

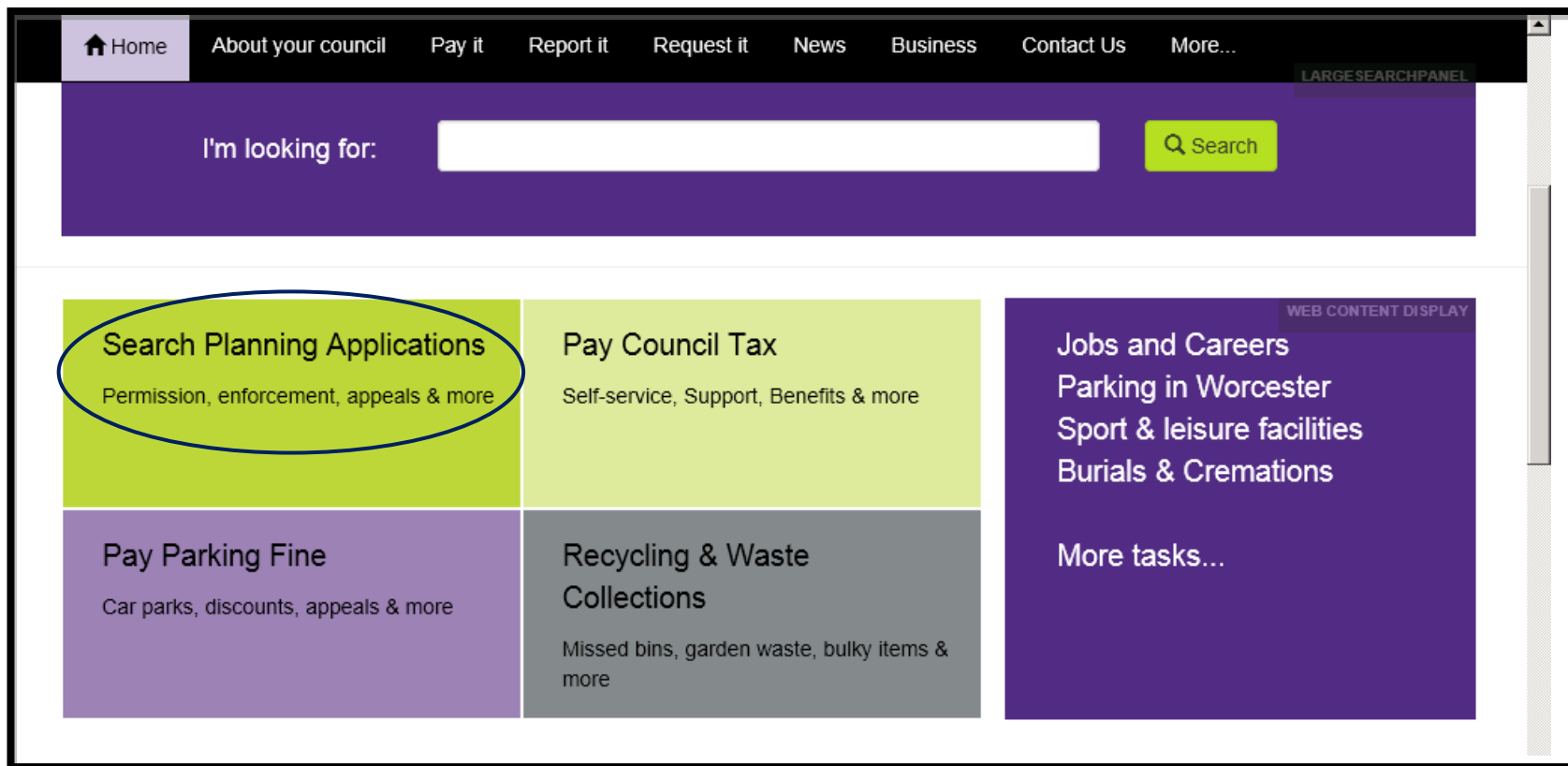


**Worcester**  
CITY COUNCIL

# **How to Measure Planning Application Drawings**

**A step by step guide to using the measuring tools on Adobe Acrobat to measure distance and area on drawings submitted as part of a planning application**

