

GUIDANCE NOTES ON HOW TO ADD UNIQUE ADDRESSES

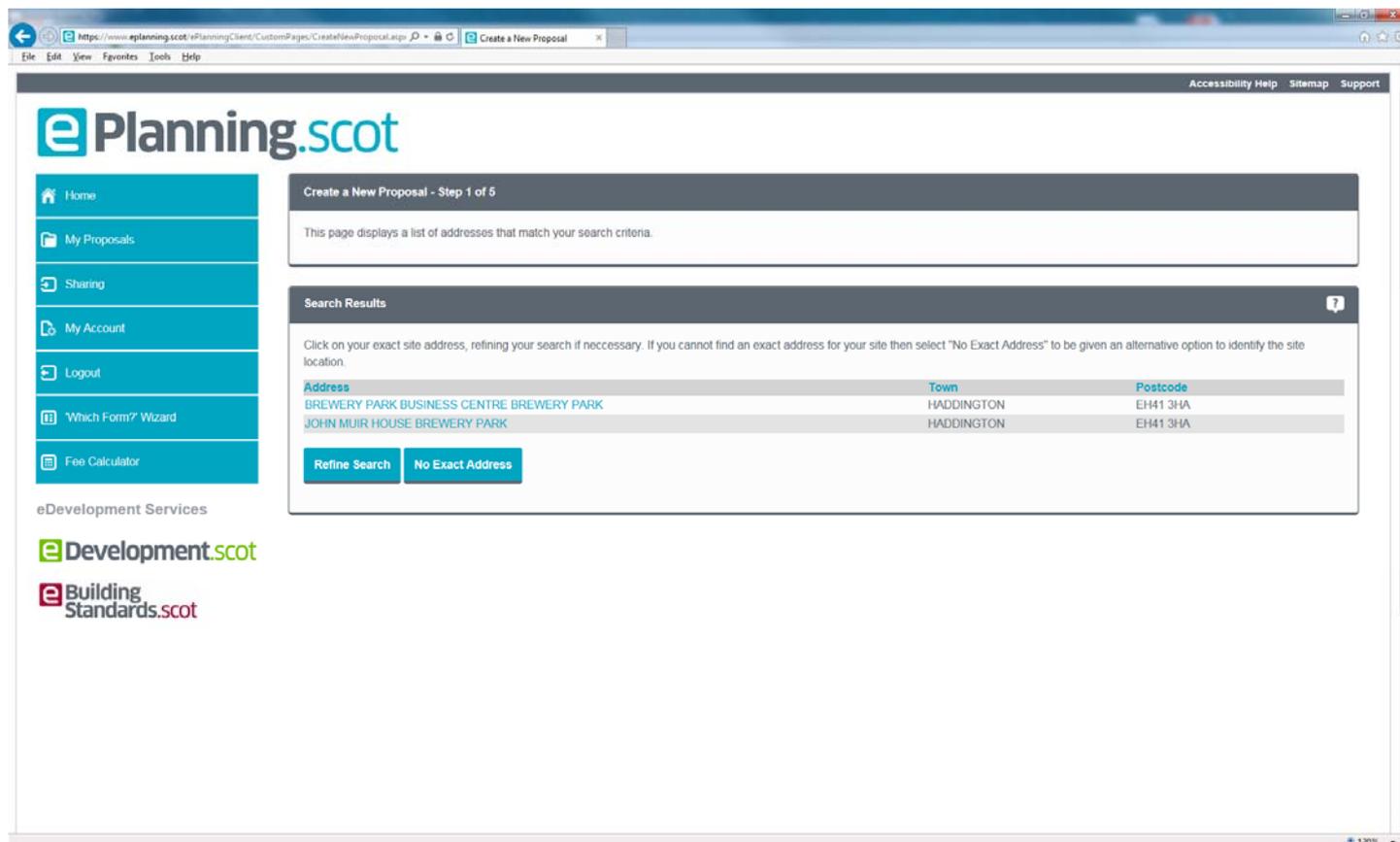
Log in to eDevelopment.scot and click on “New Proposal”

