New Mapping System – Guidance

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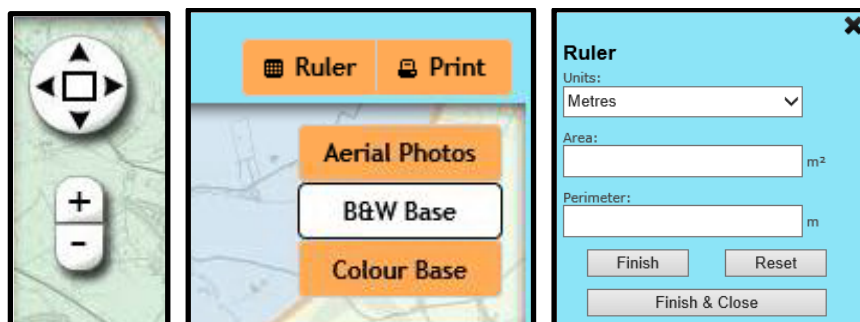
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General map navigation

1. Move the map – click and drag with mouse or use the arrows in the top left corner.
2. Zoom in and out – use the wheel on your mouse or the plus and minus buttons in top left corner.
3. Use buttons on the right to change the layer view of the map between black and white, colour and aerial photo.
4. Ruler button provides a measuring tool – select the required units and then click on the start point and then again at the end point of the map to be measured (this can be a straight line which is shown as "Perimeter" or an area. When drawing an area, click the mouse at each corner of the shape and then double click and the last two points will be automatically completed to create the polygon.
5. Print button creates a PDF copy of the current map view containing the copyright and scale information.

Locating a site

Location search bar

Entering a location in the search bar above the map will provide a drop down list of results from the gazetteer containing your search contents (Figure 1). This type of search displays instant results and the list will update as more information is entered, allowing a variety of search criteria to be used. Selected a property address from the results list will zoom the map into this location, marked with a pin (Figure 2). Clicking on the pin will display the full address, Unique Property Reference Number (UPRN) and Ward details (Figure 3). The pin can be selected and dragged to any area on the map to display the relevant information for that location.
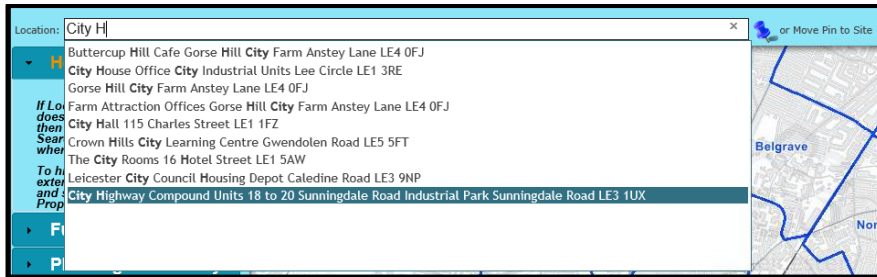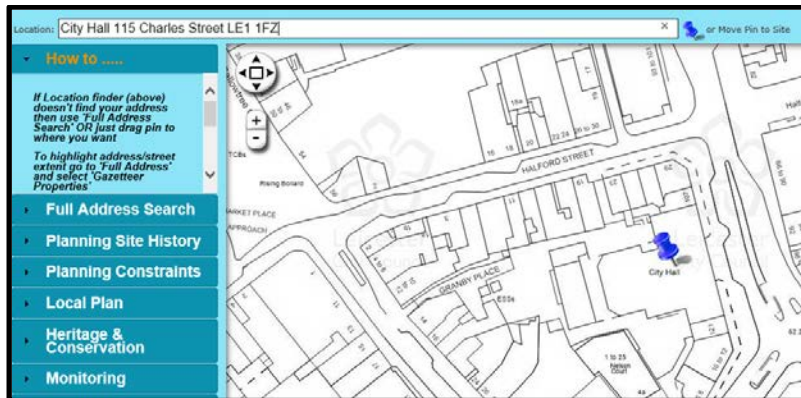
Figure 1: Location search bar

Figure 2: Zoom to selected location

Figure 3: Location details

Full Address Search

Provides the following search types:

Street Search

Postcode Search

Building or Property Name

List Properties

Select the appropriate search type and enter your search criteria.

