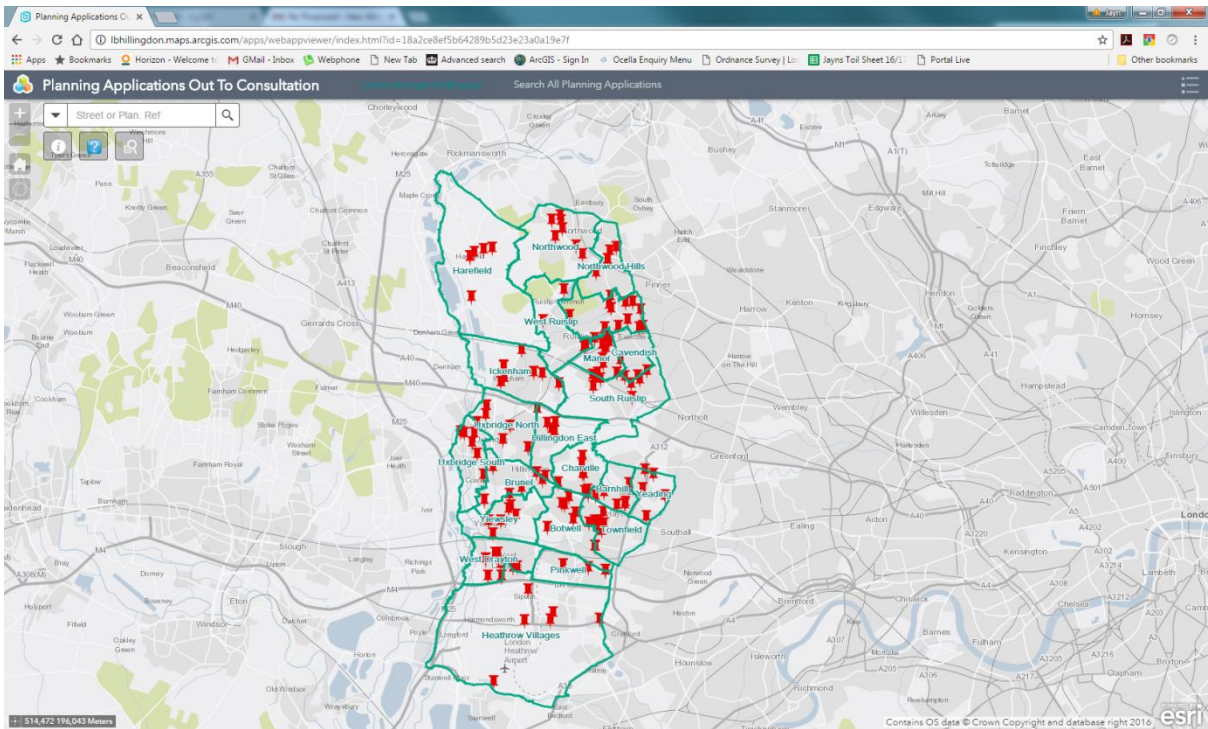# Planning Applications Out To Consultation
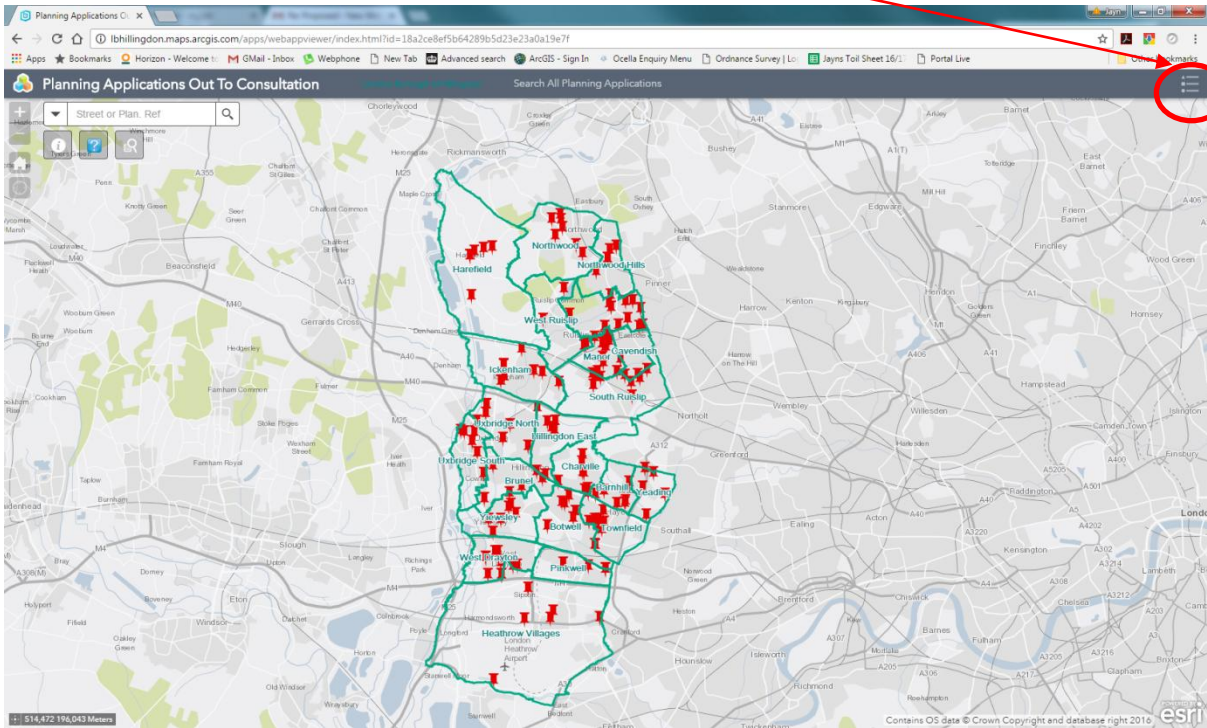
Interactive Map

