

# New Public Access for Licensing – Guidance Notes

Oxford City Council's Public Access system has been updated and provides some new features which will improve your access to licensing information including the facility to **track applications** and **save searches**.

The new system has on screen instructions to guide you but we've highlighted some of the main changes and improvements below.

- The **Search** options have been split into tabs – simply click the tab you wish to use

Search for licences and licensing applications by keyword, application reference, postcode or by single line of an address. Please Note, the word 'licence' references a variety of authorisations including notices, permits, registrations, certificates and consents issued by the Authority.

Simple Advanced Property Map

Search for:

Applications - Licence is in progress and has not yet been issued (includes withdrawn or refused)

Licences - Licence has been issued (includes expired, revoked, surrendered or suspended)

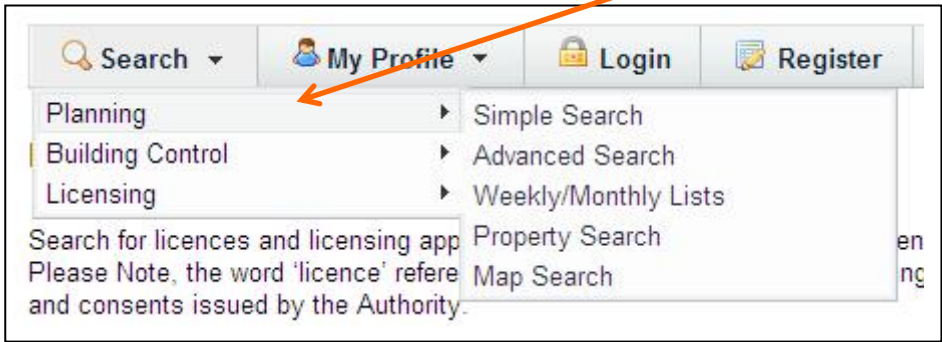
Enter a keyword, reference number, postcode or single line of an address.

Search

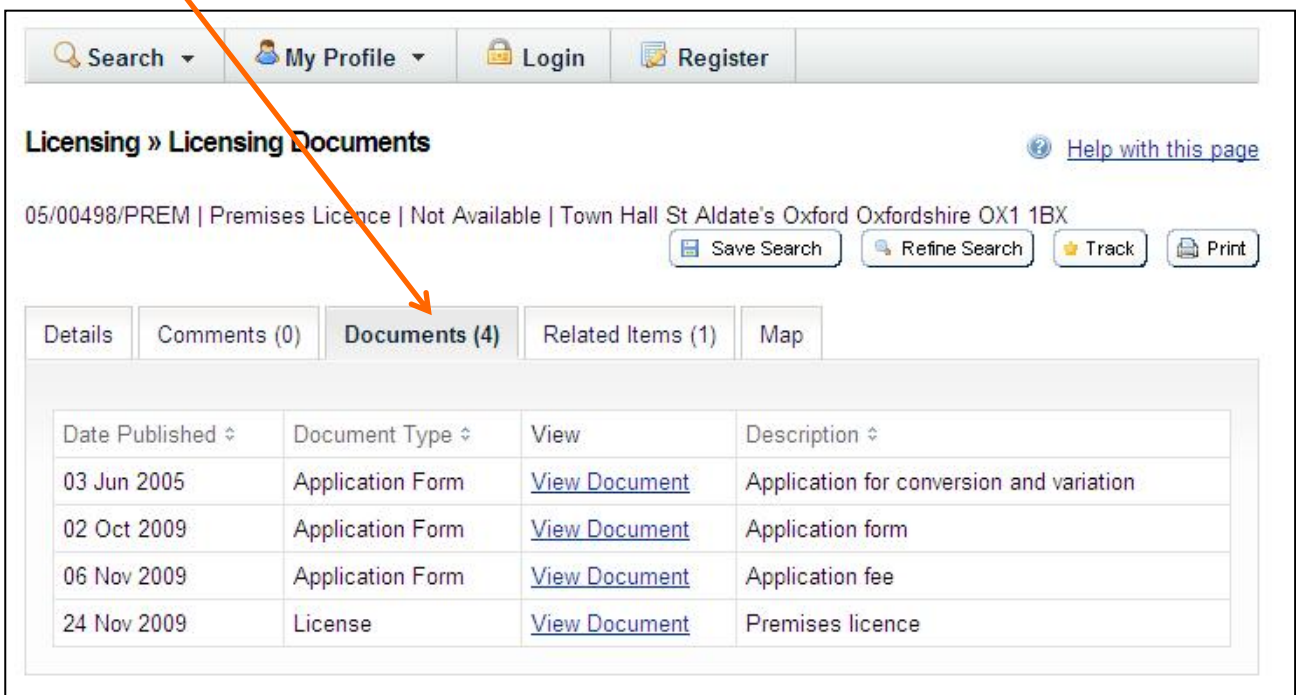
(Before searching make sure you have selected the correct radio button)

