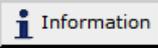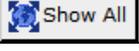# My Surrey Heath
User Guide
Version 1.0. November 2007

Use My Surrey Heath to find out local information relevant to any address in the authority. It will tell you about who represents you and your nearest: schools, planning applications and much more.
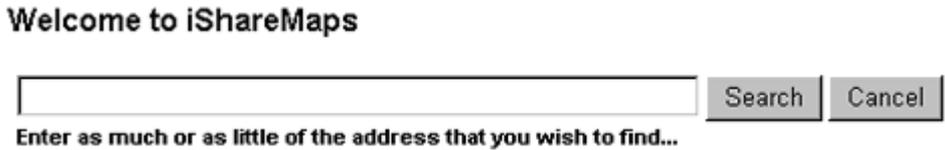
Accessing the My Surrey Heath online application

You can access My Surrey heath via the homepage of the Surrey Heath Borough Council website. Simply enter a borough postcode or part / full address of the property you are interested in.
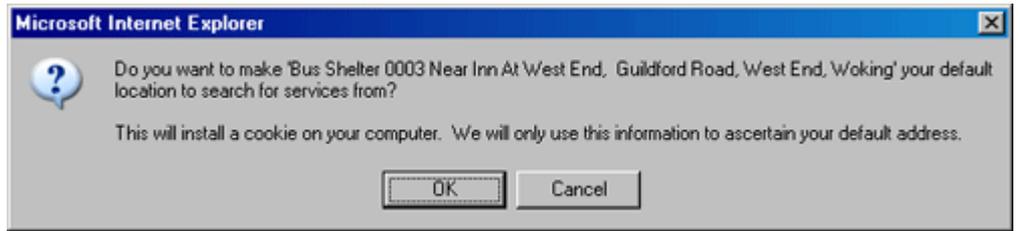
You will now be in the opening screen. If you have entered a postcode or a partial address search a number of properties will be listed. Select the property you are interested in by clicking on either the green text or map image.	**My Surrey Heath** Use My Surrey Heath to find out local information relevant to any address in the authority. It will tell you about who represents you and your nearest schools, planning applications and much more. **Enter as much of an address as you know....** gu19 5ly [Search] e.g Knoll Road or GU15 3SY Records 1 to 5 of 22 [Next] Click on an Address or Map below 30 Freemantle Road, Bagshot, **GU19 5LY** - (Matched 23%) 32 Freemantle Road, Bagshot, **GU19 5LY** - (Matched 23%)
You will now be on the specific property information page. From this page you will be able to access all the relevant information for that property under the following headings: • Council & Democracy • Domestic Refuse & Recycling • Education • Local Facilities & Amenities • Planning & Local Environment Click on the headings to view specific information. Click on the map image to view further mapping information.	**My Surrey Heath** **30 Freemantle Road, Bagshot, GU19 5LY** View location on map Change your location This page provides you with a wealth of information about services supplied by the council around where you live. **Property Identifier:** 100061540809 ▷ Council and Democracy ▷ Domestic Refuse and Recycling ▷ Education ▷ Local Facilities and Amenities ▷ Planning and Local Environment

Using the mapping information (iShareMaps)
 	
There are various tools that you may use to navigate around the map.
 	
View a list of tools below.
	Welcome to iShareMaps
	
	30 Freemantle Road, Bagshot,, GU19 5LY
	[Find an address] [Clear from map] [Show on map]
	
	My House
		Map Help	Map Privacy
			
			[Zoom In] [Zoom Out] [Centre] [Information] [Show All]
			
			Sinks
			
			© Crown copyright. All rights reserved. Surrey Heath Borough Council 100018679 2007
			
			Show Map Layers...
			Base Maps
			  Hybrid
			  Aerial
			Council and Democracy
			Planning and Local Environment
			Local Facilities and Amenities
			Clear Queries
			Show map tips

