

# **SOUTH GLOUCESTERSHIRE COUNCIL** **VIEWING LICENSING APPLICATIONS & LICENCES**

This online search system allows you to search for licences and licensing applications by keyword, application reference, post code 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.

**You do not need to register to use this service, however you will be asked for certain essential details if commenting on applications.**

This search facility also serves Planning and Building Control functions. If necessary, you can switch to or from these other search types, by selecting Search, then selecting the appropriate option.

Search

My Profile Login Register

Planning  
Building Control  
Licensing

Search

Simple Search  
Advanced Search  
Property Search  
Map Search

Search for:

Applications - Where the licence is deemed in progress (e.g. checks/work is underway and is not yet complete)

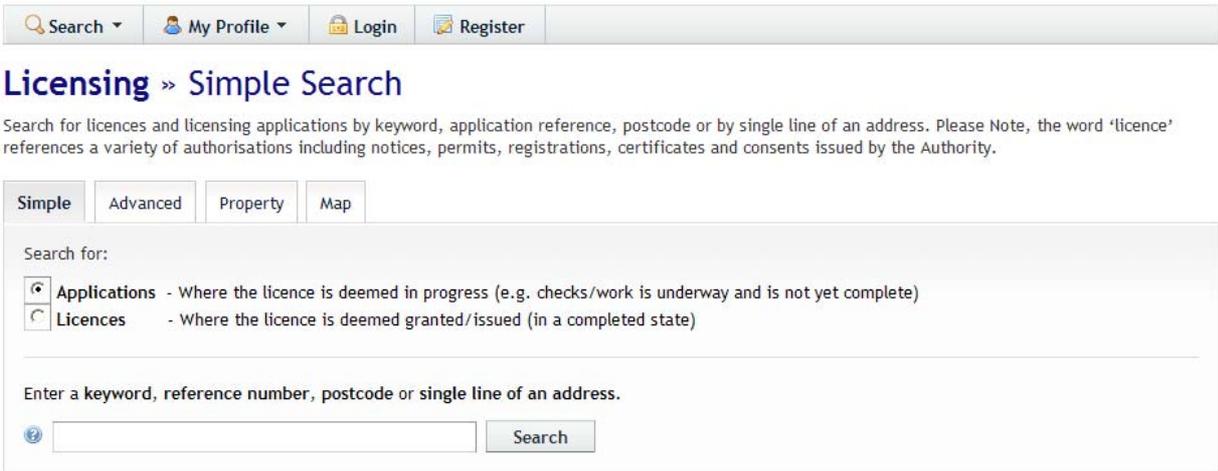
Licences - Where the licence is deemed granted/issued (in a completed state)

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## 1. Simple Search

When you first access the search page, you will be presented with the Simple Search option. This is suitable for the majority of searching needs.



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 - Where the licence is deemed in progress (e.g. checks/work is underway and is not yet complete)

Licences - Where the licence is deemed granted/issued (in a completed state)

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

Search

The first step is to decide what you are searching for using the radio buttons:

- **Applications:** Where the licence application is in progress (e.g. checks/work is underway but it is not yet complete)
- **Licences:** Where the licence is granted or issued

Next, using what you know, such as a post code or reference number, fill in the search box and click the Search button to find an application or licence, or a number of them.

The things you can search for are:

- **Part or whole of an Address:** For example "15 Stanbridge Road" or
- **A post code or part of a post code:** For example "BS15 9TR" or "BS15"
- **A Reference number or part reference number:** For example LI14/0027/STS
- **A Keyword or phrase:** For example "snack"

### **Tips and tricks:**

- *The address search on this system doesn't use comma's ( , ), so type addresses with just a space between address lines*
- *You can use the % symbol as a wildcard character (stands for any other text). For example, High Street% would pick up all High Streets in South Glos. You can use as many %'s as you like*
- *'Keyword' searches sometimes come back with too many results to display as many words are used very frequently, so you may be better off with the Advanced or Map search instead of a keyword.*

When you've done a search you'll be told one of the following...