- **Simple Search** – this is the recommended search method if you know the application number or premises name – simply type the number or name into the box and click **Search**
- **Advanced Search** – provides a much wider range of categories to search under including activities

- Clicking the **Search** drop down list at the top gives you access to Planning and Building Control search options

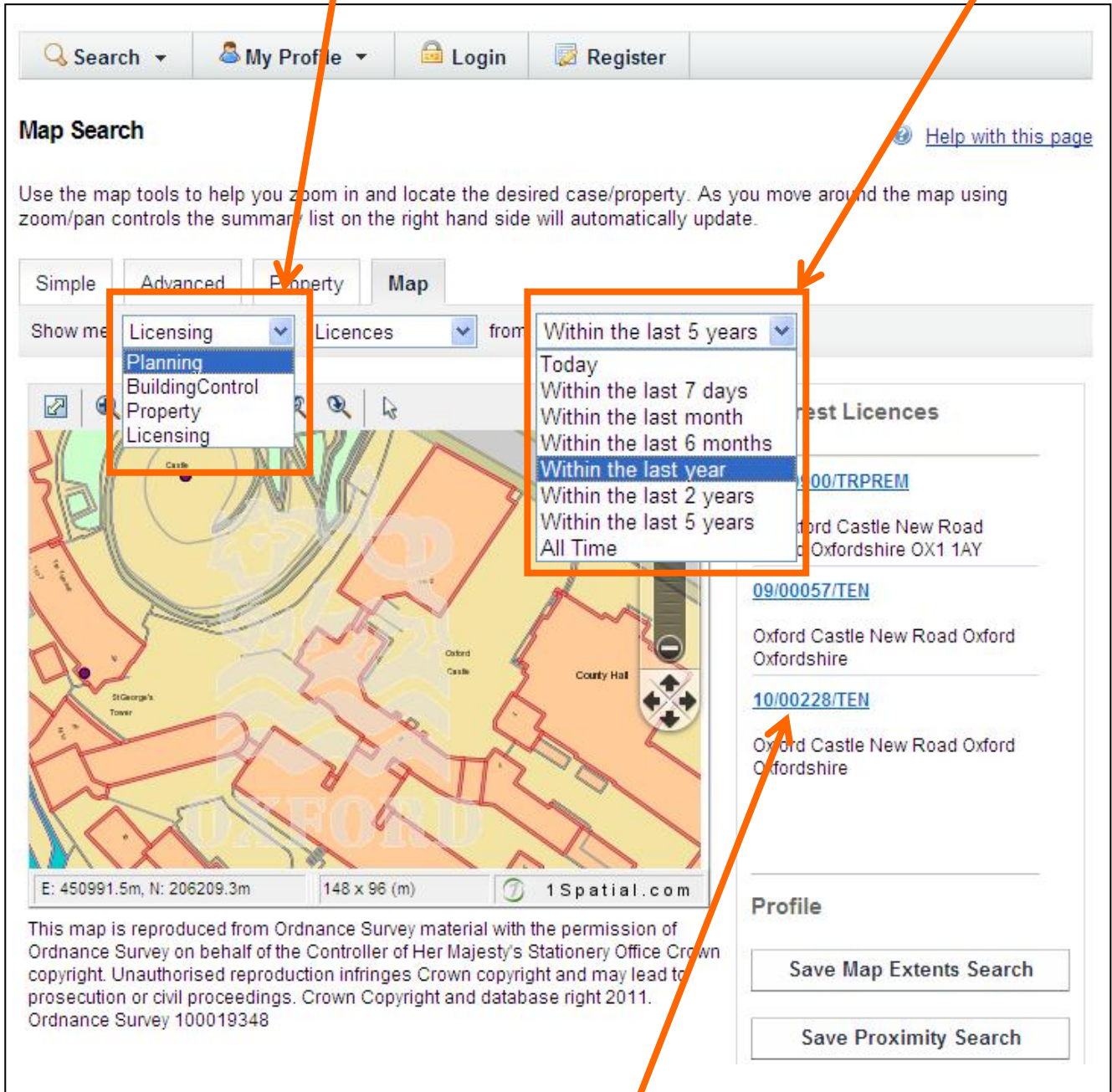


- Documents attached to an application are now accessible from a tab within Public Access



