Home page

If you have any problems please contact our customer services team on 01452 835 820 and we will be happy to help.

A. Search

The most productive way of finding highly relevant content is to use keywords to search DCP.

From the home page click into the search box.

Your search options are expanded to provide the full range of search options:

1. Keywords – Three fields are available to enter your search keywords.
   
   ▶ TIP – it is better to use more than one keyword for your search to refine your results to the most relevant content.

2. Search Operators allow you to perform AND, OR and NOT searching.

   ▶ The search defaults to ‘AND’ and so will look for chapters containing each of multiple keywords, by using ‘OR’ DCP will and provide results for either keyword within a chapter.

   ▶ TIP – rarely use the NOT function, this will exclude whole chapters of information even if there is only a single reference of your keyword.

3. Filters – you can search types of information in DCP by adding filters on your search.

   1. ‘Planning system’ and ‘Development types’ search the main content of the manuals which are grouped by topic.

   2. Policy and Legislation searches documents that contain your keywords.

   3. Editors updates – searches the latest annotations by the DCP editor highlighting the most recent amendments.

   4. Reset search – DCP will remember your search terms so that you can add/define your keywords. If you wish to start a new query ‘Reset search’ empties the search form.

   5. ‘Search help’ For a reminder of the quick searching tips.
B. Table of contents

All DCP Online content is also organised into a browseable ‘Table of Contents’ structure.

You can select which type of content you would like to look for via the homepage.

The information contained in DCP is split into three main sections for ease of use and navigation:

- **The Planning System**: Sections 1-6 deal with the development management process – including administrative procedures, current power structures, legal enablements and contemporary constraints on decision making.

- **Development types**: Sections 7-31 explore more than 100 categories of development, providing detailed guidance, analysis, best practice examples and noteworthy decisions.

- **Policy & legislation documents**: This section of DCP contains adopted policy, legislation and guidance documents produced by the government or its designated bodies.

**Selecting a chapter**

Each group of chapters has a title with multiple folders contained within.

Groups of chapters are expanded using the + symbol, and collapsed using the − symbol.
C. My dashboard

Recently viewed
Your recently viewed chapters are stored and the most recent are displayed on your homepage.
For a more comprehensive list click ‘view all’

Bookmarks
Your most recent bookmarks are shown directly on the homepage for easy access.

D. Most recent

DCP provides the most up to date relevant information on a range of topics directly from the homepage.

> Significant cases – Specially selected appeals or court cases by the editorial team especially if they clarify a legal point, raise a novel issue or are an unusual type of development.

> Chapter revisions – Most recently updated sections of the manuals.

> Policy & Legislation Documents – Most recently released policy and legislation.

> Editor’s updates – Most recent chapter annotations by our editor, updating an important point relating to chapter content.

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**Significant cases**
- Detailed design found to undermine local identity (Appeal) (12/01/2016)
- Transport policy tested on urban extension (Appeal) (08/01/2016)
- Green belt site released under strategic policy (Appeal) (08/01/2016)
- Community facility definition applied erroneously to private nightclub (Court case) (22/01/2015)
- Disposal of waste examined in context of terms of enforcement notice (Court case) (22/01/2016)

**Policy & Legislation Documents**
- The Strategic Planning (Composition of Panels and Qualifying Expenditure) (Wales) Regulations 2016 (19/01/2016)
- The Town and Country Planning (Use Classes) (Amendment) (Wales) Order 2016 (25/01/2016)
- Aligning Planning and Roads Construction Consent (21/01/2016)

**Chapter revisions**
- Manufacturing industry (19.1) where industrial

**Editor’s Updates**
- 4.3339 Dwelling Houses (31/01/15)
# Viewing content

## Search Preview

When selecting a search result the preview will be shown with your keywords highlighted in the text:

You may get a quick answer to your query or you can choose to ‘See in Full’ to view the whole chapter.

## Content Preview

When selecting from the main ‘Table of Contents’ a preview of your chosen chapter will be shown. You may get a quick answer to your query or you can choose to ‘See in Full’ to view the whole chapter.
In content options
Each chapter has three types of content

A. Chapter – the main body of text.
At the bottom of each chapter is a link to preceding and following chapters in the manual for easy navigation to the next related topic.

B. Editors updates
Annotations by the DCP editor – often highlighting significant appeals, court cases, legislation or articles relating to the chapter you are reading.
When selecting the ‘Editors Updates’ tab – you will see a new page loaded into the main screen.
Click the section number you are interested in to view the relevant Editors Notes.

C. Latest Appeals
When selecting the ‘Latest Appeals’ tab you will see a new page loaded into the main screen.
Each appeal entry is structured as follows:
- DCS reference
- Authority
- Outcome
- Appeal description
- View full summary – Link to COMPASS Online to download appeal document.

‘Breadcrumb’ trail
Displays the chapter you are reading and the parent folders it sits within. These are also hyperlinks to related chapters.
**Additional options**

**Return to ‘Table of Contents’**

When reading DCP online content you can easily return to the table of contents by clicking the symbol. Click on the chapter group you are interested in to allow you to make a further selection.

**Font Size**

To select your preferred text size click the symbol and a drop down menu will also you to make your selection.

**Bookmarking**

Chapters can now be bookmarked in DCP Online and saved to your dashboard using the star symbol. A dropdown menu will be displayed showing all of the available subsections within the chapter, select the section you wish to bookmark and then click the ‘Bookmark’ button. Saved bookmarks are stored in ‘My Dashboard’.

**Print Friendly**

Print friendly provides DCP Online content into an easily printable format removing all navigation whilst retaining all text and images.
Organising bookmarks

A comprehensive list of bookmarks is held in ‘my Dashboard’ and can be accessed one of two ways. Either by choosing the ‘View all’ option after clicking the bookmarks tab, on the homepage or by selecting the icon at the top right of the screen and clicking bookmarks.

### Bookmarks

Bookmarks can be organised into folders

To create a new folder type your folder name.

To add a bookmark to an existing use the icon – a dropdown list will ask which folder you would like to add it into then click bookmark.

To remove a bookmark from a folder select ‘No folder’ and your bookmark will be removed from the folder but retained in the ‘Unsorted bookmarks’ list.

### Deleting a bookmark

To delete a bookmark select the symbol next to the appropriate chapter name.

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![Bookmarks interface](image)

#### Recently viewed

<table>
<thead>
<tr>
<th>housing</th>
</tr>
</thead>
</table>

#### Bookmarks

- Planning Application 132876
- New folder...

#### Unsorted bookmarks

- 7.133 Extension of built up area into the countryside < 7.13 Control practice < 7.1 Housing estates < 7 Large housing development
- 3.112 The civil service < 3.11 The personnel of central government < 3.1 Central government < 3 The decision-makers
- 13.1 Superstores < 13 Retailing

![Adding a bookmark](image)