A Guide

This interactive web map has been specifically designed to encourage the public to get involved with the planning process and to submit comments against open (undecided) planning applications.
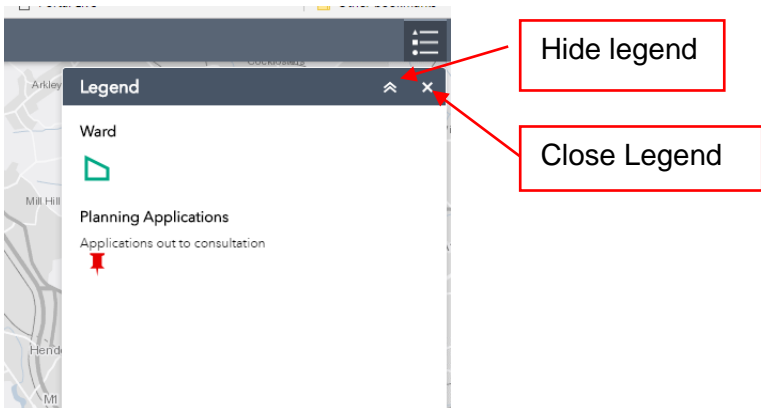
The applications are extracted from the Planning system on a daily basis and displayed on the borough ward boundary, with a simple map backdrop.

1. Legend

The legend button displays the key for the two layers on the map

Hide legend

Close Legend

2. Zoom In/Zoom Out, Pan & Home
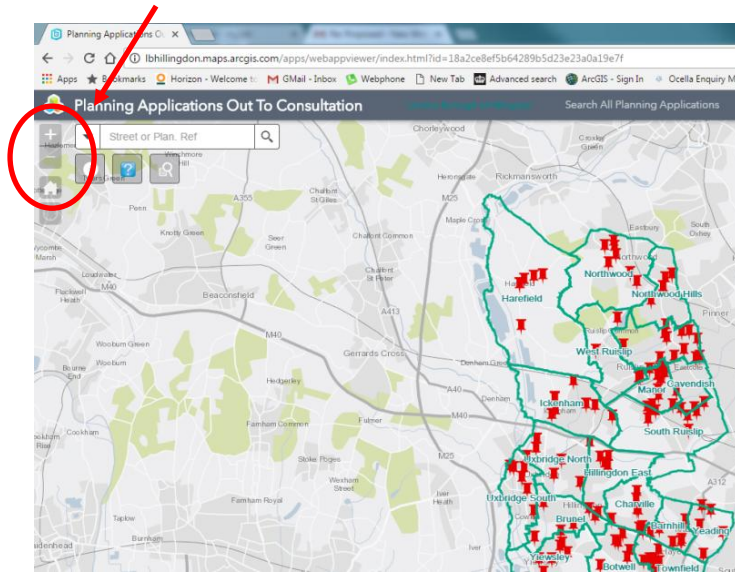
The ✚ will zoom in at set scale steps to a minimum scale of 1:2500

The ▬ will zoom out in the same set steps to a maximum scale of 1:100,000

To Pan around the map simply hold the left-click button down on your mouse and drag the map to the location you are after.

