

Quick guide

Using the 'Find my nearest' online tool

'Find my nearest' online tool

This online tool is extremely useful for quickly finding information relating to the area in which you or your residents live, or indeed the majority of locations situated within the West Suffolk district. You can search the directory by location or postcode of the locality you're interested in.

Step 1

Upon switching on your device it should automatically open the Microsoft Edge browser program. If it does not, click on the following icon located in your start menu.

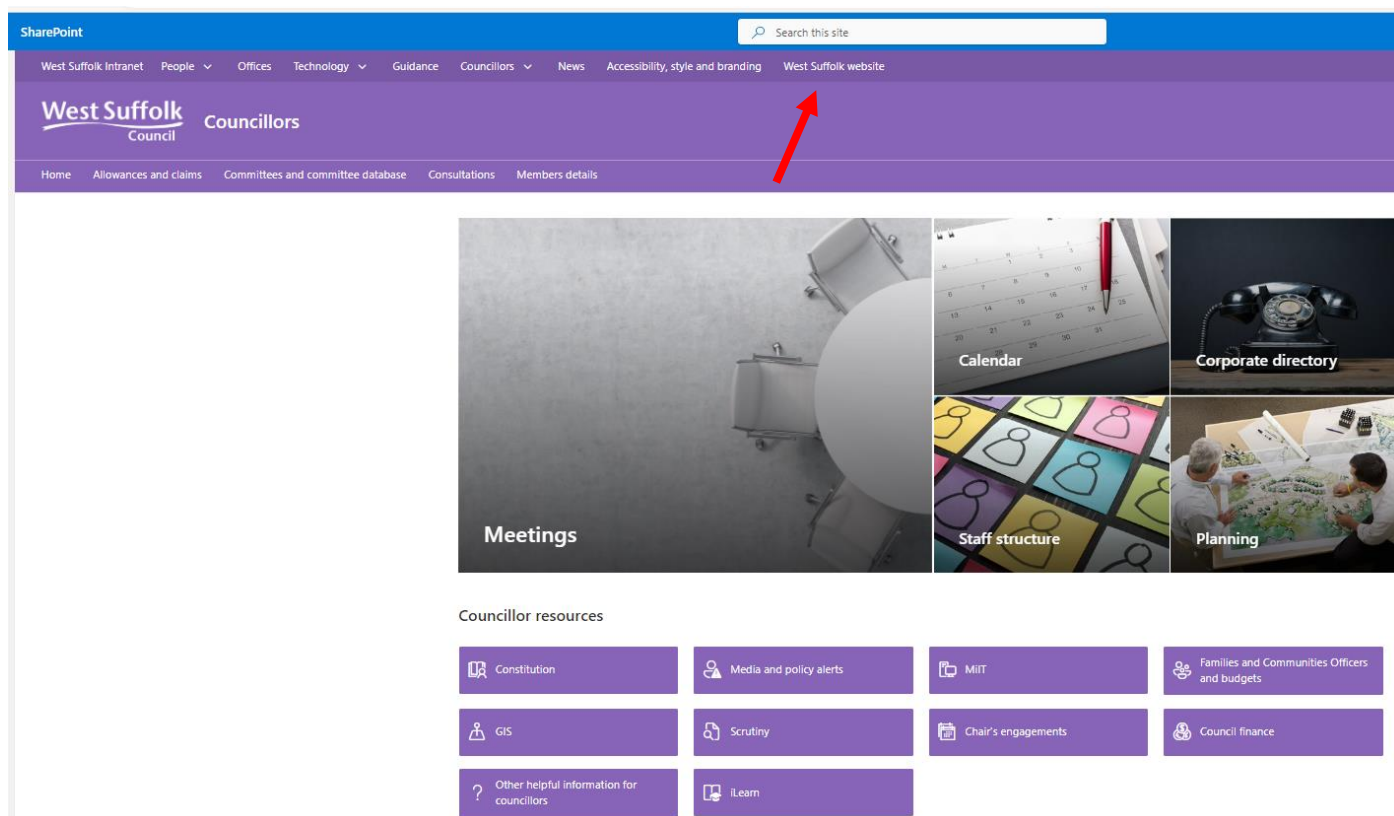


Microsoft Edge

The SharePoint intranet will automatically load.

Step 2

You should now be viewing the Councillor page which looks similar to the following image below. Now navigate to the right hand side of the screen of the top tool bar and select the last option 'West Suffolk Website' (red arrow).

