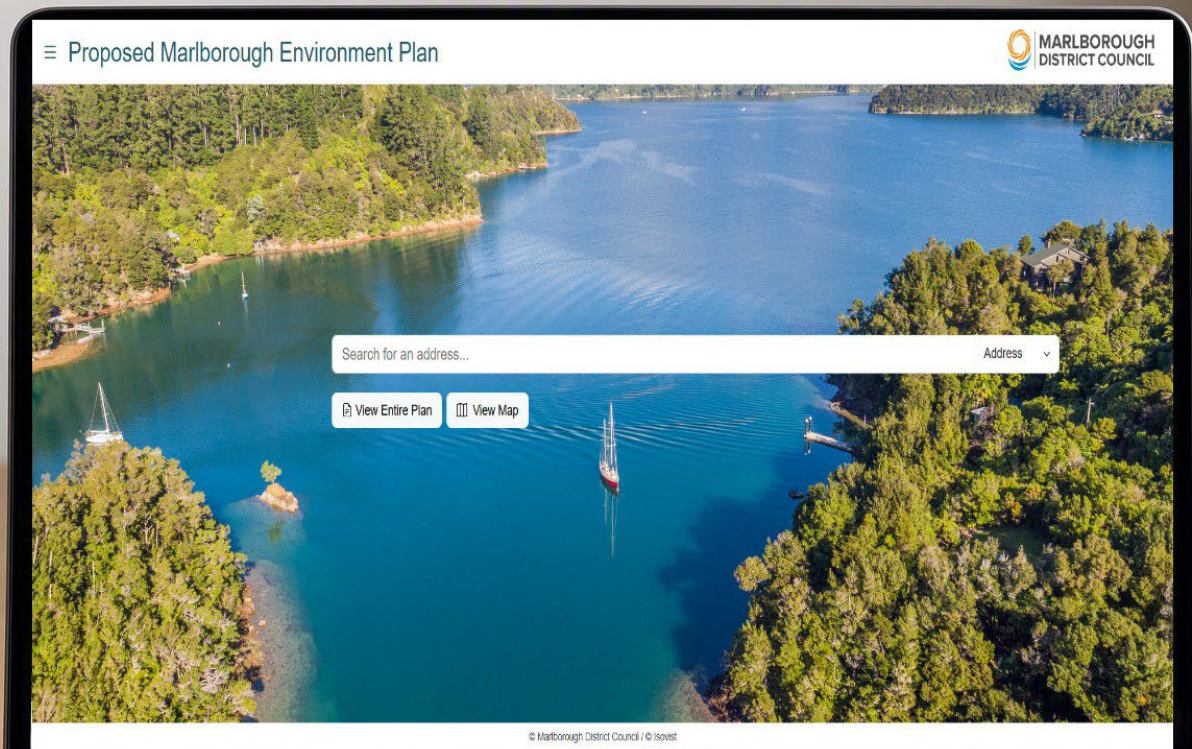


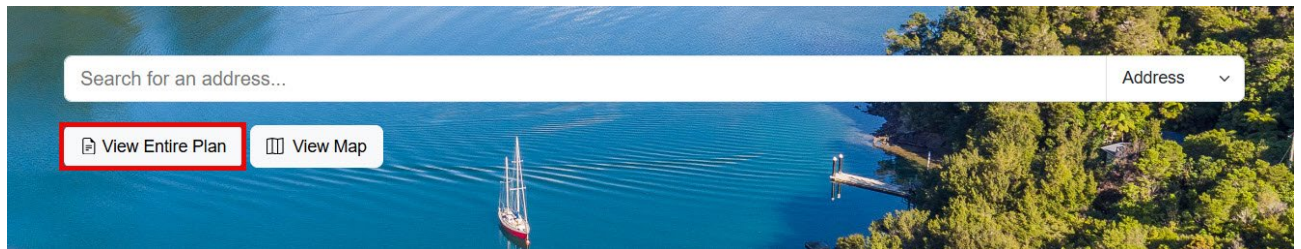
ePlan User Guide

How to navigate the Marlborough District Council's electronic Marlborough Environment Plan

