



Mapping Tool

User Guide

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Introduction

When placing an order via our ordering platform, you have the option of plotting the property to be searched on a map. This allows you to ensure search requests match our records, which can speed up response times, avoids unnecessary contacts, and reduces the chances of search results being returned against the incorrect property. On the following slide you will find the mapping tool and all its features.

We will cover various scenarios for each type of address, using different methods in the mapping tool will help familiarise yourself with the tool and should answer any questions you may have on how to use it.

For any assistance on how to map your boundary on the tool, please contact our customer service team.



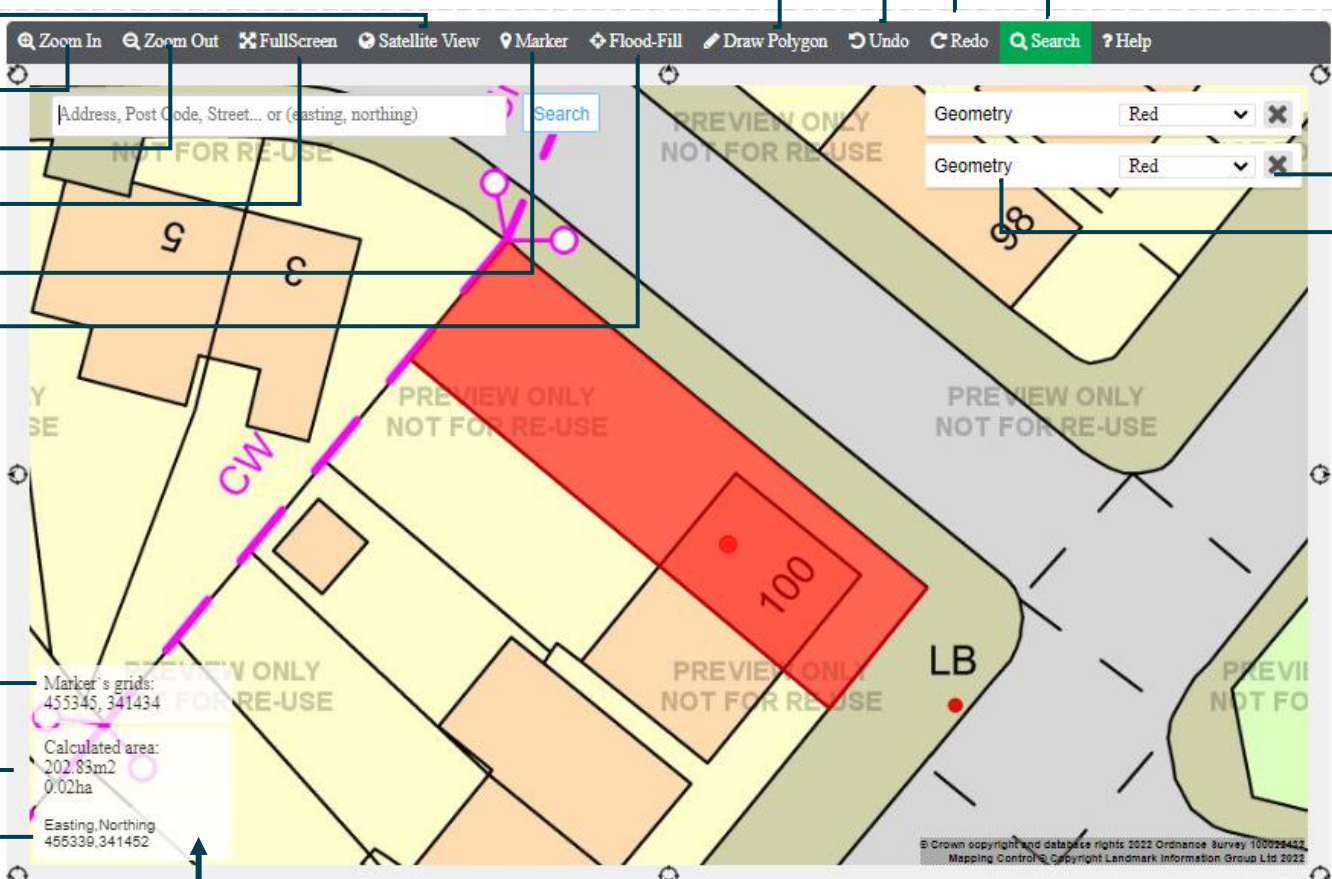
enquiries@severntrentsearches.com



0115 971 3550

- In this guide, you will go through 5 different scenarios –
- [Registered addresses](#)
- [Unregistered addresses](#)
- [Apartments/Flat addresses](#)
- [New development addresses](#)
- [Land addresses](#)

Mapping Tool - Features



The screenshot shows the Mapping Tool interface with a map of a residential area. A red polygon is drawn over a property, and a pink line is drawn across the map. The interface includes a toolbar at the top with icons for Zoom In, Zoom Out, FullScreen, Satellite View, Marker, Flood-Fill, Draw Polygon, Undo, Redo, Search, and Help. A search box is open, showing a list of results. A panel on the right shows the 'Geometry' of the selected polygon. A panel at the bottom left shows the 'Marker's grids' and 'Calculated area'.

Manual polygon draw tool

Toggle satellite view mode

Zoom in by one level

Zoom out by one level

Toggle full screen mode

Move marker

Switch Flood Fill Tool On/Off

Redo action

Undo action

Opens additional search box on Mapping Tool where we can search by UPRN(Unique Property Reference Number), Partial Addresses, Eastings and Northings, Title numbers and Ordnance Survey

Delete Polygon

Generated Polygon

Marker Coordinates

Calculated Polygon Areas

Coordinates of mouse pointer

Click to copy the text from any of these fields

Additional Features

- A property marker is automatically added with the polygon if property is registered
- Scroll to Zoom in/out, click and drag to move the map
- Click any of the boxes to copy grids or the calculated area

Registered Addresses

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Registered Addresses

When on our ordering website, you are required to enter an address when creating an order. If your property is registered with Land Registry, a marker will automatically place onto the property, and the polygon data will auto populate based on Land registry's data. If you are happy with the plan, you can press save map and continue to the product selection stage and proceed with your order.

