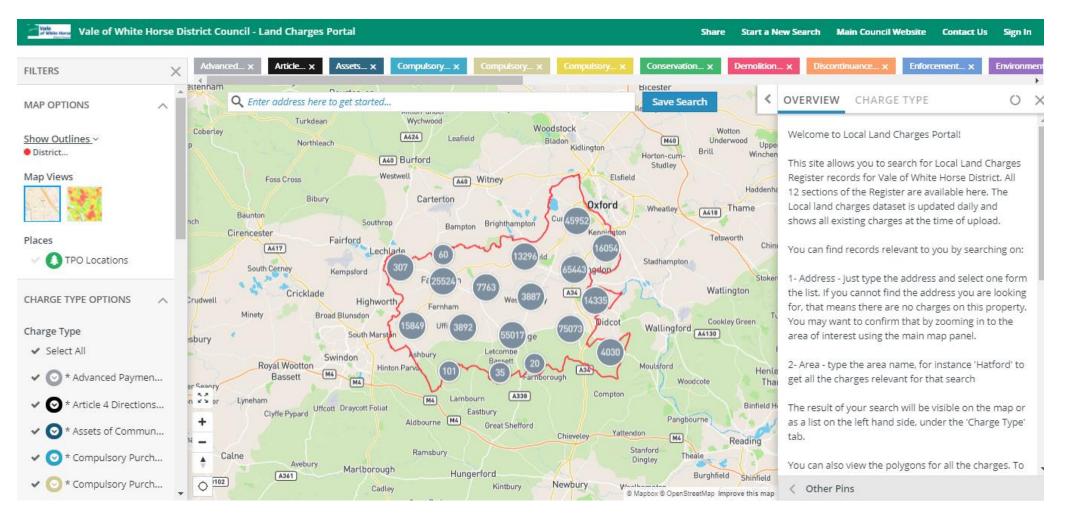
## Local Land Charges Portal - User guide

Local Land Charges Portal allows you to search for Local Land Charges Register records for Vale of White Horse District. All 12 sections of the Register are available here. The Local land charges dataset is updated daily around 9.30am and shows all existing charges at the time of the data extract (4am).

Here you will find online Land Charges Portal <u>https://landcharges.whitehorsedc.gov.uk</u> The Portal Looks like this:

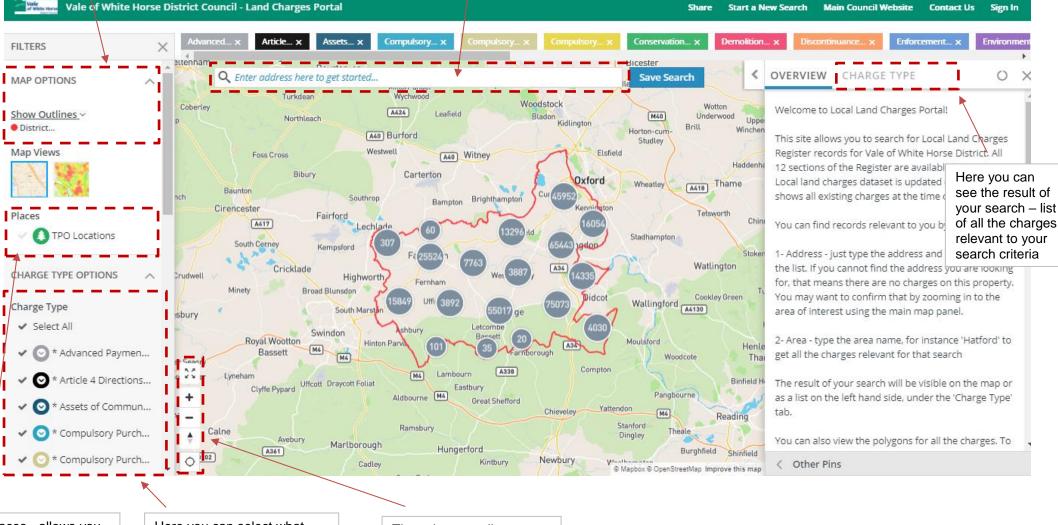


There are different sections of the portal which allow you to interrogate and find the information you are looking for. Below you will find explanation on how each area of the portal will help you do that.

