



## Public Access user guide for Building Control applications

1. Introduction.....	2
2. Simple Search.....	3
3. Advanced Search.....	5
4. Weekly/Monthly Lists.....	6
5. Property Search.....	7
6. Map Search.....	9
7. How to register.....	11
8. How to log in as a registered user.....	13
9. Saving Searches.....	14
10. Tracked Applications.....	17

### Contact us

Please email [applicationsupport@cambridge.gov.uk](mailto:applicationsupport@cambridge.gov.uk) if you have any further questions regarding this service.

## 1. Introduction

Public Access is an online planning service that allows you to view details of planning applications and appeals, tree works and building control applications being considered by Cambridge City Council. This guide will help you use the website to view **building control** applications.

There are also the following guides available:

[Planning user guide](#)

[Consultee users guide](#)

[Frequently Asked Questions](#)

Using this web site you can search and view details about both current and historic building control applications. By registering your details with the system you can also save your favourite searches, track applications and choose to receive email updates on their progress.

To access the web site please use the following link:

<https://www.cambridge.gov.uk/monitor-an-application>

This landing page explains some basic details about the system, including its current availability. To start using the system click on the link highlighted in the picture below.

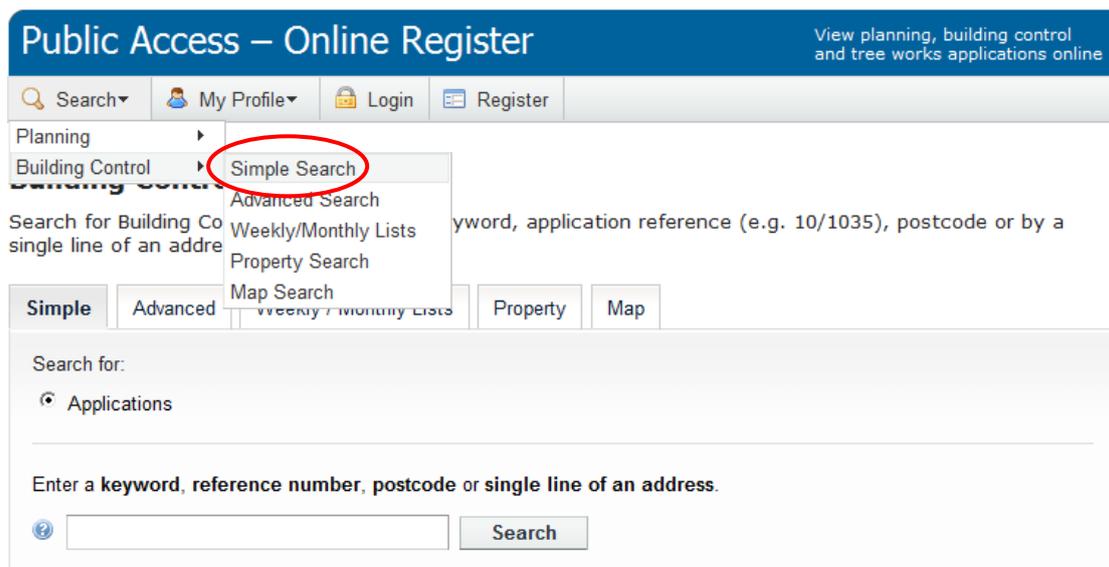
The screenshot shows the Cambridge City Council website navigation menu with options: Home, Parking, Leisure, Planning applications, Council tax, Bins & recycling, Find housing, and Your council. The breadcrumb trail is: Home | Planning and building control | Planning applications | View and comment on a planning application. The main heading is 'View and comment on a planning application'. The text describes the Public Access service. A list of tasks includes 'Check on a planning or tree work application on the Public Access system', where 'Public Access' is circled in red. Other tasks include 'Use the weekly list to see planning and tree work applications from a specific week'. The 'Also in this section' sidebar lists: 'Do I need planning permission?', 'Pre-application advice', 'Get advice from a development officer', 'Constraints on applications', and 'Planning enforcement'. The 'Contact' sidebar provides the email 'planning@cambridge.gov.uk' and phone number '01223 457200'. The 'Rate this page' section is partially visible at the bottom.

## 2. Simple Search

There are five methods of searching, each one of which is covered in the next five sections of this guide.

The *Planning* Simple Search is the default screen you reach when entering the web site. To go to the **Building Control Simple Search**, click on Search, Building Control and then Simple Search.

A Simple Search is best if you know the reference number, postcode or part of the address.



