Using Public Access

A guide to accessing Planning; Building Control and Licensing information online

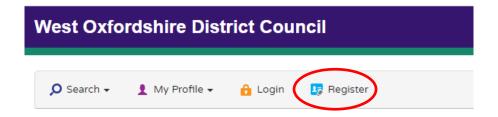Public Access: https://publicaccess.westoxon.gov.uk/online-applications/

Registration

You do not need to create an account to view applications on Public Access but doing so will allow you to:

- save favourite searches and track applications
- receive email notifications when an application of the type you are interested in is made available or there is an update on an application of interest to you
- submit comments on applications which are open for consultation

i) To register follow the link: www.publicaccess.westoxon.gov.uk/online-applications and use the "Register" button:

Enter the registration information and click "Next" at the bottom of the page*.

If at this stage you see the following message:

This means that you have an account using that email address already. Please go the "Login" tab and use the "Forgotten Password?" button to access your existing account.
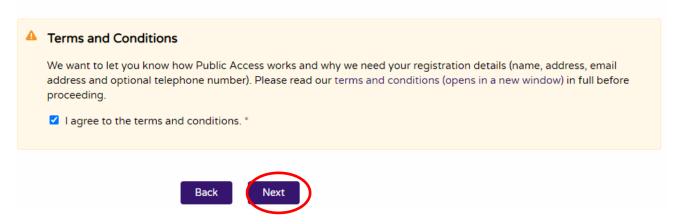
ii) Enter your postcode and click "Next":

Find your address and click "Next".

iii) Check your account details and when happy, click "Next" to create your account:

Please check your details

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

Name	Miss Test Account
Email	test@westoxon.gov.uk
Phone Number	
Address	West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB

⚠ **Terms and Conditions**

We want to let you know how Public Access works and why we need your registration details (name, address, email address and optional telephone number). Please read our terms and conditions (opens in a new window) in full before proceeding.

☑ I agree to the terms and conditions. *

You will then be sent an email to activate your account. You will not be able to save searches or track applications until your account is activated.

Finding applications

Simple Search

Use the "Simple Search" to search by keyword(s) (e.g., High Street or agricultural dwelling), application number, single line of address, postcode or description/proposal.

i)   Enter the search criteria and status, if known, and select "Search":

ii)   If you have searched by application number then you will be taken to the details tab of that case:

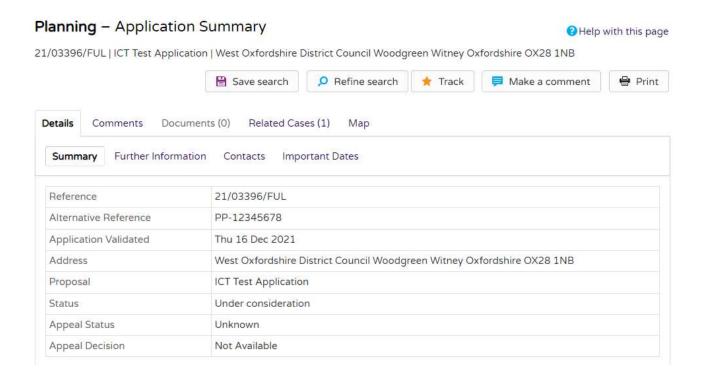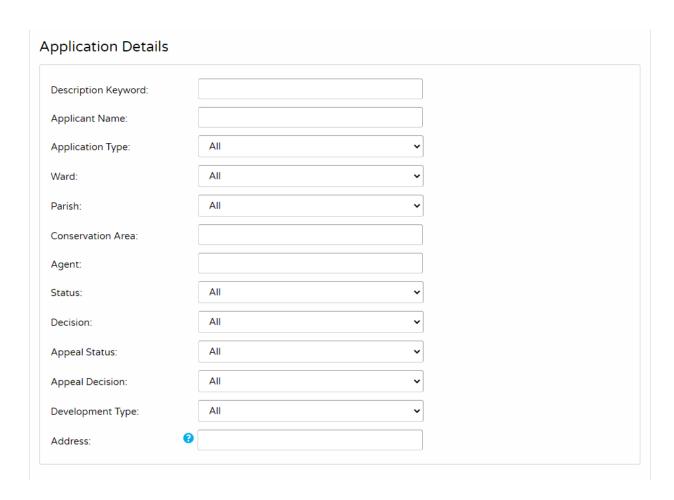If not, you will see a list of results:

Advanced Search

The "Advanced Search" allows you to find multiple applications that have something in common, such as parish, ward, agent, decision and applications within a date range.

i)   Enter keywords and/or select your criteria from the drop-down menus and select "Search" to find your applications.

Application Details

Description Keyword:	
Applicant Name:	
Application Type:	All
Ward:	All
Parish:	All
Conservation Area:	
Agent:	
Status:	All
Decision:	All
Appeal Status:	All
Appeal Decision:	All
Development Type:	All
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. 01/07/2019). Alternatively, click on the calendar button and pick a date.

Date Received:		to:	
Date Validated:		to:	
Date Actual Committee:		to:	
Decision Date:		to:	
Appeal Decision Date:		to:	

Search   **Reset**

Weekly/Monthly Lists

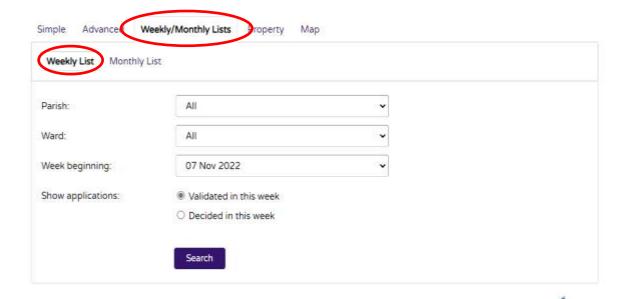This feature enables you to view applications validated or decided over a certain period, and within a certain parish/ward.

i)   Select "Weekly/Monthly lists" tab, then choose either weekly list or monthly list. Select your criteria from the drop-down menus and select "Search" to find your applications:

Property Search

Use the "Property" tab to search for an address, view its history and any relevant applications.

i) Enter the address information and select "Search" to find your applications:

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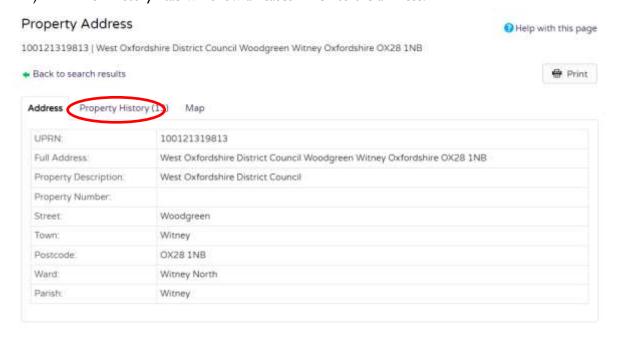
Simple   Advanced   Weekly/Monthly Lists   **Property**   Map

Address Search   A to Z Street Search

UPRN:	
Property Name/Number:	
Street Name:	
Locality:	
Town:	
Postcode:	

Search   Reset

ii) The "History" tab will show all cases linked to the address:

Property Address

100121319813 | West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB

← Back to search results

Print

Address   Property History (1)   Map

UPRN:	100121319813
Full Address:	West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB
Property Description:	West Oxfordshire District Council
Property Number:	
Street:	Woodgreen
Town:	Witney
Postcode:	OX28 1NB
Ward:	Witney North
Parish:	Witney

- Conversion of part of attic.
  Ref. No: S/FP/0342/99 | Status: Building Work Started

Licensing (1)

- Small Society Lottery Permit
  Ref. No: W/20/00799/GASSP | Status: Current Licence

Licensing Application (1)

