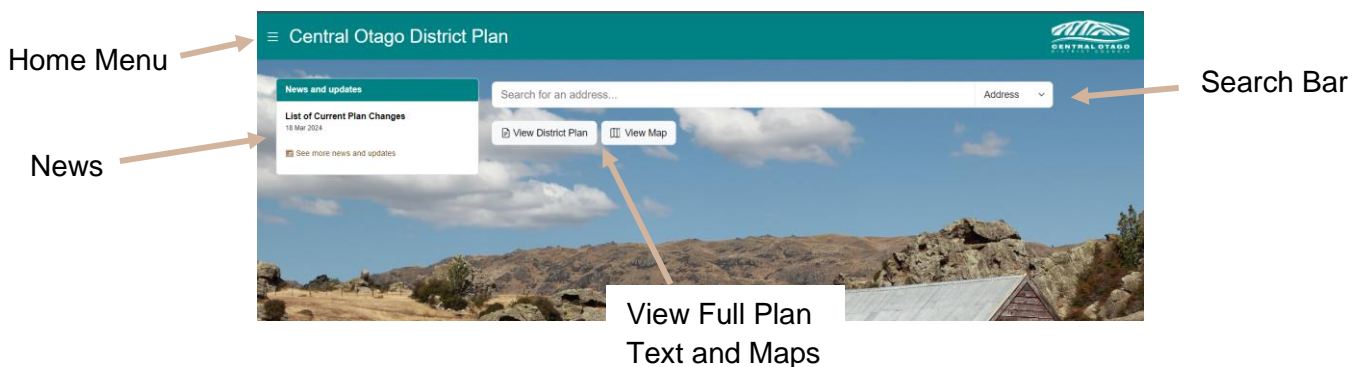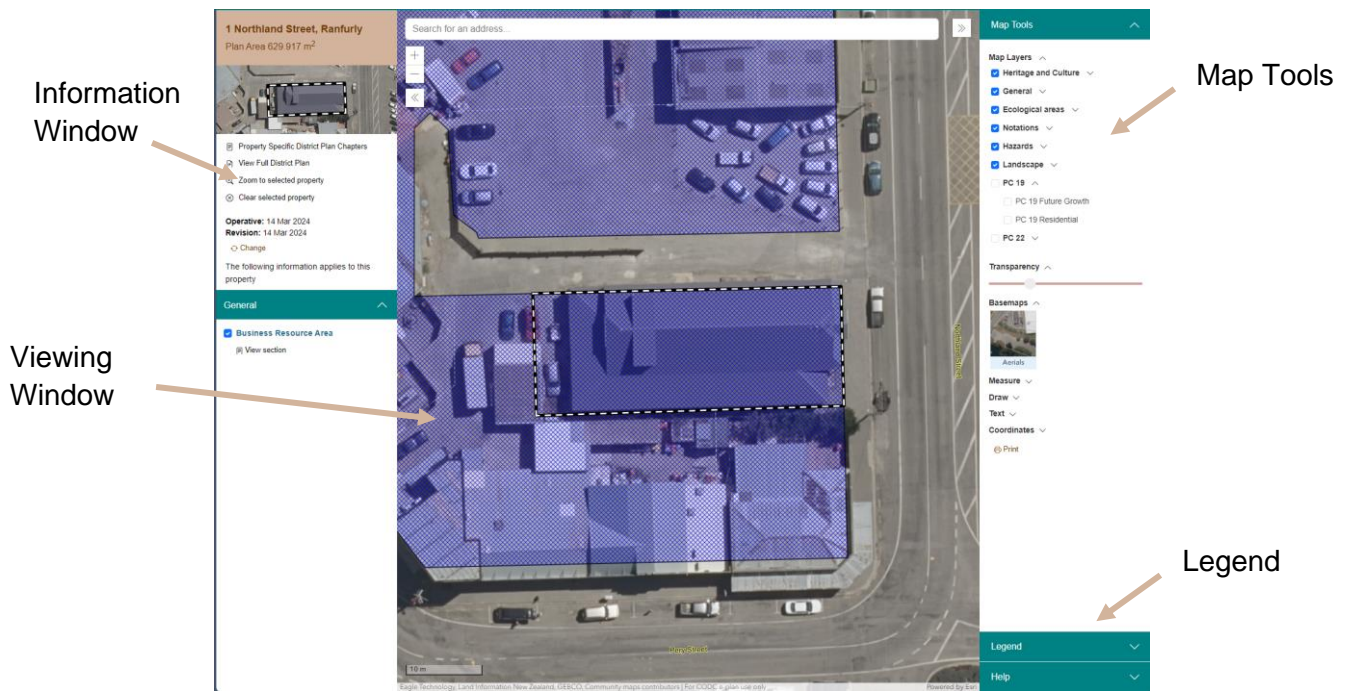# How to use the Central Otago District Plan e-Plan