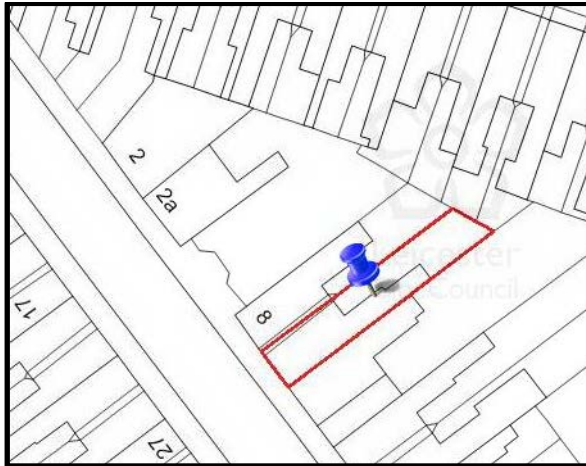All relevant results will be displayed in a list (Figure 4).

Click on the appropriate result to expand and view all properties for the selected result. Once the individual property has been highlighted (blue circle on Figure 5) it will be displayed on the map with a pin and a red line around the boundary of the site (Figure 6). Clicking on the pin will display some basic details about the property and its ward (Figure 7).

Figure 4: Search Results (1)

Figure 5: Search Results (2)

Figure 6: Selected search result displayed on map

Figure 7: Property Information Display

Council

City Mayor

Click link to be taken to the City Mayor's webpage.

Find your Ward and Councillors

Displays Ward details for your pinned location. (Note map will zoom out to display centre of Ward). Select ward from list to the left of map to display link to Ward Councillor's details.

Select a Ward

Search for any Ward or leave search box blank to view full list of Wards. Click on Ward name to zoom map to chosen Ward which will be displayed with a red boundary.

Find Nearest

Use to locate nearest facility to your pinned location. You can choose to display all types of facilities or choose one of the following by clicking the appropriate link:

Libraries

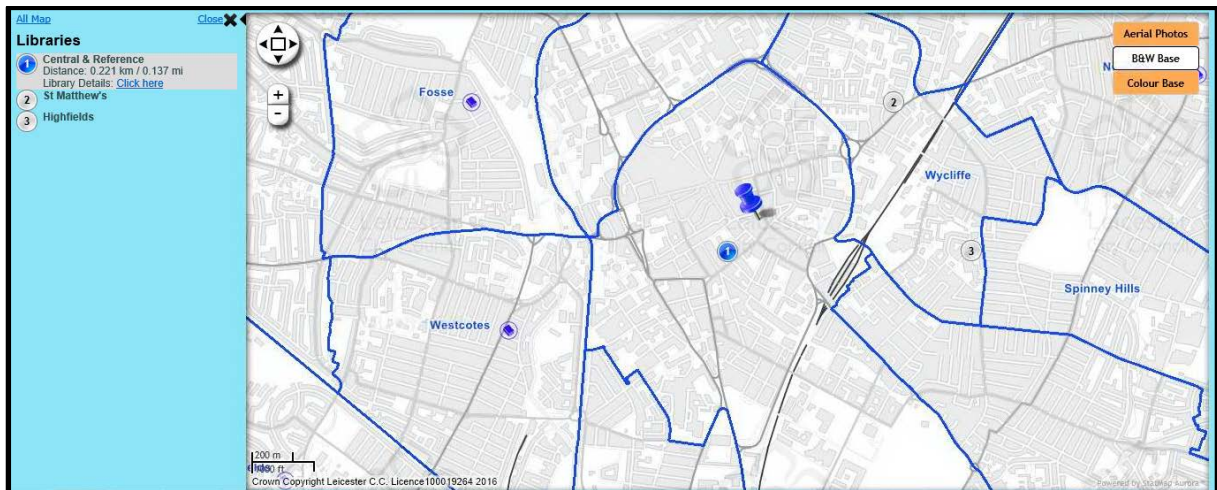Sports & Leisure Centres

Community Centres

Children's Centres

Play & Youth Facilities

Theatres & Arts

Museums

Clicking the link for your chosen facility type will display all locations in addition to providing a shortlist of the three nearest facilities. Selecting one of the search results highlights its location on the map, gives a distance from you pinned location and provides a link to more details of the chosen facility on the LCC website (Figure 8).

Figure 8: Find Nearest Libraries Map

Find all nearest

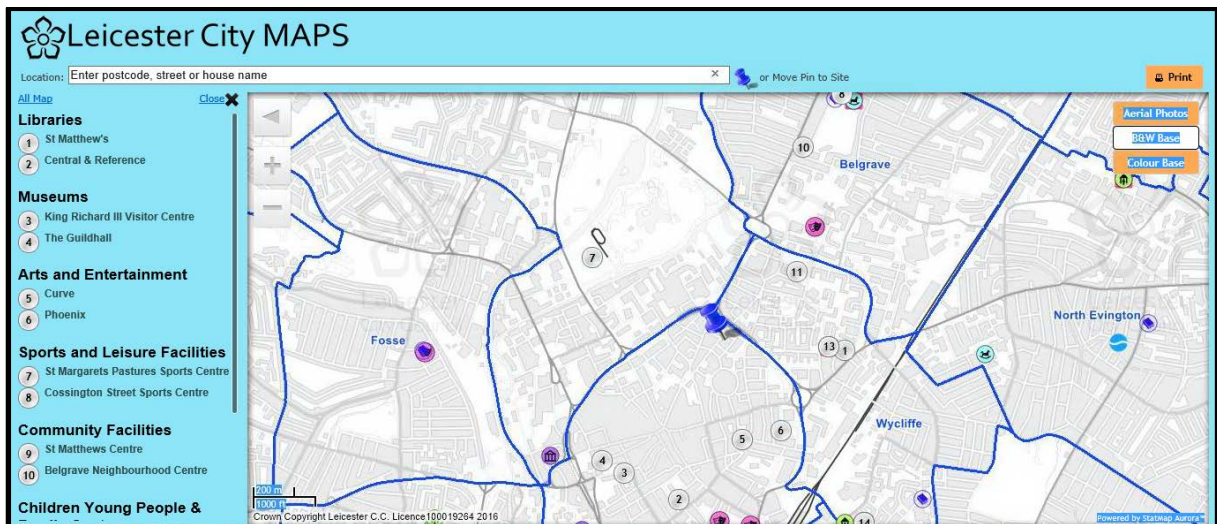Shows all types of facilities and highlights the nearest two of each facility type to your pinned location (Figure 9).

Figure 9: Find all nearest view

Select a Museum

Select a Library

The links above provide a search box to locate facilities of that type by name.

Education

<mark>This section displays information regarding all schools which Leicester City Council's Local Education Authority is responsible for.</mark>