The **Navigation** tool shown opposite is useful if you wish to move the map North, South, East or West. Click on the arrow that represents the direction in which you wish to move and the map will be re-drawn accordingly.	
The **Zoom In** tool may be used in two ways. Either select the tool and click a point on the map - the zoom level of the map will change to be half the current zoom level e.g. zooms in further so that more detail but a smaller area is displayed - or by holding down the left mouse button and dragging it to define an area the map will be zoomed in to display the area selected. **Note**: There is a minimum zoom level beyond which you will not be able to zoom.	Zoom In
If you select the **Zoom Out** tool and click on the map the zoom level of the map will change to be double the current zoom level e.g. zooms out further so that fewer details but a greater area is displayed. **Note**: There is a maximum zoom level beyond which you will not be able to zoom.	Zoom Out
Selecting the **Centre** tool and clicking at a point on the map will cause the map to be refreshed with the point clicked now at the centre of the map.	Centre
The **Information** tool will only be useful if you have selected to display specific information on the map. Select the tool and then click on an icon on the map. All of the information available will be displayed in the area beneath the map. Depending upon the type of information displayed you may then be allowed to click on a link to display more information or to display the information on the map.	Information
The **Show All** tool will re-display the map showing the extents of the available map data.	Show All

How do I show my closest Planning Applications?

The first step you should take is to enter your address or the address of the area about which you wish to enquire. To do this click on the **Find an Address** link. Then enter as much of the address as you know and click **Search**. The more you enter the shorter the list of addresses you will have to select from.	**Welcome to iShareMaps** [ ] Search Cancel Enter as much or as little of the address that you wish to find...
The first matching address entries will be displayed beneath the map. If you do not see the entry you require in the list either click on the **Next** or **Previous** buttons or narrow your search by clicking the **Clear** button and entering more of the address. To select an address simply click on the entry in the list. [*In this example we just entered "west" which then shows a list of addresses which contain "west" in the address.*]	Next **Click on an Address below to show on the map** West End Post Office, West End Delivery Office, 23 High Street, West End, Woking, GU24 Accommodation, The Inn At West End, 42 Guildford Road, West End, Woking, GU24 9PW Right, Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking Flat 1, West Road House, West Road, Camberley, GU15 2HL

