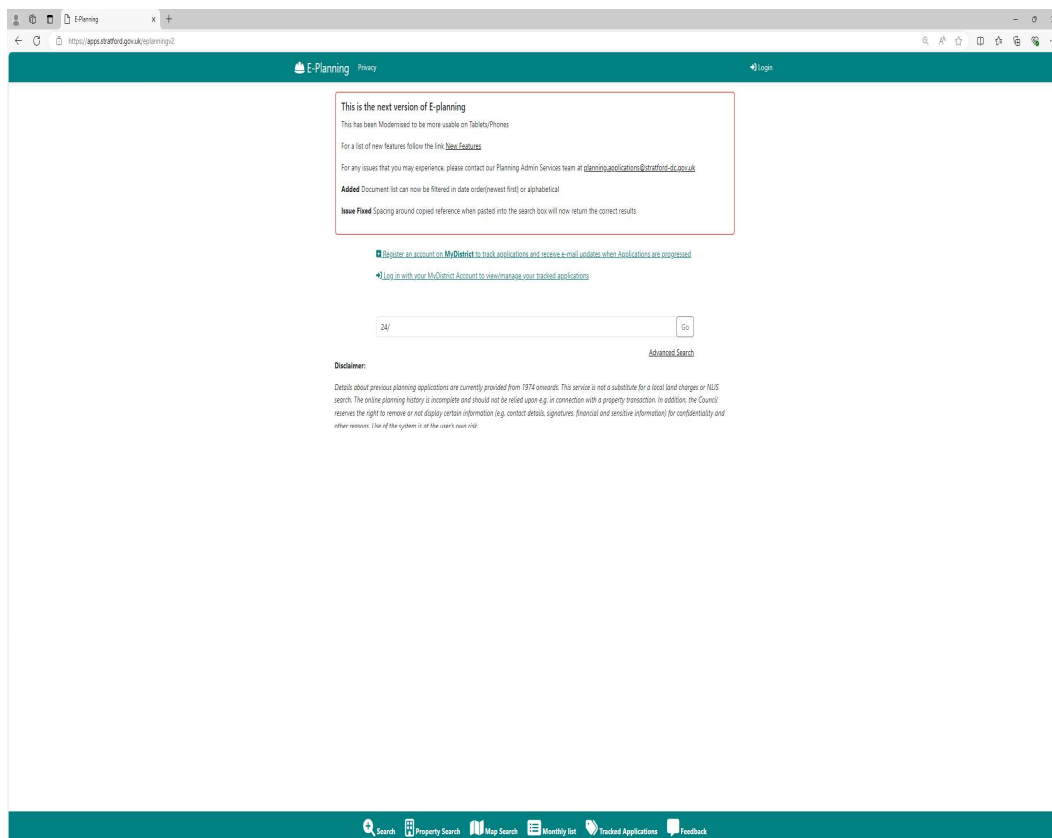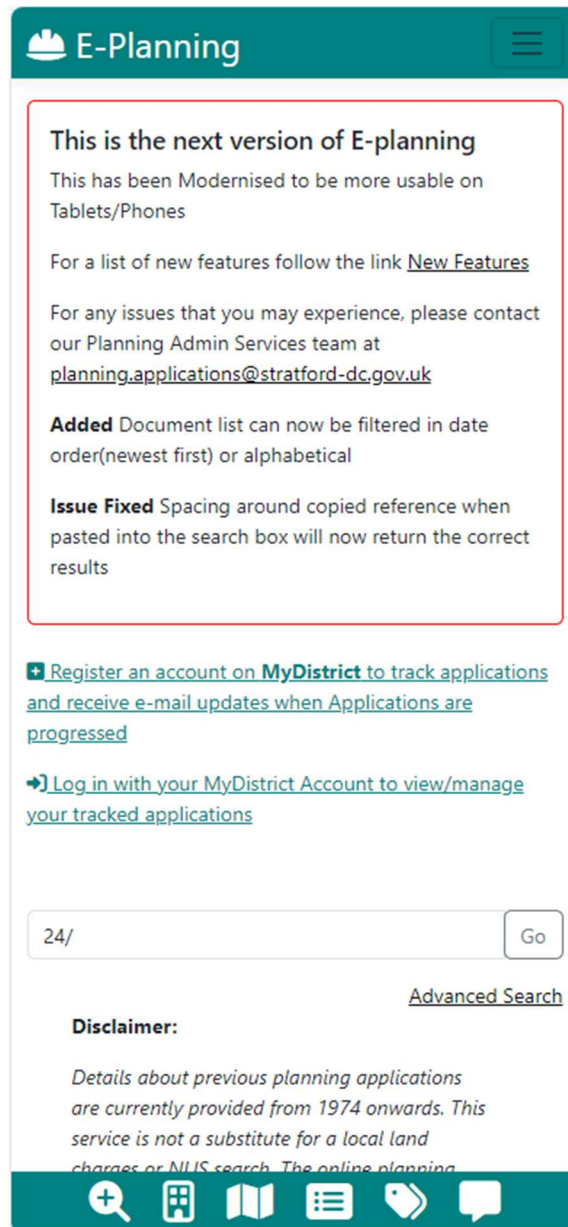# E-Planning Help Guide

This is a short guide to help familiarize your way around the application.

When browsing to the application, the landing page will look like this on a Desktop/ Laptop/Tablet device.

On a mobile device the landing page looks like this

At the bottom of the application is the toolbar, from here you can access different parts of the application.

Mobile view

Desktop/Laptop View

The Functionality From Left To Right by clicking/tapping on the icon.