The screenshot shows the 'My Proposals' page on the ePlanning.scot website. The browser address bar shows the URL: <https://www.eplanning.scot/PlanningClient/CustomPages/myproposals.aspx>. The page features a navigation menu on the left with options: Home, My Proposals, Sharing, My Account, Logout, Which Form? Wizard, and Fee Calculator. Below the menu are logos for eDevelopment Services, Development.scot, and Building Standards.scot. The main content area is titled 'My Proposals' and includes a 'New Proposal' button. It contains instructions on how to view and manage proposals, and a 'Show Proposals' section with a 'Sort By' dropdown menu. A specific proposal is displayed for 'Artwork' by 'East Lothian Council', with details: 'Artwork', 'Primary Contact: T Barson | Started: 03-05-2016 | Proposal Reference: 100011502'.

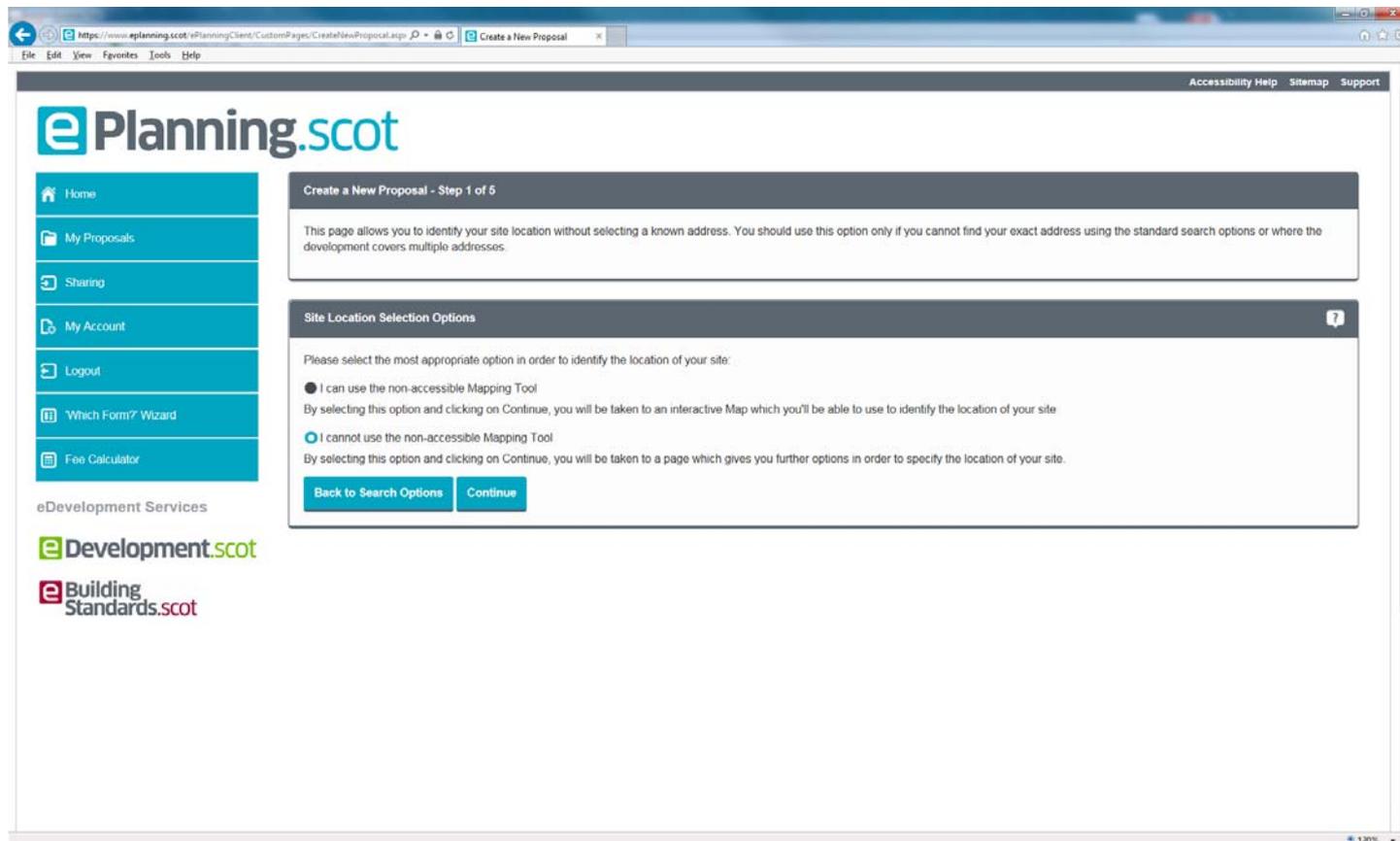
Enter the Postcode and press “Postcode Search”

