



Public Access user guide for Planning and Tree Works applications and Appeals

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Contact us

Please email 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 planning and tree works applications and appeals.

There are also the following guides available:

- [Building Control user guide](#)
- [Consultee users guide](#)
- [Frequently Asked Questions](#)

Using this web site you can search and view details, documents and drawings related to current and historic planning and tree works applications. By registering your details with the system, you can also comment upon applications, 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.

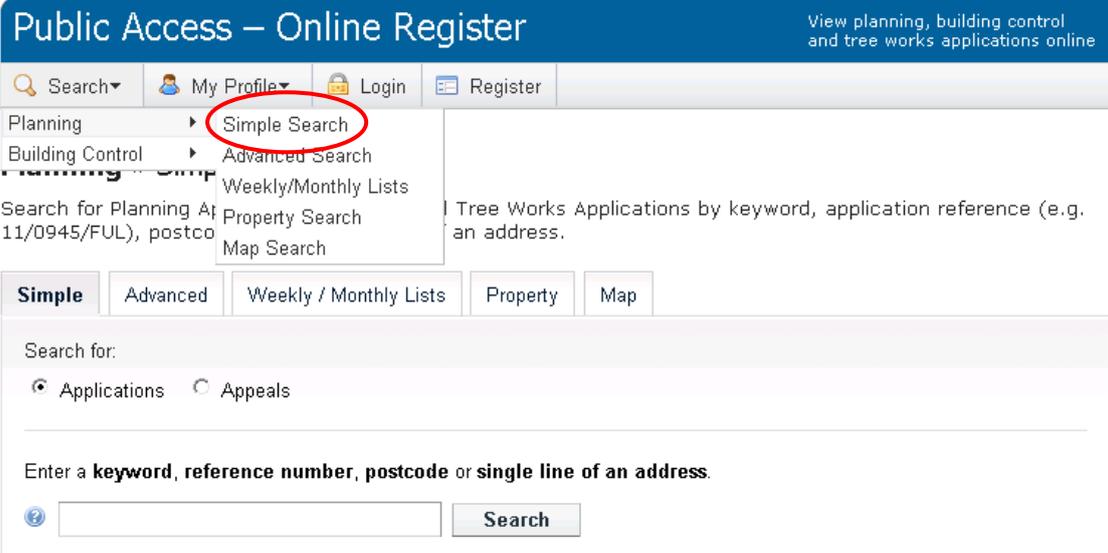
The screenshot shows the Cambridge City Council website navigation menu with options: Home, Parking, Leisure, Planning applications, Council tax, Bins & recycling, Find housing, and Your council. The breadcrumb trail is: Home | Planning and building control | Planning applications | View and comment 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'. A 'Top tasks' sidebar lists: 'Apply for planning p...'. An 'Also in this section' sidebar lists: 'Do I need planning p...', 'Pre-application advic...', 'Get advice from a du...', 'Constraints on applic...', and 'Planning enforcemen...'. A 'Contact' sidebar shows the email 'planning@cambridg...' and phone number '01223 457200'. A 'Rate this page' sidebar is partially visible.

2. Simple Search

This is the default screen you reach when entering the web site. There are five methods of searching, each one of which is covered in the next five sections of this guide.

To find the Simple Search page again later, click on Search, Planning 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. The navigation menu includes 'Search', 'My Profile', 'Login', and 'Register'. A dropdown menu is open under 'Search', with 'Simple Search' highlighted by a red circle. Other options in the dropdown include 'Advanced Search', 'Weekly/Monthly Lists', 'Property Search', and 'Map Search'. Below the dropdown, there are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Simple' tab is selected. The search area contains a 'Search for:' label, radio buttons for 'Applications' (selected) and 'Appeals', a text input field, and a 'Search' button. A note below the input field reads: 'Enter a **keyword**, **reference number**, **postcode** or **single line of an address**.'

Type in the keywords, choose Applications or Appeals and click search.

