

James Dodd & Edwin Maund | Planning and Development Management | Last Updated Tuesday, 30 June 2015



**Consultee Access : Town and Parish Councils**

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Contents


- Introduction
- Benefits
- Becoming a Consultee and Registration
- Logging into Consultee Access
- Changing your Password
- My Profile
- Consultation Notifications
- Consultee Access In Tray
- Making a Comment
  - directly
  - via coordinator
  - via document upload
- Submitting the Comment
- After Submission - What Happens?
- Viewing other Consultee Comments
- Searching
  - simple
  - advanced
  - weekly/monthly lists
  - property
  - map
- Search Results
- Record Details
- Saved Searches
- Tracking
- Notified Applications
- Viewing Plans & Associated Documents
- Measuring Plans and Scaling
- Mobile Device Platforms
- Useful Guidance Weblinks

Planning and Development Management | East Riding of Yorkshire Council | IDOX **Consultee Access Town & Parish Councils** 2/78

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Electronic Consultation: The Story So Far

- Public Access?
- Consultee Access?
- EDRMS?



- Double handling removed
- Instant publishing to Public Access
- Manual intervention in back office database removed
- Less waste in terms of time, paper and resource

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James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Benefits

- Speeds up the consultation process by providing a simple integrated approach to consultation with an electronic "inbox" for each Consultee and Consultee group
- Provides a clear visual indication of consultation priority: Consultee Access uses a prioritisation based on consultation expiry dates
- Enables more effective communication between Consultees by increasing the visibility of progress across Consultee groups and group co-ordinators
- Integration with Public Access and provides the benefits of "push" based application tracking, status notifications relating to individual applications and those selected spatially (area based)
- Significantly reduces costs associated with paper, postage and traditional paper based solutions
- Integration with UNiform (back office Planning database) and EDRMS (Electronic Document Retention Management System)
- Reduced manual intervention (greater automation)
- Reduced duplication of work
- Efficient and easy to use providing Consultees with the facility to search for and track applications of interest to them
- Having the search function for property, consultee or previous comments aids providing a more informed response
- The Consultee In Tray could provide a pre-prepared agenda list for Parish meetings ordering consultations by expiry deadlines

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## Logging into Consultee Access

Enter your **email address** and enter the **password** – if you have not yet changed your password, enter **welcome1**

Click Login

## Changing Your Password

Once logged in, click on the **Profile Details Tab** and click on **Change Password**

## Changing Your Password

Enter your email address and enter a **new password** and **remember to make a note of it**

Click the **Change Password button** to implement the changes

## My Profile

As well as changing your password, this area allows you to configure your personal details

The **notified applications** identify the applications you have saved as a regular search and any updates to them appear here

The **tracked applications** identifies applications you have chosen to track and watch closely

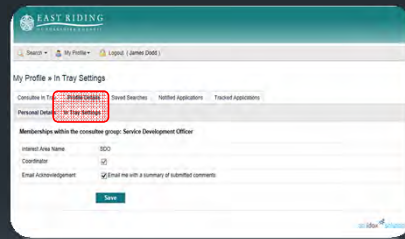
## Consultee Access In Tray Settings

The **In Tray Settings** page displays the **interest areas** that you are assigned to within your Consultee group e.g. you may be attached to applications within the Beverley Parish only

It also displays whether you are the **coordinator** of the group

You can also choose to receive an **email summary** of comments submitted each time you make a comment

Remember to **save** any changes to your settings



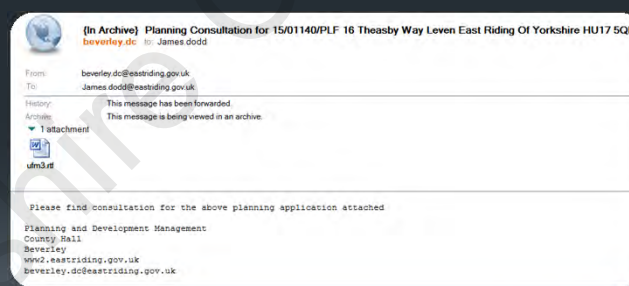
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## Consultation: The Notification

