

# HSE's Planning Advice Web App

# **Developer User Guide 2.3**



# CONTENTS

1	<b>INT</b> 1.1	RODUCTION	2
	1.1	What is HSE's Statutory Advice?	
	1.3	Why does HSE give advice on planning applications?	
	1.4	Why use HSE's Planning Advice Web App?	
	1.5	Who can use HSE's Planning Advice Web App?	
	1.6	How does HSE's Planning Advice Web App give advice?	3
	1.7	What are the criteria for needing to consult (or receive) HSE's advice?	3
2	IMF	ORTANT CONCEPTS4	
	2.1	Automation	4
	2.2	Phase 1 Enquiry	4
	2.3	Phase 2 Enquiry	4
	2.4	Credits	4
	2.5	Group Administrator	4
	2.6	Group Identifier	4
	2.7	User Permissions	4
3	GET	TING STARTED	
	3.1	Creating a new Group Account & Group Administrator Account	5
	3.2	Adding a new user to the Group Account	8
	3.3	Updating the User Profile	.14
4	USE	R ADMINISTRATION	
	4.1	Changing User Permissions	.16
	4.2	Overview of User Permissions	.19
	4.3	Remove (delete) a user account	.20
5	GRO	OUP PROFILE SETTINGS	
	5.1	Updating the Group Profile	.21
6	PRC	DCESSING AN ENQUIRY	
-	6.1	Phase 1 Enquiry (In/Out of HSE Consultation Zone?)	.23
	6.2	Phase 1 Enquiry, Step 1 - Create Enquiry Tab	.23
	6.3	Phase 1 Enquiry, Step 2 - Draw Development Boundary	.24

	6.3.	.1 Draw Development Boundary – Advanced Tools and further Guidance	29
	6.4	Phase 1 Enquiry, Step 3 - Additional Details	30
	6.5	Phase 1 Enquiry, Step 4 – Summary	31
	6.6	Phase 1 Enquiry, Step 5 - Submit In / Out	32
	6.7	Phase 2 Enquiry (HSE's Formal Advice)	34
	6.8	Phase 2 Enquiry, Step 1 - Continue Application	34
	6.9	Phase 2 Enquiry, Step 2 - Not Same Type (assigning HSE Development Types)	35
	6.10	Phase 2 Enquiry, Step 3 - Development Type Questions	
	6.11	Phase 2 Enquiry, Step 4 - Final Summary	41
	6.12	Phase 2 Enquiry, Step 5 – User Pay	42
	6.13	Phase 2 Enquiry, Step 6 – Outcome	43
7	RES	SUMING AN INCOMPLETE ENQUIRY 4	5
7 8		SUMING AN INCOMPLETE ENQUIRY4 WNLOADING RESULTS (PDF DOCUMENTS)4	
	DO		6
8	DO	WNLOADING RESULTS (PDF DOCUMENTS)4	6 7
8	DO' MA	WNLOADING RESULTS (PDF DOCUMENTS)	<b>!6</b> ! <b>7</b> 47
8	<b>DO</b> <b>MA</b> 9.1	WNLOADING RESULTS (PDF DOCUMENTS)	9 <b>6</b> 1 <b>7</b> 47 49
8	<b>DO</b> <b>MA</b> 9.1 9.2 9.3	WNLOADING RESULTS (PDF DOCUMENTS)	4 <b>6</b> 47 49 49
8 9	DO MA 9.1 9.2 9.3 0 F	WNLOADING RESULTS (PDF DOCUMENTS)	9 <b>6</b> 77 47 49 49 5 <b>0</b>
8 9 1	DO MA 9.1 9.2 9.3 0 F	WNLOADING RESULTS (PDF DOCUMENTS)	47 47 49 49 60 64 54
8 9 1	DO MA 9.1 9.2 9.3 0 F 1 G	WNLOADING RESULTS (PDF DOCUMENTS)	47 47 49 49 49 49 49 49 49 49 49 49 47 47 47 47 47 49

# **1** INTRODUCTION

# 1.1 WHAT IS HSE'S PLANNING ADVICE WEB APP?

<u>HSE's Planning Advice Web App</u> enables users to easily determine whether or not a development site area intersects (is within or comes into contact with) an HSE consultation zone. Users may then choose to obtain an indication of HSE's statutory land use planning advice for a fixed fee. Reports are issued via downloadable PDFs. Further <u>consultancy services</u> are available from HSE if required.