- You're taken to the details summary page of a single application  
*Your search has exactly matched one application only and taken you straight to it*
- A list of applications has appeared with a small map to the right  
*Your search has found lots of matches for your search; you may wish to go back and narrow the search if there are too many results or pick the application(s) you're looking for from the list*

- Too many results found. (This is where over 1000 records match your search).  
*Try adding more information to your search to narrow the results*
- No Results Found  
*Check the information you've entered is correct, and try reducing the amount you're putting in for a more general search to pick up more results.*

## Licensing » Search Results

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

Sort by  Direction  Results per page

### [Street Trader Block](#)

University Of West Of England Coldharbour Lane Car Park 12 Stoke Gifford Bristol South Gloucestershire BS16 1QY  
Ref. No: L114/0028/STB | Status: Open for Consultation | Applicant Name: Mr Mark Daly

### [Street Trader Block](#)

UWE Bristol University Of West Of England Coldharbour Lane Stoke Gifford Bristol South Gloucestershire BS16 1QY  
Ref. No: L114/0029/STB | Status: Open for Consultation | Applicant Name: Mr Mark Daly

### [Street Trader Static](#)

Scooby Snacks Laurels Trading Est Cribbs Causeway Almondsbury Bristol South Gloucestershire BS10 7TT  
Ref. No: L114/0027/STS | Status: Open for Consultation | Applicant Name: Mr Anthony Weaver

### [Street Trader Static](#)

Oasis Moorish The Stokers Public House Car Park Gypsy Patch Lane Little Stoke Bristol South Gloucestershire BS34 8LU  
Ref. No: L114/0026/STS | Status: Open for Consultation | Applicant Name: Assad Al-Siaidi

### [Street Trader Static](#)

7 Ate 9 Layby In Front Of Cribbs Causeway Almondsbury Bristol South Gloucestershire BS10 7TU  
Ref. No: L114/0025/STS | Status: Open for Consultation | Applicant Name: Mr Simon Goff

### [Street Trader Block](#)

Draco Kings Chase Ltd Kings Chase Shopping Centre Regent Street Kingswood Bristol South Gloucestershire BS15 8LP  
Ref. No: L114/0022/STB | Status: Open for Consultation | Applicant Name: Not Available

### [Street Trader Static](#)

Simply Delicious A38 Layby Rudgeway Bristol South Gloucestershire BS35 3SJ  
Ref. No: L114/0003/STS | Status: Open for Consultation | Applicant Name: Mr Yalcin Eroglu

### 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](#)

Once the desired results have been returned, you may wish to see the [5. Viewing Applications](#) part of this guide.

If you want to make changes to your search, click on the [Refine Search](#) button.

[Refine Search](#)

## 2. Advanced Search

The Advanced Search can be useful if you're unable to find what you're looking for with the Simple Search or you're not looking for one application in particular but any that meet certain criteria such as all applications within a particular area.

**On this tab (unlike with simple search) you will have a wider range of search options, such as the Licence Details, Vehicle Details, Activities and Dates.**

The screenshot displays the 'Advanced Search' interface with the following sections and fields:

- Navigation:** 'Simple', 'Advanced' (selected), 'Property', 'Map' tabs.
- Sub-sections:** 'Applications' (selected), 'Licences'.
- Reference Numbers:**
  - Application Reference:
  - Alternative Reference:
- Licence Details:**
  - Applicant Name:
  - Application Type:
  - Category:
  - Ward:
  - Agent:
  - Status:
  - Trading Name:
  - Decision:
  - Address of Premises:
- Vehicle Details:**
  - Badge / Plate Number:
  - Registration Number:
  - Vehicle Make:
  - Vehicle Model:
- Activities:**
  - Activity:
  - Time Period:
  - Time From:
  - Time To:
- Dates:**
  - Received Date:   to:
- Buttons:** 'Search', 'Reset'.