You will receive an **email notification** once a consultation is generated for your Consultee Group

A Consultee Group is the name of the Consultee e.g. Conservation, Beverley Town Council etc. and is made up of one or more individual users



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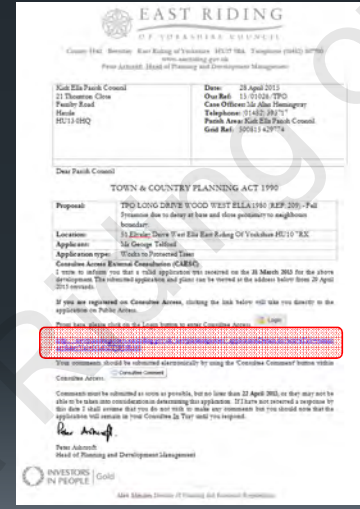
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## Consultation: The Notification

The email notification will contain a letter

Open the letter and access Consultee Access via the **link** enclosed

The link in the memo should take you **directly to the relevant application** to which the consultation relates



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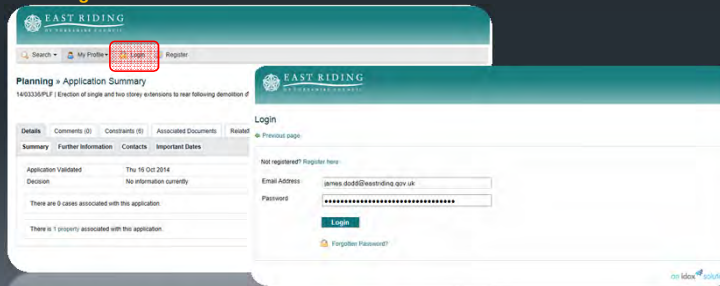
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## Logging into Consultee Access

You may choose to have Consultee Access open all the time, occasionally refreshing it to view your in tray. The email notifications are a secondary way of ensuring no consultation is overlooked

Upon clicking the link in the letter you receive in the email, you will be taken to the application in question on **Public Access**

Click **Login** in order to access **Consultee Access**



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## Consultee Access In Tray

Upon logging in, you will land on the **Consultee Access In Tray** Page

**In Tray** - View current list of consultations requiring action

**Active Consultations** - you've replied but the application hasn't been decided yet

**Previous Consultations** - you've made a comment and the consultation expiry has passed i.e. a decision has been made

**Consultation Search**

**Filters** for sorting and searching

**Consultation Expiry countdown**

**Submit** your consultation response

## Consultee Access In Tray

If there are more consultations than can fit on one page you can use the **next** and **previous** buttons or use the page numbers for navigation

The **letter reference** populates if a reference has been given in the appropriate back office database field (UNIFORM)

The **Consultee** is the name of the Consultee body, group or individual

The **date requested** is the date the request for the consultation was initiated

The **expiry date** is the date that Consultee comments must be made by

The **days to expiry** is the countdown to the expiry date

## Consultee Access In Tray

To view the details of an application, **click on its title**

You will also be able to read any **Public** and **Consultee comments** that have already been made

## Consultation Search

Here you can search for consultations over a date range by Consultee

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## Make a Consultee Comment

You can make your comment by clicking on the **Consultee Comment** button

Planning and Development Management | East Riding of Yorkshire Council | IDOX **Consultee Access Town & Parish Councils** 21/78

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## Make a Consultee Comment

You can then type your **comment** in the large box

There was previously a limit of 5000 characters which is approx. 3 sides of A4 on average but we have extended this to **25,000** characters following feedback

This can be reviewed if necessary

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James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Make a Consultee Comment

If you are a **clerk for multiple parishes** you can be linked to them all under one login – you can filter your consultations by Town or Parish Council as below

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James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