The screenshot shows the SharePoint intranet for West Suffolk Council. At the top, there is a search bar and a navigation menu with options like 'West Suffolk Intranet', 'People', 'Offices', 'Technology', 'Guidance', 'Councillors', 'News', 'Accessibility, style and branding', and 'West Suffolk website'. A red arrow points to the 'West Suffolk website' link. Below the navigation bar, there is a header for 'West Suffolk Council Councillors' with a sub-menu including 'Home', 'Allowances and claims', 'Committees and committee database', 'Consultations', and 'Members details'. The main content area features a grid of six tiles: 'Meetings' (showing a meeting room), 'Calendar' (showing a calendar), 'Corporate directory' (showing a rotary phone), 'Staff structure' (showing a grid of colorful person icons), and 'Planning' (showing people looking at a map). Below this grid is a section titled 'Councillor resources' with a grid of ten purple buttons: 'Constitution', 'Media and policy alerts', 'MIT', 'Families and Communities Officers and budgets', 'GIS', 'Scrutiny', 'Chair's engagements', 'Council finance', 'Other helpful information for councillors', and 'iLearn'.

Step 3

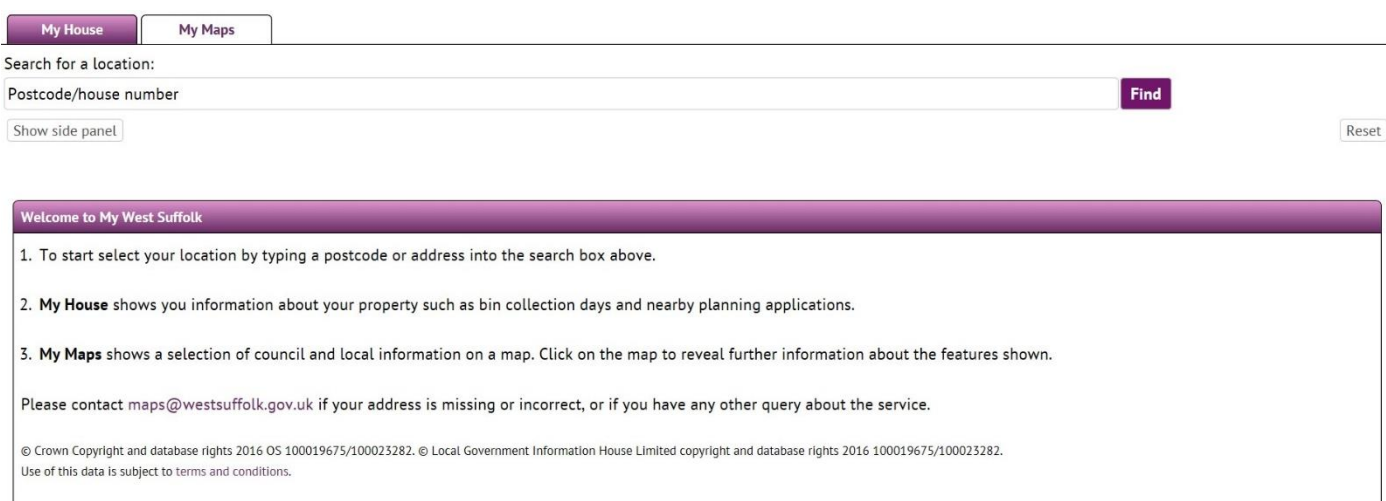
You should now have loaded the following screen, which is the Home Page of West Suffolk Council's public website. Select the 'Find my nearest' icon, which is located at the bottom of the page so you will need to scroll down (circled in red).



Public website home page for West Suffolk Council

Step 4

The following screen will load, this is the main screen for the 'Find my nearest' tool.



Public area of West Suffolk website, Find my nearest web tool

Step 5

Ensuring that the 'My House' tab is selected (*circled in red*), use the 'search bar' function (highlighted in yellow) just below the My House tab and type in the relevant address you wish to search. Use the house number/name and postcode of the property or properties in that area that you wish to research information about. Click on 'Find' (*circled in red*) and the following page will be displayed containing a breakdown of information about issues relating to this property. Scroll down the page to find out more. If you wish to search for information relating to another property, select 'Reset' (*circled in red*).

