

Online Form and Mapping Tool Guidance

Navigating around the form

The form is easy to use but it is worth noting the following points before starting.

There is some information that we need in order to assess sites. Therefore, several questions are mandatory and must be answered. These questions are indicated by a red asterisk (*) and must be completed before you can move on to the next section of the form.

The **Next** and **Back** buttons can be found at the bottom of the form and allow you to move between sections of the form. You will be unable to proceed to the next section unless you have completed all the mandatory fields.

The progress bar shows how much of the form has been completed. The form has 6 sections covering:

- A) **Contact details:** your role and who you are representing.
- B) **Site details:** its location (including a map), size, current and adjacent uses.
- C) **Proposed uses and site capacity:** your overall development concept for the site and details of what of uses are proposed for the site.
- D) **Potential site constraints:** details of site access and any physical/ environmental/heritage/legal/ownership constraints affecting the site and how they will be addressed.
- E) **Site availability and market interest:** landowners and their intentions regarding the site including market interest and potential viability issues.
- F) **Site deliverability:** Expected development start and completion timeframes. Supporting information can be uploaded in this section

Should you unexpectedly lose connection or wish to come back to the form at another time, you can exit and your progress will be **saved automatically**, allowing you to carry on with your form later. Any saved draft forms can be accessed by going to '**My Account: [Your name and respondent number]**' at the top right of the screen then clicking on **Drafts**.

Providing a map and supporting information

A site map showing the maximum extent of the site must be provided otherwise we will not be able to assess your site.

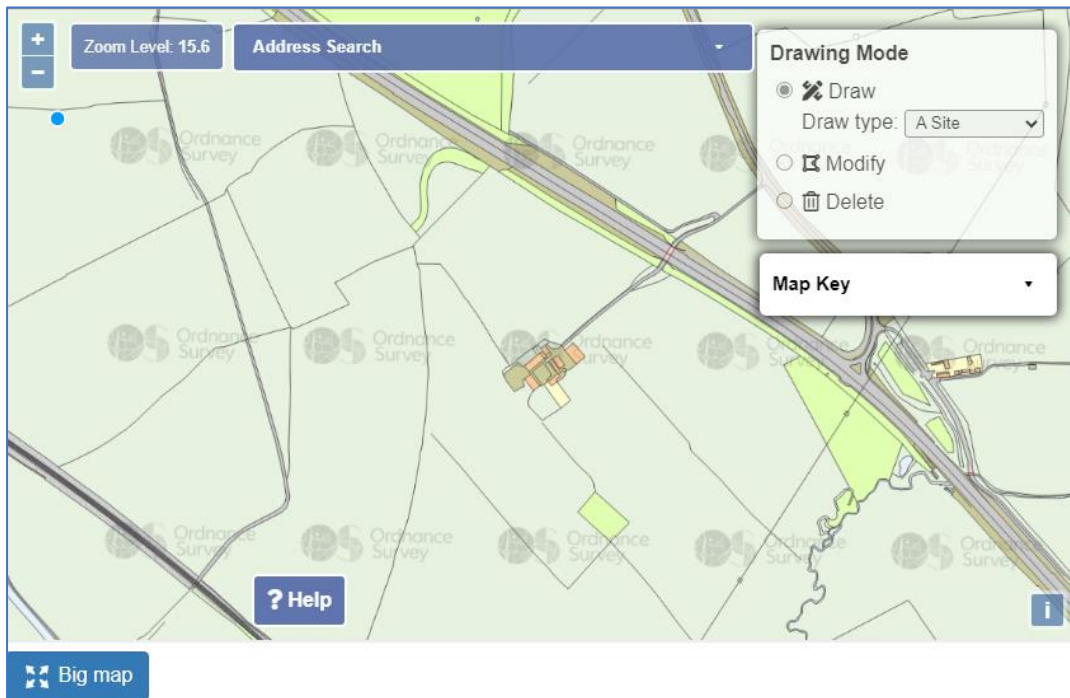
Question 10 in Section B is where you can use the **Mapping Tool** to plot a polygon of your site. We would encourage use of this tool as it helps us in processing and assessing sites efficiently and accurately. Alternatively, you can drop a shapefile of your site polygon (as a zipped file) onto the map. Further details about how to use the mapping tool are set out below. You can also click the 'Help' button in the bottom left hand corner of the map screen.