The screenshot shows the 'Public Access – Online Register' website interface. At the top, there is a navigation bar with 'Search', 'My Profile', 'Login', and 'Register' options. Below this, a dropdown menu is open under 'Building Control', with 'Simple Search' highlighted and circled in red. Other options in the dropdown include 'Advanced Search', 'Weekly/Monthly Lists', 'Property Search', and 'Map Search'. Below the dropdown, there are tabs for 'Simple' (selected), 'Advanced', 'Property', and 'Map'. The main search area contains a 'Search for:' label, a radio button for 'Applications', a text input field, and a 'Search' button. The text below the input field reads: 'Enter a keyword, reference number, postcode or single line of an address.'

Type in the keywords and click search.

### Tip:

When entering part or all of an address, please be aware that the Simple Search is searching on the address **as provided by the applicant on their application form**, not necessarily the official address of a property. Therefore, your search may not return a full list of records for the specific property. To do this, it is best to carry out a property search first (see section 5 for details).

If more than one result is returned, scroll through the applications and click on the **bold** text to view further details.

## Public Access – Online Register

View planning, building control and tree works applications online

Search My Profile Login Register

### Building Control » Results for Building Control Application Search

Refine Search Save Search Print

Sort by Date Received Direction Descending Results per page 5 Go

Previous 1 2 3 Next Showing 6-10 of 11

**Internal alterations to 2nd floor reception area**  
Cambridge City Council The Guildhall Market Hill Cambridge CB2 3QJ  
Ref. No: 10/1035 | Deposited: Wed 17 Nov 2010 | Decided: Wed 29 Dec 2010 | Status: Building Work Started

**Rear single storey and two storey extension with associated internal alterations**  
36 Lovell Road Cambridge CB4 2QR  
Ref. No: 10/1031 | Deposited: Wed 17 Nov 2010 | Decided: Wed 19 Jan 2011 | Status: Building Work Started

**Rear single storey extension to form garden and enlarge kitchen.**  
43 Sturton Street Cambridge CB1 2QG  
Ref. No: 10/1034 | Deposited: Wed 17 Nov 2010 | Decided: Tue 18 Jan 2011 | Status: Building Work Complete

**Replacement glazing**  
25 Eltisley Avenue Cambridge CB3 9TC

#### 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.

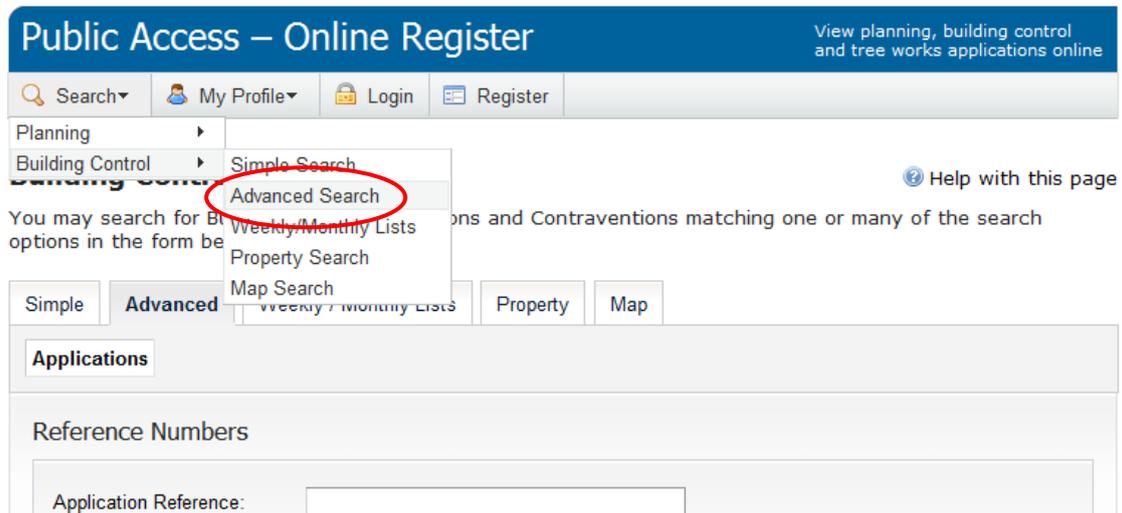


Show results on large map

### 3. Advanced Search

This search is best if you want to search on specific application details or dates.

To find the Advanced Search page, click on Search, Building Control and then Advanced Search.



Use the drop down arrows to view the search options. You can choose a combination of application details and dates. Click Search when you are happy with the selection or click Reset to start again.