Map Options - here you can enable shape view or polygons for all type of charges – we advise to select each layer one at the time to enable effective polygon view; Allow some time to generate the layer and zoom in to specific area of your interest

Search box - Here you can search on a specific address or just type in location you are interested in - the search options can be adjusted by using the dropdown

to start a new search use 'Start a New Search' button

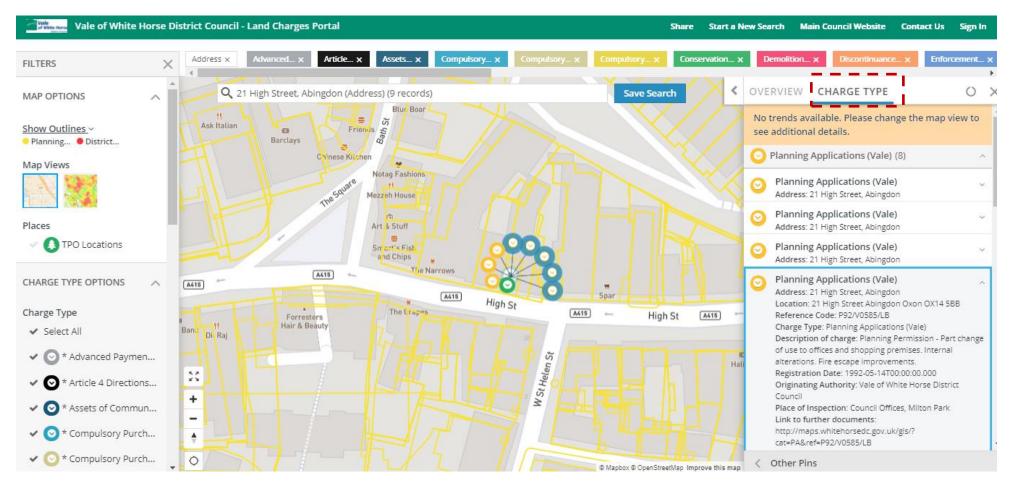


Places - allows you to see on the map Tree Preservation Order locations Here you can select what charge types you want to search for – you can select all of them or one at the time

These buttons allow you to expand the map to full screen or zoom in and out

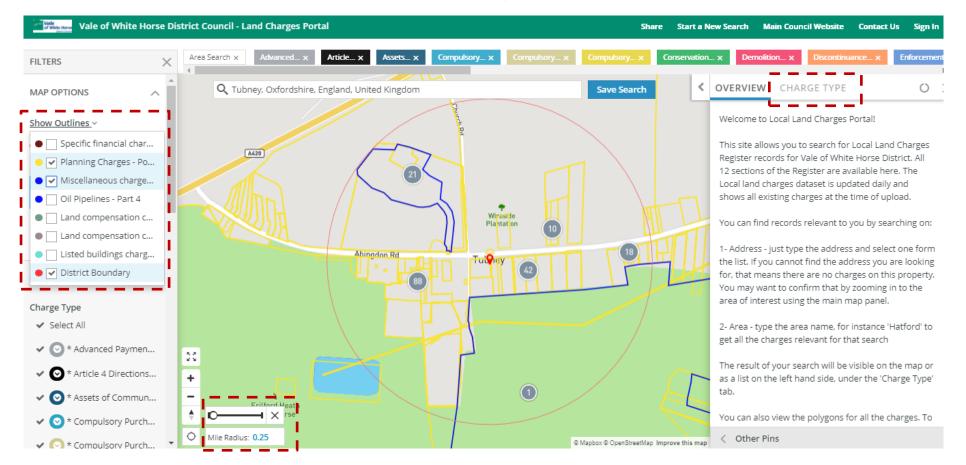
To do a search on a specific address:

- 1- start typing in the search box the address you want to find charges for
- 2- select from the list of proposed addresses the relevant one (if address is not showing, that means there are no charges on that property please do visual search using the map zoom in to the area of interest to confirm no charges are recorded for that address; there will be no charge types listed in that location)
- 3- the map will zoom in to the location and present a view below
- 4- in this example, we have 8 planning applications (yellow dots on the map) and 1 conservation area charge (green dot)
- 5- when you click on the yellow dot the details of this record will show in the 'Charge Type' panel on the left
- 6- yellow polygons you see on the map represent the Planning Charges Outlines (we selected these shapes from Map Options panel in the top left corner) please allow for the map to generate the shapes it make take a short while
- 7- you can highlight the details of the charge, copy and paste results to the document on your PC
- 8- to start a new search, click on the 'Start a New Search' button on top of the page