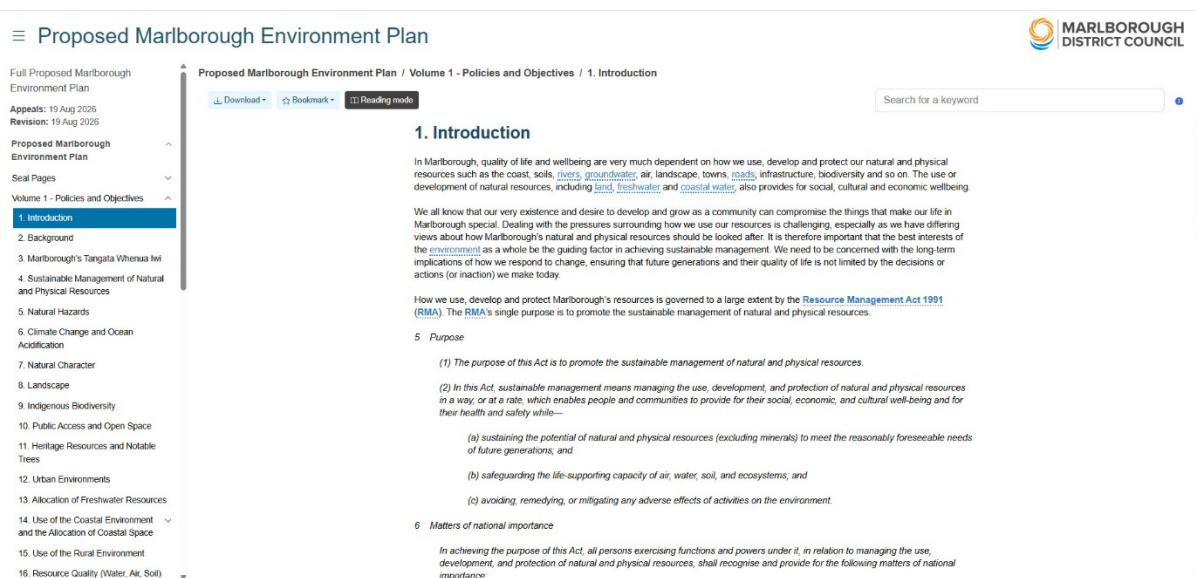


View the Plan Text

From the home page, the Marlborough Environment Plan can be viewed by clicking on 'View Entire Plan'.



The text viewer is broken into two sections. The navigation section is on the left of the screen and allows you to navigate between different sections of the plan. The viewing section takes up the rest of the screen and shows the contents of the section you are currently viewing.



In the text, words that are:

- **blue and underlined** are terms with a specific definition included in the plan. A pop-up with the definition will appear on the screen when you click on these. A full list of all the defined terms and their definitions can be found in Volume 2, Chapter 25 of the plan.
- **blue, bold and underlined** are links to external websites, such as legislation, documents incorporated by reference, Government Departments or organisations. Clicking the link in the viewing section will open the relevant website in a new tab.
- **blue** only are cross references to other parts of the MEP. Clicking on these will take you to the part of the plan that is referenced. Use the go back arrow (Alt + left arrow) to return to where you were.

Other helpful tools

Search for a keyword

- Use the search function to look for specific content.
- The search results will display a list of all the chapters that contain the term.
- For easy reference, your search term will be highlighted in yellow where it occurs in the chapters.

Reading mode

- To make it easier to read content, the reading mode option will narrow the margins.

Bookmark ▾

- Create a bookmark to a chapter for quick access.
- You can also use the option to share a link via e-mail from the bookmark dropdown menu.

Download ▾

- While the ePlan is intended to be used digitally, you can download sections of the plan as pdf's for offline use.

