

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

**With effect from: - Monday 11<sup>th</sup> October 2021**

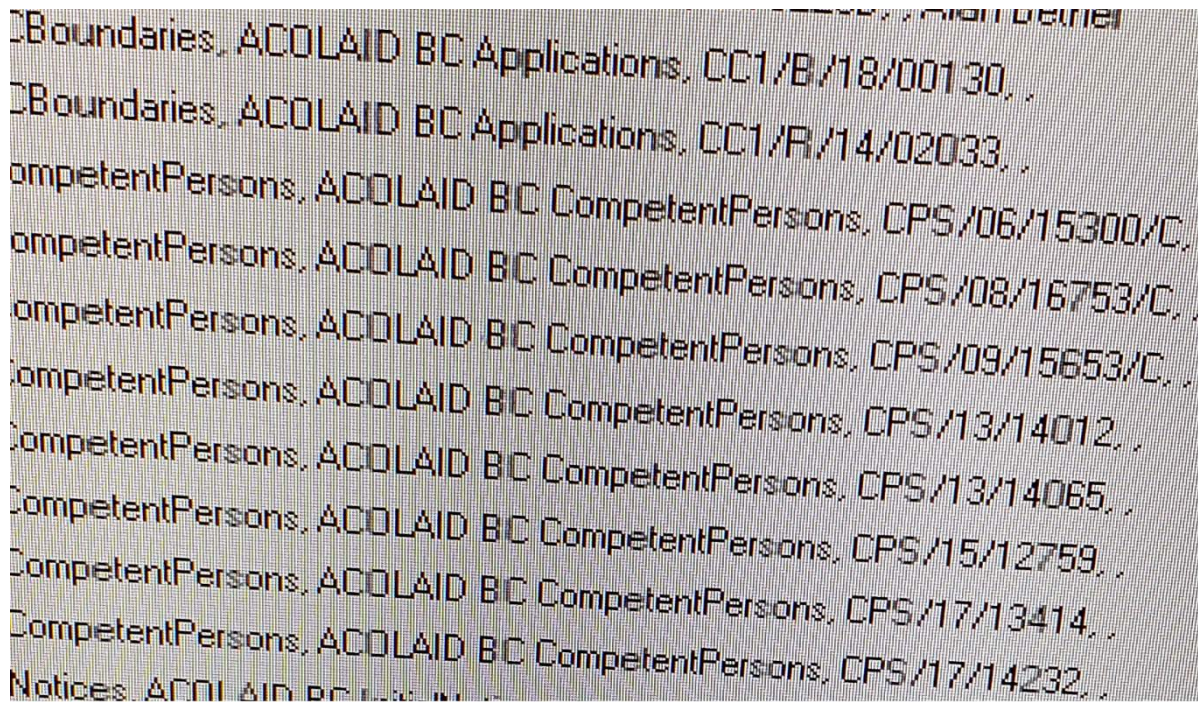
Date: 08/10/2021

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

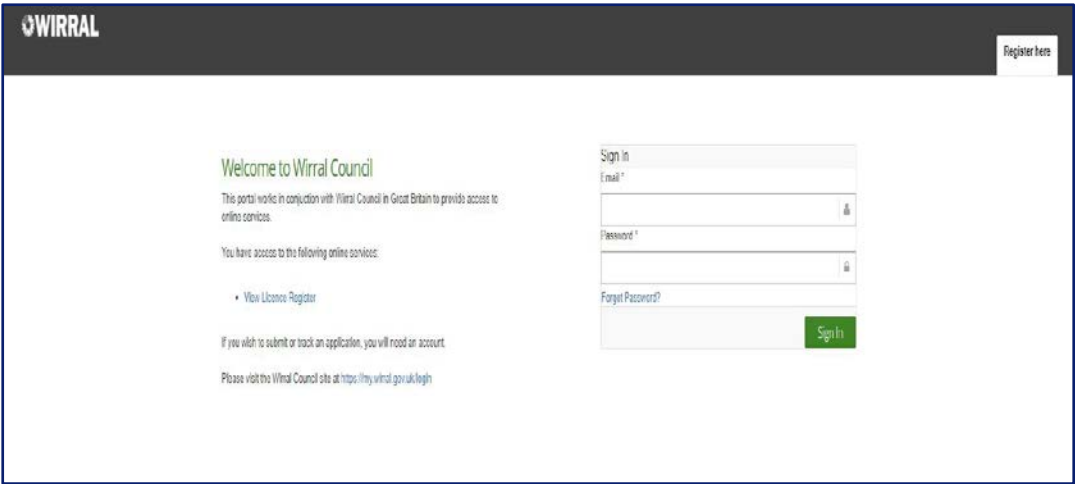


## 2. Registering and accessing new online portal.

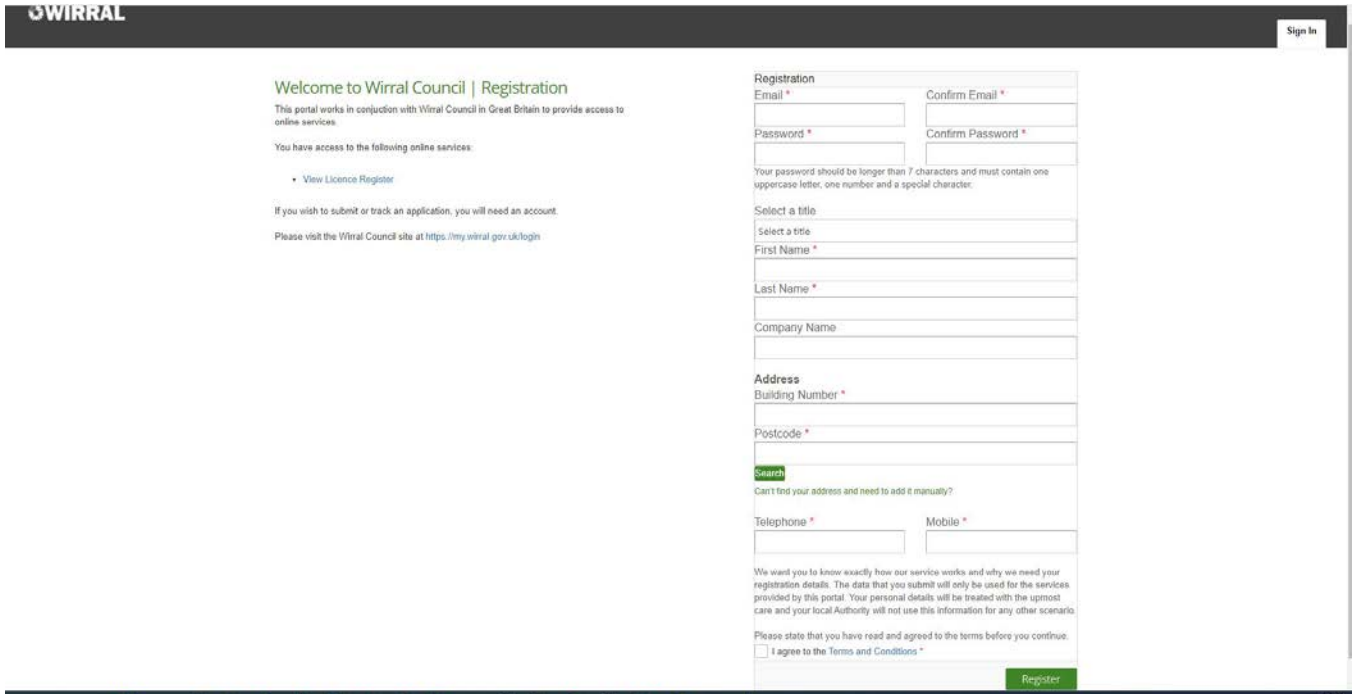
From another workstation you will then be required to register to access our new online portal as follows from any modern browser.

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

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

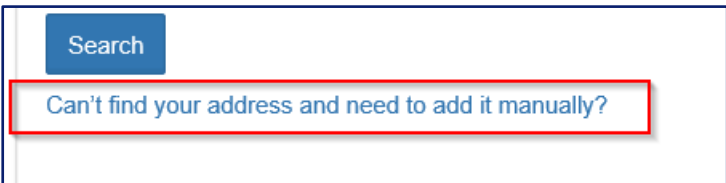


In the top right hand corner you will see a Register here tab which needs to be selected.



