



Public Access Portal User Guide

Registering for an Account

When registering for an account, you will be taken to our registration page. Previous accounts have not been carried forward, so a user will need to re-register for their account.

Link: <https://publicaccess.easthants.gov.uk/registration/index.html>

EAST HAMPSHIRE DISTRICT COUNCIL

Wales Already Registered? **SIGN IN**

Welcome to East Hants | East Hampshire District Council Registration

This portal works in conjunction with East Hampshire District Council in Great Britain to provide access to online services.

By registering and signing in you can have access to the following online services:

- Planning

Registration

Email * Confirm Email *

Password * Confirm Password *

Your password should be longer than 7 characters and must contain one uppercase letter, one number and a special character.

Select a title

First Name *

Last Name *

Company Name

Address

Building Number *

Postcode *

Search

Can't find your address and need to add it manually?

Telephone * Mobile *

To create an account, you must provide:

- An Email Address
- Password
- Name
- Address

Your password must contain more than 7 characters, contain uppercase and lowercase letters, a number and special character

Registration

Email *

Confirm Email *

Password *

Confirm Password *

Your password should be longer than 7 characters and must contain one uppercase letter, one number and a special character.

Your first name should be your first name.

Your last name should be your last name.

Select a title

First Name *

Last Name *

Company Name

For the address field, please enter your building number AND postcode to tie your account to an address. If you do not have a building number, please leave the field blank. Once the details have been completed, click search

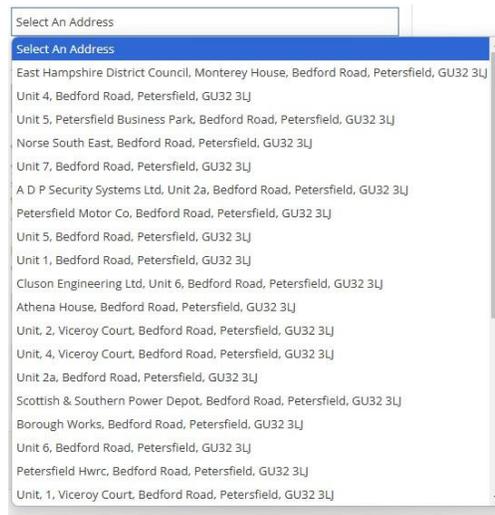
Address

Building Number *

Postcode *

[Can't find your address and need to add it manually?](#)

The search box will populate with the results found



Select the relevant address and the field will automatically populate.

If the correct address is not present, you'll need to manually enter your address.

For phone number and mobile number, please complete the fields.

Telephone *	Mobile *
<input type="text" value="01730 266551"/>	<input type="text" value="01730 266551"/>

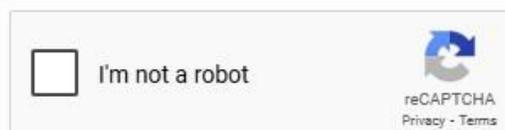
To create an account, you will need to agree to the Terms and Conditions of the Platform. To do this, you can click the box to state your agreement.

We want you to know exactly how our service works and why we need your registration details. The data that you submit will only be used for the services provided by this portal. Your personal details will be treated with the upmost care and your local Authority will not use this information for any other scenario.

Please state that you have read and agreed to the terms before you continue.

I agree to the Terms and Conditions *

Prior to your account being made, you will need to complete a CAPTCHA. This is to avoid the spam registering of accounts by bots.



Once complete, click register in the bottom right corner of the page

Register

YOU WILL HAVE BEEN SENT AN EMAIL TO VERIFY YOUR ACCOUNT

Planning Development

Thank you!

You have successfully registered for your Council Direct account.

You can log into your Council Direct account at any time by entering your email address and password.

Before you can submit anything you will need to verify your account. You can do this by clicking on the link below.

[Verify My Account](#)

If the above link doesn't work in your email client please copy and paste the link below into your web browser.

https://publicaccess.easthants.gov.uk/index.html?fa=verify_account&id=962

Contact Info:

East Hampshire District Council
EHDC
PO Box 310 Petersfield
GU32 9HN

YOU WILL NEED TO CLICK VERIFY MY ACCOUNT WITHIN THE EMAIL.

This will take you to the sign in page, where you can enter your email address and password to log into the system

Welcome to East Hants | East Hampshire District Council Sign In

This portal works in conjunction with East Hampshire District Council in Great Britain to provide access to online services.

By registering and signing in you can have access to the following online services:

- Planning

Sign In

Email *

Password *

[Forgot Password?](#)

Sign In

If you forget your password, please use the 'Forgot Password' option.

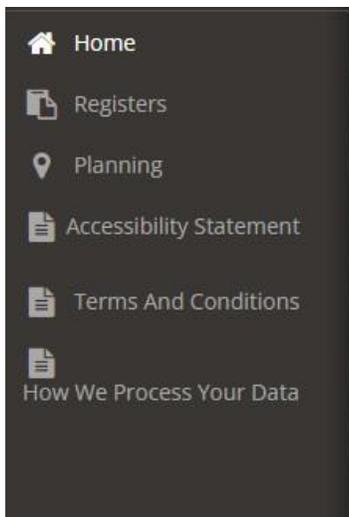
Upon logging in, you will be directed to the Home Screen

[Home Screen](#)

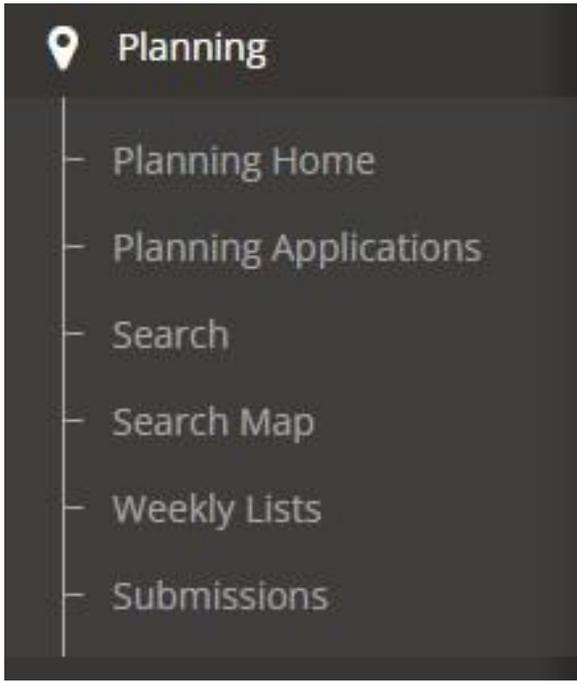


As more services are brought online, more options for navigation will be present. Currently, only Planning and Edit Profile are present.

Down the side of the system, this bar will be present



This quick navigation bar enables you to access the relevant areas of our Public Access system as you require. This navigation bar is constant and can always be used to navigate the system. You can click on the relevant fields to expand the options available to be viewed.