# 1.2 WHAT IS HSE'S STATUTORY ADVICE?

HSE is a statutory consultee to Local Planning Authorities (LPA). When a planning application is submitted, if the development area is within or comes into contact with HSE consultation zones and meets set criteria, HSE must be consulted by the LPA for advice on whether to grant or deny planning permission. LPA's consult HSE using the Web App and obtain an automatic response detailing whether HSE advises the LPA to grant or deny planning permission. HSE's advice is expressed as 'HSE Do Not Advise against (DAA) or HSE Advise Against (AA) the granting of planning permission'. Following receipt of HSE's advice, the LPA will determine whether or not to grant planning permission.

# 1.3 WHY DOES HSE GIVE ADVICE ON PLANNING APPLICATIONS?

See the HSE website for further information:

### About land use planning

Why is HSE involved?

# 1.4 WHY USE HSE'S PLANNING ADVICE WEB APP?

The Web App is quick and simple to use. Receiving HSE's advice at the preparatory search or preapplication stages ensures that any potential issues may be addressed prior to the submission of a planning application. This helps applicants to determine whether plans are viable and avoid potentially costly future alterations to submitted plans.

# 1.5 WHO CAN USE HSE'S PLANNING ADVICE WEB APP?

Anyone, following verification with HSE's Land Use Planning (LUP) Support Team.

# 1.6 HOW DOES HSE'S PLANNING ADVICE WEB APP GIVE ADVICE?

The user depicts the development area on a map and assigns areas of the land to HSE Development Types such as 'Workplaces', 'Housing' and 'Parking Areas'. The Web App automatically calculates the sensitivity level of the proposed development in relation to the presence of nearby hazards such as chemical storage sites, explosive manufacturing facilities and major accident hazard pipelines. HSE's advice is then generated in a downloadable PDF. The advice generated follows the published <u>HSE's Land Use Planning Methodology</u> document. HSE's advice is expressed as 'HSE Do Not Advise against (DAA) or HSE Advise Against (AA) the granting of planning permission.

# 1.7 WHAT ARE THE CRITERIA FOR NEEDING TO CONSULT (OR RECEIVE) HSE'S ADVICE?

HSE does not need to be consulted on all planning applications. Full criteria can be found within <u>HSE's Land Use Planning Methodology</u> - see 'When to consult HSE' and Annex 2.

# 2 IMPORTANT CONCEPTS

The following concepts underpin the workings of HSE's Planning Advice Web App. It is worth reviewing these points to familiarise yourself with the fundamental concepts.

# 2.1 AUTOMATION

HSE's Planning Advice Web App is entirely automated and accessible at any time. All information entered to the Web App is assessed automatically, and not manually reviewed by HSE staff unless the Web App is unable to process the enquiry. If the Web App is unable to proceed with an enquiry, the user will be directed to contact HSE directly.

# 2.2 PHASE 1 ENQUIRY

The 'Phase 1 enquiry' undertaken on the Web App is free and informs the user whether a development site area is within or comes into contact with an HSE consultation zone. The PDF report(s) produced will inform the user whether HSE has an interest with the land parcel and informs the user what are the next steps.

# 2.3 PHASE 2 ENQUIRY

The 'Phase 2 enquiry' (which follows on from the Phase 1 enquiry) informs the user what HSE's Land Use Planning Advice would be on the proposed development. To receive a PDF report detailing the advice, the user must purchase and spend a credit on the Web App.

