



SPELTHORNE DESIGN CODE

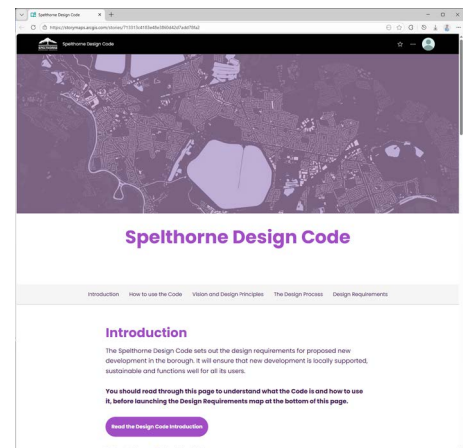
Help Guide

The Spelthorne Design Code is accessed via an interactive map, to help you find the information useful to you and your development proposal.

By clicking on the location of your development site, the map will present a filtered list of the information you need to read, and the checklist(s) you need to submit with your application.

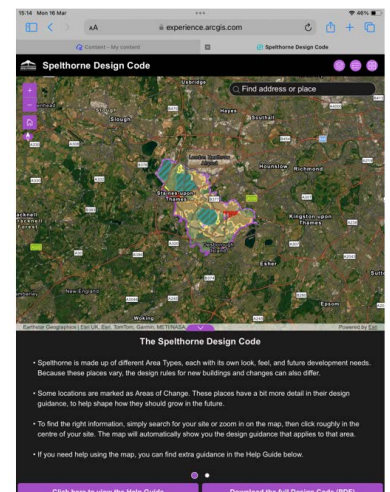
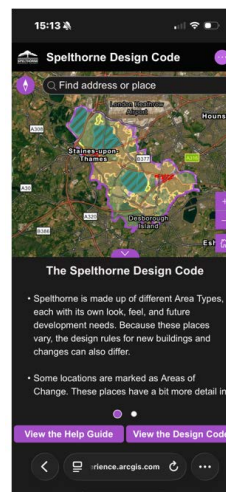
ACCESSING THE MAP

The introductory page introduces the Design Code, how it works and what is contained within it. This should be read to get a full understanding of how the Design Code works. You may have already visited that page, but if not, that can be accessed [here](#). This page will then allow you to access the main map.



AN INTRODUCTION TO THE DESIGN CODE

You will be greeted by a welcome box when accessing the map. Please read the Terms and Conditions, tick the 'I agree' box and then 'Enter'. You will have now entered the Design Code map and you should see a page similar to the below. The layout may vary depending on the device on which you have accessed it with. Regardless of the device you use, the same functionality and information is available.