[Planning Home](#)

Services Available


Submit Preapplication


Search Planning Applications


Planning Applications


Weekly Determined List


Weekly Received List


My Submissions


Enforcement Register


Appeal Register


Search Map

This is the home screen for the Public Access system. By clicking any of the buttons on the screen, you will be taken to the relevant section in the system

You are able to:

Submit a Pre-application request

Search for Planning Applications using the Search Planning Applications function

See the most recent applications under Planning Applications

See the Weekly Decision List under Weekly Determined List

See the Weekly List under Weekly received list

See Enforcement Notices under Enforcement Register

See Planning Appeals and associated documents under Appeal Register

Search the map for specific applications under Search Map

Planning Applications

The Planning Applications option shows a list of the latest Planning Applications which have had officer input on recently for quick access.

Application Reference	Application Type	Location Details	Proposal	Ward	Community	Decision	View
EHDC-25-0066-PA3Q2	Prior Appr from Agr to Dwellings) E206	Saintbury Hill Farm, Saintbury Hill Farm Bamber Lane, Lower Froyle, Alton, Hampshire, GU34 4LE	Application to determine if prior approval is required for a change of use of an agricultural building to 4 smaller dwellinghouses and 1 larger dwellinghouse (Use Class C3) and for building operations reasonably necessary for the conversion.	Bentworth & Froyle	Froyle CP		View
EHDC-25-0029-PA3R	Prior Appr Agri bldgs- flexible comm use	Church Farm Barn Church Lane, Lasham, Alton, Hampshire, GU34 5SG	Prior approval for a proposed Change of Use of existing agricultural barn to Class B8 (storage/distribution)	Bentworth & Froyle	Lasham CP		View
EHDC-24-0088-DCON	Discharge of Conditions	Former Site Of S D S Protection Limited, Malms Farm Binsted Road, Binsted, Alton, Hampshire.	Discharge Conditions 2 - (CEMP) 3 - Foul and Surface Water Drainage, 4 - Maintenance Management plan and 6 - Energy of approved application 51163/018 Demolition of existing industrial shed and rebuild to form 2No. dwellings (part retrospective)	Binsted, Bentley & Selborne	Binsted CP		View
EHDC-24-0087-DCON	Discharge of Conditions	Former Site Of S D S Protection Limited, Malms Farm Binsted Road, Binsted, Alton, Hampshire.	Discharge Conditions 3 - Foul and Surface Water, 4 - Maintenance Management and 6 - Energy. Of approved application 51163/017 - Demolition of existing industrial shed and rebuild to form 4No. dwellings (part retrospective)	Binsted, Bentley & Selborne	Binsted CP		View

This information cannot be filtered as it is real-time information.

To view the applications, against the relevant entry, please click the 'View' button. This will open the relevant case in a new tab

Application View

Upon clicking view, you will be taken to the record of that application.

Application Details	
Application Reference Number:	EHDC-24-0039-FUL
Application Type:	Full Planning Application
Application Proposal:	Detached dwelling following demolition of existing garage.
Applicant:	(none)John Ingledeu
Agent:	(none)Adam Strudwick (Tarumi Developments)
Application Location:	Meadow Entry, 77 Basingstoke Road, Alton, Hampshire, GU34 1QJ
Ward:	Alton Whitetdown
Parish / Community:	Alton CP
Officer:	Tracy Farthing
Decision Level:	Delegated
Application Stage:	Pending Consideration
Received Date:	30-11-2024
Valid Date:	07-02-2025
Expiry Date:	04-04-2025
Extension Of Time:	No
Extension Of Time Due Date:	
Planning Performance Agreement:	No
Planning Performance Agreement Due Date:	
Proposed Committee Date:	
Actual Committee Date:	
Decision Issued Date:	
Decision:	
Appeal Reference:	
Appeal Status:	
Appeal External Decision:	
Appeal External Decision Date:	

The first display is all related to the application details. The left column provides key information relating to the application. This includes

- Reference number
- Type of Application
- Proposal
- Applicant
- Agent
- Site Address
- Ward
- Parish
- Case officer
- Decision Level – This will update depending on whether an application is going to Planning Committee
- Current Application Stage

Application Reference Number:

Application Type:

Application Proposal:

Applicant:

Agent:

Application Location:

Ward:

Parish / Community:

Officer:

Decision Level:

Application Stage:

An application will have 3 stages

- 1) Received
- 2) Pending Consideration
- 3) Decided

While an application is Pending Consideration, representations will be able to be made through the website

On the left hand side, key applications dates will be displayed

Received Date:

Valid Date:

Expiry Date:

Extension Of Time:

Extension Of Time Due Date:

Planning Performance Agreement:

Planning Performance Agreement Due Date:

Proposed Committee Date:

Actual Committee Date:

Decision Issued Date:

Decision:

Appeal Reference:

Appeal Status:

Appeal External Decision:

Appeal External Decision Date:

Received Date is the date the application was received by the Council

Valid Date is the date in which the application was made valid

Expiry Date is the initial date of expiry, which will either be 8 or 13 weeks from the valid date. This date will update if an extension of time agreement is present in the system

Extension of Time indicates whether an extension of time agreement is present in the system

Extension of Time due date is the agreed extension date

Planning Performance Agreement (PPA) indicates whether a PPA has been agreed for the application

Planning Performance Agreement Due Date is the agreed PPA date

Proposed Committee Date is the expected committee attendance date of the application, should it need to go to Planning Committee.

Actual Committee Date is the date the application went to Planning Committee

Decision Issued Date is the date in which a Planning Decision has been issued

Decision is the outcome of the application

The following fields will only populate if there is an associated entry in the Appeal Register

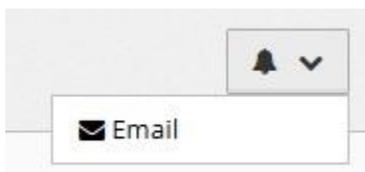
Appeal Reference is the reference number for the Appeal. This will always be the reference set by the Planning Inspectorate