- New Premises Licence
  Ref. No: W/22/00002/PRMA | Status: Open for Consultation
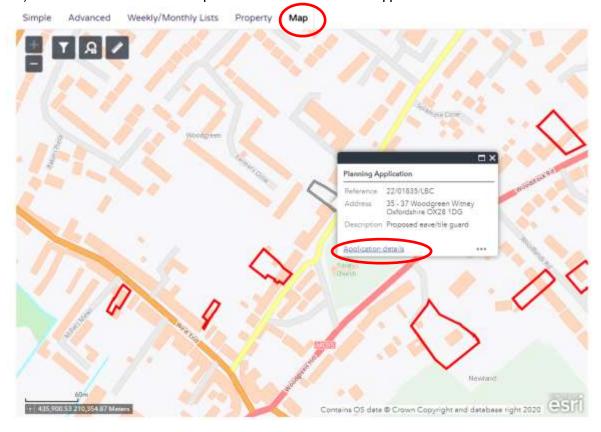
Building Control Contraventions (0)

Map Search

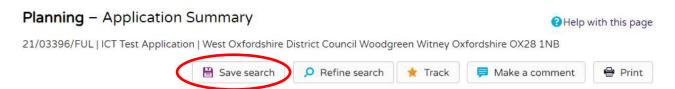This feature enables you to identify applications using an interactive map.

i)   Select the outlined shape and follow the link to the application details:
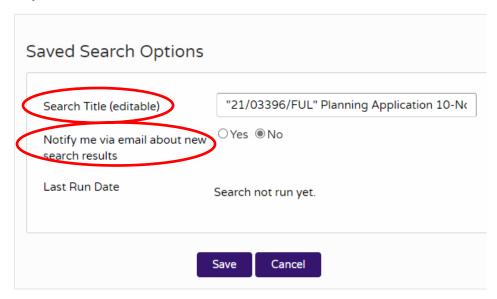
Saving a search

Once registered on the system, you have the ability to save favourite searches (including map searches) reducing the amount of time it takes to search for information on future visits to the site.
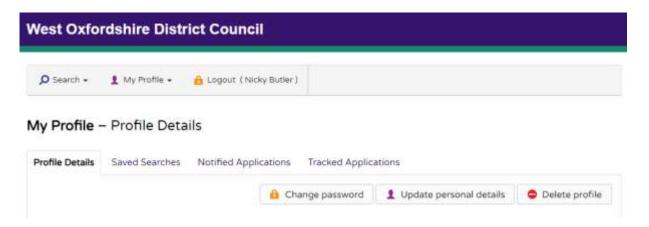
Carry out your search using one of the methods above and then use the "Save Search" button:

Planning – Application Summary   Help with this page

21/03396/FUL | ICT Test Application | West Oxfordshire District Council Woodgreen Witney Oxfordshire OX28 1NB

💾 Save search   🔍 Refine search   ⭐ Track   💬 Make a comment   🖨 Print

Edit the name of the search if you wish to and select whether you'd like to receive emails when new applications meet the search criteria. Select "Save" when finished:
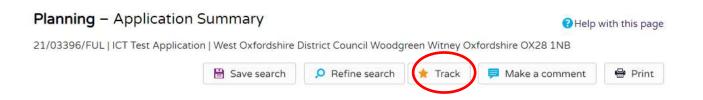
My Profile – Save Search

Saved Search Options

Search Title (editable)	"21/03396/FUL" Planning Application 10-No
Notify me via email about new search results	○ Yes ⦿ No
Last Run Date	Search not run yet.

Save   Cancel

West Oxfordshire District Council

🔍 Search ▾   👤 My Profile ▾   🔒 Logout (Nicky Butler)

My Profile – Profile Details

Profile Details   Saved Searches   Notified Applications   Tracked Applications

🔒 Change password   👤 Update personal details   ⊖ Delete profile

Tracking applications

Use the "Track" button to receive email notifications as an application progresses. This enables you to keep up to date with what is happening to your own application or ones which you have an interest in:

Managing searches and email notifications

Saved searches, tracked applications and email notifications can be edited and removed by going to "My Profile":