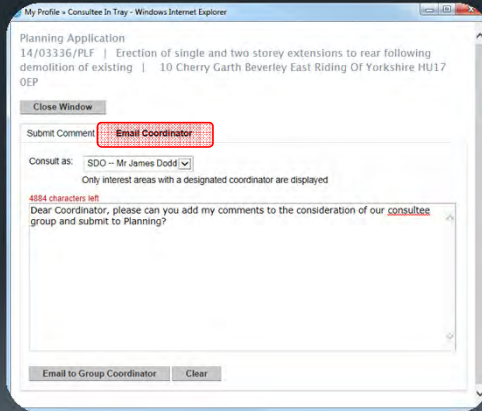
## Make a Consultee Comment

You can only respond to a consultation if the consultation has been sent to that **specific** Town/Parish Council – so the example below is a consultation that has been sent to Beverley Town Council. A clerk with multiple parishes couldn't make the mistake of responding on behalf of the wrong one as they couldn't select it

Planning and Development Management | East Riding of Yorkshire Council | IDOX **Consultee Access Town & Parish Councils** 24/78

## Make a Consultee Comment

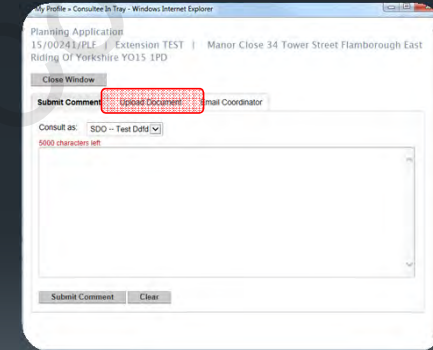
The Consultee can also **email the coordinator** of the group if the Consultee group has several members who need to liaise through a central point of contact



## Make a Consultee Comment

The Consultee can also **upload attachments** (once the new **EDRMS** is implemented)

To upload a pre-prepared submission as a document, select the **Upload Document** tab in the pop-up window

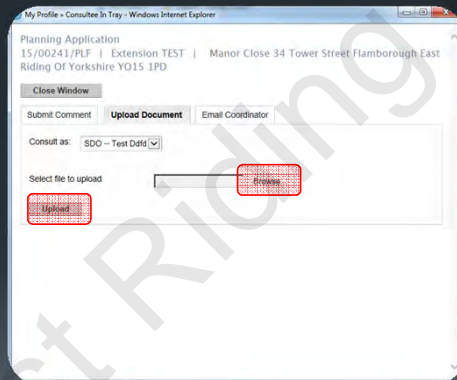


## Make a Consultee Comment

Select the relevant interest area from the **Consult as** drop down list

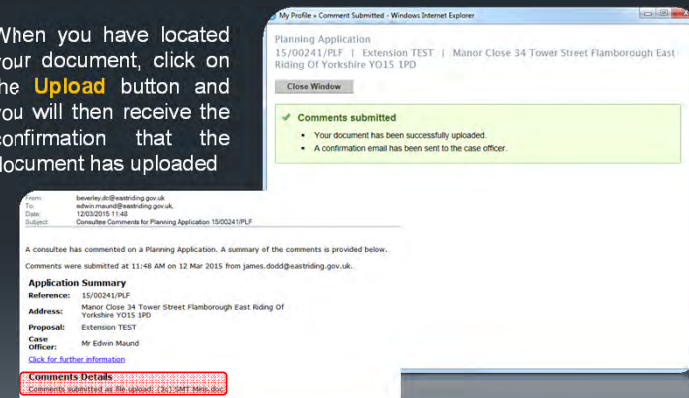
Click on the **Browse** file button and navigate to the document's location on your computer or network

When you have located your document, click on the **Upload** button



## Make a Consultee Comment

When you have located your document, click on the **Upload** button and you will then receive the confirmation that the document has uploaded