- **Map Search**

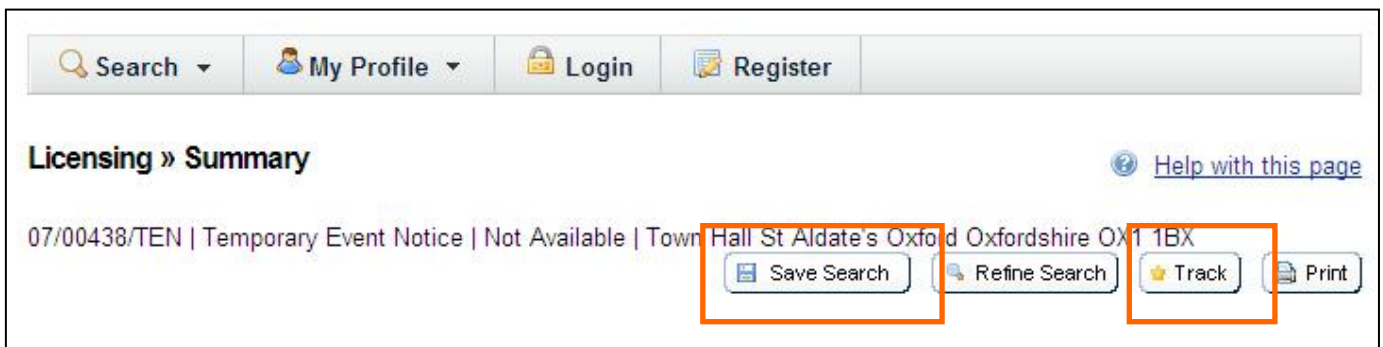
As well as viewing licensing information you can now set the map to display Planning, Building Control and Property points and filter this information further by a time period.



Applications displayed on the map are also listed on the right hand side. Clicking the application number opens a summary screen for the selected application.

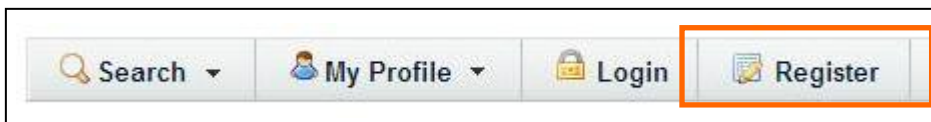
**Note: information will not display if the map is zoomed out too far**

## • Tracking Applications and Saving Searches



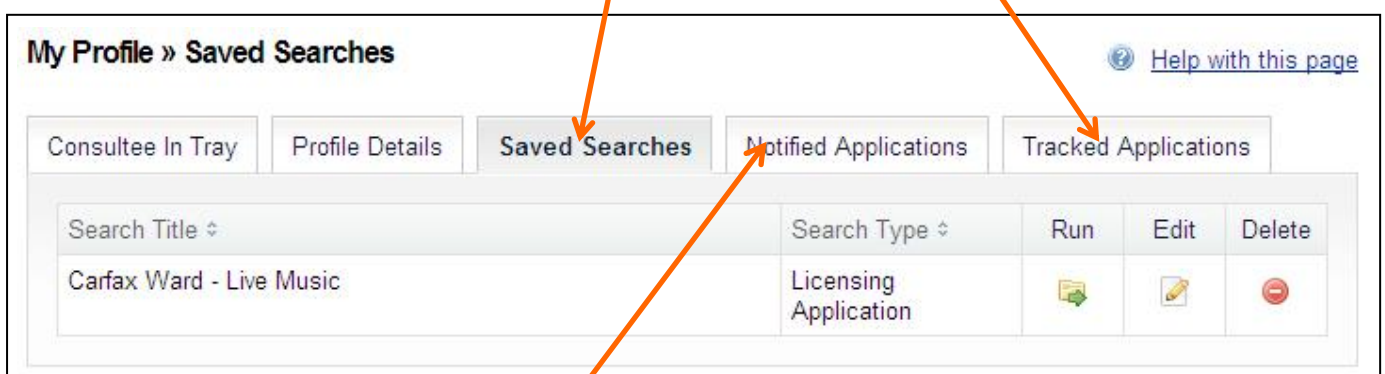
Public Access now provides the facility to select an application and track it, and will send notification emails if the status of the application changes. Another new feature is the ability to save searches you perform frequently – these searches can then be run again as often as you like.

Before you can track an application or save a search you will need to register and provide an email address that tracking notifications can be sent to. Click **Register** at the top of the screen to access the registration screens.



Once the registration screens have been completed you will be sent an email. Simply select the link in the email to return to Public Access to finish the registration process.

You can now login and run Saved Searches, view your Tracked Applications



and see a list of applications you have been notified of.

**NOTE: When saving a search please do not select 'Yes' against 'Notify me via email about new search results'. Unfortunately the notification email you receive won't just list new applications – it will list all historic applications as well.**

**My Profile » Save Search**

**Saved Search Options**

Search Title (editable)

Notify me via email about new search results  Yes  No

Last Run Date  
Search not run yet.

- **Make a Comment**

Public Access still has the facility to make a comment online. Select the **Make a Public Comment** button to access the 'Make a Comment' online form.

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

05/00498/PREM | Premises Licence | Not Available | Town Hall St Aldate's Oxford Oxfordshire OX1 1BX

**Details** | Comments (0) | Documents (3) | Related Items (2) | Map

Summary | Important Dates | Opening Hours | Activities | Conditions | Contacts (2)

Additional Information