The IDOX Online Local Development Plans application allows you to view all of the developments that are planned by your local authority. You can use the application to search for specific developments and submit comments back to your local authority’s planning department.
## Contents

Usage Notes ........................................................................................................................................ 1  
Selecting a Plan .............................................................................................................................. 3  
Viewing Plan Contents .................................................................................................................... 4  
  Structure .......................................................................................................................................... 4  
  Navigation ......................................................................................................................................... 5  
Viewing Related Items ...................................................................................................................... 6  
Making Comments [link] .................................................................................................................... 8  
Printing ........................................................................................................................................... 8  
Searching a Plan ................................................................................................................................ 9  
  Address Search ............................................................................................................................... 9  
  Search Plan .................................................................................................................................... 11  
  Map Search ................................................................................................................................... 12  
  Making a Comment ........................................................................................................................ 22
Selecting a Plan

The Plan Selector allows you to view all the development plans that are currently proposed or recently adopted by your local authority.

1. Select a Development Plan from the Plan Selector list.

2. Click on Select.
Viewing Plan Contents

The details of a development plan are displayed in the Contents Viewer. You can use the Contents Viewer to search the plan’s structure for areas of interest. For each section in the Contents List you can navigate through the details, view related items and add a comment to your comments representation.

Structure

Development plans are organised as follows:

1 CHAPTER

  1.x Section

  1.x.x Paragraph.

The Contents List displays the chapters and sections of the development plan. When you click on a section to display it in the Contents Viewer each of its constituent paragraphs is individually identified.

Any chapter, section or paragraph can be commented up or linked to as a Related Item.
Navigation

The selected items displayed in the Contents Viewer may comprise a number of paragraph items and run to one or more pages. You can use the Navigation tools to access the information you want quickly and easily.

1. The number of paragraph items being displayed on the page is presented in the format: **Showing x – y of z**.

2. You can choose how many items to display on each page. Select a number from the **Items per page** list, then press **Go**.

3. If the information runs to more than one page, you can navigate directly to a page by clicking on the appropriate **Page Number**.
Viewing Related Items

Any chapter, section or paragraph item may be associated with other parts of the development plan. These are known as related items.

1. To view related items for any item displayed in the Contents Viewer, click on the **Related Items** button next to it.

2. The results are displayed in a list. Click on each item to read its contents.
3. Select the **Local Map** tab to view these items on a map.

4. Select the **Whole Plan Policies** tab to view the related items which refer to entire development plans.
Making Comments [link]

You can comment about any item in the development plan. Doing this adds your comment to your cumulative representation for this development plan.

[see Making a Comment ]

Printing

You can print out any page from the Contents Viewer.

1. To print the currently displayed page, click on the Print button.
Searching a Plan

Instead of browsing the development plan for information, you can use one of the search tools to locate specific information.

**Address search** – allows you to search the development plan for items relating to a specific address or locality

**Search plan** – allows you to search the development plan for items that contain a specified text string

**Map search** – allows you to search the plan by looking at the area map.

Address Search

Address Search allows you to search the development plan for items relating to specific postcodes or for items relating to a combination of other address details (for example, towns, localities or streets).

**Postcode Search**

1. Click on the **Address Search** tab.

2. To search for items relating to a specific postcode, enter that postcode in the **Postcode** box.

3. Press the **Postcode Search** button.

**Address Search**

1. Click on the **Address Search** tab.

2. To search for items relating to a combination of known locality details, enter two or more pieces of address information.
3. Press the **Address Search** button.

**Address Search Results**

The results of an address search or postcode search are listed alphabetically.

1. You can choose how many items to display on each page. Select a number from the **Items per page** list, then press **Go**.

2. If the information runs to more than one page, you can navigate directly to a page by clicking on the appropriate **Page Number**.

3. Click on an address in the results list to display the development plan items that relate to this address.
Search Plan

Search Plan allows you to search the development plan for items that contain a specified piece of text.

1. Enter the text that you want to search for in the Search for box, then press the **Search** button.

2. The results containing the text are listed in the order in which they appear in the development plan.

3. You can choose how many items to display on each page. Select a number from the **Items per page** list, then press **Go**.

4. If the information runs to more than one page, you can navigate directly to a page by clicking on the appropriate **Page Number**.