Primary Catchment

Click to find out which primary school catchment a property lies within. This will display the location of the school and the boundary of all school catchment areas in light blue. Click the school name in the list to the left of the map to highlight its catchment in red and to get a link to the school's directory information page (Figure 10).
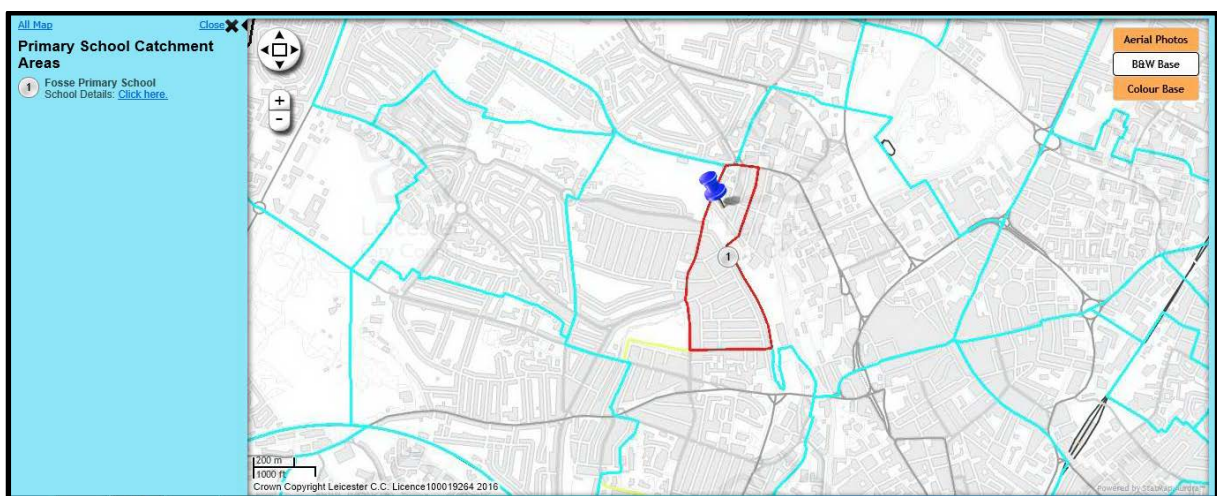

Figure 10: School Catchment Area View

<u>Secondary Catchment</u>

Works in the same way as the Primary Catchment above, but displays the Secondary School catchments.

<u>Primary Schools</u>

Click this link to show the nearest schools to your pinned location. The map will display all primary schools while highlighting the nearest three. Clicking on the school name in the list to the left of the map to will display a link to school's directory information page and its distance from your pinned location.

<u>Secondary Schools</u>

Works in the same way as the Primary Schools above, but displays the Secondary School locations.

<u>A Primary School</u>

Click this link to search for a primary school by name rather than location. This will display a search box which you can type the name of the school into. To view a full list of all primary schools, leave the search box blank and click the "Search" button. Once results are listed, select the school of interest and the map will zoom to its location.

<u>A Secondary School</u>

Works in the same way as A Primary School above, but displays the Secondary Schools information.

<u>A Special School</u>

Works in the same way as A Primary School above, but displays the Special Schools information.

<u>Planning</u>

This section provides information regarding planning applications and policy dealt with by Leicester City Council.