Appeal Status refers to the current position on the appeal

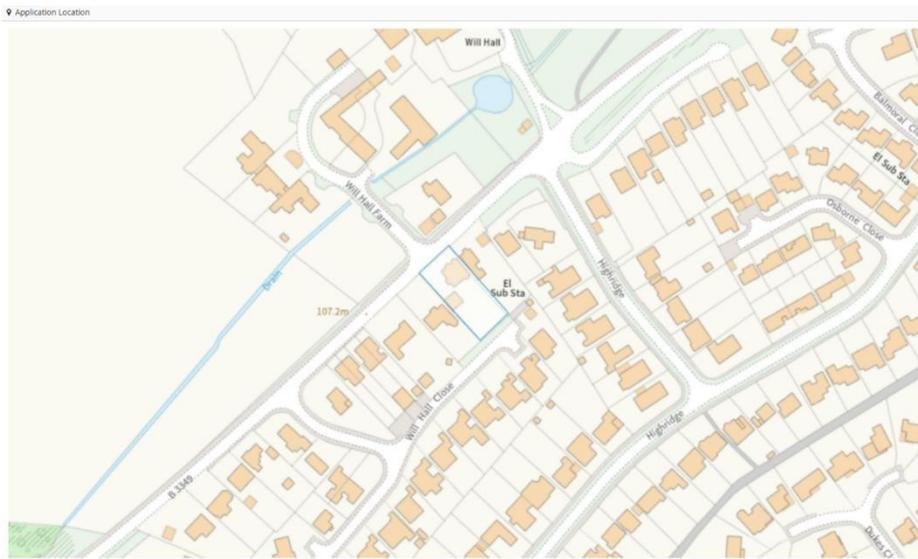
Appeal External Decision is the decision reached by the Planning Inspectorate

Appeal External Decision Date is the date in which the Appeal decision was reached

In the top right corner of the screen, there is a bell icon. This can be clicked on the relevant application(s) so that you receive email notifications should the case update.



The next display is Application Location.



This will show a polygon which identifies the site in question for the application.

This does not take the place of a Location Plan for the application and is only to enable easy identification of the land in question to the Application.

The next section enables the submission of a Representation

● Make A Representation

Stance

Support
 General Comment
 Object

Comments - Please Put All Text Into The Comment Box Using The File Attachment Only For Imagery Relevant To The Comment

Your Comments

File Attachment (Maximum 8mb)

Browse

Submit

You must be logged in in order to make a representation.

The size for the box can be adjusted by the user. A user can drag the comments box from the bottom right corner to increase the size of the box. Depending on your browser settings, you are able to paste in comments with or without the formatting should you wish to.

To submit a comment, you need to mark your comment either

- Support – Supportive of the Proposal
- General Comment – Neutral
- Object – Object to the proposed development

Enter your comments into the comment box.

Should you need to submit evidence to support your representation, you can do so through the file attachment section. However, please note the **8MB file size restriction**, and only one attachment can be accepted per representation. If you have multiple files, you will need to merge them into one document to attach them to your representation.

When making your representation, please do not include in the text of your objection:

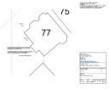
- **Your name and address** – this is identified through the account made at registration
- Any inappropriate content that can be considered defamatory
- **Any personal information you do not wish to be publicly disclosed**

Once you hit the submit it may take a few moments for your comments to upload.

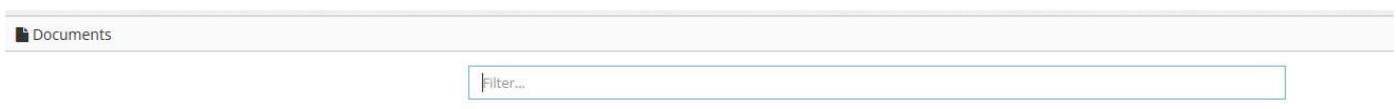
Please note that Public Comments will not immediately be published onto the system.

An email confirming submission will be sent to the email address associated with your account.

The next section is the Documentation submitted with the Application.

Document Type	Description	Thumbnail	Date Document Added	Download View
Plan	Existing Foul Manholes		10-02-2025	Download
Plan	Jl-13 Existing Garage Elevations.pdf	Sorry No Preview Available	22-01-2025	Download
Plan	Jl-12 Proposed Roof Plan.pdf	Sorry No Preview Available	22-01-2025	Download
Plan	Jl-11 Provision of Wheelie Bin Storage.pdf	Sorry No Preview Available	22-01-2025	Download
Application Documents	form_1_cil Completed.pdf	Sorry No Preview Available	22-01-2025	Download
Application Documents	form_7_self_build_part_1_exemption_claim. Completed.pdf	Sorry No Preview Available	22-01-2025	Download
Photos/Imagery	Photo Montage.pdf	Sorry No Preview Available	22-01-2025	Download
Application Documents	Planning Statement.pdf	Sorry No Preview Available	22-01-2025	Download
Plan	Jl-09 Proposed Street Scene.pdf	Sorry No Preview Available	22-01-2025	Download
Plan	Jl-07 Proposed Section B-B.pdf	Sorry No Preview Available	22-01-2025	Download
Plan	Jl-08 Existing Street Scene.pdf	Sorry No Preview Available	22-01-2025	Download

This section can be filtered and sorted. If you are looking for a specific document, you can type into the Filter bar at the top of the Documents section to filter the documents for any document which has that word in the Description.



Alternatively, you can sort the documents by clicking the headings of the display which will order them alphabetically/in date order (depending on column filtered)

Document Type	Description	Thumbnail	Date Document Added	Download View
---------------	-------------	-----------	---------------------	---------------

Some documents will have a thumbnail to show what the document is. Where a thumbnail isn't present, it is to preserve the functionality of Public Access as thumbnail display in bulk on a record can cause the system to slow.

To view the document, click the download button displayed against each document.

There is no batch download feature.

To measure plans, please see Appendix 1.

The final section is Representations.



This section is where Public Comments are displayed.

Public Comments will not immediately be published onto the system and are first checked by a member of staff to ensure that which EHDC publishes is:

- In line with the EHDC Privacy Policy
- Complies with GDPR
- Is not considered inappropriate content

This means comments can take up to 5 working days to publish.

Where a file is present, it can be downloaded to be viewed

REDACTED	Please see attached copy of our comments to this application	04-02-2025 14:12:24	Download
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Searching Planning Records

The search function is the default page you will see if accessing the system through the links on the EHDC Webpage.

Q Search Planning Applications

Please Use The Below Form To Search For Planning Applications

Application Details

Application Reference Number	<input type="text" value="Application Reference Number"/>	Application Type	<input type="text" value=""/>
Proposal	<input type="text" value="Application Proposal"/>	Decision Type	<input type="text" value=""/>
Applicant	<input type="text" value="Name"/>	Company Name	<input type="text" value="Company Name"/>
Agent	<input type="text" value="Name"/>	Company Name	<input type="text" value="Company Name"/>
Ps Development Code	<input type="text" value=""/>		

Location Details

Address	<input type="text" value="Address"/>	Street Description	<input type="text" value="Street Description"/>
Postcode	<input type="text" value="Postcode"/>	Grid Reference X	<input type="text" value="Grid Reference X"/>
Grid Reference X	<input type="text" value="Grid Reference X"/>	Grid Reference Y	<input type="text" value="Grid Reference Y"/>
Site Address Description	<input type="text" value="Site Address Description"/>	Ward	<input type="text" value=""/>
Community	<input type="text" value=""/>		

Application Dates

Valid Date From	<input type="text" value="Valid Date From"/>	Valid Date To	<input type="text" value="Valid Date To"/>
Received Date From	<input type="text" value="Received Date From"/>	Received Date To	<input type="text" value="Received Date To"/>
Proposed Committee Date From	<input type="text" value="Proposed Committee Date From"/>	Proposed Committee Date To	<input type="text" value="Proposed Committee Date To"/>
Decision Date From	<input type="text" value="Decision Date From"/>	Decision Date To	<input type="text" value="Decision Date To"/>

There are a number of parameters that can be completed to search the system for relevant applications.

