Searching for the details of a Building Control Applications – Private Search Companies

With effect from: - Monday 11th October 2021

Date: 08/10/2021 Author: Sab Spina Version: 1.0

1. Working from the workstation located at Cheshire Lines Building

You will be required to undertake a spatial search in the Map and note down the Building Control Application numbers applicable to the spatial search from that screen

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2. Registering and accessing new online portal.

From another workstation you will then be required to register to access our new online portal as follows from any modern browser.

https://online.wirral.gov.uk/

You will see the "Welcome" page and it will invite you to sign up.

OWIRRAL		Register here
Welcorme to Wirral Council This ports work in conjuction with Hans Council in Great Britain to privide access to online services. You have access to the following online services.	Sign In Inal "	
Vios License Register	Forget Password?	
If you which to submit or took an application, you will nood an account. Places violation Withol Councel site at intoor liney wind gozuck legin	Sgnh	

In the top right hand corner you will see a Register here tab which needs to be selected.

OWIRRAL				Sign In
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			Register	

Complete the registration process as required

If you can't find you address then click on the link below "Can't find your address and need to add it manually?"

Search	
Can't find ye	our address and need to add it manually?

Once you have registered you will receive an email with you will need to verify to be able to access the online portal.

You will be welcomed to a Homepage which will let you know what services are available including public registers and online services.



Edit Profile

You can edit you profile from 2 difference locations.

Firstly, from the top left hand corner of the screen.



Secondly, from the main screen.

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Edit Profile	

Once you click on the icon you will see the following screen appear.

WIRRAL		
Welcome Sab Spina Letit Profile	Home / User Profile	
🕞 Logout		
🖶 Home	Mr Sab Spina	
	in our spine	Local Council
Registers	# Town Hall Brighton Street Wallasey	Wirral Council
Terms & Conditions	CH27 9FQ	Recent Addition
	№ 01516918398	Last Login: 0th October 2021
Privacy Policy	D 07718520673	User Profile Last Updated: 6th October 2021
Accessibility Statement	E3 sabspina@wirral.gov.ok	Data Protection
		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 perconal details will be treated with the upmost care and your local Authority will not use this information for any other sensario.
		if you with for your details to be removed, please login to your account and navigate to your User Profile screen. Once on your User Profile screen you can click on the "Remove My Details" button to have your details removed from the portal.
		@ Edit Profile @ Update Password X Remove My Details

On this screen you can Edit Profile.

sabspina@wirral.gov.uk sabspina@wirral.gov.uk	
litle	
Mr 🗸 🗸	
Firstname * Surname *	
Sab Spina	
Merseyside CH27 9FQ Change address	
Telephone ** Mobile **	

Update Password

Update Pa	ssword	
New Passwo	rd *	
Confirm New	Password	*
Your password s characters and r letter, one numb	should be long nust contain c er and a spec	er than 7 one uppercase ial character
	Cancel	✓ Update

Remove My Details

Continuing w your details f removing you services prov	ith this action will remove rom this portal as well as ur access to the online vided by it.
If you wish to your local au via either of t below.	be forgotten completely b thority, please contact then he contact methods outline
Telephone: 0 E-mail:	151 606 2000
Are you sure	you want to continue?

3. Searching for applications online

Navigate to the Building Control Homepage on the Left-Hand Menu by clicking on Building Control



then choose Application Lookup

OWIRRAL			
Welcome Sab Spina Edit Profile	Home		
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ome	🖌 🖌 Welco	ome to Wirral Council	
Building Control			
Building Applications	This Citizen portal allows you to access information unique to you as a citizen. You can rais	e and track the progress of enquiries, access your account information and pay your council services and charges.	
Applications Home			
Submit Application			
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	Terms & Conditions	Edit Profile	
		Not you?	

PLEASE NOTE THAT IN ORDER TO PICK UP SOME HISTORIC RECORDS IT IS RECOMMENDED THAT ALL OF THE 3 CHECKS BELOW ARE UNDERTAKEN IF THE APPLICATION DETAILS ARE NOT FOUND USING METHOD 1.

Method 1 - Type in **Application Number** in the application number search field, press the **Search** button then click the Application number displayed in the search result at the bottom to view the details of the application,

Home & Building Analise	ations / Application Lookup								
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Application Number	CC1/B/18/00130	Application Type	Building Notice
Decision Status	Building Notice	Description Of Works	Structural alterations to remove wall between kitchen and dining room and installation of Bi-fold doors
Site Address	5 Aintree Close Moreton Wirral CH46 1PZ		
Received Date	12-02-2018	Valid Date	12-02-2018
Started Date	N/A	Completed Date	N/A
Decision Date	12-02-2018		

METHOD 2 – In the application search form enter the **House Name/Number**, **Street Name** and **Post Code** and press **the Search** button.

