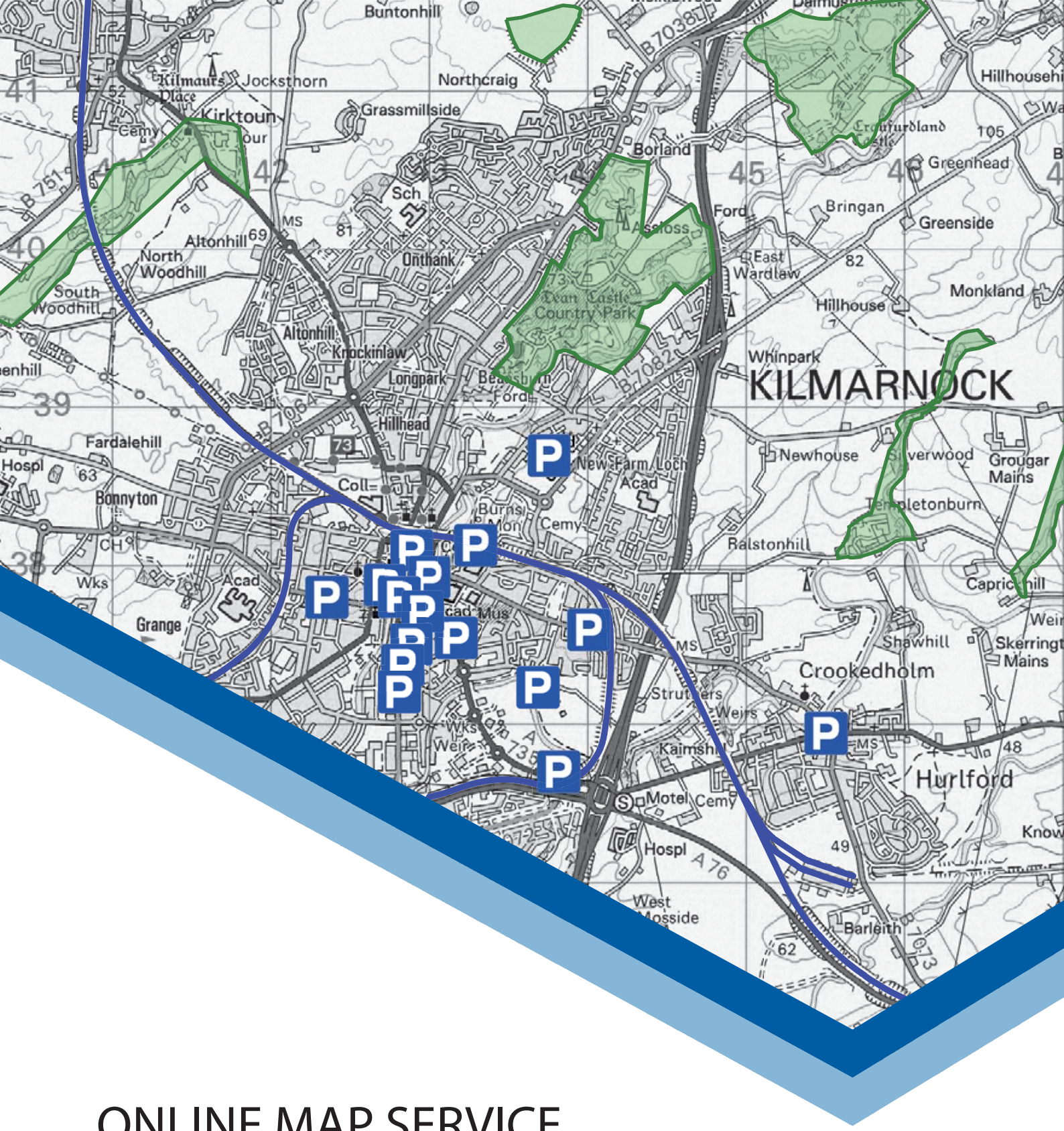

ONLINE MAP SERVICE
USER GUIDE

East Ayrshire Council
Comhairle Siorrachd Àir an Ear

Operations : Technical Support
Planning & Building Standards

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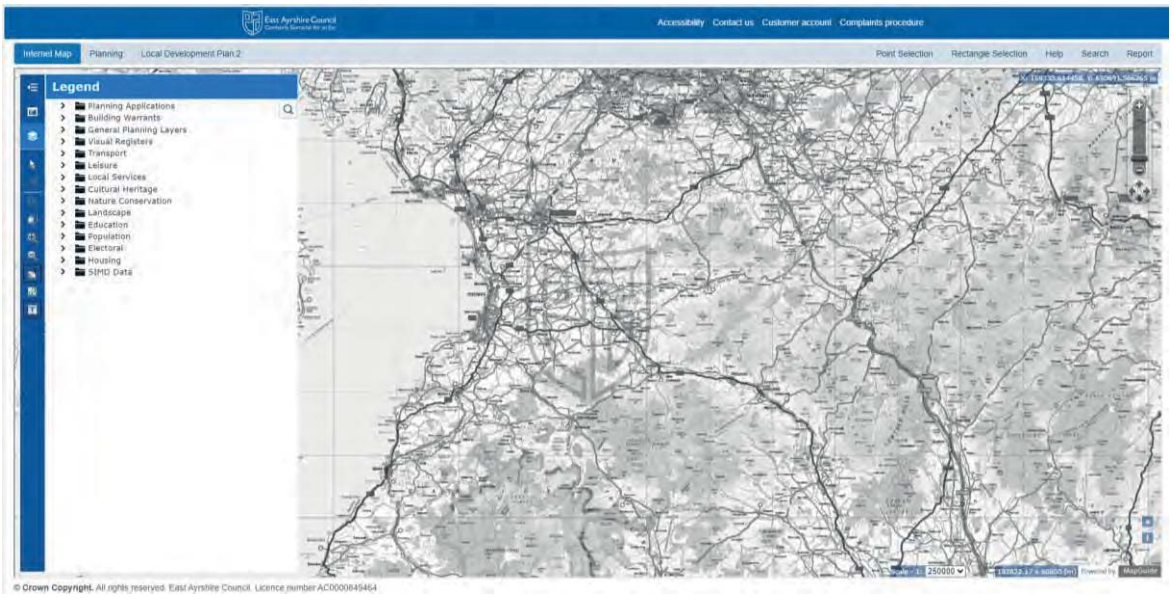
EAST AYRSHIRE COUNCIL'S

ONLINE MAPPING – A USER GUIDE

1. Introduction

Welcome to East Ayrshire Council's 'Online Mapping'. This is the home page and how the site will look as you enter it (below). This service provides users with access to key information that has a spatial context. This means information that can be represented on a map.



Within the site there are a range of layers available. In relation to Planning, users can view Planning Applications, it also links to EAC's Online Planning Information System (OPIS). Within the site the adopted Local Development Plan layers can be viewed, which link to relevant policies within the LDP document. The Visual Register maps (Cumulative Land Use and Onshore Wind Planning Applications) that are updated monthly are now available interactively, giving users greater detail. Other valuable departmental data is displayed:

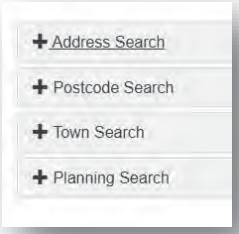
- Local Recycling Points
- Rights of Way
- Core Paths
- Nature conservation
- Tree Preservation Orders
- Schools & School Catchments
- Polling districts & places
- Winter Maintenance
- SIMD Data Zones
- Car Parks
- Roads
- Listed Buildings
- Conservation Areas
- Census (2011)
- Polling Places & Districts

This 'Online Mapping' should be used as a quick source of reference for information. It can also be used for more detailed information extract. This will be explained in detail within this User Guide.

1. Output Tools

The buttons (shown below) are located at the top right hand side of the map. These are 'Output Tools' that can be used to gain valuable information from layers.

Searching



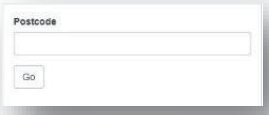
Searching on this Online Mapping site is simple. First of all you need to bring up the search page by clicking on the 'Search' button on the navigation toolbar. Once the 'Search' page has been selected four search options are available: Address, Postcode, Town and Planning.

Address Search

Type any part of the address you are searching for. The user does not need to have the full address.