1. Access the Worcester City Council homepage at [www.worcester.gov.uk](http://www.worcester.gov.uk) then select the link to “Search Planning Applications” found on the homepage



2. At this next screen named 'Searching for a Planning Application' click the 'Search' button

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WEB CONTENT DISPLAY SEARCH

## Searching for a Planning Application?

### Background

The Planning Search service currently offers access to all applications received by the City Council since 1992. It allows customers to view submitted plans; decision notices and make comments on undetermined applications. Some useful guidance on how best to use the search service including the facility for [electronic measuring of drawings](#).

The search function is now the only way of viewing planning applications. If you need help viewing applications it is possible to use the public computers on the ground floor of The Hive with the support of Worcestershire Hub Staff.

The City Council has a full record of every planning application since 1947 called The Planning Register. Whilst work is underway to allow an electronic search of historic records some information is not currently available online. The [Planning Register Overview](#) provides what information is available.

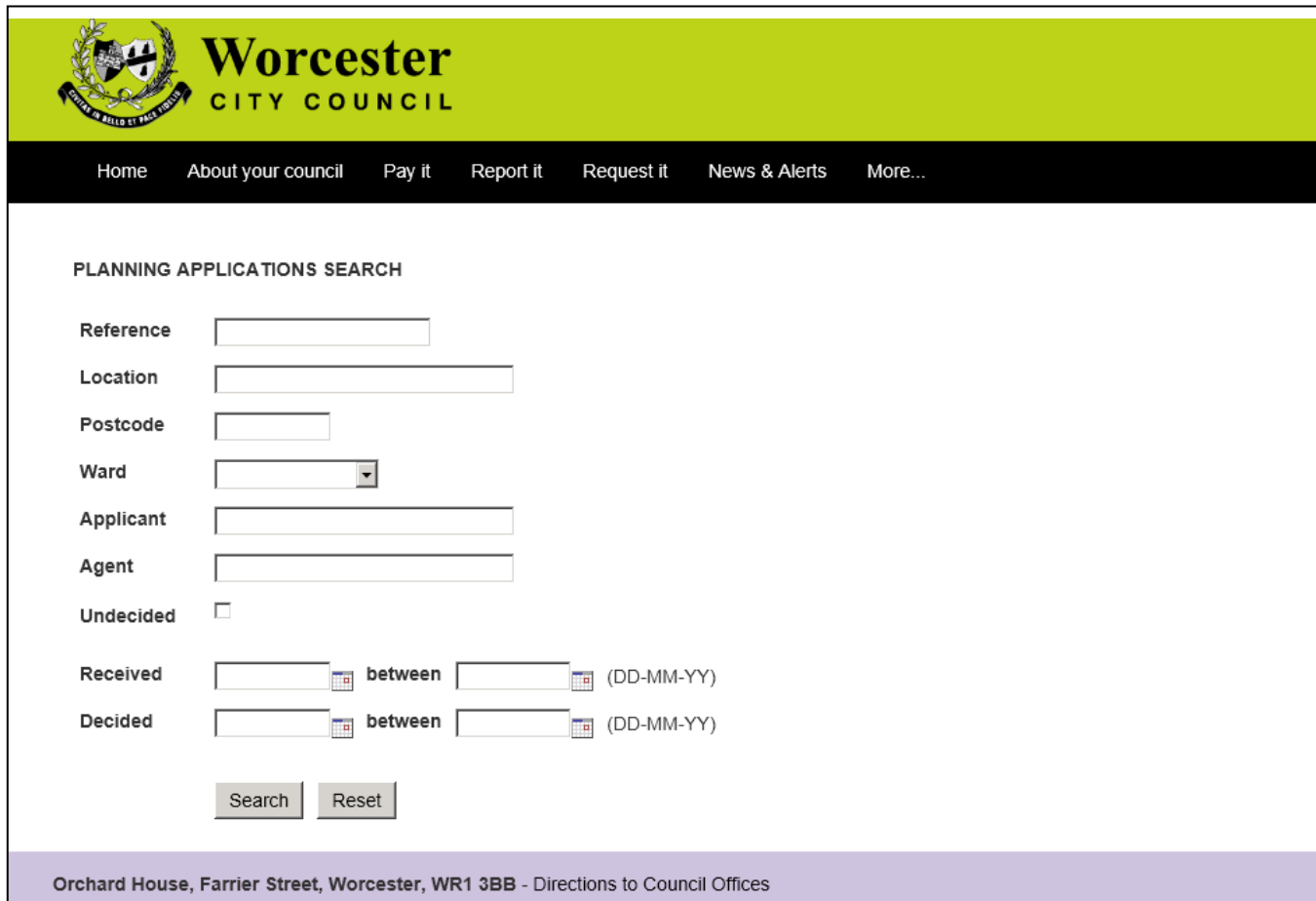
The Planning Search Service allows interested parties to make representations on undetermined applications, please note that The City Council in accordance with the Data Protection Act will in most cases publish your comments on the internet including your name and address whilst redacting personal information such as telephone numbers, email addresses and signatures. It is preferable if you comment on a planning application online and it is recommended that you review the [advice on making comments](#) before doing so.