Search: will take you to the main search page

Property Search: will take you to the Property Search page

**Map Search:** You can use the new Mapping Search to locate applications for a property.

Monthly List: allows you to filter and show applications for a month for a parish and any special interest applications i.e HS2

Tracked Applications: Will show and allow you to manage any of your tracked applications (you will need a my District account to login to use this feature)
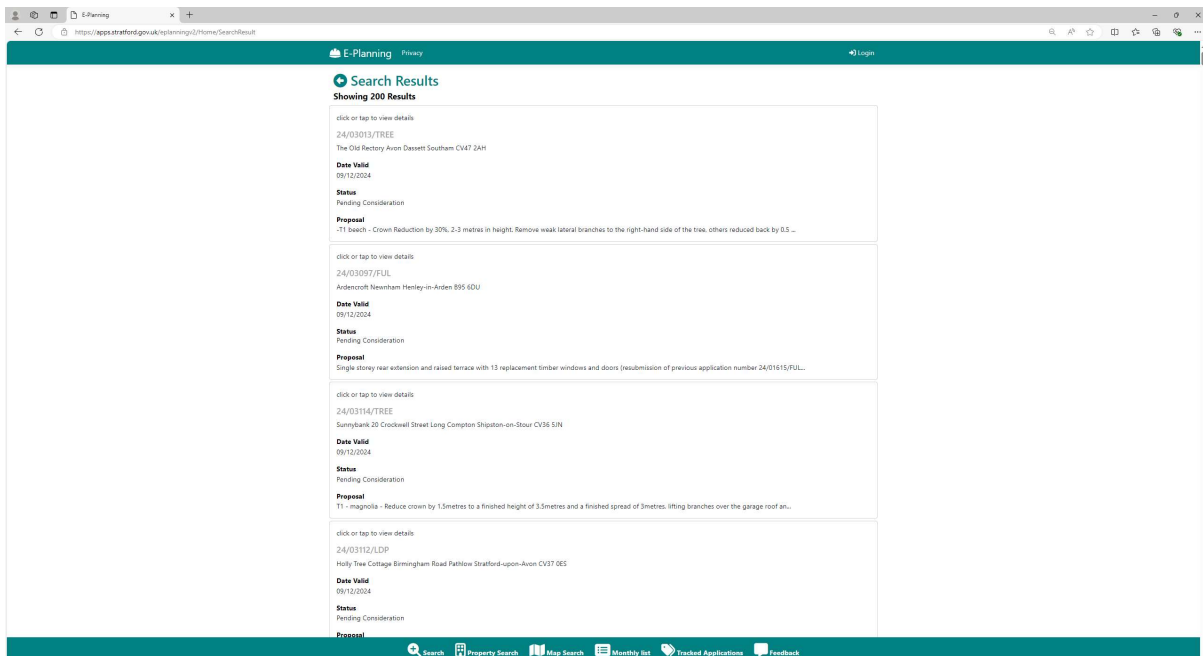
Feedback: Allows you to submit suggestions for improvements, highlight any issues you may have had or just general feedback regarding the application.

Main Search Window

Enter an application reference or just part of a reference if the whole reference is not known i.e 24/
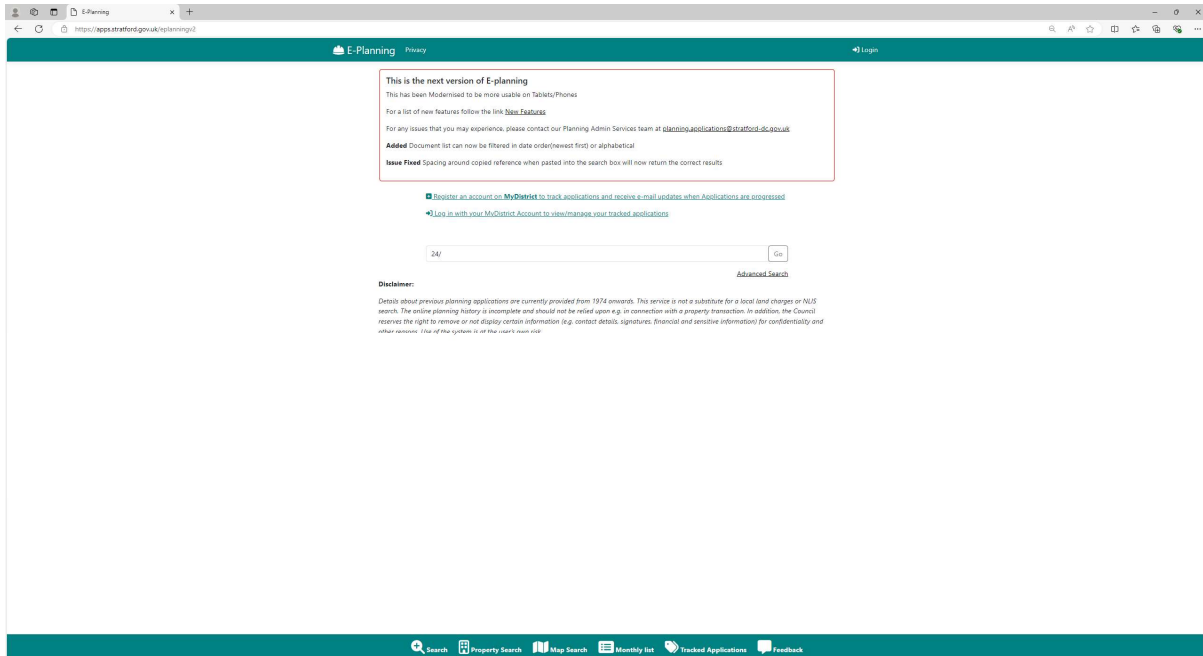

A list of Search results will then show

Scroll down to find the particular application you wish to view then click or tap to load the application details. (If you entered a complete reference it will automatically load into that application's details).

