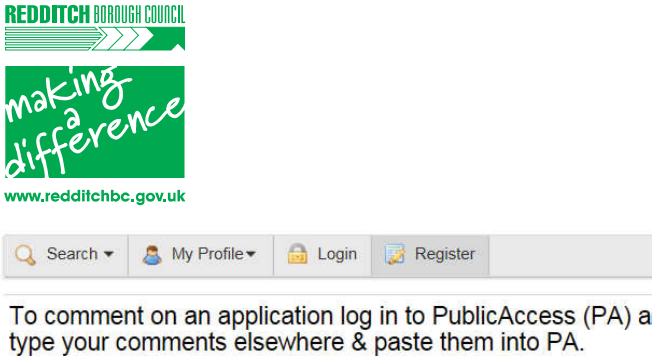
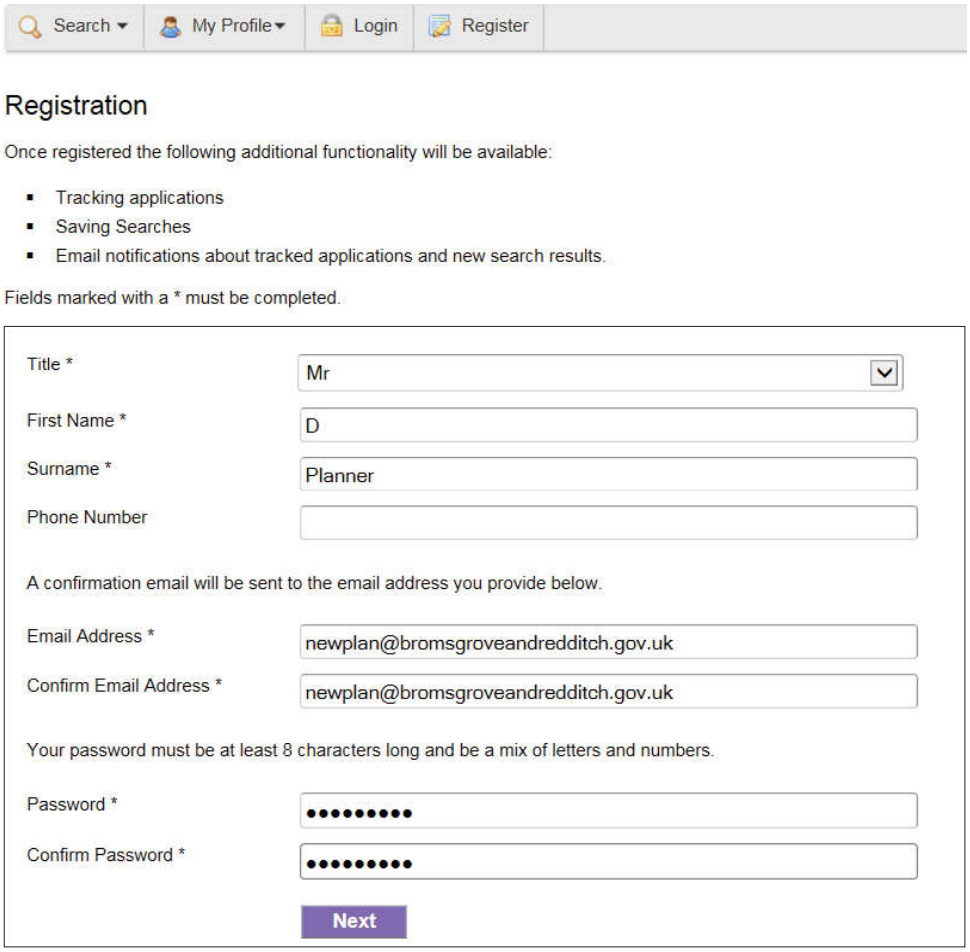
Step 1