Not every parameter needs completing to search the system.

If you know the Planning reference number, **you only need to complete the Application reference number field**

Application Details

Application Reference Number

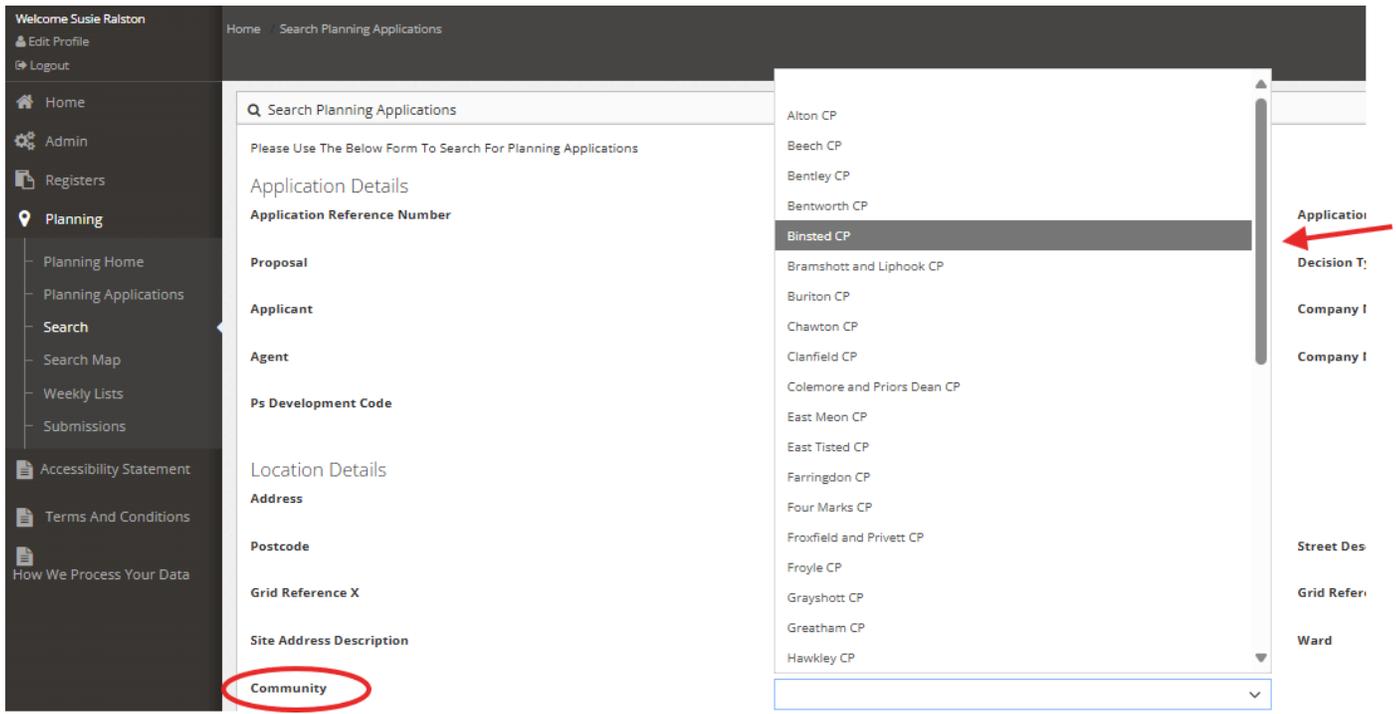
If you are searching for a specific application, but only know the address, please use the Address and Postcode search parameters

Location Details

Address

Postcode

If you are searching for applications within a certain Parish, you should apply the Community filter to that relevant Parish.



On any of the above options, you can use the Dates parameters to narrow down the options (i.e if only looking for live applications)

Application Dates

Valid Date From	<input type="text" value="Valid Date From"/>	Valid Date To	<input type="text" value="Valid Date To"/>
Received Date From	<input type="text" value="Received Date From"/>	Received Date To	<input type="text" value="Received Date To"/>
Proposed Committee Date From	<input type="text" value="Proposed Committee Date From"/>	Proposed Committee Date To	<input type="text" value="Proposed Committee Date To"/>
Decision Date From	<input type="text" value="Decision Date From"/>	Decision Date To	<input type="text" value="Decision Date To"/>

Once you have entered the information, click search and the relevant options will be displayed in the search result field

Application Reference	Application Type	Location Details	Proposal	Ward	Community	Decision	View
EHDC-25-0022-GPDE	General Permitted Development-Extensions	37 Haslemere Road, Liphook, Hampshire, GU30 7BB	Prior notification for a single storey development extending 6.7 metres beyond the external wall of the original	Bramshott & Liphook	Bramshott and Liphook CP		View

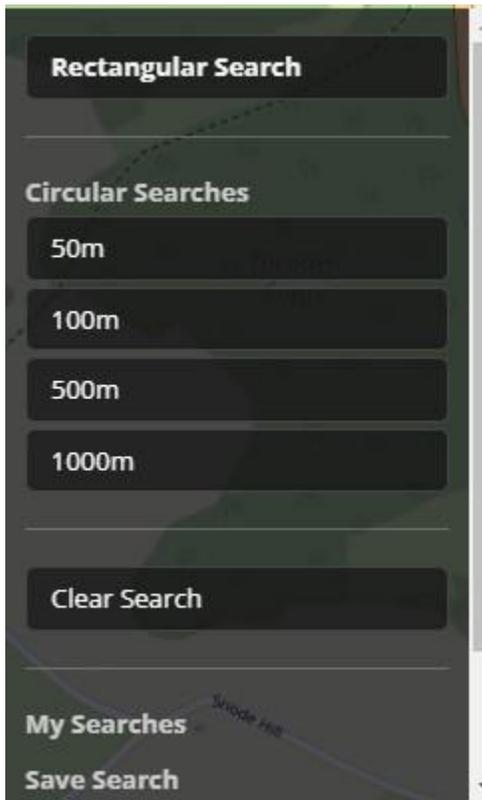
To view the relevant records, click the view button which will the application record in a new tab.

[Searching Planning Records – Map View](#)

The map function will currently show any applications the Council has made valid from the 27th November 2024 onwards.

