

USER GUIDE







Table of Contents

| Part I | Welcome to Promap IQ |
|----------|---|
| | What data does Promap IQ provide?4 |
| | Who supplies our data |
| | How we invoice you9 |
| | How secure is Promap IQ? |
| | Using Promap IQ Help |
| | · |
| Part II | Logging in to Promap IQ |
| | To log in13 |
| | To log out15 |
| Part III | Locating your site |
| | Locating your site by address18 |
| | Locating your site by Town search21 |
| | Locating your site by interactive map22 |
| Part IV | Moving around the map |
| | To move around the map25 |
| | |
| | To zoom in and out |
| Part V | To zoom in and out |
| Part V | |
| Part V | Spot data |
| Part V | Spot data Spot legend Search spot data 31 Viewing detailed spot data |
| Part V | Spot data Spot legend Search spot data 31 Viewing detailed spot data 36 Creating a report |
| Part V | Spot data Spot legend Search spot data 31 Viewing detailed spot data |
| | Spot data Spot legend Search spot data 31 Viewing detailed spot data 36 Creating a report |
| | Spot data Spot legend 28 Search spot data 31 Viewing detailed spot data 36 Creating a report 42 Sample reports 45 |
| | Spot data Spot legend 28 Search spot data 31 Viewing detailed spot data 36 Creating a report 42 Sample reports 45 Customising your map |
| | Spot dataSpot legend28Search spot data31Viewing detailed spot data36Creating a report42Sample reports45Customising your map46Draw shape46Draw radius50Add text52 |
| | Spot data Spot legend 28 Search spot data 31 Viewing detailed spot data 36 Creating a report 42 Sample reports 45 Customising your map 46 Draw shape 50 |
| Part VI | Spot dataSpot legend28Search spot data31Viewing detailed spot data36Creating a report42Sample reports45Customising your map46Draw shape46Draw radius50Add text52 |
| Part VI | Spot data Spot legend 28 Search spot data 31 Viewing detailed spot data 36 Creating a report 42 Sample reports 45 Customising your map 46 Draw shape 46 Draw radius 50 Add text 52 Measure 55 |
| Part VI | Spot data Spot legend 28 Search spot data 31 Viewing detailed spot data 36 Creating a report 42 Sample reports 45 Customising your map 46 Draw shape 46 Draw radius 50 Add text 52 Measure 55 Charges and invoicing |



Part VIII Troubleshooting

| | Contacting the Technical Support Team | 60 |
|---------|---------------------------------------|----|
| | Specifications for Promap | 60 |
| Part IX | Landmark Company Information | |

| Contact details | |
|----------------------|----|
| Related websites | 63 |
| Terms and Conditions | 63 |
| Index | 64 |



Welcome to Promap IQ

Promap IQ provides a unique, powerful and simple way to search, view, interact and gather crucial property and planning information for a specific site, all displayed in context on a map.

In a matter of seconds, you can get an understanding of all planning-related activity, past and present, prior to conducting a full enquiry, which can instantly download straight to your desktop, or create a customised report.

Promap IQ can save you minutes, hours or even days and is the ideal starting point to source planning applications, listed buildings and points of interest information.

See also

What data does Promap IQ provide? 4

What data does Promap IQ provide?



Planning Applications - Updated weekly*:

Note

*Planning applications are updated weekly. This data is then processed, which takes approximately 6 weeks, before appearing in Promap IQ.

Promap IQ has the most comprehensive UK database of planning applications, with applications dating back to 1997. You can display individual planning applications around your site within a set radius.

Applications for planning permission are submitted to the relevant local planning



authority and their details are added to the planning register, maintained by that local authority for public inspection. Generally local residents immediately adjoining the site must be notified of applications, or these applications must be advertised through a notice on the proposed development itself.

A planning officer for the authority will consider the application, taking into account a wide range of factors. These factors include:

- the planning history of the property and relevant adjoining sites
- the site's specific characteristics
- comments from the local residents
- policies included or proposed in the development plan.

In most cases a decision should be reached within 8 weeks of registration of the application. The decision will either be made by a committee of council members, or be delegated to the planning officer for determination. Unless acted upon, a planning permission will lapse after either 3 or 5 years, depending on whether it is an "outline" or "detail" (sometimes called "full") application. Once a decision is made it will be added to the planning register.

Records are split into large and small applications. Large applications date from 1997 and have an estimated value above £100,000, small applications date from 1998 and have an estimated value below £100,000. Minor applications, such as those covering conservatories, porches, signs and car ports, are not included.

Some applications cannot be located exactly and, in these cases, they are shown as close to the actual position as possible. The accuracy with which each application has been positioned is noted in the data record.

The location accuracies used are:

GOOD: These planning applications have been supplied with sufficient address detail to locate them to the actual site. It should be noted however that where the address relates to a larger site, the application can only be located to a single point within the site. For example, a school may cover a relatively large area with a number of buildings. In this case it is represented as a single point within the school. In certain instances, direct verification from the relevant local authority is sought as to the correct location. These applications are also classed under this description.

FAIR: Applications often relate to new sites which have not been given a postal address by the Royal Mail. Consequently, the local planning authority applicant relates the site to an adjacent address. For example, "Land adjacent to No.2 High Street, Townsville". In these instances, the application has located to this adjacent address.

APPROX: In a small number of cases the address supplied with the application is insufficient to locate it accurately. Where the location of the road referenced



within the application can be identified and it is less then 300 metres in length, the application is located to this road.

WIDER AREA: Occasionally the address supplied with the application is insufficient to locate it with any accuracy at all. However it is usually possible to identify the general vicinity of the site usually within a distance of 1000 metres.

We suggest that you contact the relevant local planning authority for further information.

We have not included applications which have a very low location accuracy. These often relate to Road, Rail, utility and applications for larger developments that do not have a definite address. We suggest that you contact the relevant local planning authority for further information.

Where no application ID or application date is shown the record is likely to be information gathered from the trade press or tender requests. In most cases these projects will be in the very early pre-planning stage or that the proposed works do not require planning permission.

Please note: Where an application is refused it is possible that it may later be granted on appeal. Landmark's data provider will continue to monitor refused applications but there may be a delay before any appeal information is reflected in Landmark's database. If an application less than six months old is shown as refused and it would be a concern if it was eventually granted we recommend you should check with the relevant local planning authority.

Large and small applications are divided into the following classifications:

| Classification | Example |
|--------------------|--|
| Industrial | Installation of air conditioning units |
| Retail | Replacement shop front |
| Offices | Change of use of part of ground floor from Retail (A1) to Office use (B1). |
| Transport | Alterations to car park layout, access and exit |
| Civil Engineering | Demolition of dwellings |
| Utilities | Extension of a generating station |
| Education + Health | Change of use from dwelling to care home |
| Recreation | Provision of new floodlit multi use games synthetic pitch |
| Residential | Redevelopment of site to provide two blocks comprising 8 terraced houses. |



| Classification | Example |
|----------------|-----------------------------------|
| Agriculture | Erection of agricultural building |

Promap IQ allows you to configure the spot data by distance from your site, date, classification, application size and application status allowing you to view just the data you require. All the details of the applications can be accessed, including application number, type, date, decision, size, address and applicant name.

Local Plan:

Promap IQ provides the relevant Local Authority for your site and provides a direct link to the local plan and the online application search page.

Local plans are the statutory documents prepared by local planning authorities that set out the policies and proposals for future development and use of land. They also incorporate the planning policies of central government. There are different types of local authority, but they all have a role in preparing the local plan for their area.

Points of Interest - Updated every 6 months:

Promap IQ has access to nearly 4 million points of interest and displays these in context on a map. Points of interest are features that people may wish to visit or locate. These features are grouped into the following categories:

| Local Amenities | Transport |
|-----------------|---------------------|
| Retail | Commercial Services |
| Education | Health |
| Recreation | Farming |
| Infrastructure | |

Promap IQ allows you to configure the spot data by distance from your site and category to allow you to view the data you require.



Listed Buildings - Updated every 12 months:

Promap IQ has access to all 380,000 Listed Buildings for England including their type (Grade I, Grade II and II*), name and address.