A quick way to zoom to a required area on the map is hold the left-click down on your mouse while holding the shift-key down on your keyboard. You can now draw a "zoom box" on the screen.
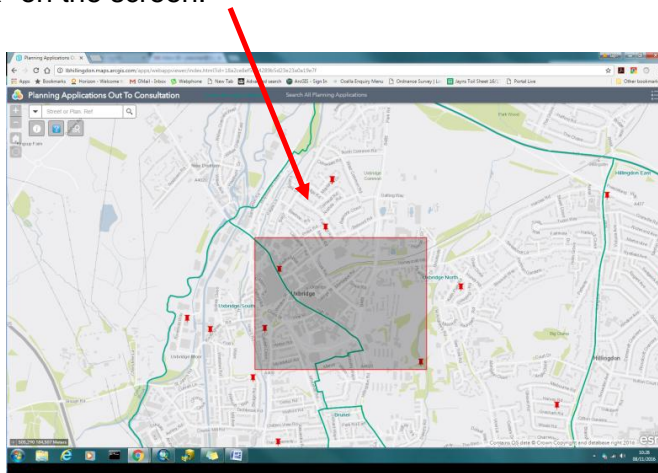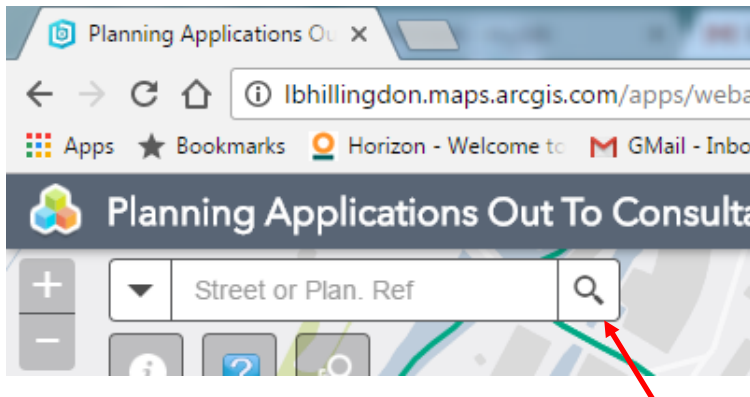

The screen will zoom to and centre on this "box"

The **Home** button will return the screen to the original "whole borough" extent

3. Search For An Address/Given Application Reference

If you have a particular street you are interested in, or you have the full Planning Application Reference available, you can zoom to that location using the Search tool

Enter the Planning Application Reference e.g. **37800/ADV/2016/96** or the street name e.g. "high street" and click on the magnifying glass button to the right of the text box.

The map will zoom to the planning application or to the start of the <u>first</u> street with that name. Where there are several streets in the borough with the same name you will be offered a pick-list.
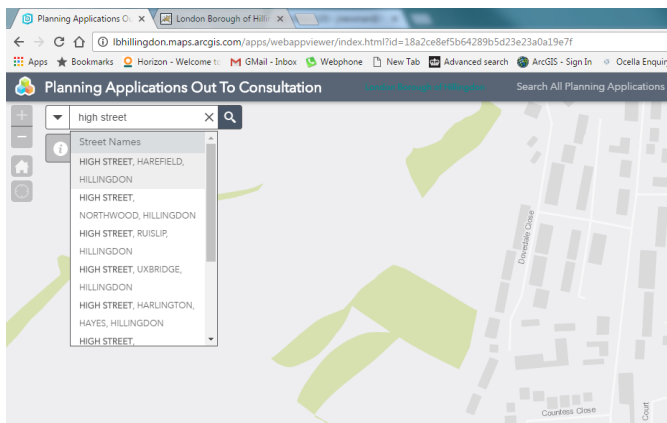

Scroll up and down the list to find the right occurrence and click on the text. The map will zoom to the start of the selected street. To close the list, click on the **X** in the text box.