**Tip:**

If for example, you wanted to find out about all work that has been carried out in lofts within Abbey Ward, you would choose the following options:

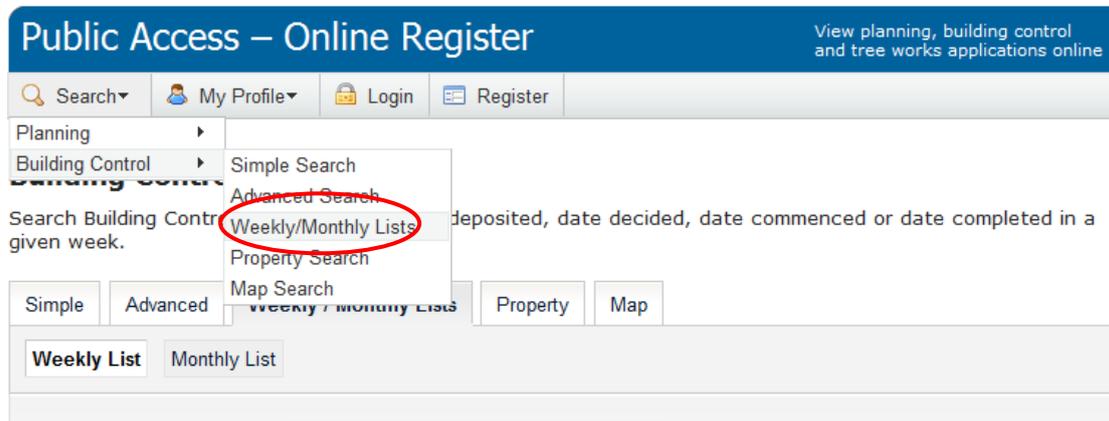
**Application Details**

Description Keyword:	<input type="text" value="loft"/>
Application Type:	<input type="text" value="All"/> ▼
Ward:	<input type="text" value="Abbey"/> ▼
Decision:	<input type="text" value="All"/> ▼
Address:	<input type="text"/> ?

## 4. Weekly/Monthly Lists

Use this search to view all applications deposited, decided, commenced or completed in a specific week or month.

To find the Weekly/Monthly Lists Search page, click on Search, Building Control and then Weekly/Monthly Lists.



Public Access – Online Register View planning, building control and tree works applications online

Search My Profile Login Register

Planning Building Control

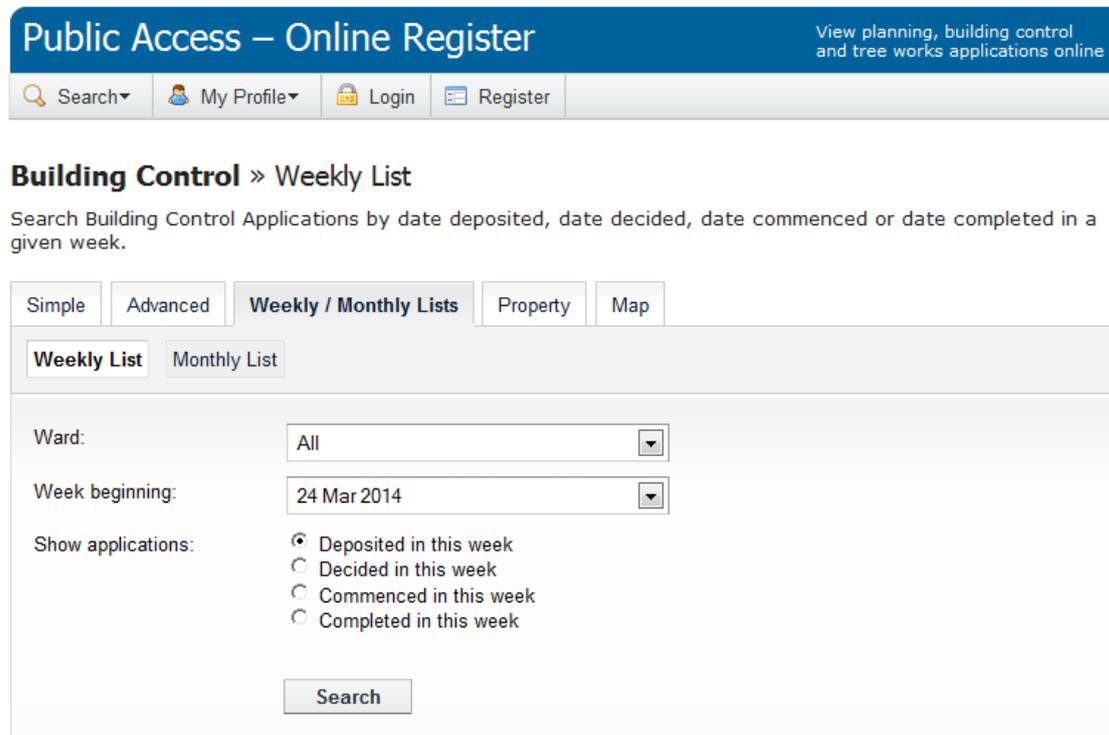
Simple Search Advanced Search **Weekly/Monthly Lists** Property Search Map Search