If you are unable to use the mapping tool, you can attach a PDF of your site at Section F) of the form. You can also upload other useful information here which would help us assess your site. However, please limit the amount of information provided. Only existing documents relating to land budget, constraints, mitigation, or highway access should be submitted. Please do not provide promotional brochures, detailed reports, or commission new supporting evidence.

Using the Mapping Tool

When you reach question 10, you will see a base map of part of the District (see below for example).

The map view pane can be enlarged at any time by clicking on **Big map** (bottom left). There is also on-screen **?Help**.



- **Locating your site**

Use **Address Search** (top centre) to centre base map on your area of interest. You can type in an address, postcode, or both then click the **Search**. If your site does not have an address, or you do not know it, just enter the name of a nearby settlement and select an address.

You can use the **+/-** button (or your mouse wheel) to **Zoom in/Zoom out** of the map to locate your site. You can also pan and drag the map by holding down your left mouse button and moving the mouse in the direction you want the map to move. You can also use this while drawing your site.

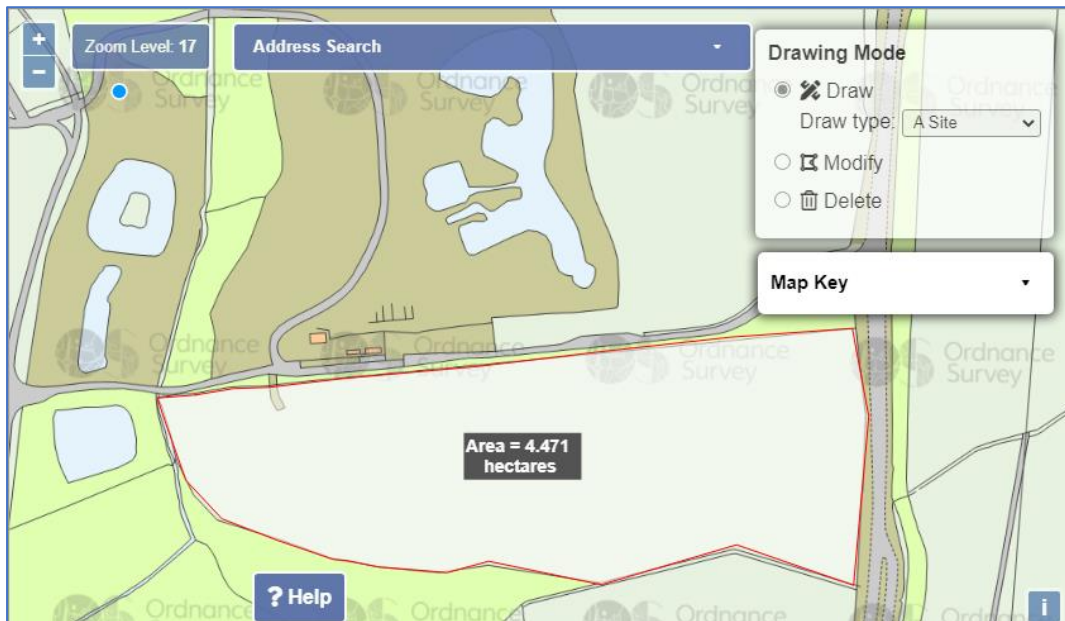
- **Drawing the outline of your site**

Select **Draw** from **Drawing Mode** (top right) then **A site** from **Draw type** drop down.

Use your left mouse to begin drawing your site. Each time you click a blue point will appear and a blue line will start to define the outline of your site. Move your mouse to control the direction of the line from the point. Click again on the map to add a new point. Complete your drawing by clicking on your start point OR double-clicking your left mouse button. Follow the map base to ensure your site is drawn as accurately as possible.