PROPERTY ADDRESS

POSTCODE SEARCH
ng8 5hp

If you can't locate the address enter it [manually](#).



Validated Address

HOUSE NUMBER
60

STREET
Melbourne Road

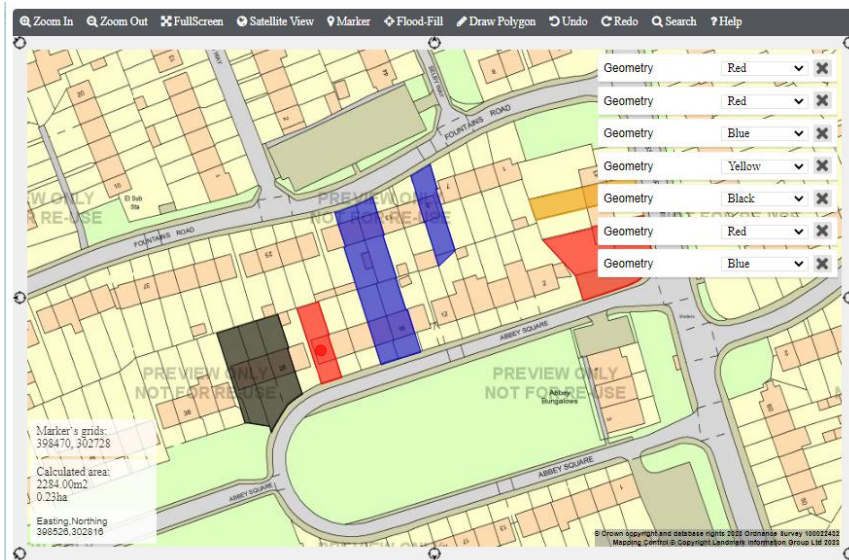
CITY
NOTTINGHAM

POSTCODE
NG8 5HP

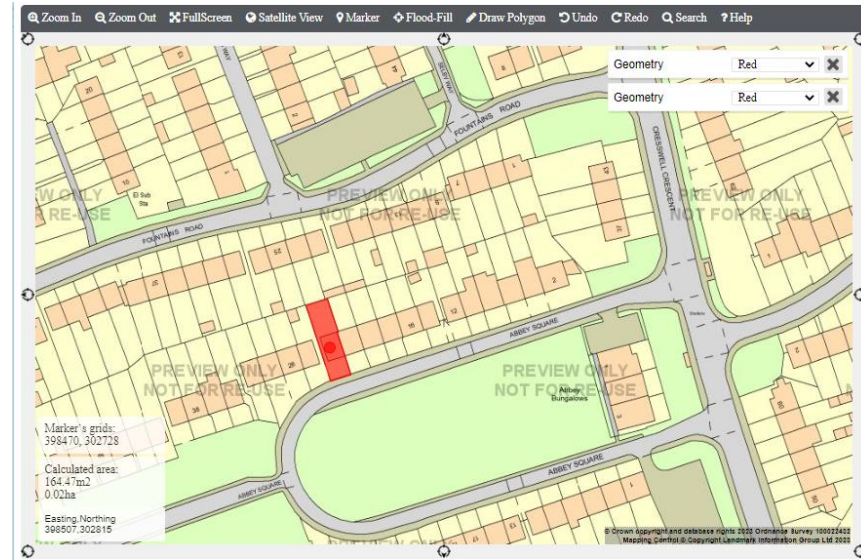


Registered Addresses

In other scenarios for registered addresses, multiple properties are highlighted under one title on Land Registry. In these scenarios it is best to use the mapping tool to outline the single building you require searching. Remove all additional boundaries created and keep the one you require. Sometimes you may need to get rid of all geometries, except the marker, and create the polygon manually using the Mapping Tool features. (Next slides shows how to create manually)



Click the x to
remove the
boundaries you
don't require



Once happy
with the
boundary, save
map and
continue with
product
selection

We have automatically located the property and boundary. This is the region that will be searched against unless you amend it. Please confirm if this is correct to progress the order.

[Save Map](#) [Discard Map](#)

We have automatically located the property and boundary. This is the region that will be searched against unless you amend it. Please confirm if this is correct to progress the order.

[Save Map](#) [Discard Map](#)

Unregistered Addresses

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Unregistered Addresses

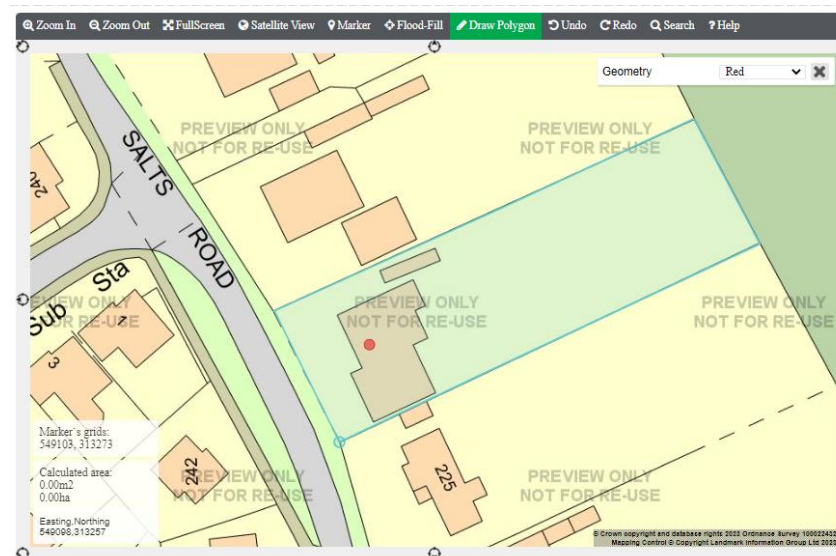
Unregistered properties with Land Registry don't automatically produce a geometry, however a marker will be placed onto the property. You will see a pop up appear in the webpage stating, no boundary has been found at this location. In these cases, we need to draw the boundary manually and outline the area that requires searching. Select the draw polygon function, click around the boundary to draw the shape and then double click to finalise polygon. Press save map once happy with polygon.