Grade I buildings are of exceptional interest

Grade II* buildings are particularly important buildings of more than special interest

Grade II buildings are of special interest, warranting every effort to preserve them

See also

 Who supplies our data

 Spot legend

Who supplies our data

We use different suppliers to provide you with this data. The data and who supplies it are listed below.

| Data | Supplier |
|-----------------------|------------------------------------|
| Planning Applications | Barbour ABI www.barbour-abi.com |
| Points of Interest | Detivering Excetion based dats |
| Listed Buildings | ENGLISH HERITAGE |
| Geocodes | Locrised Partner |
| Maps | Collins Bartholomew |



See also

What data does Promap IQ provide?

How we invoice you

At the end of every month we send you an invoice listing all the users within your organisation and the amounts they have spent.

See also

Charges and invoicing 58

How secure is Promap IQ?

We understand that you may have some concerns regarding security on the Internet. Promap IQ uses SSL together with our own encryption. This means your username and password are protected by the same mechanism used by online banks. As a result the site is secure.

Using Promap IQ Help

Viewing online Help

Click on **Help** in the top right hand corner of your screen. The Promap Help window will open.

Using Help:

For a quick overview of what you can do using Promap IQ look at the chapter heading topics, the ones with a book to the left.

Searching online Help

Contents

The first place to look for information is the **Contents** page. Here you'll find a list of chapter headings and topics laid out in a logical form. Click on a book to open and close a chapter. Click on a topic title to see the information in it.

Index

If you want to search for a particular task or feature in Promap IQ go to the **Index** page. This has an alphabetical list of keywords that describe all the task and background information in Promap IQ. Click on a letter in the top Alphabet



row to see a list of keywords beginning with that letter. Click on a keyword and you will be shown a list of topics that are associated with that keyword. Click the relevant topic title to see the information.

Search

If this doesn't find what you're looking for, you can try a more extensive search on the **Search** page, by searching for every instance of a particular word or phrase in the entire Help. You will then see a much longer list of topic headings with the first few lines of the topic underneath.

Click the topic title that most fits what you're trying to do. The information will appear in the right-hand pane. If the topic answers your question, you might like to see where it fits in the **Contents** so that you can read other topics around it. Click the **Contents** button. You will see the **Contents** tree with your topic highlighted.

Using the help while you're working

- Many dialog boxes have a Help button or an Information button ¹⁰ that you can click to get Help on the task that you're about to do.
- If you want to know what an icon on the screen does, hold the mouse cursor over it. A popup will appear with a brief description.

Finding your way around the Help topics

Scrollbar

If a topic is longer or wider than fits in the window, there will be a scrollbar on the right or bottom edge of the window. Click and drag the darker coloured scroll bar to move up or down the page. Click the lighter grey on either side of the bar to move quicker.

See Also links

When you're looking at a topic you will usually see a **See Also** heading at the bottom. This lists other topics that are relevant to the one you're reading.

Back and Forward topic buttons



There is a **Back** and **Forward** button in the top right-hand corner of the Help. These allow you to go back to the previous topic you were looking at and forward again to your current topic.

Return to chapter overview button



This button will take you to the chapter heading topic that contains the topic you are looking at.

Navigation:



The **Navigation:** section at the top of the topic shows you which chapter(s) the current topic is in. Click a chapter name to go to it.

Downloading a printable user guide

If you prefer to read printed instructions, you can download a pdf file that you can print from the Promap website.

You can also print individual topics by clicking the **Print** button is at the top of the topic page.

How the mouse buttons work in Promap IQ

Clicking the mouse performs the majority of the functions in Promap IQ.

The left mouse click

Clicking the LEFT mouse button will perform the following actions:



- Clicking any object you have drawn on the map will select that object
- Clicking the drop-down menus and buttons will select that function
- Clicking and dragging a map will move the map
- Clicking on a data spot will select that data spot and corresponding header information
- Clicking on header information will select that header information and corresponding data spot

The right mouse click

Clicking the RIGHT mouse button will perform the following actions:



• Right clicking the map allows you to position the area clicked on as the centre



of the map

• Right clicking a particular building or site will centre that building or site on your screen.

Double-clicking

Double-clicking any object you have drawn will bring up the **Properties** dialog box, allowing you to change its appearance.

Drag and drop

You'll be asked to 'drag and drop' in order to:

- Draw shapes such as text boxes and circles
- Move drawn shapes

To click and drag you move the mouse pointer over the object or area. Then press and hold down the left button on the mouse. You then move (or drag) the object or mouse pointer to the desired location. To release (or drop) the object, you release the mouse button.

Mouse scroll wheel

If you have a wheel in between the two buttons on your mouse, you can use it to zoom in and out of a map. See <u>To zoom in and out</u> 26.

See also

To move around the map 25

To zoom in and out 26



Logging in to Promap IQ

To use Promap IQ you will need to log in via our website <u>www.promap.co.uk</u>. You will also need Internet Explorer 6 or 7.

To run Promap IQ properly you will need to download a piece of software called an 'Active X' control. This allows Promap IQ to run in Internet Explorer.

Some organisations block 'Active X' controls with their firewall, or Internet Explorer's security settings may prohibit them. In either case you will need to contact your systems administrator before being able to log in to Promap IQ.

If your company is large, your IT department may wish to install the ActiveX control onto PCs themselves, rather than rely on the automatic download from the Promap website. This can now be done using an MSI file (Microsoft Self Install package). They can download the MSI file and instructions on how to install it from www.promap.co.uk/promap/downloads.jsp.

See the rest of the chapter for details.

See also

<u>To log in</u> 13 <u>To log out</u> 15 <u>Specifications for Promap</u> 60

To log in

To log in via our website:

1. Open Internet Explorer by clicking this button 📂 on your desktop.

-or-

Select Start>Programs>Internet Explorer.

- 2. When Internet Explorer has opened, type **www.promap.co.uk** in the address bar.
- 3. Press Enter on your keyboard.

Internet Explorer will take you straight to our corporate site.

4. On the right of the screen you will see the words **Username** and **Password**. Enter your username and password into the respective text boxes.

Your username and password are case sensitive. If you cannot log in on the first



attempt check that **Caps Lock** on your keyboard is turned off and try again.

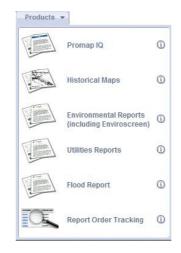
- 5. Click the Login button.
- 6. You may receive warning messages regarding security issues. This depends on the setup of your computer. Click OK on these messages.
- 7. If this is the first time you have logged in to Promap you will see our Terms and Conditions. You will need to click Accept to use Promap. You will also be presented with a dialog box that is required under the Data Protection Act called Contact Preferences. Choose one of the options provided and click the Submit Details button.
- 8. Promap IQ can be accessed after you have logged in to Promap by either:
- Clicking on the View Full Details button in the Promap IQ pop up window, in the top right hand corner of a map:



This will open Promap IQ with a map of your site on the screen displaying data spots for planning applications, listed buildings and points of interest. This can be refined by configuring the spot data 31.

If you click on the Promap IQ logo on the right of the **Details about your site** window, this will open Promap IQ with a map of your site on the screen with all data displayed. The data you wish to view for the site can now be refined, see <u>configuring the spot data</u> of the spot data of the second be refined.

• By clicking on the either the Mapping or Products tab above the top left hand corner of the map which will then display the following drop down box :





Clicking on the **Promap IQ** button will open Promap IQ with a map of your site on the screen displaying data spots for planning applications, listed buildings and points of interest. This can be refined by <u>configuring the spot data</u> and a spot data a spot data and a spot data a spot d

If at this stage you decide that you wish to view a different site clicking on $\mathbb{New Location} \rightarrow$ this will return you to the locate screen where you can then utilise the three methods for Locating your site 18

Note

If you accessed Promap IQ from Promap you can return back to Promap at any time by clicking on the Back to Promap button in the top right hand corner of the screen:

Back to Promap

See also

To log out 15

Locating your site 18

Configuring spot data 31

To log out

When you have finished working on Promap IQ you should log off to ensure that no one can use Promap IQ using your username and password.

To log out:

1. Click Log Out in the top right hand corner of the screen.





Note

If you have paid to view the detailed spot data, but have not downloaded a report, a window will pop up warning that if you proceed with logging out you will lose the results you have paid to view.