To Navigate the map, use your mouse to move the map to the relevant area you wish to undertake a search within.

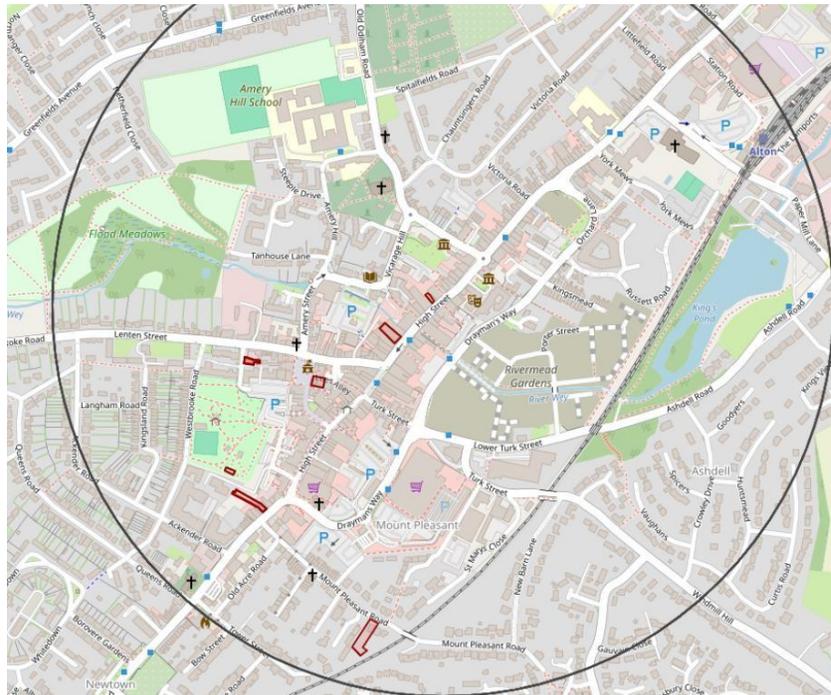
There are a variety of search options



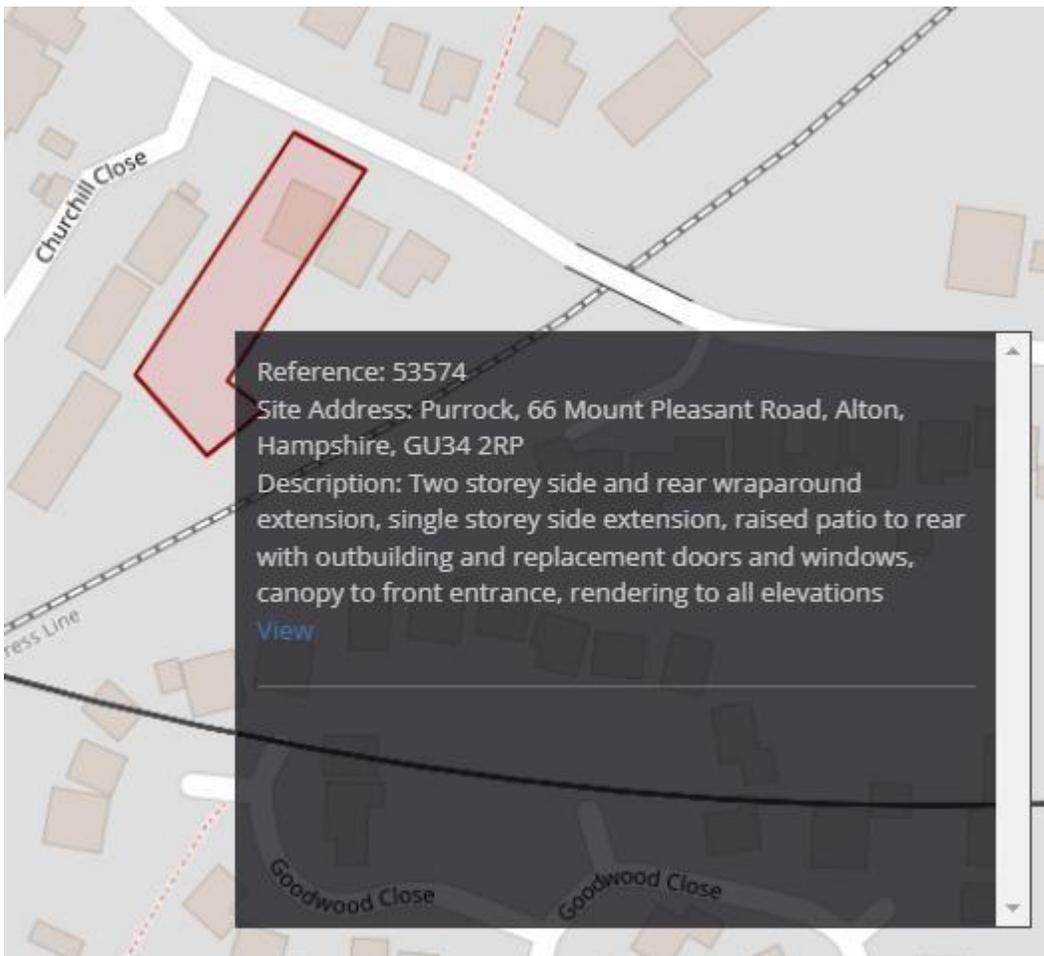
Rectangular Search – Undertakes a search in a direct rectangle centring on the middle of the current map position



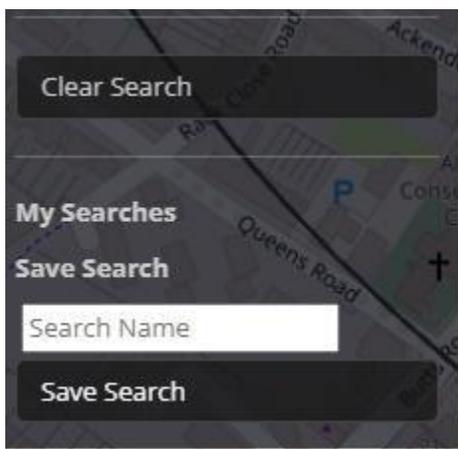
Circular Search – Undertakes a search in a circle based on the maps current position, the size of the circle depending on the option chosen



Where an application is identified, the polygon identifying the site will be flagged within the search area. These can be clicked to view the application.



You can name and save your searches in the Map search function



[Appeal Register](#)

The Appeal register will show all relevant appeals from the 01st January 2025 onwards for both Planning and Enforcement.