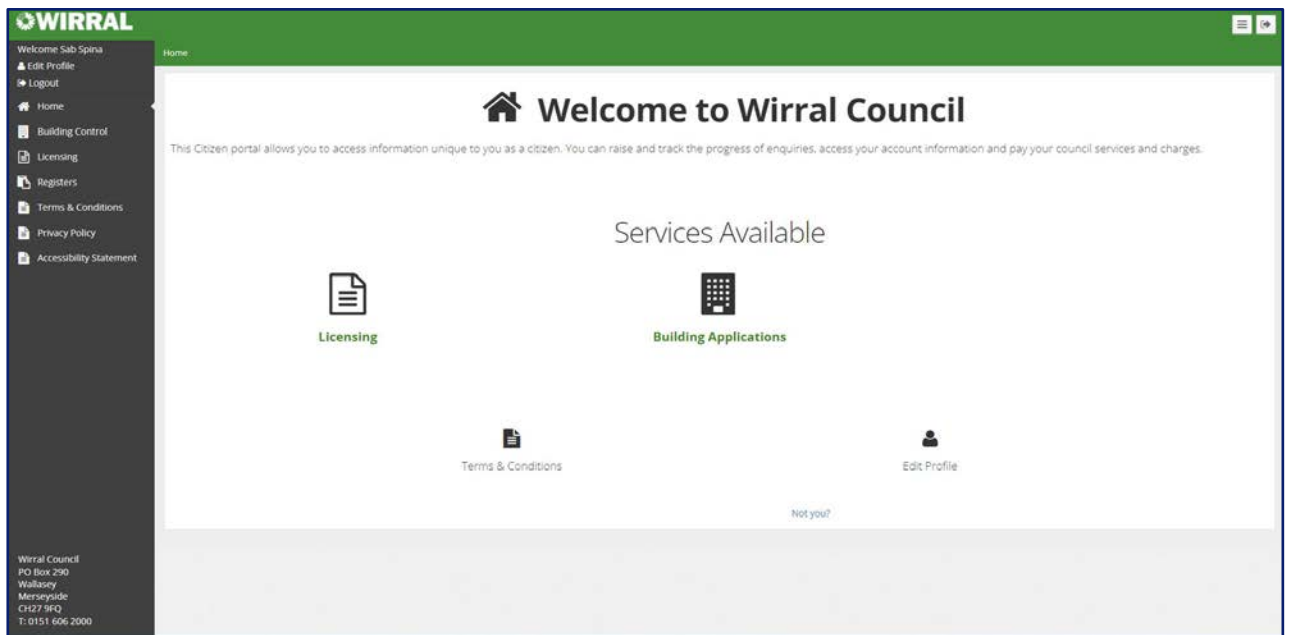
Complete the registration process as required

If you can't find your address then click on the link below **“Can't find your 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.

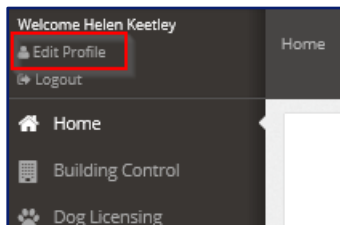
You will be welcomed to a Homepage which will let you know what services are available including public registers and online services.



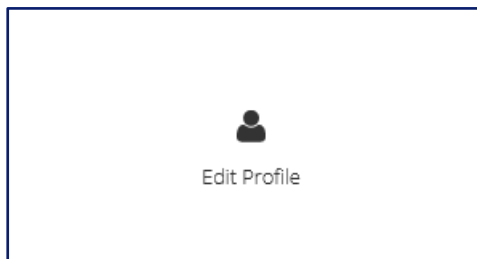
## Edit Profile

You can edit your profile from 2 different locations.