### Planning Application Search

This service is provided subject to [terms and conditions](#) by continuing to use the planning application search service you are agreeing to be bound these terms and conditions,

**SEARCH**

3. Within this screen you can search for a specific planning application. Enter the planning application number (the application number will usually begin: P14..A14...L14...etc) into the reference box and click search.



The screenshot shows the Worcester City Council website's search interface. At the top is a green header with the council's logo and name. Below this is a black navigation bar with links to Home, About your council, Pay it, Report it, Request it, News & Alerts, and More... The main content area is titled 'PLANNING APPLICATIONS SEARCH' and contains several search criteria: Reference, Location, Postcode, Ward (a dropdown menu), Applicant, and Agent, each with a corresponding text input field. There is also an 'Undecided' checkbox. Two date range filters are provided: 'Received' and 'Decided', each with two date pickers and a 'between' label. At the bottom of the search area are 'Search' and 'Reset' buttons. A purple footer bar at the very bottom provides the council's address: Orchard House, Farrier Street, Worcester, WR1 3BB - Directions to Council Offices.

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**PLANNING APPLICATIONS SEARCH**

Reference

Location

Postcode

Ward

Applicant

Agent

Undecided

Received  between  (DD-MM-YY)

Decided  between  (DD-MM-YY)

Orchard House, Farrier Street, Worcester, WR1 3BB - Directions to Council Offices

4. The application you wish to view should now be displayed. An overview of the application will be on the main screen. On the top of the screen you have two options, one to view the documents associated with the application including all submitted plans, and one to make a comment on the application. Click 'View Documents'.

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[View Documents](#) [Enter Comment](#) [Back to Search page](#)

**Reference** P10E0462  
**Status** APPROVAL (PLANNING)  
**Proposal** Retrospective application for rendering of an existing dwelling and erection of single storey extensions.  
**Location** 56 Grange Avenue WR3 7QD  
**Ward** Claines  
**Case Officer** Mr M Sparrow  
**Received** 13-10-10  
**Validated** 08-11-10  
**Decision By** 03-01-11  
**Neighbours** Consultation Started : 18-11-10, Comments Due : 09-12-10  
**Decided** 10-02-11  
**Applicant** Mr Simon Crane 56 Grange Avenue Worcester WR3 7QD  
**Agent** Steve Haskey Design Ltd 18 St John Street Bromsgrove Worcestershire B61 8QY

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5. The plans and application form of the application you wish to view will now be displayed. Select the plan you wish to view by clicking the words highlighted in blue. The plan will open online however you need to save the document. When you reopen the document it will be hosted within Adobe Acrobat in a separate file.