You can use any combination of these search fields to define your search to find what you are looking for. For example you may wish to search for all applications with a Category of Street Trading which were decided between the 1<sup>st</sup> and 30<sup>th</sup> June to see what has been approved or refused in a local area that month.

### 3. Map Search

When you access the system there is a tab called Map which will allow you to find all applications in the area you are viewing based on some choices you make.

#### 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 Property Map

Show me Licensing Licences from Within the last 6 month:

Nearest Licences

Please zoom in to enable search and reporting.

E: NaNm, N: NaNm 50.5 x 35.2 (km) 1Spatial.com

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Just below the tabs (Above the map) are three drop down menu's of options to help you find what you're looking for.

The first two drop down's allow you to choose what you're looking for with the following options. For example, Licensing, and LI Applications or Licences.

The final drop down is what time period you wish to look over, the default is the past 6 months. You can reduce this (minimum of 'today') or increase it to a maximum of all.

The following map tools can be used to zoom into, and move the map around to the area you are interested in.



#### NOTE:

- **Map results will generally take longer than other searches**
- **Longer date periods will take significantly longer to return results compared to shorter time periods**
- **The area you are viewing also has a very large impact on search speed, the more you zoom in the faster the results**

The results will appear in the right hand side automatically (there is no search button to press) and will update automatically as you move around the map or change the drop down options.



## 5. Viewing Applications – Part 2 (Single Record)

Once within a single record you have a large amount of information available to you

**Details Tab:** This contains all the details of the application, key contacts and dates

**Comments:** This tab contains a form on which you can submit comments

**Documents:** Here you can view images such as plan's, reports and comments submitted for this application. If you make a comment, once checked by an officer, it will appear here.

**Related Items:** A record of any applications or property records we have in relation to the site

**Map:** View the site on an interactive map

### Licensing >> Summary

[Help with this page](#)

L114/0003/STS | Street Trader Static | Open for Consultation | A38 Layby Rudgeway Bristol South Gloucestershire BS35 3SJ

[Back to search results](#)

[Track](#)

[Make a Public Comment](#)

[Print](#)

**Details** | Comments (0) | Documents (2) | Related Items (8) | Map

Summary | Important Dates | Activities | Conditions

Reference	L114/0003/STS
Type	Renewal
Category	Street Trader Static
Status	Open for Consultation
Applicant	Mr Yalcin Eroglu
Trading Name	Simply Delicious
Address	A38 Layby Rudgeway Bristol South Gloucestershire BS35 3SJ
Issue Date	Not Available
Expiry Date	Not Available
Case Officer	Keith Jones

There are [2 documents](#) associated with this licence application.

There are [7 cases](#) associated with this licence application.

There is [1 property](#) associated with this licence application.

When you've had a look at all the details available for this application you may wish to [make a comment](#) or **track the application** so you are notified of any changes.

## 6. Making a Comment

Now that you have found the application you are looking for, you may want to provide a comment in support of, against or make a general observation about the application.

To do this click on the Comments tab of the application. This will sometimes have a number in brackets next to it, which shows the number of other comments.

You should now see two sub-tabs, Make a Comment and Public Comments.

Details | **Comments (1)** | Documents (2) | Related Items (1) | Map

Make a Comment | Public Comments (1)

### Make a Comment

You can make a comment supporting or objecting to this Licence application. Your comment will be submitted to the Licensing Authority for validation. Please be aware that failure to inform the Local Authority to the contrary your details will be made available for public consumption.

Application Reference:	U14/0025/STS
Address:	Layby In Front Of Cribbs Causeway Almondsbury Bristol South Gloucestershire BS10 7TU
Licence Category:	Street Trader Static
Application Type:	New

Comments submitted will be available online to the public within 5 working days.  
Are your personal details correct? Click to [update my personal details](#).