The screenshot shows the 'Create a New Proposal' page on the ePlanning.scot website. The browser address bar shows the URL: <https://www.eplanning.scot/PlanningClient/CustomPages/CreateNewProposal.aspx>. The page is titled 'Create a New Proposal - Step 1 of 5'. It provides instructions on how to identify the location of the site using different search methods: Address search, Easting and Northing, Map search, and No exact address. The 'Address Search' tab is selected. A 'Postcode Search' section includes a text input field with the value 'EH41 3HQ' and a 'Postcode Search' button. Below this, there are input fields for 'Building Name', 'Building No.', 'Street Name', 'Town/City', and 'Postcode', with an 'Address Search' button at the bottom.

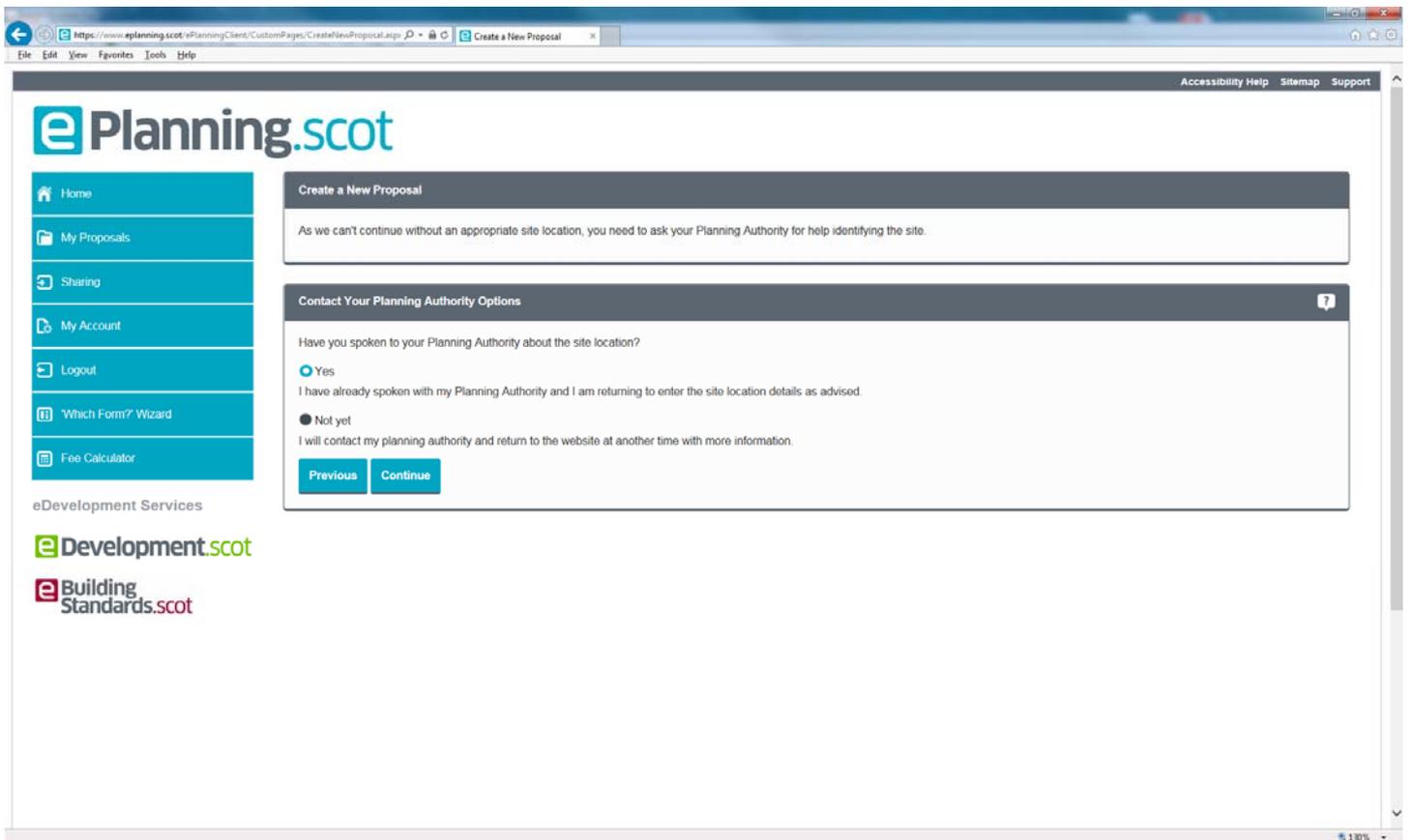
Click on the “No Exact Address”