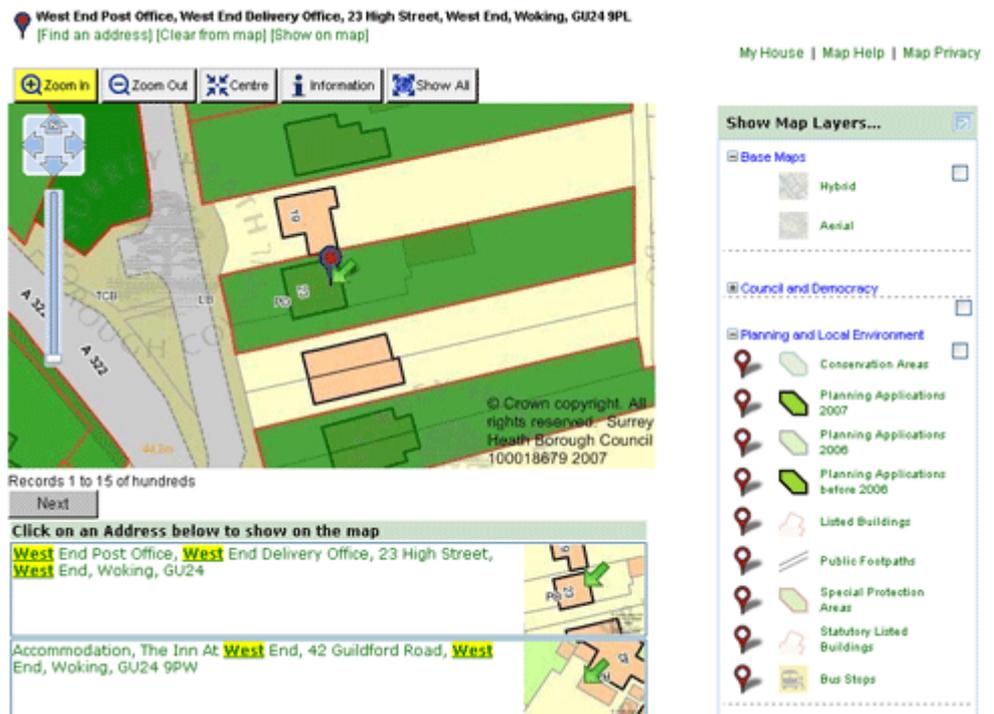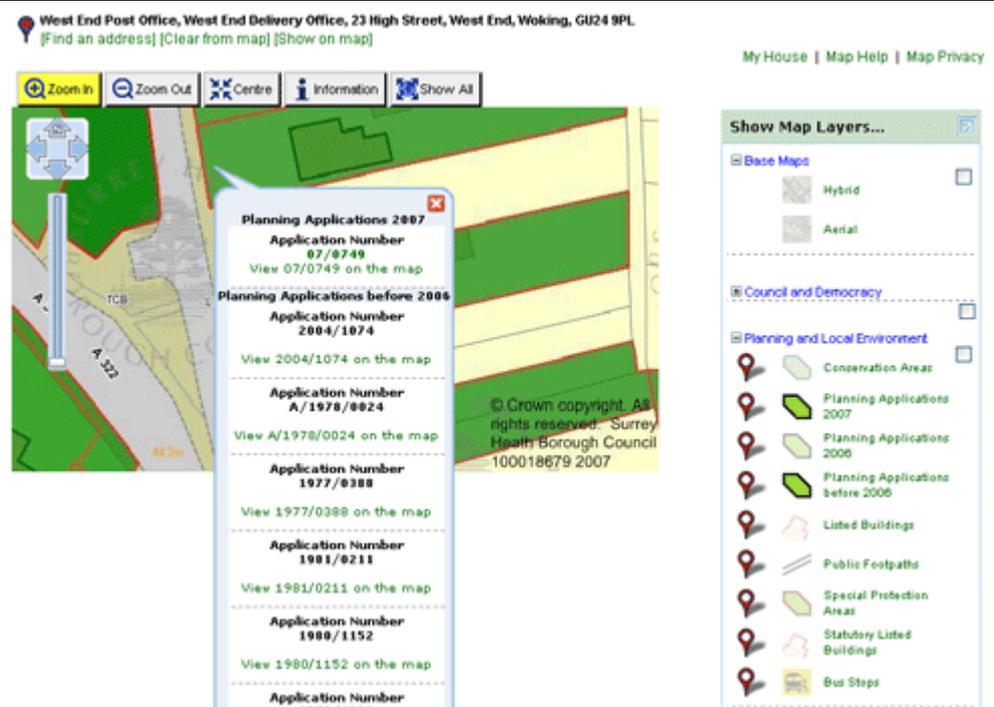|	
You will be asked if you wish to make the chosen address your default location. This will mean that when you subsequently perform steps like "Find my closest…" this location will be taken as the centre point for the searches. Click **OK** to set the address as your default location or click **Cancel**. When you click **OK** this stores a cookie of your address which is purely used for accessing the map information – nothing else.	**What is a cookie?** Cookies are small pieces of code received by your web browser. They pass information back to websites so the sites can 'remember' your passwords, preferences and viewing habits. They are very small, cannot spread viruses and don't use up much disk space. You're not damaging your PC or software by using a cookie - you're only enhancing your interaction with websites. If you are worried about this, you can use your browser to restrict or even cancel the use of cookies.
The map will be re-drawn to position the centre of the map at the chosen location with a green arrow and balloon highlighting the address. You will also notice the address in the top banner above the map. If at any point you wish to find another address you may perform this function either by opening the Find an Address menu or by clicking on the [**Find another address**] entry at the top of the map. If you have re-positioned the map using any of the map tools then you may find your chosen location again by clicking on [**Show on map**]. To remove your default location simply click on [**Clear from map**].	
You are now ready to use the *Show My Closest…* functionality. This will allow you to find details of information in your area. To do this first click on Environment and Planning and then simply select the small balloon to the left of the Planning Applications.	

