

## How can I measure plans in Public Access?

Measuring distances and areas can be done easily in Public Access, providing they have been submitted via Public Access, proving that they have been submitted via the Planning Portal from Spring 2010.

You can tell if an application has been submitted using the Portal by looking for a 'PP' reference number in the application details.



Details	Comments	Documents	Related Cases (5)	Map
Summary	Further Information	Contacts	Important Dates	
Reference	16/05/2016			
Alternative Reference	PP-05483464			
Application Received	Fri 16 Sep 2016			
Application Validated	Fri 16 Sep 2016			

If you click on the documents tab, you will be presented by a list of documents/plans.

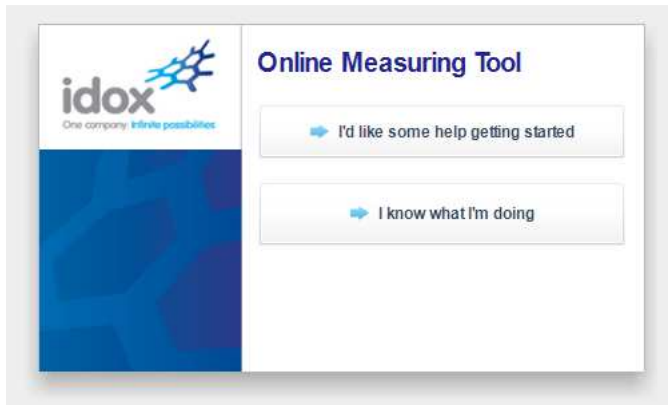
You will notice that the documents that can be measured have a ruler symbol next to it.

Make sure you update your adobe flash software, if you are prompted.

Click the ruler icon.

16 Sep 2016	Drawing		SITE PLAN AS PROPOSED DEMOLITION WORKS	
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You get the following dialogue box when clicking on the measuring ruler symbol.



If you click, "I'd like some help getting started, it will guide you through step by step in how to measure plans.

Otherwise, click "I know what I'm doing".

When you first click on the drawing, the image opens up in pan mode. In this mode you can click on the image and move/zoom around.

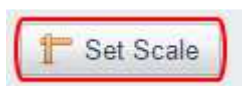
You also have this tool to zoom with



Zooming can be achieved by rolling the mouse wheel. This is helpful when you want to measure.

Before measuring any part of the plan, you must establish the scale of the drawing. This can be done by entering the scale ratio of the drawing or by measuring a feature on the drawing that has a known length.

Click

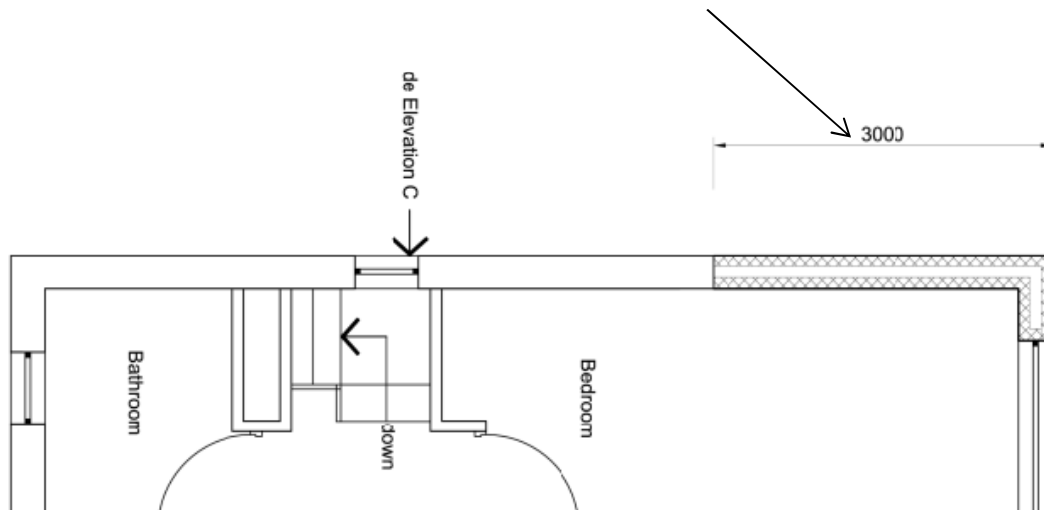


Manual Calibration: Locate a known measurement on the page. Click at the start and click at the end of the measurement.

Scale Ratio: Enter the units, scale ratio terms and paper size for the drawing.

