

Accessing Planning Application Information Online

At-a-glance User Guide

Features	This means that you can...	What you have to do...
Easy start	view information on planning applications in Test Valley and make comments online.	go to the Council's website at www.testvalley.gov.uk and View Planning Applications from within the Planning & Building Control pages, or direct from the Check option within Do It Online Services.
Registration	receive automatic e-mail notifications when an application of the type you are interested in is submitted or updated	register your details and create your own personal profile then validate when your confirmation e-mail arrives. Login on future visits.
Simple Search	search by application number, keyword(s), single line of address, postcode, or description/proposal.	just enter easy search terms to view a list that you can sort to find the application you are looking for and make comments online.
Advanced Search	find several applications that have something in common, such as parish, ward, applicant or agent	sort the results using the options described in Simple Search, and select the application you are looking for.
Weekly/Monthly Planning lists	view applications over a certain period of time and within a certain Parish or Ward	select Weekly or Monthly lists and the options you would like to see.
Property Search	find out what is happening at a particular address	enter part of an address or use the A to Z Street Search option for a listing and then select the address required.
Map search	view applications on a map with the option to zoom in and out. You can identify the application reference and summary details are given on the screen.	select the time period for your application search and use the Zoom in/out, to move into your selected area on the map and find the application you are looking for.
Comment online	comment on current planning applications in Test Valley NOTE: You need to Register and Login to use this facility.	select Make a Public Comment and complete details as requested and submit (see the full user guide for further information about publication of comments).
Save searches	save time when you next visit the site.	register to save your searches for specific properties or areas.
Track applications	keep up-to-date with what is happening to your own application or ones that interest you with e-mail alerts	register to track applications, select Track for any applications that interest you and then they will appear in your profile each time you logon.

Test Valley Borough Council - Planning and Building Service

Further Information

A detailed User Guide is also available.

If you require any further information about what you have viewed using Planning Online, please contact the Planning and Building Service at:

Address: Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ

Telephone: 01264 368000

Email: planning@testvalley.gov.uk

Web: www.testvalley.gov.uk