



## **IDOX OLDP**

### Usage Notes

The IDOX Online Local Development Plans application allows you to view all of the developments that are planned by your local authority. You can use the application to search for specific developments and submit comments back to your local authority's planning department.

IDOX OLDP Usage Notes / Version 1.0 / October 2009

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## Selecting a Plan

The Plan Selector allows you to view all the development plans that are currently proposed or recently adopted by your local authority.

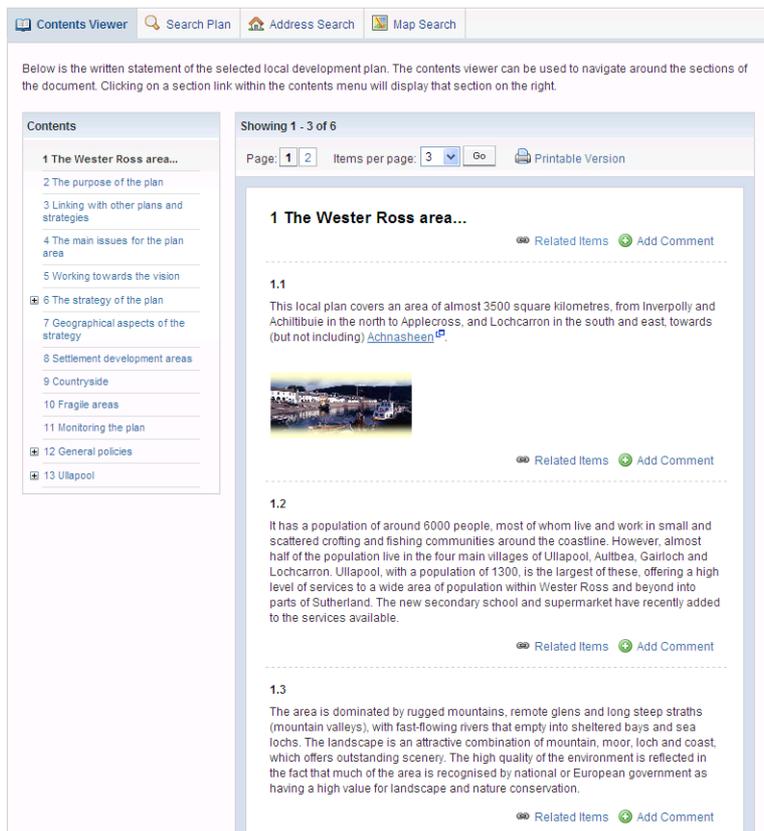
1. Select a Development Plan from the **Plan Selector** list.



2. Click on **Select**.

## Viewing Plan Contents

The details of a development plan are displayed in the Contents Viewer. You can use the Contents Viewer to search the plan's structure for areas of interest. For each section in the Contents List you can navigate through the details, view related items and add a comment to your comments representation.



## Structure

Development plans are organised as follows:

### 1 CHAPTER

#### 1.x Section

#### 1.x.x Paragraph.

The Contents List displays the chapters and sections of the development plan. When you click on a section to display it in the Contents Viewer each of its constituent paragraphs is individually identified.

Any chapter, section or paragraph can be commented up or linked to as a Related Item.



## Navigation

The selected items displayed in the Contents Viewer may comprise a number of paragraph items and run to one or more pages. You can use the Navigation tools to access the information you want quickly and easily.



1. The number of paragraph items being displayed on the page is presented in the format: **Showing x – y of z.**
2. You can choose how many items to display on each page. Select a number from the **Items per page** list, then press **Go**.
3. If the information runs to more than one page, you can navigate directly to a page by clicking on the appropriate **Page Number**.



## Viewing Related Items

Any chapter, section or paragraph item may be associated with other parts of the development plan. These are known as related items.

1. To view related items for any item displayed in the Contents Viewer, click on the **Related Items** button next to it.
2. The results are displayed in a list. Click on each item to read its contents.