• If you had logged in to Promap IQ from Promap you will now be prompted to save any unsaved information in Promap.

| Save | | × |
|--|---|---|
| Save Map | A | Ľ |
| We recommend you save your map Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps Maps | Map Name : Folder Name : Description : Reference : | |
| Cancel | Make this map read-only | |
| | | |

Once you have saved this information click the **Logout** button on the **Confirm Log Out** window.

You will be logged out of Promap and Promap IQ. Promap IQ will return you to our corporate site where you can log in again later if you need to.

• If you had logged directly in to Promap IQ click the Logout button on the Confirm Log Out window.

You will be logged out of Promap IQ. Promap IQ will return you to our corporate site where you can log in again later if you need to.

To return to Promap:

1. Click Back to Promap in the top right hand corner of the screen.



New Location | Spot Legend | Help | Logout | Back to Promap

2. Promap IQ will return you to Promap.

See also

To log in 13



Locating your site

This chapter explains how to locate your site in Promap IQ.

When searching for a site, you have the option of using an address, a town name or by navigating around the map. How you locate your site will often depend on the information you have to start with.

If you know the location of the site you are looking for but don't have an address, you can locate to a site using the map on screen.

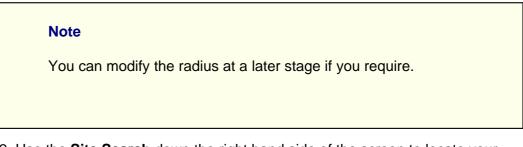
See also

Locating your site by address 18 Locating your site by town search 21 Locating your site by interactive map 22

Locating your site by address

| 1. LOCATE | 2. SEARCH | 3. VIEW | 4. BUY |
|-----------------------|-----------|---------|--------|
| and the second second | | | |

1. Once logged in, use **Select Search Radius** down the right hand side of the screen to select the radius you would like to use for the search.



2. Use the **Site Search** down the right hand side of the screen to locate your site by address.

3. Enter as much or as little information as you choose.

User Guide



| Text box | Description |
|-------------------------|--|
| Organisation | Enter a company or organisation name i.e. Landmark Information Group. |
| | You need to combine this with either: • Town • County • Partial or full Postcode |
| Building name/number | Enter a building number, e.g. 27, or building name, e.g. Pine Cottage. |
| | You need to combine this with • Town • County • Partial or full Postcode |
| Street | Enter a street or road name, e.g. Harlech Close. |
| | You need to combine this with either: • Town • County • Partial or full Postcode |
| Town | Enter a town or city name, e.g. Basingstoke. |
| | If you only enter a Town, Promap will search for places and show you a list together with the type of place (eg City, Village, Hamlet) |
| | You can combine it with either: • Organisation • Building name/number and Street • Street • Partial or full Postcode |
| County | Enter a county. |
| | You need to combine it with either: • Organisation • Building name/number and Street • Street |
| Postcode | A full postcode will show you a list of all properties in that postcode. |
| | You need to combine a partial postcode with either: • Organisation • Building name/number and Street • Street |



4. Click the Locate button.

5. If Promap IQ finds more than one result, it will display a list of the results to choose from.

• If it only finds one result, it will display the address it has found.

You can click the **Back** button if the results are not the ones you wanted. Then redefine your search.

Back 🕨

To display a map of the address on screen either click on the address or click on the Go to Map button.

Go to Map

• If you have a list of results click on the address you want to see and the map of your site will be displayed on screen.

Promap IQ will display a map at the most appropriate scale for the radius you have selected. The zoom buttons can be used to zoom to other scales of mapping. See To Zoom in and out 26 for tips on how to do this.

| Note |
|---|
| Once you have configured the spot data you would like to view, the navigation tools can be used to find a different location on your map if required. Once you have located your new site, right click on the site to centre it on your screen. Click on the Search Data button in the bottom right hand corner of the screen. This button will change to Refresh Data when you have searched the data once. |
| Search Data |

Once you have located your site you are ready to select the spot data you would like to view!

See <u>Configure spot data</u> for tips on how to do this.

Note

You will see a Promap IQ watermark in the background of the map. This will not be visible on printed or downloaded reports. It is simply there as a security measure to comply with Ordnance Survey Licensing agreements.



See also

To zoom in and out 26

To move around the map 25

Configuring spot data 31

Locating your site by Town search



1. Once logged in, use **Select Search Radius** down the right hand side of the screen to select the radius you would like to use for the search.

| Note |
|--|
| You can modify the radius at a later stage if you require. |
| |

2. Use the **Town Search** to locate your site by Town name

3. Enter a town or city name, e.g. Basingstoke and click on the Locate button.

Locate 🔶 🕨

Promap IQ will search for places and show you a list together with the type of place (eg City, Village, Hamlet)

4. If Promap IQ finds more than one result, it will display a list of the results to choose from. If it only finds one result, it will display the address it has found.

You can click the **Back** button if the results are not the ones you wanted. Then redefine your search.

Back

To display a map of the town on screen either click on the town name or click on the Go to Map button.

Go to Map 🛛 🕨

5. If you have a list of results click on the town you want to see and the map of your town will be displayed on screen.

Promap will display a map at the most appropriate scale for the radius you have selected. The zoom buttons can be used to zoom to other scales of mapping. See <u>To Zoom in and out</u> for tips on how to do this.



| the navigation tools can by your map if required. One click on the site to centre Data button in the bottom button will change to Refr | d the spot data you would like to view, be used to find a different location on ce you have located your new site, right it on your screen. Click on the Search right hand corner of the screen. This resh Data when you have searched the |
|--|---|
| data once. | ► Refresh Data ► |

See <u>To move around the map 2^{5} for tips on how to do this.</u>

Once you have located your site you are ready to select the spot data you would like to view! See <u>Configure spot data</u> of for tips on how to do this.

Note

You will see a Promap IQ watermark in the background of the map. This will not be visible on printed, exported, or downloaded reports. It is simply there as a security measure to comply with Ordnance Survey Licensing agreements.

See also

To zoom in and out 26

To move around the map 25

Configuring spot data 31

Locating your site by interactive map

1. LOCATE 2. SEARCH 3. VIEW 4. BUY

You may sometimes only know the general area where your site is. For example: You're looking for a farm north of Oxford. In that case you can move around the map on screen to find the general area of where the site is. Next you can zoom to a more detailed map scale to find the exact location of your site.



1. Once logged in, use Select Search Radius down the right hand side of the screen to select the radius you would like to use for the search.

Note

You can modify the radius at a later stage if you require.

2. Using the map on screen, navigate and zoom to find the site you are interested in.

You will see a red cross remains in the centre of the screen when you start searching for your site. As you zoom in closer to the mapping you will notice that once the map is of a suitable scale the radius you selected earlier will display instead of the red cross.

See <u>To move around the map</u> 25° and <u>To Zoom in and out</u> 26° for tips on how to do this.

3. Once you can see the site you are interested in seeing data for, click on the **confirm** button.

Confirm >

Promap will display a map at the most appropriate scale for the radius you have selected. The zoom buttons can be used to zoom to other scales of mapping. See $\underline{\text{To Zoom in and out}}_{26}$ for tips on how to do this.

Note

Once you have configured the spot data you would like to view, the navigation tools can be used to find a different location on your map if required. Once you have located your new site, right click on the site to centre it on your screen. Click on the Search Data button in the bottom right hand corner of the screen. This button will change to Refresh Data when you have searched the data once.

| Search Data | Refresh Data |
|-------------|--------------|
| | |
| | |
| | |

Once you have located your site you are ready to select the spot data you would like to view! See <u>Configure spot data</u> for tips on how to do this.



Note

You will see a Promap IQ watermark in the background of the map. This will not be visible on printed, exported, or downloaded reports. It is simply there as a security measure to comply with Ordnance Survey Licensing agreements.

See also

To zoom in and out 26

To move around the map 25

Configuring spot data 31



Moving around the map

Promap IQ gives you several methods for moving around your map, as well as being able to zoom in and out of the map.

See the rest of this chapter for details.