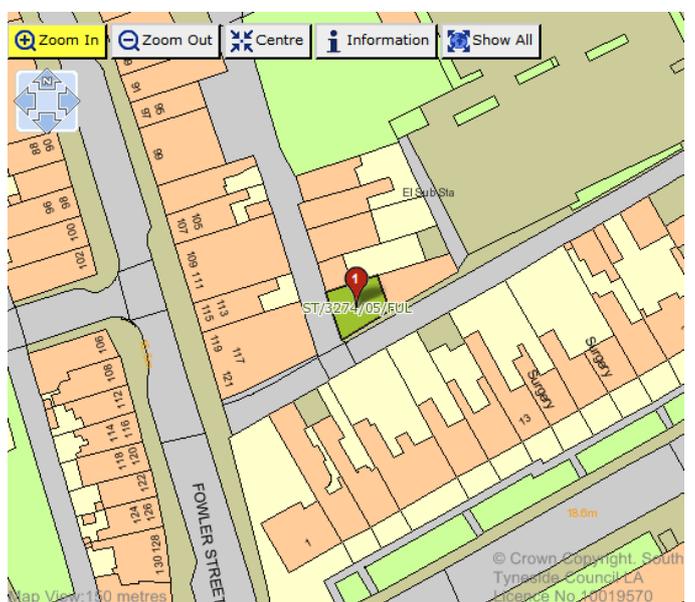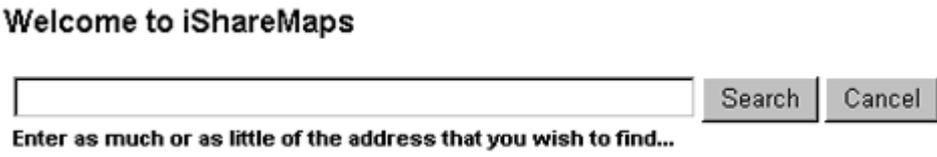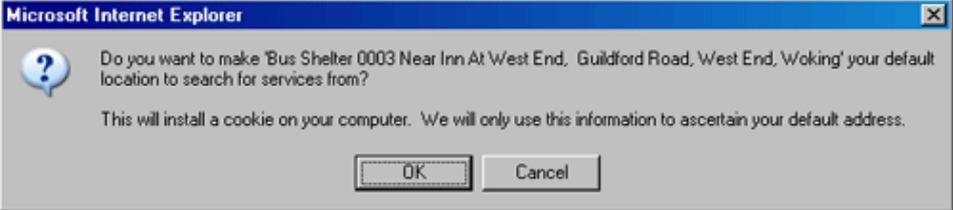|	
Select the **Planning Applications** by simply clicking on it in the list. The map will be re-displayed showing the nearest planning applications highlighted on the map with numbered balloons with number **1** being the nearest, by their distance away, to your selected location.	
Hoover over the highlighted Planning Application areas to see all of the information about each application. If the heading is highlighted, as it is in the screenshot to the right, clicking on it will link you to the actual planning application.	
If you wish to view an entry in more detail on the map there are two ways of doing this. Click on the link "**View *xxx* on map**" (where *xxx* is the description of the entry) which will display the planning application in the centre of the map highlighted by a green arrow. Use the **Zoom In** tool by clicking on the button with the mouse and then either clicking on a point on the map to zoom in a level or click and hold down the left mouse button to define an area to which you wish to zoom.	

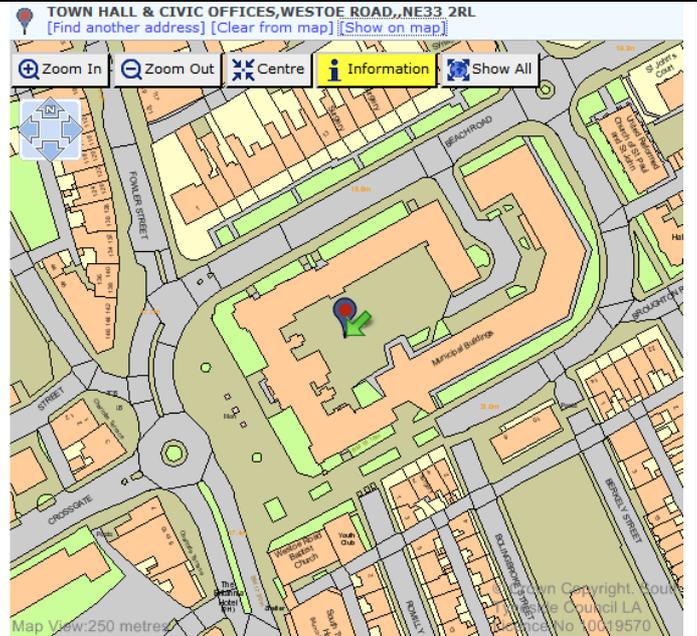# How do I show my Ward and Councillor?