Tips:

1. 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).
2. If you are searching for appeals using a reference number within the Simple Search, you can only use its **appeal reference number**, and not the planning application reference number it relates to. If you want to search using the planning application number, use the Advanced Search (see section 3 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](#)

Planning » Results for Application Search

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

Sort by Direction Results per page

[1](#) [2](#) [Next](#)

Showing 1-5 of 9

Proposed change of use from a six bed HMO (Use Class C4) to a nine bed HMO (sui generis), demolition of a single storey extension due to subsidence and erection of single and two storey extension and attic floor plus internal alterations.

82 Canterbury Street Cambridge Cambridgeshire CB4 3QE
Ref. No: 13/0112/FUL | Validated: Fri 01 Mar 2013 | Status: Application Withdrawn

Two storey side extension following demolition of existing brick shed to front. Erection of single storey brick shed at rear.

12 St Barnabas Court Cambridge Cambridgeshire CB1 2BZ
Ref. No: 13/0114/FUL | Validated: Tue 12 Feb 2013 | Status: Application Withdrawn

3x Fascia signs (non-illuminated) and vinyl film to glass panel above the door.

76 - 78 Newmarket Road Cambridge Cambridgeshire CB5 8EE
Ref. No: 13/0110/ADV | Validated: Wed 30 Jan 2013 | Status: Application

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.

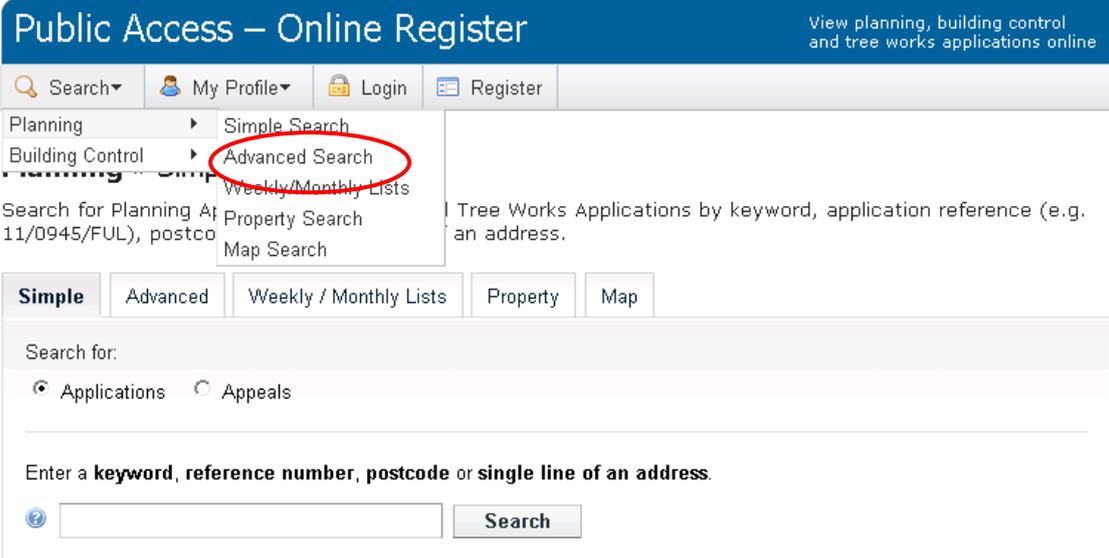


[Show results on large map](#)

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, Planning and then Advanced Search.



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

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 all tree works applications on protected trees that are being considered in Trumpington at the moment, you would choose the following options:

Application Details

Description Keyword:	<input type="text"/>
Applicant Name:	<input type="text"/>
Application Type:	Works to TPO trees <input type="button" value="v"/>
Ward:	Trumpington <input type="button" value="v"/>
Status:	Pending Consideration <input type="button" value="v"/>
Decision:	All <input type="button" value="v"/>
Appeal Status:	All <input type="button" value="v"/>

You are also able to search for planning appeals by selecting Appeals and searching using the details and dates as before.