To move around the map

Use any of the ways below to move around the map. They each change your point of view in different ways.

| Do the following: | In order to: |
|--|---|
| Right click an area | Display it as the centre of the map |
| Click a panning arrow at the edge of the map | Move the map ½ a map in that direction. The options are: North, North-East, East, South-East, South, South-West, West and North-West |
| Click and drag the map | Move it in any direction |
| Alt + click and drag the map | Move the map when clicking a shape you have drawn |

See also

To zoom in and out 26





To zoom in and out

You can zoom in and out on the map you are viewing. When you zoom in, you can see details more clearly with larger features but less map. When you zoom out, you see more of the map but smaller features.

1. Move your mouse scroll wheel forwards to zoom in or backwards to zoom out of the map.

-or-

Click one of the **Zooming** tools.

The zooming tools are in the top left hand corner of the screen and look like this:

To zoom in either use the ¹ button, or use the mouse to drag the slider ¹ to the right.

To zoom out either use the button, or use the mouse to drag the slider to the left.

See also

To move around the map 25



Spot data

Once your site is located and displayed on screen you will see your map is overlaid with your selected radius.

The data you would like to view on your map can be selected by changing the search radius, or the selection of subcategories in each of the main categories in the configuration panel down the right hand side. The data will be represented on your map as interactive spot symbols, as follows:

| | 100 | |
|----|-----|--|
| | | |
| U. | | |
| 1 | | |

Planning application with a location accuracy of <u>Good</u>) or <u>Fair</u>



f

0

7

Planning application with a location accuracy of Approx 4 or Wider Area

Listed Building

Point of Interest

Spot representing more than one data spot of more than one category

You can view further details of these interactive data spots, and download a report. The report is available in the following formats:

- **Download PDF:** A pdf report including the full details and spots identified on a map.
- Export with geo-coordinates: A file containing all the detailed information in Excel format, including geo-coordinates for use in GIS systems.
- Export without geo-coordinates: A file containing all the detailed information in Excel format.



Note

Promap IQ can display a maximum of 500 spots on your map per category. This means that a maximum of 1500 spots will be displayed on your map. If there are more than 500 spots in one of the categories for your chosen site Promap IQ will display the 500 closest to the site center for that category.

You can use the configuration panel down the right hand side of your screen to refine your search if needed.

See also

<u>Spot legend</u> ଅଟି <u>What data does Promap IQ provide?</u> 4 <u>Who supplies our data</u> ଛୁ

Spot legend

| Data Spot | Description |
|--------------|---|
| ß | Planning application data spot with a location accuracy of Good or Fair |
| | Planning application data spot with a location accuracy of Approx or Wider Area |
| ¢ | Data spot representing more than one planning application with a location accuracy of Good or Fair due to their close geographical location |
| B | Data spot representing more than one planning application with a location accuracy of Approx or Wider Area due to their close geographical location |



| D | Listed Building data spot |
|----------|--|
| ø | Data spot representing more than one listed building due to their close geographical location |
| Q | Point of Interest data spot |
| ø | Data spot representing more than one point of interest due to their close geographical location |
| Ş | Data Spot representing more than one data spot of more than one category |
| | Selected planning application data spot with a location accuracy of Good or Fair |
| B | Selected planning application data spot with a location accuracy of Approx or Wider Area |
| • | Selected listed building data spot |
| 9 | Selected point of interest data spot |
| P | Selected data spot representing more than one planning application with a location accuracy of Good or Fair due to their close geographical location |
| B | Selected data spot representing more than one planning application with a location accuracy of Approx or Wider Area due to their close geographical location |
| ę | Selected data spot representing more than one listed building due to their close geographical location |
| P | Selected data spot representing more than one point of interest due to their close geographical location |





Selected data spot representing more than one data spot of more than one category

Note

Some planning applications cannot be located exactly and, in these cases, they are shown as close to the actual position as possible. The accuracy with which each application has been positioned is noted in the data record.

The location accuracies used are:

GOOD: These planning applications have been supplied with sufficient address detail to locate them to the actual site. It should be noted however that where the address relates to a larger site, the application can only be located to a single point within the site. For example, a school may cover a relatively large area with a number of buildings. In this case it is represented as a single point within the boundary of the school. In certain instances, direct verification from the relevant local authority is sought as to the correct location. These applications are also classed under this description.

FAIR: Applications often relate to new sites which have not been given a postal address by the Royal Mail. Consequently, the local planning authority applicant relates the site to an adjacent address. For example, "Land adjacent to No.2 High Street, Townsville". In these instances, the application has located to this adjacent address.

APPROX: In a small number of cases the address supplied with the application are insufficient to locate it accurately. Where the location of the road referenced within the application can be identified and it is less then 300 metres in length, the application is located to this road.

WIDER AREA: Occasionally the address supplied with the application is insufficient to locate it with any accuracy at all. However it is usually possible to identify the general vicinity of the site usually within a distance of 1000 metres.



Search spot data



Once you have located your site you can select the data you would like to see on your map by using the configuration panel down the right hand side of your screen. You do not have to display data for each category, you can choose to display spots for only one or two categories.

| | y a maximum of 500 spots on your map per |
|-------------------------|--|
| | s that a maximum of 1500 spots will be |
| | p. If there are more than 500 spots in a |
| closest to the site cen | sen site Promap IQ will display the 500 |

Search radius:

To select an alternative search radius:

1. Click on the drop down menu in the **Select Search Radius** section of the configuration panel, and click on the search radius you would like to select.



Configuring Planning Application spot data:

Once you are happy with the search radius selected, you can configure the planning application data that you wish to view.

1. Define the classification(s) of planning applications that you would like to view by clicking on the appropriate tick boxes.

Providing a category and a planning application status is ticked you will be able to **Search Data**.

2. You can further refine the data by modifying the date range of the applications you wish to view. If you do not change the date range, the default



five year period will be used.

3. Select the planning application statuses you wish to view by clicking on the appropriate tick boxes.

Once you have clicked on each of the categories you would like to view, the categories will be ticked. Ensure **Select all** is clicked if you would like to select all categories and application statuses:

| 🔽 Industrial | 🔽 Retai | 1 | Offices |
|-------------------|---------------|-------------|-------------------|
| 🔽 Transport | 🔽 Civil | Engineering | V tilities |
| Education + H | lealth 🔽 Recr | eation | 🔽 Residential |
| Agriculture | Select Al. | (| |
| Date Range: 🛛 🗛 | or 💌 2003 💌 | to Apr 💌 | 2008 💌 |
| Outline planning: | Submitted | Granted | Refused |
| Detail planning: | ☑ Submitted | Granted | Refused |
| Withdrawn: | V | Select All | |

Note

Promap IQ does not show applications currently under appeal.

The planning application records are split into Large and small applications. Large applications are those that have an estimated value above £100,000, whilst small applications have an estimated value below £100,000. Planning application records are also split by location confidence. There are four categories of Location confidence: Good, Fair, Approx and Wider Area. The location confidence determines the shape of the data spot on the map:



Planning application with a location accuracy of Good or Fair



Planning application with a location accuracy of Approx or Wider Area



Note

Some planning applications cannot be located exactly and, in these cases, they are shown as close to the actual position as possible. The accuracy with which each application has been positioned is noted in the data record.

The location accuracies used are:

GOOD: These planning applications have been supplied with sufficient address detail to locate them to the actual site. It should be noted however that where the address relates to a larger site, the application can only be located to a single point within the site. For example, a school may cover a relatively large area with a number of buildings. In this case it is represented as a single point within the boundary of the school. In certain instances, direct verification from the relevant local authority is sought as to the correct location. These applications are also classed under this description.

FAIR: Applications often relate to new sites which have not been given a postal address by the Royal Mail. Consequently, the local planning authority applicant relates the site to an adjacent address. For example, "Land adjacent to No.2 High Street, Townsville". In these instances, the application has located to this adjacent address.

APPROX: In a small number of cases the address supplied with the application are insufficient to locate it accurately. Where the location of the road referenced within the application can be identified and it is less then 300 metres in length, the application is located to this road.

WIDER AREA: Occasionally the address supplied with the application is insufficient to locate it with any accuracy at all. However it is usually possible to identify the general vicinity of the site usually within a distance of 1000 metres.

For more information on the planning application data supplied in Promap IQ, see <u>What data does Promap IQ provide?</u>

5. Once you have defined what data you would like to view click on the **Search Data** button in the bottom right hand corner of the screen. The data will now be represented on your map as interactive spot symbols.

Search Data

A planning application data spot may be displayed with a + symbol:





ď

This is a data spot which is representative of more than one data spot due to their close geographical location.

