

## Map Search

Map search allows you to identify properties that are the subjects of applications, appeals or enforcements using an interactive map. The map allows you to zoom in and examine each property to locate the records of interest to you. You can filter the display by adding or removing record types and by changing the time period.

Alternatively, if you are interested in applications relevant to a specific geographical area, such as close to your home, you can search for records limited either to the currently displayed map extent or to a specified radius from the map's centre. These searches can be saved to your Saved Searches.

1 From the Search menu, choose the Planning module, then select **Map Search**.

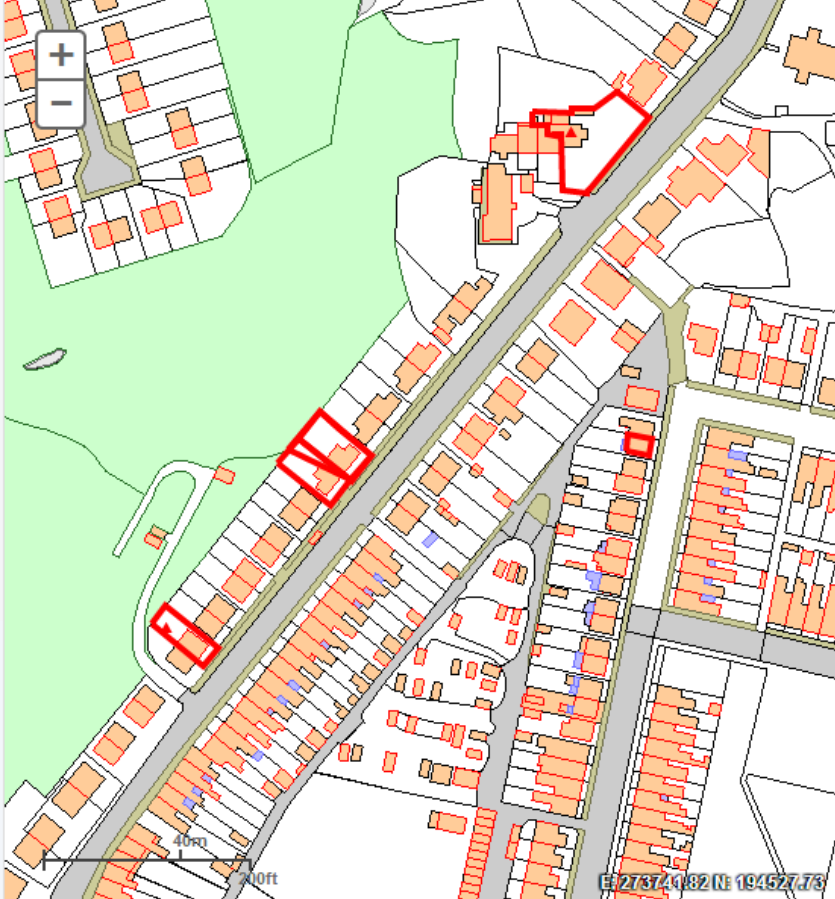
The initial view shows applications submitted within the last six months.

### Map Search

[Help with this page](#)

Use the map tools to help you zoom in and locate the desired case/property. As you move around the map using zoom/pan controls the summary list on the right hand side will automatically update.

Simple Advanced Weekly / Monthly Lists Property **Map**



**Legend and Filter**  
Showing search results. [Enable filter](#) and remove results.

Within the last 6 months

- Planning
  - Application
  - Appeal
  - Enforcement
- Building Control
  - Building Control
  - Contravention
- Building Standards
  - Building Warrant
  - Building Notice
- Licencing
  - Licencing Application
  - Licencing
- Property

[Save a rectangular search](#) defined by the current map extent.

[Save a circular search](#) of the specified radius, centred on the current location.

50m  show on map

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2 To zoom in on a specific location, click on a point on the map and click on the + button. To zoom out, click on the - button.

Alternatively you can zoom in and out by scrolling the mouse wheel.

**Note** The scale at the bottom left of the map changes as you zoom.

3 To pan the image around, click on the map and, keeping the mouse button depressed, drag in the direction you want to pan.