Application Details

This shows the details of the application you have a tab which you can navigate to access the relevant information (Important, dates contact details).
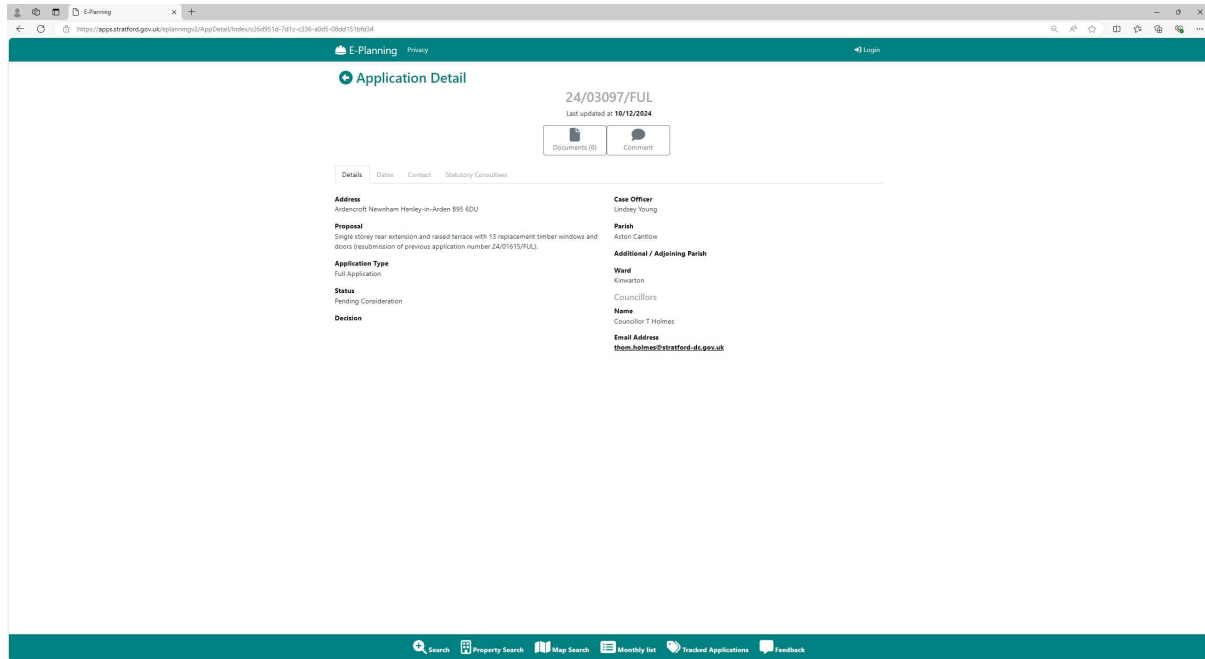
From here you can also access any Documents or make a comment regarding the application from the top menu

Document Viewing

You can view any associated documents for a particular application from here.
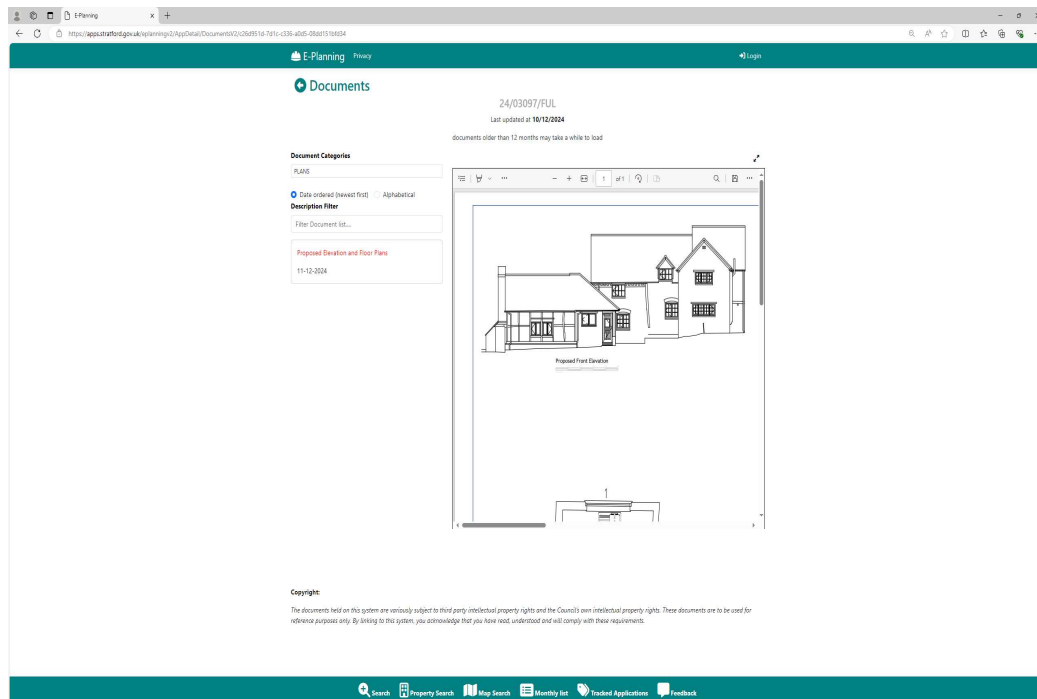
The Menu on the left allows you to filter between different document categories. You can also order them by newest first or alphabetical. There is also a filter option you can enter to narrow down to a particular document (helps when lots of documents are available to view)

Once a document is selected it will appear on the right hand side if available, when accessing on a desktop / Laptop / Large Tablet.

From here you can use the 2 arrows at the top right to load into full screen or use any of the built in PDF functionality to save the document/ rotate etc.