<u>Planning Application History for Site(s)</u>

To view a site's history, the pin needs to be located on the selected site. Click the "Planning History for Site(s)" and a list of PPRNs for the pin's location will be shown (Figure 11). Click on a PPRN to select it and the map will zoom and display the PPRN boundary (Figure 12). The "Site History" link below the PPRN takes you to the website and displays all planning applications associated with that PPRN (Figure 13).
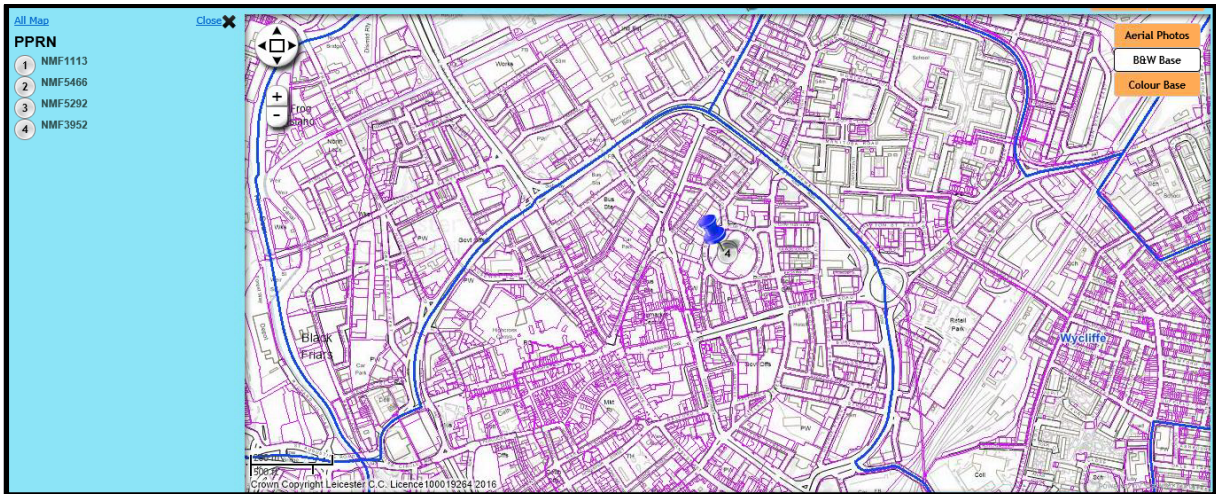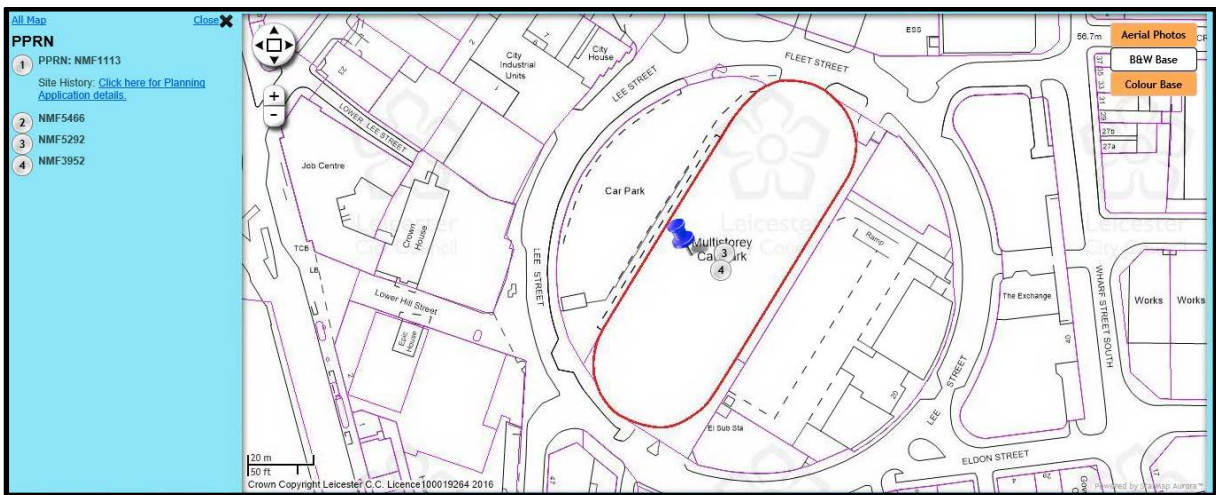
Figure 11: PPRN search results

Figure 12: Selected PPRN search result

Figure 13: Site History view

Local Plan policies at Site

Click link to display list of relevant local plan policies for your pinned location.

Show Local Plan map

Select this link to display the local plan policy layer and click anywhere on the map to view relevant policies for that location. Full wording of the policies can be found by clicking the following links:

Local Plan Written Statement 2006 pdf

Core Strategy pdf

Highways

Show Definitive Map of Public Rights of Way

Shows Public Rights of Way in red.

Show Grit Bins

Shows location of Grit Bins as yellow dots on the map.

Show Gritting Routes

Click to highlight roads on gritting routes.

Show Gullies

Click to show location of all gullies (shown as green and red dots).

Show Street Lights

Click to show location of all street light columns (shown as pink crosses).

LEGEND

The legend at the bottom of the left menu can be used to turn constraints layers on and off by ticking or unticking the box next to each layer or group of layers. To do this, tick the box for the main group of layers (this must be ticked or no layers will display) and untick the layers within that group you do not want to view. The images to the left of the layer name represent how the layer is displayed on the map.