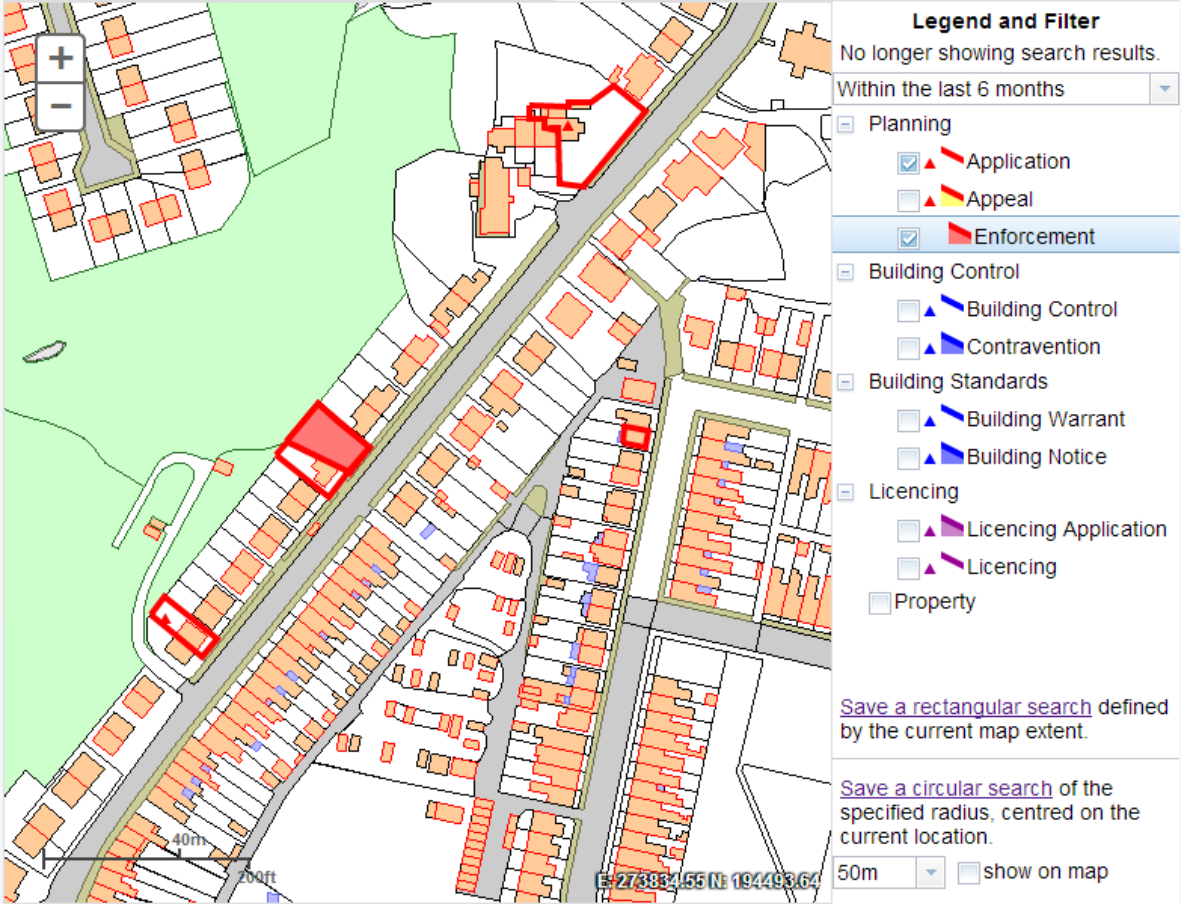
4 To refine the display, click on **Enable Filter**.

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Simple   Advanced   Weekly / Monthly Lists   Property   **Map**



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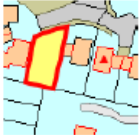





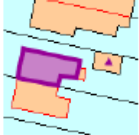
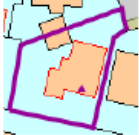
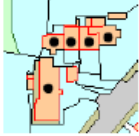
5 The initial view displays applications submitted within the last six months. To change the time period select from the **Time Period** drop down list.

Within the last year	▼
Today	
Within the last 7 days	
Within the last month	
Within the last 6 months	
<b>Within the last year</b>	
Within the last 2 years	
Within the last 5 years	
All	

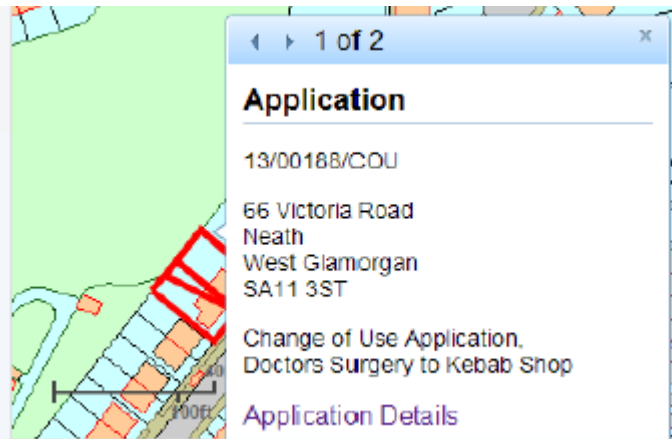
6 To display more record types on the map, check the relevant boxes in the **Legend and Filter** list. To remove record types from the map, uncheck them.