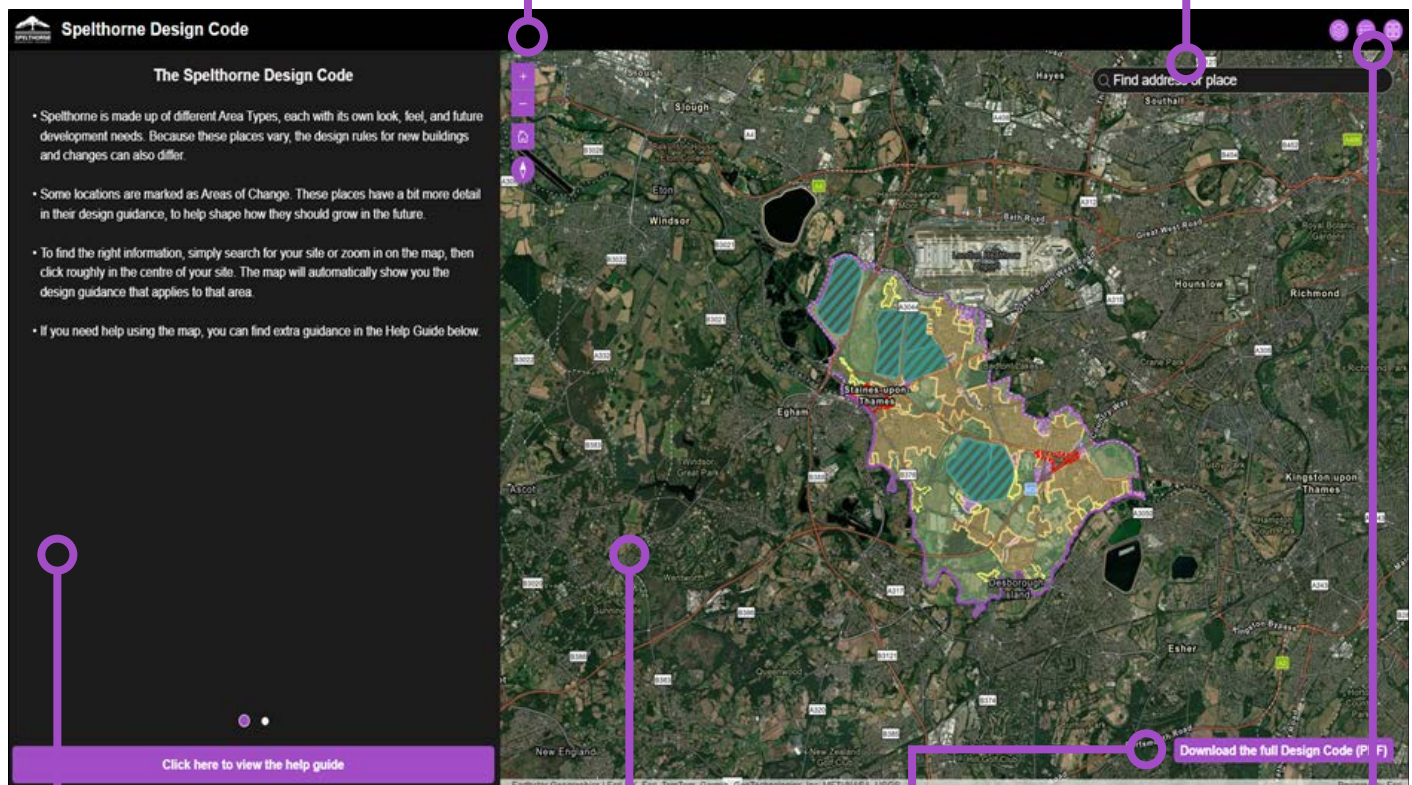
THE USER INTERFACE

NAVIGATION TOOLS

- Zoom In – when clicked the map will zoom in by a set amount each time.
- Zoom Out – when clicked the map will zoom out by a set amount each time.
- Home Button – will zoom the map back to the original map extent.
- Orientation – if using a touch screen device, the map will be able to be rotated. This button will reorientate the map to north

ADDRESS SEARCH

This allows for searching of an address within the map. It is limited to addresses within Spelthorne Borough.



INFORMATION WINDOW

This initially shows introductory text and then when the map is clicked on a Design Code area type feature, the associated information will appear. The two dots at the bottom will allow switching between the two windows.

INTERACTIVE MAP

A moveable and clickable map with the Design Code area types overlaid.

LINK TO FULL DESIGN CODE

when clicked this button will open a new tab containing a PDF of the whole Design Code which can be viewed or downloaded.

MAP WIDGETS

- Map Layers – this allows the map layers to be switched on and off if required.
- Legend – this explains the symbols and colours of the layers on the map.
- Basemap Gallery – this allows the basemap to be changed depending on preference.