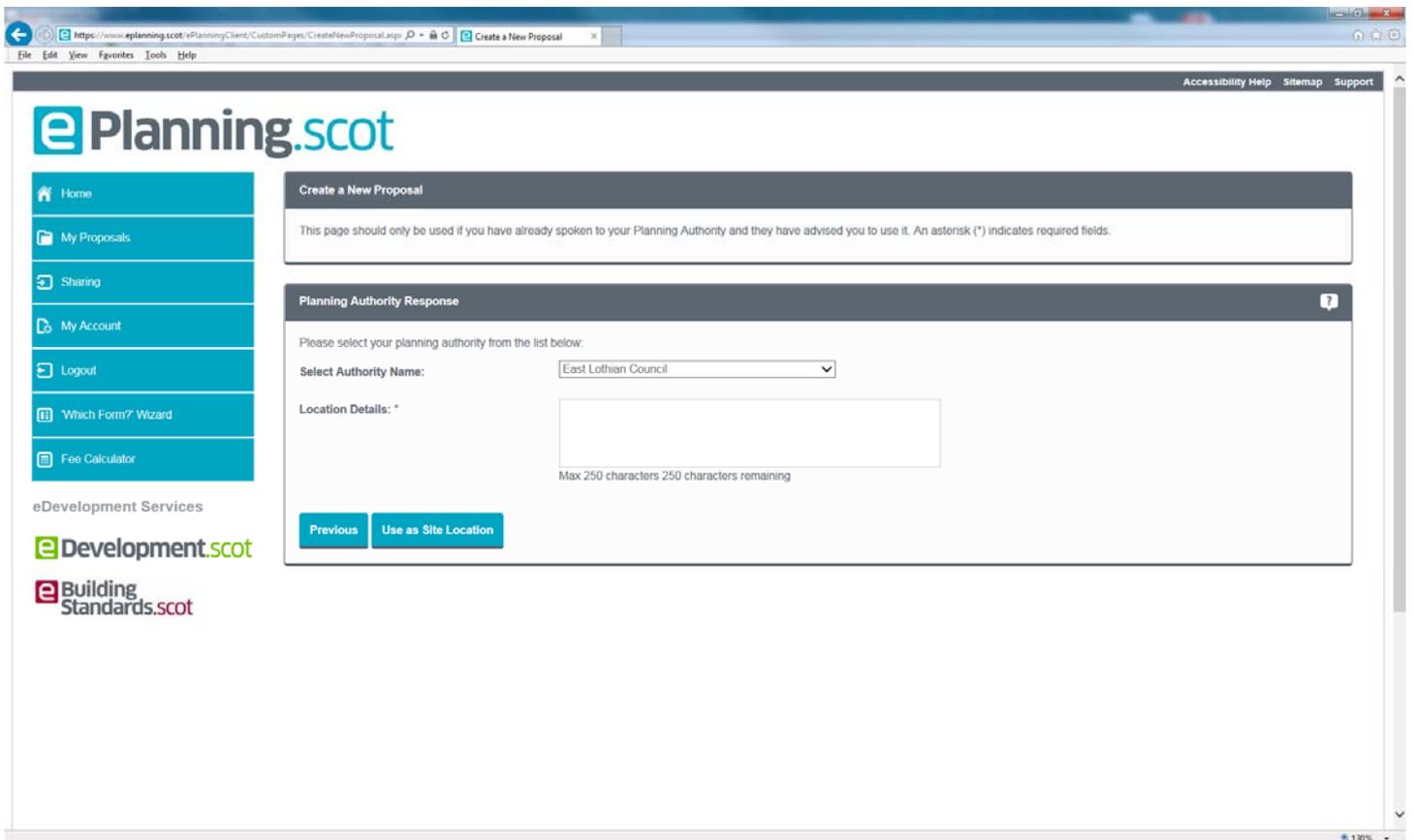
Click on the relevant radial button and press “Continue”