Simple Advanced Weekly / Monthly Lists Property Map

Weekly List Monthly List

Use the drop down arrows to select the Ward or leave it on All and just use Week Beginning.

Choose between 'Validated in this week' to show all new valid applications or 'Decided in this week' to show all decided applications, and then click Search.



Public Access – Online Register View planning, building control and tree works applications online

Search My Profile Login Register

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

Weekly List Monthly List

Ward: All

Week beginning: 24 Mar 2014

Show applications:

- Deposited in this week
- Decided in this week
- Commenced in this week
- Completed in this week

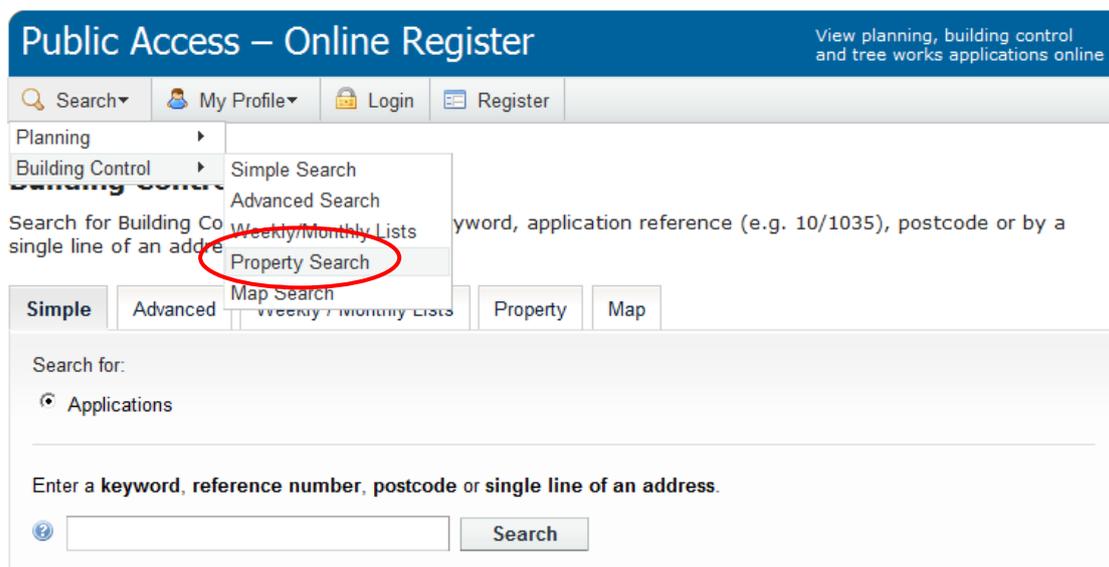
Search

## 5. Property Search

The property search is the best way to look at the history of applications made on a property. It searches the database of official addresses (the Local Land & Property Gazetteer) and is a more reliable address search than using the Simple or Advanced Search pages.

In addition to searching Building Control applications, you can also see what planning and tree works applications have been made, as well as the **current** constraints affecting the property. Note: searches using Public Access should not be used in place of an official land charges search for a property.

To find the Property Search page, click on Search, Building Control and then Property Search.



The screenshot shows the 'Public Access – Online Register' website interface. At the top, there is a blue header with the text 'Public Access – Online Register' and a sub-header 'View planning, building control and tree works applications online'. Below the header is a navigation bar with icons for 'Search', 'My Profile', 'Login', and 'Register'. A dropdown menu is open under 'Search', showing options: 'Simple Search', 'Advanced Search', 'Weekly/Monthly Lists', 'Property Search' (circled in red), and 'Map Search'. Below the navigation bar, there are tabs for 'Simple', 'Advanced', 'Property', and 'Map'. The 'Simple' tab is selected. The search area contains a 'Search for:' label, a radio button for 'Applications', and a text input field with a placeholder 'Enter a keyword, reference number, postcode or single line of an address.' and a 'Search' button.