4. **Simple Query**

To see the associated data attached to one of the Planning Application "pins" on the map, just click on the pin using your mouse.

A pop-up box will open displaying the Planning Application Reference, the site address and the development description.

To close the pop-up, click on the X in the top right-hand corner.
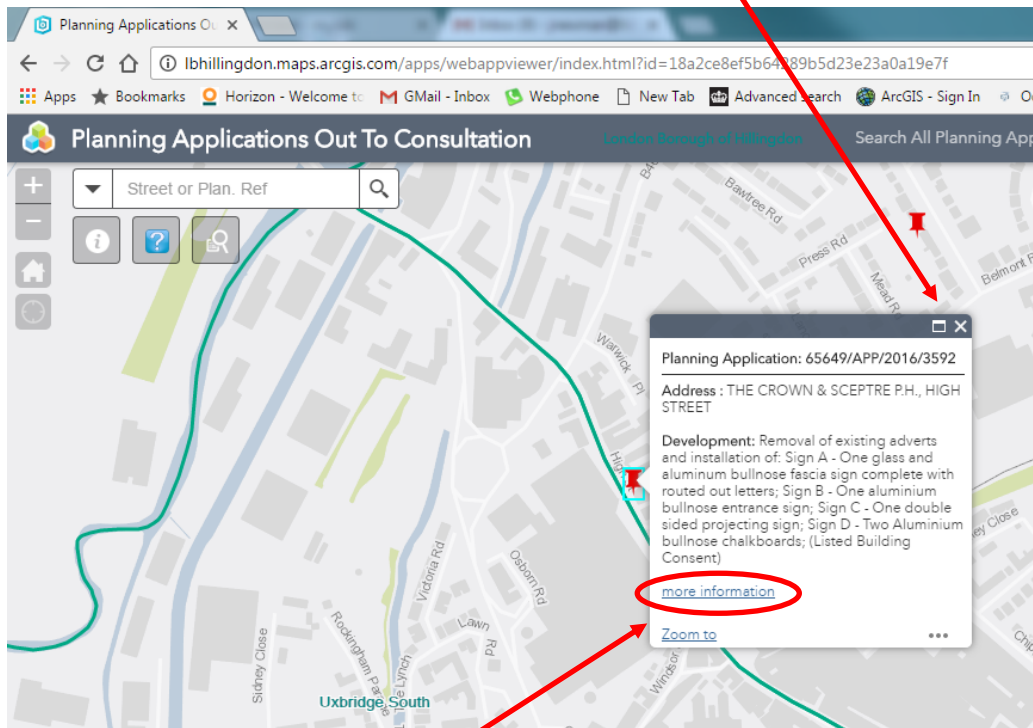
To find out more information about the application, for example to see the development plans and application form, or to record your comments on the development, click on the "more information" text. A new browser window will open showing you the application details page.
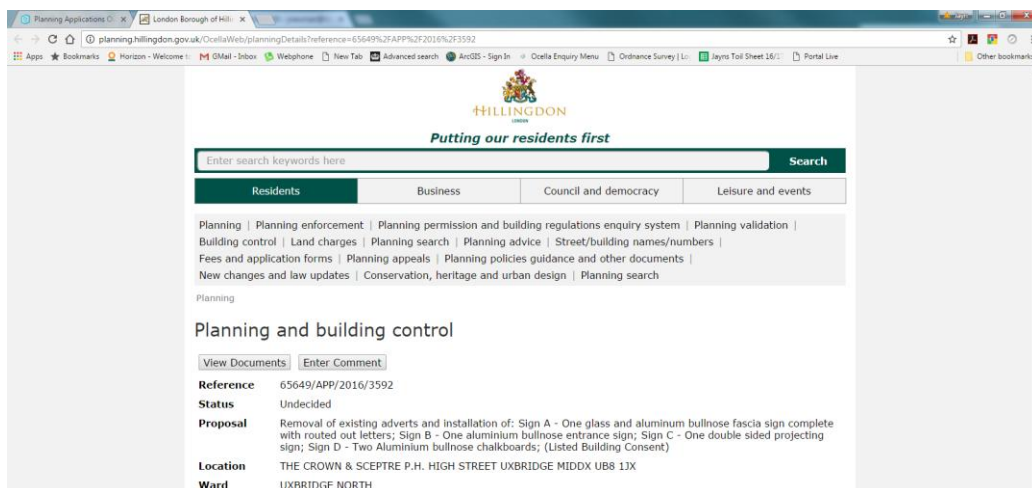
5. Locate All Applications within a given radius of an address or point on the map

This tool allows you to zoom to an address or drop a point onto the map and locate all "open" planning applications within a given radius of that address/point.

