English Woodland Grant Scheme

The scheme is supported with European Union and Defra funding

Operations Note 2   1st June 2008

Map Requests

Purpose This note provides guidance to Forestry Commission (FC) staff how to process paper-based requests for Ordnance Survey MasterMap® (OSMM) maps.

Introduction The FC only accepts applications to the English Woodland Grant Scheme (EWGS) that use an OSMM base map.

OSMM is an intelligent digital map designed by Ordnance Survey for use with geographical information systems (GIS) and databases. It includes topographic information on every landscape feature and is based on 1:1,250, 1:2,500, 1:5,000 and 1:10,000 survey data. OSMM is recognised as the mapping standard for Great Britain and it is used by both the Forestry Commission (FC) and Department of Environment, Food and Rural Affairs (DEFRA).

All grant applications must include a marked up map defining compartment or subcompartment boundaries for the area of land covered by the grant application. Applicants can request free OSMM prints for their application, or for an amendment to an existing WGS or EWGS contract. Map requests can also be made to support any applications to the FC including felling licence applications and EIA consent applications.

Requesting OSMM Maps The Map Request Form is found on page 16 of the EWGS 1 General Guide, in the applicant's pack. The form is also available as a pdf from the FC Internet page http://www.forestry.gov.uk/forestry/infd-6d8hxr.

The completed and signed form should be sent in to Conservancy Offices by post or by Fax, with the accompanying location map (see below). The request form is also a declaration that the map will not be used for any other purpose than for applying for a FC grant or felling licence. This would breach Crown copyright.

In addition to the Map Request Form the applicant will need to provide us with any map clearly showing the entire area that the application will cover. The exact area need not be outlined – just a box that contains the entire area that the application requires will do. Experienced and frequent map users may simply provide us with 8-figure grid references for the four corners of such a box. This area is referred to in this guide as "The Area of Interest (AOI).

Applicants should normally expect to receive their maps within 14 days of our receipt of their request form.

Initial Setup   Before you can process any request for an OSMM map you will need to configure your computer so that it can connect to the right server.

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Click here or paste this entire link into your browser:

http://alpacorn.forestry.gov.uk:7777/pls/portal/url/ITEM/FA215FF0CC06D C41E03012D309800CDE. The File Download dialogue is displayed.

Click **Open**.

The Registry Editor dialogue is displayed. Click **YES**.

A confirmation box is displayed. Click **OK.**

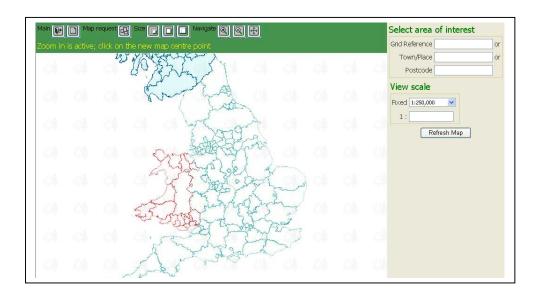Close Internet Explorer and re-start so that the changes take affect

If you encounter any problems during or after this set up you should log a fault via the BSD Service Desk or AssystNet as usual.

Processing Map   When we receive the request form and location map we access the
Requests   Request Maps facility in GLADE. Initially there is an interim procedure to access the facility, which is described in the following steps. It is also summarised in Appendix 1.

- Access eConnect
- From the menu bar select applications
- From the drop-down list select online applications
- Select the option GLADE – map requests FC(E)
- You are presented with the screen much like the LIS, as shown below.

Finding the Location

In the select area of interest section, enter a Grid Reference for the centre of the map, a place name or a postcode using the form, location map or grid references as a guide. Use a space in the middle of the postcode.

Use the view scale option to select the scale of map required. You can select a scale from the drop down menu or by typing in a scale (between 1:10,000,000 and 1:1000).

Use the Refresh Map button to see the result of your selections. Change the location and scale as needed. You can zoom into a new map centre or drag the map across or up and down using the navigation buttons at the top of the screen to change how the mouse behaves. Keep refreshing the map until you are happy.

Selecting the Print Area

Now click on the **map request** button at the top of the screen:

You will then be asked to logon to the G&L System.

Enter your **username** in the format described below. Spell your name as it is used in Outlook -
forename.surname@domforestry.forestry.gov.uk

Enter your password (this is your normal network login password that you use when you start up your computer).

An Ordnance Survey agreement is displayed. This agreement explains the conditions under which applicants can obtain a map from the Forestry Commission for use with an application. Check that the applicant has signed the Map Request Form and if so, click on the **accept** button to proceed.

A message appears on screen showing the address details associated with your username. Click on the **OK** button to accept the address shown at this point. You will be able to change this on a later screen (this step may well be removed in due course).

- The mouse cursor now shows a cross hair.

- Left click anywhere on the map.
- A blue, rectangular frame appears, which defines an A3 sized print area.
- You can move the frame using the mouse.
- Right click to place the frame.

When placing the frame, ensure you are viewing the map at a suitable scale that allows you to clearly see your area of interest.

NOTE: You can change the map scale at the right hand side of the screen. The default is 1:5,000 but 1:10,000 and 1:2500 are also available.

Choose a scale appropriate for the application and check that the Area of Interest is entirely within the print area frame, which, as all maps are printed on A3 paper, changes size according to the map scale.

A good initial setting is "view scale" fixed at 1:10,000 and "paper scale" set to 1:2,500. You can have several print areas to cover larger areas (see below).

If the frame position is not just right you can have another go. Right-click, then choose Cancel then left click on the map.

Print Details   When you drop a frame on the map, the printing dialogue box appears on screen. This defines the map print area.

- Paper size = A3L (landscape)
- Number of copies = 2
- Scale is as defined on the Map Request Form
- Enter a name for the map area you have made.
- Change the delivery name and address to the address on the Map Request Form.

Click on the **Confirm** button when ready or the **Cancel** button to try again

Multiple Print Areas   At each Confirm of print details you return to the map and the blue frame has a heavier outline.

For large areas you will need to use several print frames. These need to overlap slightly to ensure the whole area is covered. To request more maps click the Map Request button, left click on the map to create a frame then move it and confirm as before. Check that any address alteration has been carried forward onto every print.

Details of the requested maps are also displayed beneath the map. You can rename them or delete them from the list. To view a long list of prints, click on the "Small Map size" button to see the scroll bar for the list. Click the map request button to continue making more frames.

To submit your map request to the Forestry Commission, click on the **Send Maps for Printing** button located underneath the onscreen map.

If this button is not visible at the bottom of the screen, select the "Small Map size" button as detailed above. (This is a known bug

and is expected to be fixed shortly).

An onscreen message will be displayed confirming where the maps will be sent.

Multiple Requests   If you have several requests to process you can select a new area of interest at any time by grid reference, postcode or place name. **If you do this then the print areas you have already framed up will be deleted. You must send the maps for printing before choosing a new area of interest.**

What Happens Next?   The map request is sent to the Print Room in Silvan House. The maps and address labels are printed, collated, packaged and posted to the applicant.

Support   The Map Request facility is supported by G&L Live Support Team at Silvan House. If you encounter any problems you should log a fault via the BSD Service Desk or AssystNet as usual.

Versions   Version 1.1 issued 1st June 2008 – minor updates and new header