Compare

- The compare function allows you to see how a chapter has changed between different versions of the plan.
- To compare the current version with another, click the compare button and select a plan version from the pop-up list.
- New content that has been added will show as green, and content that has been deleted will show as strikethrough in red.
- Provisions that have been removed entirely from the plan will not display.

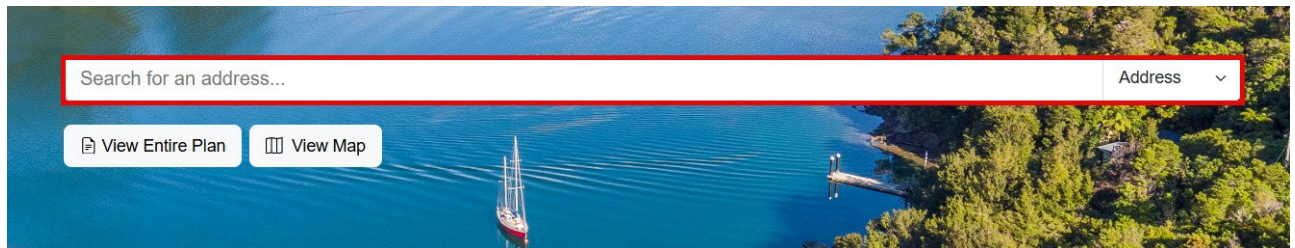


- The 'burger' menu in the top left-hand corner allows you to navigate back to the home page, plan text or property search.

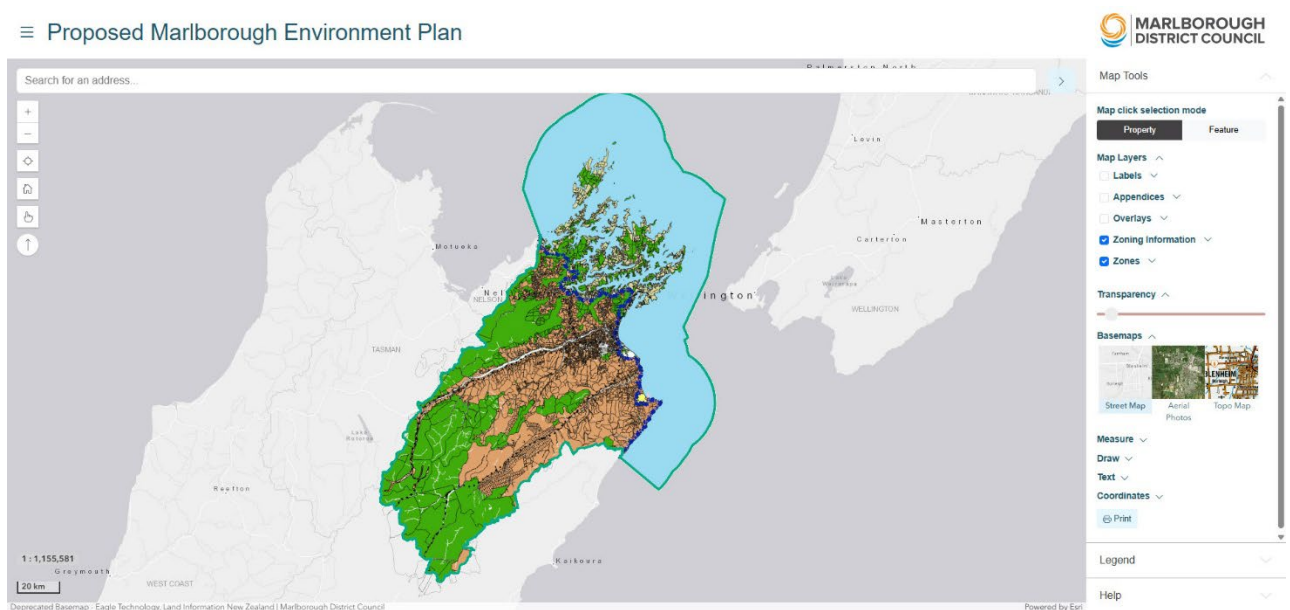
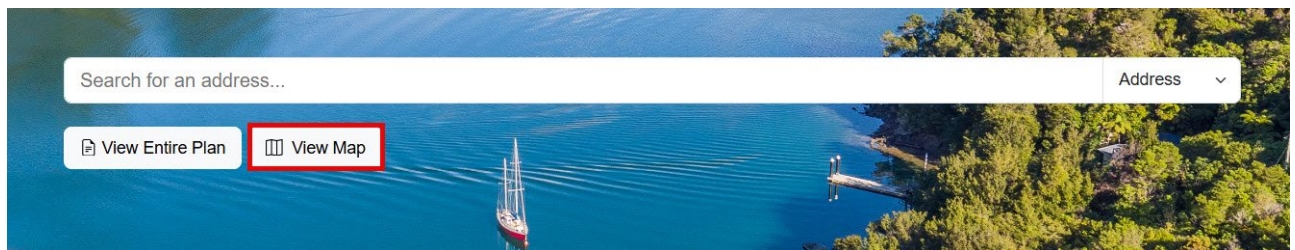
Searching for a property