If the spot is representing more than one data spot in more than one category, it will be displayed as a purple data spot with a + symbol:



6. The spot data can be reconfigured using the configuration panel down the right hand side of the screen. Once you have reconfigured your data click on the **Refresh Data** button to update the data spots on the map.

| Refresh Data | • |
|--------------|---|
| | |



Configuring Listed Building spot data:

To select what Listed Buildings you would like to display on your map:

1. Select the grades of listed building you would like to view. Ensure Select all is clicked if you would like to select all listed buildings.

Providing at least one Listed Building type is ticked you will be able to Search Data.

| 🛛 🚺 Listed I | Buildings O | | | iQ |
|--------------|-------------|------------|-------------------|----|
| 🔽 Grade I | 🔽 Grade II* | 🔽 Grade II | <u>Select All</u> | |

2. Once you have defined what data you would like to view click on the Search Data button in the bottom right hand corner of the screen. The data will now be represented on your map as interactive spot symbols.



A listed building data spot may be displayed with a + symbol:

This is a data spot which is representative of more than one data spot due to their close geographical location.

If the spot is representing more than one data spot in more than one category, it will be displayed as a purple data spot:



Search Data

3. The spot data can be reconfigured using the configuration panel down the right hand side of the screen. Once you have reconfigured your data click on the **Refresh Data** button to update the data spots on the map.



Pro**map (Q**

Configuring Points of Interest spot data:

•

To select what Points of Interest you would like to display on your map:

1. Select the categories you would like to view. This will automatically select all the subcategories for the categories chosen. Ensure **Select all** is clicked if you would like to select all categories.

| Points of Inter | est O | | iQ |
|------------------|-------|-----------------------|------|
| Local Amenities | Edit | ✓ Transport | Edit |
| 🔽 Retail | Edit | ✓ Commercial Services | Edit |
| Education | Edit | 🔽 Health | Edit |
| Recreation | Edit | ✓ Farming | |
| ✓ Infrastructure | Edit | Select All | |

If you wish to restrict the subcategories, click on **Edit** to the right of each category name. This will open a pop-up window that allows you to deselect the subcategories that are not of interest to you, allowing you to refine that category further.

| Local Amenities | |
|---------------------|----|
| 🔽 Bus Stops | |
| 🔽 Dentists | |
| ✓ Doctors | |
| 🔽 Hospitals | |
| 🔽 Libraries | |
| 🔽 Motorway Services | |
| 🔽 Nursery Schools | |
| ✓ Petrol Stations | |
| 🔽 Playgrounds | |
| ✓ Police Stations | |
| 🔽 Primary Schools | |
| 🔽 Secondary Schools | |
| 🔽 Stations | |
| 🔽 Supermarkets | |
| ✓ Vets | |
| Cancel > | ок |

Providing at least one Point of Interest category is ticked you will be able to **Search Data**.

2. Once you have defined what data you would like to view click on the **Search Data** button in the bottom right hand corner of the screen. The data will now be represented on your map as interactive spot symbols.



Search Data



A points of interest data spot may be displayed with a + symbol:

Þ

This is a data spot which is representative of more than one data spot due to their close geographical location.

If the spot is representing more than one data spot in more than one category, it will be displayed as a purple data spot:



3. The spot data can be reconfigured using the configuration panel down the right hand side of the screen. Once you have reconfigured your data click on the **Refresh Data** button to update the data spots on the map.

| Refresh Data 🔸 🔸 |
|------------------|
|------------------|

Note

The navigation tools can be used to find a different location on your map if required. Once you have located your new site, right click on the site to centre it on your screen. Click on Refresh Data in the bottom right hand corner of the screen to see the data for your new site.

Refresh Data

See also

What data does Promap IQ provide? 4

Spot legend 28

Viewing detailed spot data 36

Viewing detailed spot data



1. Once you have defined your spot data you can then view the details of that data, by either clicking on the **Next** button in the bottom right hand corner of the screen, or by clicking on a data spot on the map.

Header details of the data spot information now appear listed in the **Search Results** area down the right hand side of the screen.



| Note | |
|-------------------|---|
| This m will be | p IQ can display a maximum of 500 spots per category. leans that a maximum of 1500 spots and associated data displayed. If there are more than 500 spots in a category ir chosen site Promap IQ will display the 500 closest to the ntre. |
| | an click on the Back to Search button in the bottom right corner of the screen to re-configure your spot data if sary. |
| | Back to Search 🔸 |

2. To view the header details of the spot information contained in other categories click on the category tab you would like to view.

| Search Resu | ilts | | (Q |
|--------------|-----------|-------------|-------|
| Planning | Listed | Points | Local |
| Applications | Buildings | of Interest | Plans |

3. The data spots and header details are interactive. By clicking on a data spot on the map will highlight the header information in **Search Results** associated with that data spot. By clicking on the header information in **Search Results** will highlight the data spot associated with that header information.

The data spot you are currently viewing the header details of will be highlighted as follows:

| P | Selected planning application data spot with a location accuracy of <u>Good</u> for <u>Fair</u> fo |
|---|--|
| | Selected planning application data spot with a location accuracy of <u>Approx</u> or <u>Wider Area</u> |
| P | Selected listed building data spot |



0

Selected point of interest data spot

A spot which is representative of more than one data spot will be highlighted as follows on the map:

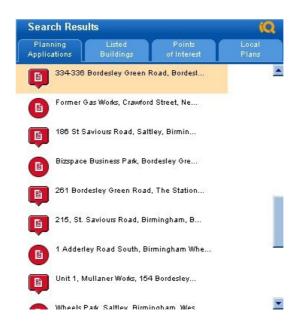
| P | Selected data spot representing more than one planning application with a location accuracy of <u>Good</u> and their close geographical location |
|----------|--|
| B | Selected data spot representing more than one planning application with a location accuracy of <u>Approx</u> or <u>Wider Area</u> due to their close geographical location |
| Ş | Selected data spot representing more than one listed building due to their close geographical location |
| P | Selected data spot representing more than one point of interest due to their close geographical location |
| Ş | Selected data spot representing more than one data spot of more than one category |

If you click on a data spot that is representative of more than one data spot due to their close geographical location (a data spot with a + symbol), you will be asked to choose which data spot you would like to view the header information for:

| C) | 334-336 Bordesley Green Road, Bordesl |
|----|---------------------------------------|
| 0 | 334-336, Bordesley Green Road, Birmin |

The header information for the selected spot will also be highlighted in **Search Results**:





4. The link to the local plan can be accessed by clicking on the **Local Plans** category tab. This category also contains the local planning authority.

| Planning oplications | Listed Buildings | Points of Interest | Local Plans |
|-------------------------|------------------------------|-----------------------|----------------|
| | Bananigs | orimetest | Tan |
| ocal Plans | | | |
| irmingham (| iby Council | | |
| | and the second second second | | |
| Local Plan 🗹 | P | | |
| LOGUITIUITE | | | |

5. If you need to refine your selected data click on **Back to Search** in the bottom right hand corner of the screen.

Back to Search 🔸

6. To view **detailed information** for the spot data click on the **View Details** button in the bottom right hand corner of the screen.

View Details 🔹 🕨

7. You will now be asked to confirm the charge for viewing the detailed spot data. The charge you pay will be to view the detailed data for **all** the spots on the map.



| Planning Applications - 20 feature | |
|------------------------------------|------|
| Listed Buildings - 2 features. | res. |
| Points of Interest - 55 features. | |
| roject | |
| eference | |

8. Enter a **project** and a **reference** and click on OK to accept the charge to view the detailed data.

See <u>Charges and</u> [58] invoicing [58] for more information

Once this charge has been accepted you are now able to customise your map using the drawing tools:

See <u>Customising your map</u> 46 for further details.

9. The full details of the selected spot are displayed in the **Detailed Information** pane in the bottom right hand corner of the screen:

To view detailed information for other spot data either click the spot on the map, or click on the header details in **Search Results**.

10. Once you have selected the data spot you would like to view the detailed information for, the detailed information will be displayed in the **Detailed Information** pane in the bottom right hand corner of the screen.

