



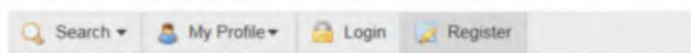
## Step 1

Enter Public Access and select **Register** on the tabs at the top of the page



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

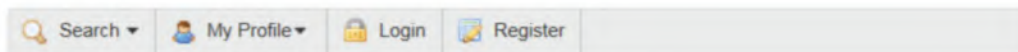


To comment on an application log in to PublicAccess (PA) a type your comments elsewhere & paste them into PA.



## Step 2

This will open the Registration page where you can enter your details. Enter your details using a valid email address and create a password, then click **'Next'** at the bottom of the page.



### Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a \* must be completed.

Title *	<input type="text" value="Mr"/>
First Name *	<input type="text" value="D"/>
Surname *	<input type="text" value="Planner"/>
Phone Number	<input type="text"/>
A confirmation email will be sent to the email address you provide below.	
Email Address *	<input type="text" value="newplan@bromsgroveandredditch.gov.uk"/>
Confirm Email Address *	<input type="text" value="newplan@bromsgroveandredditch.gov.uk"/>
Your password must be at least 8 characters long and be a mix of letters and numbers.	
Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>
<input type="button" value="Next"/>	



**Step 3** You will then be required to use a valid Post Code. Please enter your post code and press 'Next'



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[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

Search ▾ My Profile ▾ Login Register

Registration

Postcode \*



**Step 4** This will then bring up a list of addresses. Please select your address and press 'Next'



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Search ▾ My Profile ▾ Login Register

Registration

Please select your address:

- First Floor Grosvenor House 1 Market Street Bromsgrove Worcestershire B61 8DA
- Hostus Ltd Grosvenor House 1 Market Street Bromsgrove Worcestershire B61 8DA
- Profit Tree Finance Ltd Grosvenor House 1 Market Street Bromsgrove Worcestershire B61 8DA
- Ground Floor 18 Market Street Bromsgrove Worcestershire B61 8DA
- Noble Rot Wine Warehouse Ltd 18 Market Street Bromsgrove Worcestershire B61 8DA
- Just For Pets Ltd 20 Market Street Bromsgrove Worcestershire B61 8DA
- Wilson's Pet Centre 20 Market Street Bromsgrove Worcestershire B61 8DA
- Wilson's Pet Centres 20-22 Market Street Bromsgrove Worcestershire B61 8DA
- Advertisement Hoarding Wall Of Building Asda Stores Ltd 21 Market Street Bromsgrove Worcestershire B61 8DA
- Asda Stores Ltd 21 Market Street Bromsgrove Worcestershire B61 8DA
- 22 Market Street Bromsgrove Worcestershire B61 8DA
- 24 Market Street Bromsgrove Worcestershire B61 8DA
- Peeter Weston Ltd 24 Market Street Bromsgrove Worcestershire B61 8DA
- 26 Market Street Bromsgrove Worcestershire B61 8DA
- Inkspitations 26 Market Street Bromsgrove Worcestershire B61 8DA
- Bromsgrove District Council Parkside Market Street Bromsgrove Worcestershire B61 8DA
- Bus Shelter No 1 (site 280101) Market Street Bromsgrove Worcestershire B61 8DA
- Bus Shelter No 2 (site 280102) Market Street Bromsgrove Worcestershire B61 8DA
- Bus Shelter No 3 (site 280103) Market Street Bromsgrove Worcestershire B61 8DA
- Bus Shelter No 4 (site 280104) Market Street Bromsgrove Worcestershire B61 8DA
- Bus Shelter No 5 (site 280105) Market Street Bromsgrove Worcestershire B61 8DA
- Bus Shelter No 6 (site 280106) Market Street Bromsgrove Worcestershire B61 8DA
- First Floor The Well House Market Street Bromsgrove Worcestershire B61 8DA
- Job Centre Parkside Market Street Bromsgrove Worcestershire B61 8DA
- Legal And Financial Group Ltd Market Street Bromsgrove Worcestershire B61 8DA
- Library Parkside Market Street Bromsgrove Worcestershire B61 8DA
- Public Convenience Market Street Bromsgrove Worcestershire B61 8DA
- Refuge Assurance House Market Street Bromsgrove Worcestershire B61 8DA
- Register Office Parkside Market Street Bromsgrove Worcestershire B61 8DA
- The Well House Market Street Bromsgrove Worcestershire B61 8DA



**Step 5** Your details will be displayed. You must **tick** to agree to the terms and conditions before clicking '**Next**'

### Registration

**Please check your details**

If there are any mistakes, click back to re-enter the information.

Name	Mr D Planner
Email	newplan@bromsgroveandredditch.gov.uk
Phone Number	
Address	Bromsgrove District Council Parkside Market Street Bromsgrove Worcestershire B61 8DA

\* I have read and agree with the [Terms and Conditions \(opens in a new window\)](#) and [Privacy Policy \(opens in a new window\)](#)

[Back](#) [Next](#)

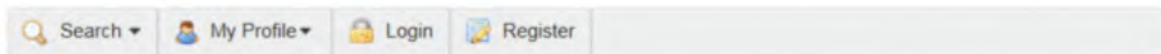


**Step 6** An activation email will now be sent to the email used to register.



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)



### Activation Required

An email has been sent to [newplan@bromsgroveandredditch.gov.uk](mailto:newplan@bromsgroveandredditch.gov.uk) with instructions on how to activate your account.

You will not be able to save searches or track applications until you activate your account.



**Step 7** The email should be sent immediately, if you do not receive an email please check your junk mail. Once the email has been received click on the link contained in the email to confirm the registration. The email will be sent from the address **[publicaccess@bromsgroveandredditch.gov.uk](mailto:publicaccess@bromsgroveandredditch.gov.uk)**





## Step 7 continued

### Registration Confirmation Request

publicaccess@bromsgroveandredditch.gov.uk

Sent: Mon 12/02/2018 12:00

To: Newplan

Hello D Planner,

To confirm your registration please click the following link:

<https://publicaccess.bromsgroveandredditch.gov.uk/online-applications/registrationConfirm.do?action=createUser&key=607bce65fd32662840523e9996dd7c12>

If required you can also copy the link to the address field of your browser.

Please Logon with the username and password you originally selected.



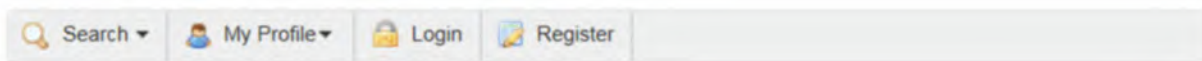
## Step 8

When you click on the link you will be brought back to the Public Access webpage and can log in via the link at the bottom of the page.



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[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)



### Registration Complete - Please Login

Welcome back. Your registration is now complete.

You need to login before you can access additional features such as saving searches and tracking changes to applications.

[Login](#)



**Bromsgrove**  
District Council

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

**Planning and Regeneration**

Bromsgrove District Council. Tel: 01527 881770. email: [Newplan@bromsgroveandredditch.gov.uk](mailto:Newplan@bromsgroveandredditch.gov.uk)