Click on the "?" button to open the tool dialogue box.
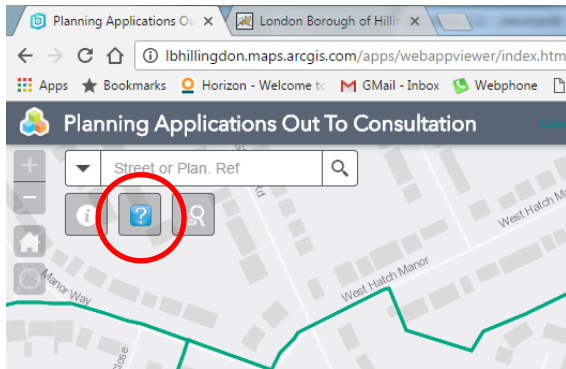
You can type in an address e.g. "Civic Centre High Street Uxbridge". As you type you will see a number of addresses displayed. Unfortunately this search tool uses an international address dataset so you will be offered a Civic Centre in Harare before getting to the one in Uxbridge! Just keep typing! Once the required address appears in the list, click on it and the map will reposition to the location, place a pin in the map at that point and search for applications in the default distance of 100m from the pin. Alternatively you can just click on the map to drop a pin into a general location

Any applications found will be listed in the bottom half of the dialogue box.
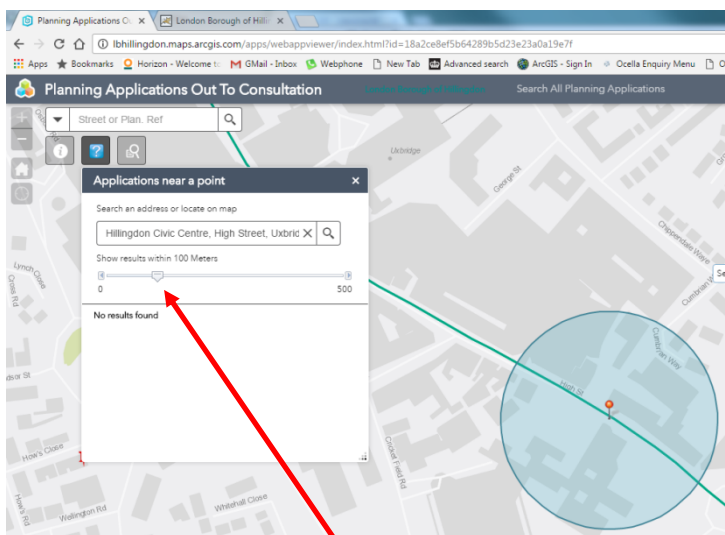

The search area can be expanded by dragging the slider on the bar

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In this example I am hovering the cursor over the corner of Townfield Square in Hayes. The cursor is asking us to "Set Location".
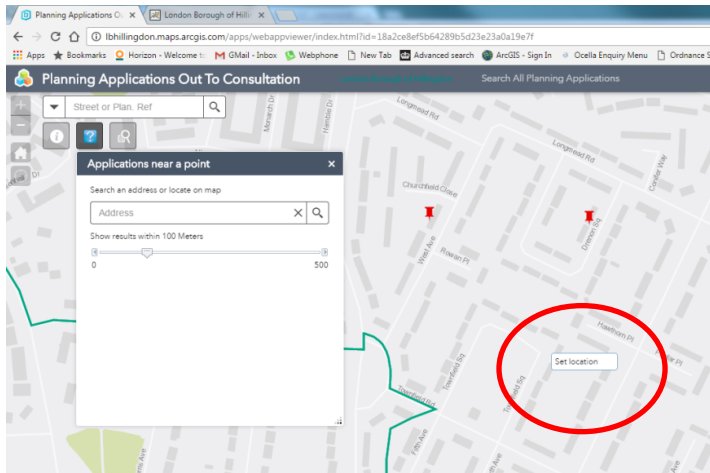

When I click on this point, the tool automatically puts a pin in the map and draws the 100m circle but finds no applications.

