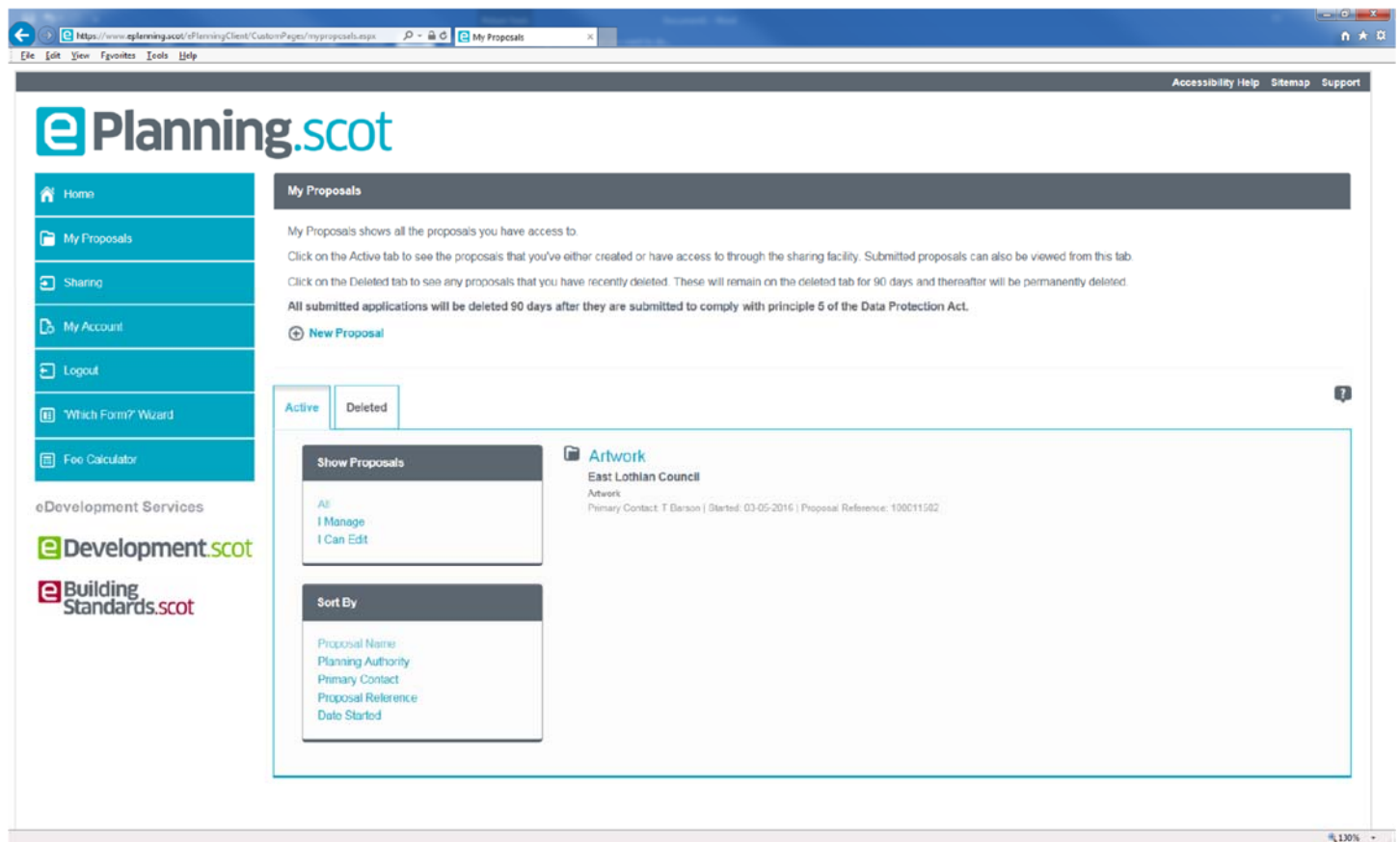
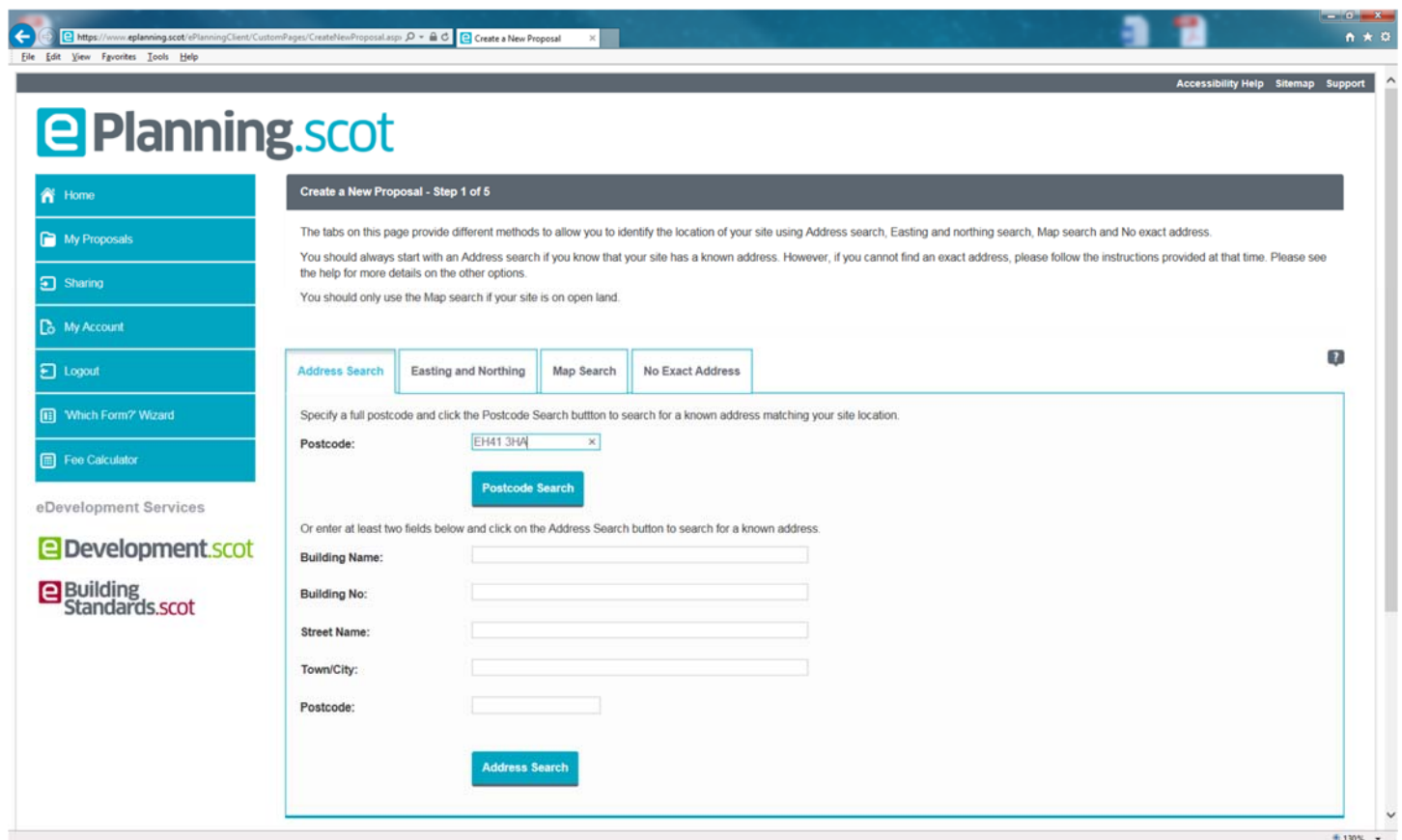