Appeal Register

Record Filter

House Name or Number Street Description

Town Post Town

Postcode

Ward Community

APPEALS 5

Appeal Reference	Address	Ward	Community	Appeal Details	Application	Enforcement	Decision Document	Non Decision Supporting Documents
APP/M1710/W/24/3356693	Land Opposite Hillside & Hillside Lodge Willis Lane, Four Marks, Alton, Hampshire.	Four Marks & Medstead	Four Marks CP	Change of use of land to a 3 pitch travellers caravan site, each pitch consisting of 1No. Mobile home, 1No. Dayroom, 1No. Touring caravan, car parking, foul drainage, landscaping and associated works	59576		N/A	View
APP/M1710/W/24/3358226	Land To The Rear Of, 64 - 66 Victoria Road, Alton, Hampshire.	Alton Eastbrooke	Alton CP	Detached dwelling (as amended by plans received 30 May 2024).	57182		N/A	View
APP/M1710/W/25/3359177	Land Adjacent To 25 Cowdray Park, Alton, Hampshire.	Alton Ashdell	Alton CP	Refusal of Planning Permission for Detached single two bedroom dwelling and associated works	59966/002		N/A	View
APP/M1710/D/24/3357755	10 New Road, Clanfield, Waterlooville, Hampshire, PO8 0NS	Clanfield	Clanfield CP	Refused Planning Permission	60077/001		N/A	View
C/24/3348750	8 Downhouse Road, Catherington, Waterlooville, Hampshire, PO8 0TX	Horndean Catherington	Horndean CP	Retention of outbuilding as a hairstyling salon Without planning permission and within the last 10 years - the material change of use of land to a mixed use of residential and	24780/008	EC/24780/007	Download	N/A

You can search the Register using the top section to filter those records in the register.

The Appeal register will display the case, provide a link to the relevant planning application and provide a link to see all the associated Appeal Documentation.

Appeal Reference	Address	Ward	Community	Appeal Details	Application	Enforcement	Decision Document	Non Decision Supporting Documents
APP/M1710/W/24/3356693	Land Opposite Hillside & Hillside Lodge Willis Lane, Four Marks, Alton, Hampshire.	Four Marks & Medstead	Four Marks CP	Change of use of land to a 3 pitch travellers caravan site, each pitch consisting of 1No. Mobile home, 1No. Dayroom, 1No. Touring caravan, car parking, foul drainage, landscaping and associated works	59576		N/A	View

To see the associated Planning application, please click the blue planning application number

	Application	Enforcement	Decision Document	Non Decision Supporting Documents
10.	59576		N/A	View

To see the associated Appeal Documentation, please click the view button under Non Decision Supporting Documentation.

This will provide a document list.

Document Type	Document Description	
Appeal documents	Questionnaire	 Download
Appeal documents	Missing Documents	 Download
Appeal documents	Hearing Statement	 Download
Appeal documents	Draft Statement of Common Ground	 Download
Appeal documents	Hearing Statement	 Download
Appeal documents	APPENDIX-7-EHRC-Gypsy-and-Traveller-sites	 Download
Appeal documents	PPENDIX-6-East-Hants-GTAA-2024	 Download
Appeal documents	Appendix 5	 Download
Appeal documents	Appendix 4	 Download
Appeal documents	Appendix 2	 Download
Appeal documents	Appendix 1	 Download
Appeal documents	Appeal Form	 Download

Any documentation can be viewed by clicking the download button.

[Reporting issues using the system and feedback](#)

Should you have any queries regarding the Portal, you can use our Feedback form found [here](#) where an Officer will be able to look into any issues being experienced.

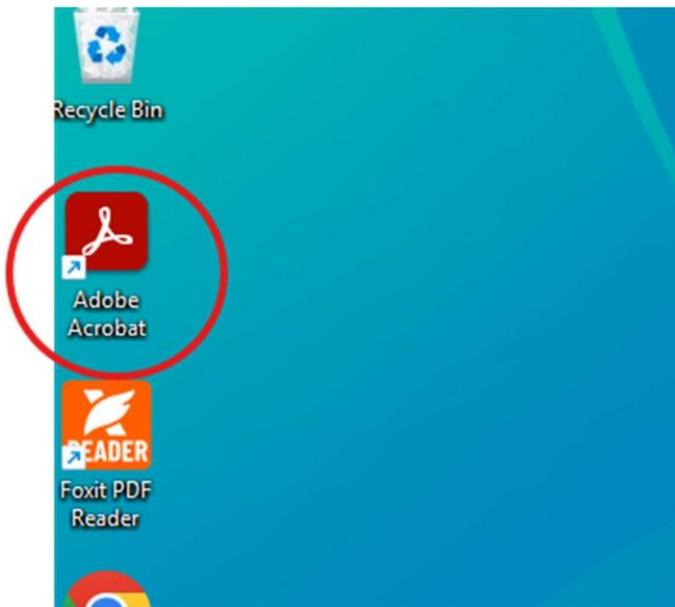
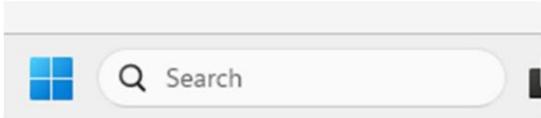
PLEASE DO NOT EMAIL THE PLANNING DEPARTMENT OR INDIVIDUAL PLANNING OFFICER DIRECT – THE LINK ABOVE IS THE QUICKEST WAY TO CONTACT SOMEONE REGARDING PORTAL ISSUES.

Appendix 1: Adobe Measuring to measure Plans

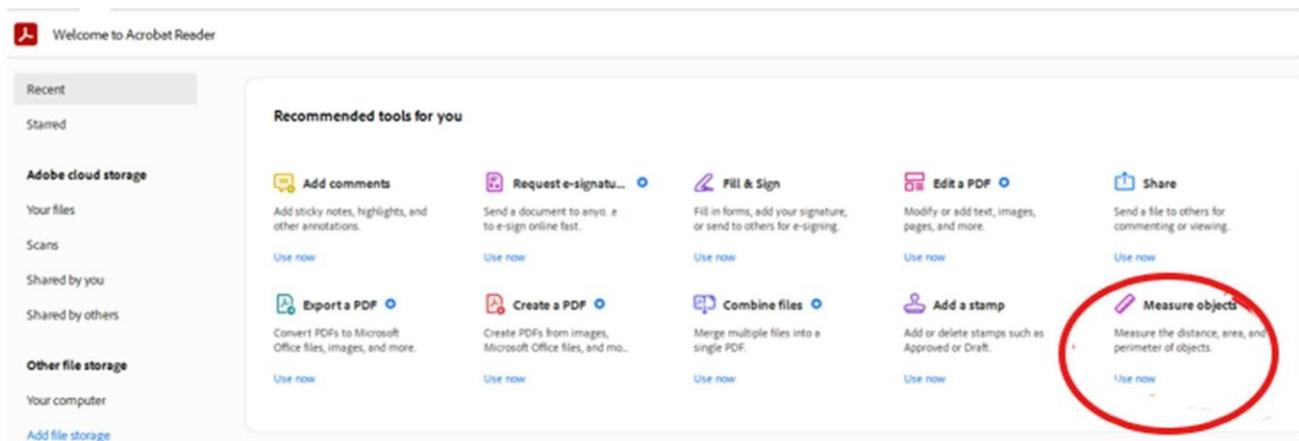
If you do not already have Adobe Acrobat you will need to download it.