The information supplied for a planning application is:

Link to the Local Authority website, Planning Category, Applicant Name, Location, Location Accuracy, Application Id, Application Date, Decision, Units, Development Type, Promap IQ Input Date, Planning Title, Large/Small Application, Distance

The information is displayed in the format below, and can be scrolled through using the scroll bar down the right hand side.

| 🔲 Detailed Info | rmation | iQ |
|--------------------|---|----|
| Local Authority: | Salford City Council | |
| Category: | Retail | |
| Planning Category: | Retail | _ |
| Applicant Name: | A Aziz | |
| Location: | Unit 5, Boston Court, Salford, Lancashire, M50 2GN | |
| Location Accuracy: | Good | |
| Application Id: | 07/55526/COU Copy Application ID to clipboard | - |



Note

The application ID of the planning application can be copied using the **Copy to clipboard link** in the **Detailed Information** pane. You can then click on the link to the local authority, which is the first line of information supplied, and paste the application ID in the search field by either:

Right click and select paste

CTRL+V on your keyboard

Once the application ID is entered into the search field of the local authority website you are able to search for that specific planning application.

Where no application ID or application date is shown the record is likely to be information gathered from the trade press or tender requests. In most cases these projects will be in the very early pre-planning stage or that the proposed works do not require planning permission.

The information supplied for a listed building is:

Link to Images of England website, Category, Reference Number, Date of Listing, Listing Grade, Scale of Base Mapping, Distance

The information is displayed in the format below, and can be scrolled through using the scroll bar down the right hand side.

| 😡 Detailed Infor | mation 🔣 |
|------------------------|---------------------------------------|
| | www.imagesofengland.org.uk |
| Location: | Cemetery Road |
| Name: | Mark Addy Memorial In Weaste Cemetery |
| Reference Number: | 47 1533 |
| Date of Listing: | 20-OCT-1998 |
| Listing Grade: | Grade II Listed Building |
| Scale of Base Mapping: | : 1:2,500 |
| Distance: | 376m |



Note

The Images of England website will allow you to search for the listed building using a keyword search to view a photograph of the building and more information.

By registering for free on the Images of England website allows you to utilise the advanced search feature which allows you to search by unique reference number.

The information supplied for a point of interest is:

Category, Sub-category, Point X Group Code, Point X Category Code, Name, Location, Business/Organisation, Distance

The information is displayed in the format below, and can be scrolled through using the scroll bar down the right hand side.

| Category: | Commercial Services |
|------------------------|---------------------------------------|
| Sub-category: | Business Parks and Industrial Estates |
| PointX Group Code: | Manufacturing and Production |
| PointX Category Code: | Industrial Features |
| Name: | Mwb Business Exchange |
| Location: | 43, Temple Row, Birmingham, B2 5LS |
| Business/Organisation: | Business Parks and Industrial Estates |
| Distance: | 36m |

See also

 What data does Promap IQ provide?

 Spot legend

 28

 Creating a report

 42

 Customising your map

 46

Creating a report



Once you have viewed the detailed spot data you can then order a report or download the data to your computer:

1. Click on the Next button in the bottom right hand corner of the screen.



Next 🕨

The map is now frozen and you will not be able to move or zoom at this point.

2. You can now deselect any data spots that you do not want to appear in the report if required.

| Planning Applications (34) | | Include in report |
|----------------------------|---------------------------------------|----------------------|
| B | Landor Street, Skips 4 U, Adderley Pa | V |
| B | 50 Arden Road, Saltley, Birmingham, W | N |
| 6 | Adderley Junior School, Arden Road, B | V |
| ß | Adderley Junior and Infants School, A | N |
| | Arden House, Arden Road, Heartlands, | 2 |
| ß | Arden House, Arden Road, Hodge Hill, | ~ |

You can return back to the **Detailed Information** by clicking on the **Back to View** button.

Back to View 🔹 🕨

You can return to the **Search Data** screen by clicking on the **Back to Search** button.

Back to Search 🔸

3. Choose the report output from the following:

Download PDF: A pdf report including the full details and spots identified on a map.

Export with geo-coordinates: A file containing all the detailed information including geocoordinates for use in GIS systems in Excel format.

Export without geo-coordinates: A file containing all the detailed information



in Excel format.

Click **Buy Now** to order the data/report you require.

The order details window will now display.

4. Edit the site address as necessary, and enter a **client name**. These will be printed on the report.

| Report Delivery Email | email@promap.co.uk |
|------------------------|---------------------------------------|
| The following will app | ear on your report |
| Mapping | As per current view |
| Site Address | 4 Arden Road Birmingham B45 OJA |
| | Edit 🔸 |
| Client Name | A. Smith |

5. Click OK.

An expenditure details window will now display.

6. Enter a **project** and **reference**.

7. Click OK.

The report will now display on your screen in a new browser window, and a copy will be emailed to you.

See also

What data does Promap IQ provide? 4

Spot legend 28

Sample reports 45



Sample reports

Please <u>Click Here</u> to view a sample Promap IQ report.



Customising your map

Once you have accepted the charge to view the detailed spot data, the map can be customised using the drawing and measuring tools. The drawing tools are situated along the top of the map.

This chapter will explain how to use the drawing tools available.

Tip

If you have drawn more than one object you may want to move from one to the other without clicking. This is particularly useful if you have drawn objects layered on one another. You can move from one drawn object to another by pressing N and P on your keyboard. Press N once to move you to the next drawn object on the map. Press P once to move to the previously drawn object.

See also

 Draw shape
 46

 Draw radius
 50

 Add text
 52

 Measure
 55

Draw shape

Drawing a shape on your map

Draw Shape can be used to draw a shape on your map:

1. Click on the Draw Shape button above the map.

Draw Shape Draw Radius Add Text Measure



Note

Only drawings made within the radius on the map will be displayed in the report.

2. Click on the map where you want to start drawing your shape.

As you draw the shape, the **Shape Information** popup will show you the accumulated lengths of the lines you have drawn, the length of the line you are drawing and the positive and negative angle of the current line with regard to the previous line.

3. Move the mouse cursor to the next corner of the shape you are drawing and click once more.

You will notice that as you move the mouse cursor, a line is drawn between the current mouse location and the previous point.

4. Repeat step 3 for each corner of the shape until the whole of the shape has been drawn except for the last line.

If you make a mistake and want to move back a step, press **Backspace** on your keyboard. The last segment drawn will be deleted.

5. Finish the shape either by double-clicking, or clicking on the first point of the shape or by clicking the **Draw Shape** button above your map.

The **Shape Information** popup will now display the perimeter and area of the shape.

Edit a shape

To edit a drawn shape on your map you can either reopen the shape to edit it, or drag the corners of the shape to stretch it:

Reopen a shape:

You can reopen any closed shape by clicking it and then pressing Enter on your keyboard. This will reopen your shape at the point where you closed it and enable you to delete lines, using the Backspace key, without having to delete the whole shape.

Drag the corners of a shape:

- 1. Click your shape to select it.
- 2. Move the mouse cursor over the corner that you want to drag.

The cursor changes to a hand

- 3. Click and drag the corner to its new position.
- 4. Release the mouse button.



Moving your shape

To move your shape you can either drag it, or nudge it:

To drag a shape:

- 1. Click your shape to select it.
- 2. Move your cursor to the centre of the object.

The cursor changes to look like this .

- 3. Click and drag the object.
- 4. Release the mouse button when the object is where you want it.

To nudge a shape:

- 1. Click your shape to select it.
- 2. Press one of the arrow keys on your keyboard.

As you press an arrow key the object will move one pixel at a time.

Resizing a shape

1. Select the shape by clicking it.

When the shape is selected, Promap IQ places a box with dashed lines around the shape. Black squares known as sizing handles appear on the lines of the box.

2. Place your cursor over one of these sizing handles and the cursor will change to show you in which direction you can resize the shape, for example:

- 3. Click and drag the sizing handle to resize the shape.
- 4. Release the mouse button when the shape is the right size.

Rotating a shape

1. Select the shape you wish to rotate by clicking it.

Look at the centre of the shape and you will see a circle. Coming out of the circle is a thin black line and a small black box at the end of the line.

2. Place your cursor over the circle in the centre of the shape and move it to the right until you see the cursor change to a circular arrow.