5. Click on one of the search results to display it in the Contents Viewer.

6. Click on **Related Text/Map Items** beneath one of the result items to view other items in the development plan that are related to that item.
Map Search

The Map Viewer lets you examine the area map of an OLDP plan to locate specific information. For example, you may use the Map Viewer to identify roads on a map and the policies created for the roads. You can use the toolbar buttons in the Map Viewer to help you examine an area of a map, or select layer items from a list.

The Map Viewer also shows disclaimer text. A disclaimer is displayed when one or more layers are hidden from the legend, and usually indicates that not all information in the map is being viewed.
View Fullscreen

You can increase the size of the map area viewing the map in Full Screen mode.

1. Click on Map Search Full Screen.

2. To return to the original view, click on Back to Map Search.

Viewing area information according to map layers

You can view all layers at once on a map, or hide specific layers that you do not wish to view. Hiding layers is useful if you want to see specific layers in the context of a map and the policies that apply to it.

1. To hide a layer, deselect a layer from the layer legend. The layer information in the map is hidden from view.

2. If a disclaimer message exists, observe the disclaimer message below the map, such as shown in the following example:

   This website allows you to view some of the layer and spatial information held by the council. Not all of the council-owned layer and spatial information is available. The date is provided for information purposes only.

3. Check the side panel to see the policies that are applicable to the selected layer.

4. If you have hidden a number of layers, you may want to reset the legend to show all layers again by clicking on the Reset layers button in the toolbar buttons group.
**Viewing area information using the toolbar buttons**

Toolbar buttons allow you to navigate within the map view and find policy information related to the layer.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom in</td>
<td>Zooms in on a map by a magnification factor of two.</td>
</tr>
<tr>
<td>Zoom out</td>
<td>Zooms out on a map by a magnification factor of two.</td>
</tr>
<tr>
<td>Zoom to rectangle</td>
<td>Zooms to a rectangular area.</td>
</tr>
<tr>
<td>Initial map view</td>
<td>Returns to the initial map view extents.</td>
</tr>
<tr>
<td>Pan mode</td>
<td>Lets you drag the map to display areas outside of the current view.</td>
</tr>
<tr>
<td>Previous</td>
<td>Returns to the last zoom position and magnification.</td>
</tr>
<tr>
<td>Next view</td>
<td>This option is available after the previous view has been selected.</td>
</tr>
<tr>
<td>Pickpoint mode</td>
<td>The pickpoint mode lets you select any point in the map view.</td>
</tr>
<tr>
<td>Selection mode</td>
<td>The selection mode allows you to select an individual layer item on the map. For example, a housing estate marked on the map.</td>
</tr>
<tr>
<td>Clear selection</td>
<td>Clears the selection mode.</td>
</tr>
</tbody>
</table>
To zoom in to an area

1. Click on the **Zoom in** button from the toolbar. The cursor symbol changes to that of the zoom in button.

2. Click an area of the map that you wish to zoom in to. The map view refreshes to zoom in to an area by a magnification level of 2.

To zoom out of an area

1. Click on the **Zoom out** button from the toolbar. The cursor symbol changes to that of the zoom out button.

2. Click anywhere on the map view. The map view refreshes to zoom out by a magnification level of 2.

To go to the previous view

1. Click on the **Previous view** button. The previous map display is shown.

To go to the next view

1. Click on the **Next view** button. The map display prior to the previous view is shown.

To zoom to rectangle

1. Click on the **Zoom to rectangle** icon. The cursor symbol changes to that of the Zoom to rectangle button.

2. Click on the left mouse button at a desired area of the map and drag the cursor to the left to form a rectangle as shown in this example:

![Rectangle Example]

3. Release the mouse button and observe the zoomed in area in the map view.

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To zoom to a predefined scale

1. Click on the **Zoom Slider**.

2. As you drag the **Zoom Slider** up it displays predefined scales of decreasing size.

3. As you drag the **Zoom Slider** down it displays predefined scales of increasing size.

To pan to a different area of the map

1. Click on the **Pan mode** button. The cursor changes to that of the Pan mode button.

2. Click on the left mouse button at a desired area of the map and drag the cursor so that new areas of the map are shown.