Proposed Front Elevation
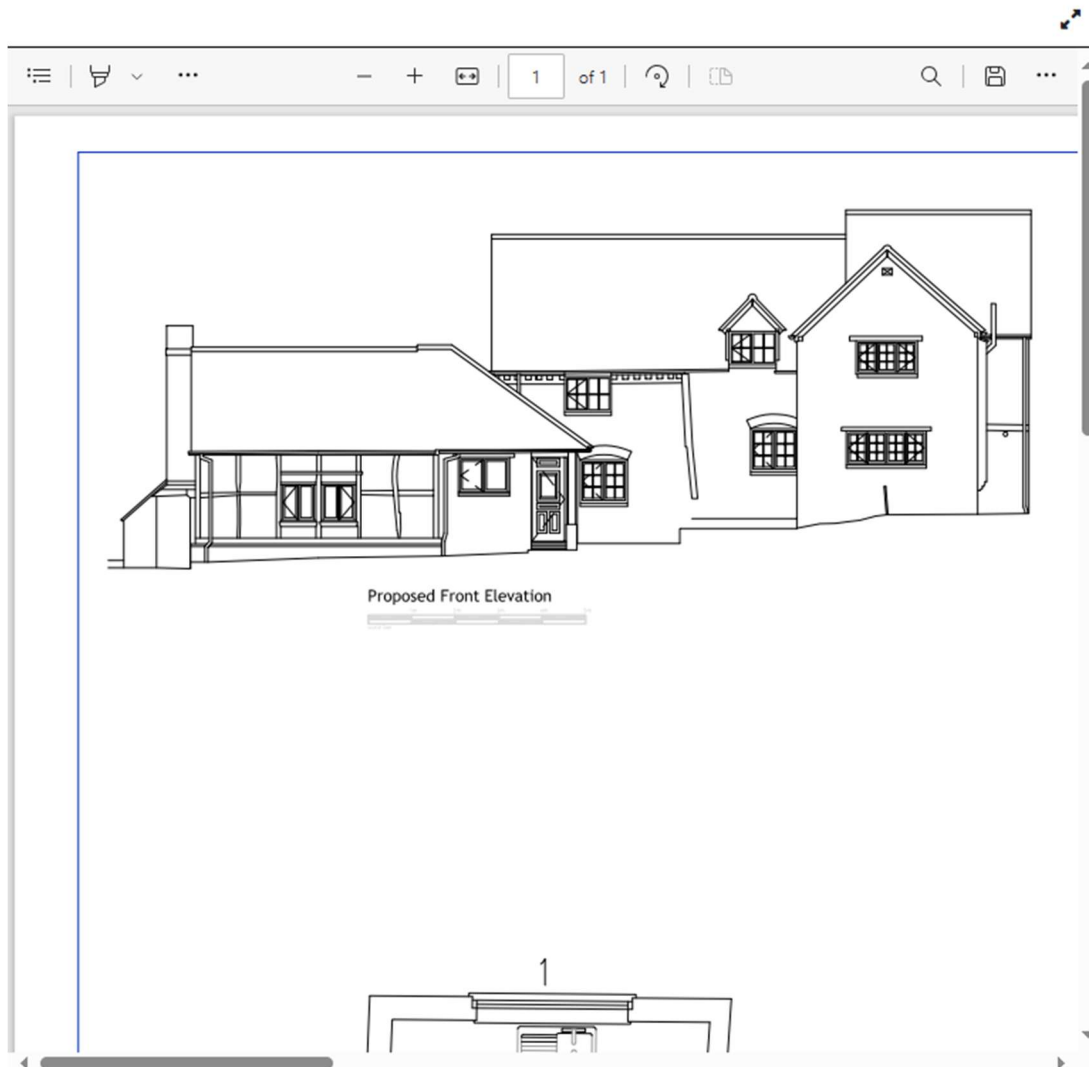
Property Search

The property search allow you to find a particular address and then will list any applications that are associated with the selected address.

The property search offers a combination of search criteria you can enter.
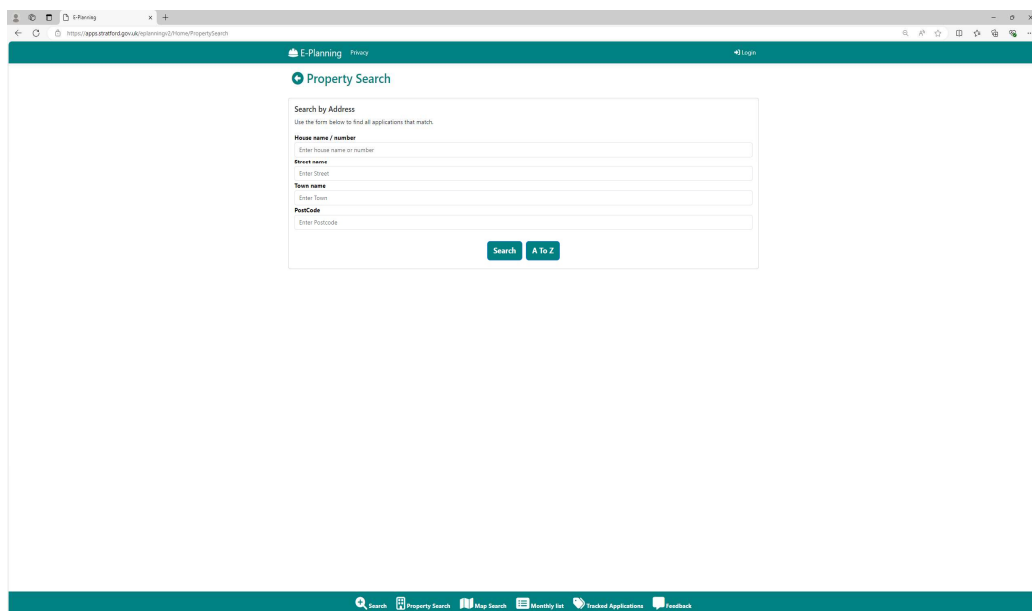
House Number / Name