There are three main ways you can search for a property.

Search for an address – Type the address you are looking for in the search bar on the home page.

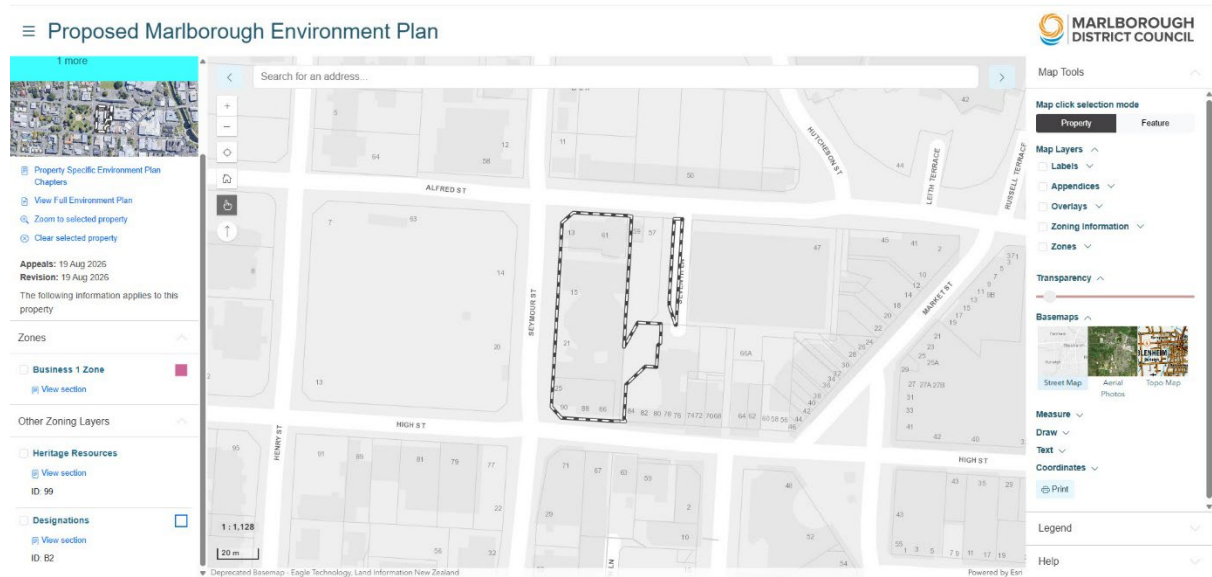


View the map – Click on View map on the home page. This will take you to a map of the region where you can then use the zoom function to find the property and select it.



Note :- The 'search for an address' search bar will also appear on this page.

Once the property is selected, a panel on the left-hand side will display the property profile, including the legal description, the relevant plan chapters and a list of the zones and overlays that apply to that property and the adjacent areas.