The first step you should take is to enter your address or the address of the area about which you wish to enquire. To do this expand the **Find an Address** menu by clicking on the text link. Then enter as much of the address as you know and click **Find**. The more you enter the shorter the list of addresses you will have to select from.	**Welcome to iShareMaps** [ ] Search | Cancel Enter as much or as little of the address that you wish to find...
The first matching address entries will be displayed beneath the map. If you do not see the entry you require in the list either click on the **Next** or **Previous** buttons or narrow your search by clicking the **Clear** button and entering more of the address. To select an address simply click on the entry in the list. [*In this example we just entered "west" which then shows a list of addresses which contain "west" in the address.*]	Next Click on an Address below to show on the map West End Post Office, West End Delivery Office, 23 High Street, West End, Woking, GU24 Accommodation, The Inn At West End, 42 Guildford Road, West End, Woking, GU24 9PW Right, Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking Flat 1, West Road House, West Road, Camberley, GU15 2HL
You will be asked if you wish to make the chosen address your default location. This will mean that when you subsequently perform steps like "Find my closest…" this location will be taken as the centre point for the searches. Click **OK** to set the address as your default location or click **Cancel**. When you click **OK** this stores a cookie of your address which is purely used for accessing the map information – nothing else.	**Microsoft Internet Explorer** Do you want to make 'Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking' your default location to search for services from? This will install a cookie on your computer. We will only use this information to ascertain your default address. [OK] [Cancel] **What is a cookie?** Cookies are small pieces of code received by your web browser. They pass information back to websites so the sites can 'remember' your passwords, preferences and viewing habits. They are very small, cannot spread viruses and don't use up much disk space. You're not damaging your PC or software by using a cookie - you're only enhancing your interaction with websites. If you are worried about this, you can use your browser to restrict or even cancel the use of cookies.