The screenshot shows a web interface with a navigation bar at the top containing 'My House' and 'My Maps' tabs. Below the navigation bar is a search bar with the text 'Current address West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU'. To the right of the search bar are 'Find' and 'Reset' buttons. Below the search bar is a 'Show side panel' link. The main content area is divided into five columns, each with a purple header:

- My property details:** Includes a map of the property location, the address 'West Suffolk House, Western Way, Bury St Edmunds, IP33 3YU', the Unique Property Ref (UPRN) '10023128504', and coordinates 'Easting: 584196.73' and 'Northing: 264903.85'.
- Waste and recycling:** Includes 'Bin collection day' (No results found), 'Mini recycling centres' (Asda, Western Way, Bury St Edmunds, IP33 3SP), and 'Glass: Yes'.
- Council and democracy:** Includes 'Ward' (Minden), 'Council' (St Edmundsbury Borough Council), and 'Ward councillors' (Councillor Robert Everitt).
- Planning:** Includes 'Conservation area' (Your property is not within a conservation area), 'Housing settlement boundary' (Bury St Edmunds), and 'Nearby tree preservation orders' (Order: 005(1993) SCC, Distance: 270 metres away).
- Highways:** Includes 'Parking Zones' (Your property is not within a parking zone) and 'Nearby roadworks' (Description: Kerb adjustments, re-levelling, reposition signage and install new temporary bell mouth for construction...).

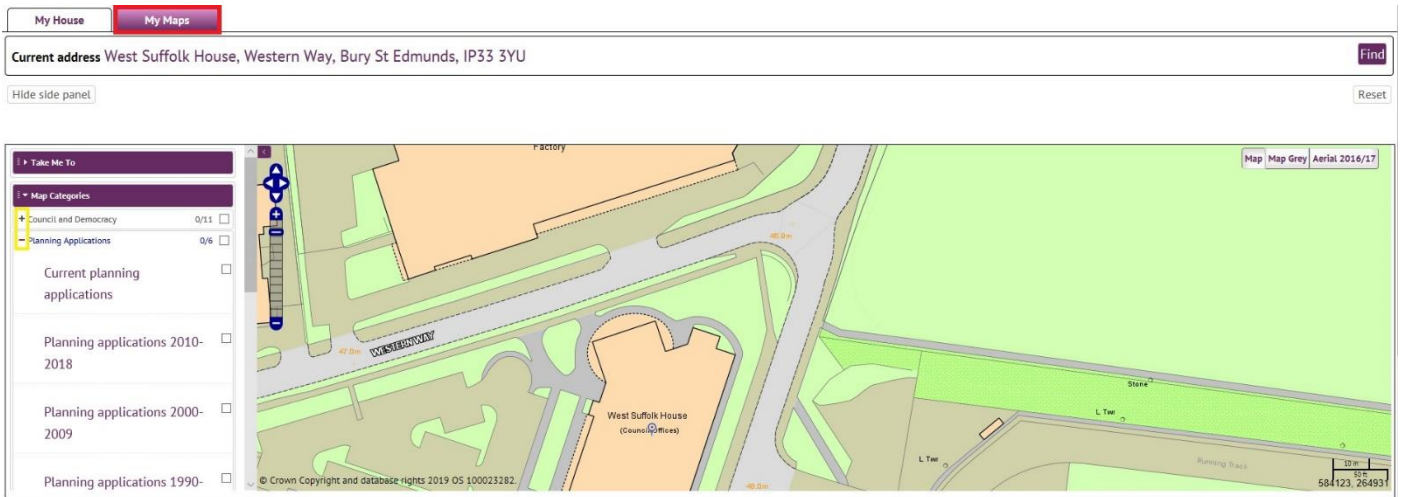
Example of the information breakdown supplied when researching a property

Examples of information that can be found here are:

- Location of the property.
- Council tax information.
- The ward in which the property is located and who the local ward members and MP are.
- The address of the polling station relating to the property.
- Planning information relating to the property.
- Details of current planning applications submitted in the vicinity of the property *
- Education provision within the locality of the property.
- Health service provision within the locality of the property.
- Waste and recycling services within the locality of the property.
- Highways information within the locality of the property.

Step 6

Taking the above asterisked (*) item in Step 5 as an example, further information can be found on the location, with regards to the example of current planning applications. To see this information, select the 'My Maps' tab (*circled in red*) to bring up the property's local area in a map format and to the left, a list of toggable map categories (*circled in yellow*). By clicking on a '+' or '-' signs to the left of the map categories, this information can be expanded to provide further sub-categories.



My Maps section of the Find my Nearest tool

This will enable you to select and view information by clicking on the relevant tick boxes (*circled in yellow*) associated with the toggle map categories. In relation to the example given above (*), the below map shows you the location of current planning applications submitted in the vicinity of the property searched, highlighted in red on the map.



Map of the searched property and its local vicinity, with highlighted information