There are two ways to search: an address search; or selecting a street followed by a property.

### 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** to Z Street Search

UPRN:

Property Name / Number:

Street Name:

Locality:

Town:

Postcode:

Or

### 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

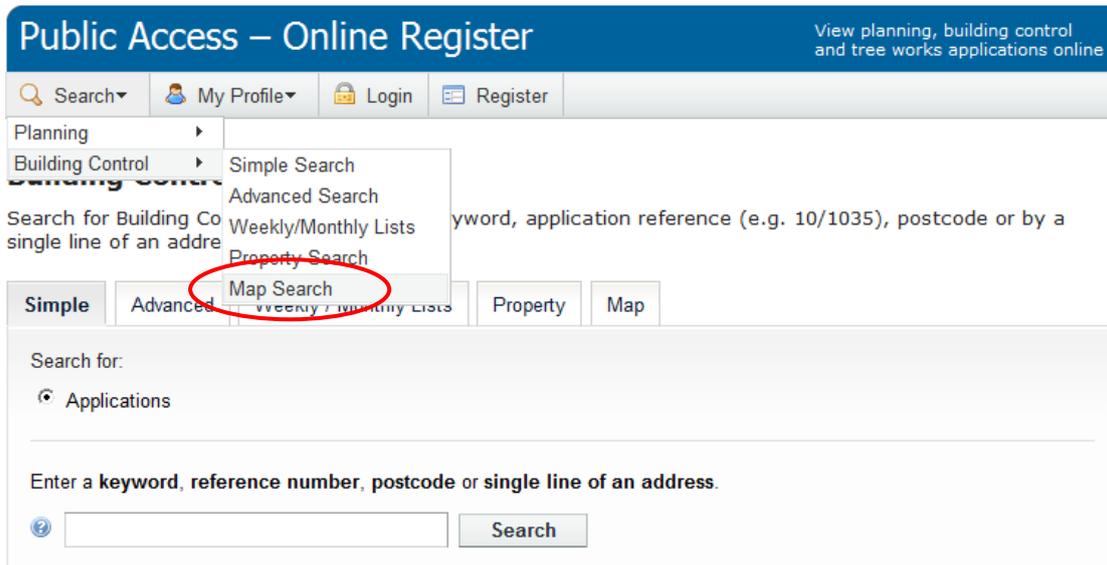
Streets beginning with A

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 Next ▶ Showing 1-10 of 217

- Abbey Road , Cambridge , Cambridgeshire
- Abbey Street , Cambridge , Cambridgeshire
- Abbey Walk , Cambridge , Cambridgeshire
- Abbots Close , Cambridge , Cambridgeshire

## 6. Map Search

To find the Map Search page, click on Search, Building Control and then Map Search.



Public Access – Online Register View planning, building control and tree works applications online

Search My Profile Login Register

Planning  
Building Control  
Building Control  
Search for Building Co  
single line of an address

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

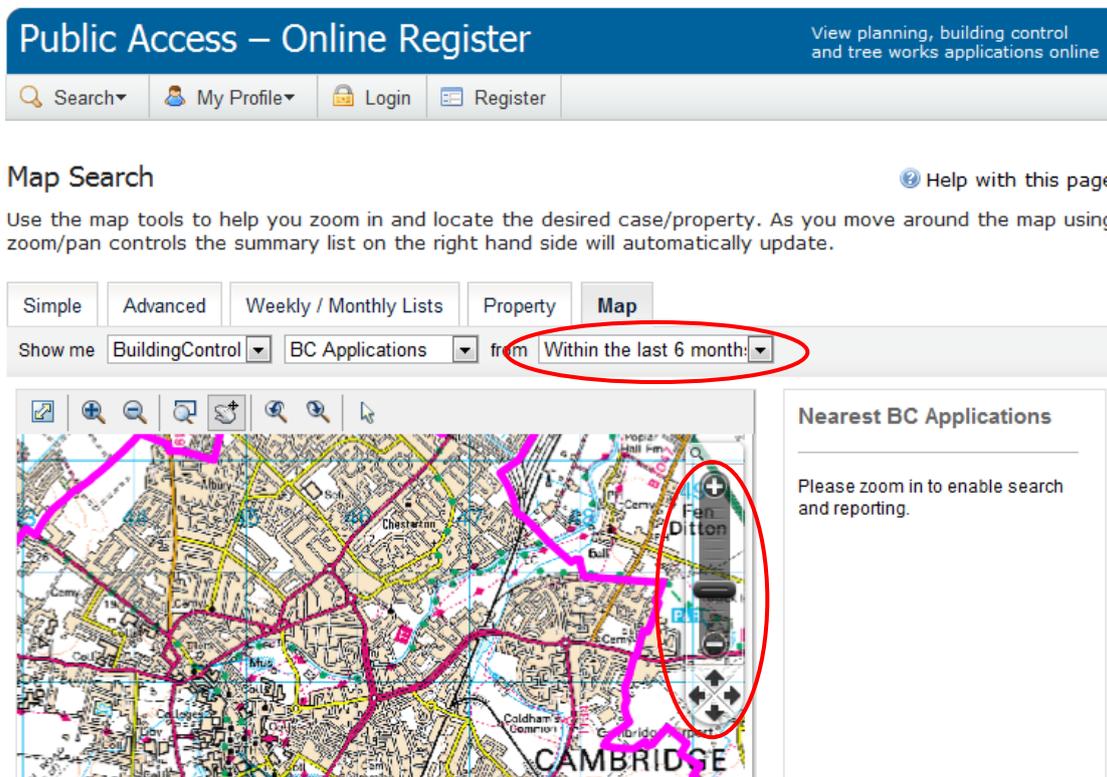
Simple Advanced Weekly / Monthly Lists Property Map

