Quick guide
Using the 'Find my nearest' online tool

WEST Suffolk
Council

'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.
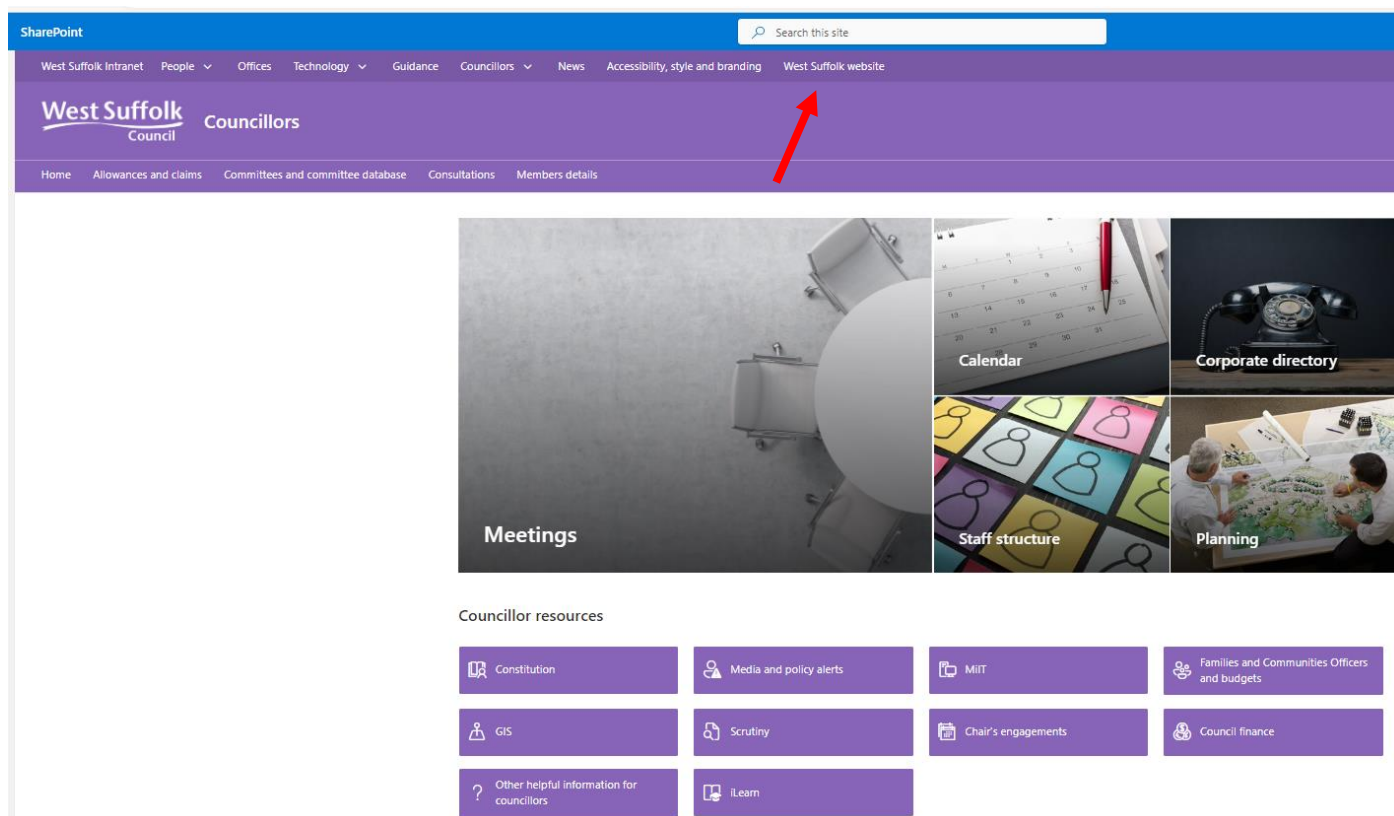
Microsoft Edge