GUIDANCE NOTES ON HOW TO ADD UNIQUE ADDRESSES

Log in to eDevelopment.scot and click on “New Proposal”



Enter the Postcode and press “Postcode Search”



Click on the “No Exact Address”

The screenshot shows the 'Create a New Proposal - Step 1 of 5' page on ePlanning.scot. The page displays a list of addresses that match the search criteria. The 'No Exact Address' button is highlighted.

Create a New Proposal - Step 1 of 5

This page displays a list of addresses that match your search criteria.

Search Results

Click on your exact site address, refining your search if necessary. If you cannot find an exact address for your site then select "No Exact Address" to be given an alternative option to identify the site location.

Address	Town	Postcode
BREWERY PARK BUSINESS CENTRE BREWERY PARK	HADDINGTON	EH41 3HA
JOHN MUIR HOUSE BREWERY PARK	HADDINGTON	EH41 3HA

[Refine Search](#) [No Exact Address](#)

Click on the relevant radial button and press “Continue”

The screenshot shows the 'Create a New Proposal - Step 1 of 5' page on ePlanning.scot. The page allows you to identify your site location without selecting a known address. The 'I cannot use the non-accessible Mapping Tool' option is selected, and the 'Continue' button is highlighted.

Create a New Proposal - Step 1 of 5

This page allows you to identify your site location without selecting a known address. You should use this option only if you cannot find your exact address using the standard search options or where the development covers multiple addresses.

Site Location Selection Options

Please select the most appropriate option in order to identify the location of your site:

- ☒ I can use the non-accessible Mapping Tool
By selecting this option and clicking on Continue, you will be taken to an interactive Map which you'll be able to use to identify the location of your site.
- ☐ I cannot use the non-accessible Mapping Tool
By selecting this option and clicking on Continue, you will be taken to a page which gives you further options in order to specify the location of your site.