3. Click and drag the arrow to rotate your shape.

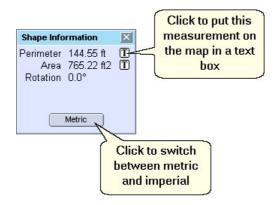
4. As you rotate the shape, you can see the angle of rotation in the Shape Information popup



To annotate a map with a text box showing measurements

1. If the Shape Information popup isn't already visible on screen, click the shape that you have created.

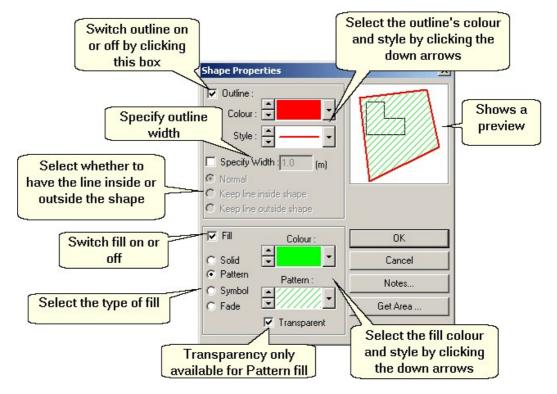
You can now see its measurements and place a text box showing those measurements on your map:



Changing a shape's colours and styles

1. To change the appearance of your shape, double-click it. This will bring up the **Shape Properties** box.

This will enable you to change the **Outline** and **Fill** properties for your shape.







2. Click OK once you have made the changes you require.

Delete a shape

- 1. Select the object by clicking it.
- 2. Press the **Delete** key on your keyboard.

See also

Draw radius 50

Add text 52

Measure 55

Draw radius

Drawing a radius on your map

Draw Radius can be used to draw a radius on your map:

1. Click on the Draw Radius button above your map.

Draw Shape Draw Radius Add Text Measure

Note

Only drawings made within the radius on the map will be displayed in the report.

2. Move the mouse cursor to where you want the centre of your radius to be.

3. Click and drag the mouse to where you want the edge of your radius to be.

As you drag the mouse you will see the outline of the circle grow on the map.

4.Release the mouse button.

5.To set a specific radius to your circle, press R on your keyboard.

A Radius box will appear on your screen.

6.Type in the radius you would like to set in metres. The maximum radius



allowed is 2000m.

7.Press Enter on your keyboard.

The circle radius will now be 'x' metres.

8. Click anywhere on the map to turn the Circle tool off.

9. To resize the circle either click it and press ${\bf R}$ or click and drag the sizing handle on the perimeter of the circle.

Moving a radius

To move your radius you can either drag it, or nudge it:

To drag your radius:

- 1. Click your radius to select it.
- 2. Move your cursor to the centre of the object.

The cursor changes to look like this .

- 3. Click and drag the object.
- 4. Release the mouse button when the object is where you want it.

To nudge your radius:

- 1. Click your radius to select it.
- 2. Press one of the arrow keys on your keyboard.

As you press an arrow key the object will move one pixel at a time.

Resizing a Radius

- 1. Select the radius by clicking it and press R
- A Radius box will appear on your screen.

2. Type in the radius you would like to set in metres. The maximum radius allowed is 2000m.

Changing a Radius' colours and styles

1. To change the appearance of your shape, double-click it. This will bring up the **Circle Properties** box.



| ✓ Outline : Colour : ▼ Style : ▼ | |
|--|-------------------|
| Specify Width : 1.7 | (m) |
| C Keep line inside shape C Keep line outside shap | |
| ${f C}$ Keep line inside shape | |
| Keep line inside shape Keep line outside shape Fill Color | |
| C Keep line inside shape C Keep line outside shap | ur : OK Cancel |

2. Click OK once you have made the changes you require.

Delete a Radius

- 1. Select the object by clicking it.
- 2. Press the **Delete** key on your keyboard.

See also

<u>Draw shape</u> 4ि <u>Add text</u> जिटी

Measure 55

Add text

Adding text to your map

Add Text can be used to add text to your map:

1. Click on the Add Text button above your map.

Draw Shape Draw Radius Add Text Measure

Note

Only drawings made within the radius on the map will be displayed in the report.



2. Move the cursor to where you would like the text box to start.

3. Click and drag the mouse diagonally to where you want the text box to stop.

As you drag the mouse you will see the outline of the text box grow on the screen.

4. Release the mouse button and click anywhere on the map to turn Add Text off.

Notice that the text box contains the text **Your Text Here** which can be changed, along with the current style settings, by double-clicking the text box.

Moving text

To move your text you can either drag it, or nudge it:

To drag text:

- 1. Click your text to select it.
- 2. Move your cursor to the centre of the object.

The cursor changes to look like this

- 3. Click and drag the object.
- 4. Release the mouse button when the object is where you want it.

To nudge your text:

- 1. Click your text to select it.
- 2. Press one of the arrow keys on your keyboard.

As you press an arrow key the object will move one pixel at a time.

Resizing text

1. Select the text by clicking it.

When the text is selected, Promap IQ places a box with dashed lines around the text. Black squares known as sizing handles appear on the lines of the box.

2. Place your cursor over one of these sizing handles and the cursor will change to show you in which direction you can resize the shape, for example:

- 3. Click and drag the sizing handle to resize the text.
- 4. Release the mouse button when the text is the right size.

Rotating text



1. Select the text you wish to rotate by clicking it.

Look at the centre of the text and you will see a circle. Coming out of the circle is a thin black line and a small black box at the end of the line.

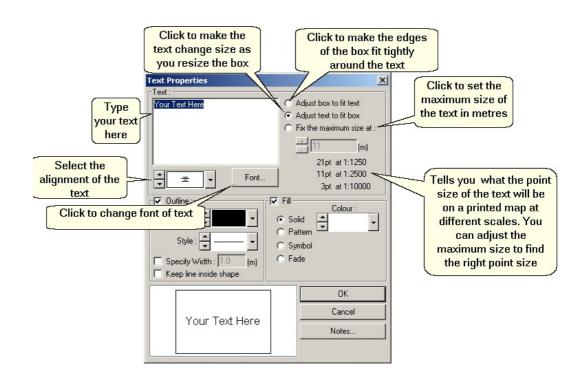
2. Place your cursor over the circle in the centre of the text and move it to the right until you see the cursor change to a circular arrow.

3. Click and drag the arrow to rotate your text.

4. As you rotate the text, you can see the angle of rotation in the Shape Information popup

Changing a Text Box's colours, styles and text

1. To change the appearance of your text box, double-click it. This will bring up the **Text Properties** box.



2. Click OK once you have made the changes you require.

Delete Text

- 1. Select the object by clicking it.
- 2. Press the **Delete** key on your keyboard.



See also

Draw shape 46

Draw radius 50

Measure 55

Measure

Measuring a distance on your map

Measure can be used to measure between 2 points on your map:

1. Click on the Measure button above your map.

Draw Shape Draw Radius Add Text Measure

Note

Only drawings made within the radius on the map will be displayed in the report

- 2. Click the point on the map where you want to start measuring from.
- 3. Double-click the point where you want to measure to.

A completed line will appear on the map. The Shape Information popup will display the length of the line.

4. Click the Measure button again to turn it off.

Edit a completed line

You can edit any completed line by clicking it and then pressing Enter on your keyboard. This will enable you to edit your line, using the **Backspace** key, without having to delete the whole line.

Moving your line

To move your line you can either drag it, or nudge it:

To drag a line:

- 1. Click your line to select it.
- 2. Move your cursor to the centre of the object.

The cursor changes to look like this



3. Click and drag the object.



4. Release the mouse button when the object is where you want it.

To nudge a line:

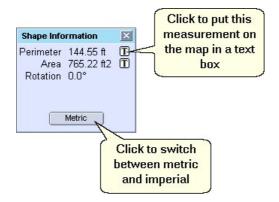
- 1. Click your line to select it.
- 2. Press one of the arrow keys on your keyboard.

As you press an arrow key the object will move one pixel at a time.

To annotate a map with a text box showing measurements

1. If the Shape Information popup isn't already visible on screen, click the line that you have created.

You can now see its measurements and place a text box showing those measurements on your map:



Edit a completed line

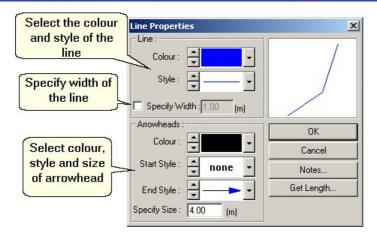
You can edit any completed line by clicking it and then pressing Enter on your keyboard. This will enable you to edit your line, using the Backspace key, without having to delete the whole line.