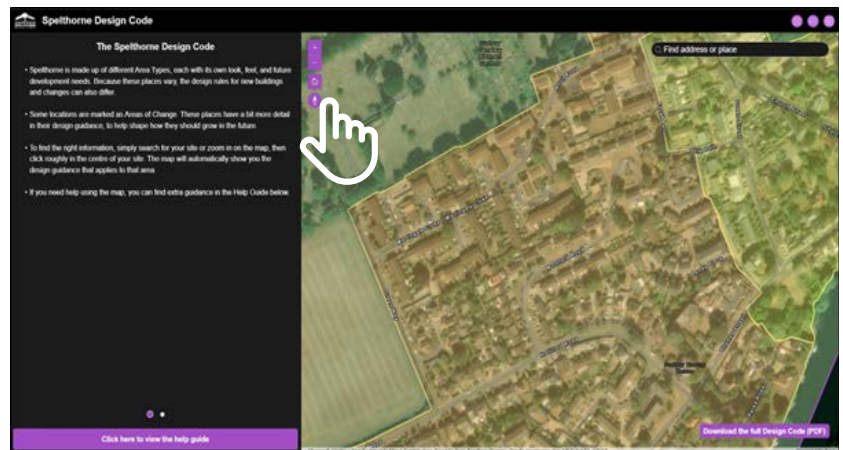
USING THE CODE

The rest of this help guide will show how to find the information you need. The steps below are shown on a desktop/tablet landscape screen. The steps are identical for the other screen sizes and orientations, but the location of the elements on screen may be slightly different.

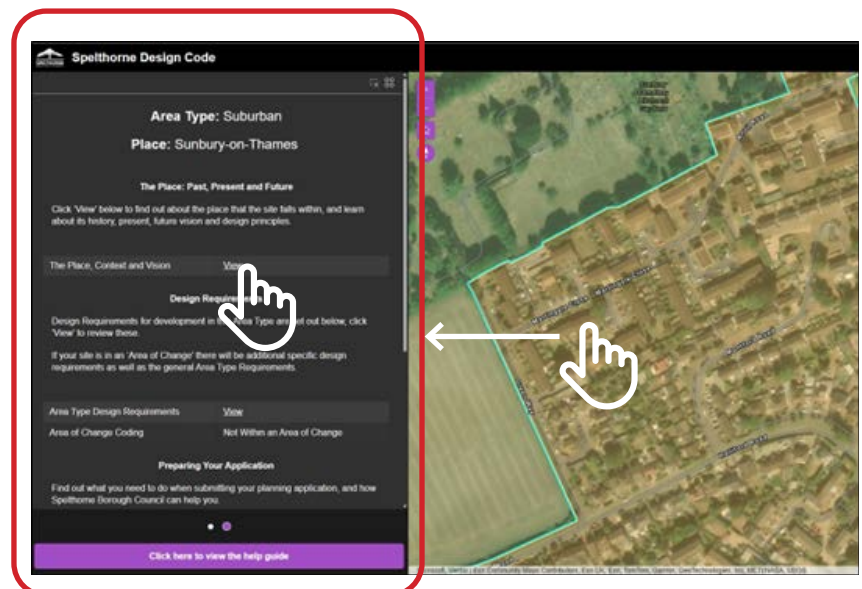
You can find the correct location by manually using the map (Manual Navigation), or by searching for an address (Address Search). Both methods are detailed below.

MANUAL NAVIGATION TO A LOCATION

1. Navigation can be done using a mouse (scroll) or pinching finger motion on a touch screen, in a similar way to other web-based maps such as 'Google Maps'. Navigate and zoom into a location of interest (see right).