When I extend the search area to 250 m by dragging the slider to the right, I have located 4 applications.
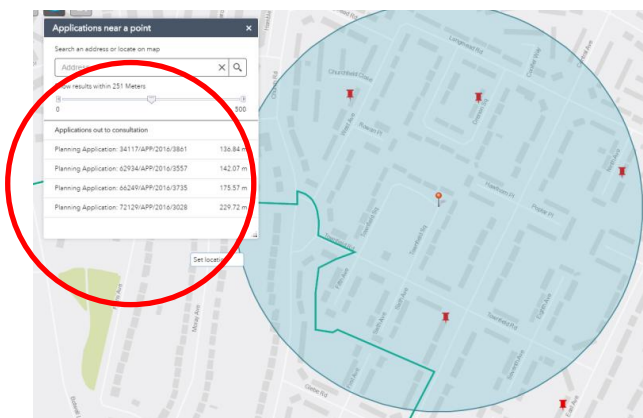
Clicking on the top record in the list opens the pop-up to display the address and description for that application, the link to the full application details page, and highlights the site on the map.
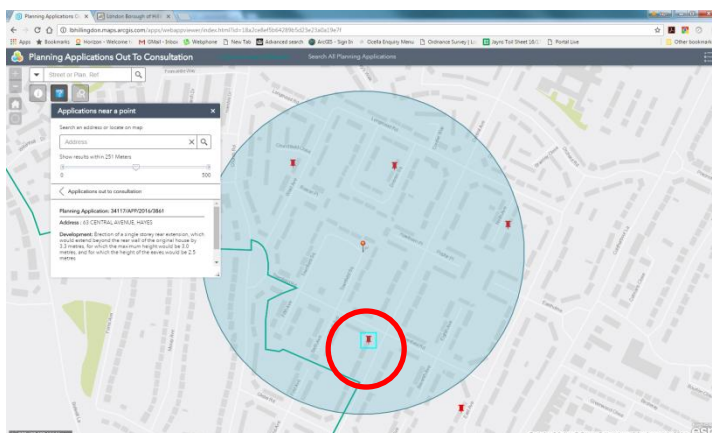
Click on the "**<**" above the application summary to return to the list of found applications.
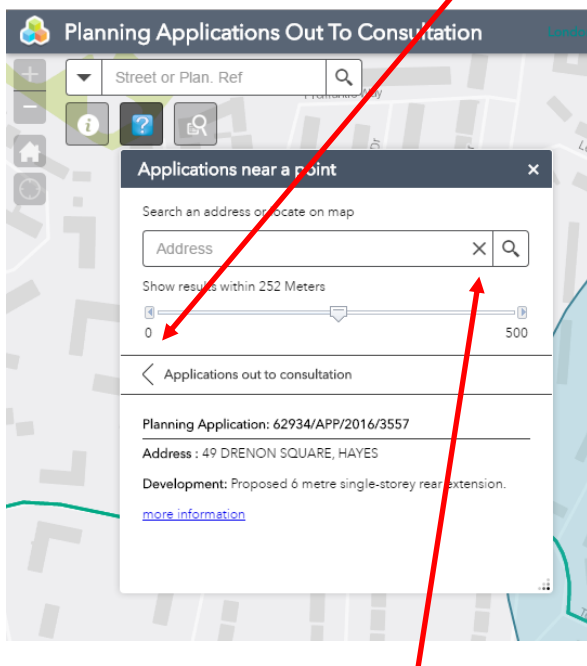

To close the tool, click on the "**X**" in the top right-hand corner. The search area will disappear from the screen, along with the location "pin".
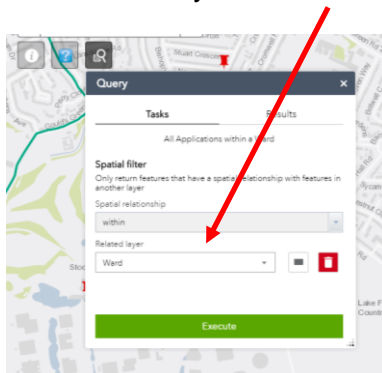
6. Locate All The Applications Within A Given Ward (or Wards)

This tool allows you to select one or more adjacent wards and create a list of all applications currently out to consultation within those wards. This list can then be downloaded if required.