The screenshot shows a navigation bar with buttons for 'Contents Viewer', 'Search Plan', 'Address Search', and 'Map Search'. Below this is a 'Back to Contents Viewer' link. A paragraph explains that the following items are relevant to the current section. It lists three categories: 'Plan Text' (related textual items), 'Local Map' (affected areas on the map), and 'Whole Plan Policies' (relevant sections in the written statement). Below this is a list of related items, with 'Paragraph 3.1' selected. The item description states: 'This plan forms part of a series of national and local planning policy documents that developers have to take into account when drawing up development proposals. We consider all of the following when...' and includes a sub-heading '3 Linking with other plans and strategies'. At the bottom right of the screenshot is the IDOX logo with the text 'Powered by IDOX'.

### 3. Select the **Local Map** tab to view these items on a map.

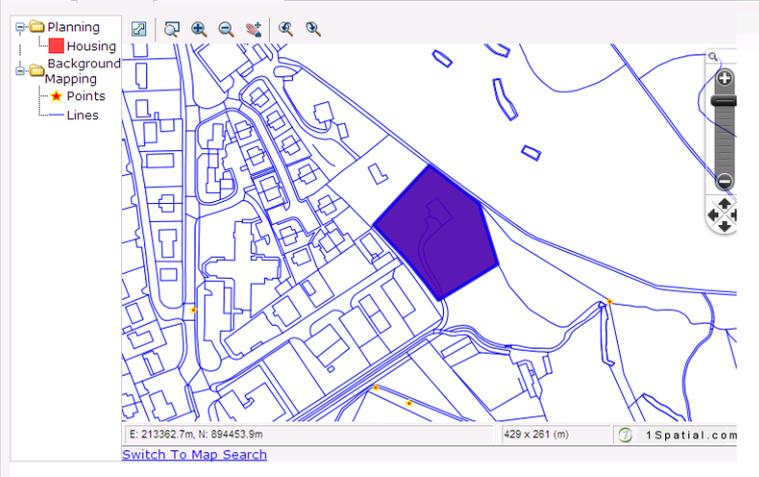
Contents Viewer Search Plan Address Search Map Search

[Back to Contents Viewer](#)

Below are the parts of the local plan that are relevant to the above section.

The Plan Text tab contains related textual items;  
The Local Map shows areas on the map that are affected;  
The Whole Plan Policies tab shows sections within the written statement that are relevant to all sections of the local development plan.

Plan Text **Local Map** Whole Plan Policies



The screenshot shows a web application interface with a navigation bar at the top containing 'Contents Viewer', 'Search Plan', 'Address Search', and 'Map Search'. Below the navigation bar is a link 'Back to Contents Viewer'. A paragraph of text explains the content of the tabs. The main area features three tabs: 'Plan Text', 'Local Map' (which is active), and 'Whole Plan Policies'. The 'Local Map' tab displays a map with a legend on the left. The legend includes 'Planning' (with a folder icon), 'Housing' (with a red square), 'Background Mapping' (with a yellow square), 'Points' (with a star icon), and 'Lines' (with a blue line). The map shows a street grid with a large purple-shaded area. A status bar at the bottom of the map displays coordinates 'E: 213382.7m, N: 894453.9m', a scale '429 x 261 (m)', and the logo '1Spatial.com'. A link 'Switch To Map Search' is also visible.

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### 4. Select the **Whole Plan Policies** tab to view the related items which refer to entire development plans.

Contents Viewer Search Plan Address Search Map Search

[Back to Contents Viewer](#)

Below are the parts of the local plan that are relevant to the above section.

The Plan Text tab contains related textual items;  
The Local Map shows areas on the map that are affected;  
The Whole Plan Policies tab shows sections within the written statement that are relevant to all sections of the local development plan.

Plan Text Local Map **Whole Plan Policies**

Items per page: 10 Go

1 The Wester Ross area...





## **Making Comments [\[link\]](#)**

You can comment about any item in the development plan. Doing this adds your comment to your cumulative representation for this development plan.

[see Making a Comment ]

## **Printing**

You can print out any page from the Contents Viewer.

1. To print the currently displayed page, click on the **Print** button.



## Searching a Plan

Instead of browsing the development plan for information, you can use one of the search tools to locate specific information.