Pop up message in Atlas

my-account.stsearches.co.uk says

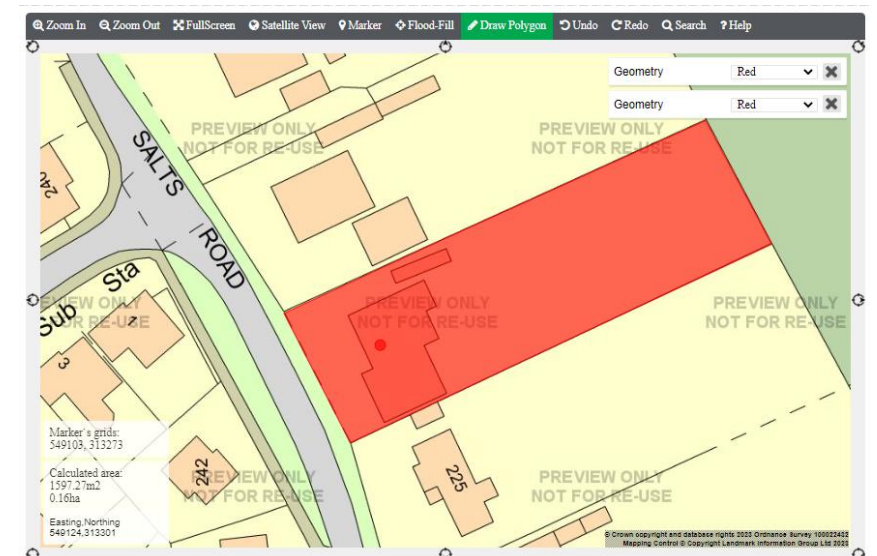
No boundary has been found at this location. Map will be moved to address coordinates. Please create boundary manually.

OK



We have automatically located the property and boundary. This is the region that will be searched against unless you amend it. Please confirm if this is correct to progress the order.

Save Map Discard Map



We have automatically located the property and boundary. This is the region that will be searched against unless you amend it. Please confirm if this is correct to progress the order.

Save Map Discard Map

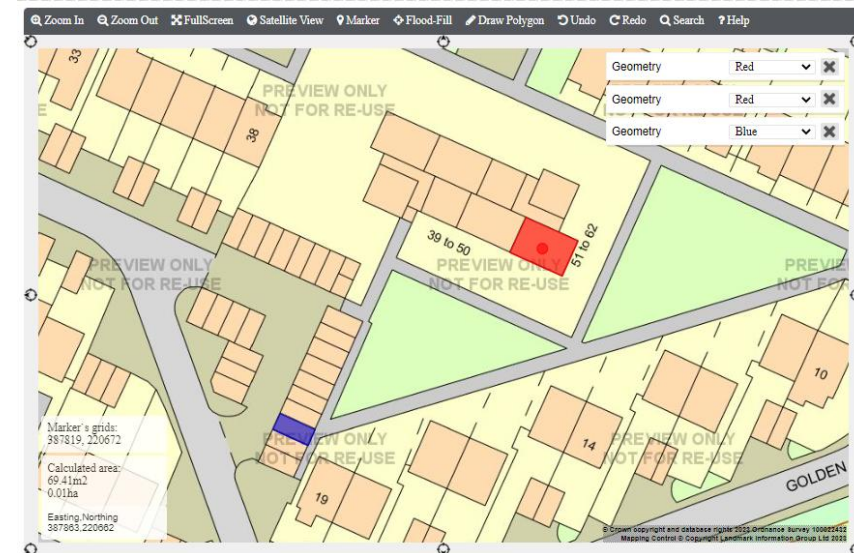
Apartment/Flat Addresses

Apartment/Flat Addresses

Normally when searching for flats, you will have multiple titles that appear within the Mapping Tool. You can use <https://eservices.landregistry.gov.uk/mapsearch> to double check the correct title number. Once you have selected the correct title number, the polygon will automatically populate, and you can continue to the product selection if the polygon is correct.



After checking Land Registry – GR438172 is the correct title number for the property we are searching



Once happy with the boundary, save map and continue with product selection

We have automatically located the property and boundary. This is the region that will be searched against unless you amend it. Please confirm if this is correct to progress the order.