Your Title: \*

Your First Name: \*

Your Surname: \*

Address Line 1 \*

Address Line 2

Town/City \*

Postcode \*

Your Tel. No.

Your Email Address:

Commentor Type: \*

Stance: \*  Object  Support  Representation

Reason for comment:

- Fumes
- Noise
- Other
- Public Order
- Smell

Your Comment:   
250000 characters left

Send me an email confirming my comments

*Make a Comment tab*

You can now complete the form, to submit your comments.

- Fields marked with an asterisk ( \* ) are required
- Your comments may be up to 1000 characters long, a counter will show you how many characters you have left
- You can choose to receive an email as a record of what you said.
- If you are expecting to make many comments on different applications or licences, it may be easier to register an account to save time filling in all the fields.

Details | Comments (1) | Documents (2) | Related Items (1) | Map

Make a Comment | Public Comments (1)

Sort by: Added | Direction: Descending | Results per page: 10 | Go

Collapse All | Expand All

Brook Gardens Almondsbury South Gloucestershire BS10 7FL

Comment stance (Objects)  
Safety oh Highway, parking & litter

*Public Comments tab*

## 7. Registering an account

- If you are likely to make several comments, track particular applications, or save regular searches, you will need to register an account, using the following form, and agree to the Terms and Conditions and Privacy Policy.

Title \* | Mr

First Name \* | Public

Surname \* | Guide

Phone Number | 0117 123456789

A confirmation email will be sent to the email address you provide below.

Email Address \* | public.guide@southglos.gov.uk

Confirm Email Address \* | public.guide@southglos.gov.uk

Your password must be at least 8 characters long and be a mix of letters and numbers.

Password \* | .....

Confirm Password \* | .....

Next

Once you have completed the registration form, you will be sent a confirmation email asking you to click on a confirmation link. Once this is done, you can login and use the site.

## 8. Tracking an application

If you wish to track an application you must first login to a registered account. You may need to [register a new account](#) first.

Once logged in, search for the application you wish to track. On any tab you should see a button near the top right that says Track with a small yellow star next to it. 

Clicking the **Track** button will add the application to your list of tracked applications, and you will receive an email notification for changes to the status of the application.

- Please note you will **not** be notified of every comment made on the application

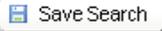
If you look at your Tracked applications tab (**My Profile > Tracked applications**) you can stop tracking the application, or view the full details.

### My Profile » Tracked Applications

 [Help with this page](#)

Consultee In Tray	Profile Details	Saved Searches	Notified Applications	Tracked Applications	
Reference	Address	Type	Status	View	Stop Tracking
LI14/0022/STB	Kings Chase Shopping Centre Regent Street Kingswood Bristol South Gloucestershire BS15 8LP	Licence Application			
LI14/0003/STS	A38 Layby Rudgeway Bristol South Gloucestershire BS35 3SJ	Licence Application			
LI14/0027/STS	Laurels Trading Est Cribbs Causeway Almondsbury Bristol South Gloucestershire BS10 7TT	Licence Application			

## 9. Saving a search

If you wish to run a particular search on a regular basis, log in to your account and run your search as normal, then you will have a **'Save Search'** button.  Please be aware this button does not appear if the search only brings back ONE application.

When you click on the **Save Search** button, it asks you to choose a title or use the default title. Select if you want to be notified by email of any new results that appear for that search.

When you click **Save**, the search will be added to your list of saved searches where you can delete it, run it, or make changes to it.

### 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.

Consultee In Tray	Profile Details	Saved Searches	Notified Applications	Tracked Applications
Search Title	Search Type	Run	Edit	Delete
"cadbury heath" Licensing Application 07-Jul-2014 8:58 AM	Licensing Application			
"bristol" Licensing Application 30-Oct-2014 3:49 PM	Licensing Application			

You can always reach your saved searches page by logging in and going to **My Profile > Saved Searches**.