Search for:  
Applications

Enter a keyword, reference number, postcode or single line of an address.

Search

Use the drop down arrows to select the search criteria then zoom in and use the arrows to move around the map.



Public Access – Online Register View planning, building control and tree works applications online

Search My Profile Login Register

### Map Search Help with this page

Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

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

Show me BuildingControl BC Applications from Within the last 6 months

Map tools: pan, zoom, search, etc.

Nearest BC Applications

Please zoom in to enable search and reporting.

Please note that applications will only display on the map once you have zoomed in to a smaller area of the city.

Use the select tool to pick an application on the map, or click on the application link on the right hand side to view further details.

**Public Access – Online Register** View planning, building control and tree works applications online

Search My Profile Login Register

### Map Search

[Help with this page](#)

Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

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

Show me BuildingControl BC Applications from Within the last 6 months



**Nearest BC Applications**

- [13/0684](#)  
Rear single storey and two storey extension and Loft Conversion.  
33 Emery Street Cambridge Cambridgeshire CB1 2AX
- [13/0752](#)  
Internal alterations to existing restaurant and residential accommodation above  
10 Fen Road Cambridge CB4 1TX
- [14/4071](#)

## 7. How to register

You need to register with the website in order to carry out the following:

- Save a search
- Track an application
- Receive updates on applications via e-mail

To register, you need a valid email address, as well as have access to your emails in order to complete the registration process.

To start, click on the Register link, indicated below and complete the required fields.



### Building Control » Simple Search

Search for Building Control Applications by keyword, application reference (e.g. 10/1035), postcode or by a single line of an address.

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

Search for:

Applications

---

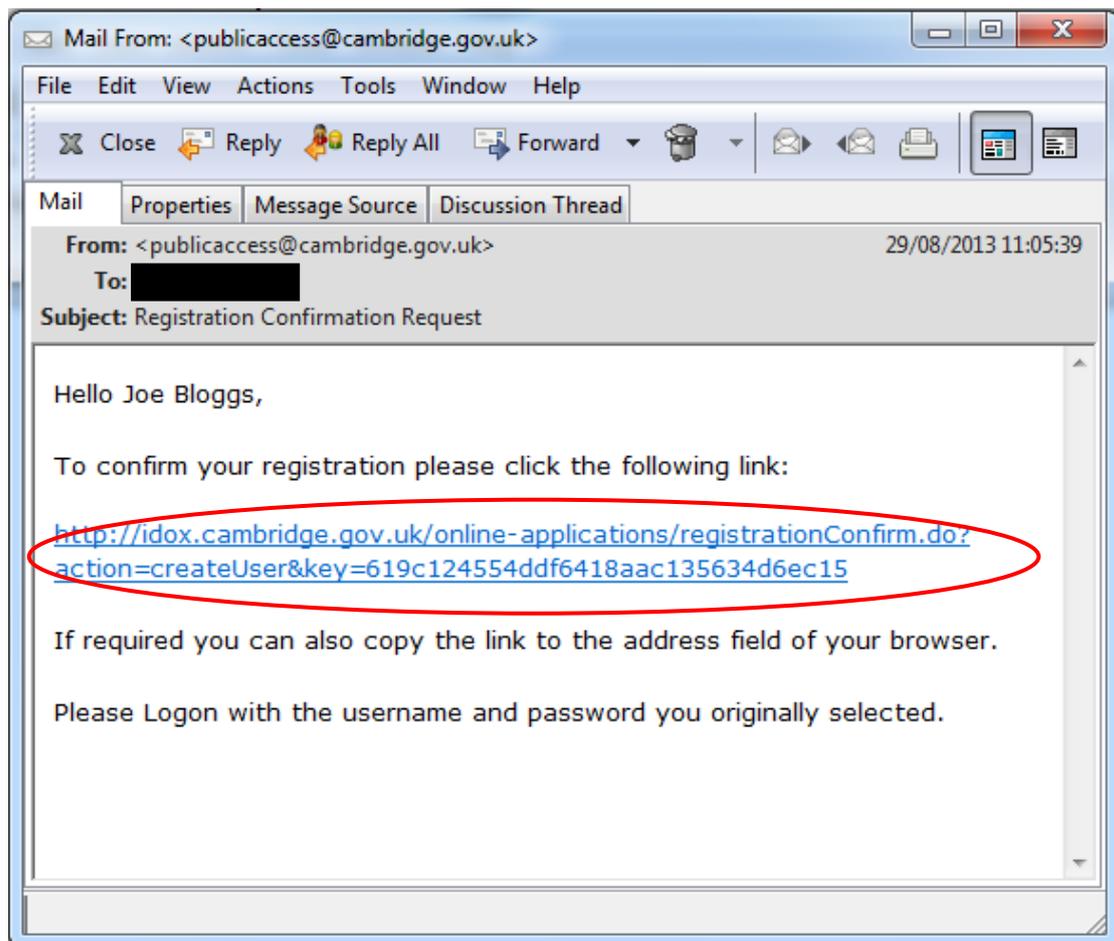
Enter a keyword, reference number, postcode or single line of an address.

Once you have filled in your details, a confirmation e-mail will be sent to the e-mail address you specified. Please click the link within this e-mail to complete registration.

#### Tip:

If, for any reason, clicking on the link within the confirmation email fails to complete your registration, you may need to re-register.

In this case, please email [applicationsupport@cambridge.gov.uk](mailto:applicationsupport@cambridge.gov.uk) and ask for any details of your account to be removed from the system before trying again. Please supply the email address that you used to register.



## 8. How to log in as a registered user

Click on Login button then complete the login details.



Public Access – Online Register View planning, building control and tree works applications online

Search My Profile **Login**

### New User?

If you haven't used this site before you will need to register in order to:

- Track applications
- Save Searches
- Submit comments

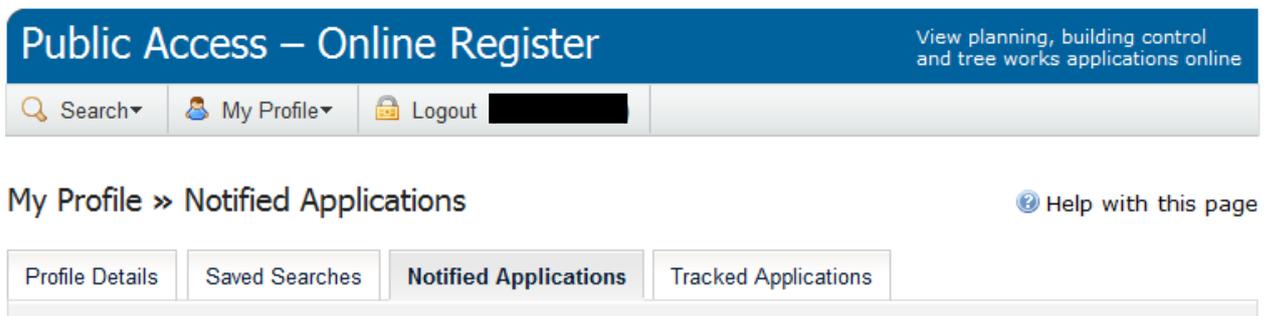
If you have **already registered**, login below.

### Login

Email Address	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	
<input type="button" value="Forgotten Password?"/>	

Logging in will take you to Click the login button to go directly to 'My Profile', where you can change your details, or see details of any applications you are tracking, or searches you have saved.

Please see sections 9 and 10 for details of how to save searches and track applications.



Public Access – Online Register View planning, building control and tree works applications online

Search My Profile Logout

### My Profile » Notified Applications Help with this page

Profile Details Saved Searches **Notified Applications** Tracked Applications

## 9. Saving Searches

If you have registered with the Public Access system (see section 8 of this user guide), and are logged in, you can save any search that you carry out and then run it again in future.