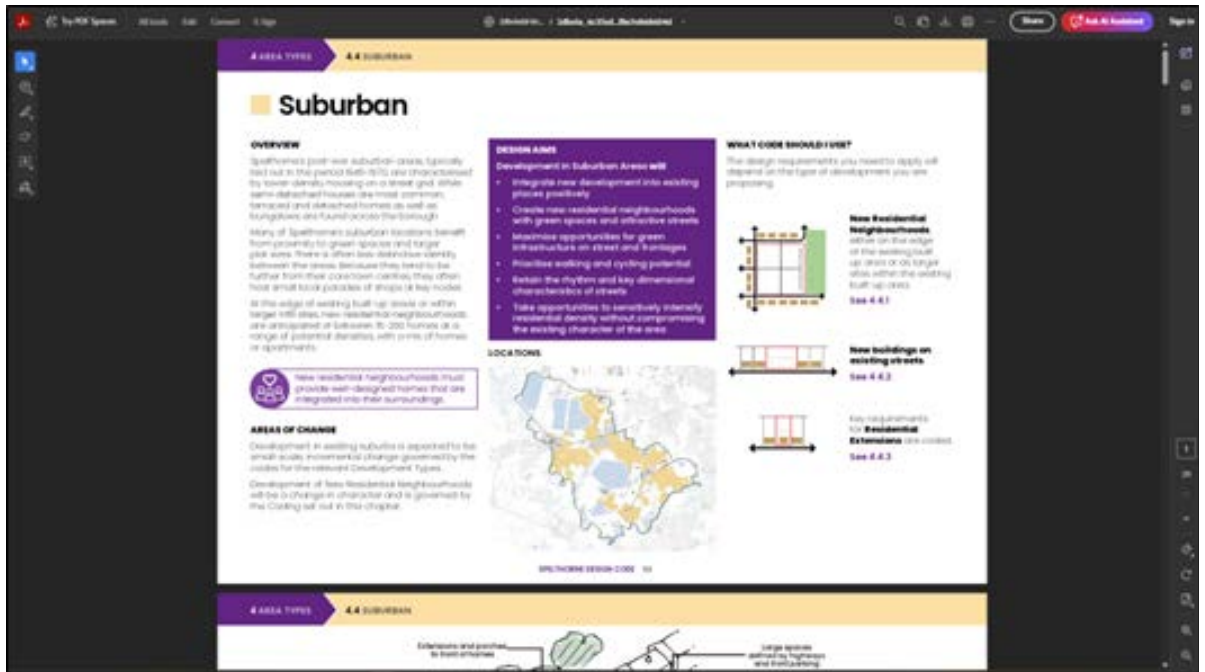


2. Click on the Design Code area type at the location you want information for (your site). This will highlight the Design Code area type which that location is within. In this example it is a 'suburban' area type within 'Sunbury-on-Thames'. (see right).



3. The Information Window shows the relevant parts of the Design Code to be reviewed, downloaded and used. It is split into different sections containing information pertaining to the area selected. Click 'View' next to each heading to open the PDF in a new tab.