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



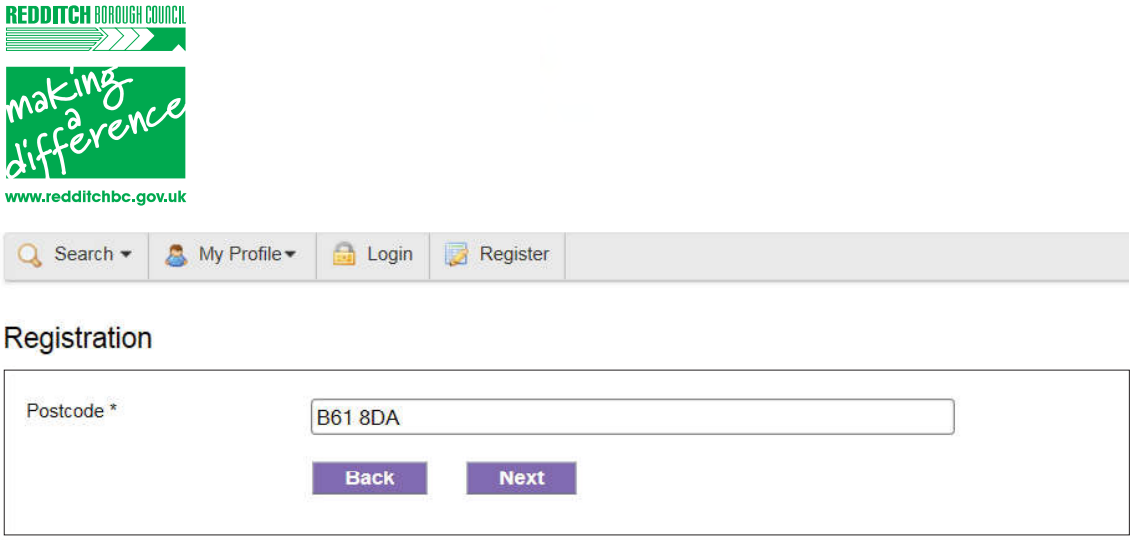
Step 2

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.



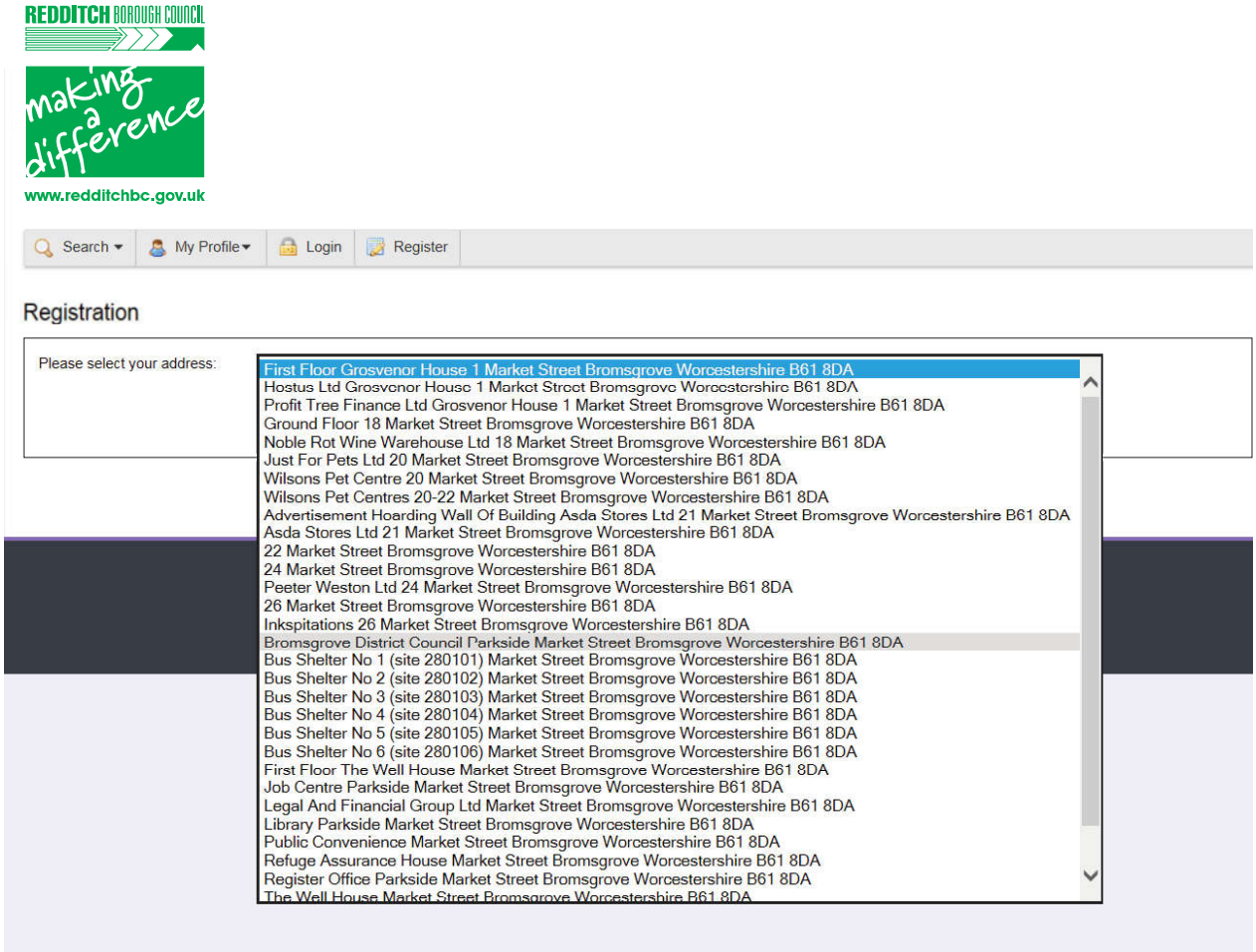
Step 3

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



Step 4

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



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.

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Search ▾ My Profile ▾ Login Register

Activation Required

An email has been sent to 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**

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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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

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Planning and Regeneration
Redditch Borough Council, Town Hall, Walter Stranz Square, Redditch, Worcestershire B98 8AH
Tel: 01527 881770. email: Newplan@bromsgroveandredditch.gov.uk