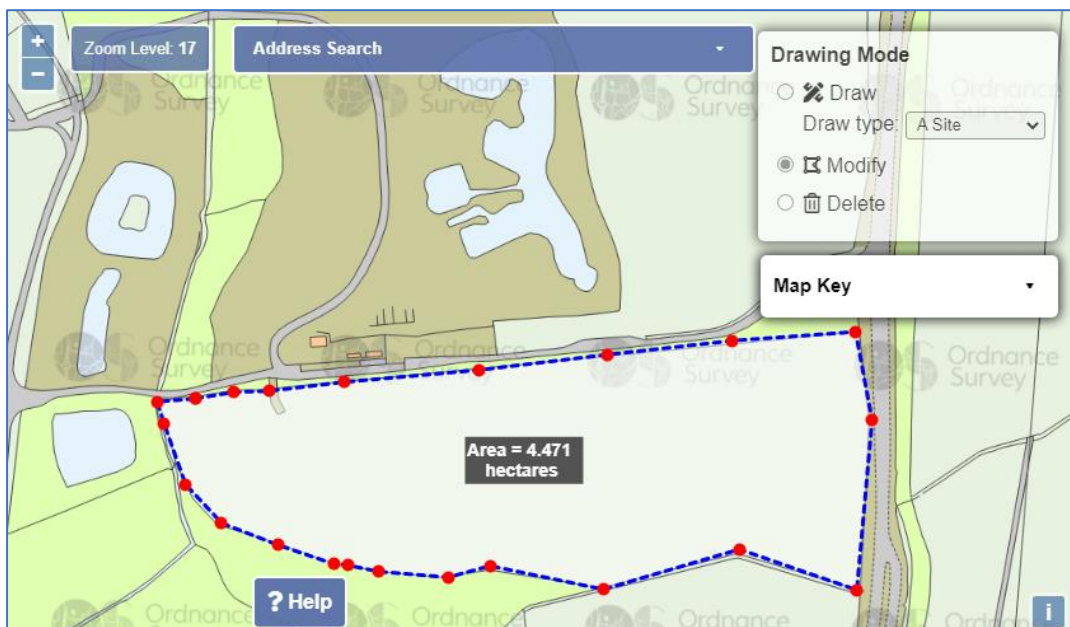
The built-in **Snapping** feature allows you to be guided by points and lines on the base map as you draw your own site plan. This means that the cursor will find the nearest point on the base map that is available to guide you as you draw. Drawing your site map at zoom levels 19-21 will enable the 'snapping' feature.

Once your drawing is complete, the outline will be in red and the site area (hectares) will be displayed (see below). The site is saved automatically.