The screenshot shows the 'Public Access – Online Register' header with a navigation bar containing 'Search', 'My Profile', 'Login', and 'Register'. Below the header, the page title is 'Planning » Appeals Search' with a 'Help with this page' link. The main content area is titled 'Search for Planning Application and Appeals by matching at least one search option in the form below.' It features a search filter bar with tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. Underneath, there are two sub-tabs: 'Applications' and 'Appeals', with 'Appeals' circled in red. Below these tabs is a 'Reference Numbers' section containing three input fields: 'Appeal Reference:', 'Alternative Reference:', and 'Application Reference:'.

Click Search when you are happy with the selection or click Reset to start again.

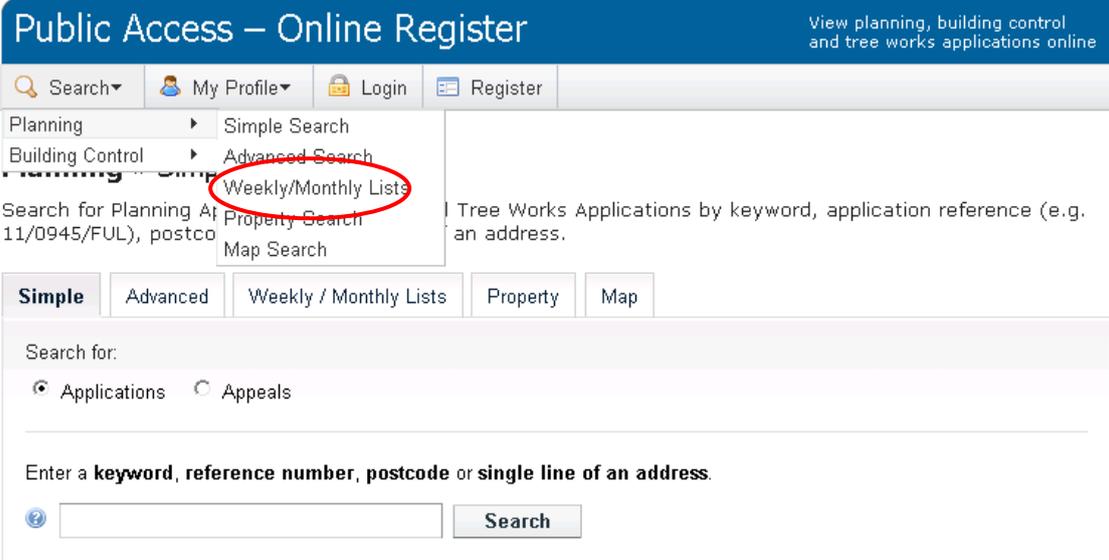
Tip:

- Appeal Reference is a unique reference number assigned to an appeal, e.g. 13/00030/REFUSL
- Alternative Reference is the reference assigned to the appeal application by the Planning Portal (if the applicant submitted the application via this method), e.g. PP-02367070
- Application Reference is the original planning application reference that this appeal relates to, e.g. 12/1613/FUL

4. Weekly/Monthly Lists

Use this search to view all applications validated or decided in a specific week.

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



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

Search My Profile Login Register

Planning ▶ Simple Search
Building Control ▶ Advanced Search
Weekly/Monthly Lists
Property Search
Map Search

Search for Planning Applications (e.g. 11/0945/FUL), postcode or Tree Works Applications by keyword, application reference (e.g. an address).