Clicking the check box beside the relevant zones and overlays listed for that property will show the map layers you have selected.



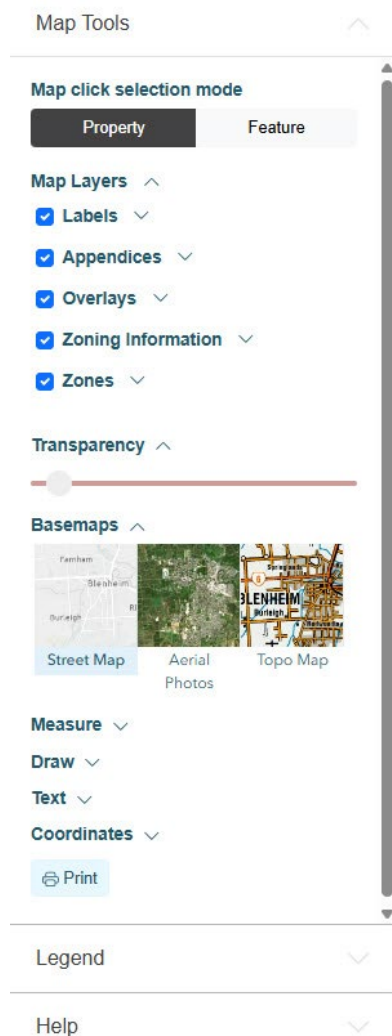
You can also click on 'view section' below the zone or overlay to view the relevant chapter from the plan.

Note:- The information displayed in the left-hand panel does not include all the planning information relevant to the property. To understand all rule requirements, we recommend reading the full plan chapters related to the property and zone.

Map Tools

The right-hand panel contains the map tools which allow you to choose the information you want displayed. Some map information is displayed by default.

You can use the check boxes to toggle map layers or overlays on and off. Click on the arrow beside each heading for a drop-down list of the layer content.



Transparency Tool – To see more details of the base map, you can adjust the map transparency. Drag the slider until you get the desired transparency.

Base Maps – You can choose the base map that you want by clicking on the map thumbnail image.

Measurement Tool – Use this tool to measure an area, distance or location on the map:

- Click on the arrow beside the tool to select the type of measurement you want.
- To start the measure – click on the map and continue clicking to add more measurement points.
- To finish measuring, double click at the last point you wish to measure.
- To exit the tool, click on the measurement arrow again to close.

Draw Tool – Use this tool to draw on an area of the map:

- Click on the arrow beside the tool to select the type of drawing tool you want.
- To start drawing – click on the map and continue clicking to add more drawing points.
- To finish drawing, double click at the last point you wish to be drawn.
- To exit the tool, click on the drawing arrow again to close.

Text Tool – Use this tool to add text to an area on the map:

- Type your text in the bay that says 'Text to add to map' and choose your text colour.
- Click 'Add text to map' and select placement on the map
- Once placed on the map you cannot move it, but you can erase and start again.

Legend – The legend is a full list of all the information layers in the planning map.

Help – Click here for helpful tips on getting around the planning map.

Print – Use this function to create a pdf of the map.

Troubleshooting

EPlan not loading?

If you experience problems loading the website link, you can try the following:

- Check you have the correct link - [Link to Marlborough District Council eplan page](#)
- Make sure you use Google Chrome, Edge, Safari or Firefox browser. The ePlan does not work in Internet Explorer.
- Try clearing your browser cache before trying the link again.
- If the ePlan freezes, refresh the URL in the browser and you will be taken back to the ePlan home page.

The planning map's search function isn't working?

The planning map in the ePlan has many layers which may take some time to download, especially where the internet connection is weak. Try turning off the map layers to reduce the amount of information being downloaded. If you also know the location of the property you can manually zoom into the map and identify a property by clicking on it.

How do I report an issue?

If you are experiencing an issue with the ePlan, please contact us via email mep@marlborough.govt.nz or phone Marlborough District Council on 03 520 7400.