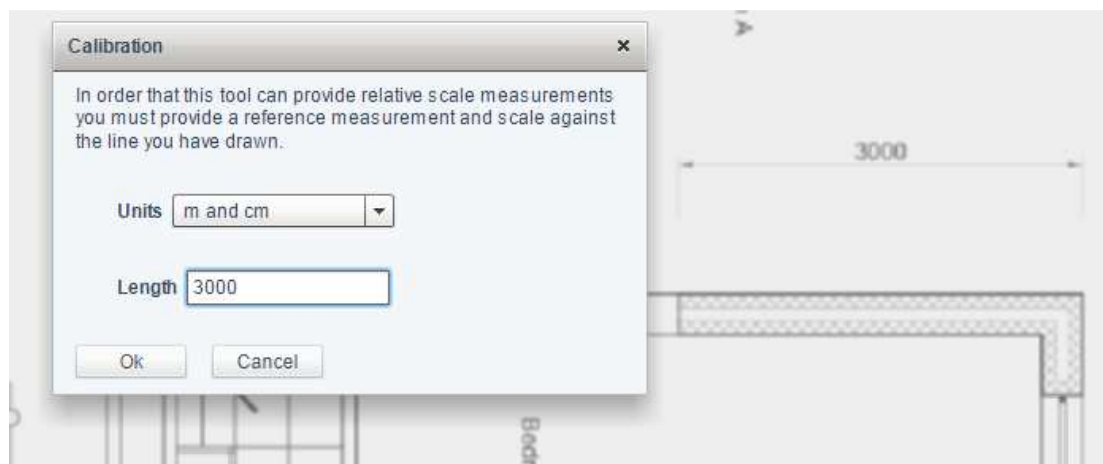
## Manual Calibration

You can use this feature if there is a dimension given on the drawing.

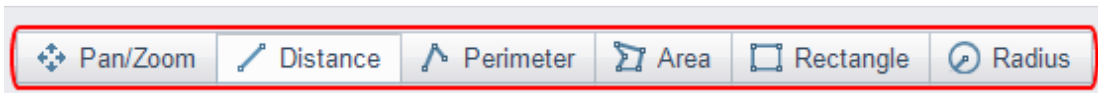


Press the manual Calibration button, position the crosshair at one end of the feature then click and release. Stretch the calibration line to the end of the feature then click and release again.

In the pop up box select the Units, you want to use for this drawing and entre the known length of the feature you just measured. Click OK to set the scale.



Once the scale is set, you can measure any feature on the drawing with the following tools.



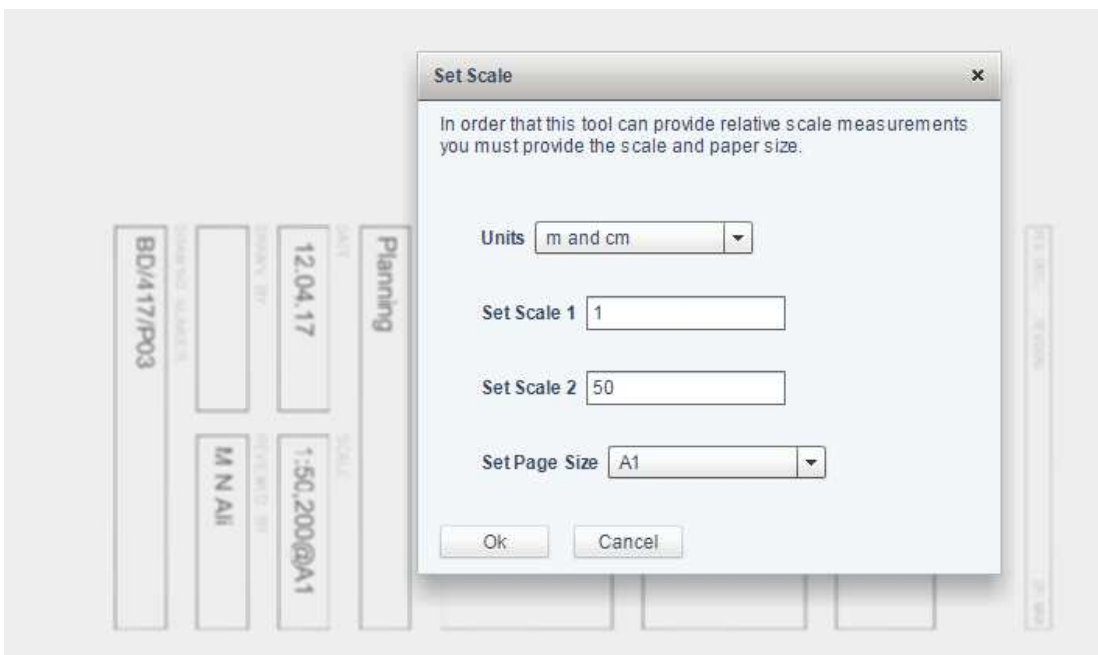
Every measurement that is made, will be inserted in the measurement panel on the left and its properties can be viewed in the properties panel at any time.

### Scale Calibration

Look on the drawing for a scale (for example 1:100@A3).

Click use scale Ration Button.

In the pop up box select the units you want to use for this drawing. Enter the two scale ratio values and select paper size. Click OK to see the scale.



Once set, use the measuring tools as above.