WIRRAL						
Welcome Sab Spina	Home / Building Appli					
📥 Edit Profile 🍽 Logout 🌴 Home	Application	Lookup				
Building Control	You can use this area t	o lookup building control applications.				
- 🔋 Building Applications						
Applications Home		Search Options				
Submit Application		Local Council	Wirral Council			~
History		Application Number				
Application Lookup		Application Type	Select an Application Type			~
Outstanding Payments		Application Type	Server an Application Type			
Licensing		Decision Status	Select A Decision Status			v
Registers						
Terms & Conditions		Received Date From		Received Date From		
Privacy Policy		Started From	m	Started To	m	
Accessibility Statement		Completed Date from		Completed Date To		
		House Name or Number	Wallasey Town Hall			
		Street Name	BRIGHTON STREET			
		Locality				
		Томо				
		Deserved	CH44.95D			
		Postcode	Crise BCD			
			Clear Search Search			

From the search result displayed – click the application number to view the details of the application.

Q Filter 10								
Application Number	Application Type	Cocation	O Decision Status	C Received Date	+ Started Date	Completed Date		
CC1/FP/18/00003	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Application Conditionally Approved	04-01-2018				
CC1/FP/13/02162	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 BED	Application Approved	18-12-2013				
N/13/00631	Demolition	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Dangerous Structures Application	16-09-2013				
CC1/FP/13/00455	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Application Conditionally Approved	25-04-2013	24-02-2014			
CC1/FP/13/00440	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Application Conditionally Approved	18-04-2013				
C1/FP/60/00011	Full Plans	Waliasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Pending	01-01-1960				

Application CC1/FP/18/00003

Application Number	CC1/FP/18/00003	Application Type	Full Plans
Decision Status	Application Conditionally Approved	Description Of Works	Provision of staff canteen at ground floor
Site Address	Wallasey Town Hall Bright Egremont Wirral CH44 8ED	on Street	
Received Date	04-01-2018	Valid Date	04-01-2018
Started Date	N/A	Completed Date	N/A
Decision Data	09-01-2018		

METHOD 3 - In the search from House Name or Number search Field Input

a). House Name

or

b). House Number followed by Road Name

And press search button

Note 1: Make sure no coma (,) is input while searching

Note 2: If there are no applications not linked to gazetteer for the property this search may not bring any result.

a). House Name Search

	Street Name					
	Locality					
	cocomy					
	Town					
	Postcode					
		Clear Search Search				
arch Results						
Q Filter]					10
Q Filter	C Application Type	C Location	Decision Status	Received Date	✓ Started Date	0 Completed Date
Q Filter pplication Number C2/Al/21/00119	C Application Type Initial Notice	Location Farm Cottage Birch Heys Frankby Winral CH48 191	O Decision Status Pending	Received Date 29-01-2021	★ Started Date	10 3
Q Filter pplication Number C2/Al/23/00119 C2/Al/17/00404	Application Type Inn al Notice	Lesation Farm Cottage Birch Heys Frankby Wirral CH48 1P] Farm Cottage.33 Downham Road North Heswall Wirral CH61 6UN	Decision Status Pending Pending	Received Date 29-01-2021 19-06-2017	* Started Date	Completed Date

b). House Number followed by Road Name Search

3C1/8/95/01255	Building Notice	5 Marior Road, Hoylake, Wirral	Building Notice	13-09-1995		25+10-1995
C2/AI/06/00727	Initial Notice	5 Manor Road, Irby, Wirral	Pending	15-03-2006		
pplication Number	Application Type	C Location	Decision Status	Received Date	 Started Date 	Completed Date
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110	use Name or Number	5 Manor Hoad				

On pressing cancel you will be taken back to the Application Lookup screen where you can undertake another search or if you go to the top right-hand corner of the screen you can logout of the portal

						Menu 🗏 Logout 🍽
Welcome Sab Spina	Home / Bluilding Applications / Application Lookup					
🖶 Home						
Building Control	Application Lookup					
Building Applications	You can use this area to lookup building control applications.					
Submit Application	Search Options					
Building Applications History	Local Council	Wirral			*	
Application Lookup	Application Nomber 1	CC1/8/18/00130				
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