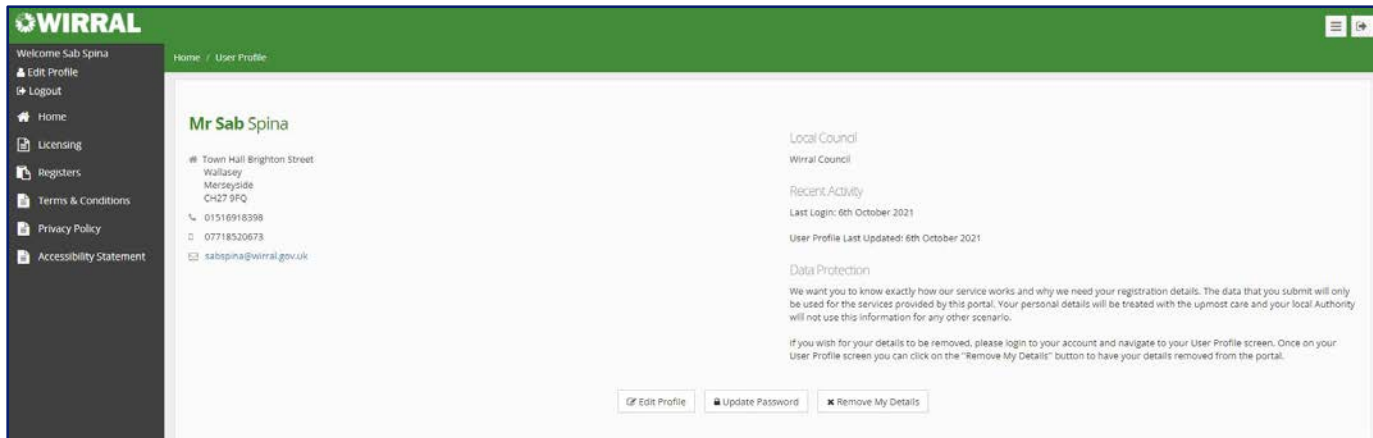
Firstly, from the top left hand corner of the screen.



Secondly, from the main screen.



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



On this screen you can Edit Profile.

The image shows a 'Edit Profile' form with the following fields and options:

- E-mail \***: Input field containing 'sabspina@wirral.gov.uk'
- Confirm Email \***: Input field containing 'sabspina@wirral.gov.uk'
- Title**: Dropdown menu with 'Mr' selected
- Firstname \***: Input field containing 'Sab'
- Surname \***: Input field containing 'Spina'
- Type**: Radio buttons for 'Company', 'Charity', and 'Individual' (all unselected)
- Address**: Text area containing 'Town Hall Brighton Street, Wallasey, Merseyside, CH27 9FQ'. Below it is a green 'Change address' button.
- Telephone \*\***: Input field containing '01516918398'
- Mobile \*\***: Input field containing '07718520673'

At the bottom right, there are 'Cancel' and 'Update' buttons.

Update Password

### Update Password

New Password \*

Confirm New Password \*

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

## Remove My Details

### Remove My Details

Continuing with this action will remove your details from this portal as well as removing your access to the online services provided by it.

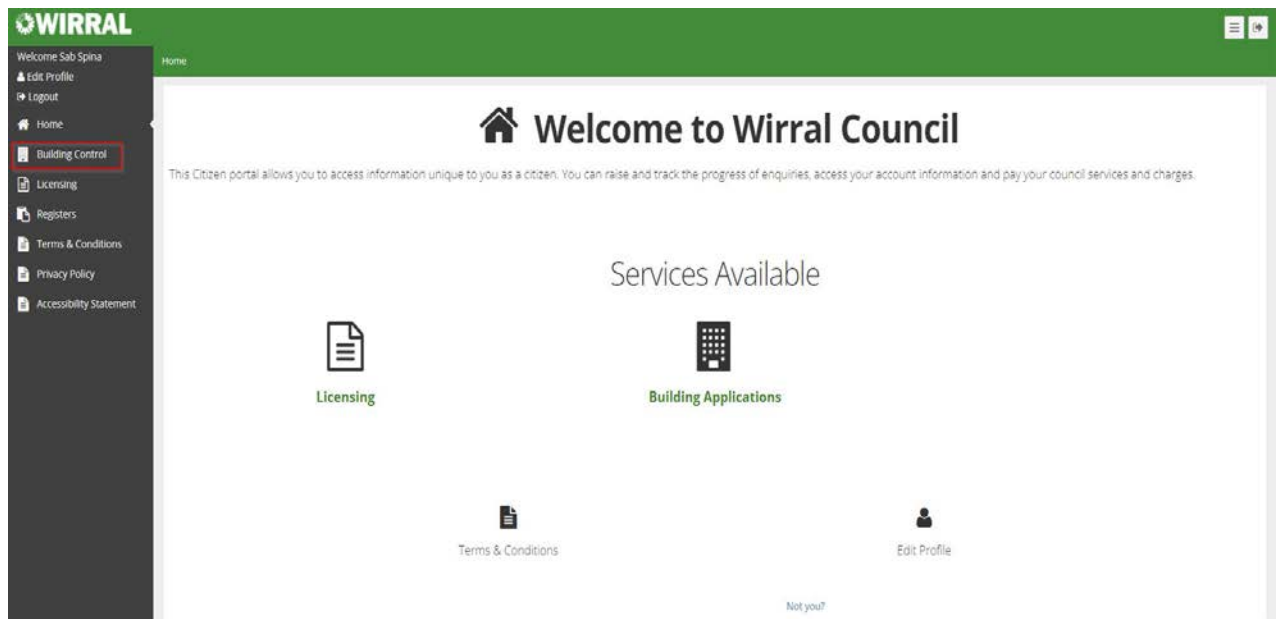
If you wish to be forgotten completely by your local authority, please contact them via either of the contact methods outlined below.