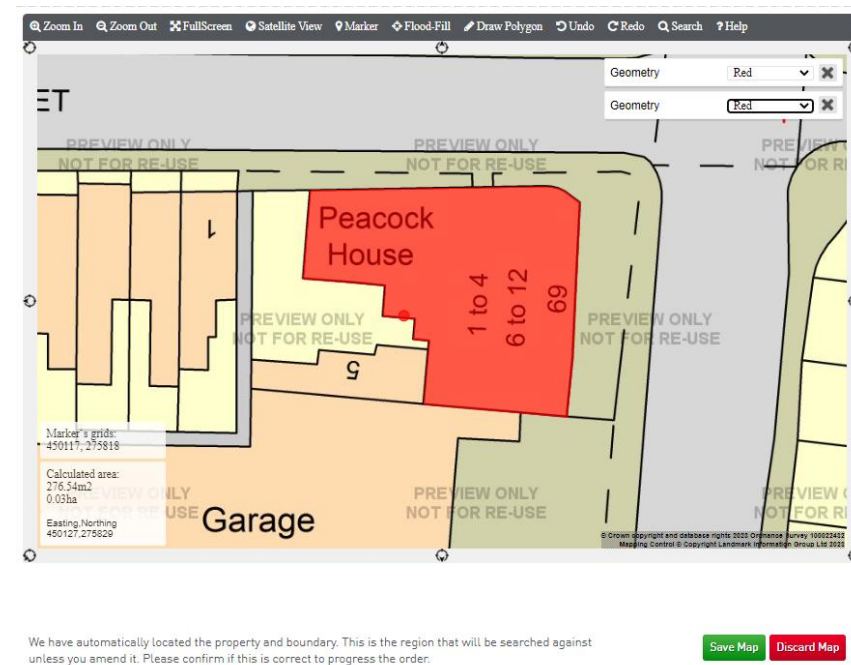
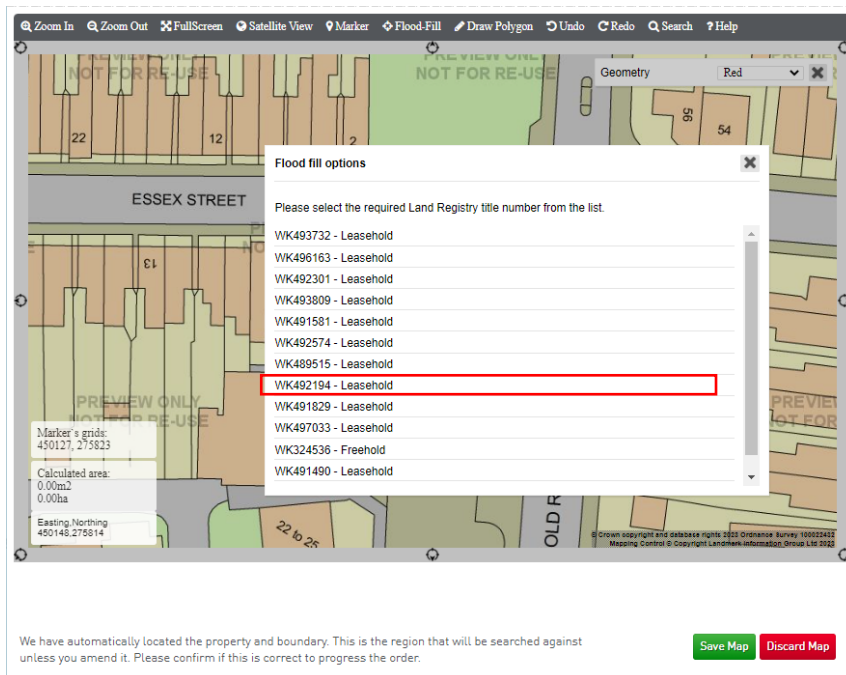
[Save Map](#) [Discard Map](#)

We have automatically located the property and boundary. This is the region that will be searched against unless you amend it. Please confirm if this is correct to progress the order.

[Save Map](#) [Discard Map](#)

Apartment/Flat Addresses

The polygon automatically produced may not be correct if you require the individual flat, as the mapping tool will automatically generate a polygon on the entire building as shown below. This flat has a singular boundary, so we can remove the polygon created and create a manual one for the single flat being searched.

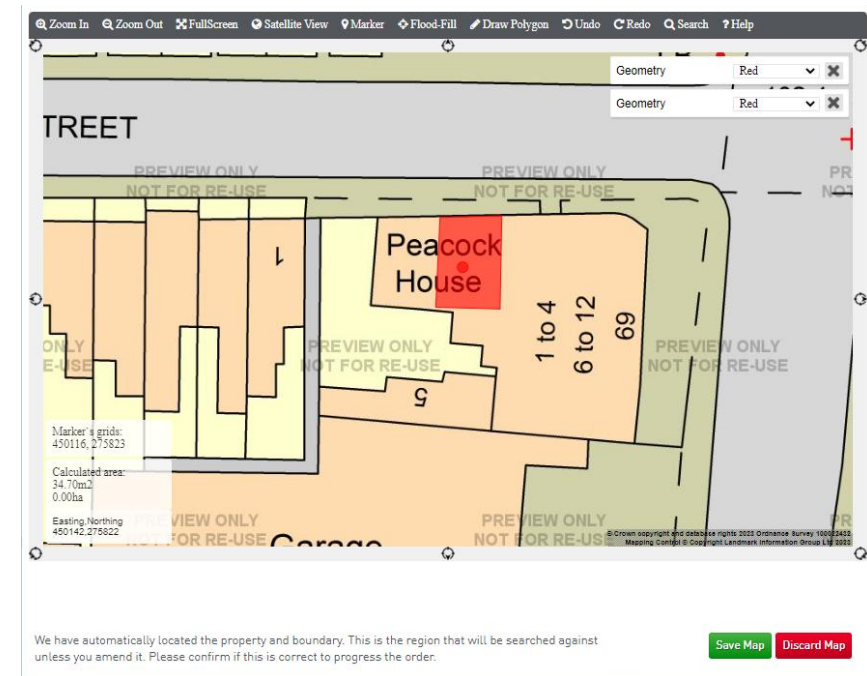
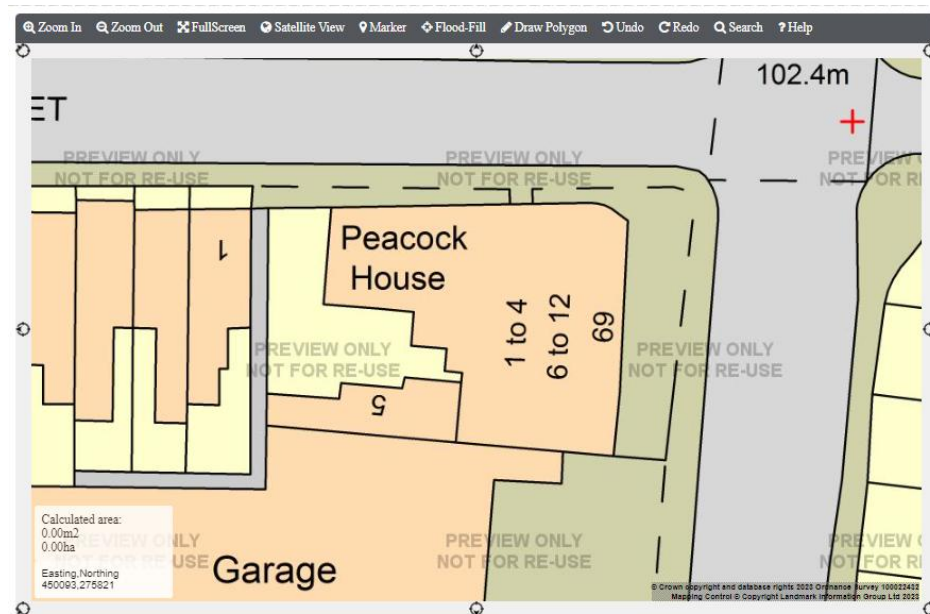
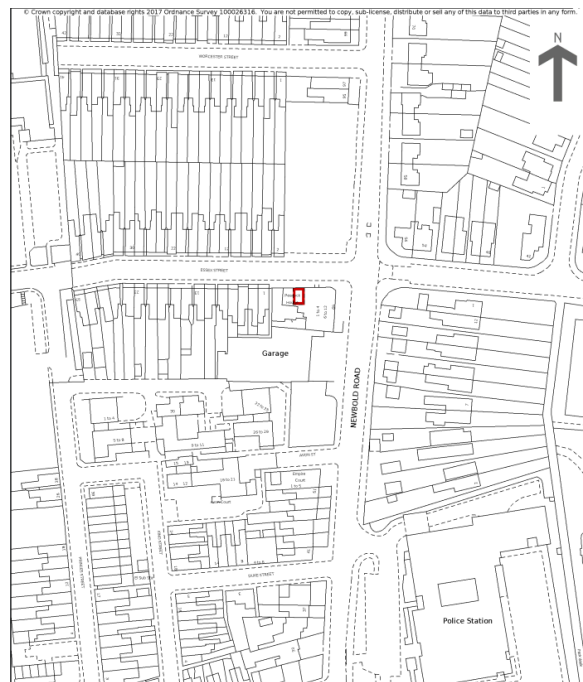