Street
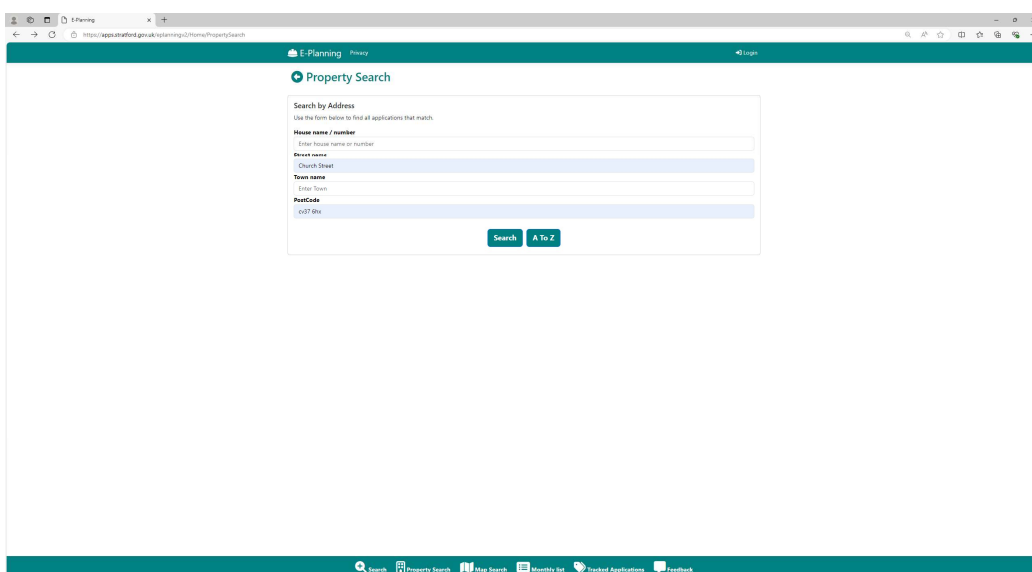
Town

Postcode

You can also use the A-Z list as well

A list of results will show that match the criteria you have entered
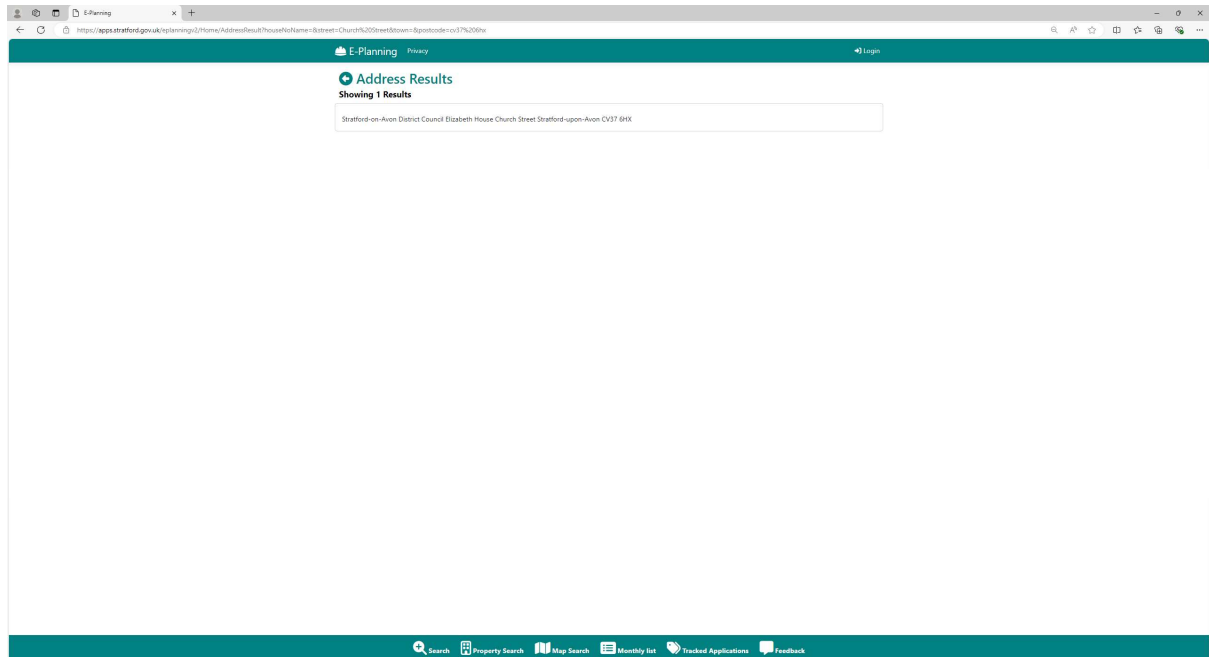
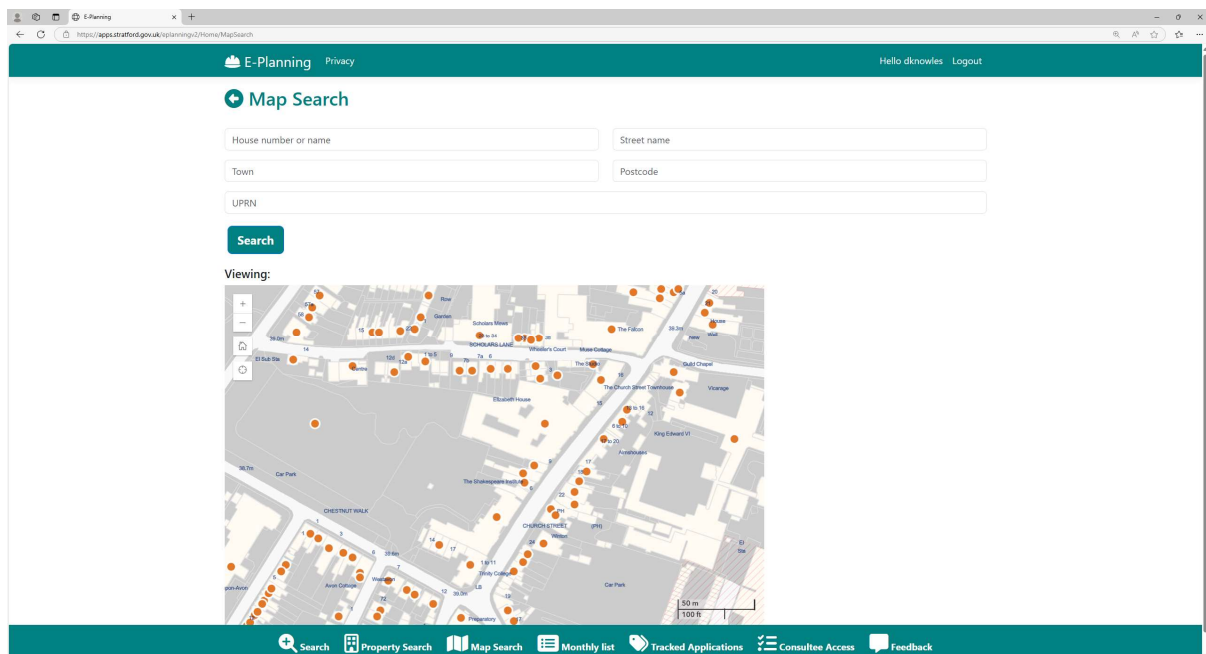Select the address from the list will then list any applications that are associated with that property.
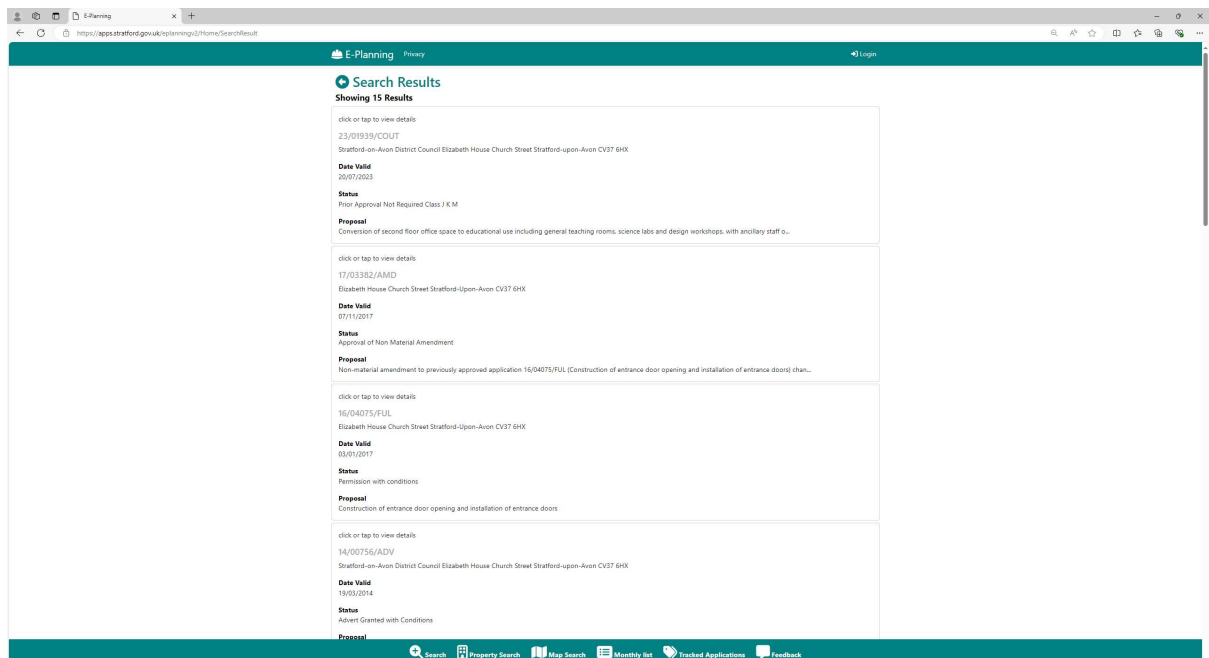
Selecting an application will then load its details.