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



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



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 message: '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 a section for 'Planning Authority Response' with a dropdown menu for 'Select Authority Name' (currently set to 'East Lothian Council') and a text input field for 'Location Details' containing '298-302 High Street Haddington'. A character count below the input field reads 'Max 250 characters 220 characters remaining'. At the bottom of the form are two buttons: 'Previous' and 'Use as Site Location', with the latter being highlighted in blue.

Click "Confirm Address"

The screenshot shows the 'Confirm Address' page on the ePlanning.scot website. The page is titled 'Create a New Proposal - Step 1 of 5' and includes a message: 'This page shows the site location information selected or provided.' Below this is a section for 'Confirm Address' with a message: 'Please confirm that the details below are the correct location of the site.' The 'Site Details' section shows '298-302 High Street Haddington'. A note below reads: 'If this is your address but there is a minor error please report it'. At the bottom of the form are two buttons: 'Refine Search' and 'Confirm Address', with the latter being highlighted in blue.

Click "Next"

The screenshot shows a web browser window with the URL <https://www.eplanning.scot/ePlanningClient/CustomPages/CreateNewProposal.aspx>. The page title is "Create a New Proposal".

Page Header: Accessibility Help | Sitemap | Support

Logo: ePlanning.scot

Left Navigation Menu:

- Home
- My Proposals
- Sharing
- My Account
- Logout
- Which Form? Wizard
- Fee Calculator

Main Content Area:

Create a New Proposal - Step 2 of 5

[User Guide](#) | [Authority Contact Details](#)

This page shows the Planning Authority associated with the location selected.

Confirm Planning Authority ?

You have selected the following:

Site Address:	298-302 High Street Haddington
Planning Authority:	East Lothian Council

[Previous](#) [Next](#)

Footer: eDevelopment Services

Logos: eDevelopment.scot, eBuilding Standards.scot

Page-Footer: 130%

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 page is titled 'Create a New Proposal - Step 3 of 5' and includes links for 'User Guide' and 'Authority Contact Details'. A note states: 'An asterisk (*) indicates required fields.' The main section is 'Proposal Name and Details', which instructs the user to complete the Proposal Name and Proposal Details fields. It notes that the Proposal Name must be unique and is for internal use only. The form contains the following fields: 'Site Location' (298-302 High Street Haddington), 'Proposal Name' (test1), and 'Proposal Details' (Extension to house). A character count shows 'Max 250 characters 232 characters remaining'. At the bottom of the form are 'Previous' and 'Confirm Details' buttons. The left sidebar contains navigation links: Home, My Proposals, Sharing, My Account, Logout, Which Form? Wizard, and Fee Calculator. Logos for eDevelopment Services, Development.scot, and Building Standards.scot are also visible.

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

The screenshot shows the 'Create a New Proposal - Step 4 of 5' page on the ePlanning.scot website. The page is titled 'Create a New Proposal - Step 4 of 5' and includes links for 'User Guide' and 'Authority Contact Details'. A note states: 'This page allows you to continue with the proposal creation and add application/appeal forms.' The main section is 'Select Online Forms', which instructs the user to complete the Proposal Name and Proposal Details fields. It asks the user to choose how they would like to select the forms they wish to submit with their application or appeal. The options are: 'Select forms using a wizard' (selected), 'Select forms from a list', and 'Create proposal without forms. Add forms later or copy from previous proposals'. The 'Select forms using a wizard' option is selected, and its description is: 'Choosing this option allows you to be helped through a series of questions to determine which forms you need to fill in.' The 'Select forms from a list' option is described as: 'Choosing this option allows you to explicitly select the forms that you need.' The 'Create proposal without forms' option is described as: '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 of the form are 'Previous' and 'Select' buttons. The left sidebar and logos are the same as in the previous screenshot.