Apartment/Flat Addresses

Land Registry Plan

Remove both geometries and use the marker function first to position the search area. Then use the draw polygon function to outline the boundary of the property.

Once the polygon has been created, press save map and proceed with product selection.



New Development Addresses

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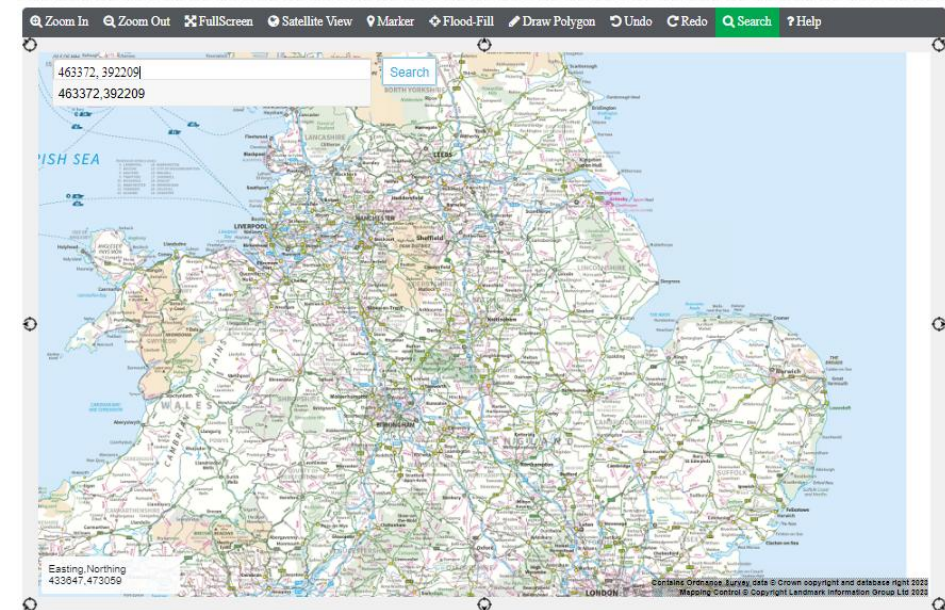
New Development Addresses

New development addresses may appear in the address dropdown but sometimes it may not be the address you require. If an address doesn't appear in the address finder, you can manually fill out address fields and search for your property using the mapping tool features. The search function within the mapping tool will help you locate the area/plot you require.

Select the search function, additional search box will open in Mapping Tool. We can search by UPRN, Partial Addresses, Eastings and Northings, Title numbers and Ordnance Survey

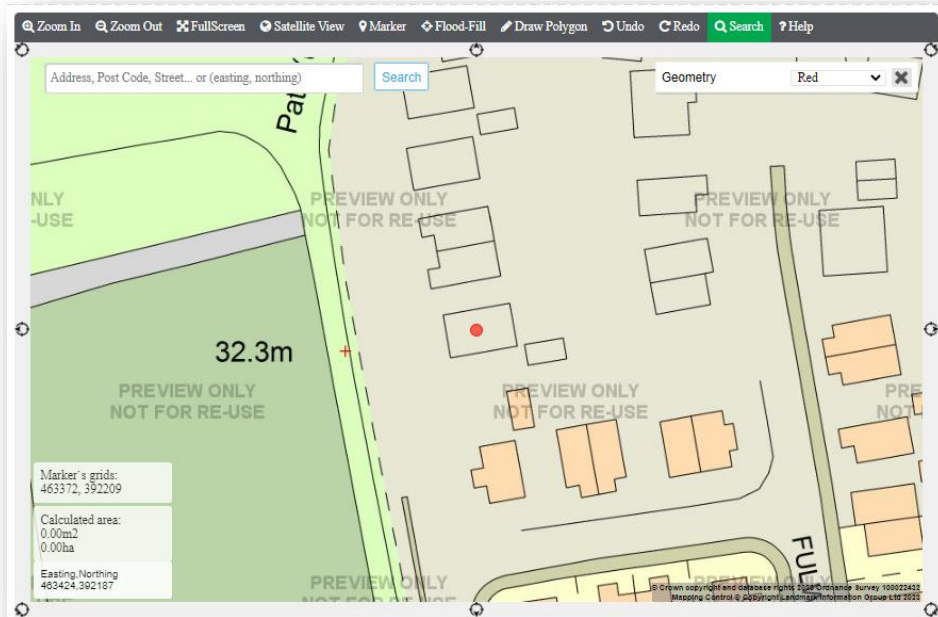


If you know the eastings and northings for the plot being searched, you can enter these in the search box. This will take you directly to the plot