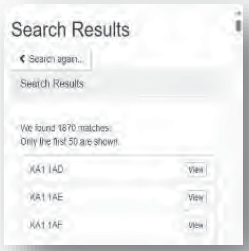
For example, type "Kilmarnock" into the 'Town Name' field and type "10" into the 'House Number' field then select 'Go'. This will run the search function. A list of the all the number '10' properties in Kilmarnock will be returned. From this the user can select one of the returned results and the map will zoom into that town, street or house.

Postcode Search



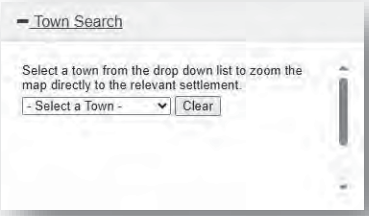
The second search option is 'Postcode Search'. This allows the user to enter a full postcode (E.g. KA1 1HU). This will return one result which can be selected.

The 'Postcode Search' will also allow users to enter part of a postcode within East Ayrshire, for example, "KA1". A list of all the postcodes beginning in 'KA1' will be displayed. The results can be selected individually and the map will zoom into that postcode extent.



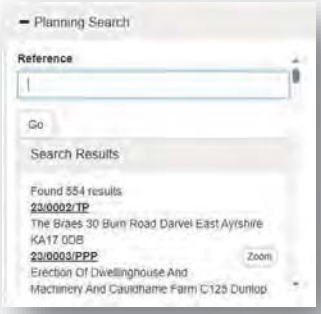
Town Search

The third search option is a 'Town Search'. This allows users to easily navigate the map by selecting a specific town from the dropdown that they wish to view.



For example, Catrine. The map will automatically move to Catrine with all the selected layers still visible. The map zooms to the full extent of the town boundary.

Planning Search



The final search function allows users to search for Planning Application sites. Users who know the full planning application reference number would simply enter this, select 'Go' and the application result appears. By selecting 'Zoom' the map takes the user to the application site.

If users are not aware of the full application reference, part of the application reference can be entered.

For example, users can enter "23/" and a list of all the applications received in 2023 will be displayed at the right hand side.

The result displays the application number and site address. Users should select 'Zoom' to view the application site on the map. In order to view the boundary the 'Planning Application' layer needs to be selected.

Another valuable feature is that the 'Planning Applications' layer links directly to East Ayrshire Council's 'Online Planning Information System', where users can look at the selected applications details: Location plans, drawings, elevations, consultations, public comments, representations and reports. Simply select 'Point Selection', click on site and select 'Details'.

Please note that this OPIS link only works for 'valid' applications otherwise you will receive the following message in "Planning Application details not available".

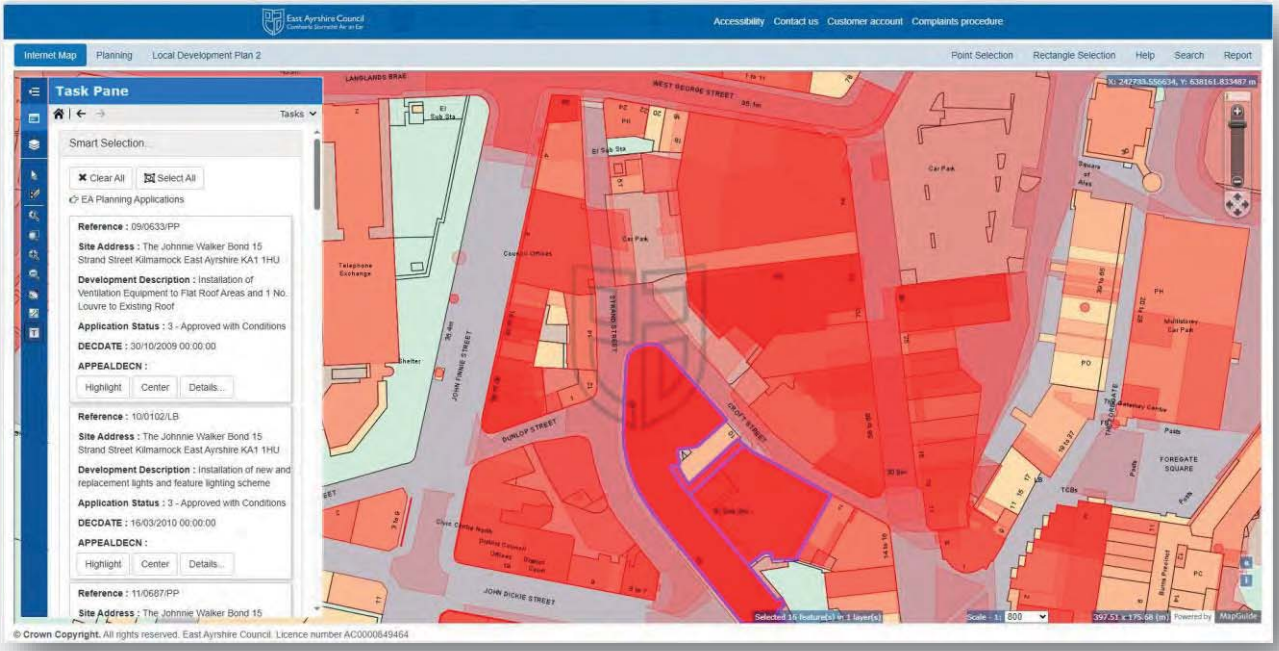
There are a number of additional 'Output Focused Tools' that will be useful to users.