[Back to Search Options](#) [Continue](#)

Click on the radial button at “Yes” then press “Continue”

Accessibility Help Sitemap Support

ePlanning.scot

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- Fee Calculator

eDevelopment Services

eDevelopment.scot

eBuilding Standards.scot

Create a New Proposal

As we can't continue without an appropriate site location, you need to ask your Planning Authority for help identifying the site.

Contact Your Planning Authority Options

Have you spoken to your Planning Authority about the site location?

☒ Yes
I have already spoken with my Planning Authority and I am returning to enter the site location details as advised.

☐ Not yet
I will contact my planning authority and return to the website at another time with more information.

[Previous](#) [Continue](#)

Pick “East Lothian Council” from the dropdown menu and then type in the address you wish to use

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Create a New Proposal

This page should only be used if you have already spoken to your Planning Authority and they have advised you to use it. An asterisk (*) indicates required fields.

Planning Authority Response

Please select your planning authority from the list below:

Select Authority Name:

Location Details: *

Max 250 characters 250 characters remaining

[Previous](#) [Use as Site Location](#)

Click “Use as Site Location”

The screenshot shows the 'Create a New Proposal' page on the ePlanning.scot website. The page is titled 'Create a New Proposal' and includes a warning: 'This page should only be used if you have already spoken to your Planning Authority and they have advised you to use it. An asterisk (*) indicates required fields.' Below this is the 'Planning Authority Response' section, which asks the user to select a planning authority from a dropdown menu (currently showing 'East Lothian Council') and to enter location details in a text box (currently showing '298-302 High Street Haddington'). A character count indicates 'Max 250 characters 220 characters remaining'. At the bottom of this section are two buttons: 'Previous' and 'Use as Site Location'. The left sidebar contains navigation links: Home, My Proposals, Sharing, My Account, Logout, Which Form? Wizard, and Fee Calculator. The bottom of the page features logos for eDevelopment Services, Development.scot, and Building Standards.scot.

Accessibility Help Sitemap Support

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Create a New Proposal

This page should only be used if you have already spoken to your Planning Authority and they have advised you to use it. An asterisk (*) indicates required fields.

Planning Authority Response

Please select your planning authority from the list below:

Select Authority Name:

Location Details: *

Max 250 characters 220 characters remaining

[Previous](#) [Use as Site Location](#)

Click “Confirm Address”

The screenshot shows the 'Confirm Address' page on the ePlanning.scot website. The page is titled 'Confirm Address' and includes a warning: 'This page shows the site location information selected or provided.' Below this is the 'Confirm Address' section, which asks the user to confirm that the details below are the correct location of the site. The 'Site Details' section shows '298-302 High Street Haddington'. A note states: 'If this is your address but there is a minor error please [report it](#)'. At the bottom of this section are two buttons: 'Refine Search' and 'Confirm Address'. The left sidebar contains navigation links: Home, My Proposals, Sharing, My Account, Logout, Which Form? Wizard, and Fee Calculator. The bottom of the page features logos for eDevelopment Services, Development.scot, and Building Standards.scot.

Accessibility Help Sitemap Support

ePlanning.scot

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Create a New Proposal - Step 1 of 5

This page shows the site location information selected or provided.