Simple Advanced Weekly / Monthly Lists Property Map

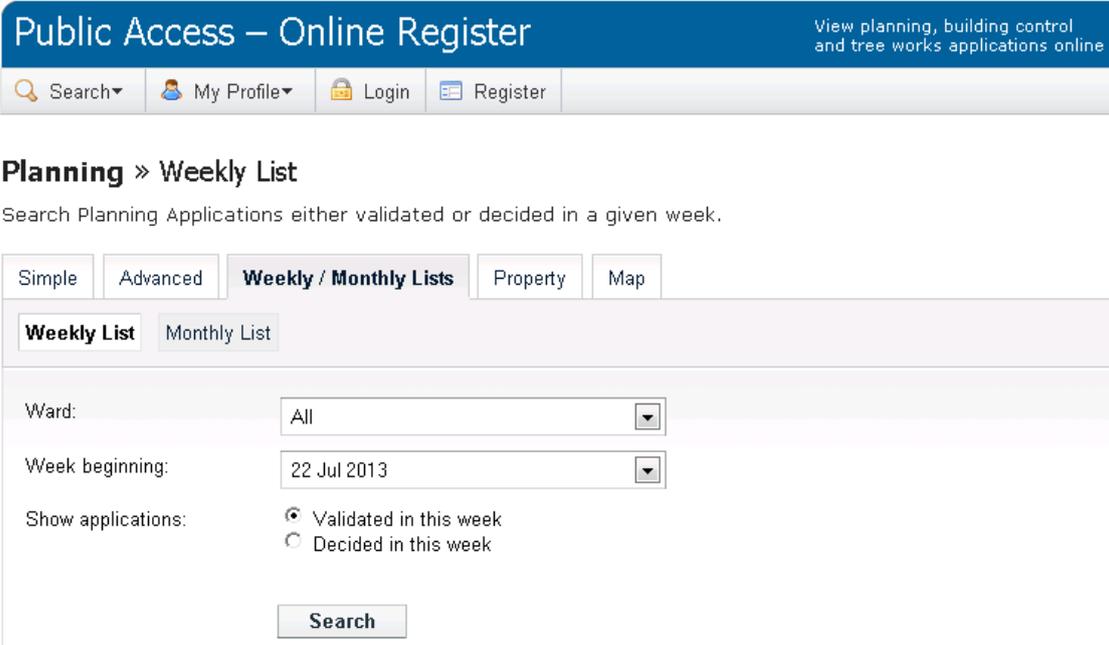
Search for:
 Applications Appeals

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

Search

Use the drop down arrows to select the Status and Ward or leave them 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

Planning » Weekly List

Search Planning Applications either validated or decided in a given week.

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

Weekly List Monthly List

Ward: All

Week beginning: 22 Jul 2013

Show applications:
 Validated in this week
 Decided 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 the application history, you can also see what building control 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, Planning 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 link 'View planning, building control and tree works applications online'. Below the header is a navigation bar with '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 dropdown, there are tabs for 'Simple', 'Advanced', 'Weekly / Monthly Lists', 'Property', and 'Map'. The 'Simple' tab is selected. The search area contains a 'Search for:' label, radio buttons for 'Applications' (selected) and 'Appeals', 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

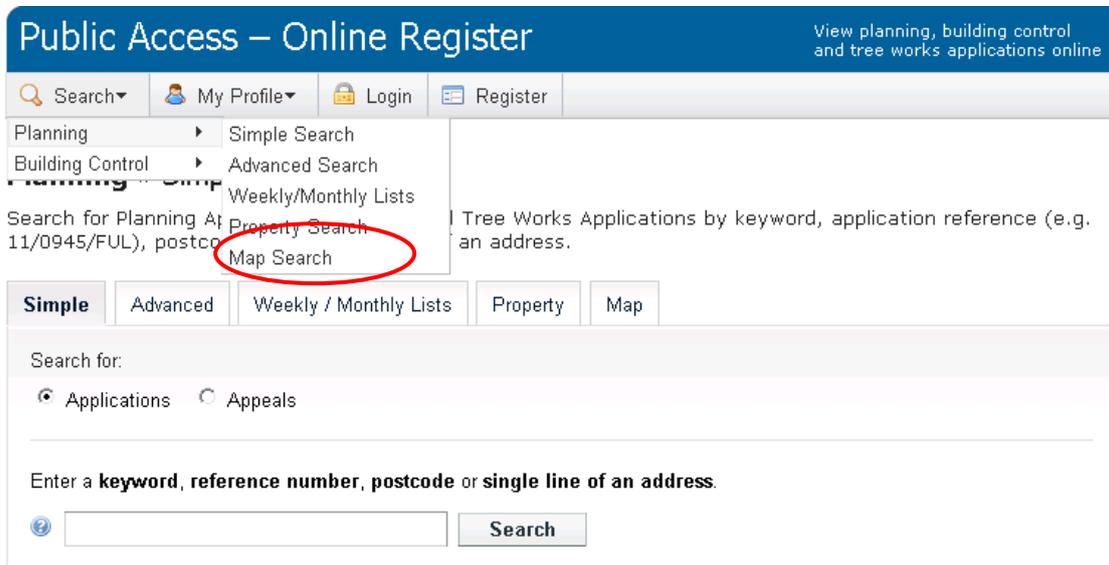
Streets beginning with A

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, Planning and then Map Search.