Click on the Query button
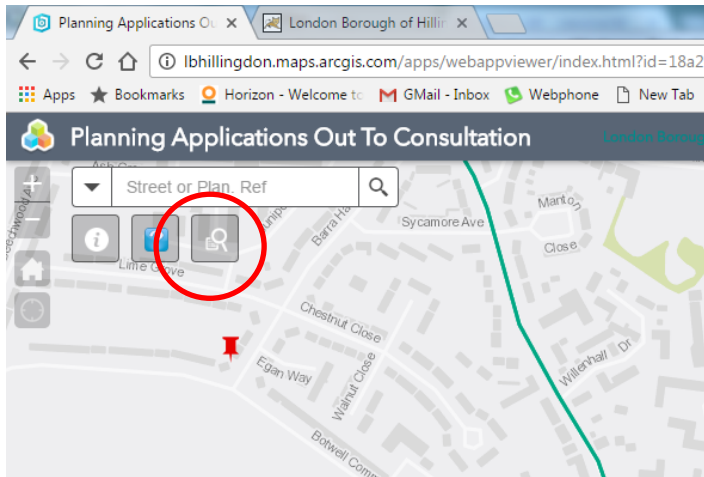
A dialogue box will open up. If it isn't already showing, click on the dropdown arrow under the Related Layer text and select the Ward layer.


If you want a complete list of all the applications out to consultation, click on Execute.

If you want to select only those applications within a give ward then you will need to select the ward(s) in question.

Click on the Draw Shapes button. Draw a box within the ward outline on the map by clicking on the map and, holding the left mouse click down, drag across the screen.

If you want to select 2 adjacent wards, draw the box so it crosses the boundary of both wards. In the example below, the selection box has been drawn across the boundary of Bowell and Townfield wards.
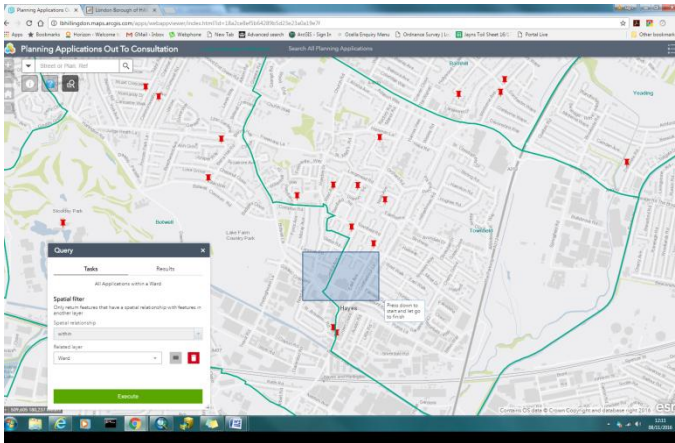
When you let go of the mouse, both wards will be highlighted.
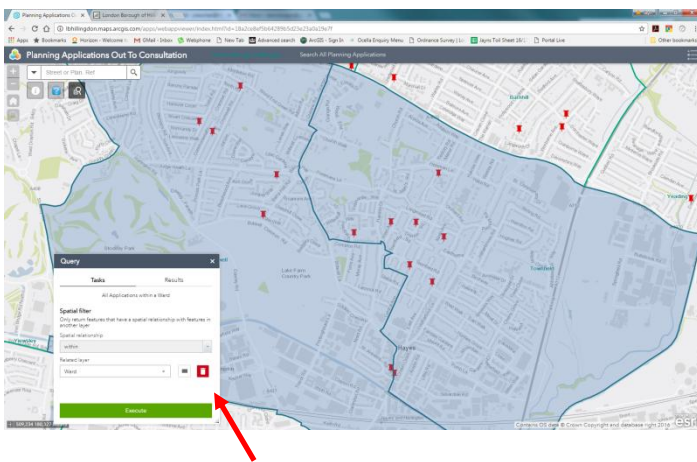
If you didn't get the result you wanted, click on the red bin button and try again.