**Address search** – allows you to search the development plan for items relating to a specific address or locality

**Search plan** – allows you to search the development plan for items that contain a specified text string

**Map search** – allows you to search the plan by looking at the area map.

## Address Search

Address Search allows you to search the development plan for items relating to specific postcodes or for items relating to a combination of other address details (for example, towns, localities or streets).

### Postcode Search

1. Click on the **Address Search** tab.
2. To search for items relating to a specific postcode, enter that postcode in the **Postcode** box.

Specify a full postcode

Postcode:

3. Press the **Postcode Search** button.

### Address Search

1. Click on the **Address Search** tab.
2. To search for items relating to a combination of known locality details, enter two or more pieces of address information.

[Contents Viewer](#)
[Search Plan](#)
[Address Search](#)
[Map Search](#)

The address search uses the National Gazetteer to search for a postal address using either a postcode or a partial address. Fill in the appropriate fields below and click the relevant search button to find the address.

**Specify a full postcode**

Postcode:

**Enter at least two fields below**

Building Name:

Building No:

Street Name:

Town/City:

Postcode:

3. Press the **Address Search** button.

## Address Search Results

The results of an address search or postcode search are listed alphabetically.

[Contents Viewer](#)
[Search Plan](#)
[Address Search](#)
[Map Search](#)

[New Search](#)

Showing 1 - 3 of 3

Items per page:

1-7 HIGH STREET, INVERNESS. IV1 1HY
7 HIGH STREET, INVERNESS. IV1 1HY
7 HIGH STREET, CLACHNAHARRY, INVERNESS. IV3 8RB

1. You can choose how many items to display on each page. Select a number from the **Items per page** list, then press **Go**.
2. If the information runs to more than one page, you can navigate directly to a page by clicking on the appropriate **Page Number**.
3. Click on an address in the results list to display the development plan items that relate to this address.



## Search Plan

Search Plan allows you to search the development plan for items that contain a specified piece of text.

1. Enter the text that you want to search for in the Search for box, then press the **Search** button.

The screenshot shows a navigation bar with 'Contents Viewer', 'Search Plan', 'Address Search', and 'Map Search'. Below it is a text box with the placeholder 'Search Plan can be used to search for specific words or phrases within the written statement of the plan. Type in your exact search phrase below and click the Search button.' The search input field contains the text 'countryside' and a 'Search' button is to its right.

2. The results containing the text are listed in the order in which they appear in the development plan.

This screenshot shows the search results for 'countryside'. It includes the same navigation bar and search input field as the previous screenshot. Below the search bar, it displays 'Showing 1 - 10 of 11' and a pagination control with 'Page: 1 2' and 'Items per page: 10' with a 'Go' button. The results are listed as follows:

- Paragraph 3.7**  
The local plan does not repeat the policies set out in these documents. It translates them so that they are relevant to the situation in Wester Ross and transfers them onto a map. The development pla...  
3 Linking with other plans and strategies  
[Related Text / Map Items](#)
- Paragraph 6.2.1**  
...  
6 The strategy of the plan - 6.2 Untitled Section  
[Related Text / Map Items](#)
- Paragraph 7.1**  
The local plan recognises the need for a number of approaches to respond to different pressures and to put different parts of the strategy into practice in distinct geographical areas. The strategic ...  
7 Geographical aspects of the strategy  
[Related Text / Map Items](#)

3. You can choose how many items to display on each page. Select a number from the **Items per page** list, then press **Go**.
4. If the information runs to more than one page, you can navigate directly to a page by clicking on the appropriate **Page Number**.
5. Click on one of the search results to display it in the Contents Viewer.
6. Click on **Related Text/Map Items** beneath one of the result items to view other items in the development plan that are related to that item.

## Map Search

The Map Viewer lets you examine the area map of an OLDP plan to locate specific information. For example, you may use the Map Viewer to identify roads on a map and the policies created for the roads. You can use the toolbar buttons in the Map Viewer to help you examine an area of a map, or select layer items from a list.