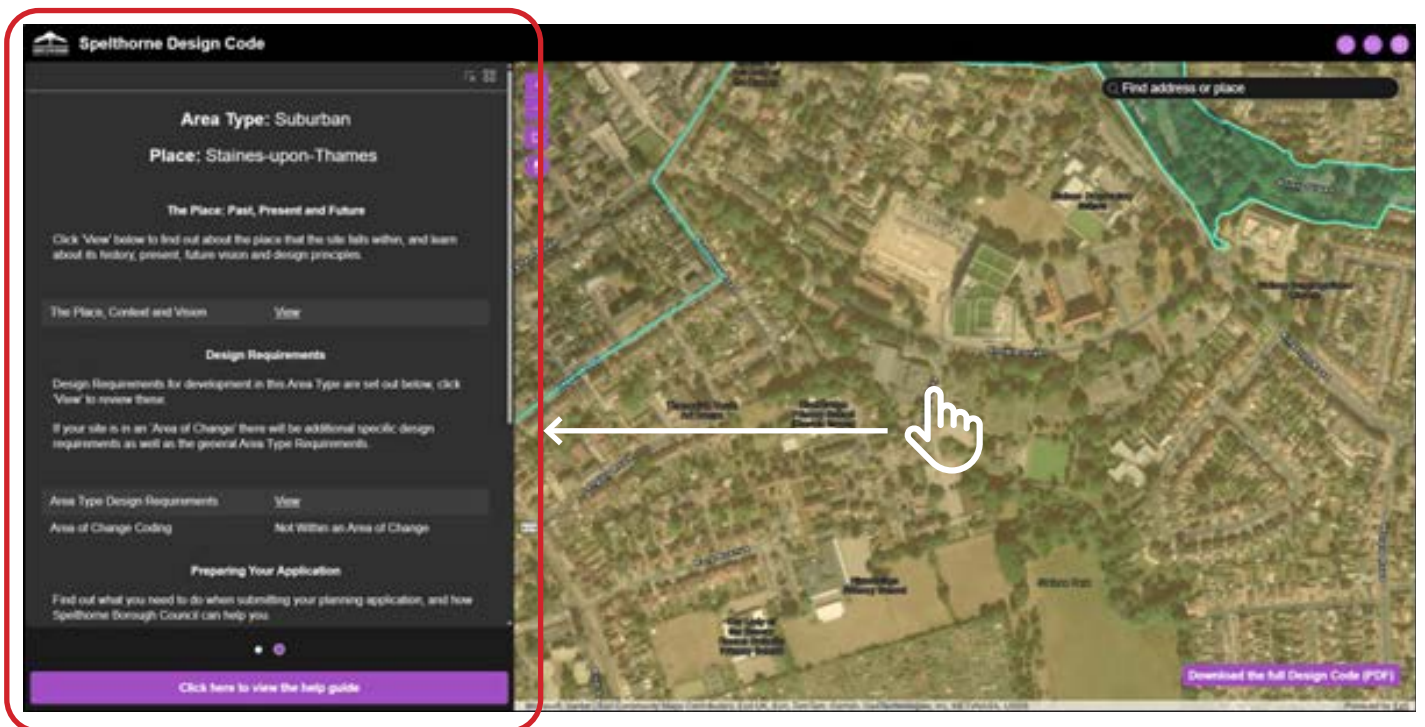
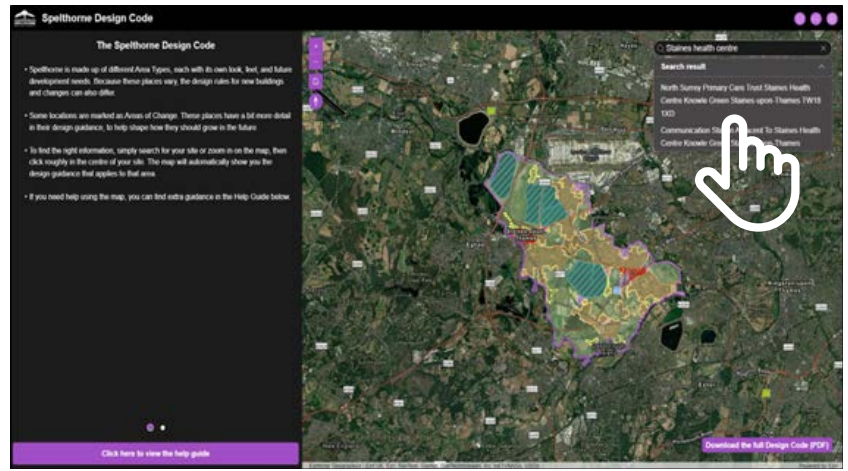
As well as information and design requirements, each coded Area Type has a checklist to submit with your application. Select and download the appropriate checklist for your proposal. The figure below shows the example of the pdf open for the 'Area Type Design Requirements' section.



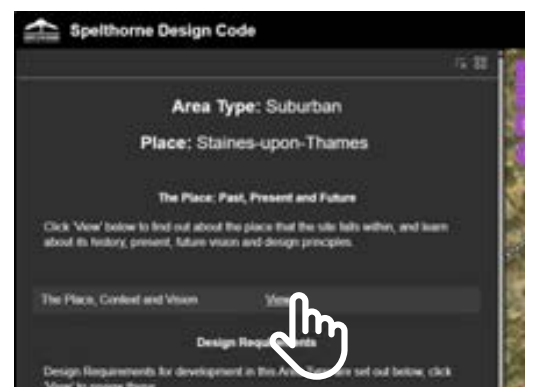
- Once all the information has been reviewed and downloaded you will have finished a search. You can navigate and click another location to gain information on another site or simply close the map by closing the tab or browser.