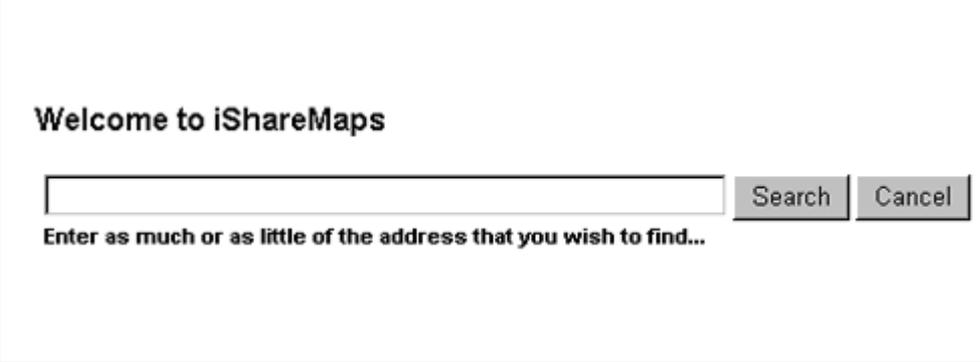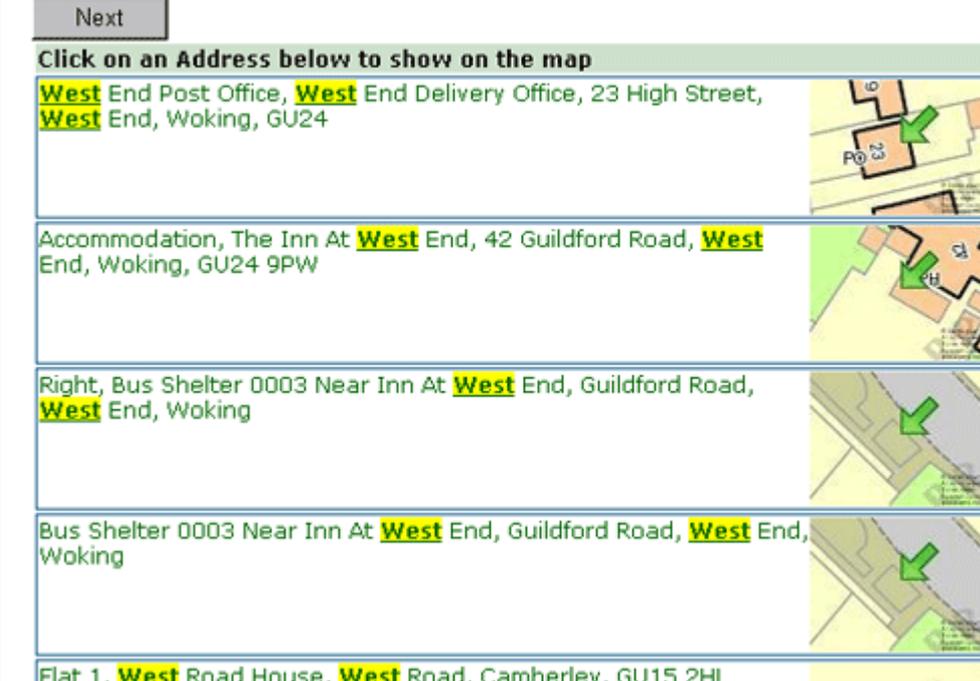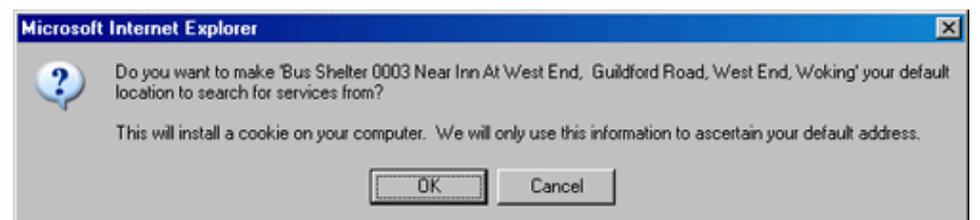|	
The map will be re-drawn to position the centre of the map at the chosen location with a green arrow and balloon highlighting the address. You will also notice the address in the top banner above the map. If at any point you wish to find another address you may perform this function either by opening the Find an Address menu or by clicking on the [**Find another address**] entry at the top of the map. If you have re-positioned the map using any of the map tools then you may find your chosen location again by clicking on [**Show on map**]. To remove your default location simply click on [**Clear from map**].	
You are now ready to use the *Show My…* functionality. This will allow you to find details of information in your area. To do this first click on Council and Democracy and then simply select the small balloon to the left of the Councillor Wards.	
Select the **Wards** entry by simply clicking on it in the list. Below the map you will see all of the information about your ward.	
Clicking on the link can then take you to more information about your ward e.g. your councilors.	