The screenshot displays the IDOX Map Viewer interface. At the top, a navigation bar includes 'Contents Viewer', 'Search Plan', 'Address Search', and 'Map Search'. Below this, a text box explains the Map Search tool's purpose. A toolbar with various map navigation icons is visible. On the left, a 'Map Legend' lists layers such as 'Planning', 'affordable Housing', 'Building & Industry', 'Housing', 'Background Mapping', 'Points', and 'OS 1:50k map'. The central map view shows a coastal area with labels like 'Morefield', 'Ullapool', 'Ullapool Point', 'Pier', 'Hotel', and 'Lockán na Beinne'. On the right, a 'Document Results' panel shows search results for 'Map Boundary search', listing '12.4 Policy 3 Affordable housing' and '13 Ullapool'. A 'Disclaimer' at the bottom states 'You are not viewing the entire plan' and provides copyright information.

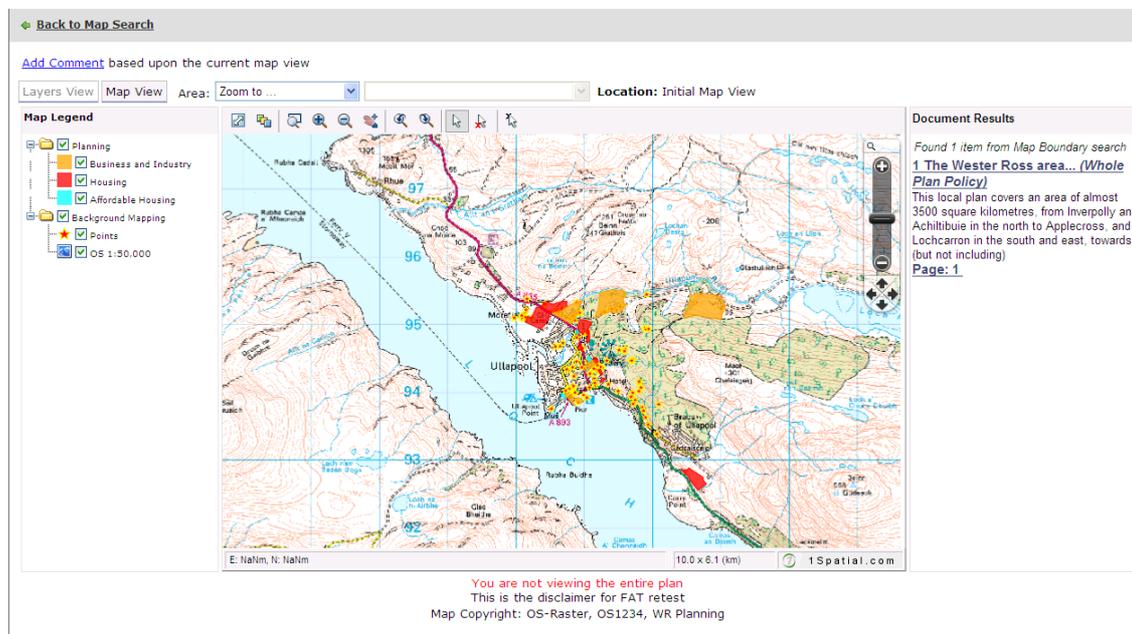
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The Map Viewer also shows disclaimer text. A disclaimer is displayed when one or more layers are hidden from the legend, and usually indicates that not all information in the map is being viewed.

## View Fullscreen

You can increase the size of the map area viewing the map in Full Screen mode.

1. Click on **Map Search Full Screen**.



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2. To return to the original view, click on **Back to Map Search**.

## Viewing area information according to map layers

You can view all layers at once on a map, or hide specific layers that you do not wish to view. Hiding layers is useful if you want to see specific layers in the context of a map and the policies that apply to it.

1. To hide a layer, deselect a layer from the layer legend. The layer information in the map is hidden from view.
2. If a disclaimer message exists, observe the disclaimer message below the map, such as shown in the following example:

This website allows you to view some of the layer and spatial information held by the council. Not all of the council-owned layer and spatial information is available. The date is provided for information purposes only.

3. Check the side panel to see the policies that are applicable to the selected layer.
4. If you have hidden a number of layers, you may want to reset the legend to show all layers again by clicking on the Reset layers button in the toolbar buttons group.



### Viewing area information using the toolbar buttons

Toolbar buttons allow you to navigate within the map view and find policy information related to the layer.