Home Page

The e-Plan home page includes areas for searching for a property and viewing the district plan maps or text. News related to changes or updates to the e-Plan will also be displayed here. Clicking the three horizontal lines at the top left of the homepage allows you to navigate to CODC's main website, its consultation platform Let's Talk, to view and submit on proposed plan changes, and view Council's GIS Mapping software.

Home Menu

News

Search Bar

View Full Plan Text and Maps

View the Plan Maps

From the home page, the district plan maps can be viewed by clicking "View Map" on the home page. The map viewer is split into three main parts. The central part is the viewing window, where you can see the plan maps. On the right of the screen is the map tools window. This allows you to change the district plan layers that are showing in the viewer and also includes options to print the current map view, and a legend. When a property is selected, it is highlighted in a black and white outline, and an information window will appear on the left hand side. This window shows basic information about the selected property, and links to the relevant sections of the district plan.

Information Window

Viewing Window

Map Tools

Legend

To move the map, click and drag in the viewing window. To zoom in or out, scroll using the mouse wheel, or click the Plus and Minus buttons at the top left of the viewing window.
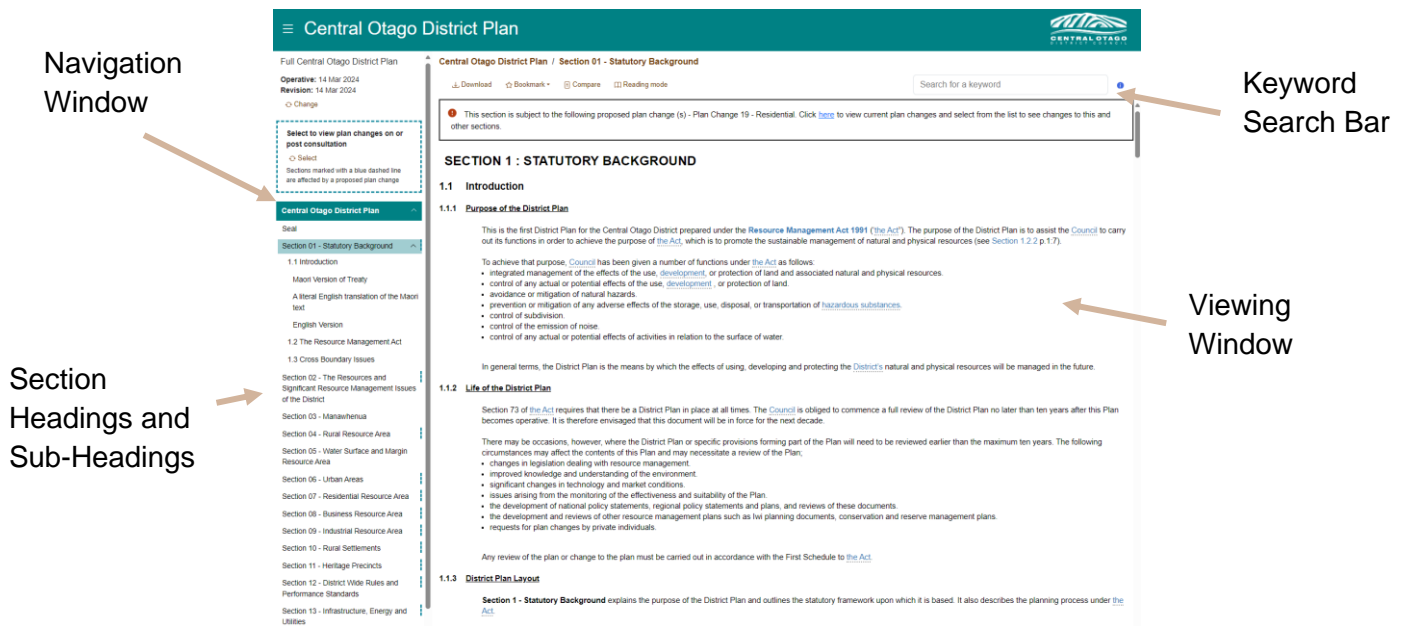
The e-Plan automatically opens all operative district plan layers by default. To turn layers on and off, click the blue tick boxes in the map tools window.