How do I find my local amenities?
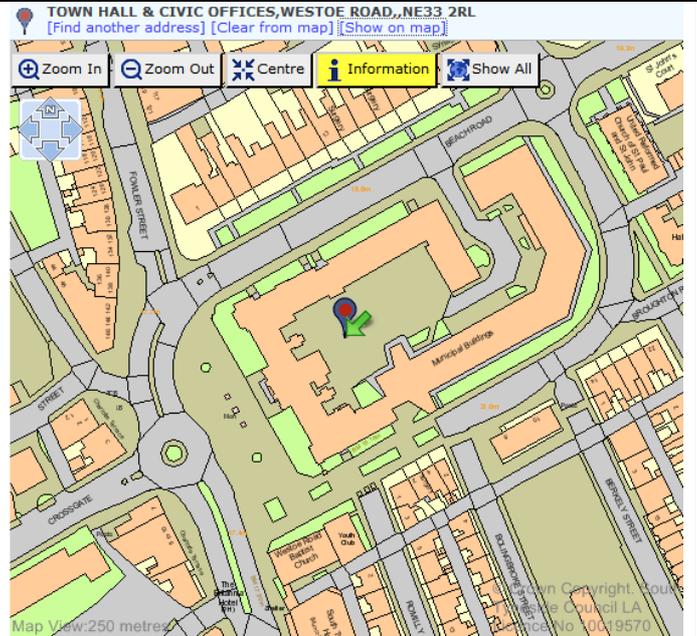
The first step you should take is to enter your address or the address of the area about which you wish to enquire. To do this expand the **Find an Address** menu by clicking on the text link. Then enter as much of the address as you know and click **Find**. The more you enter the shorter the list of addresses you will have to select from.	**Welcome to iShareMaps** [ ] Search | Cancel Enter as much or as little of the address that you wish to find...
The first matching address entries will be displayed beneath the map. If you do not see the entry you require in the list either click on the **Next** or **Previous** buttons or narrow your search by clicking the **Clear** button and entering more of the address. To select an address simply click on the entry in the list. [*In this example we just entered "west" which then shows a list of addresses which contain "west" in the address.*]	Next **Click on an Address below to show on the map** West End Post Office, West End Delivery Office, 23 High Street, West End, Woking, GU24 Accommodation, The Inn At West End, 42 Guildford Road, West End, Woking, GU24 9PW Right, Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking Flat 1, West Road House, West Road, Camberley, GU15 2HL
You will be asked if you wish to make the chosen address your default location. This will mean that when you subsequently perform steps like "Find my closest…" this location will be taken as the centre point for the searches. Click **OK** to set the address as your default location or click **Cancel**. When you click **OK** this stores a cookie of your address which is purely used for accessing the map information – nothing else.	**Microsoft Internet Explorer** ✕ ❓ Do you want to make 'Bus Shelter 0003 Near Inn At West End, Guildford Road, West End, Woking' your default location to search for services from? This will install a cookie on your computer. We will only use this information to ascertain your default address. OK | Cancel **What is a cookie?** Cookies are small pieces of code received by your web browser. They pass information back to websites so the sites can 'remember' your passwords, preferences and viewing habits. They are very small, cannot spread viruses and don't use up much disk space. You're not damaging your PC or software by using a cookie - you're only enhancing your interaction with websites. If you are worried about this, you can use your browser to restrict or even cancel the use of cookies.

The map will be re-drawn to position the centre of the map at the chosen location with a green arrow and balloon highlighting the address. You will also notice the address in the top banner above the map. If at any point you wish to find another address you may perform this function either by opening the Find an Address menu or by clicking on the [**Find another address**] entry at the top of the map. If you have re-positioned the map using any of the map tools then you may find your chosen location again by clicking on [**Show on map**]. To remove your default location simply click on [**Clear from map**].	
You are now ready to use the *Show My…* functionality. This will allow you to find details of information in your area. To do this first click on Local Facilities and Amenities and then simply select the small balloon	
Select the **Recycling** entry by simply clicking on it in the list. Below the map you will see all of the information about your ward.	

Clicking on the link can then take you to more information about your local Recycling Centre.	**Recycling Centres** **West End Working Men's Club The Street** **Paper and Magazines:** **Plastic Bags:** **Plastic Bottles:** **Steel and Aluminum:** **Textiles:** **Green Waste:** **Glass Bottles:**Y **Aluminum Foil:** **Books and Paper:** **Car Batteries:** **CARDBOARD:** Distance from start location: **0.03 miles** (Map pin 1) View West End Working Men's Club The Street on the map **The Inn Guildford Road** **Paper and Magazines:** **Plastic Bags:** **Plastic Bottles:** **Steel and Aluminum:** **Textiles:** **Green Waste:** **Glass Bottles:**Y **Aluminum Foil:** **Books and Paper:** **Car Batteries:** **CARDBOARD:** Distance from start location: **0.04 miles** (Map pin 2) View The Inn Guildford Road on the map **Oaks Nursery, Bagshot Road** **Paper and Magazines:** **Plastic Bags:**Y **Plastic Bottles:** **Steel and Aluminum:**Y **Textiles:**Y **Green Waste:** **Glass Bottles:**Y **Aluminum Foil:** **Books and Paper:**

Internet Explorer Users

If you are using an Internet Explorer browser then you may get a security window appearing at every screen refresh. To disable this please following the instructions below:

1. Go to Tools menu then Internet Options / Security / Custom level
2. Under the 'Miscellaneous' heading you will see 'Display Mixed Content'. This will normally be set to 'prompt'. Set it to 'enable'.