Button	Description
Zoom in 	Zooms in on a map by a magnification factor of two.
Zoom out 	Zooms out on a map by a magnification factor of two.
Zoom to rectangle 	Zooms to a rectangular area.
Initial map view 	Returns to the initial map view extents.
Pan mode 	Lets you drag the map to display areas outside of the current view.
Previous 	Returns to the last zoom position and magnification.
Next view 	This option is available after the previous view has been selected.
Pickpoint mode 	The pickpoint mode lets you select any point in the map view.
Selection mode 	The selection mode allows you to select an individual layer item on the map. For example, a housing estate marked on the map.
Clear selection 	Clears the selection mode.



## To zoom in to an area

1. Click on the **Zoom in** button from the toolbar. The cursor symbol changes to that of the zoom in button.
2. Click an area of the map that you wish to zoom in to. The map view refreshes to zoom in to an area by a magnification level of 2.

## To zoom out of an area

1. Click on the **Zoom out** button from the toolbar. The cursor symbol changes to that of the zoom out button.
2. Click anywhere on the map view. The map view refreshes to zoom out by a magnification level of 2.

## To go to the previous view

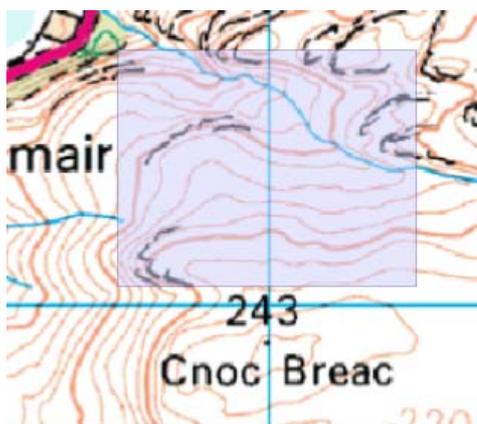
1. Click on the **Previous view** button. The previous map display is shown.

## To go to the next view

1. Click on the **Next view** button. The map display prior to the previous view is shown.

## To zoom to rectangle

1. Click on the **Zoom to rectangle** icon. The cursor symbol changes to that of the Zoom to rectangle button.
2. Click on the left mouse button at a desired area of the map and drag the cursor to the left to form a rectangle as shown in this example:

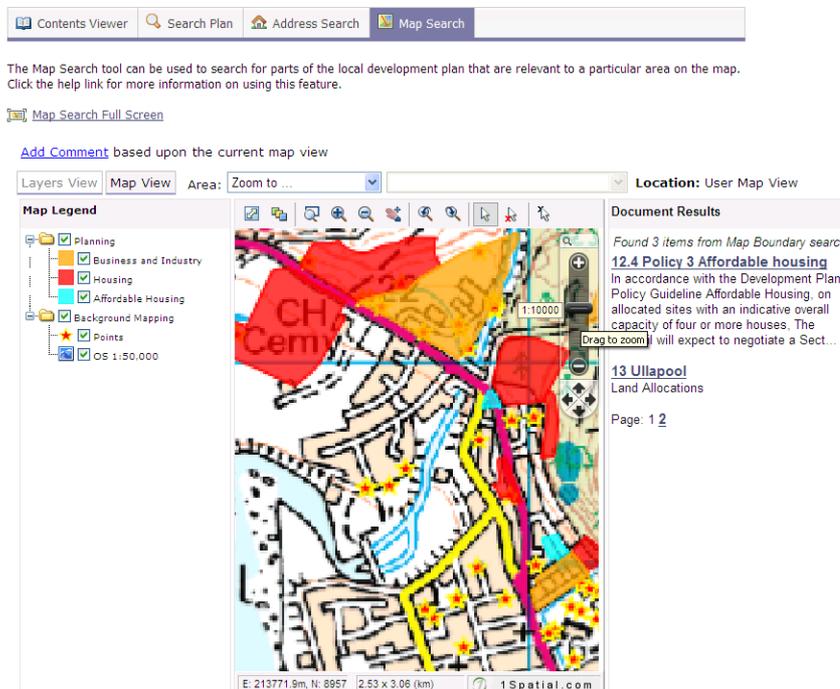


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3. Release the mouse button and observe the zoomed in area in the map view.