Point Selection

The 'Point Selection' function allows users to select a point on the map, for example, a particular building or house, and identify layers and information that relate to this location. This is a drill-down function. This means that the selection works down through all the

features and layers that overlap the point. Please not this function will only work with the layers that are selected and visible.

For example, if the user would like to view all the planning applications for the 'Johnnie Walker Bond' building in Kilmarnock then they would select the layer, select 'Point Selection' and click on the building. The results will be displayed on the right hand panel as shown below:

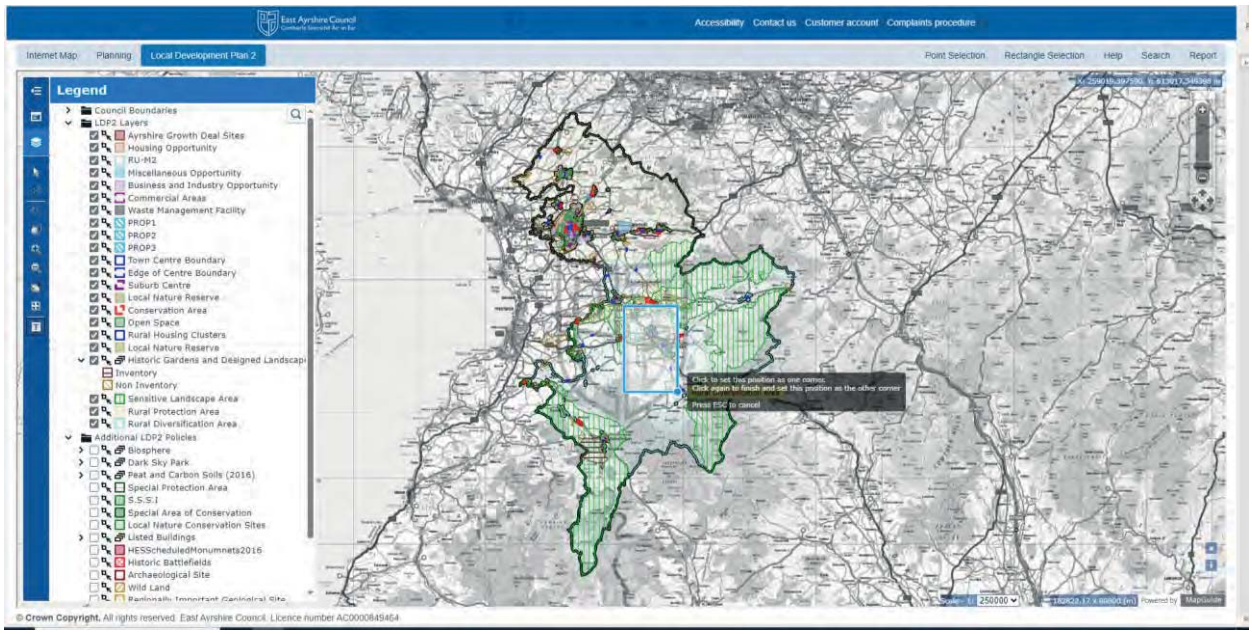


The individual boundary for each feature can be shown by selecting 'Highlight'. To remove the selection simply press 'Clear All' at the top of the right hand panel and the layout will return to its original format.