See sections 2 to 6 for guidance on how to carry out searches.

Once you have retrieved your search results, click the Save Search button to create a new search in your profile.

The screenshot shows the 'Public Access – Online Register' header with navigation links for Search, My Profile, Login, and Register. Below the header, the page title is 'Building Control » Results for Building Control Application Search'. A toolbar contains 'Refine Search', 'Save Search' (circled in red), and 'Print'. Below the toolbar, there are sorting options: 'Sort by Date Received', 'Direction Descending', and 'Results per page 10'. The main content area displays search results, including '208 residential units and associated commercial space' and 'Alterations to library fenestration at college'. A 'Map Information' sidebar is also visible.

You can change the name of the search and also choose to be notified of any changes to the results of this search.

The screenshot shows the 'Public Access – Online Register' header with navigation links for Search, My Profile, and Logout. Below the header, the page title is 'My Profile » Save Search'. The main content area displays 'Saved Search Options' with a form containing the following fields: 'Search Title (editable)' with the value 'Building Control applications in my road', 'Notify me via email about new search results' with radio buttons for 'Yes' (selected) and 'No', and 'Last Run Date' with the value 'Search not run yet.'. At the bottom of the form are 'Save' and 'Cancel' buttons.

The search is then saved in your profile. Use the Run button to run the search at any time.

Public Access – Online Register View planning, building control and tree works applications online

Search My Profile Logout

My Profile » Saved Searches Help with this page

Profile Details	Saved Searches	Notified Applications	Tracked Applications
Search Title	Search Type	Run	Edit Delete
Petersfield from 01-APR-2013	Application		
Trumpington 01-APR-2013	Application		
Building Control applications in my road	Building Control		

Tip:

You may be interested in, for example, hearing about any new building control applications in your street. To do this, use the Advanced Search (see Section 3), enter your street name and a Date Valid.

### Application Details

Description Keyword:

Application Type:

Ward:

Decision:

Address:

### Dates

Enter a date range (a start date and an end date) for the criteria that y fields may be entered manually using the date format dd/mm/yyyy (e.g. click on the calendar button and pick a date.

Decision Date:  to:

Valid Date:  to:

Once you have the results of your search, save it. If you have asked to be notified of changes via email, you will be emailed every time there is a new application in your street.

Note: You can't save a search for a search that currently returns zero results. Therefore, if you find this is the case when trying the above, just set the Date Valid to an earlier date until it yields at least one result.

## 10. Tracked Applications

If you have registered with the Public Access system (see section 7 of this user guide), and are logged in, you can follow the progress of an application by tracking it.

You will be notified via email when this application changes status (for example, as happens when a decision is made).

### Tip:

As the inspection of building works operates in a competitive market, Cambridge City Council are not the only body that carries this out. Although all parties are obliged to inform us when work commences, we do not hear about the completion of these works. Therefore, if you are tracking an application where the Cambridge City Council are not the 'approved inspector', you will not be notified by email when the works are complete.

You can find out who is the approved inspector by searching on the application (see section 2 of this user guide) and clicking on the 'Further Information' tab. If Cambridge City Council are inspecting then the system will show the phrase 'Not Available'.

Once you have searched for and found the application details, track it using the 'Track' button.

**Public Access – Online Register** View planning, building control and tree works applications online

Search My Profile Logout

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

14/4067 | Alterations to library fenestration at college | Library Long Road Sixth Form College Long Road Cambridge Cambridgeshire CB2 8PX

Save Search Refine Search **Track** Print

Details Related Cases (1) Map

Summary Further Information Plots Important Dates

Description Of Works	Alterations to library fenestration at college
Site Address	Library Long Road Sixth Form College Long Road Cambridge Cambridgeshire CB2 8PX
Application Reference Number	14/4067
Decision Date	Not Available

This application will now appear in your profile as a tracked application.

**Public Access – Online Register** View planning, building control and tree works applications online

Search ▾ My Profile ▾ Logout [REDACTED]

My Profile » Tracked Applications

[Help with this page](#)

Profile Details	Saved Searches	Notified Applications	<b>Tracked Applications</b>		
Reference	Address	Type	Status	View	Stop Tracking
14/4067	Library Long Road Sixth Form College Long Road Cambridge Cambridgeshire CB2 8PX	Building Control	Pending Consideration		

Click the red X to remove this application from the list or use the View icon to view the details of the application.