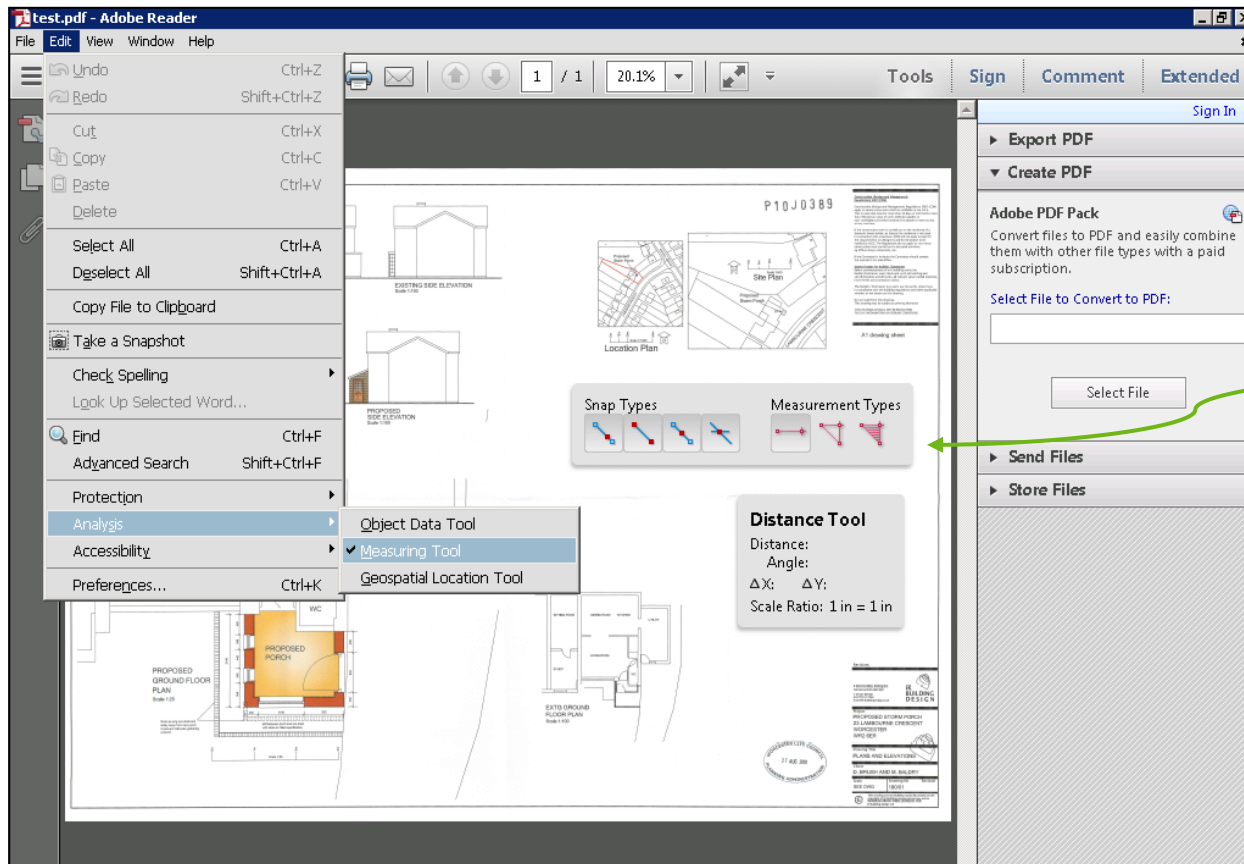
**Worcester City Council**

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**Application Form and Plans**