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

Search My Profile Login Register

Planning Simple Search
Building Control Advanced Search
Weekly/Monthly Lists
Search for Planning Applications (e.g. 11/0945/FUL), postcodes, or a single line of an address. Tree Works Applications by keyword, application reference (e.g. an address).

Property Search **Map Search**

Simple Advanced Weekly / Monthly Lists Property Map

Search for:
 Applications Appeals

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

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



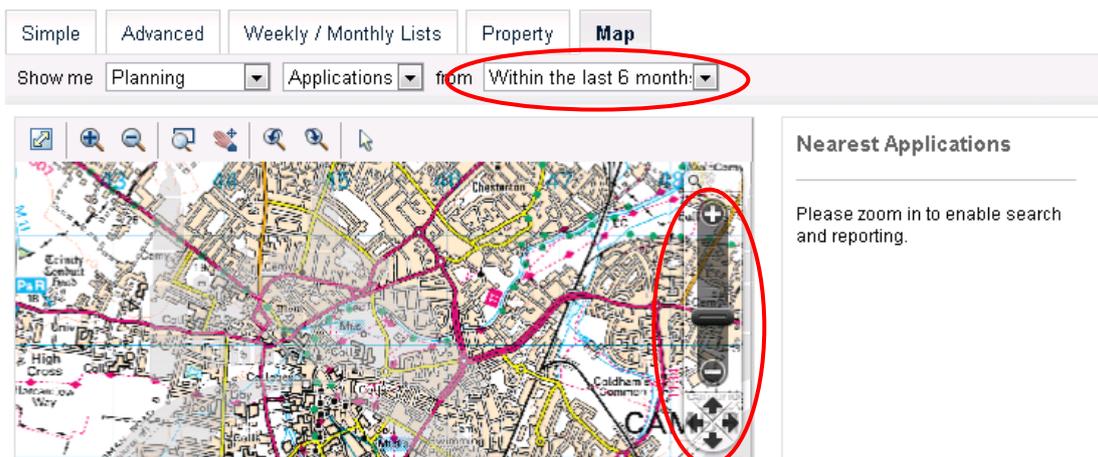
Public Access – Online Register View planning, building control and tree works applications online

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 Planning Applications from **Within the last 6 months**

Map tools:

Nearest 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 of the application.