Rectangle Selection

The principle behind the 'Rectangle Selection' function is the same as the 'Point Selection'. However, this involves drawing a frame on the map by selecting 'Rectangle Selection', clicking the start point and dragging to form a rectangle or square. Everything within the area you selected will be highlighted with the result populated in the right hand panel (as shown on the following page).

The individual boundary for each feature can be shown by selecting 'Highlight'. This allows the user to distinguish between the different features and their associated data. To remove the selection simply press 'Clear All' at the top of the right hand panel and the layout will return to its original format.

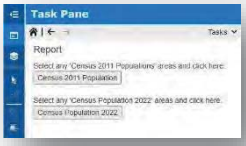


Selecting by Radius

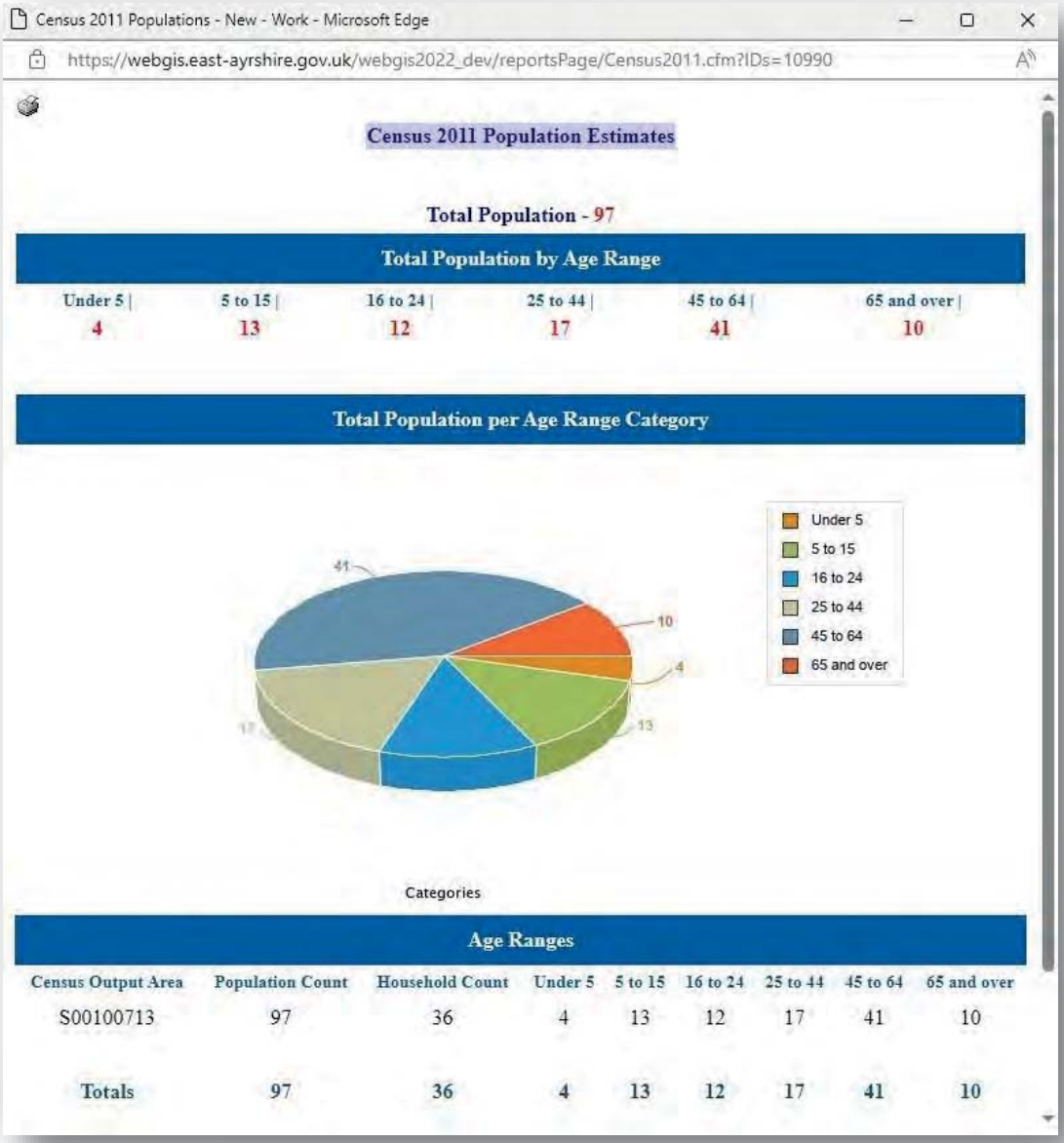
In order to select features by radius the user must first click on the 'Select' tool on the left hand side, then right click on the feature. An option box will appear; select 'Select More' and then 'Select Radius' (as shown to the right). The radius tool then appears at the cursor, simply drag to the desirable radius and let go. This will then highlight all the selectable features within that radius.