Map Search

You can also use the map search to find Properties that have Applications associated with them
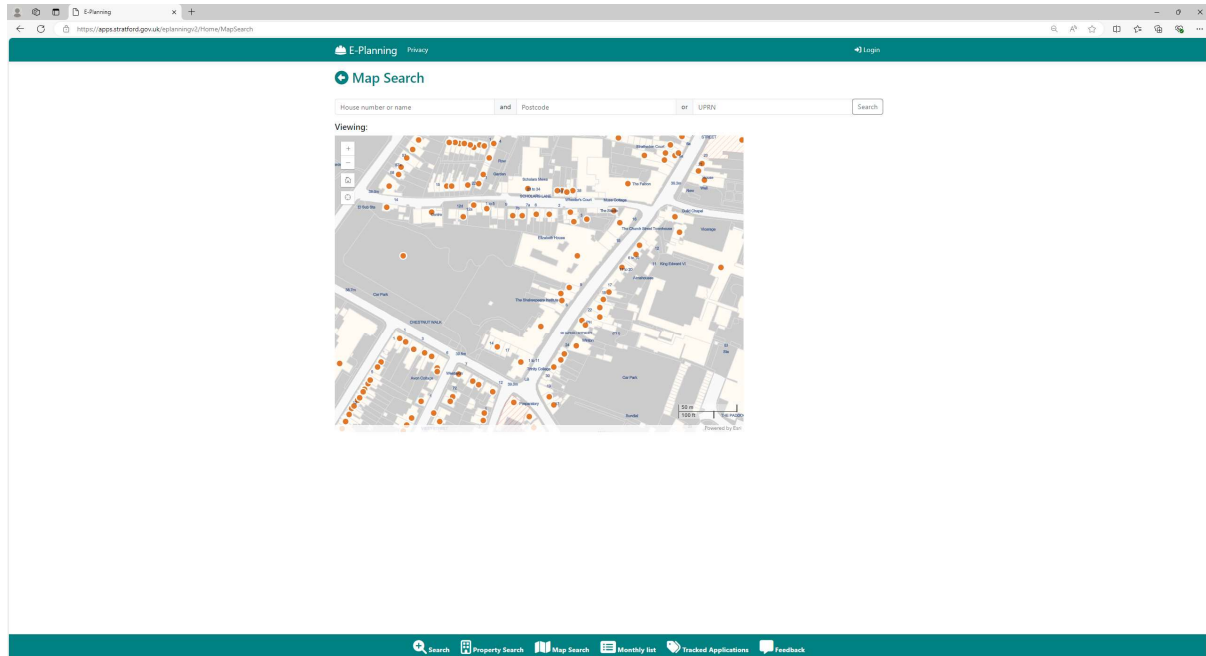
Selecting an orange point on the map will display any relevant applications for that Address.