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

Search My Profile Login Register

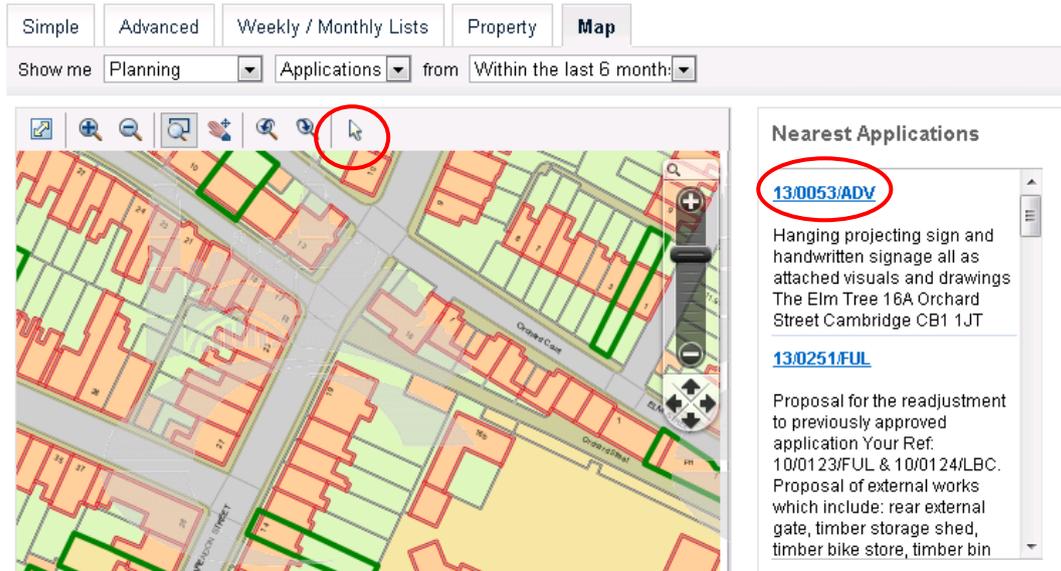
Map Search

[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 Planning Applications from Within the last 6 months



Nearest Applications

- [13/0053/ADV](#)
Hanging projecting sign and handwritten signage all as attached visuals and drawings
The Elm Tree 16A Orchard Street Cambridge CB1 1JT
- [13/0251/FUL](#)
Proposal for the readjustment to previously approved application Your Ref. 10/0123/FUL & 10/0124/LBC. Proposal of external works which include: rear external gate, timber storage shed, timber bike store, timber bin

7. Viewing associated plans and documents

For planning applications, dating from 2005 onwards, you should be able to view their documents. Click on the Documents tab and then View Document to open it. For applications earlier than 2005, see the [Frequently Asked Questions](#) guide for more details.

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

Search My Profile Login Register

Planning » Planning Application Documents [Help with this page](#)

13/1005/FUL | Front single storey, rear single storey and two storey and loft conversion | 52 Darwin Drive Cambridge CB4 3HH

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

You must log in to make a comment.

Details Comments (0) Constraints (3) **Documents (8)** Related Cases (2) Map

Date Received	Document Type	View	Description
10 Jul 2013	Application Information	View Document	APPLICATION FORM NO PERSONAL DATA PDF
10 Jul 2013	Attachment Summary	View Document	ATTACHMENT SUMMARY
10 Jul 2013	Application Information	View Document	FEE CALCULATION
10 Jul 2013	Drawings	View Document	SITE/LOCATION PLAN

8. How to register

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

- Make comments on an application
- 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.



Planning » Simple Search

Search for Planning Applications, Appeals and Tree Works Applications by keyword, application reference (e.g. 11/0945/FUL), postcode or by a single line of an address.

Simple	Advanced	Weekly / Monthly Lists	Property	Map
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Search for:

Applications Appeals

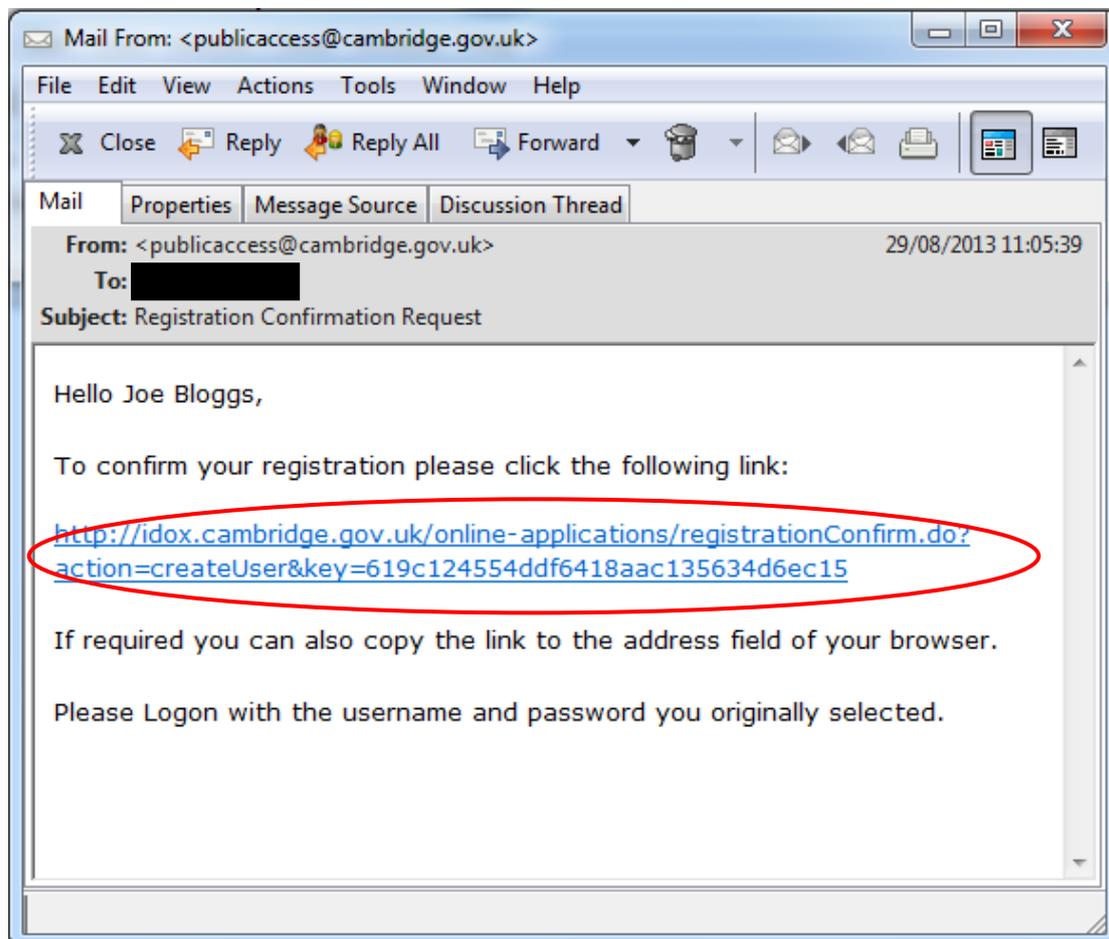
Enter a **keyword**, **reference number**, **postcode** or **single line of an address**.

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 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.



9. 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

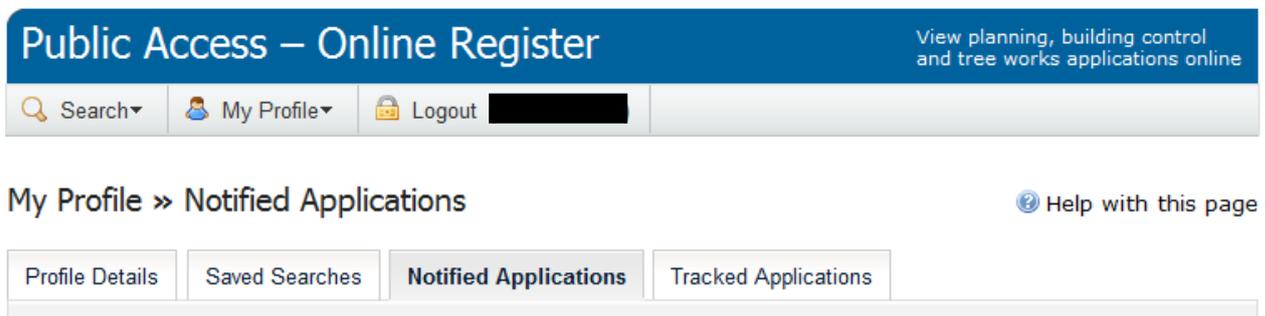
If you have **already registered**, login below.

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 11 and 12 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 [REDACTED]

My Profile >> Notified Applications Help with this page

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

10. Making a comment

If you have registered with the Public Access system (see section 8 of this user guide), and are logged in, you can make a comment about a planning application.

Once you have chosen the planning application on which you wish to make a comment (see section 2 on how to search for an application), please click on the 'Make a Public Comment' button.

The screenshot shows the 'Public Access – Online Register' website. The header includes a search bar, 'My Profile', and 'Logout' options. The main content area displays 'Planning > Application Summary' for a specific application. Below the application title, there are buttons for 'Track', 'Make a Public Comment' (circled in red), and 'Print'. A navigation bar at the bottom shows tabs for 'Details', 'Comments (0)', 'Constraints (12)', 'Documents (21)', 'Related Cases (1)', and 'Map'.