ADDRESS SEARCH FOR A LOCATION

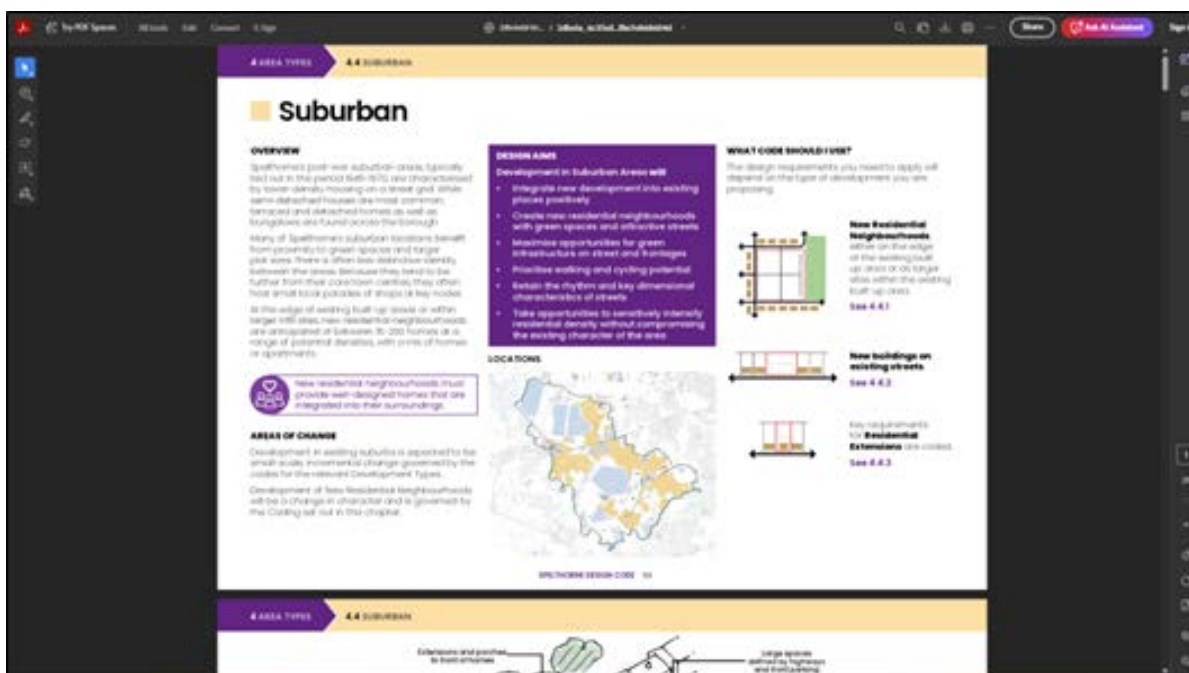
1. Navigation can be done using the address search. Click in the address search and start typing an address. Keep typing until the appropriate result appears (or press Enter to force a search) and click the address required from the list. 'Staines Health Centre, Staines-upon-Thames, TW18 1XD' has been used as an example on the right.



2. Once the map has zoomed to the general location you require, click on the map at the specific location that you would like to view the relevant Design Code information for. This will highlight the Design Code area type which that location is within. In this example it is a 'Suburban' area type within 'Staines-upon-Thames', as shown above.
3. The Information Window shows the relevant parts of the design code to be reviewed, downloaded and used. It is split into different sections containing information pertaining to the area selected. Click 'View' next to each heading to open the PDF in a new tab.



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- Once all the information has been reviewed and downloaded you will have finished a search. You can navigate and click another location to gain information on another site or simply close the map by closing the tab or browser.

We hope this help guide has answered your questions about using the Design Code. If you have any further queries or technical issues, please do not hesitate to contact Spelthorne Borough Council.