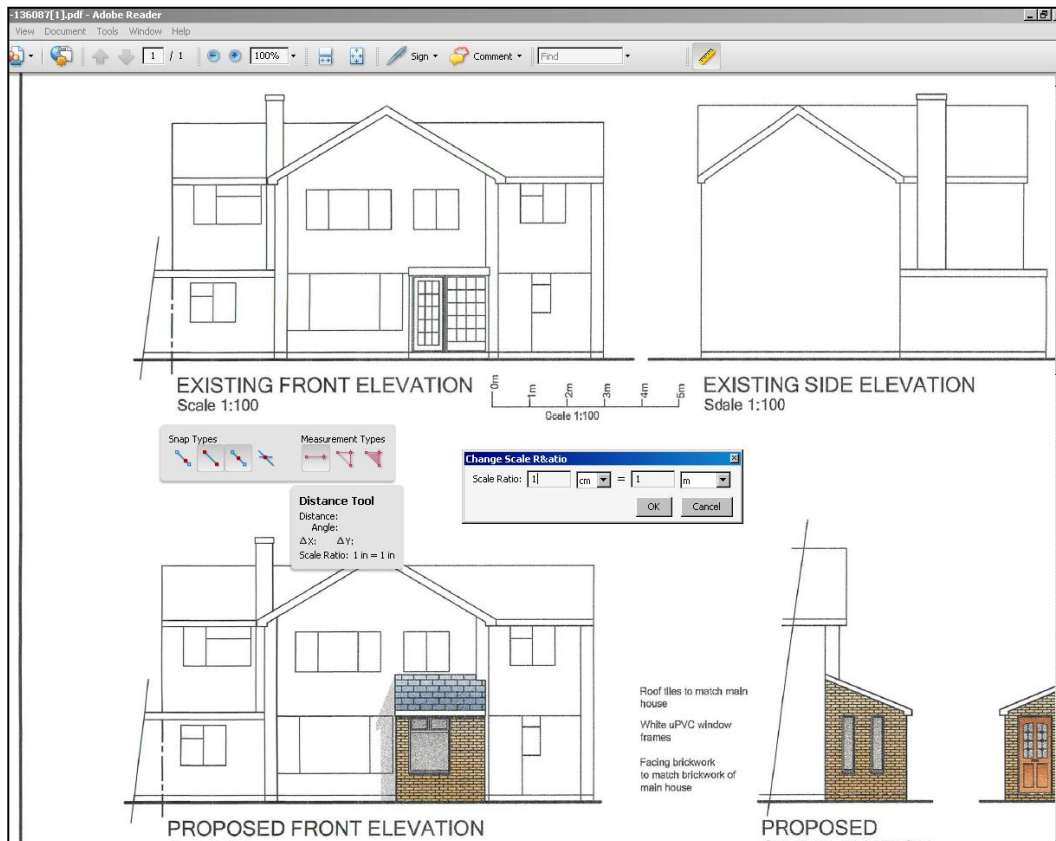
<a href="#">Application Forms</a>	25-11-10
<a href="#">Block Plan</a>	25-11-10
<a href="#">Floor Plan</a>	25-11-10
<a href="#">Floor Plan</a>	25-11-10

6. Once the document is opened in Adobe Acrobat you will now need to access the measuring tool. To achieve this click Edit-Analysis-Measuring Tool



The measuring tool will now be visible on the screen

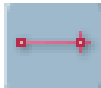
7. The first task is to change the scale of the measuring tool to match the scale of the drawing. To do this **Right Click** anywhere on the page, a menu will appear, select the first option '**Change Scale Ratio**'. The "**Change Scale & Ratio**" box will now load on to the screen. In order for the measuring tool to operate correctly it is very important that the scale in this box is set correctly.



