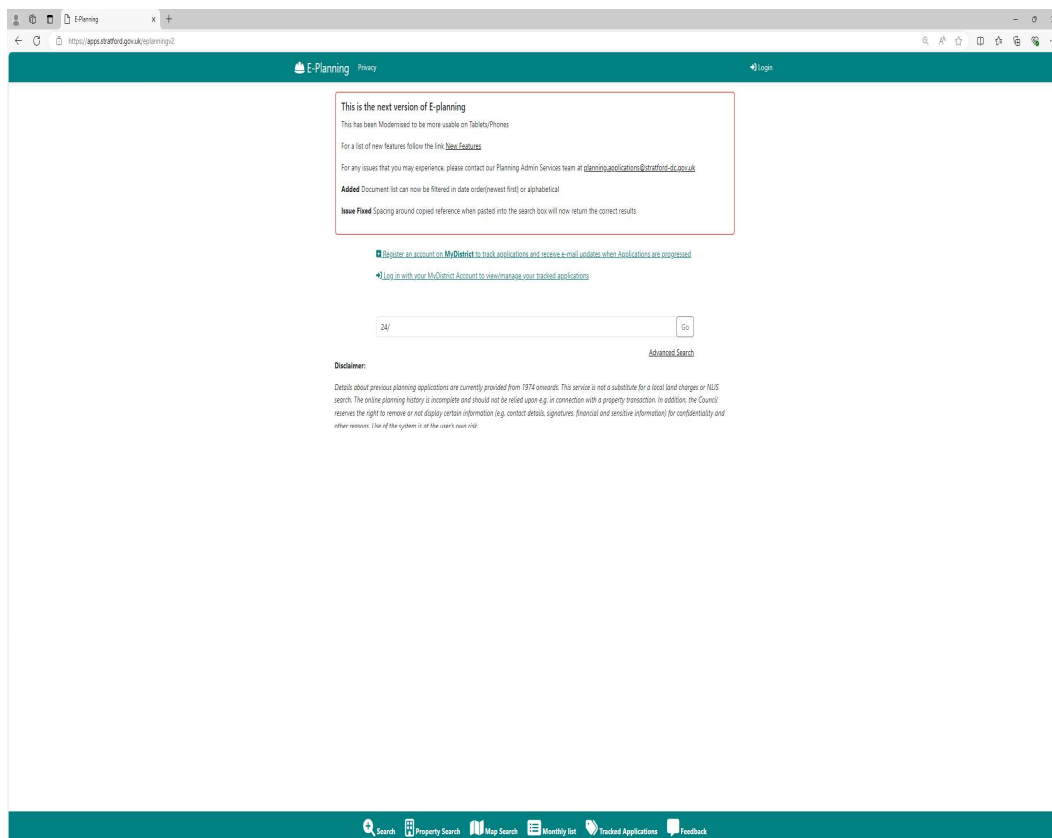


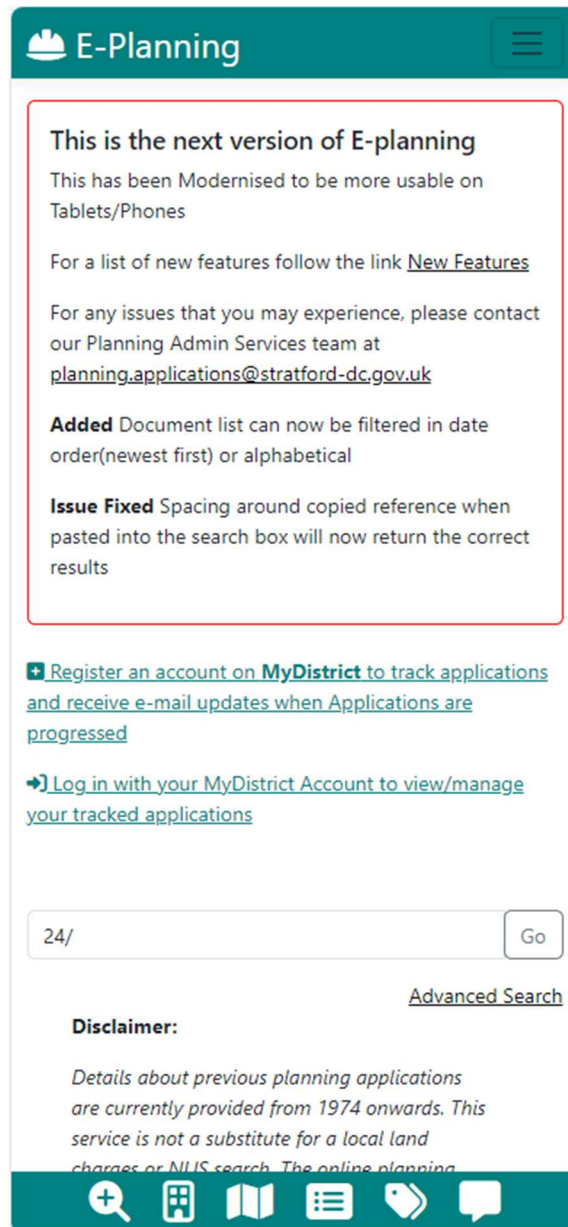
E-Planning Help Guide

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.

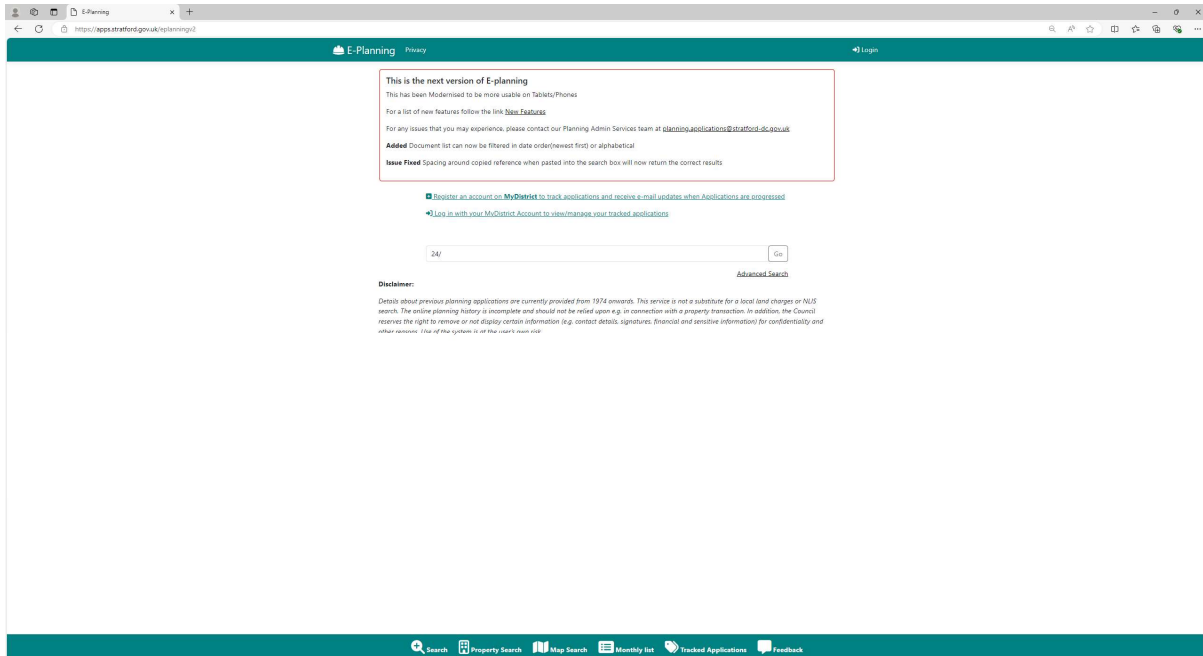
Monthly List: allows you to filter and show applications for a month for a parish and any special interest applications i.e HS2

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)

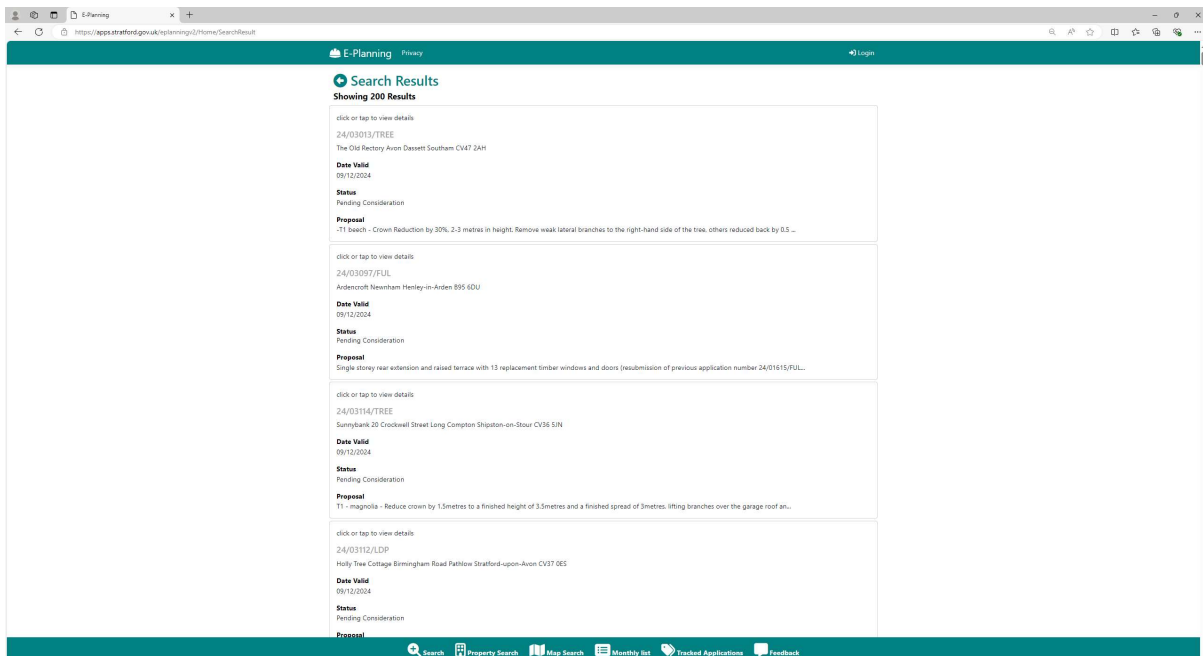
Feedback: Allows you to submit suggestions for improvements, highlight any issues you may have had or just general feedback regarding the application.

Main Search Window

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



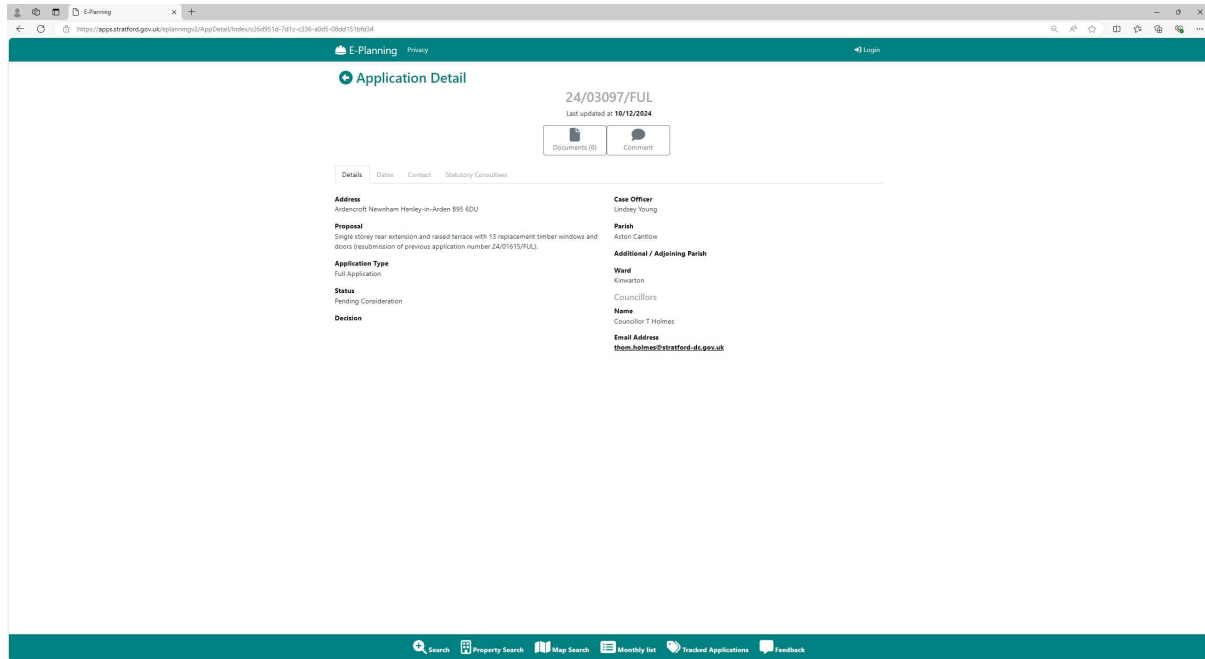
A list of Search results will then show



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).

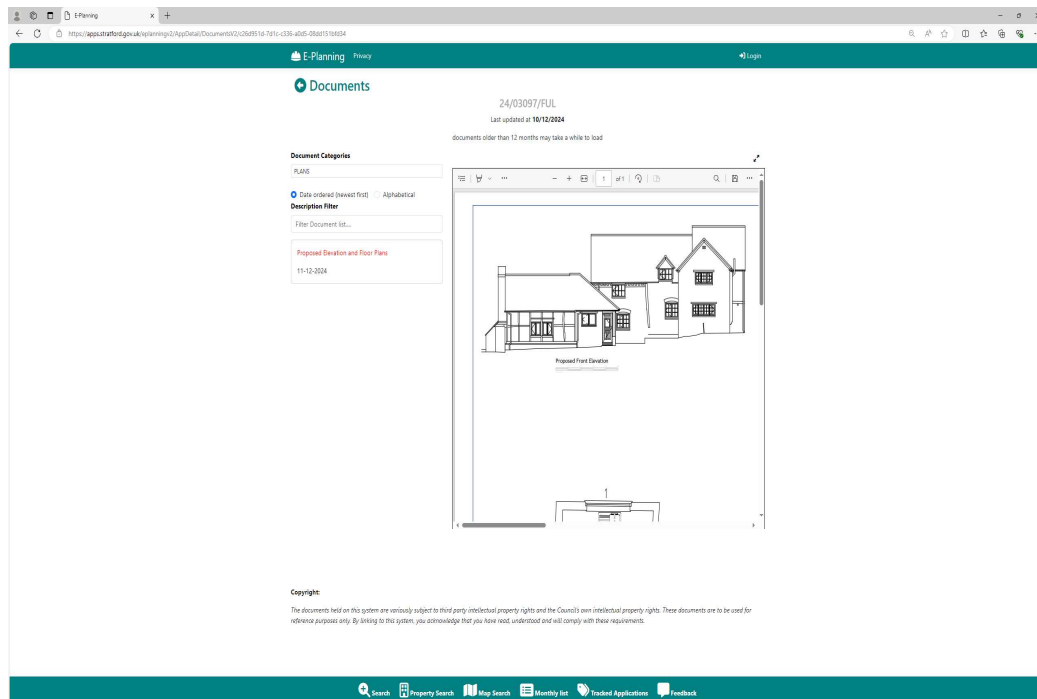


From here you can also access any Documents or make a comment regarding the application from the top menu



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)

Document Categories

PLANS

Date ordered (newest first) Alphabetical

Description Filter

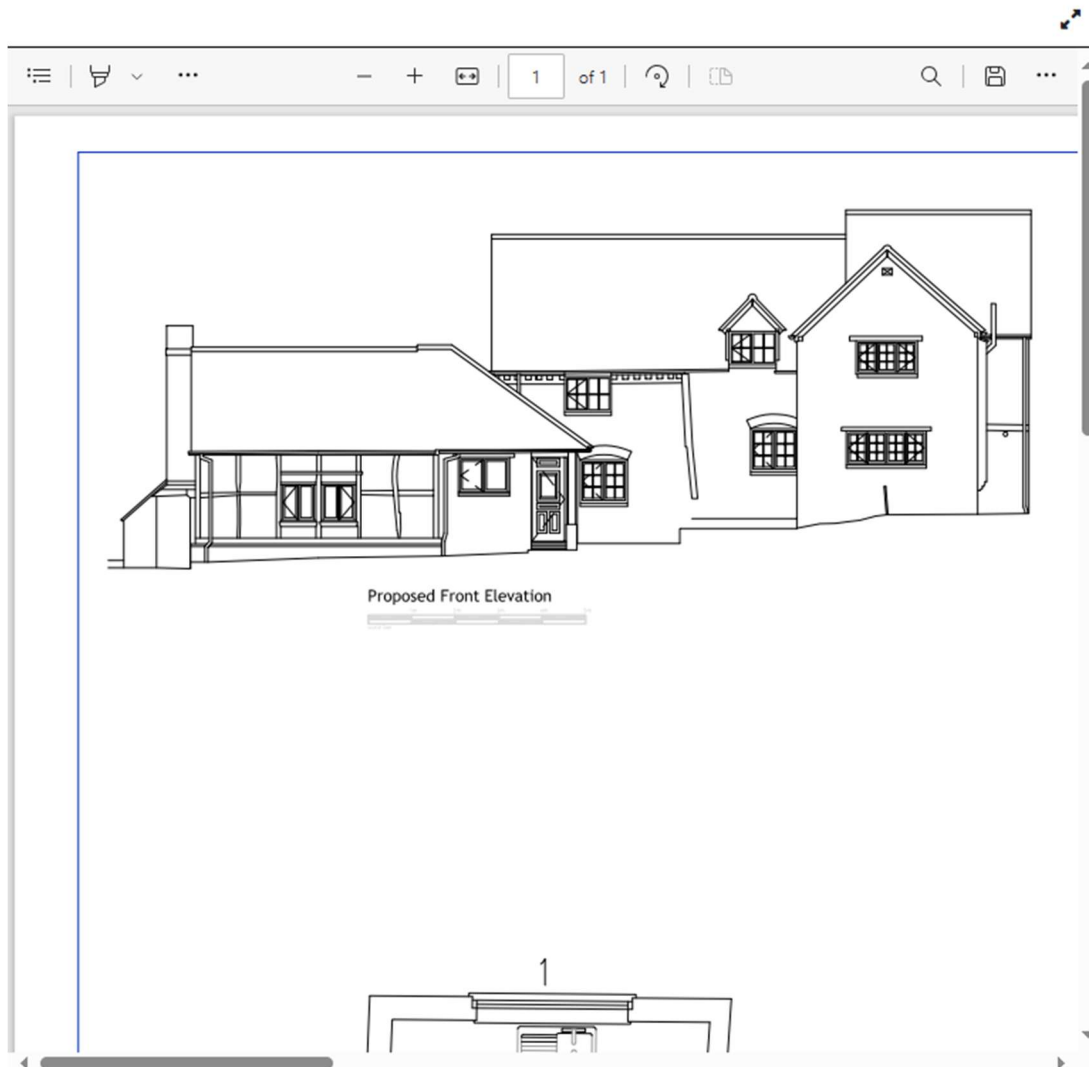
Filter Document list....

Proposed Elevation and Floor Plans

11-12-2024

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.



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.

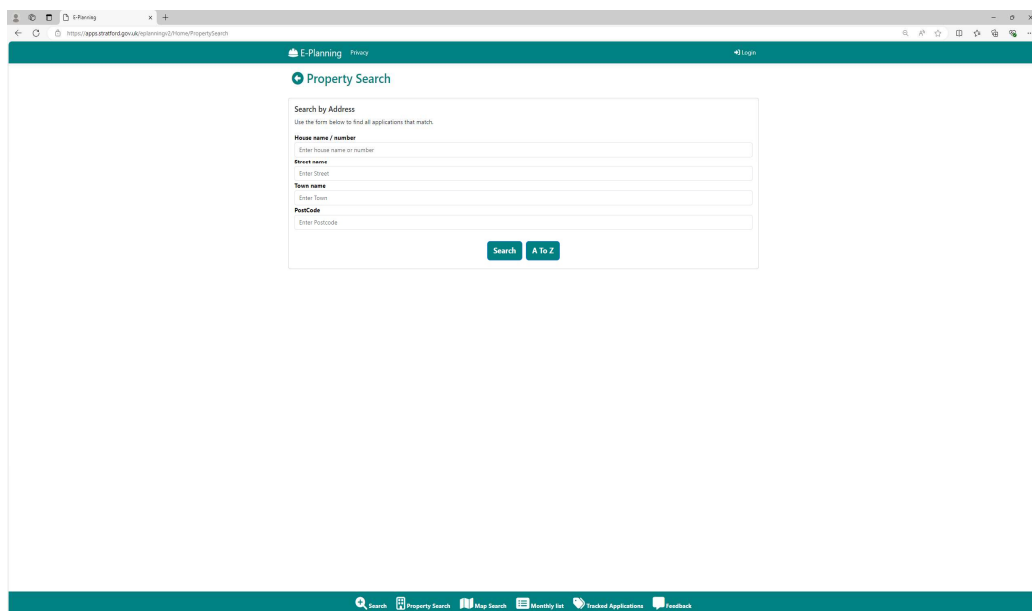
House Number / Name

Street

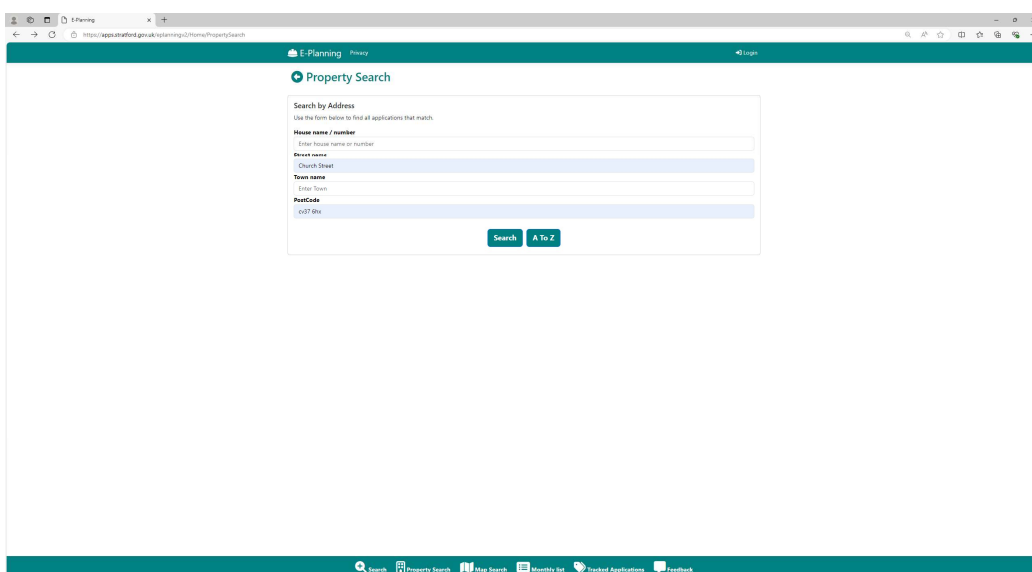
Town

Postcode

You can also use the A-Z list as well

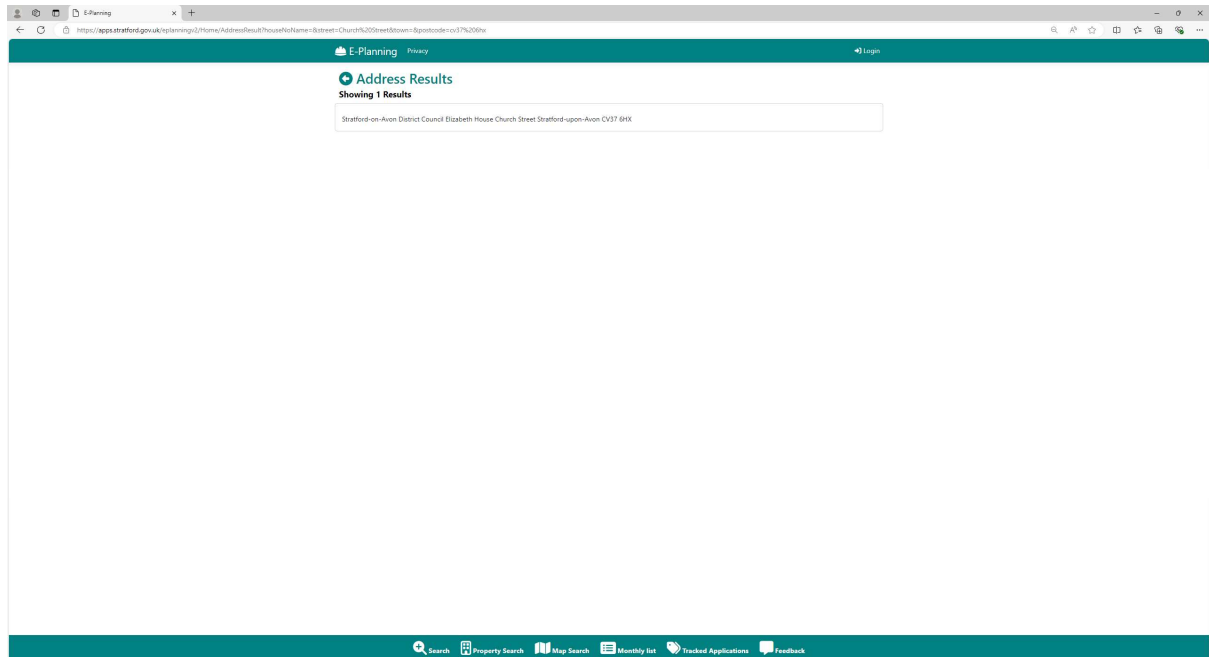


The screenshot shows a web browser window with the URL <https://apps.abrford.gov.uk/eplanning/0/home/PropertySearch>. The page title is "E-Planning" and "Property Search". The form is titled "Search by Address" and includes the instruction "Use the form below to find all applications that match". The form fields are: "House name / number" (placeholder: "Enter house name or number"), "Street name" (placeholder: "Enter Street"), "Town name" (placeholder: "Enter Town"), and "PostCode" (placeholder: "Enter Postcode"). There are "Search" and "A To Z" buttons at the bottom of the form. A navigation bar at the bottom of the page contains links for "Search", "Property Search", "Map Search", "Monthly list", "Tracked Applications", and "Feedback".

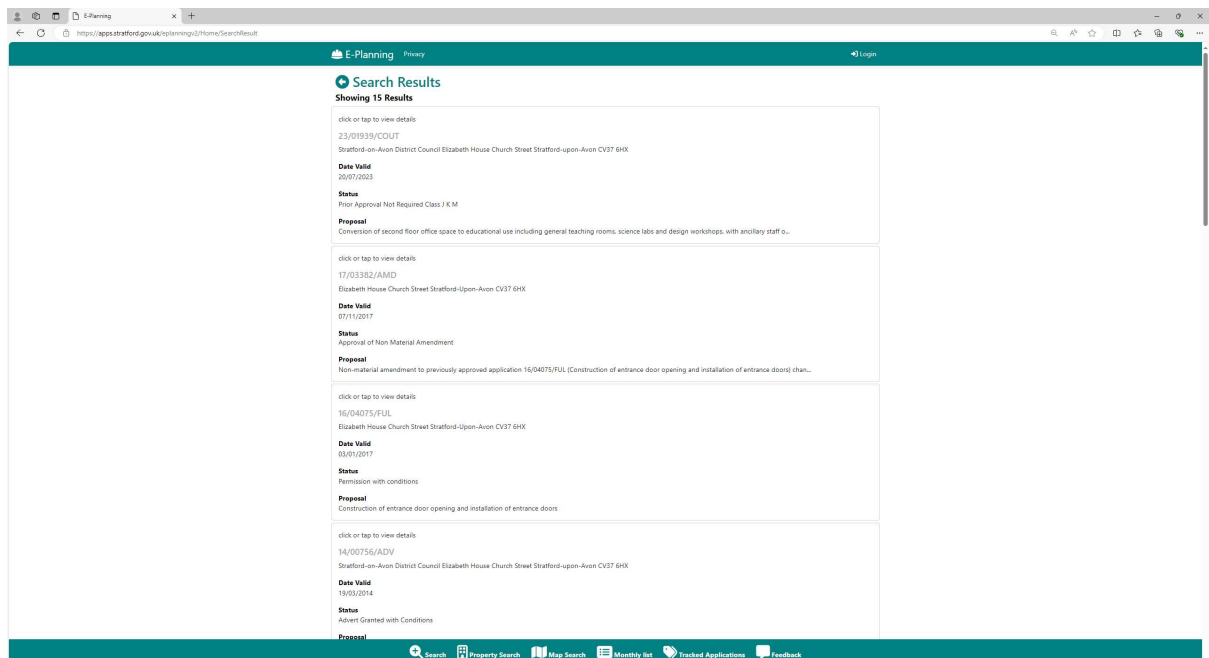


The screenshot shows the same web browser window as above, but with the form fields filled. The "Street name" field contains "Church Street", the "Town name" field contains "Epsom Downs", and the "PostCode" field contains "E17 9W". The "Search" and "A To Z" buttons remain visible at the bottom of the form. The navigation bar at the bottom of the page is also visible.

A list of results will show that match the criteria you have entered



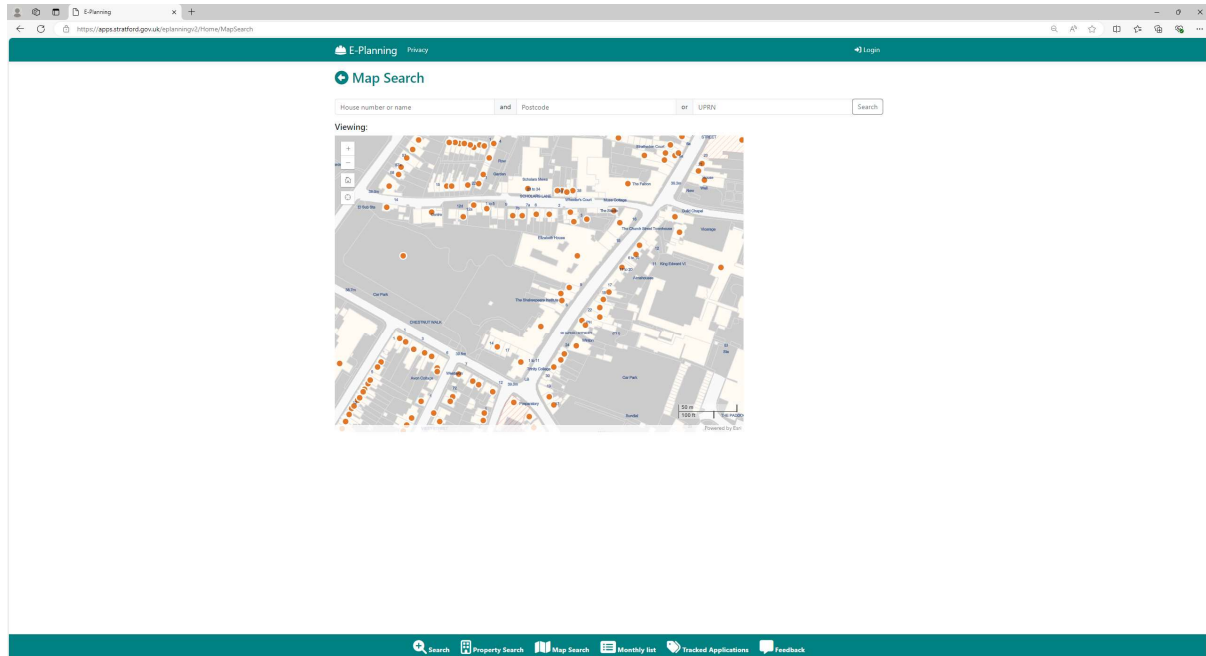
Select the address from the list will then list any applications that are associated with that property.



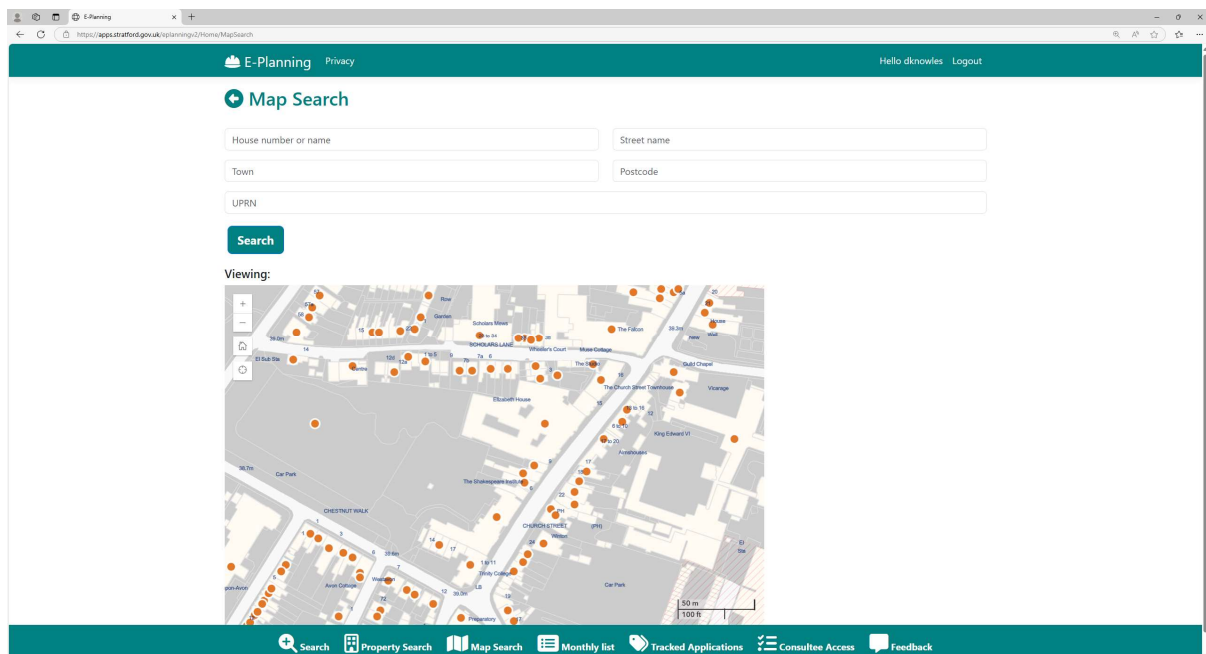
Selecting an application will then load its details.

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

House number or name

Street name

Town

Postcode

UPRN

Search

This will then list the matching Addresses on the right

The screenshot shows the 'Map Search' interface. The search criteria are: 'Elizabeth house' in the 'House number or name' field, 'cv37 6hx' in the 'Postcode' field, and 'Town' is empty. A 'Search' button is visible. Below the search fields, a map displays several orange location markers. On the right side, an 'Address Results' box lists: 'Stratford-on-Avon District Council', 'Elizabeth House Church Street', and 'Stratford-upon-Avon CV37 6HX'. A navigation bar at the bottom includes links for Search, Property Search, Map Search, Monthly list, Tracked Applications, Consultee Access, and Feedback.

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.)

This screenshot shows the same interface after selecting an address. The search criteria remain the same. The map is now centered on a specific orange marker. On the right side, an 'Applications Found' section lists three applications:

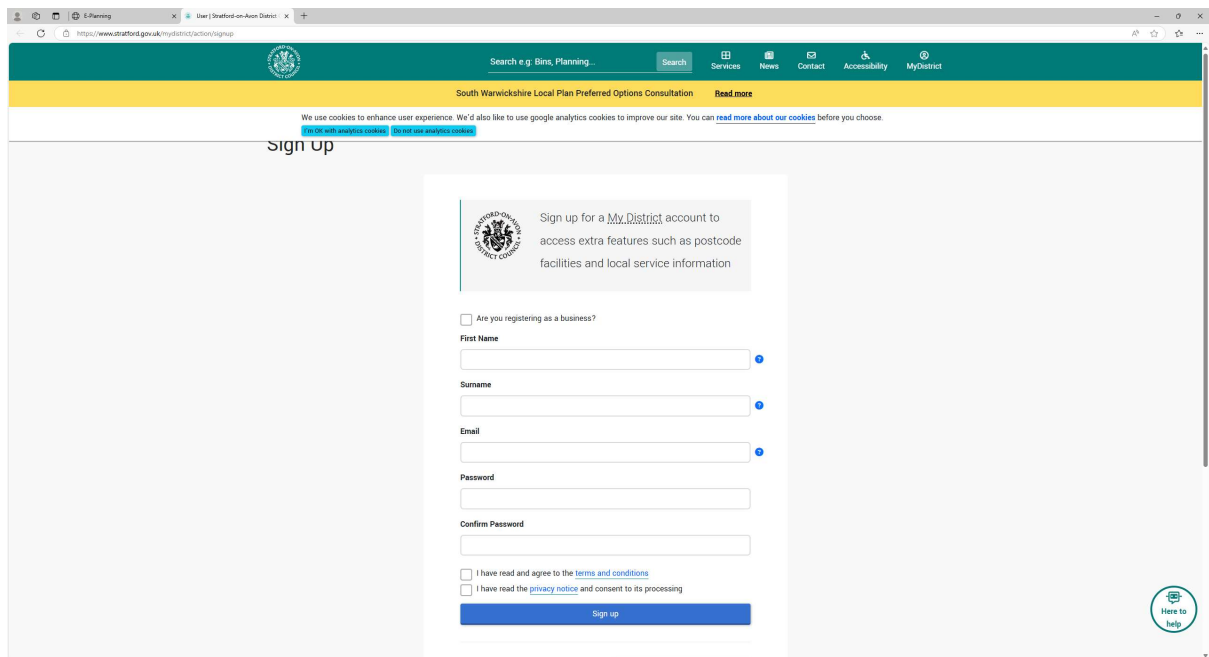
- 23/01939/CO/UT
Date Valid: 2023-07-20
Status: Prior Approval not Required
- 17/03382/AMD
Date Valid: 2017-11-07
Status: Approval of Non Material Amendment
- 16/04075/FUL
Date Valid: 2017-01-03
Status: Permission with Conditions

Below this list, another application is partially visible: 14/00756/ADV, Date Valid: 2014-03-19. The bottom navigation bar is identical to the previous screenshot.

Tracking Planning Applications

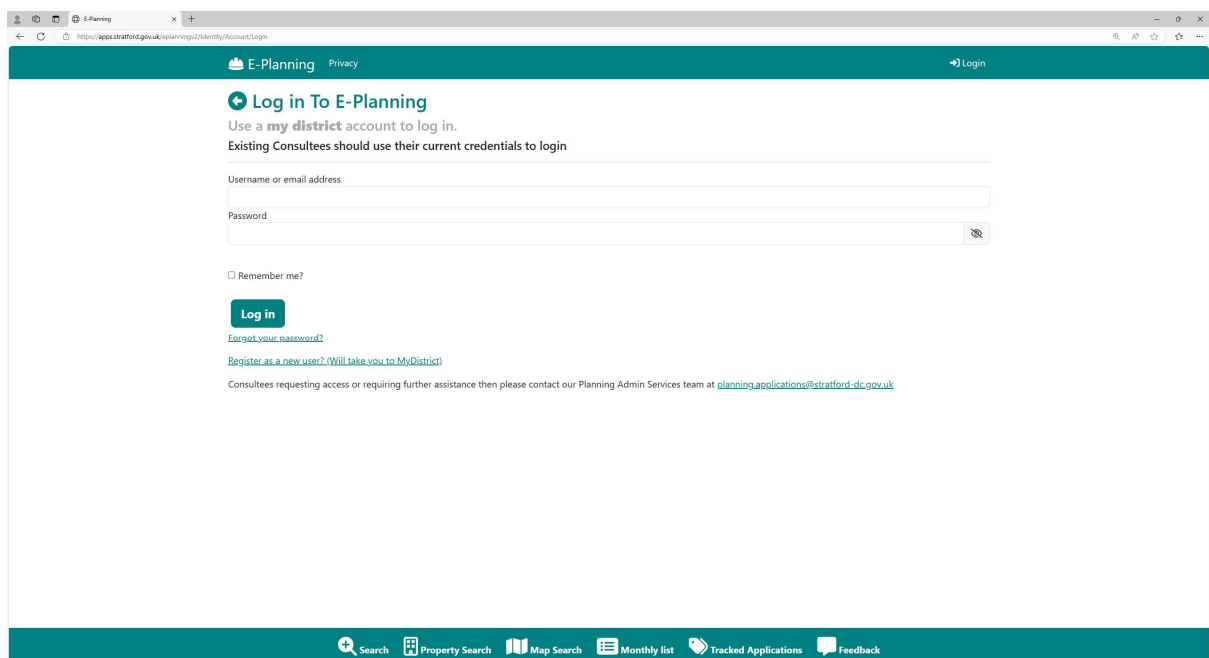
A new feature is the ability to track an application, upon tracking an application the system will notify by email (1 email per day at 5pm) if the application information is updated telling you what has changed giving you the original value and the new value. This also will tell you if new documents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

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



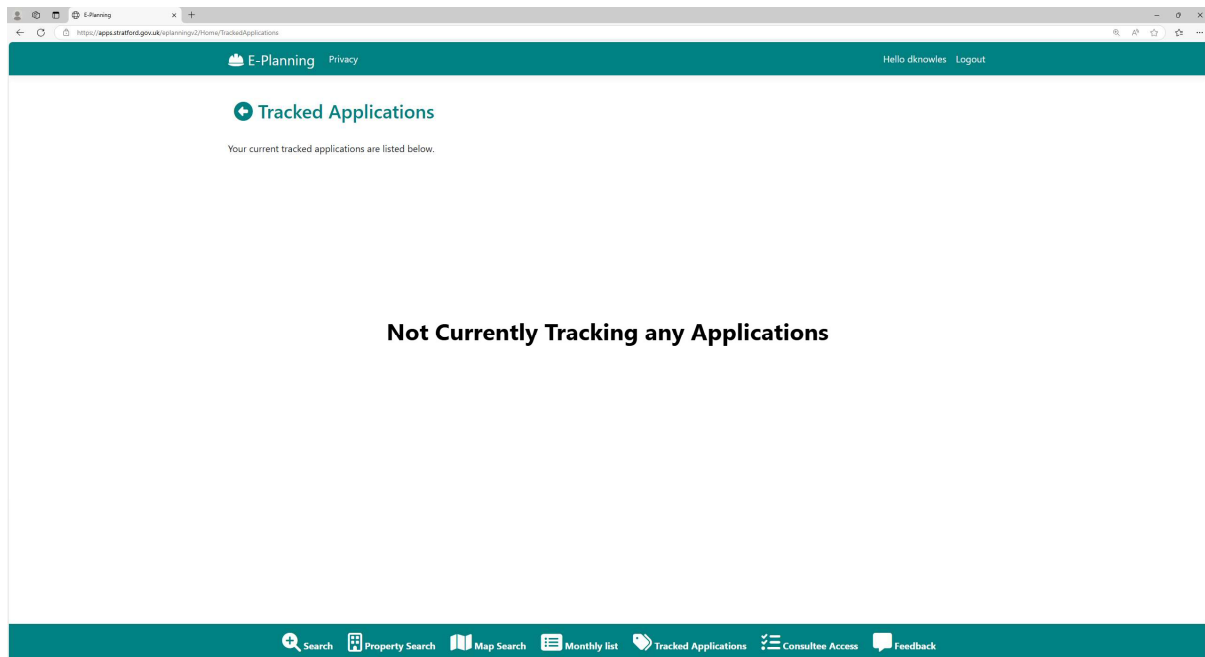
The screenshot shows the 'Sign up' page for MyDistrict. At the top, there is a search bar and navigation links for Services, News, Contact, Accessibility, and MyDistrict. A yellow banner for the 'South Warwickshire Local Plan Preferred Options Consultation' is visible. Below this, a cookie consent message is present. The main heading is 'Sign up'. A central box contains the text: 'Sign up for a MyDistrict account to access extra features such as postcode facilities and local service information'. Below this is a checkbox for 'Are you registering as a business?'. The form includes input fields for 'First Name', 'Surname', 'Email', 'Password', and 'Confirm Password'. At the bottom of the form are two checkboxes: 'I have read and agree to the terms and conditions' and 'I have read the privacy notice and consent to its processing'. A blue 'Sign up' button is located below these checkboxes. A 'Here to help' icon is in the bottom right corner.

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

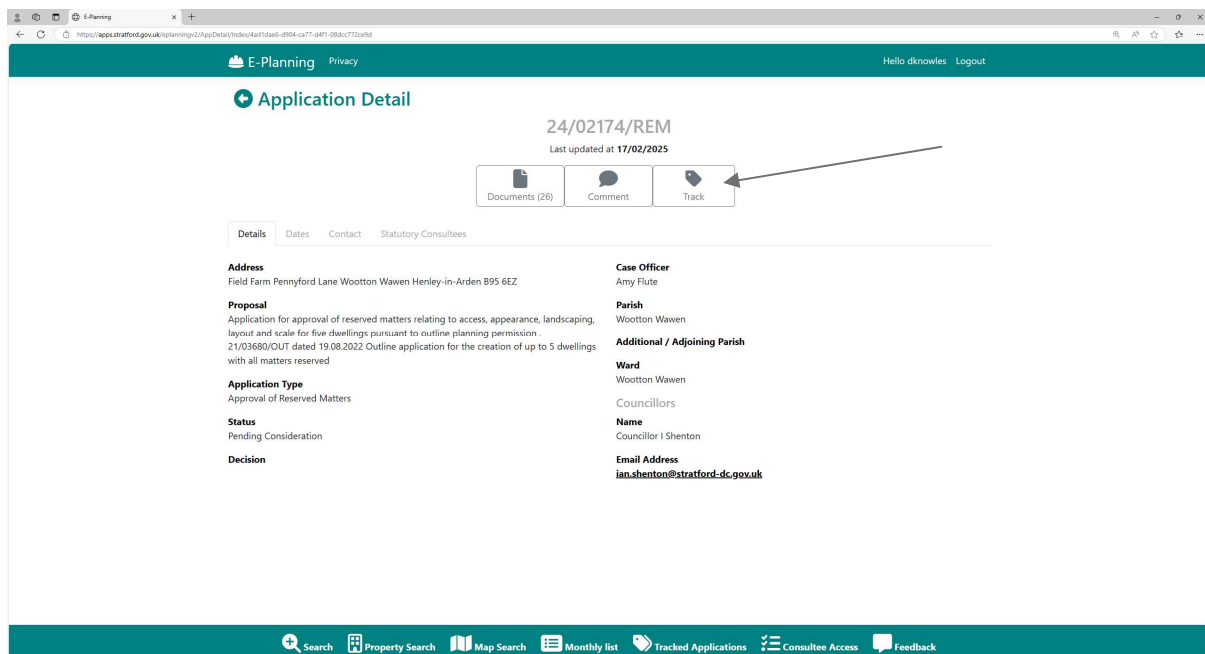


The screenshot shows the 'Log in To E-Planning' page. The header includes 'E-Planning Privacy' and a 'Login' link. The main heading is 'Log in To E-Planning' with a sub-heading 'Use a my district account to log in.' Below this, it states 'Existing Consultees should use their current credentials to login'. The form has input fields for 'Username or email address' and 'Password'. There is a 'Remember me?' checkbox and a blue 'Log in' button. Below the button are links for 'Forgot your password?' and 'Register as a new user? (Will take you to MyDistrict)'. At the bottom, there is a note: 'Consultees requesting access or requiring further assistance then please contact our Planning Admin Services team at planning_applications@stratford-dc.gov.uk'. The footer contains navigation icons for Search, Property Search, Map Search, Monthly list, Tracked Applications, and Feedback.

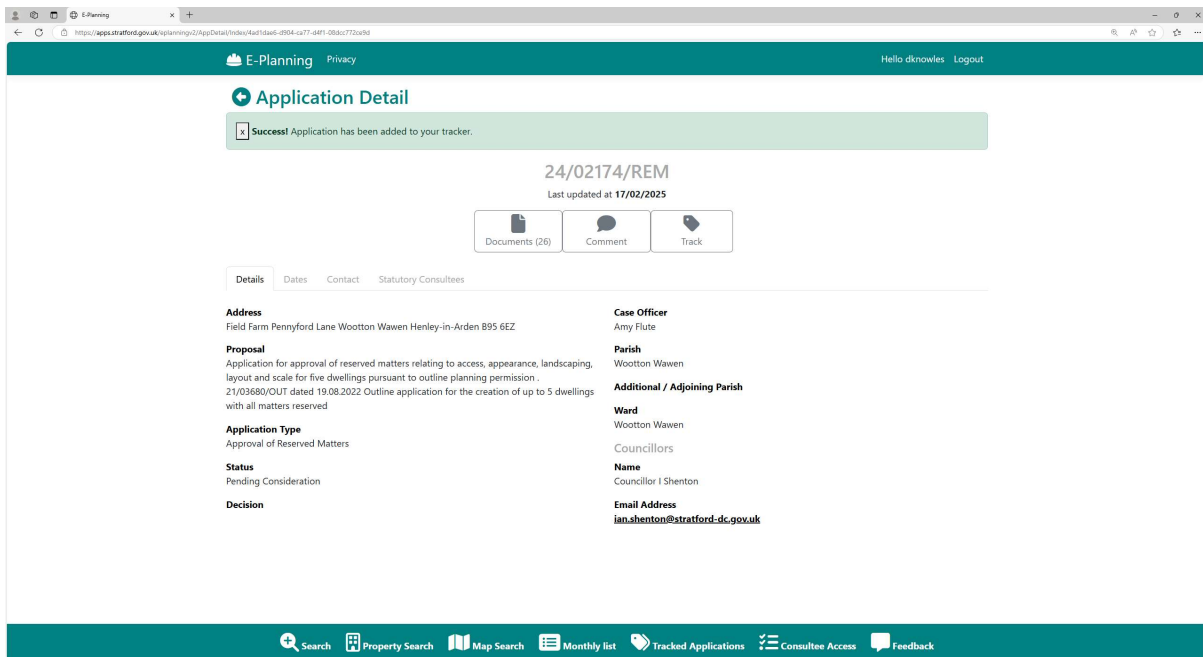
Once Logged in the system will automatically navigate go to your tracked applications view you can view which applications you have tracked and manage them from here (stop tracking etc)



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.

