



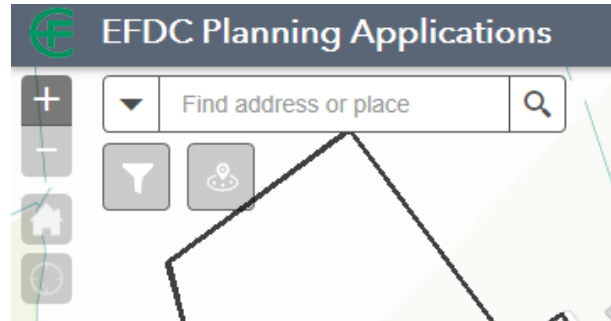
**Epping Forest
District Council**

www.eppingforestdc.gov.uk

How-to-Guide:

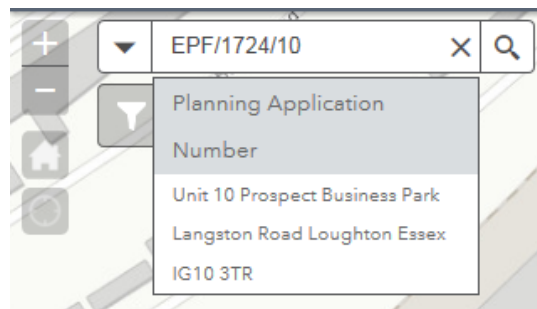
Planning Interactive Map

- 1) The Map will display Epping High Street as a default. In order to search for an address, click on the white box in the top left hand corner of the page (see example below), and type in the desired address.

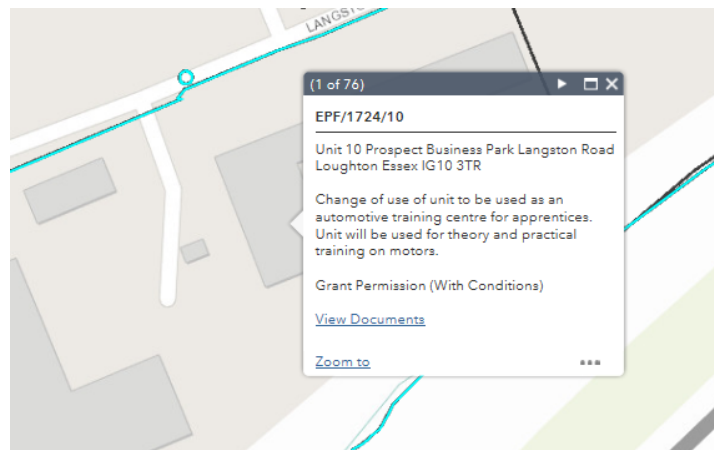




- 2) A drop down box will appear with suggestions of the desired address as you type. If you can see the address you are looking for, click to select. If the address does not appear finish typing and press enter on your keyboard.

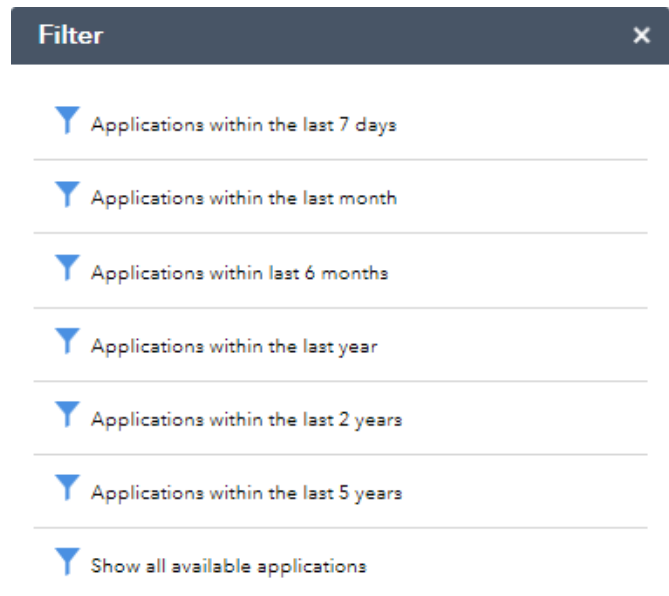
You can alternatively search by entering the application number, if it is known into the search box.



- 3) The screen will begin to load; each property in the area you have searched will appear with a bold, black outline. If you have searched by the application number the application site area will be outlined in blue with an orange inlay.
- 4) A box will appear with the property address, application number and decision. In order to see the documents, click view documents. This will open up a new window.



- 5) In order to see a range of applications on the site, click on the orange application site area and then click on the  icon in the top right hand corner of the box, this will allow you to click through all of the relevant applications.
- 6) To filter your search, select the filter button  below the address search bar. You can choose to display applications from the last 7 days, to the beginning of our records. Select the desired filter and continue to browse.



- 7) Alternatively you can browse the map by scrolling with your cursor, clicking and dragging in the relevant direction. To zoom in and out, use the plus and minus buttons, beside the search bar.