## To zoom to a predefined scale

1. Click on the **Zoom Slider**.



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2. As you drag the **Zoom Slider** up it displays predefined scales of decreasing size.
3. As you drag the **Zoom Slider** down it displays predefined scales of increasing size.

## To pan to a different area of the map

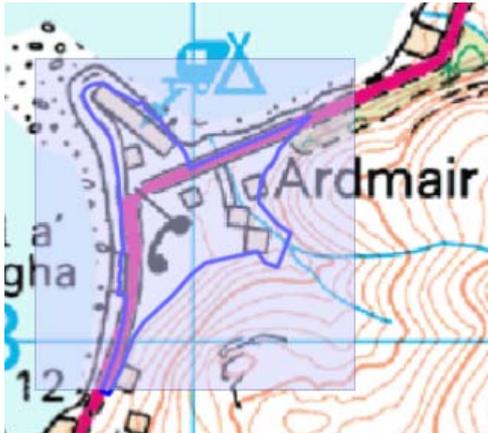
1. Click on the **Pan mode** button. The cursor changes to that of the Pan mode button.
2. Click on the left mouse button at a desired area of the map and drag the cursor so that new areas of the map are shown.
3. When the map view refreshes to show the new area, release the mouse button.
4. You can also use the **Pan Arrows** below the Zoom Slider to pan around the map.

## To pinpoint information using the pickpoint mode

1. Click on the **Pickpoint mode** button. The cursor changes to that of the pickpoint mode.
2. Click any location in the map view.
3. Observe the right side panel to view the policies that apply to the plan.

## To pinpoint information using the selection mode

1. Click on the **Select mode** button.
2. Point the cursor to the layer item.
3. Click on the left mouse button and drag the cursor around the item to form a rectangle as shown in the following example:



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4. Release the mouse button and observe the selected item change to a dark blue colour. The dark blue colour indicates that the item is selected.



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5. Observe the right side panel to view the policies that apply to the plan.
6. To deselect the Select mode, click on the **Clear Selection** button.

### To pinpoint information within a defined radius

This allows you to determine which policy information falls within a circular area on the map drawn at defined radius around a point. You could use this, for example, to discover all policies that affect any land within 500m of your home.

1. Right click on the map and choose **Select More > Select Radius**.
2. Move the cursor to a point on the map. Click and drag the cursor around the point to form a circle.



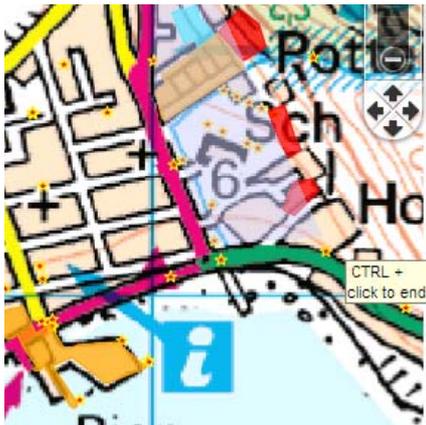
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3. Drag the circle until the correct radius (in metres) is reached.
4. Observe that any items falling within this circle change to a dark blue colour, indicating that they are selected.
5. Observe the right side panel to view the policies that apply to the plan.
6. To deselect the Select mode, click on the Clear Selection button.

### To pinpoint information within a polygon

This allows you to determine which policy information falls within an area drawn as a custom polygon on the map.

1. Right click on the map and choose **Select More > Select Polygon**.
2. Move the cursor to an area on the map around which you want to draw a shape. Click to place the first point of the shape and move the cursor to extend a line. Click again to complete the line.



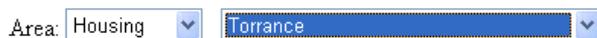
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3. Repeat this process, adding more lines to create the polygon shape.
4. To complete the polygon, hold down the CTRL key and click one more time.
5. Observe that any items falling within this shape change to a dark blue colour, indicating that they are selected.
6. Observe the right side panel to view the policies that apply to the plan.
7. To deselect the Select mode, click on the Clear Selection button.