Confirm Address

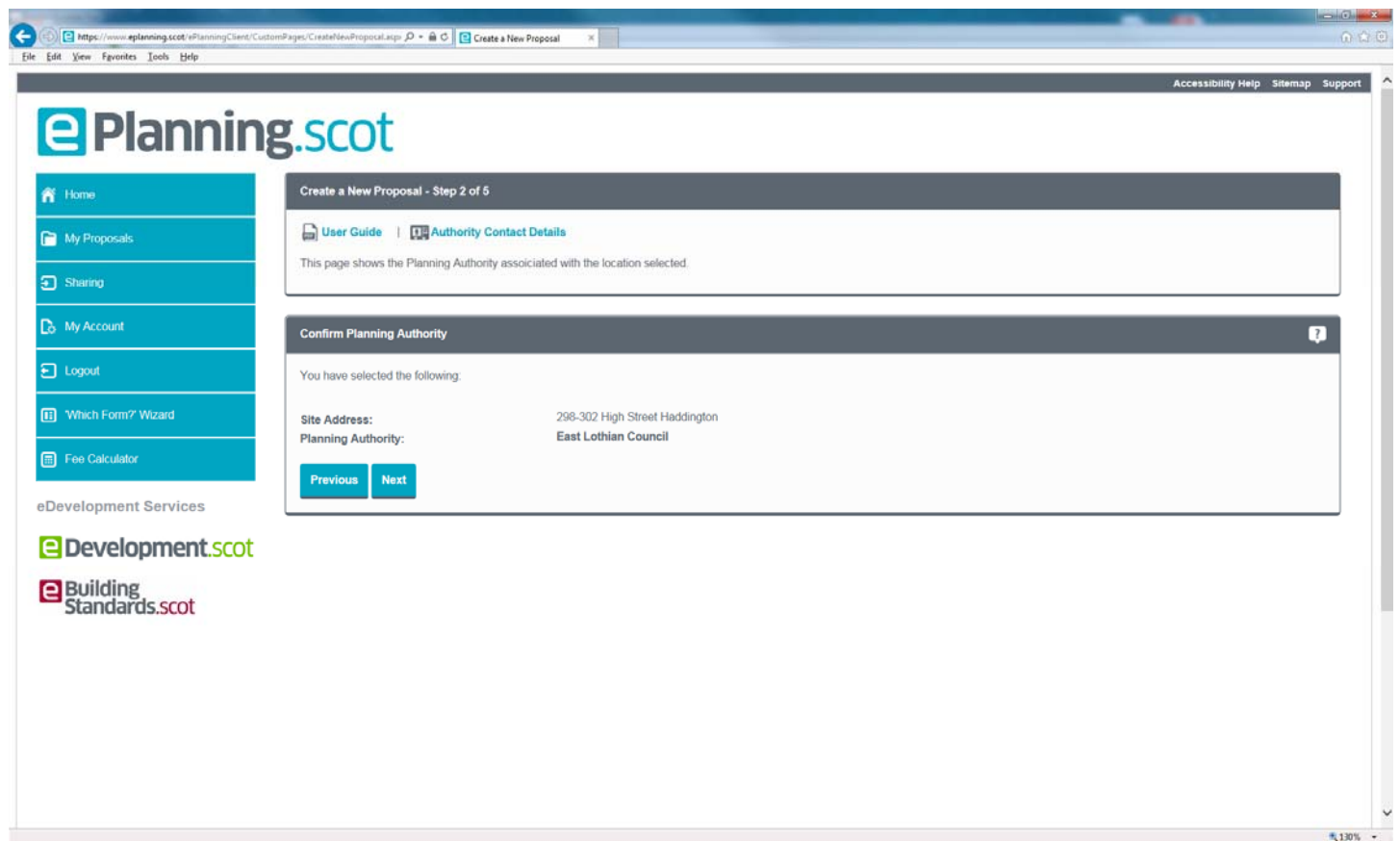
Please confirm that the details below are the correct location of the site.

Site Details: 298-302 High Street Haddington

If this is your address but there is a minor error please [report it](#)

[Refine Search](#) [Confirm Address](#)

Click “Next”



You should enter a “Proposal Name” and “Proposal Details” and click “Confirm Details”

The screenshot shows the 'Create a New Proposal - Step 3 of 5' page on the ePlanning.scot website. The left sidebar contains navigation links: Home, My Proposals, Sharing, My Account, Logout, Which Form? Wizard, and Fee Calculator. Below these are logos for eDevelopment Services, Development.scot, and Building Standards.scot. The main content area has a header 'Create a New Proposal - Step 3 of 5' with links to 'User Guide' and 'Authority Contact Details'. A note states: 'An asterisk (*) indicates required fields.' The 'Proposal Name and Details' section contains instructions: 'Please complete the Proposal Name and Proposal Details fields. You are required to complete the Proposal Name and Proposal Details fields. The Proposal Name must be unique. This name is for your use only and will not form part of the submission. Please use a name that clearly identifies the proposal for your purposes.' The form fields are: 'Site Location:' with the value '298-302 High Street Haddington', 'Proposal Name: *' with the value 'test1', and 'Proposal Details: *' with the value 'Extension to house'. A character count shows 'Max 250 characters 232 characters remaining'. At the bottom are 'Previous' and 'Confirm Details' buttons.

This will then take you to the screen to Select Online Forms

The screenshot shows the 'Select Online Forms' page on the ePlanning.scot website. The layout is similar to the previous page, with the same sidebar and header. The main content area has a header 'Select Online Forms' with a help icon. Below the header, it says 'Please complete the Proposal Name and Proposal Details fields.' and 'Please choose how you would like to select the forms that you wish to submit with your application or appeal.' There are three radio button options: 1. 'Select forms using a wizard' with the description 'Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.' 2. 'Select forms from a list' with the description 'Choosing this option allows you to explicitly select the forms that you need.' 3. 'Create proposal without forms. Add forms later or copy from previous proposals' with the description 'Choosing this option allows you create a proposal containing no forms. The required forms can be added or copied from previous proposals at a later stage.' At the bottom are 'Previous' and 'Select' buttons.