3. When the map view refreshes to show the new area, release the mouse button.

4. You can also use the **Pan Arrows** below the Zoom Slider to pan around the map.

To pinpoint information using the pickpoint mode

1. Click on the **Pickpoint mode** button. The cursor changes to that of the pickpoint mode.

2. Click any location in the map view.

3. Observe the right side panel to view the policies that apply to the plan.
To pinpoint information using the selection mode

1. Click on the **Select mode** button.

2. Point the cursor to the layer item.

3. Click on the left mouse button and drag the cursor around the item to form a rectangle as shown in the following example:

4. Release the mouse button and observe the selected item change to a dark blue colour. The dark blue colour indicates that the item is selected.

5. Observe the right side panel to view the policies that apply to the plan.

6. To deselect the Select mode, click on the **Clear Selection** button.
To pinpoint information within a defined radius

This allows you to determine which policy information falls within a circular area on the map drawn at defined radius around a point. You could use this, for example, to discover all policies that affect any land within 500m of your home.

1. Right click on the map and choose **Select More > Select Radius**.
2. Move the cursor to a point on the map. Click and drag the cursor around the point to form a circle.

3. Drag the circle until the correct radius (in metres) is reached.
4. Observe that any items falling within this circle change to a dark blue colour, indicating that they are selected.
5. Observe the right side panel to view the policies that apply to the plan.
6. To deselect the Select mode, click on the Clear Selection button.

To pinpoint information within a polygon

This allows you to determine which policy information falls within an area drawn as a custom polygon on the map.

1. Right click on the map and choose **Select More > Select Polygon**.
2. Move the cursor to an area on the map around which you want to draw a shape. Click to place the first point of the shape and move the cursor to extend a line. Click again to complete the line.
3. Repeat this process, adding more lines to create the polygon shape.

4. To complete the polygon, hold down the CTRL key and click one more time.

5. Observe that any items falling within this shape change to a dark blue colour, indicating that they are selected.

6. Observe the right side panel to view the policies that apply to the plan.

7. To deselect the Select mode, click on the Clear Selection button.

**View area information from lists**

Area search lets you view the area of a map according to a layer and an associated objects which is selected from drop down lists. Once you have chosen a layer and an associated object, the map view zooms to the location of the object that is within the selected layer.

1. Select a layer from the **Area list**. In this example, Housing is selected.

2. Select an object item in the list to the right of the Area list. An image is displayed in the map view as shown in the following example.
3. Observe policy changes in the side panel.
Layer Viewer

You can also view layers of a plan without showing map information using the Layer Viewer function. The Layer Viewer shows the layers and the policy items that are related to the layer. If you do not wish to show a layer and the policy items related to the layer, you can deselect the layer from the list.

1. To hide a layer, deselect a layer from the list.
2. To show all layers again, click on the Reset Layers button.

Make a comment from Map Search

1. Select a point on the map, ensuring that the cursor is in Select mode.
2. Click on the Add Comment button. A text box is displayed under the item heading which shows the coordinates of the selected location. Type your comment into the text box.

3. To submit your comment now click on the Submit Comment button.
4. To add your comment to your comments representation click on the Save and Continue button.
Making a Comment

While reading the development plan you may wish to make a comment about some aspect of it. This can be done at the Chapter, Section or Paragraph level of the page being displayed in the Contents Viewer.

When you make a comment it is added to your Comments Representation, which is the cumulative collection of comments that you wish to make about this development plan. You can add more comments to the representation as you progress through the plan or edit or remove existing ones.

Once you have finished making comments you can send your representation of comments about the development plan to the Local Authority.

1. To make a comment about an entry in the Contents Viewer click on the appropriate Add Comment button. The comment can refer to a specific paragraph or to the whole section.

2. A new comment box is added to your comments representation, beneath any existing comments you have already made. Type your comment into the box.
3. Once your new comment is complete click on **Save and Continue** to return to the development plan. If you do not want to save the comment, click on **Cancel**.

4. To edit any of the comments in your representation simply click inside the appropriate comments box, make your changes and then press **Save and Continue**.

5. To delete comments from your representation, click the appropriate **Remove** button.

6. When you have made as many comments about the development plan as you want to, click on the **Submit** button to send all of the comments to the Local Authority in a single package.

7. Fill in your personal details then click on **Next**.

8. Before you can submit your comment representation you need to answer a few questions and complete an Equal Opportunities monitoring questionnaire.
9. Once you have given your answers you can retain a copy of your responses by clicking on the **Download as PDF** button.

10. Finally click on **Submit Comment** to send your comment representation to the Local Authority.