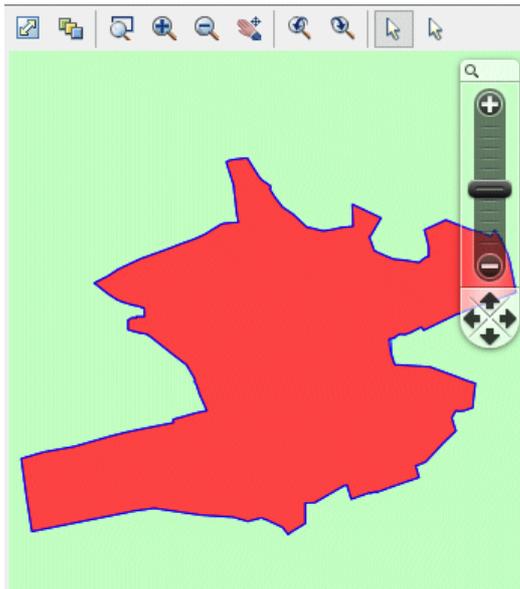
### View area information from lists

Area search lets you view the area of a map according to a layer and an associated objects which is selected from drop down lists. Once you have chosen a layer and an associated object, the map view zooms to the location of the object that is within the selected layer.

1. Select a layer from the **Area list**. In this example, Housing is selected.



2. Select an object item in the list to the right of the Area list. An image is displayed in the map view as shown in the following example.

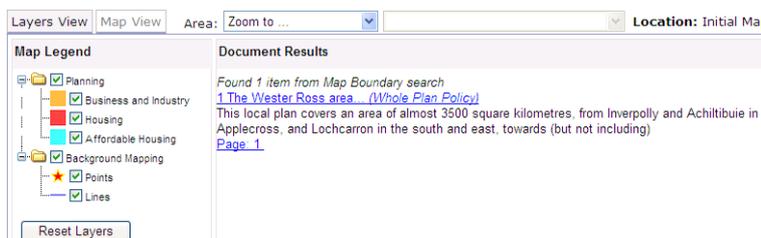


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3. Observe policy changes in the side panel.

## Layer Viewer

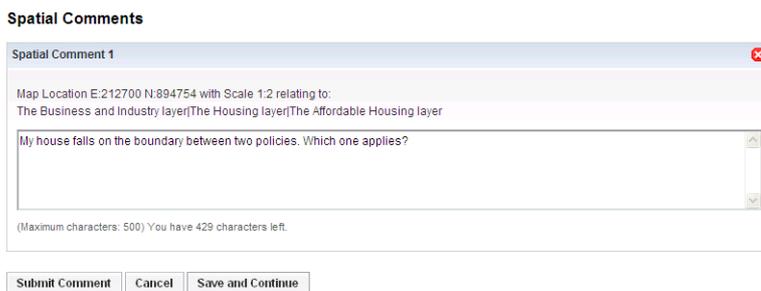
You can also view layers of a plan without showing map information using the Layer Viewer function. The Layer Viewer shows the layers and the policy items that are related to the layer. If you do not wish to show a layer and the policy items related to the layer, you can deselect the layer from the list.



1. To hide a layer, deselect a layer from the list.
2. To show all layers again, click on the **Reset Layers** button.

## Make a comment from Map Search

1. Select a point on the map, ensuring that the cursor is in Select mode.
2. Click on the **Add Comment** button. A text box is displayed under the item heading which shows the coordinates of the selected location. Type your comment into the text box.



3. To submit your comment now click on the **Submit Comment** button.
4. To add your comment to your comments representation click on the **Save and Continue** button.



## Making a Comment

While reading the development plan you may wish to make a comment about some aspect of it. This can be done at the Chapter, Section or Paragraph level of the page being displayed in the Contents Viewer.

When you make a comment it is added to your Comments Representation, which is the cumulative collection of comments that you wish to make about this development plan. You can add more comments to the representation as you progress through the plan or edit or remove existing ones.

Once you have finished making comments you can send your representation of comments about the development plan to the Local Authority.

1. To make a comment about an entry in the Contents Viewer click on the appropriate **Add Comment** button. The comment can refer to a specific paragraph or to the whole section.