Report

In order to receive a report for the 'Census 2011' of 'Census 2022' data select 'Report' on the right hand side panel. The corresponding layer needs to be selected. This can be found in the 'Population' grouping. The census boundaries in question need to be selected so use either 'Point Selection' to select the boundaries you are interested in, by 'Rectangle Selection' or by selecting the different boundaries you are interested in by pressing 'Select' and 'Shift'. Once the boundaries are highlighted select 'Report'



The 'Report' output will be in a similar format as seen below:

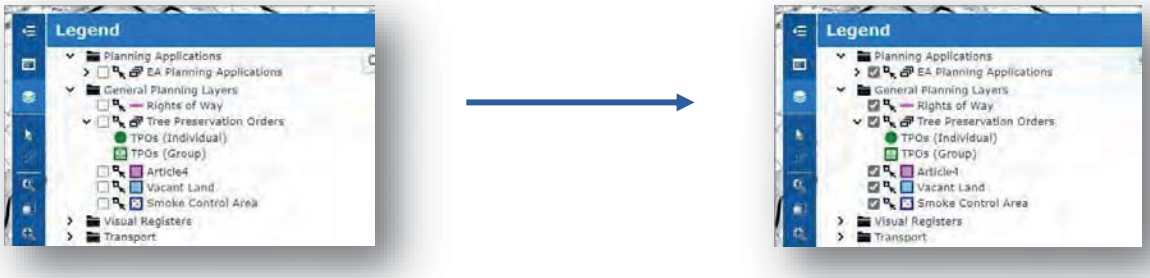


2. Layers / Overlays

The main purpose of East Ayrshire Council's 'Online Mapping' site is to allow users to view data that has a spatial context. These are referred to as 'Layers'. There are a great variety of layers available. These are displayed in the 'Legend' of the layout at the left hand side. In the legend layers are grouped into general themes/headings.

Viewing Layers

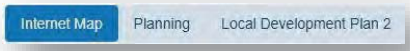
In order to view the layers they must first be selected. To view the layers within general themes/headings select the > next to the theme to expand the dropdown. To view the layers on the map, they must be individually selected as shown below:



This allows users to select the relevant layers and prevents the map from becoming cluttered. They will remain selected and viewable until they are switched off again. As many layers can be selected as desired, however, visibility and legibility can be reduced with an increased number of layers being displayed.

3. Layout selection

Users are able to select different map layouts. A 'Layout' is a map with a combination of layers that are viewed together or layers that have been logical grouped together under a common topic/heading. The three layouts are shown to the top left corner.

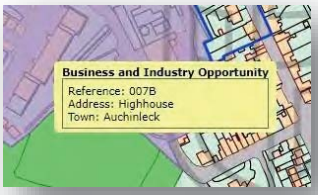


Currently we have the Local Development Plan and Planning Applications setup as separate map layouts. The Local Development Plan layout replicates the maps within the LDP documents and by selecting your required site or area you can link directly to the relevant Policies in the Plan. The Planning Application layout allows you to search for applications by address or application number and again by selecting the site you can link to the relevant details in our online planning information system giving you access to all the available plans and documents for the that application. Further information on this below.

4. Tooltips

Most of the layers on the 'Online Mapping' have tooltip information available. A tooltip is a message that is displayed when the cursor is hovering over layer feature. Tooltips provide information relating to the particular

site or feature allowing quick consumption and access of information. Some tooltips also have hyperlinks to further information or websites. There are a number of options for viewing more detailed information such as 'Point Selection' and 'Rectangle Selection' which is detailed below.



5. Toolbar functions

There is a toolbar on our Online Mapping providing general mapping tools, these are explained below.