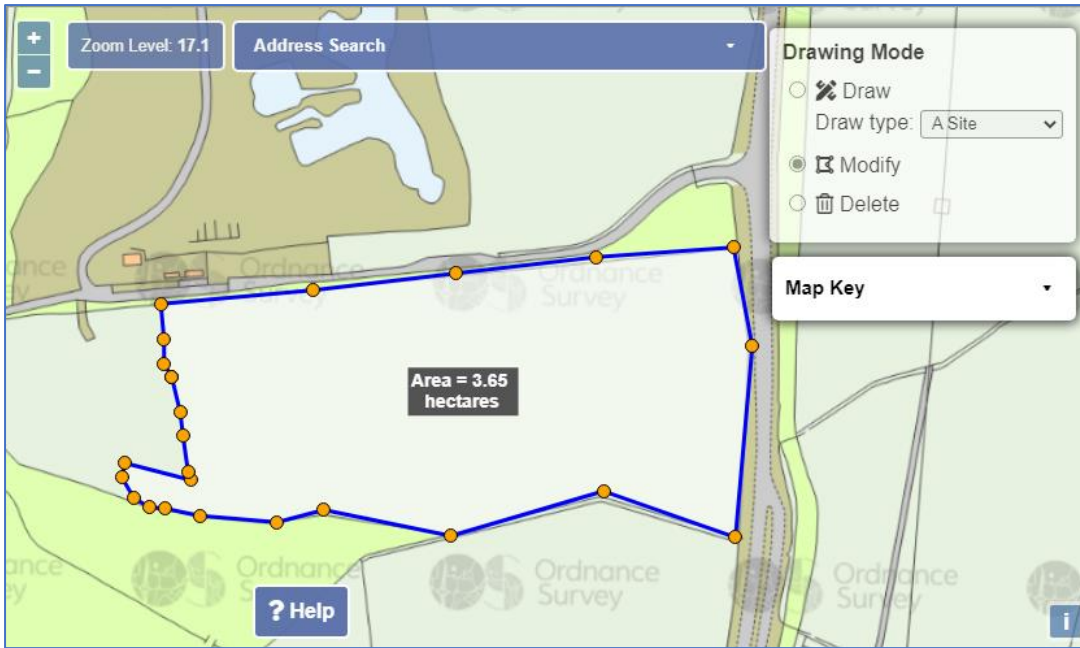


- **Modifying your site**

You can only **Modify** your site when you have finished drawing it. **Modify** allows you to either move or add points in your site to change its shape and size. To edit your site, select **Modify** from **Drawing Mode** and click on the site. The outline changes from solid to dashed and its points turn red. Click on a red point to move that point and its connected lines. Click on the dashed line to add a new point.

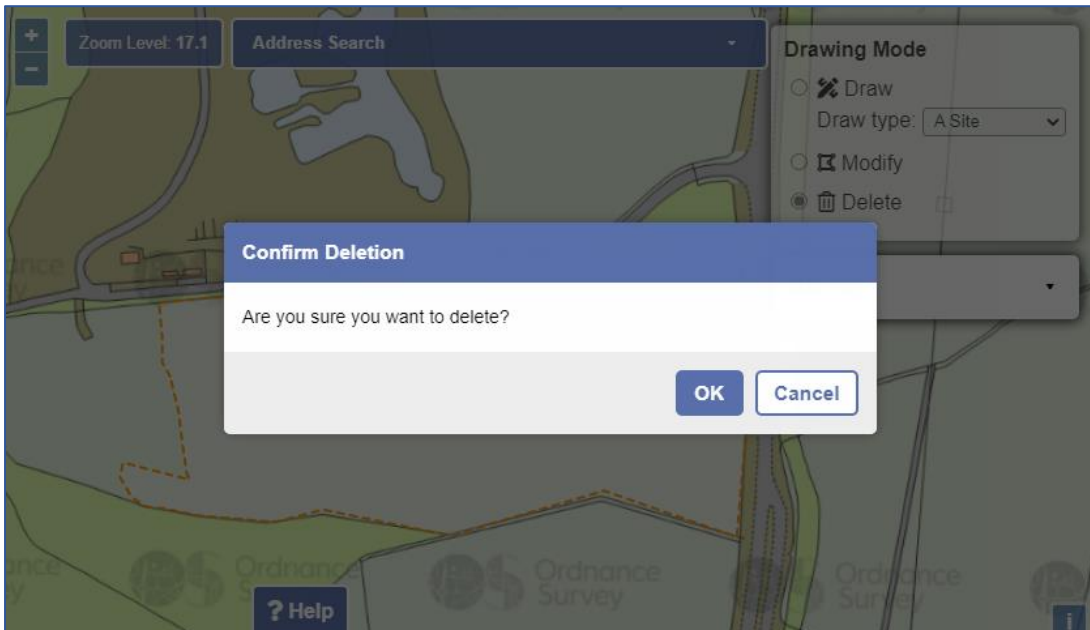


Clicking outside the site shows the amended site in blue (with amber points) and an amended site area (see below). You can amend your site as often as required.



- **Deleting your site**

You can delete your site at any time. Select **Delete** from **Drawing Mode**, then click on your site. A **Confirm Deletion** message appears. Click on **OK** to delete your site or **Cancel** to retain your site



- **Saving your site**

When you have finished drawing, your site will be automatically saved. You can **Draw/Modify/Delete** your site as often as you want until you are happy with it.

If you have any queries or would like further assistance, please email planningpolicy@harborough.gov.uk