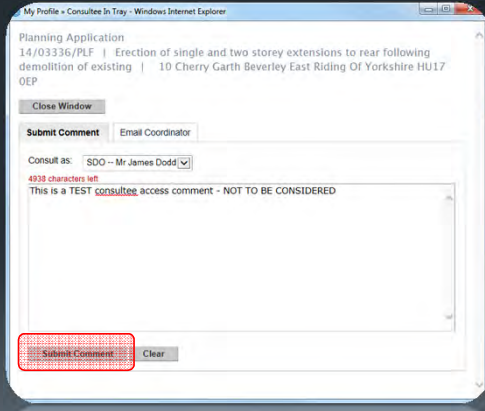


## Make a Consultee Comment

Having typed your comment you can then click on the **submit comment** button

### RECOMMENDATION:

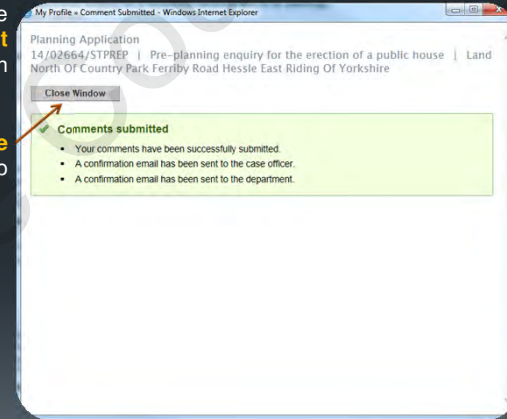
Some consultees like to submit long comments that may take a while to type – to avoid the risk of the webpage timing out after 1 hour and losing your comments, type them in Notepad or Word first, then simply cut and paste when you are ready to submit



## Submitting the Comment and After

Upon pressing the **submit comment** button a confirmation pops up

Use the **close window** button to close the window



## Submitting the Comment and After

A confirmation email is sent to the **department**

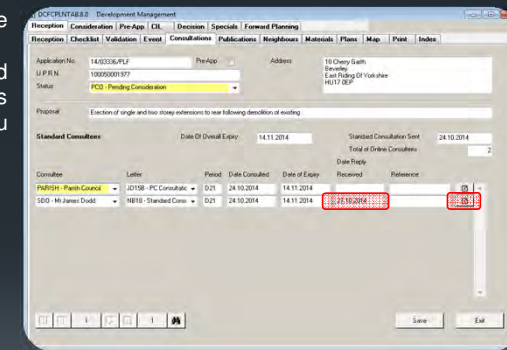
A confirmation email is sent to the **case officer**

You can also go to your own **profile page** within Consultee Access and enable the feature to **email yourself** with a summary of your comments made



## Submitting the Comment and After

Our back office database **automatically** and **instantly** populates with the date you replied





James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Submitting the Comment and After

The **comment and associated details** also populate our database **automatically and instantly**

Callouts from the screenshot:

- Highlights that the comment has come from Consultee Access
- Number of submissions automatically tallies
- A Consultee comment is set to unrestricted by default – this controls publication of the comment on Public Access
- Consultee name and details automatically populate upon comment submission
- Comment date automatically populates
- Comments automatically populate UNIFORM once submitted from Consultee Access

Planning and Development Management | East Riding of Yorkshire Council | IDOX **Consultee Access Town & Parish Councils** 33/78

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Submitting the Comment and After

The **comment** automatically **publishes to Public Access instantly** – this is by default as we trust our Consultees not to make defamatory remarks (although we can change this setting)

Callout from the screenshot:

- The new system will detail which Parish Council

Planning and Development Management | East Riding of Yorkshire Council | IDOX **Consultee Access Town & Parish Councils** 34/78

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Submitting the Comment and After

As well as our back office database and Public Access updating automatically and instantly, once a comment is submitted, the Consultee's **Consultee Access In Tray** also updates

Planning and Development Management | East Riding of Yorkshire Council | IDOX **Consultee Access Town & Parish Councils** 35/78

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

## Submitting the Comment and After

Clicking on the **Show Consultee Comments** button within Consultee Access allows the Consultee to view comments submitted by other Consultees