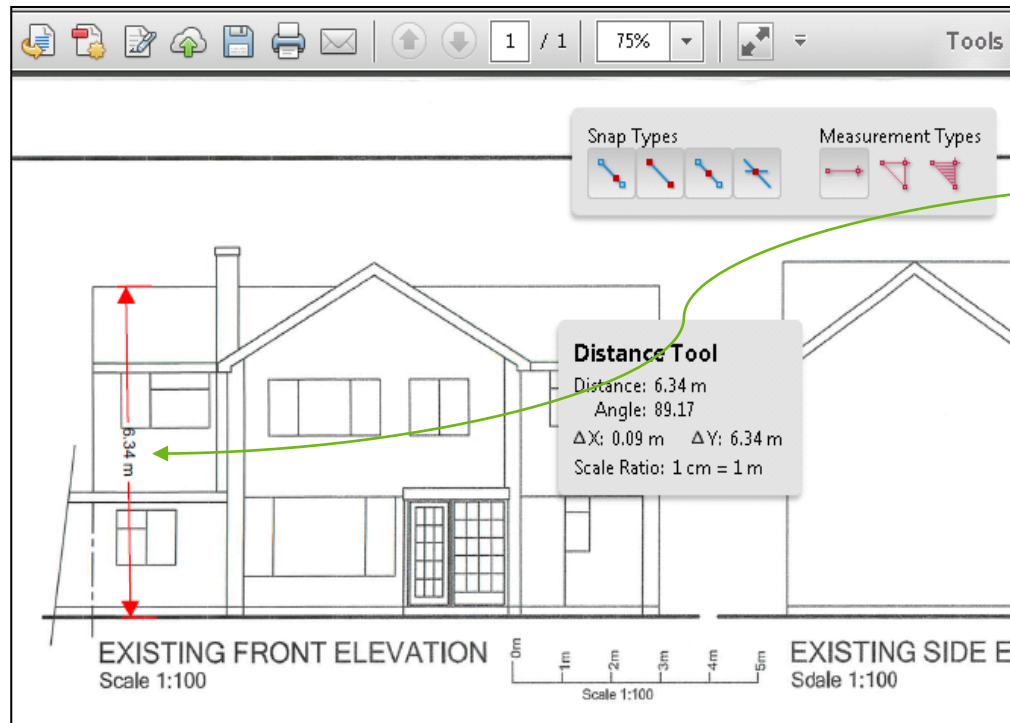
8. The most commonly used scales in drawings the City Council receives are below. The scale of the drawing is usually identified in the bottom left of a drawing or if there are multiple scales they are often displayed in the proximity of the drawing to which it relates (like above Existing Front Elevation – 1:100). Just enter the measurements that apply to the drawing you wish to scale into the "**Change Scale and Ratio**" box.

1:50	set the scale to 1cm = 0.5m
1:100	set the scale to 1cm = 1m
1:200	set the scale to 1cm = 2m
1:500	set the scale to 1cm = 5m
1:1000	set the scale to 1cm = 10m
1:1250	set the scale to 1cm = 12.5m
1:2500	set the scale to 1cm = 25m

9. Now the scale has been changed, it is possible to measure the drawing at the correct scale. There are a number of different measuring tools that can be used;



Distance Measuring Tool – This tool will measure the distance between two points ideal for measuring the distance of walls or the distance from an elevation to the boundary.



The Distance Measuring Tool allows you to measure between two points. Left click on the point you want the measurement to start and left click on the end point. The distance measured will be indicated in between the arrows and in the distance tool grey box.