Telephone: 0151 606 2000  
E-mail:

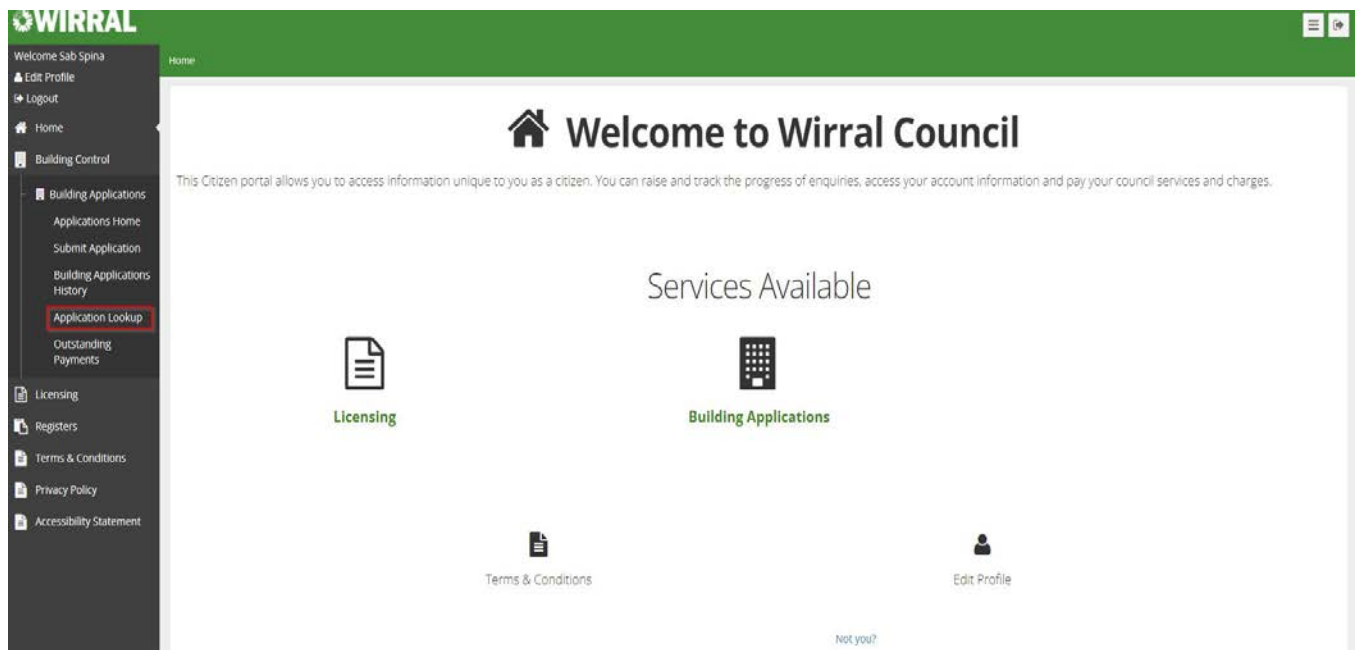
Are you sure you want to continue?

### 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





**\*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,

The screenshot shows the 'Application Lookup' interface. The 'Application Number' field is highlighted with a red box and contains the value 'CC1/B/18/00130'. Other fields include 'Local Council' (Wirral), 'Application Type' (Select an Application Type), 'Decision Status' (Select A Decision Status), and various date filters (Received Date From, Started From, Completed Date From, Received Date To, Started To, Completed Date To). Address fields (House Name or Number, Street Name, Locality, Town, Postcode) are also present.