Planning and Development Management | East Riding of Yorkshire Council | IDOX **Consultee Access Town & Parish Councils** 36/78

## Show Consultee Comments

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

**Conservation Officer**  
 Comment Date: Tue 10 Jun 2015  
 Division: EAST  
 IDOX Site Query Ref: 1403730/P/PLANT/IE  
 Ref: 1403730/P/PLANT/IE  
 Date: 1 June 2015

Description: Provision of car parking to facilitate residential care home including alterations to existing boundary wall and creation of vehicular access - AMENDED PLANS at Redwood House, Skarcliffe, York. East Riding of Yorkshire, YO12 5LN, YO 16 9YU/16/10.

Date of Consultation: 14 May 2015

Application Type: Full Planning Permission Amended Plans

**NO OBJECTION**

The proposed site area is located within the Helton Town Conservation Area (under section 72 of the Planning (Listed Buildings and Conservation Areas) Act 1987) local planning authorities must have special regard to the desirability of ensuring that new development either preserves or enhances the character and appearance of the area.

The existing boundary wall to Magdalen Gate is a (GRO) schedule 1 structure, constructed in a garden wall built. The wall was re-built to represent the position and character of a garden wall. The wall forms a continuous line of screening to the site, and it is only the appearance of the wall which is of any interest to the character of the conservation area, the fabric is not of interest being modern.

The wall to Magdalen Gate is not completely unbroken, there is an arched pedestrian gate in the position where the new access gates would be located.

Being the screen in the proposed position would ensure that any new access would not affect any historic features of walling, or the setting of the Rosemount Cross (Grade II listed) on the eastward side of Redwood House.

It is important that the screening and views of enclosures is preserved, therefore timber boarded gates must be erected, as indicated on the proposed plans, in accordance with advice in paragraph 12.6 of the National Planning Policy Framework (NPPF).

The colour of the gates should be conditioned to ensure that the character and appearance of the conservation area is preserved.

Details of the hard standing must also be approved in writing prior to the commencement of any works. The hard standing should be gravel or tarmacadam gravel to preserve the setting of the site.

Other requests:  
 Conservation Officer

**Highway Control**  
 Comment Date: Thu 28 May 2015  
 The amended plans, reference number 1403730/P/PLANT/IE, is acceptable from a Highway Management aspect.

My reasoning behind this statement has previously been provided (ref Highway Management consultation responses dated 30 January 2015 & 2 March 2015)

**Trees and Landscape Section**  
 Comment Date: Tue 10 Jun 2015  
 No objection

Planning and Development Management | East Riding of Yorkshire Council | IDOX [Consultee Access Town & Parish Councils](#) 37/78

## Submitting the Comment and After

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

The Consultee can then

- choose to **log out** of Consultee Access, or
- make a comment on their next **application** in their In Tray or
- Leave Consultee Access open and **periodically refresh** for new items appearing in the In Tray
  - but bear in mind that** Consultee Access times out after **1 hour** of inactivity and you will be prompted of any new consultations by both the **automated email** to your email account and by the **Consultee In Tray**

As with Public Access, the Consultee also has the option of **tracking** the application in order to monitor any changes it undergoes as the Planning Process proceeds

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## The Consultee Access Process in a nutshell

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```

    graph LR
      A[Consultee Registered] --> B[Consultee receives consultation notification]
      B --> C[Consultee clicks on link and submits comment]
      C --> D[Case Officer, Planning Department & Consultee notified]
      D --> E[Planning database and Public Access update immediately]
      E --> F[Consultee In Tray updates immediately]
      F --> G[Next consultation]
    
```

Planning and Development Management | East Riding of Yorkshire Council | IDOX [Consultee Access Town & Parish Councils](#) 39/78

## Searching

James Dodd & Edwin Maund | Version 2.1 | 30 June, 2015

You can use a number of methods to **search** for an application(s):

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

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