You can also use the search tool at the top of the map

This allows a search based on the house number /name, Street,Town and Postcode or a search on the UPRN

This will then list the matching Addresses on the right

Selecting the address will list any applications for that address and centre the map on its address point location. To view an application you can then select from the list on the right hand side (note when viewing on a mobile this list will appear underneath the map area.)
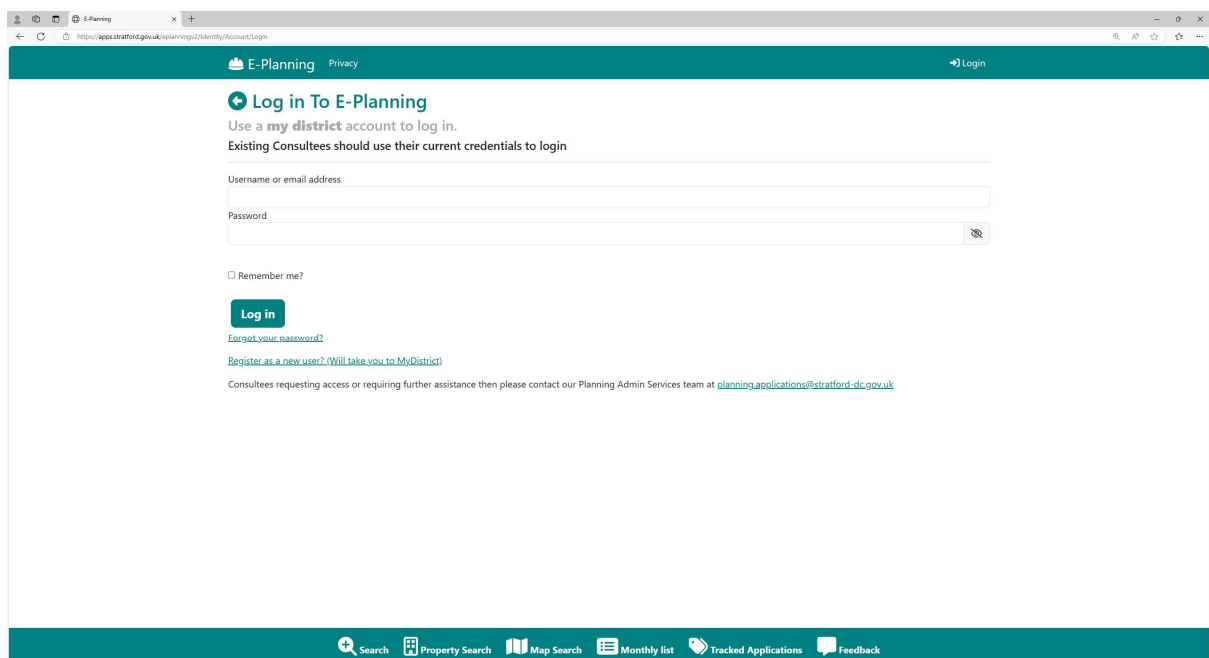
Tracking Planning Applications

A new feature is the ability to track an application, upon tracking an application the system will notify by email (1 email per day at 5pm) if the application information is updated telling you what has changed giving you the original value and the new value. This also will tell you if new documents are added.

To Track an application you first need to Register on **MyDistrict** (if you already have an account you can skip this step)