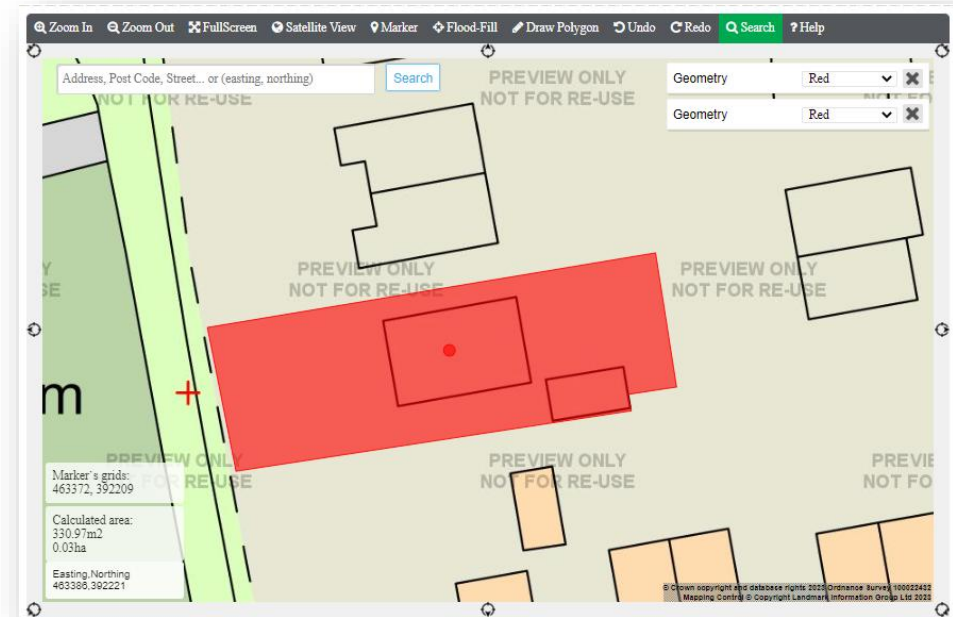


New Development Addresses

A marker will automatically be placed onto the property after entering the grids or selecting a property using the search function. You can then use the other features to create the search area



Use the draw polygon function to create the boundary and double click to finalise boundary.



New Development Addresses

In this scenario, when searching the postcode on the address finder it has located the property we require searching. You can select this address, if you believe it to be correct, then add the additional plot number in by editing the address. As you selected an address, the mapping tool will automatically take you the plot you are searching.

The correct address has been found in address finder – You can manually edit this and include plot number if you wish



Validated Address

HOUSE NUMBER
53

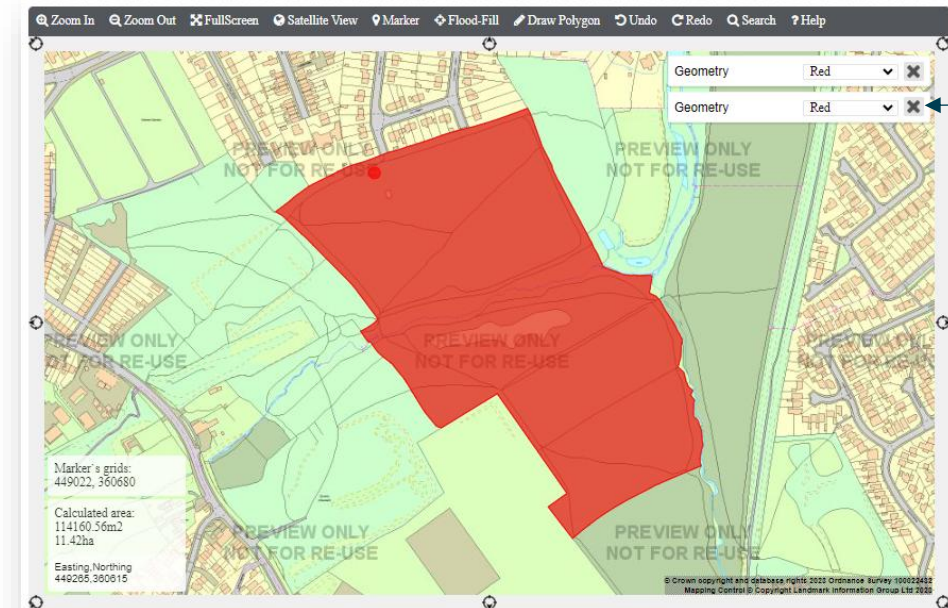
STREET
Gilcroft Street

LOCALITY
Skegby

CITY
SUTTON-IN-ASHFIELD

POSTCODE
NG17 3EL

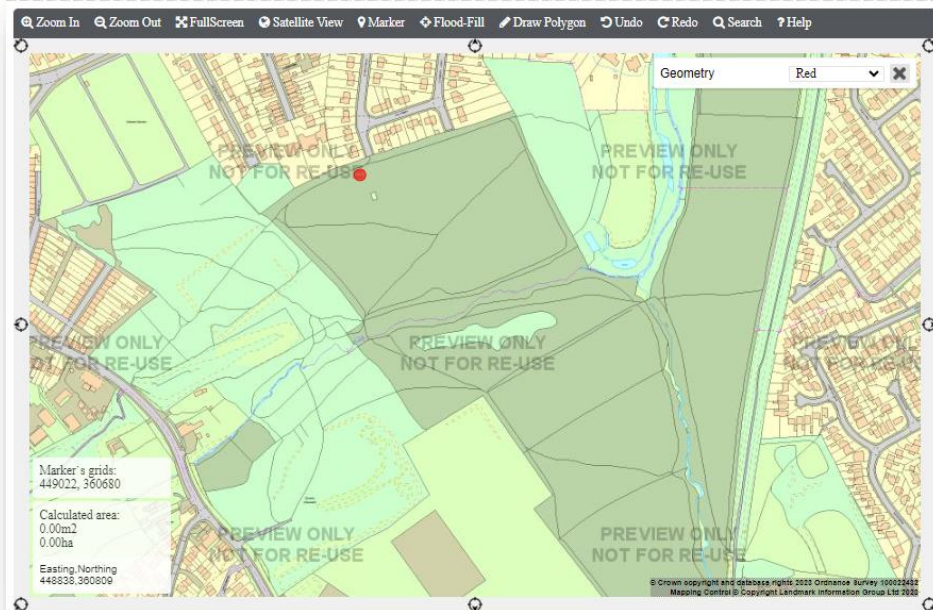
A marker has automatically been placed at No.53 and the whole area has automatically mapped as there is only currently one title in this area



Remove
Polygon

New Development Addresses

After removing the polygon area, zoom in onto the marker and draw the boundary for the plot requested using the draw polygon function



Once the boundary has been finalised, save the plan and continue to product selection



Land Only Addresses

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Land Only Addresses

When searching for an area of land on the ordering website, majority of addresses won't appear in the address finder. If there is a property next to a piece of land you require searching it may be easier to select that address via the address finder and manually edit the address to include land.

