Civica Portal360 Guidance Notes

General
Use the back arrow on your Search browser to return to the previous screen.

Search by reference number
If you know it enter the full planning reference number in the box.

This will bring up the application:

Showing 1-1 of 1 Item
Planning Application 5/2019/1274 - Valid From 15/05/2019
Former Sopwell Youth Centre Cottonmill Lane St Albans Hertfordshire AL1 2Bb
Demolition of existing building and construction of seven, three bedroom dwellings with associated access road, car parking and landscaping (resubmission following withdrawal of 5/2018/3178)

This will bring up the application details as below.

You can view documents via the Documents tab.
Search by first line of address

You can also use postcodes and street addresses i.e., Church End. (For more complicated addresses, use the Site Address under Advanced Search using a wild card.)
Searching by street

This will bring up all applications in a particular street.

Using the Advanced search on the left, you can refine your search by Ward, Parish, Application Type and by a variety of date ranges. The example below is by Ward only.
Advanced Search

This allows you to search and refine your search using a number of different fields and date ranges. The example below is a search for applications containing loft conversions valid between 1 January and 1 July 2019. You will note that a wild card is required for some searches on string fields.
Documents will appear in descending date order by default.
You can use the Filter to bring up particular document types, for example Plans

<table>
<thead>
<tr>
<th>Plans</th>
<th>Sort order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans - other</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - elevations existing</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - street scene or picture - Proposed views</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - site sections - Section E</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - site sections - Section D</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - site sections - Section C</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - site sections - Sections B1 &amp; B2</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - site sections - Sections A1 &amp; A2</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - elevations proposed - Plots 6-7</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - elevations proposed - Plots 3-4-5</td>
<td>4 January 2019</td>
</tr>
<tr>
<td>Plans - elevations proposed - Plots 1-2</td>
<td>4 January 2019</td>
</tr>
</tbody>
</table>
You can also sort document using the Sort order by Title or Date – ascending (earliest first) or descending (latest first).

Click on the document title to view the document or plan. For comparing plans, right click on the document title to open in a new window or tab.
Viewing and measuring tools are on the left-hand side:

- Set the scale
- Measure a distance
- Measure an area
- Zoom in or out
- Rotate view
- Toggle full screen view

Use Zoom or Toggle full screen view
Once you have set the scale, you can measure a length or an area.