application.

## Comments

1. Click on the **Comments** tab to display comments that have been made about this application.



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 Comments** as appropriate.
3. You can re-order the list by the date the comment was added or by the commentor's name. Select one of these from the **Sort by** drop down list, then click on Go.
4. To change the direction of the list, select Ascending or Descending from the **Direction** drop down list, followed by Go.
5. To change the number of results displayed, select from the **Results per page** drop down list, followed by Go.
6. 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. Comments are displayed showing the name of the commentor and their stance on the application (objects, supports or neutral). Click on the commentor's name to display the comment itself. Click on it again to collapse the comment again.
8. Click on **Expand All** to view all of the comments on the page. Click on **Collapse All** to hide them all again.

- To add a comment to the list, click on **Make a Comment**. Alternatively, if this application is one you are a consultee for, click on **Make a Consultee Comment**.

**Licensing » Application Comments** [Help with this page](#)  
 02/0005/LAPRE | Premises Licence | Open for Consultation | 5 Manse Street Neath West Glamorgan SA11 2PR

[Track](#) [Make a Public Comment](#) [Print](#)

Details **Comments (1)** Related Items (1) Map

**Make a Comment** Public Comments (1)

**Make a Comment**

You can make a comment supporting or objecting to this Licence application. Your comment will be submitted to the Licensing Authority for validation. Please be aware that failure to inform the Local Authority to the contrary your details will be made available for public consumption.

Application Reference:	02/0005/LAPRE
Address:	5 Manse Street Neath West Glamorgan SA11 2PR
Licence Category:	Premises Licence
Application Type:	New

Comments submitted will be immediately made available online to the public.

Are your personal details correct? Click to [update my personal details](#).

Your Title: \*

Your First Name: \*

Your Surname: \*

Your Address: \*

Your Tel. No.

Your Email Address:

Commentor Type: \*

Stance: \*  Object  Support  Representation

Reason for comment

- Crime Objections
- Fitness of Applicant
- Noise objections
- Opening Hours
- Parking
- Safety concerns
- Traffic concerns

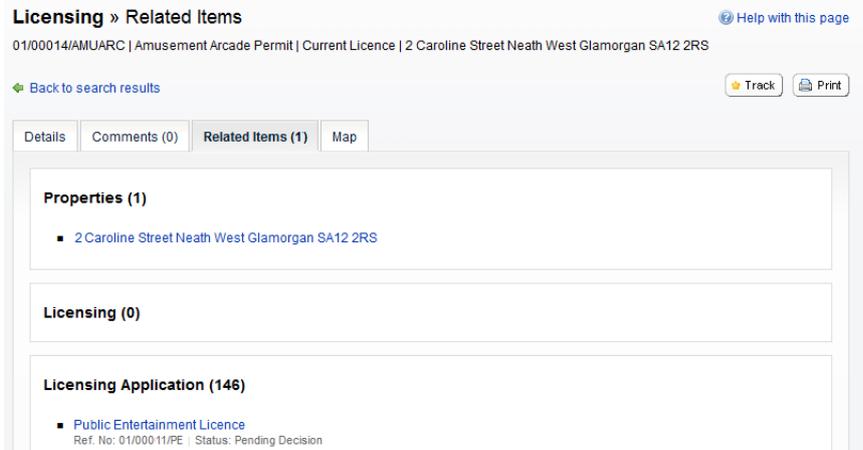
Your Comment 47 characters left

Send me an email confirming my comments

- Your name and address are added automatically to the form. If these are not correct, click on **update my personal details** and make the appropriate changes.
- Add your remaining contact details in the appropriate boxes.
- The Commentor Type drop down list describes the type of people who may need to make a comment about an application. These include councillors, neighbours to the application address and members of the public. Select the one that applies to you.
- In the **Reason for** comment box select one or more of the offered reasons for making your comment.
- Enter the details of your comment in the **Your Comment** box.
- If you want to receive an email confirming that your comment has been received, check the **Send me an email confirming my comments** box.
- When you have completed all the details, click on the Submit button. Your comment will appear in the Comments page for this application.

## Related Items

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



**Licensing » Related Items** [Help with this page](#)

01/00014/AMUARC | Amusement Arcade Permit | Current Licence | 2 Caroline Street Neath West Glamorgan SA12 2RS

[Back to search results](#) [Track](#) [Print](#)

Details Comments (0) **Related Items (1)** Map

**Properties (1)**

- 2 Caroline Street Neath West Glamorgan SA12 2RS

**Licensing (0)**

**Licensing Application (146)**

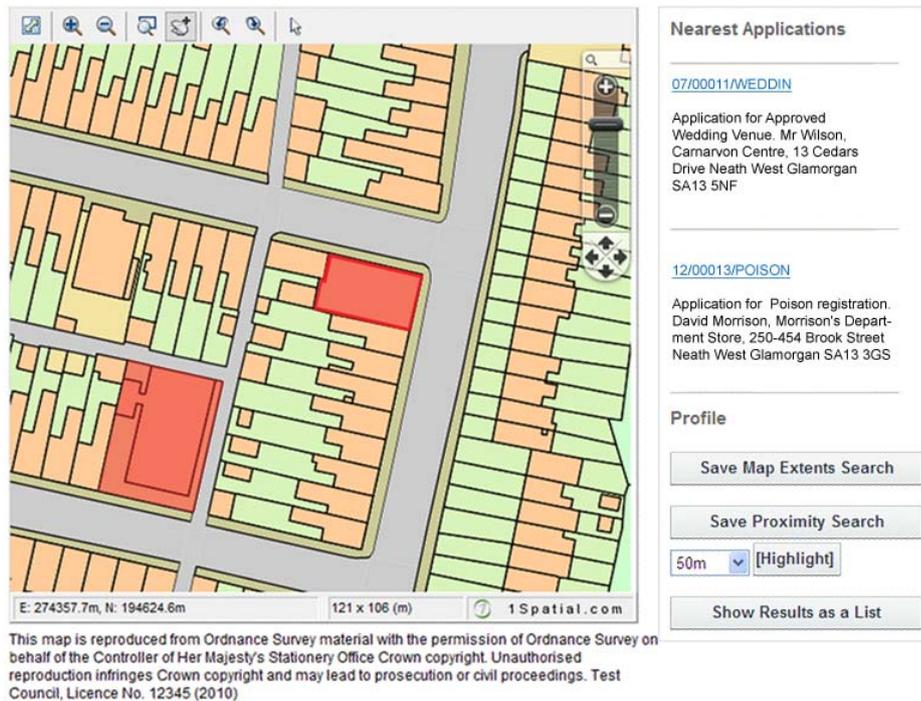
- Public Entertainment Licence  
Ref. No: 01/00011/PE | Status: Pending Decision

These may include:

- Properties
  - Licences
  - Licensing Applications.
2. To view any of the listed items, click on its title.

## Map

1. Click on the **Map** tab to display the area of the application on a map.



2. The interactive map contains a number of tools to help you view the application area:
  - **Initial map view** – click this to zoom the map out to show the widest possible view.
  - **Zoom in** – select this tool then click a point on the map that you want to zoom in to. Alternatively you can drag the Zoom Slider up.
  - **Zoom out** – select this tool then click on the map to zoom out. Alternatively you can drag the Zoom Slider down.
  - **Pan mode** – to move around the map, select this then click on the map. Keeping the mouse button depressed, drag the cursor in the direction that you want to pan. Alternatively you can click on the Pan Direction arrows on the map.
  - **Zoom to rectangle** – to zoom in on a selected area, select this tool then click and drag the cursor to draw an area on the map.
  - **Previous view** – to return to the previous view, click on this tool.
  - **Next view** – when you have used the Previous view tool, click on this button to go to the view that followed the one that is currently displayed.