Download the plan you want to measure and save it somewhere.

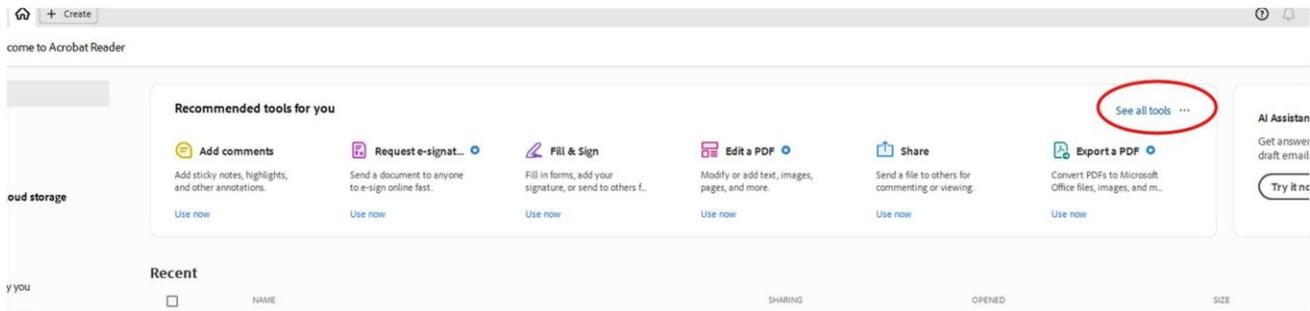
Open Adobe Acrobat (if you don't have an icon, you'll need to do a quick search at the bottom of your screen for it)



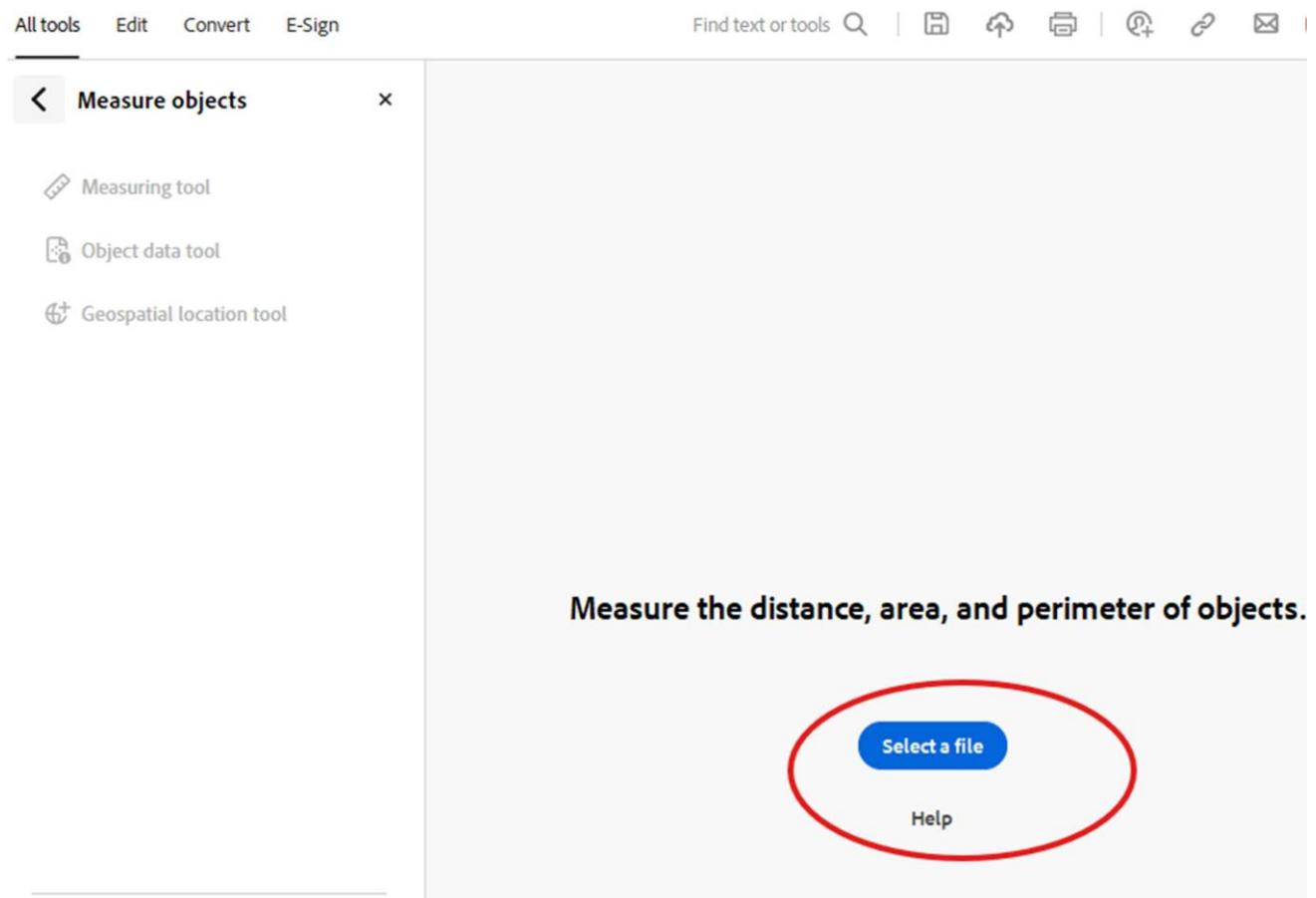
When Adobe opens click on measure object:



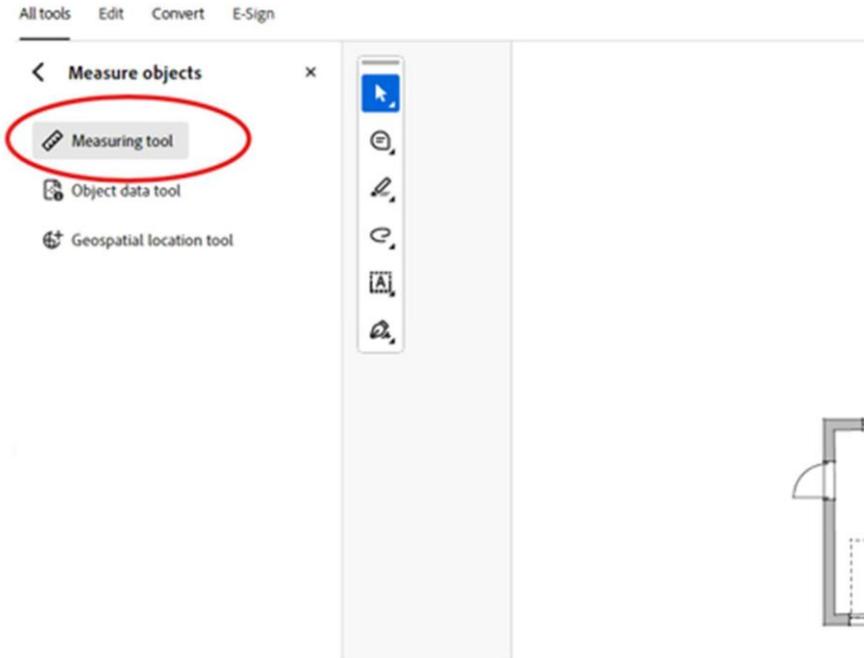
If Measure Object is not showing, click all tools in the right corner and it will appear for you to click on:



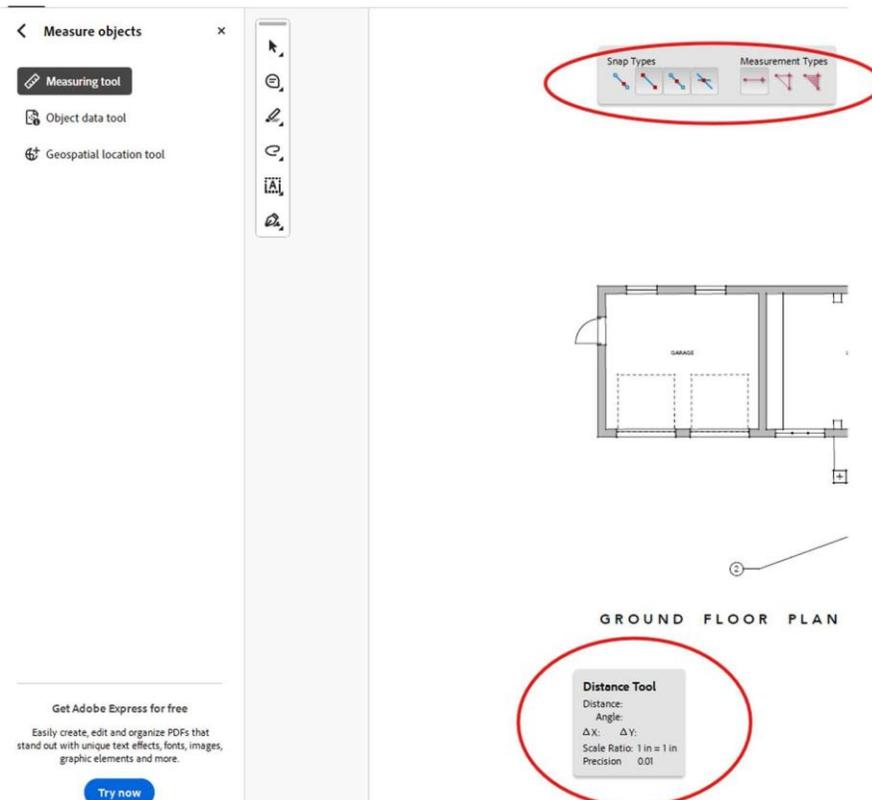
Once you have clicked on Measure Object click on select file and find the plan you have saved to measure:



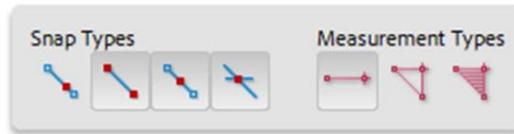
Click on measuring tool in the top left menu:



This will open the types and distance tools

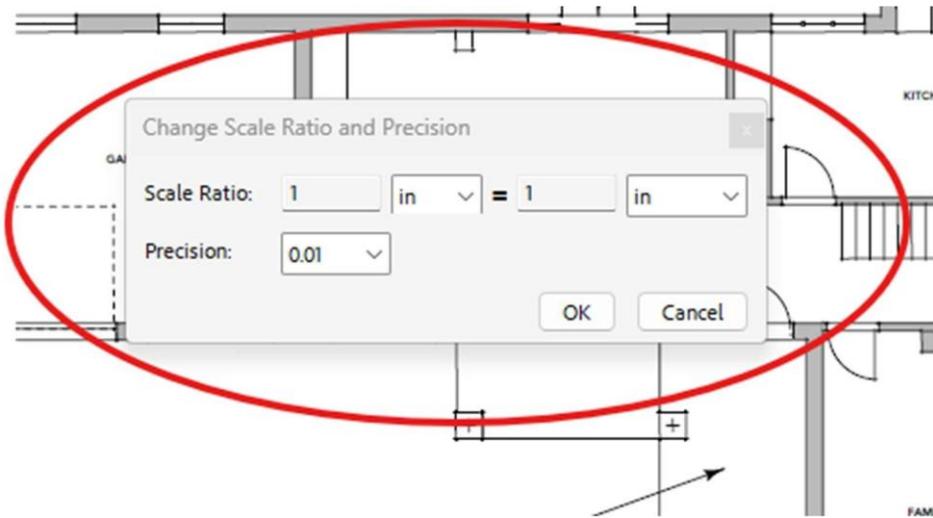


Right click anywhere on the plan to bring up a drop down menu and pick Change Scale Ratio Precision



A screenshot of a software interface showing a right-click context menu over a floor plan. The menu is open, and the 'Change Scale Ratio and Precision' option is highlighted with a red arrow. The floor plan shows a 'LIVING ROOM' and is labeled 'PLAN' at the bottom. The menu items are: Complete Measurement, Cancel Measurement, Change Scale Ratio and Precision (highlighted), Change Markup Label, Enable Measurement Markup, Turn Ortho On, Show Rulers, Don't Snap to Page Content, Export Measurement Markup to Excel, Preferences, Hide Measurement Info Window, Reset Measurement Info Window Location, Hide Measurement Toolbar, Reset Measurement Toolbar Location, 25%, 33.33%, 50%, 66.67%, 100%, and 200%.

This box will pop up:



Here is a quick guide to pick the Scale Ratio:

Drawing scale	Measuring scale
1:20	1cm = 0.2m
1:25	1cm = 0.25m
1:50	1cm = 0.5m
1:100	1cm = 1m
1:200	1cm = 2m
1:500	1cm = 5m
1:1000	1cm = 10m
1:1250	1cm = 12.5m
1:2500	1cm = 25m
1:5000	1cm = 50m
1:10000	1cm = 100m

There are 3 different ways to measure:

Distance tool



Perimeter tool



Area tool



When you are using the tools, a box will pop up with the details in it:

