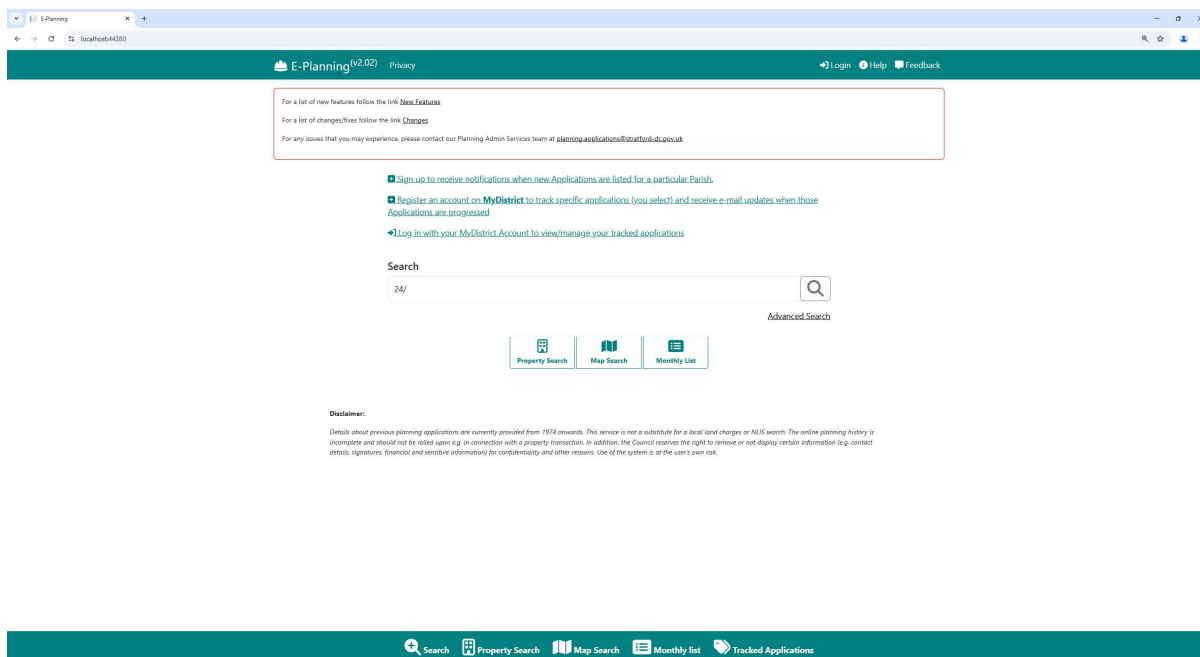


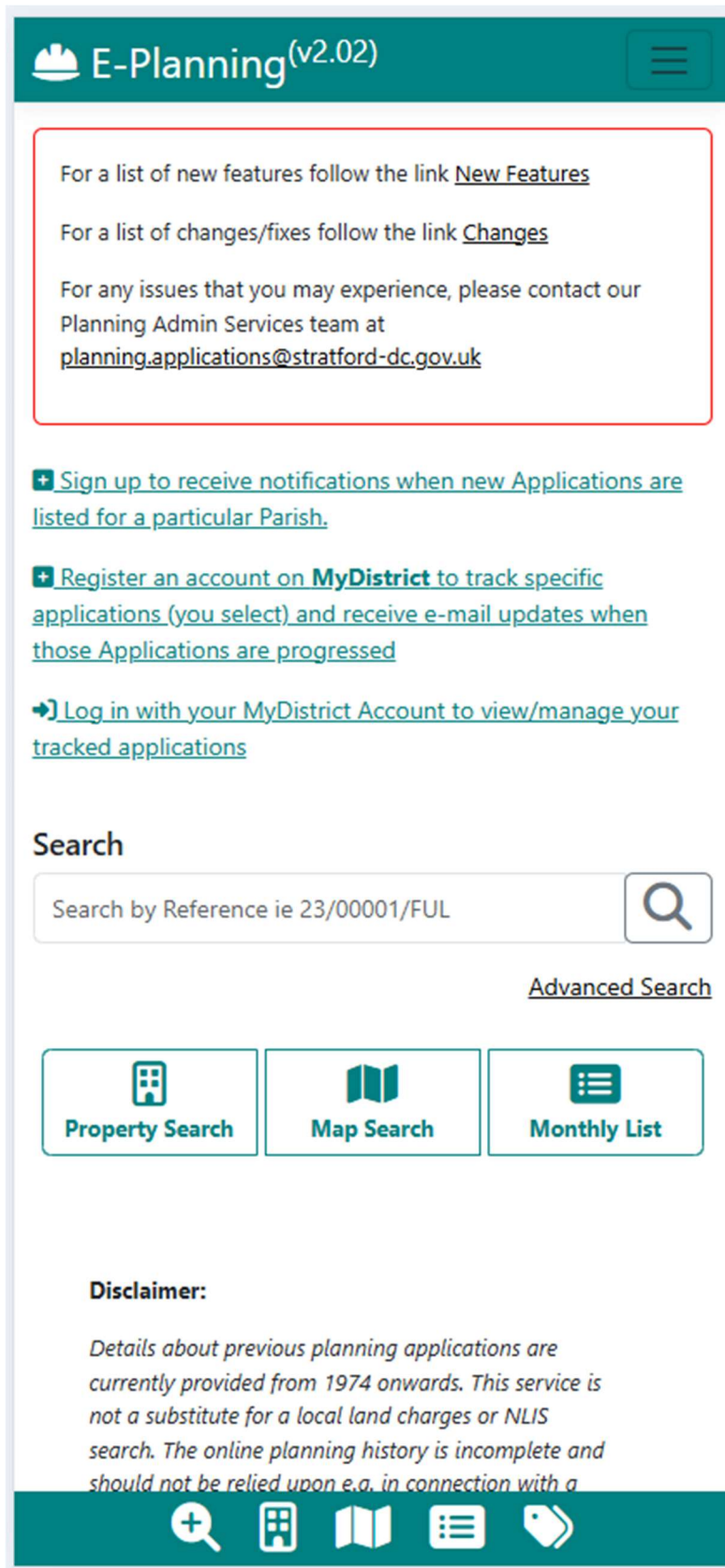
# E-Planning Help Guide

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



From the home screen you can search by reference or use any of the quick access buttons to navigate to the Property Search, Map search or Monthly List Search

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

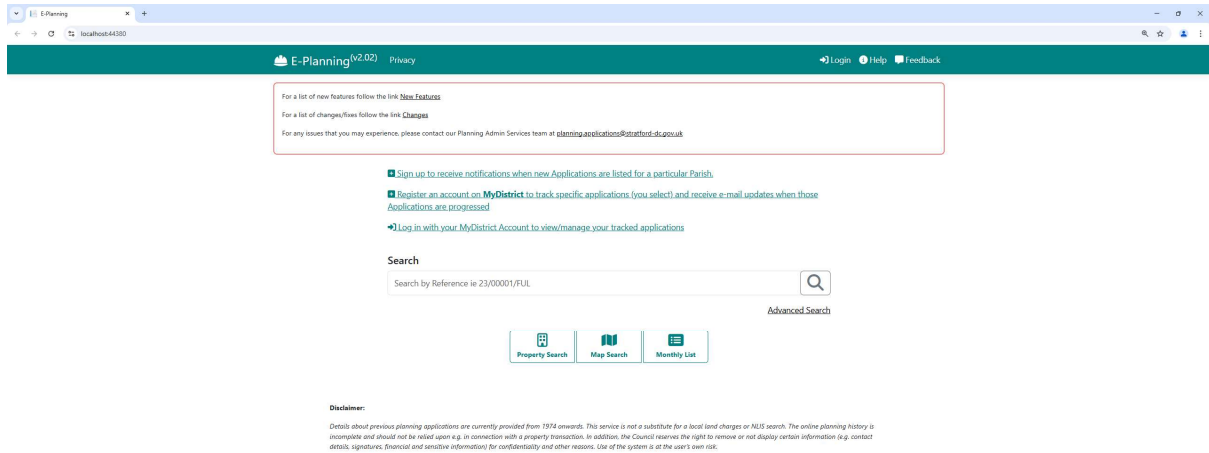
**Map Search:** You can use the new Mapping Search to locate applications for a property.

**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)

## Main Search Window

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



You also now have quick access buttons to other search areas on here such as Advanced Search, Property search, Map Search and the Monthly List search options.

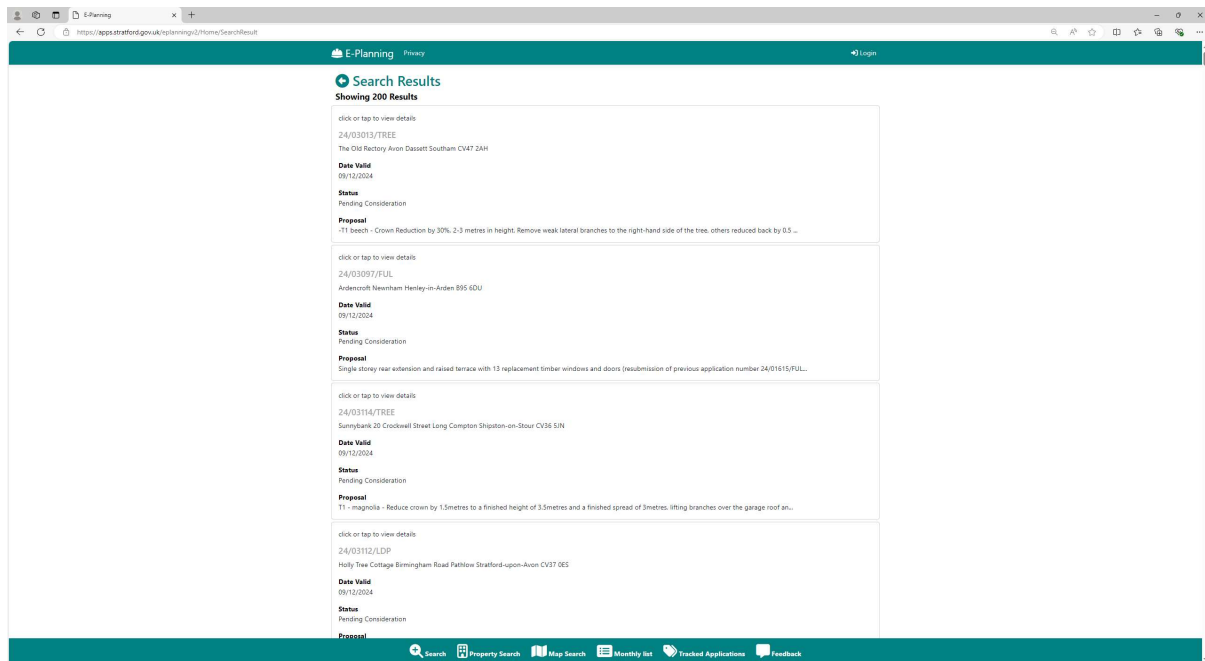
### Search



[Advanced Search](#)



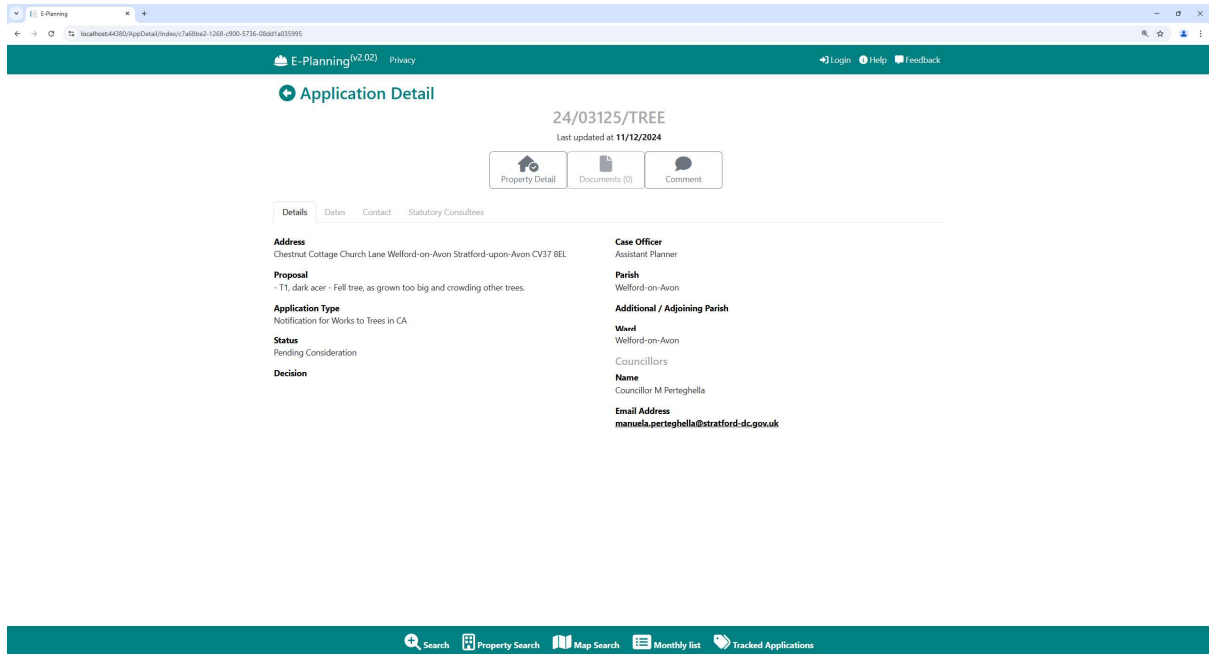
If a part reference is searched ie 25/ A list of Search results will then show



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).

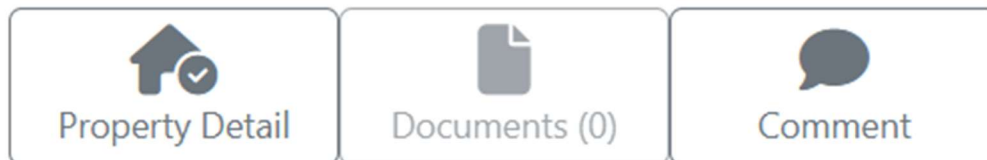


The screenshot shows a web browser window displaying the 'E-Planning' application. The page title is 'Application Detail' and the application ID is '24/03125/TREE', last updated on 11/12/2024. The page features a navigation menu with 'Property Detail', 'Documents (0)', and 'Comment'. Below the navigation, there are tabs for 'Details', 'Dates', 'Contact', and 'Statutory Consultees'. The 'Details' tab is active, showing the following information:

|   |   |
|---|---|
| <b>Address</b><br>Chestnut Cottage Church Lane Welford-on-Avon Stratford-upon-Avon CV37 8EL | <b>Case Officer</b><br>Assistant Planner                        |
| <b>Proposal</b><br>- T1, dark acer - Fell tree, as grown too big and crowding other trees.  | <b>Parish</b><br>Welford-on-Avon                                |
| <b>Application Type</b><br>Notification for Works to Trees in CA                            | <b>Additional / Adjoining Parish</b>                            |
| <b>Status</b><br>Pending Consideration  | <b>Ward</b><br>Welford-on-Avon                                  |
| <b>Decision</b>   | <b>Councillors</b>  |
|   | <b>Name</b><br>Councillor M Perteghella                         |
|   | <b>Email Address</b><br>manuela.perteghella@stratford-dc.gov.uk |

At the bottom of the page, there is a navigation bar with icons for 'Search', 'Property Search', 'Map Search', 'Monthly list', and 'Tracked Applications'.

From here you can also access any Documents, view a the associated property Application history or make a comment regarding the application from the top menu



## Property Detail

The property detail screen shows the applications on the left and a map locating where the address/property is.

You can also select on here if you want the application details to load into a new browser tab instead of the main window, this is available on Table/laptop/ desktop devices.

**E-Planning v2.02** Privacy Login Help Feedback

### Property Detail

Load selection in a new browser tab

**Viewing: Chestnut Cottage Church Lane Welford-on-Avon Stratford-upon-Avon CV37 8EL**

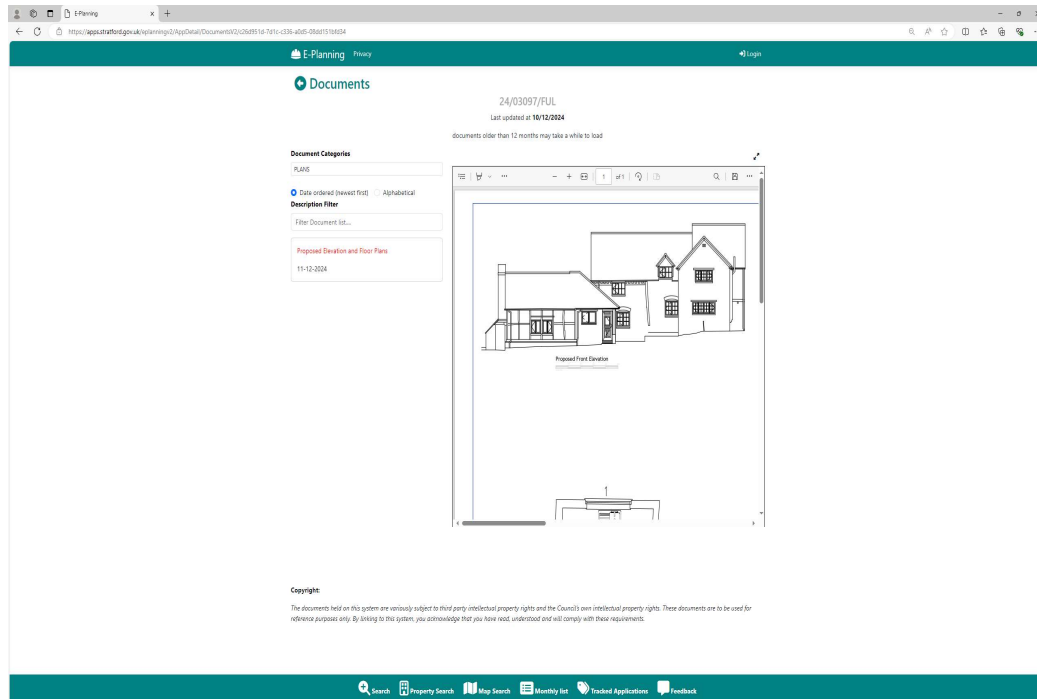
No of Applications: 8

|  |  |
|--|--|
| <b>24/03125/TREE</b><br><b>Date Valid:</b> 2024-12-10<br><b>Status:</b> Pending Consideration<br><b>Application type:</b> Notification for Works to Trees in CA<br><b>Proposal:</b> - T1, dark acer - Fall trees, as grown too big and crowding other trees. |  |
| <b>24/00248/TREE</b><br><b>Date Valid:</b> 2024-01-31<br><b>Status:</b> Tree Consent with Conditions<br><b>Application type:</b> Notification for Works to Trees in CA<br><b>Proposal:</b> -T2 cedar - Remove.   |  |
| <b>22/03736/TREE</b><br><b>Date Valid:</b> 2022-12-21<br><b>Status:</b> Tree Consent with Conditions<br><b>Application type:</b> Notification for Works to Trees in CA<br><b>Proposal:</b> -T1 cedar - Fall.   |  |
| <b>22/01838/TREE</b><br><b>Date Valid:</b> 2022-06-21  |  |

Search Property Search Map Search Monthly list Tracked Applications

## 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....

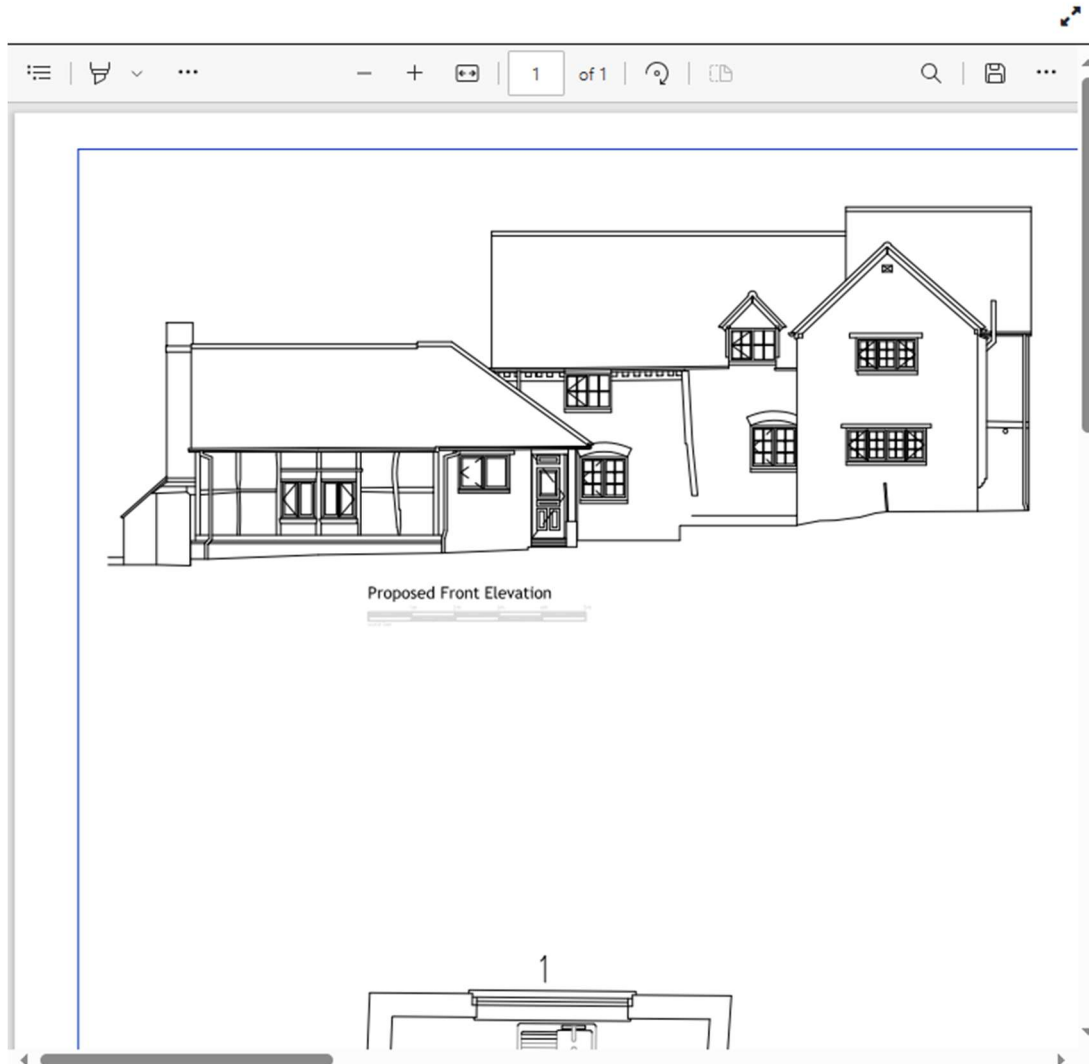
Proposed Elevation and Floor Plans

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.



## Commenting

If an application you are viewing is pending consideration, then you are able to submit a response

The screenshot shows a web browser window with the URL `localhost:44380/AppDetail/Comment/Cfa68ba2-1268-000-5736-08461a035995`. The page title is "Comment" and it is dated "24/03/25/TREE", last updated on "11/02/2024". There are "Details" and "Documents (0)" buttons at the top right. The form is titled "Respondent Information" and contains the following fields and sections:

- Address:** Church Cottage Church Lane Welford-on-Avon Stratford-upon-Avon CV37 8EL
- Proposal:** T1, Oak Aor - Fall tree, as grown too big and crowding other trees.
- Your Name:** [Text input field]
- Email address:** [Text input field, placeholder: john.doe@example.com]
- Address details:**  Confirm you live outside the District? **Your Address:** [Address picker field with a search button]
- Post Code:** [Text input field, placeholder: CV37 8EL]
- Phone Number:** [Text input field, placeholder: 01223 456789]
- Response of Submission:**  No representation (You do not need to provide comments with this selection)  Support the application for the following planning reasons  Object to the application for the following planning reasons  No Objection  Comment Only
- Response to upload as part of your submission (and make a comment):**  No file chosen
- Response to upload (PDFs only max size 4MB. File will be scanned (AV) before Submission):** [File upload field]
- Comment:** [Large text area]
- Submit Form:** [Submit button]

At the bottom of the browser window, there is a navigation bar with icons for Search, Property Search, Map Search, Assembly List, and Tracked Applications.

Fill in the above form fields as required, you can use the address picker to find your address if you live in the District.

The "Find Address" modal window has a close button (X) in the top right corner. It contains the following elements:

- House no or name:** [Text input field]
- Post Code:** [Text input field, value: CV37 6HX]
- Search Results:** A blue-bordered box containing the text "Stratford-on-Avon District Council Elizabeth House Church Stre".
- Find:** [Blue button]
- Close:** [Grey button]

Then submit your Response by pressing the submit response button

The screenshot shows a web browser window with the URL `localhost:44300/app/Detail/Comment/CT608a2-1258-c900-5736-65d4e4035995`. The page title is "E-Planning" and the page content is titled "Comment". At the top right, it says "24/03/25/TREE" and "Last updated at 11/12/2024". There are navigation icons for "Home" and "Documents (8)".

**Important information**

**Address**  
Chestnut Cottage Church Lane Wellford-on-Avon Stratford-upon-Avon CV37 9EJ

**Proposal**  
- To split acer - Fall tree, as green too big and crowding other trees

**Your Name\***  
Chris

**Email address\***  
Chris@outlook.com

Use the address picker to find your address. If you live outside of the district check the checkbox and then type in your address

**Address details**  
 Confirm you live outside the District?

**Your Address\***  
Stratford-on-Avon District Council Elizabeth House Church Street Stratford-upon-Avon CV37 9HX

**Post Code\***  
CV37 9HX

**Phone Number**  
+44 18283456

**Nature of Submission**  
 No representation (You do not need to provide comments with this selection)  
 Support the application for the following planning reasons  
 Object to the application for the following planning reasons  
 No objection  
 Comment Only

Choose a response to upload as part of your submission or/and make a comment

**Response to upload (PDFs only max size 4Mb, File will be scanned (A/V) before Submission)**

Choose file No file chosen

**Comment**  
Text goes here

**Submit Form**

At the bottom of the page, there are navigation links: Search, Property Search, Map Search, Monthly list, and Track Applications.

If you wish to provide a PDF reflecting your comments you can upload that instead of typing out into the comment box

*Choose a response to upload as part of your submission or/and make a comment*

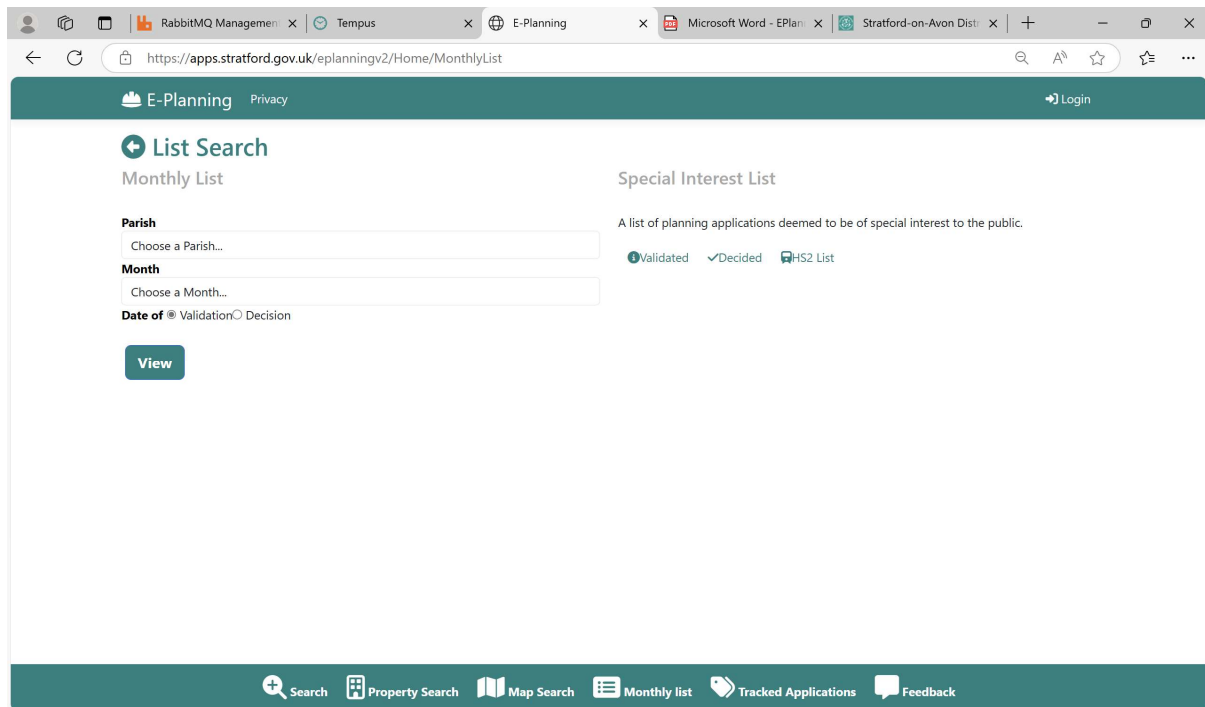
**Response to upload (PDFs only max size 4Mb, File will be scanned (A/V) before Submission)**

Choose file No file chosen

Only PDF files are accepted these can easily be made by using windows built in PDF printer driver or equivalent on a Apple device.

## Monthly List

The monthly list options allow you to view lists for Parishes and special interest areas such as HS2.



On the left hand side you have the parish options, once selected press the View buttons to display a results list.

Alternatively you can press one of the options on the right for applications that have been deemed Special interest, or HS2 relevant applications.

## 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.

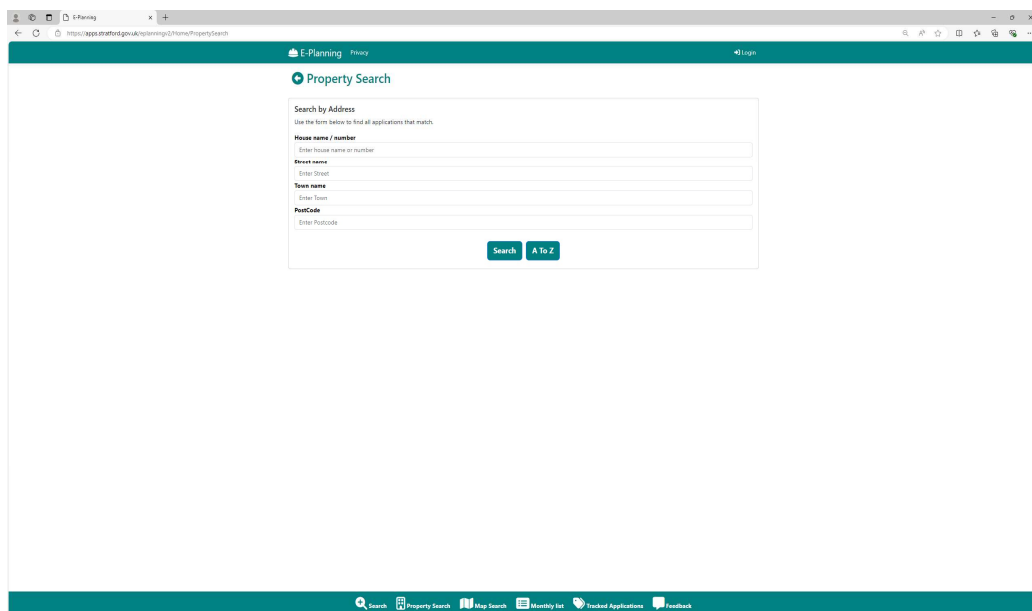
House Number / Name

Street

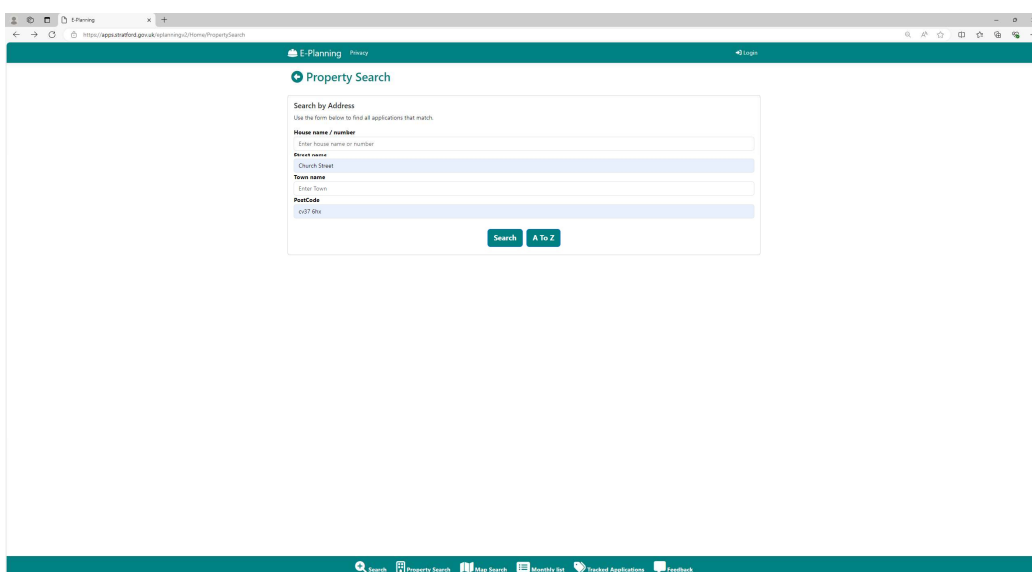
Town

Postcode

You can also use the A-Z list as well

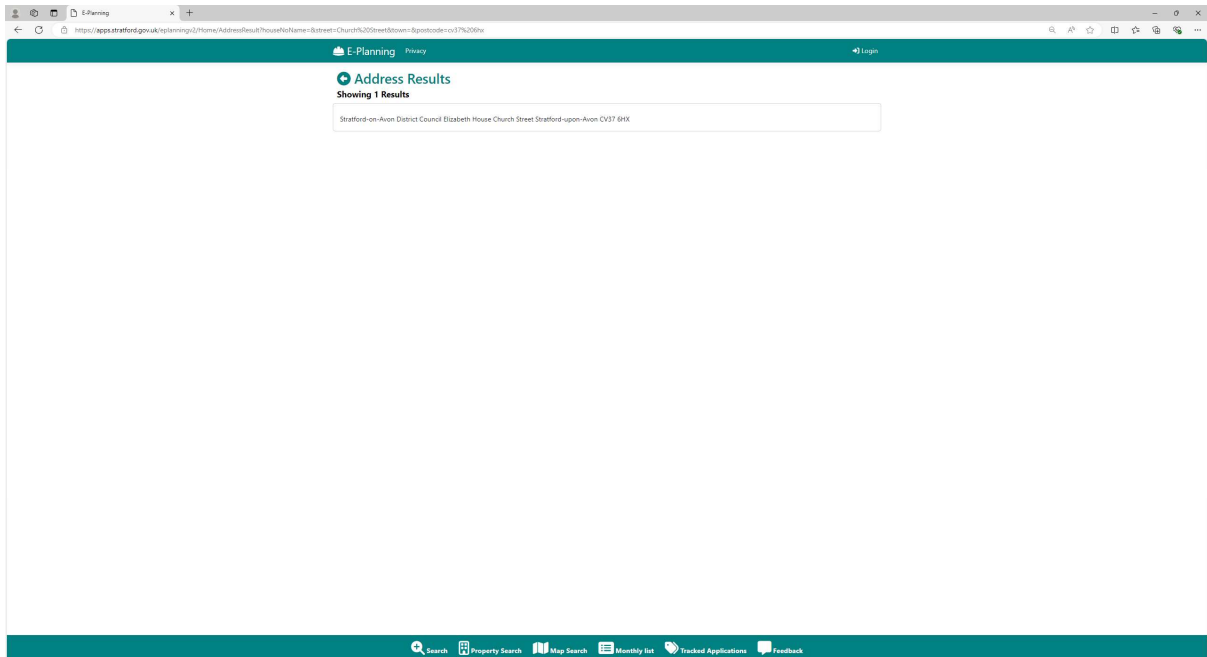


The screenshot shows a web browser window with the URL <https://apps.abrford.gov.uk/eplanning/0/home/PropertySearch>. The page title is "E-Planning" and "Property Search". The form is titled "Search by Address" and includes the instruction "Use the form below to find all applications that match". The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

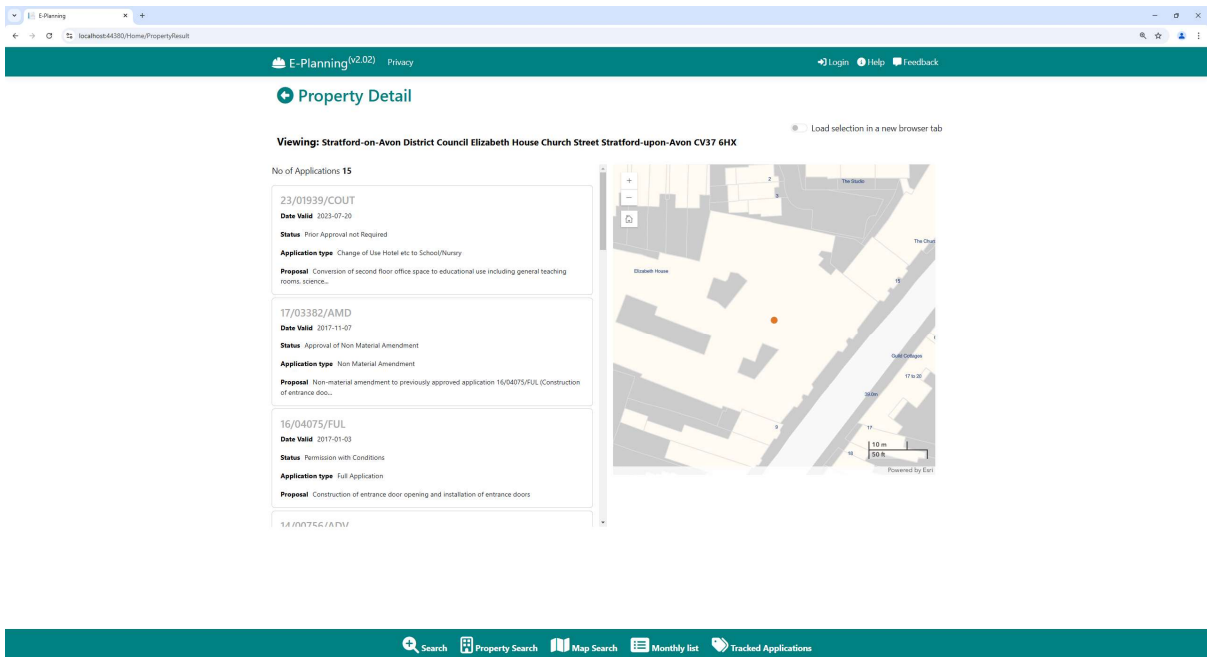


The screenshot shows the same web browser window as above, but with the form fields filled. The "House name / number" field contains "100", the "Street name" field contains "Church Street", the "Town name" field contains "Epsom Downs", and the "PostCode" field contains "E17 9HX". The "Search" and "A To Z" buttons are still visible at the bottom of the form. The navigation bar at the bottom of the page remains the same.

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



Select the address from the list will then goto the Property Details view

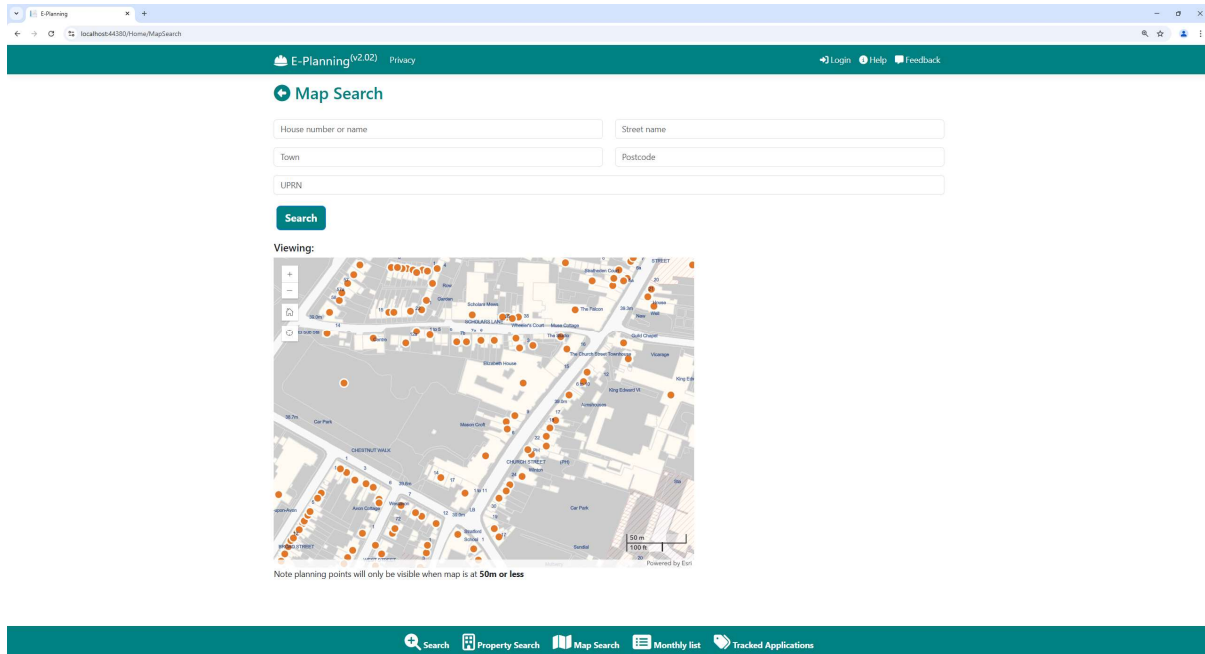


The property detail screen shows the applications on the left and a map locating where the address/property is.

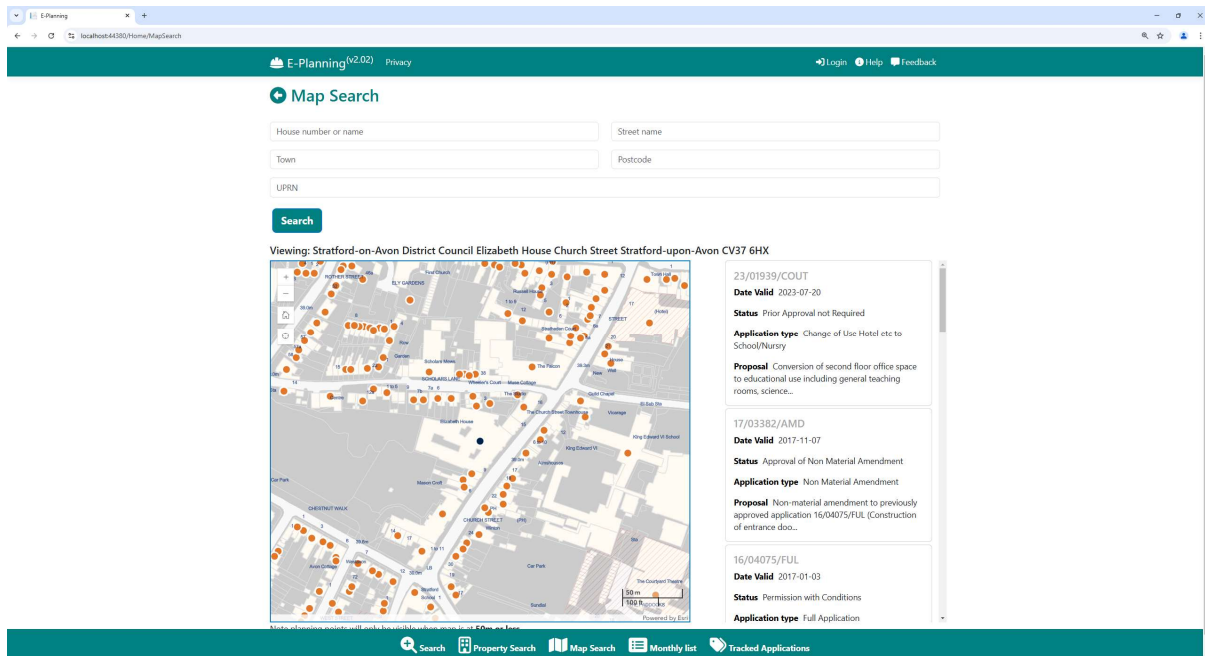
You can also select on here if you want the application details to load into a new browser tab instead of the main window, this is available on Table/laptop/ desktop devices.

# 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

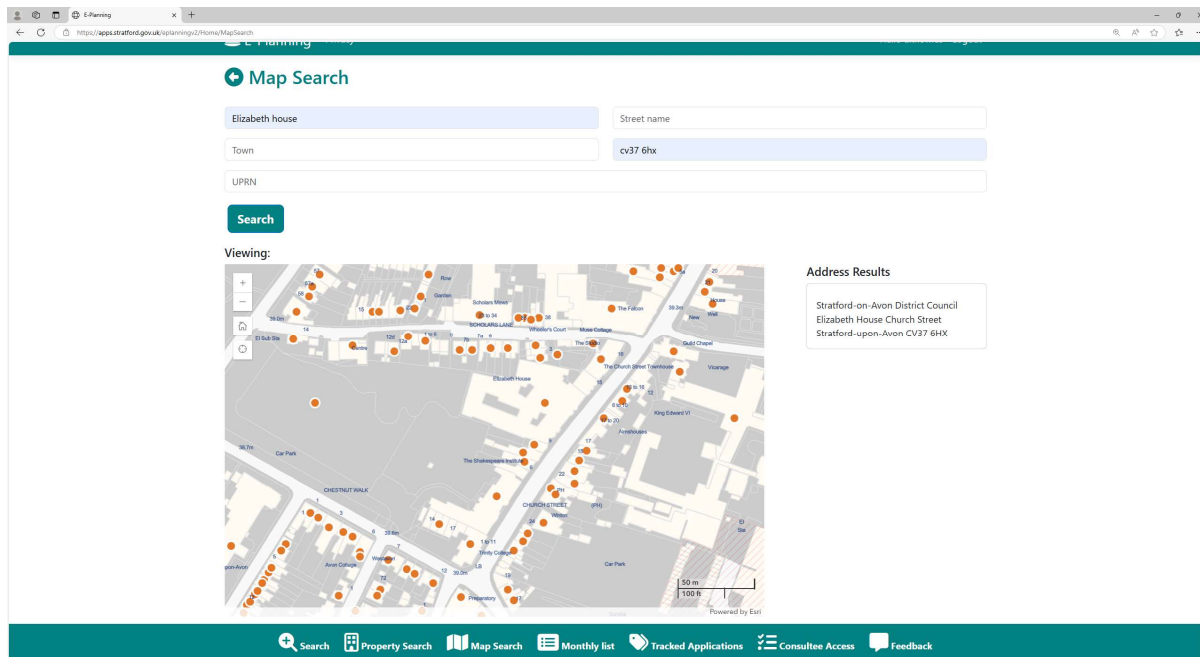
Town

Postcode

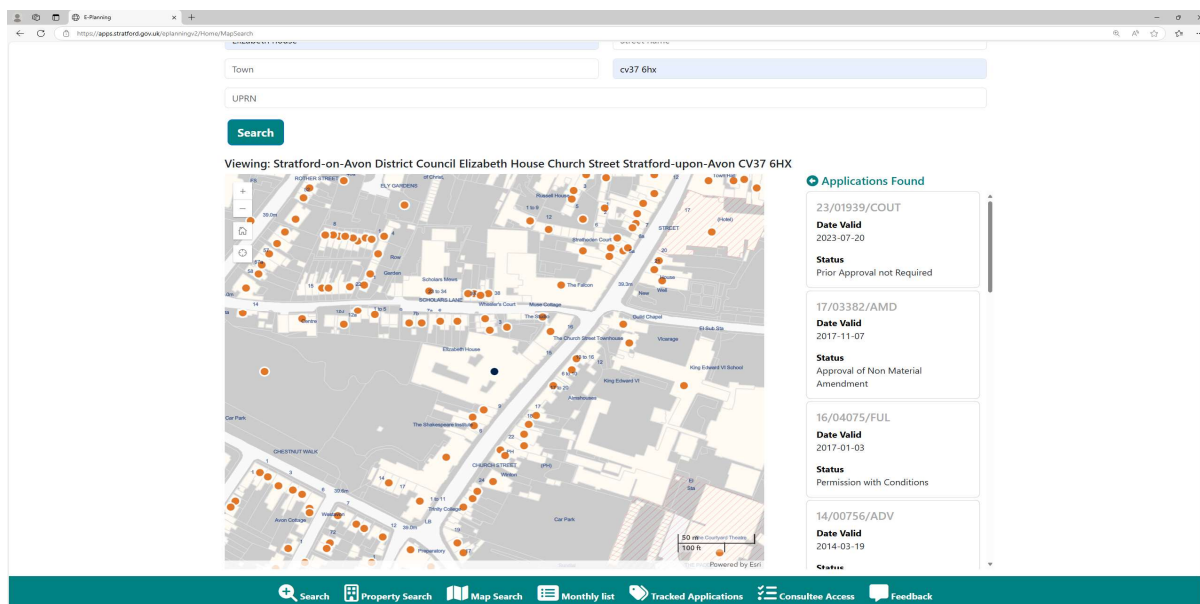
UPRN

**Search**

This will then list the matching Addresses on the right



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.)

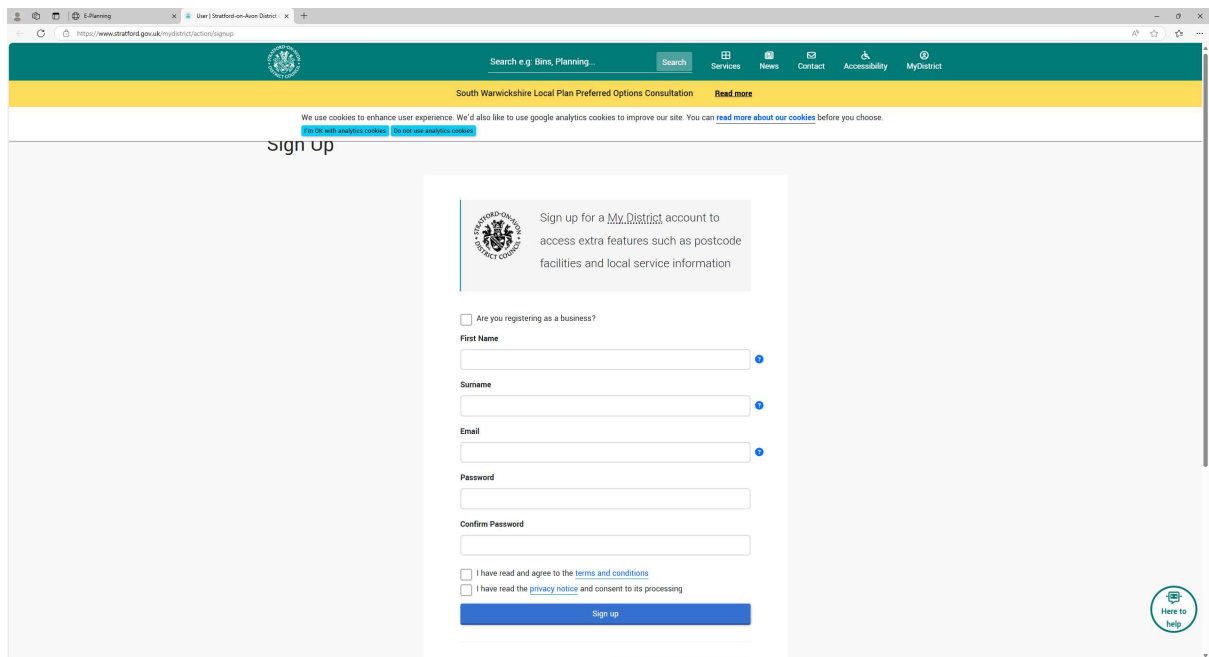




## Tracking Planning Applications

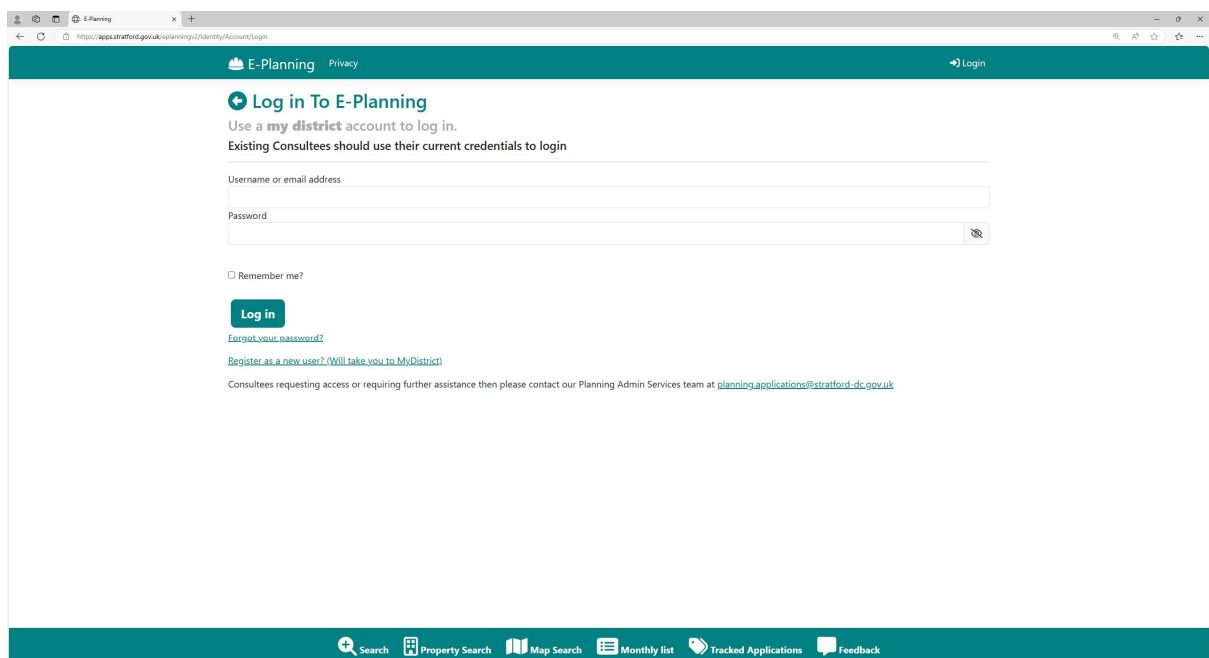
A new feature is the ability to track an application, upon tracking an application the system will notify by email (1 email per day at 5pm) if the application information is updated telling you what has changed giving you the original value and the new value. This also will tell you if new documents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