Use the address finder to find and select a nearby property to the land you are searching.



Validated Address

HOUSE NUMBER
121

STREET
Muirfield Road

LOCALITY
Bestwood

CITY
NOTTINGHAM

POSTCODE
NG5 9QR

Once you have selected the property from the address finder, manually edit the address to include land at in the address fields.



We can't recommend products for addresses which are entered manually

FLAT/UNIT NUMBER
Land at

HOUSE NUMBER
121

STREET
Muirfield Road

LOCALITY
Bestwood

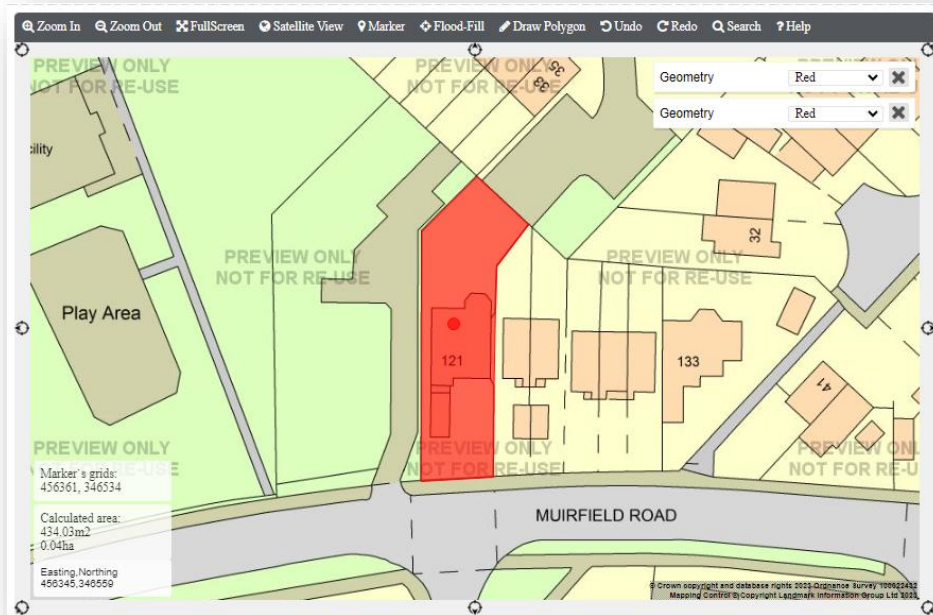
CITY
NOTTINGHAM

POSTCODE
NG5 9QR

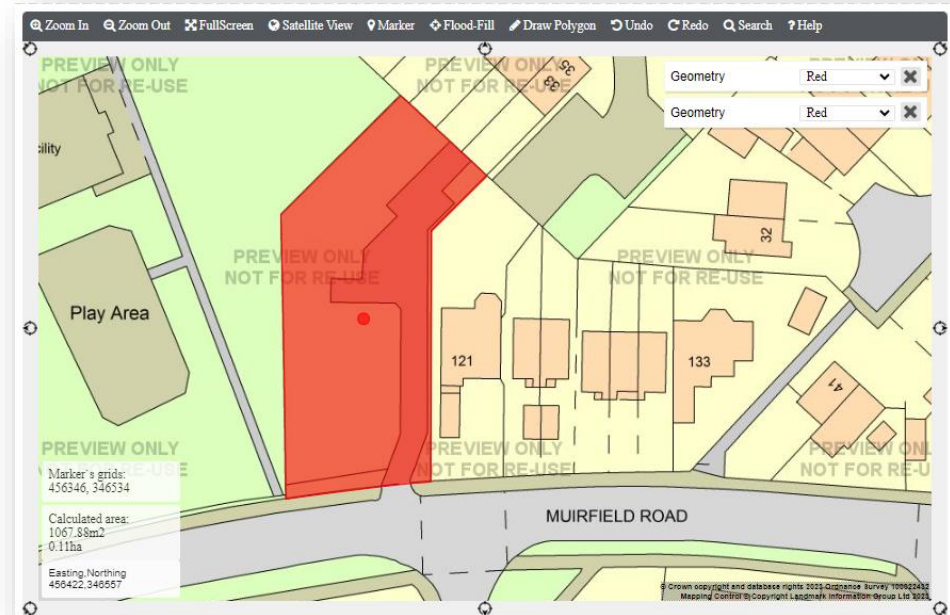
[Edit this address](#)

Land Only Addresses

As we selected 121 Muirfield Road originally, this automatically populated the boundary for this address. We need to remove both the polygons as this isn't what we are searching.