For example, to view only the Flood Zone 3 layer you must untick all the boxes except the box next to **"Drainage"**. This will tick all boxes for the drainage layers sat under that group and display them on the map (Figure 14). You then need to manually untick all layers except Flood Zone 3 (Figure 15).
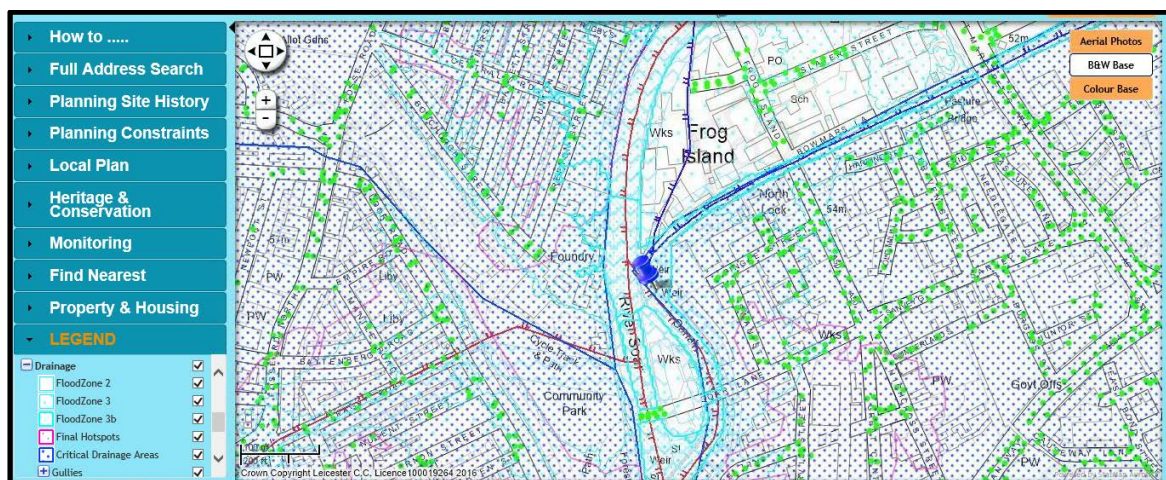

Figure 14: Map displaying all Drainage layers

Figure 15: Map displaying only Flood Zone 3 layer

To view layers within subgroups, the main group and subgroup must be selected as well as the individual layer in order for it to display. For example, to display "Historic_1828" you are required to tick **"Historic Maps & Aerials"** and **"Historic"** in addition to "Historic_1828" (Figure 16).
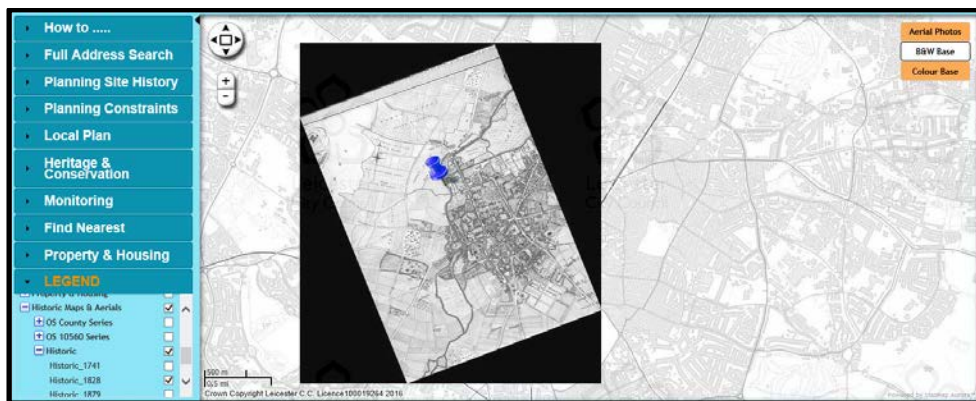

Figure 16: Map displaying Historic_1828 layer