Most records can be displayed in two ways:

- Records which only affect the property which is the subject of the application are shown as triangular points.
- Records which affect others (for example, neighbours or the public) are displayed as a polygon which illustrates the boundary of the property affected by the application.

Module	Record type	Displayed As
<b>Planning</b>	<b>Applications</b> - properties for which planning applications have been submitted.	
	<b>Appeals</b> - properties which are the subject of planning appeals.	
	<b>Enforcements</b> - properties which are the subject of planning enforcements.	
<b>Building Control</b>	<b>Applications</b> - properties for which building control applications have been submitted.	
	<b>Contraventions</b> - properties which are the subject of building control contraventions.	
<b>Building Standards</b>	<b>Warrants</b> - properties for which applications for building warrants have been submitted.	
	<b>Notices</b> - properties which are the subject of building notices.	
<b>Licensing</b>	<b>Applications</b> - properties for which licence applications have been submitted.	
	<b>Licences</b> - properties which hold one or more licences.	
<b>All</b>	<b>Properties</b> - all valid properties in your local area. You can click on any of these to see if any current record (for example, application, or licence) exists at that address.	

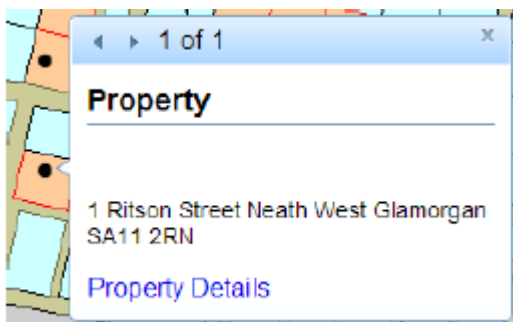
7 Once you have identified a record of interest, click on the triangle point or polygon to display a summary of the information about the record.



If there is more than one record associated with the property, you can click on the navigation arrows to page through the record summaries.

To view the full record details click on the **Details** link.

8 When the black Properties markers are displayed, you can click on any of these to view the property summary.



To view full details about that property, including any historical records that do not fall into the time period displayed on the map, click on Property Details.

## Saving map searches

You can add a map search to your Saved Searches list in one of two formats:

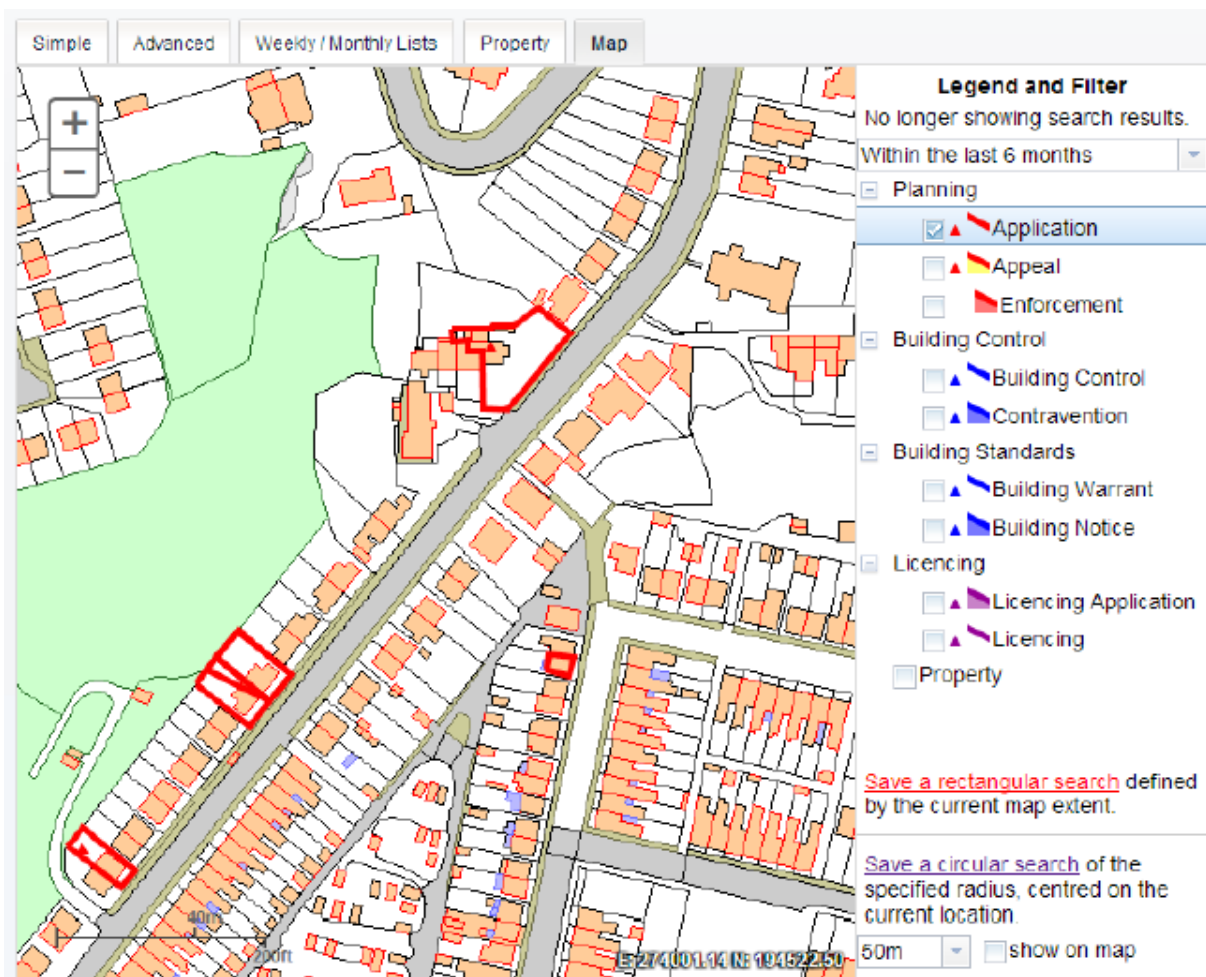
- **Rectangular search** - saves all of the records of the selected record type that apply to the area currently shown on the map
- **Circular search** - saves all of the records of the selected record type that apply to the area within a specified radius of the map centre.

**Note** Map searches can only be saved for one record type (for example, applications) at a time. If you want to save a search for another record type in the same geographical area, you must save it as a different search.

## Rectangular search

The rectangular search allows you to display occurrences of a record type over the geographical area currently displayed on the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your town centre and filtered the legend to display planning applications in the last month you can save an extents search that allows you to monitor new applications arising in the town centre on a monthly basis.

- 1 Zoom and pan the map to display the geographical area of interest.
- 2 Select the required time period.
- 3 Filter the legend to display one record type.
- 4 Click on **Save a rectangular search**.



5 On the **Saved Search Options** page you may change the default search title if you wish.

#### My Profile » Save Search

**Saved Search Options**

Search Title (editable)	<input type="text" value="Map Planning Application 13-Dec-2013 5:52"/>
Notify me via email about new search results	<input checked="" type="radio"/> Yes <input type="radio"/> No
Last Run Date	Search not run yet.

6 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab

7 Click Save to save the search to your list of Saved Searches

### Circular search

The circular map search allows you to display occurrences of a record type over the geographical area currently displayed within a specified proximity of the centre of the map. By re-running the search, you can monitor new occurrences. For example, if you have zoomed the map to display your home and filtered the legend to display planning applications submitted in the last year you can save a proximity search that allows you to monitor new planning applications arising within a specified distance of your home on a yearly basis.

1 Zoom and pan the map, placing the geographical point of interest at the centre.

2 Select the required time period.

3 Filter the legend to display one record type.

4 Select the radial distance from the centre in which to search for records.




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Property

[Save a rectangular search](#) defined by the current map extent

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50m  show on map

Check the **Show on map box** to display the proximity as a circle around the centre. You can pan the map to make adjustments if required.

5 Click on **Save a circular search**.

6 In the Saved Search Options box you may change the default search title if you wish.

### My Profile » Save Search

#### Saved Search Options

Search Title (editable)

Notify me via email about new search results  Yes  No

Last Run Date Search not run yet

Save

Cancel



7 If you want to be notified by email of any new records matching your search criteria, select Yes. These notifications are displayed in your Notified Applications tab

8 Click Save to save the search to your list of Saved Searches.