Once you have an account you can then login to the E-planning System

Once Logged in the system will automatically navigate go to your tracked applications view you can view which applications you have tracked and manage them from here (stop tracking etc)
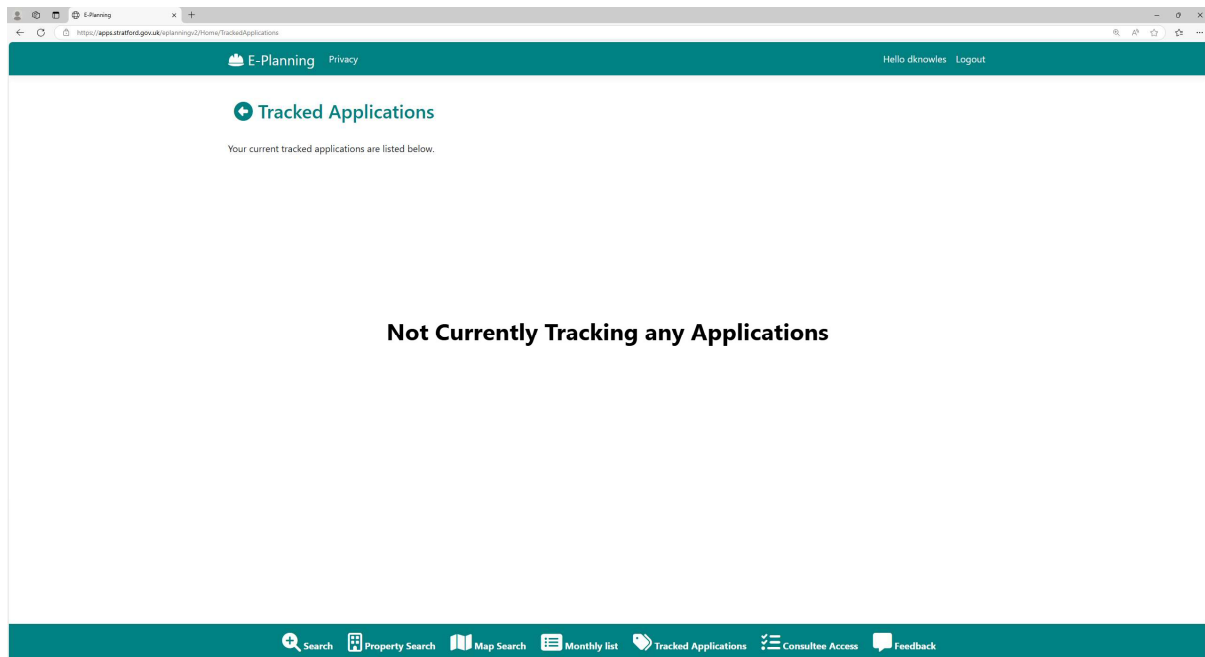
To Track a specific application go to the application details page for that application via a search. From the details screen you will have an extra button on the menu (this will only show if your logged in)
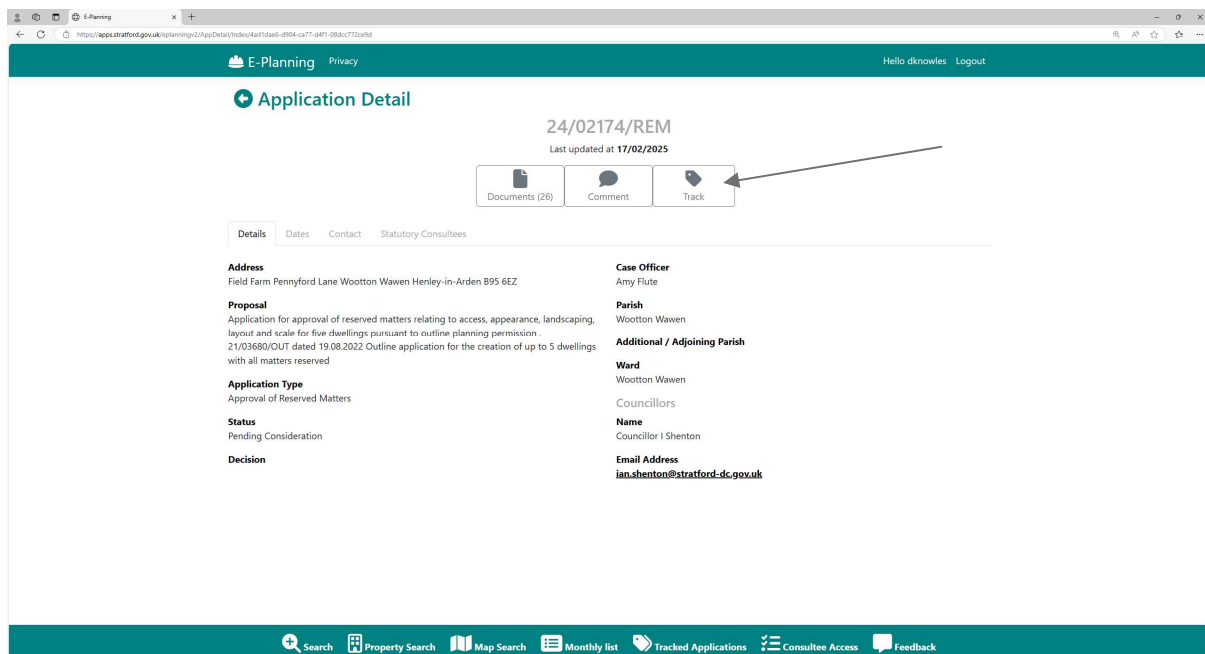
To Track the application click/tap the button, a success banner will appear
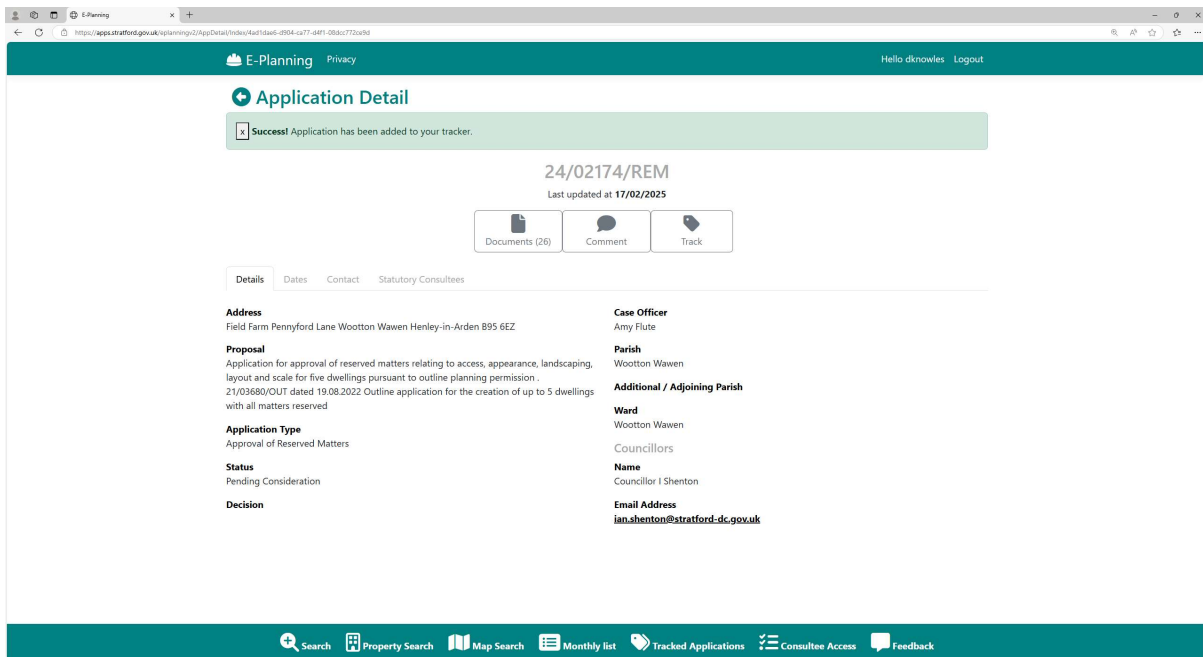
You are now tracking the application.

From the tracked Applications view you will now have a tracked item.

You can track any number of applications.