General Tools

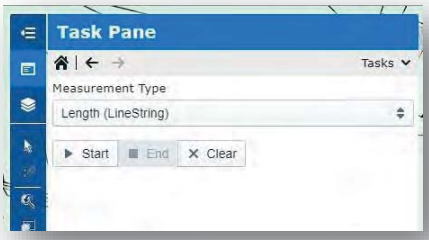
The buttons shown left are located on the left hand side of the map. There are a number of tools that can be used for easy navigation of the Online Mapping site.

Navigation Tools

Legend	→	Allows the user to select layers
Select	→	Selection of individual features which are then highlighted
Clear Selection	→	Clear Selection will remove any selections which have previously been highlighted
Zoom to Rectangle	→	Draw a frame on the map by clicking and dragging to form a rectangle. The map will then zoom into that area.
Zoom In	→	Zooms into the area selected in consistent predetermined zoom steps.
Zoom Out	→	Zooms out of the area selected in predetermined zoom steps. You can also 'Zoom In' or 'Zoom Out' using the rolling the centre mouse-wheel forwards and backwards.
Pan	→	This allows users to move across the map by clicking, holding and dragging the map to the desirable area.
Initial Map View	→	Returns the map to the initial view.
Tooltips	→	Allows the user to enable/disable tooltips

Measure Tool

Features can be measured by selecting the 'Measure' command. The 'Measure Distance' task will appear in the Task Pane on the right hand side.



Measure unit's options: Miles, Kilometres, Feet and Metres.

Click the map to specify the start and end points. In order to measure multiple distances, continue clicking new points.

To finish, click 'End'. The measure results are displayed in 'Segment' and 'Total' format.

6. Reasonable & Acceptable Use

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7. Glossary of Terms

Acceptable use	→	Constraints and practices that a user must adhere to in the use of the 'Online Map Service'
Boundary	→	A line that makes the limit of an area
Buffer	→	A zone around a map feature measured in units of distance. This is specified as set distance from all nodes along the segments of the feature.
Copyright Infringement	→	The use of works protected by copyright law without permission or licence rights such as the right to reproduce, distribute, display or alter a map.
Disclaimer	→	A formal statement that EAC Technical Support are not responsible for maintaining the data itself.
Features	→	Map features are points, lines or areas.
GIS	→	A Geographic Information System (GIS) designed to capture, store, analyse, manage and present spatial or geographical data.
Layers	→	Layers are a tool to display geographic datasets and information in GIS.
Layout	→	A 'Layout' is a map composition, only dynamic part of a layout change (layers) but the static elements remain the same (site format). In this context a 'Layout' is a set combination of layers that should be viewed together.
Legend	→	A maps legend is a key which is displayed on the map that shows what the symbols and colour combinations on the map represent.
Local Development plan	→	Local Development Plans (LDPs) provide the vision for how communities will grow and develop in the future. These are represented as 'Layers' within the 'Online Map Service'.
Mastermap	→	OS Mastermap is a suite of highly-detailed topography, imagery, road and river data. This is the most detailed and most accurate representation of landscape but human –made and physical: from roads to fields, buildings to trees, fences, paths and more.
OS	→	Ordnance Survey (OS) is a national mapping agency in the UK. OS data is used by public sector organisations in a variety of different ways: to inform policy, improve public services and to construct neighbourhood plans and analysing flooding risks (OS, 2017).
Output Tools	→	This general description makes reference to tools that create and supply of a form of outcome / product such as information, reports and prints.
Radius	→	A specific distance from the centre of the feature you wish to select in all directions.
Raster	→	A raster consists of a matrix of cells (or pixels) organised into rows and columns in grid form. Each cell contains a valuable presentation
Scale	→	A maps scale refers to the relationship, or ratio, between distance on a map and the corresponding distance on the ground.
Spatial data	→	'Spatial data' is data that can be mapped in GIS as it has a spatial component, an association with place. Spatial data identifies geographic locations, boundaries and extents in a geographic coordinate system. These are then represented visually on a map.
Task pane	→	A 'Task Pane' is a dialog window that provides users with instructions, commands and options to carry out the action they require (E.g. Measure tool).
Toolbar	→	A strip of icons that can be clicked to perform certain functions.
Tooltips	→	A message box that provides information relating to the spatial data / features allowing quick consumption and access of information.