The screenshot shows the search results table. The table has columns for Application Number, Application Type, Location, Decision Status, Received Date, Started Date, and Completed Date. A red box highlights the search results area.

Application Number	Application Type	Location	Decision Status	Received Date	Started Date	Completed Date
CC1/B/18/00130	Building Notice	5 Aintree Close Moreton Wirral CH46 1PZ	Building Notice	12-02-2018		

Showing 1 To 1 Of 1 Entries



Completed Date from  Completed Date To

House Name or Number

Street Name

Locality

Town

Postcode

---

Search Results

10

Application Number	Application Type	Location	Decision Status	Received Date	Started Date	Completed Date
CC1/B/18/00130	Building Notice	5 Aintree Close Moreton Wirral CH46 1PZ	Building Notice	12-02-2018		

Showing 1 To 1 Of 1 Entries

## Application CC1/B/18/00130

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

### Application Lookup

You can use this area to lookup building control applications.

**Search Options**

Local Council: Wirral Council

Application Number: [ ]

Application Type: Select an Application Type

Decision Status: Select A Decision Status

Received Date From: [ ] Received Date To: [ ]

Started From: [ ] Started To: [ ]

Completed Date From: [ ] Completed Date To: [ ]

House Name or Number: Wallasey Town Hall

Street Name: BRIGHTON STREET

Locality: [ ]

Town: [ ]

Postcode: CH44 8ED

Clear Search Search

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

**Search Results**

Filter [ ] 10

Application Number	Application Type	Location	Decision Status	Received Date	Started Date	Completed Date
CC1/PP/18/00003	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Application Conditionally Approved	04-01-2018		
CC1/PP/13/02162	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	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/PP/13/00455	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Application Conditionally Approved	25-04-2013	24-02-2014	
CC1/PP/13/00440	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Application Conditionally Approved	18-04-2013		
CC1/PP/60/00011	Full Plans	Wallasey Town Hall Brighton Street Egremont Wirral CH44 8ED	Pending	01-01-1960		

Showing 1 To 6 Of 6 Entries

First Previous 1 Next Last

## Application CC1/FP/18/00003

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

Cancel

**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

House Name or Number

Street Name

Locality

Town

Postcode

Search Results

Q Filter 10

Application Number	Application Type	Location	Decision Status	Received Date	Started Date	Completed Date
CC2/AI/21/00119	Initial Notice	Farm Cottage Birch Heys Frankby Wirral CH48 1PJ	Pending	29-01-2021		
CC2/AI/17/00405	Initial Notice	Farm Cottage, 33 Downham Road North Heswall Wirral CH61 6UN	Pending	19-06-2017		
CC2/AI/17/00146	Initial Notice	Farm Cottage, 33 Downham Road North Heswall Wirral CH61 6UN	Pending	24-02-2017		

Showing 1 To 3 Of 3 Entries First Previous 1 Next Last

### b). House Number followed by Road Name Search

House Name or Number

Street Name

Locality

Town

Postcode

Search Results

Q Filter 10

Application Number	Application Type	Location	Decision Status	Received Date	Started Date	Completed Date
CC2/AI/06/00727	Initial Notice	5 Manor Road, Irby, Wirral	Pending	15-03-2006		
CC1/BS/901255	Building Notice	5 Manor Road, Hoylake, Wirral	Building Notice	13-09-1993		23-10-1993

Showing 1 To 2 Of 2 Entries First Previous 1 Next Last







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

- Welcome Sab Spina
- ▲ Edit Profile
- Logout
- Home
- Building Control
  - Building Applications
    - Applications Home
    - Submit Application
    - Building Applications History
    - Application Lookup
    - Outstanding Payments
- Licensing
- Registers
- Requests
- Planning
- Terms & Conditions
- Privacy Policy
- Accessibility Statement

### Application Lookup

You can use this area to lookup building control applications.

#### Search Options

Local Council	<input type="text" value="Wirral"/>
Application Number	<input type="text" value="CC1/B/18/00130"/>
Application Type	<input type="text" value="Select an Application Type"/>
Decision Status	<input type="text" value="Select A Decision Status"/>
Received Date From	<input type="text"/> 
Received Date To	<input type="text"/> 
Started From	<input type="text"/> 
Started To	<input type="text"/> 
Completed Date from	<input type="text"/> 
Completed Date To	<input type="text"/> 
House Name or Number	<input type="text"/>
Street Name	<input type="text"/>