The map viewer shows property boundaries based on rating units (Valuation Numbers). Ratings units may include multiple allotments, which are not shown individually.

The e-Plan is intended to be used digitally. However, you can print the current map view by selecting the print icon from the map tools window.

View the Plan Text

From the home page, the district plan maps can be viewed by clicking "View District Plan" on the home page. The text viewer is broken into two main windows. The navigation window, along the left of the screen, lets you navigate between the different sections of the plan and view plan changes. The viewing window takes up the rest of the screen, and shows the contents of the section you are currently viewing.

To navigate to a section, click the section you want to view in the navigation window.

Most sections of the district plan are broken into objectives, policies and rules. Rules define what activities can and cannot be undertaken without resource consent in a given area, and any standards that apply to those activities. Objectives and policies set out what is intended for each section and help to guide decision making on resource consent applications. Some sections also list the particular issues the other provisions in that section are trying to address.

Sections include sub-headings which allow quicker navigation within the section, for example to policies or rules that appear in the section. Sub-headings appear in the navigation window for the section you are viewing. To navigate to a sub-heading, click on the relevant heading in the navigation window.

Provisions highlighted in blue in the viewer are cross references to other parts of the district plan. Clicking on these in the viewing window will take you to the part of the plan that is referenced.

Provisions highlighted in blue and in bold are links to external websites, such as to view legislation, or to find a document that is incorporated by reference. Clicking the link in the viewing window will open the relevant website in a new tab.

Provisions highlighted in blue and underlined are terms with a specific definition. Clicking on these in the viewing window will pop up the definition. A full list of all defined terms and their definitions can be found in Section 18 of the Plan.

To search for a specific term, type the word or phrase you want to search in the keyword search bar and press enter. The e-Plan will show results in the section you are in and allow you to show results in other sections by selecting them in the navigation window.

The e-Plan is intended to be used digitally. However, you can download sections of the plan as pdf's for offline use. To do so, click "Download" at the top of the viewing window.

Search for a Property

From the E-Plan home page, type the address of the property you are interested in into the search bar. As you type, the e-Plan will show suggestions. Clicking on a selection or pressing enter on your keyboard will search for that property.

You can also search for a property by its address from the map viewer, or simply click on a property in the map viewing window.

Searching for a property will take you to the district plan maps and zoom to the property. On the left hand side of the screen are details about the selected property and the relevant zones and other layers that apply to the site. Clicking on these links will take you to the relevant section of the plan. It is important to note that in this view only the sections that are relevant to the specific property that is selected. To view the whole plan, click "View Full District Plan" near the top of the information window.

View Proposed Plan Changes

Sections subject to a plan change will have a box at the top highlighting the plan changes that affect the section. To view a plan change you must be viewing the whole district plan.

To view a plan change, click "Select to view plan changes" in the navigation window and select the change you want to view from the list.

The e-Plan will only show the sections of the plan that are subject to the plan change. Provisions that are proposed to be changed are highlighted with a dashed blue outline. This view shows the proposed final text. To view the proposed additions and deletions, click "Show Plan Change Changes" at the top of the viewing window. Additions will be highlighted in green and underlined. Deletions will be highlighted in red and struck-through. Pdf's of proposed plan changes will show additions and deletions when downloaded.

To return to viewing the operative plan, click "Back to plan" in the navigation window.

Proposed changes to the district plan maps are shown in the map viewer. Each plan change is shown as a separate layer in the map viewer. These can be toggled on and off by clicking the relevant plan change in the map tools window.