Changing a line's colours and styles

1. To change the appearance of your line, double-click it. This will bring up the **Line Properties** box.

This will change the properties for Lines and Arrows.





2. Click OK once you have made the changes you require.

Delete a Line

- 1. Select the line by clicking it.
- 2. Press the **Delete** key on your keyboard.

See also

<u>Draw shape</u> 46 <u>Draw radius</u> ଚେଚ <u>Add text</u> 52



Charges and invoicing

This chapter has a brief description of all the chargeable actions that may occur in Promap IQ. It also tells you how we invoice you.

See also

Charges 58

Invoicing 58

Charges

Basic Charges

| Text box | Description |
|----------------------------------|--|
| View detailed information charge | Incurred when displaying detailed data spot information. |
| Order report charge | Incurred when a Promap IQ report is ordered. |

Invoicing

Promap IQ works on a pay-as-you go basis. It logs all of the chargeable actions made by each user on Promap IQ along with their Usernames. We access these records at the end of each month to compile invoices for each organisation using Promap IQ.

Invoicing by organisation

Each organisation nominates an invoice contact when they register with us. At the end of each month we send the organisation's invoices to this contact. Each organisation has thirty days to pay their invoices from the issue date that appears on the invoice.

Invoicing by user

We can arrange for each individual user of Promap IQ to receive their invoices.



A statement of all usage is sent to the main contact for your organisation so that they can track the usage of Promap IQ. To arrange for this to happen, please email <u>customerservice@promap.co.uk</u>.



Troubleshooting

In this chapter you will find:

How to contact the Technical Support team.

Landmark Company information 2, including Terms & Conditions.

Contacting the Technical Support Team

The Technical Support team work from 9am until 6pm, Monday to Friday. They are happy to help you with any technical enquiries or problems you have.

Tel 0844 844 9961

Email <u>tech@promap.co.uk</u>

They may then ask you to go to our corporate website and run a diagnostic test on your computer. This will not affect anything on your computer: It will just check your computer's ability to run Promap.

Specifications for Promap

Minimum Specification:

Windows NT SP6, 2000 SP4, XP SP2, Vista

Internet Explorer 6 or 7

Internet connection speed 512Kbps

Colour Screen Resolution of 1024 x 768 pixels

Use of secure communications (https)

Adobe Acrobat Reader (required for Enviroscreen, Historical Mapping and Promap IQ)

CSV reader (required for some reports in Promap IQ)

32 bit colour depth

We recommend a broadband connection for an optimal Promap IQ experience.

Important: Please read

If you are going to access this website from a machine on your corporate



network, then your Internet connection may be protected by a firewall. A firewall is designed to protect your corporate network from malicious attacks from the Internet. It may be configured to prevent you downloading Active X controls and other executable programs (which can be malicious).

It may also be configured to prevent you accessing websites that use secure communications (perhaps to prevent employees shopping on-line during work hours).

If either of the above applies to you, Promap IQ will not work correctly. You should contact your systems / network administrator and enquire about the possibility of relaxing these two constraints.



Landmark Company Information

This chapter gives you more information about Landmark Information Ltd, the company that runs Promap IQ.

Contact details

| Henley Office | |
|--------------------|--|
| | Landmark Information Group The Smith Centre Henley-on-Thames Oxfordshire RG9 6AB |
| Tel: | 0844 844 9950 |
| Fax: | 0844 844 9951 |
| Sales: | sales@promap.co.uk |
| Customer Services: | 0844 844 9960 customerservice@promap.co.uk |
| Technical Support: | 0844 844 9961 <u>tech@promap.co.uk</u> |
| Training: | 0844 844 9965 training@promap.co.uk |
| | 0844 844 9952 customerservices@landmark-information.co.uk |





Exeter Office (Head Office) – Landmark Solutions

Landmark Information Group 6-7 Abbey Court Eagle Way Sowton Industrial Estate Exeter Devon EX2 7HY

- **Tel:** (01392) 441700
- Fax: (01392) 441709

Related websites

www.promap.co.uk

Promap is *the* industry standard digital mapping delivery system, used by hundreds of companies across the country. It uses a unique pay-as-you-go charging system to provide cost effective access to seven layers of Ordnance Survey mapping including LandLine and MasterMap data for the whole of mainland Great Britain.

www.landmarkinfo.co.uk

Landmark Information Group is a specialist in the collation and distribution of environmental data. Their corporate site provides a comprehensive list of products and services offered by Landmark.

www.ordnancesurvey.co.uk

Britain's national mapping agency, responsible for creating and maintaining a huge range of map products and data.

www.enviroscreen.co.uk

Enviroscreen is an online environmental risk screening tool for commercial property, delivering a cost effective and straightforward approach for tackling contamination and environmental issues.

Terms and Conditions

For all our Terms and Conditions, please see our website <u>www.promap.co.uk/promap/terms.jsp</u>.

Index

- A -

Active X 13 address search 18

- B -

Back to Promap 15 Billing 9, 58

- C -

Charges list of 58 Order report charge 58 Viewing detailed information 58 Charging 9, 58 Click and drag 11, 25 Configuring spot data 27, 31 Contacting us Landmark Information Group 62,63 technical support 60 Creating a report 42 Customising your map 46, 50, 52, 55 Add Text 46 Draw Radius 46 Draw Shape 46 Measure a Length 46

- D -

Data Suppliers 8 Detailed spot data 36 Customising your map 46 Documentation, downloading 11 Drag and drop 11

- E -

Encryption 9

- F -

Fees 58

- G -

Geocodes 8

- H -

Help, online 9

- | -

Invoicing 9, 58

- L ·

Link to Images of England website 36 Link to Local Authority website Local plan 36 Searching for a planning application 36 Listed Buildings 8,36 Grade I 4 Grade II 4 Grade II* 4 Local Plan 4, 8 locating 18 Log in 13 Log out 15 Logging in 13 Logging out 13, 15

- M -

Map search 18 Maps moving around 11, 25 zooming 11, 26 Measure Annotating your map with measurements 55 Changing a shape's colours and styles 55 Delete your line 55 Edit a completed line 55 Measure a length 55 Moving your line 55

64

Measure a distance 55 Measure a length 55 Measuring Annotating your map with measurements 46 Draw shape 46 Microsoft Self Install package 13 11 Mouse Moving around maps 25 MSI 13 **Multiple Spot Location** 36

- N -

Navigating around maps 25

- 0 -

Objects, see also Shapes deleting 11 selecting multiple 11 Online Help, using 9

- P -

Passwords 9.13 PDF user guide 11 **Planning applications** 8,36 large planning applications 4 location accuracy 4 small planning applications 4 Points of Interest 4, 8, 36 Promap contacting us 62 terms & conditions 63 Promap IQ contacting us 60 specifications 60 Promap IQ reports CSV with geo-coordinates 42 CSV without geo-coordinates 42 Excel spreadsheet 42 PDF report 42

- R -

Radius

Changing a radius' colours and styles 50 Delete your radius 50 Draw a radius 50 Moving your radius 50 Resizing a radius 50 Roaming around maps 25

- S -

Sample Reports 45 Security 9 Shape Annotating your map with measurements 46 Changing a shape's colours and styles 46 Delete your shape 46 Draw a shape 46 Editing your shape 46 Measuring an area 46 Moving your shape 46 Resizing your shape 46 Rotating your shape 46 Site Search locating 18, 21, 22 searching by address 18 searching by interactive map 22 searching by town 21 Sites 18 **Specifications** 60 Spot Data Configuring spot data 27, 31 Creating a report 42 Defining search radius 31 location accuracy 31 Ordering a report 27 Refining spot data 31 Sample reports 45 Search spot Data 31 Viewing detailed spot data 27, 36 Spot Legend 28

- T -

Technical support contacts 60 Terms and conditions 63 Text Add text 52 Changing a text box's colours, styles and text 52 Text Delete your text 52 Moving your text 52 Resizing your text 52 Rotating your text 52 town search 18

- U -

User IDs security of 9 Username 13

- Z -

Zooming maps 26



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