Tips:

The 'Make a Public Comment' button is only visible if the application is within the public consultation period. You may be able to still comment after this period has ended but in these cases, please contact the case officer by emailing application.support@cambridge.gov.uk instead.

There are a few types of planning application that are not open to public comment (e.g. non-material amendments). In these cases you will see the following message:

"Sorry, we are not currently accepting comments from the public on this application."

Complete the fields and then click Submit to send your comments.

Application Reference:	13/1152/LBC
Address:	Queens College Cambridge CB3 9ET
Proposal:	Installation of internal secondary glazing to existing windows to residential rooms off G&H Staircase to Walnut Tree Court - Grade I Listed Building.
Case Officer:	Mr John Evans

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: *

[uk](#)

Your Surname: *

Your Address: *

Your Tel. No.

Your Email Address:

Commentor Type: *

Stance: * Object Support Neutral

Your Comment:

Send me an email confirming my comments

Important: Please ensure that no personal details (e.g. names, phone numbers etc) are put in the 'Your Comment' box above as this text will be published on this website

Tips:

If you are making a lengthy comment, please consider composing this in another software package (e.g. Word, Notepad) and then copying and pasting it into the 'Your Comment' box above. This way, you can re-submit your comment should something go wrong.

Please ensure no personal details are included in the text of your comment (i.e. in the 'Your Comment' box above) as this is published on the website automatically.

Following successful submission of a comment, you will see a confirmation message is displayed. Your comments are then displayed in the Public Comments section of the Comments tab for this planning application.

11. 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 on carrying out searches.

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

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

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

Remove remaining canopy supports, demolish the shop building including all foundations and footings. Remove the remaining underground storage tank and associated pipework and pump islands.
Villa Service Station 57 High Street Trumpington Cambridge
Cambridgeshire CB2 9HZ
Ref. No: 13/1223/CAC | Validated: Thu 29 Aug 2013 | Status: Pending

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

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

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

Search My Profile Logout (Nick Burton)

My Profile » Save Search

Saved Search Options

Search Title (editable) Trumpington Tree Works applications

Notify me via email about new search results Yes No

Last Run Date Search not run yet.

Save Cancel

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 [REDACTED]

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	
Search Title ↕	Search Type ↕	Run	Edit	Delete
Petersfield from 01-APR-2013	Application			
Trumpington 01-APR-2013	Application			
Trumpington Tree Works applications	Application			

Tip:

You may be interested in, for example, hearing about any new planning or tree works applications in your ward. To do this, use the Advanced Search (see Section 3), choose a Ward and a Date Valid.

Application Details

Description Keyword:

Applicant Name:

Application Type: ▾

Ward: ▾

Status: ▾

Decision: ▾

Appeal Status: ▾

Appeal Decision: ▾

Address:

Dates

Enter a date range (a start date and an end date) for the criteria that you fields may be entered manually using the date format dd/mm/yyyy (e.g. 23/01/2013). You can also click on the calendar button and pick a date.

Date Valid to:

Date Actual Committee: 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 ward.

Note: You can't save a search for a search that 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.

12. Tracked Applications

If you have registered with the Public Access system (see section 8 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, or a new documents has been added to the documents tab.

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

Planning » Application Summary Help with this page

13/1182/LBC | Installation of new security measures in the grounds of the Fitzwilliam Museum | Fitzwilliam Museum Trumpington Street Cambridge Cambridgeshire CB2 1RB

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

Details Comments (4) Constraints (15) Documents (35) Related Cases (1) Map

Summary Further Information Contacts Important Dates

Reference	13/1182/LBC
Application Received	Thu 08 Aug 2013
Address	Fitzwilliam Museum Trumpington Street Cambridge Cambridgeshire CB2 1RB
Proposal	Installation of new security measures in the grounds of the Fitzwilliam Museum
Status	Pending Consideration
Appeal Status	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

My Profile » Tracked Applications Help with this page

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

Reference	Address	Type	Status	View	Stop Tracking
13/1182/LBC	Fitzwilliam Museum Trumpington Street Cambridge Cambridgeshire CB2 1RB	Application	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.