To do a search on an area or location (no specific address):

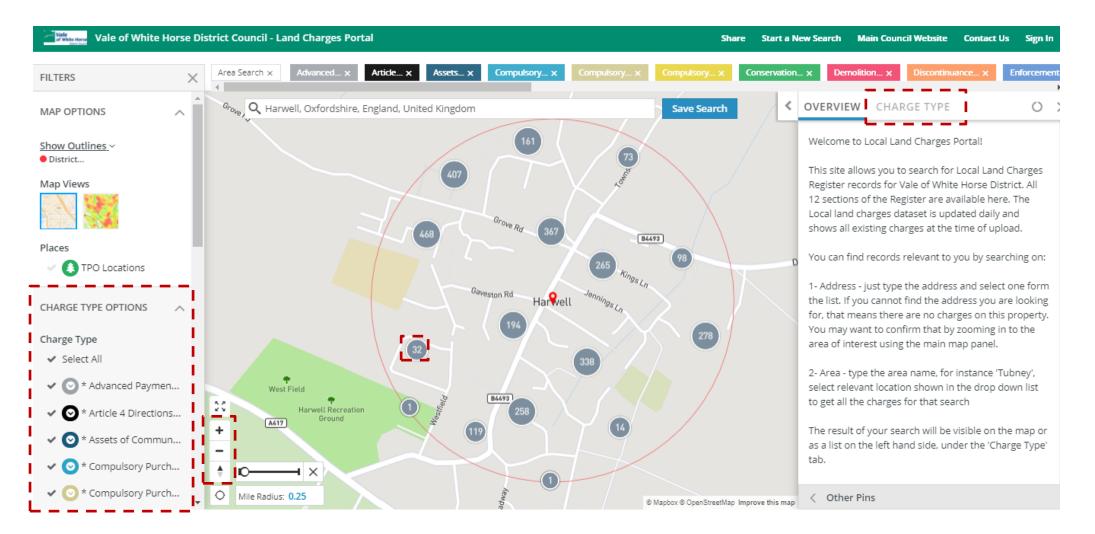
- 1- select the 'Area Search' from the drop-down list of the Search Box.
- 2- start typing the location you want to find charges for e.g. Tubney; you may choose an area search using specific address as a centre point
- 3- select from the list of proposed locations the relevant one
- 4- the map will zoom in to the location and present a view below
- 5- all charges present in the 0.25-mile radius from your chosen location will be visible on the screen (you can adjust that radius using the slider at the bottom of the map)
- 6- you can further zoom in to reduce the number of records or be more specific about the area you are interested in
- 7- the details of all the records visible on the map will be listed in the Charge Type panel on the left-hand side
- 8- when you click on the specific dot on the map, the details of this charge will show in the 'Charge Type' panel on the left
- 9- yellow polygons you see on the map represent the Planning Charges Outlines, blue shapes show Miscellaneous Charges (we selected these shapes from Map Options panel in the top left corner)
- 10- you can highlight the details of the charge, copy and paste results to the document on your PC
- 11- to start a new search, click on the 'Start a New Search' button on top of the page



How to view charges where too many records are available in one place and you cannot zoom in any further?

Sometimes when you search on location or address you will be returned with many records. To reduce number of records you see and enable detailed view of each charge you can:

- Narrow down your search by being more specific about location or address
- Select one Charge Type at the time from the charge type option panel on the left
- Click on one of the pins with smaller number of records (in our example 32) this will let you view details of all charges in the Charge Type panel on the right



## Useful Information

Planning Applications have a 'Link to Further Documents' available – it will take you to a view of the area that the charge applies to (Vale of White Horse GIS system) as well as further information you may find useful which relate to that charge.

For the charges for which a link is not provided, the following sources may provide more information on the areas affected.

Map of Conservation Areas: <u>http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/conservation-and-design/conservation-areas</u>

Listed Buildings: https://historicengland.org.uk/listing/the-list/