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



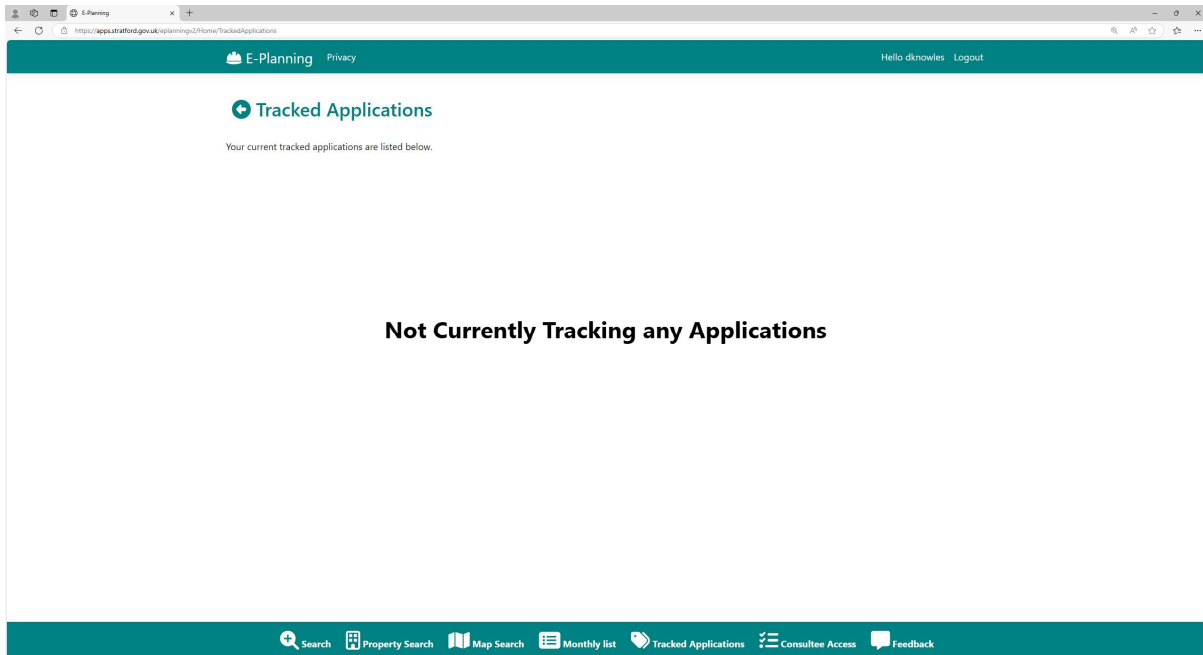
The screenshot shows the 'Sign up' page for MyDistrict. At the top, there is a search bar and navigation links for Services, News, Contact, Accessibility, and MyDistrict. A yellow banner for the 'South Warwickshire Local Plan Preferred Options Consultation' is visible. Below this, a cookie consent message 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, there 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, there are two checkboxes for '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 the 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

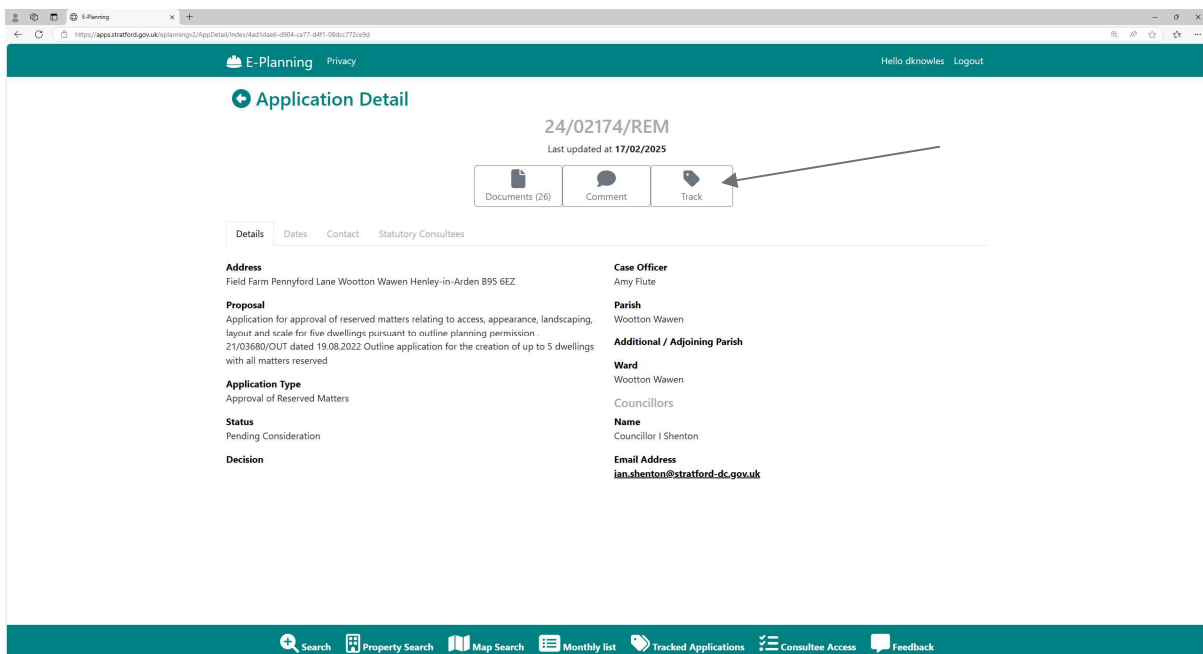


The screenshot shows the 'Log in To E-Planning' page. The header includes 'E-Planning Privacy' and a 'Login' link. The main heading is 'Log in To E-Planning' with a sub-heading 'Use a my district account to log in.' Below this, it states 'Existing Consultees should use their current credentials to login'.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

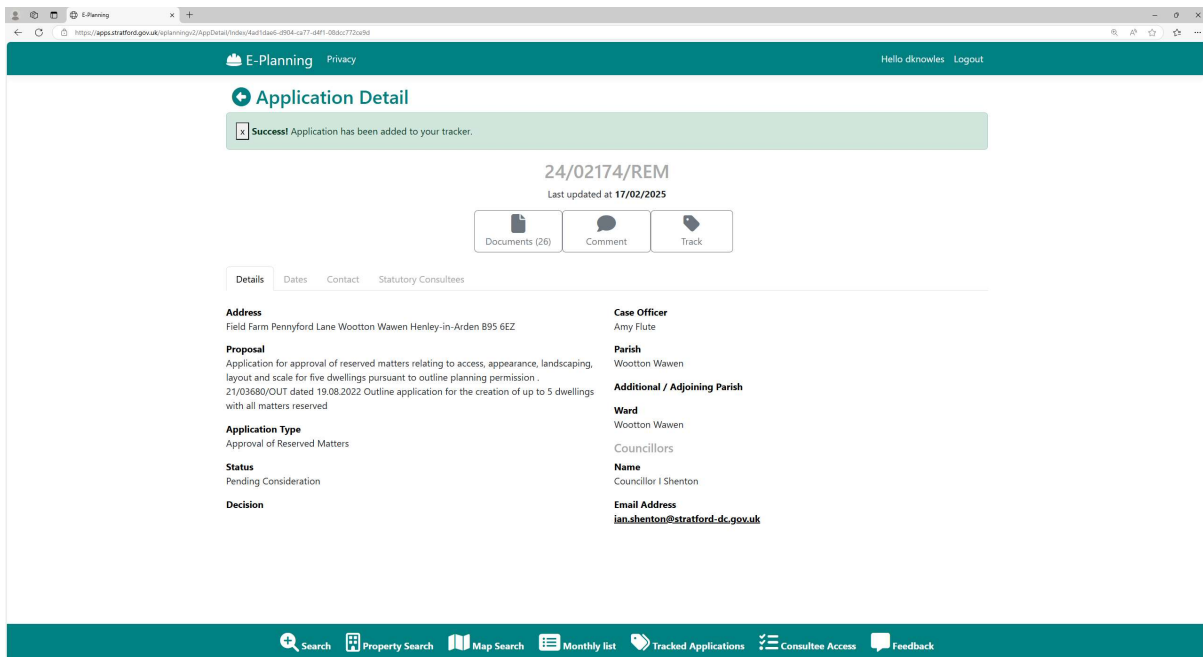
Once Logged in the system will automatically navigate go to your tracked applications view you can view which applications you have tracked and manage them from here (stop tracking etc)



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.