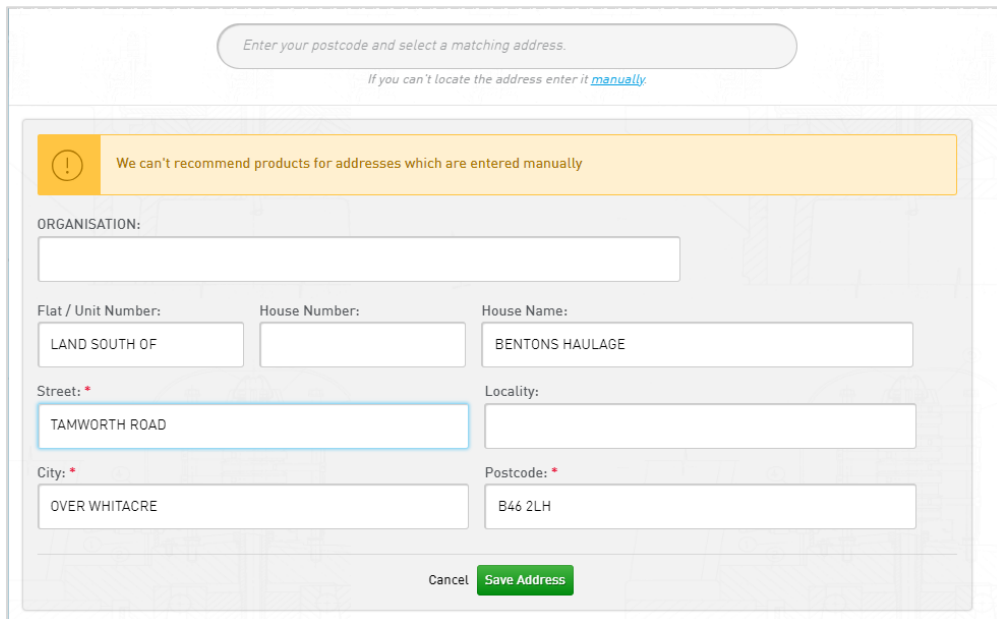
Use the marker tool and place it on the land required. Once marker has been added, we can manually outline the area that requires searching.



Land Only Addresses

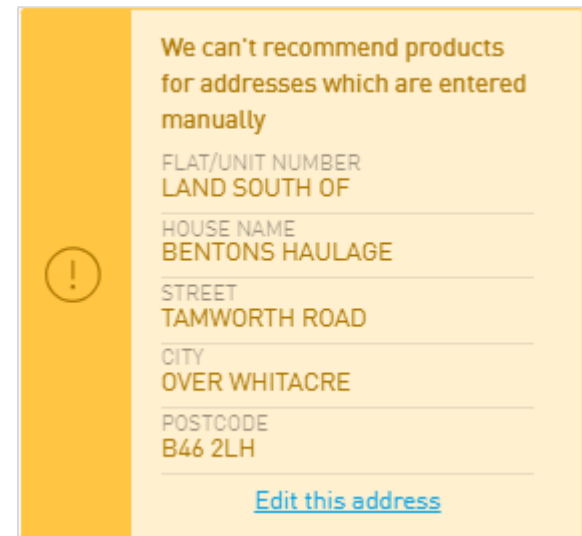
In this scenario, we will use the internal search function in the mapping tool to help us locate the area land we require searching. As mentioned previously, land searches will mainly need the address filling in manually. We can then use the search function tool in the Mapping tool to help us locate the area we wish to search.

Add address manually and split address into multiple fields



The screenshot shows a web form for adding an address manually. At the top, there is a search bar with the placeholder text "Enter your postcode and select a matching address." and a link "If you can't locate the address enter it [manually](#)." Below this is a yellow warning banner with an exclamation mark icon and the text "We can't recommend products for addresses which are entered manually". The form fields are organized as follows: "ORGANISATION:" with a text input; "Flat / Unit Number:" with "LAND SOUTH OF", "House Number:" with an empty input, and "House Name:" with "BENTONS HAULAGE"; "Street: *" with "TAMWORTH ROAD" (highlighted with a blue border) and "Locality:" with an empty input; "City: *" with "OVER WHITACRE" and "Postcode: *" with "B46 2LH". At the bottom right are "Cancel" and "Save Address" buttons.

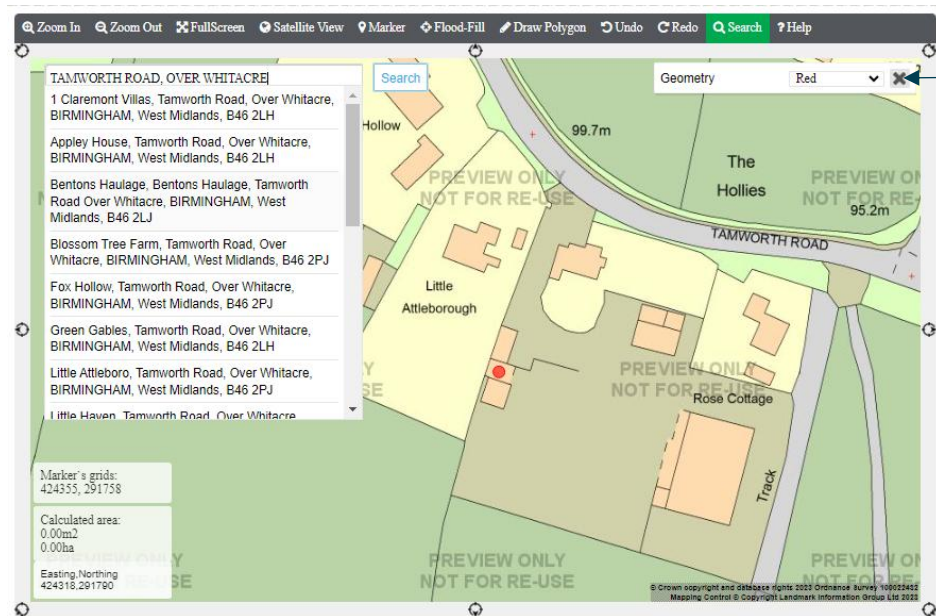
Once address has been confirmed, you can save address and progress to the mapping tool



The screenshot shows a confirmation screen with a yellow background and a large exclamation mark icon on the left. The text reads: "We can't recommend products for addresses which are entered manually". Below this, the address is displayed in a structured format: "FLAT/UNIT NUMBER LAND SOUTH OF", "HOUSE NAME BENTONS HAULAGE", "STREET TAMWORTH ROAD", "CITY OVER WHITACRE", and "POSTCODE B46 2LH". At the bottom right is a link "Edit this address".

Land Only Addresses

Select the search function, additional search box will open in Mapping Tool. We can search by UPRN, Partial Addresses, Eastings and Northings, Title numbers and Ordnance Survey. Type a nearby road and town name into the search box to get near the area of land you require searching.



Remove Polygon

Re-place the marker onto the area of land that is to be searched. Then select the draw polygon tool to map the polygon of the area you are searching.