When you are happy with your ward selection, click on the Execute button to start the search. The pop up will switch to the Results tab and list all the applications within the selected ward. Clicking on one of the entries in the list will highlight the location on the map, and again, there is a link to the Planning and building control summary screen for that record to allow you to record your comments.
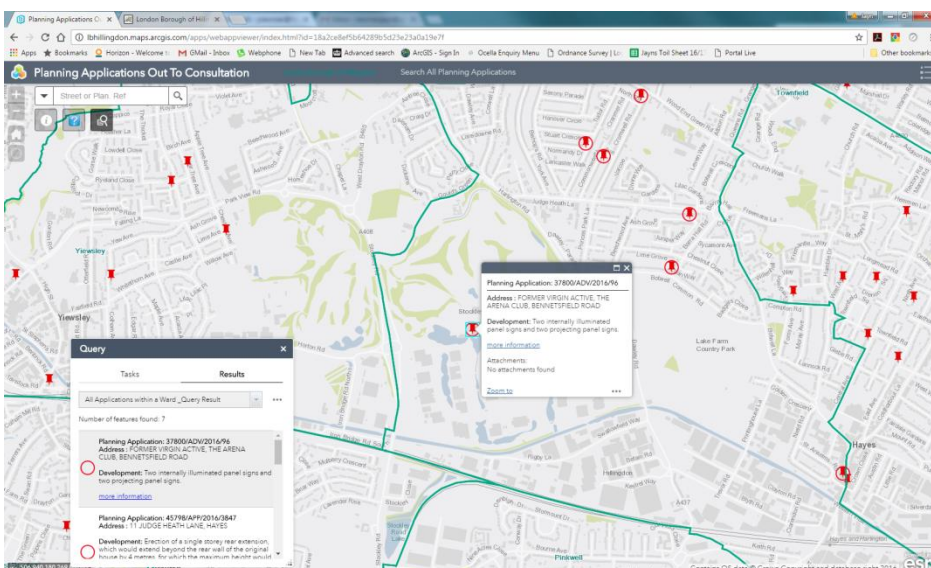
If you click on the "..." next to the Query Result text you are given the option to export the list of applications to a number of formats, or to remove the results to try again.
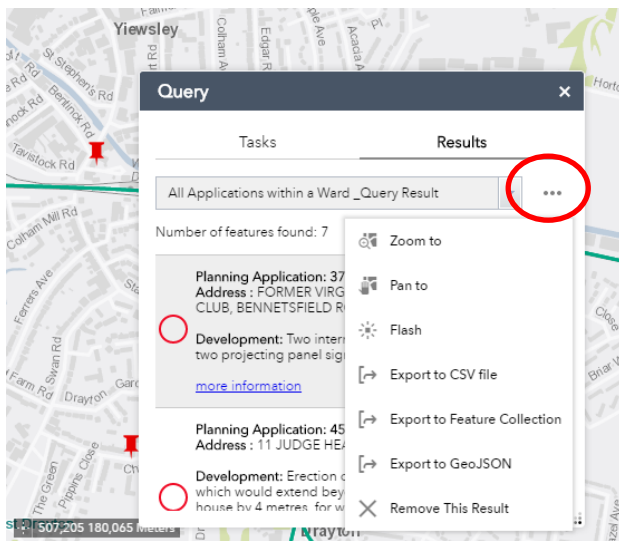
Note - CSV files can be opened directly into EXCEL or other spreadsheet formats.

7. If You Can't Find The Application You Are Looking For....

.. it may be that it is not currently open to the consultation process. There is a short cut to the Planning Search web page in the centre of the title bar.
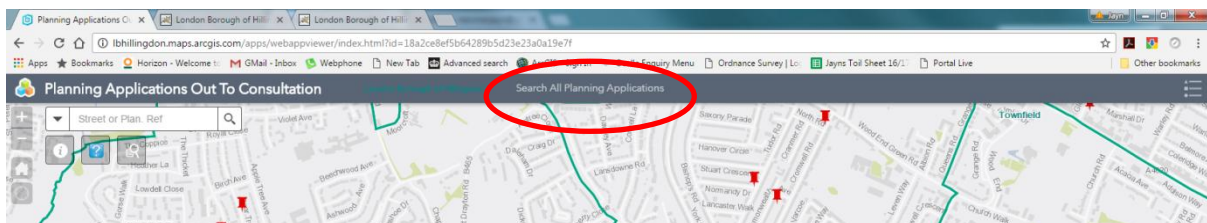
This will open the Planning Application Search page in a new tab.