5.2

When creating the vision, we considered:

- the results of public consultation exercises;
- the issues that Wester Ross faces;
- the Scottish Executive's vision for rural Scotland;
- the visions from the Highland Community Plan and Highland Structure Plan; and
- the aims and objectives of other plans and strategies that cover the Wester Ross area.

[Related Items](#) [Add Comment](#)

2. A new comment box is added to your comments representation, beneath any existing comments you have already made. Type your comment into the box.

The items you have selected to comment on are listed below. Enter your comments in the text areas provided for each item, then click the relevant button to continue.

Note: you may lose your comments if you navigate away from this page without clicking one of the buttons below.

### Textual Comments

**Textual Comment 1** ✖

5 Working towards the vision - Paragraph 5.3

I am concerned that this vision is focused too much on the large towns and ignores the village populations.

(Maximum characters: 500) You have 393 characters left.

**Textual Comment 2** ✖

5 Working towards the vision - Paragraph 5.2

Tourism needs to take into account

(Maximum characters: 500) You have 466 characters left.

### Spatial Comments

**Spatial Comment 1** ✖

Map Location E:212700 N:894754 with Scale 1:2 relating to:  
The Business and Industry layer|The Housing layer|The Affordable Housing layer

My house falls on the boundary between two policies. Which one applies?

(Maximum characters: 500) You have 429 characters left.



3. Once your new comment is complete click on **Save and Continue** to return to the development plan. If you do not want to save the comment, click on **Cancel**.
4. To edit any of the comments in your representation simply click inside the appropriate comments box, make your changes and then press **Save and Continue**.
5. To delete comments from your representation, click the appropriate **Remove** button.
6. When you have made as many comments about the development plan as you want to, click on the **Submit** button to send all of the comments to the Local Authority in a single package.
7. Fill in your personal details then click on **Next**.

**Your Details**

An asterisk (\*) indicates a required field.

**Your Name: \***

**Organisation Name:**

**Agent Name:**

**Address 1: \***

**Address 2**

**Address 3**

**Postcode: \***

**Phone Number:**

**Email Address: \***

**Site Name:**

**Contact Person:**  Me  My Agent

**Your comments will be applied to the following items:**

**5 Working towards the vision - Paragraph 5.3**

I am concerned that this focuses too much on the large towns and ignored village populations.

**5 Working towards the vision - Paragraph 5.2**

Tourism needs to take into account

**Map Location E:212700 N:894754 with Scale 1:1 relating to: The Business and Industry layer|The Housing layer|The Affordable Housing layer**  
"http://idoxoidtest.co.uk/usecase2/?projectId=82&xMap=212700.3&yMap=894754.6&scale=1&mapHeight=1222.3&layers=Business+and+Industry%2cHousing%2cAffordable+Housing%2cPoints%2cOS1to50kMap"

My house falls on the boundary between two policies. Which applies?

8. Before you can submit your comment representation you need to answer a few questions and complete an Equal Opportunities monitoring questionnaire.

## Equal Opportunities Monitoring Form

The questions on this page are **OPTIONAL**. You can submit your comments by pressing the **Submit Comment button** at the bottom of the page.

This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection legislation. The data will only be used for general statistical and monitoring purposes.

Gender:  Male  Female

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any of the groups indicated.

How would you describe your ethnic origin?

Age:  16-25  26-35  36-45  46-55  56-65  Over 65

### Disability details:

Cerebral palsy  
Physical impairment  
Dyslexia / dyspraxia  
Speech impairment  
Mental health condition current or previous (e.g. depression)  
Blind or impaired vision not correctable by glasses  
Deaf or hard of hearing  
Wheelchair user  
Autism  
Learning difficulties  
Long-term medical condition or illness (including anything for which you take regular prescribed medication or need regular medical treatment e.g. diabetes, cancer, epilepsy, asthma etc.)

This list is not exhaustive.

Do you consider that you have one or more impairments such as those listed above?  Yes  No  Do not wish to declare

9. Once you have given your answers you can retain a copy of your responses by clicking on the **Download as PDF** button.
10. Finally click on **Submit Comment** to send your comment representation to the Local Authority.