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)*.
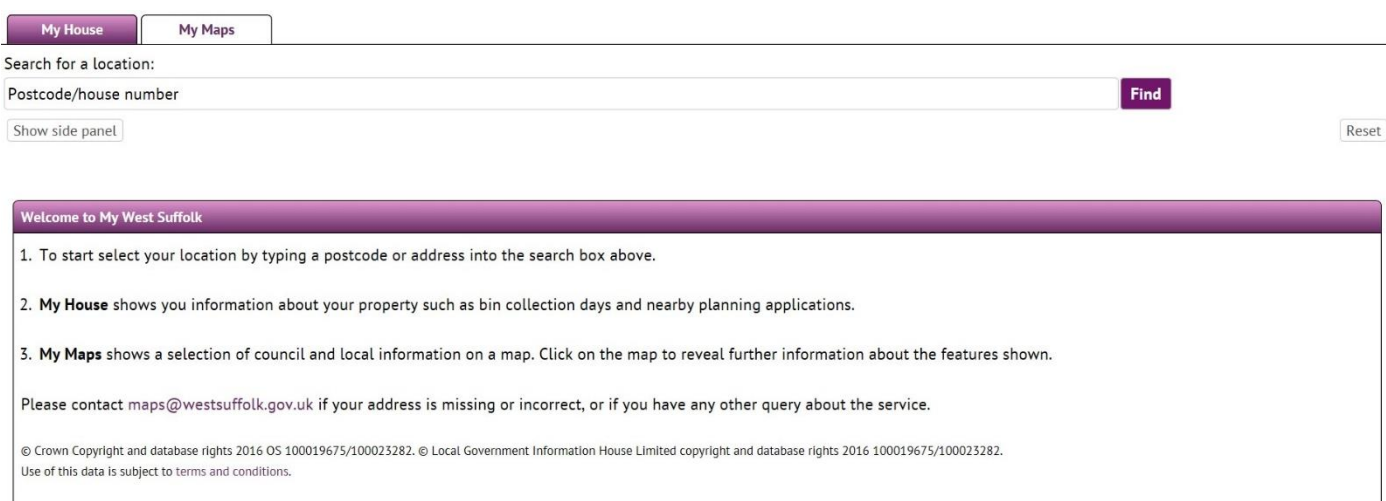
Step 3

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)*.
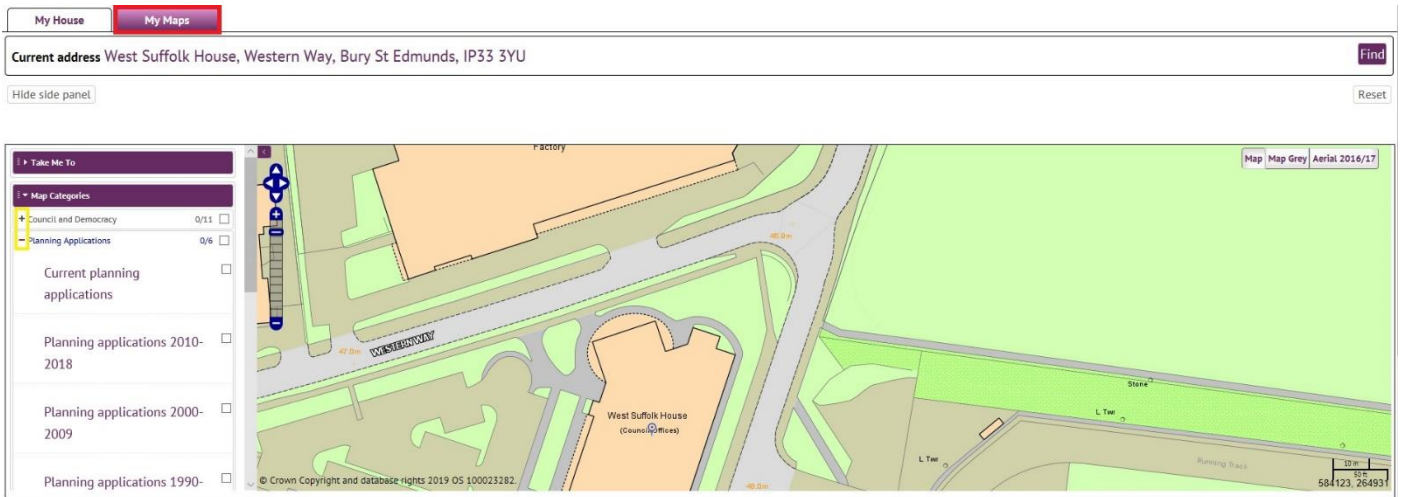

Example of the information breakdown supplied when researching a property

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