

Guidance and further information on viewing documents

1. Documents available online




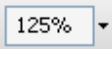

This list shows all the documents which can be viewed online (including additional/amended documents and the decision notice). The file sizes are shown to the right of each document. Please note: the file sizes of some of the documents can be large and will take longer to download.

Click on any document title from the list and the document will open in a new window. Alternatively you can right click on the document and save it to your preferred location.

All the application documents are presented in PDF file format for easy viewing. To view PDF documents you need Acrobat Reader. You can download the latest version free of charge from www.adobe.com.

How to use the tools in the PDF document:

Once you have opened a document the toolbar shown at the top of the page provides several tools to enable you to navigate and view the information in the document. The main tools you will find useful when viewing planning applications are:

- scroll bars (down the right side) to move up and down through the pages (or thumbnails on the left to skip to a particular page);
-  a 'Hand Tool' to grab the page and move it in any direction;
-  'Zoom Out' and 'Zoom In' tools to decrease or increase magnification of the entire page;
-  a 'Marquee Zoom' tool which you can click and drag to enlarge that specific area of the page, or click to enlarge that entire area of the page;
-  a 'Zoom Value' tool which allows you to type a zoom percentage or, click the menu and choose a preset magnification; and
-  'Rotate Clockwise' or 'Rotate Counterclockwise' buttons to rotate the page in 90 degree increments.

If any of these tools are not shown on your toolbar you can display them by 'right clicking' anywhere where there is grey/free space on the toolbar itself and choosing 'More Tools' from the list. You can then tick which tools you want to display on the toolbar.

2. Documents available to view at reception only

This list shows those documents which were submitted as part of the application but are not available for online viewing. Due to the large number/size of documents submitted as part of an application, it may not always be possible to make all plans/drawings available online. In such cases (as with all applications) full details and plans can be viewed at the Environment Reception (Entrance 3) at County Hall, Mold. Please contact Reception on 01352 703228 or environmentreception@flintshire.gov.uk for further details.

3. Decision notice (where included)

The decision notice is a copy of the original document which can be used for reference purposes. To obtain a signed, formal copy please contact/visit the Environment Reception. There is a charge for this service.

4. Printing

The Environment Reception at County Hall, Mold can copy plans on request. There is a charge for this service, please contact Reception on 01352 703331 or environmentreception@flintshire.gov.uk for further details.

If printing plans from these pages please note that they will not necessarily be to the exact scale specified on the plans. For any measurements you will need to visit County Hall, Mold and view the original plans. Please also bear in mind that the documents are presented at the original paper size e.g. A3/A0. Depending on your printer functions they can be scaled down/up to fit your chosen paper size.

To find out the physical paper size of the page you are looking at: 1) click your right mouse button anywhere on the page, 2) choose 'Document Properties' and, 3) click on the 'Description' tab at the top of the window that appears. The page size will be shown under the 'Advanced' heading.

ISO Format	Dimensions (inches)	Dimensions (mm)	ISO Format	Dimensions (inches)	Dimensions (mm)
A5	5.83 x 8.268	148 x 210	A2	16.535 x 23.386	420 x 594
A4	8.268 x 11.693	210 x 297	A1	23.386 x 33.11	594 x 841
A3	11.693 x 16.535	297 x 420	A0	33.11 x 46.811	841 x 1189