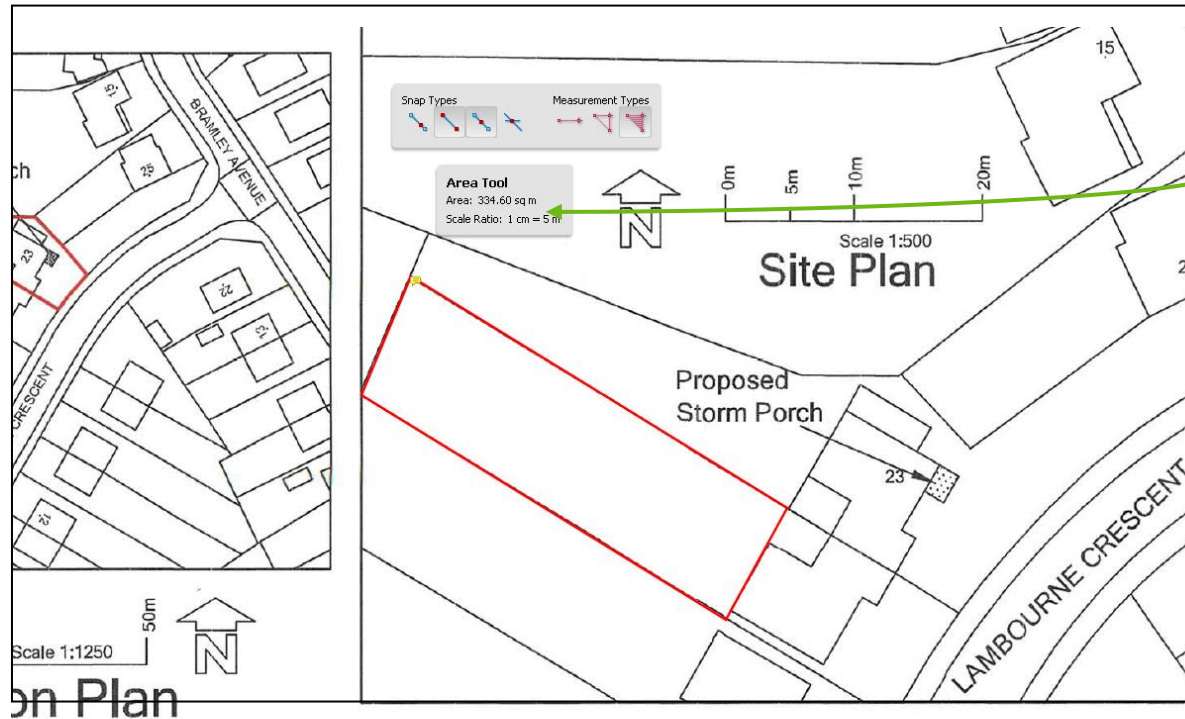
The diagram shows how the height of a house can be calculated through left clicking on the ground level and left clicking again at the top of the house. The height is then displayed in the middle of the arrows.





10. Area Measuring Tool – This tool will calculate the area of a building or garden.

The area measuring tool allows the user to measure the area of a house or garden. To use the tool left click on the point you wish to start the measurement from then left click on each further point you wish to measure before left clicking on the point from which you started measuring. The area of the garden or house will be calculated in the Area Tool Grey Box.



The area of the garden or house will be calculated in the Area Tool Grey Box

## F.A.Q

### -I can't search for the application I wish to view?

Please ensure that you enter the application number in the correct case, as the search function is case sensitive

### - Why is my scale at 1in to 1in?

The default scale once the measuring tools are opened is 1in to 1in; therefore it is important you change the scale of the measuring tools to be able to find the correct measurements you require. The box of most commonly used scales is displayed as part of instruction 7 of this document

### - Why is the area I am trying to measure not being worked out?

When trying to measure the area of a particular building or garden, it is essential that the final point of the area to be measured is where the measurement began. This then completes the measurement of the area and the calculated area appears in the grey box.

### - How do I find the scale of the drawing?

Once you have finished measuring the drawing and wish to either change the measuring tools or exit from the drawing, it is possible to remove all the measurements by pressing the 'escape' button on your keyboard. Please be aware that if you exit either the distance or area measuring tool and then immediately return the scale will have returned to the default (1in to 1in) and will need changing back to that of the drawing.