# 2.4 CREDITS

Payments to HSE are processed through our external provider, WorldPay. Upon making payment, a credit is assigned to the account which may be redeemed against an enquiry for HSE's Land Use Planning Advice. It is important to note that the credit is not spent automatically upon purchase – the user will need to enter the relevant enquiry and 'spend' the credit. A PDF report of HSE's advice will be made available for download as soon as the credit has been spent.

# 2.5 GROUP ADMINISTRATOR

For an organisation, all accounts are linked to a single central group account. The initial user is automatically assigned the role of 'Group Administrator' and is responsible for managing all other users within the organisation. This includes the addition and removal of users, as well as setting appropriate use permissions for individual accounts. Multiple group administrators may be assigned if necessary depending upon the size of the organisation.

# 2.6 GROUP IDENTIFIER

A unique Group Identifier is assigned by HSE to all members within a single group account. This code identifies all the users as belonging to the same account, and is used to log into the Web App.

# 2.7 USER PERMISSIONS

There are a variety of options to either enable or disable elements of the Web App according to the role of the user. These options are set by user permissions unique to each user account. The user permissions are set by the Group Administrator and allow functionality to be enhanced or limited depending on the needs of the individual user.

# **3 GETTING STARTED**

### 3.1 CREATING A NEW GROUP ACCOUNT & GROUP ADMINISTRATOR ACCOUNT

If your business does not yet have an account setup on HSE's Planning Advice Web App, you will need to request that your organisation is added as a new group. HSE's LUP Support Team will set up an account for you, and the initial user will become the 'Group Administrator' for the new group account. If your business already has an account set up, please instead refer to the 'New User' section.

The steps to follow to set up a new group account are as follows:

- 1) Access HSE's Planning Advice Web App through the internet browser of your choice at <a href="https://pa.hsl.gov.uk/">https://pa.hsl.gov.uk/</a>
- 2) Left-click the 'Do you want to add your organisation as a new group?' link.

HSE's Planning Advice Web App - Login Email address :  Password :  Group Identifier :  Please enter the following Captcha information, to obtain a different code click on the Captcha image. Enter a space between the character groups  Please enter the following Captcha information, to obtain a different code click on the Captcha image. Enter a space between the character groups  Please enter the following Captcha information, to obtain a different code click on the Captcha image. Enter a space between the character groups  Please enter the following Captcha information, to obtain a different code click on the Captcha image. Enter a space between the character groups  Please enter the following Captcha information for the use of this site  By logging in you agree to the terms and conditions for the use of this site		rayonicip	
Email address :  Password :  Group Identifier :  Please enter the following Capitcha information, to obtain a different code click on the Capitcha image. Enter a space between the character groups  Please enter the following Capitcha information, to obtain a different code click on the Capitcha image. Enter a space between the character groups  Please enter the following Capitcha information to obtain a different code click on the Capitcha image. Enter a space between the character groups  Please enter the following Capitcha information to obtain a different code click on the Capitcha image. Enter a space between the character groups  Please enter the following Capitcha information for the use of this site  By logging in you agree to the terms and conditions for the use of this site	HSE's Planning Advice Web App - Login	1	
Group Identifier : Please enter the following Capicha information, to obtain a different code click on the Capicha image. Enter a space between the character groups	Email address :		
Please enter the following Captcha information, to obtain a different code click on the Captcha image. Enter a space between the character groups	Password :		
Please enter the following Captcha information, to obtain a different code click on the Captcha image. Enter a space between the character groups	Groun Identifier		
The second secon			
	712 <i>1917</i>		
	By logging in you agree to the terms and conditions for the use	of this site Login	
	Download the open editerior cover addressing		
	Do you want to add your organisation as a new group? Become chew user by joining an existing group?		
Download and to add your organisation as a new group?	Porgotteri your password?		

3) A list of criteria will be shown that HSE's LUP Support Team requires to create the group account. Please provide the requested details using the contact details shown on screen. If further verification is necessary, HSE's LUP Support Team will contact you directly.

Following receipt of your request, HSE's LUP Support Team will review your details, and create a new group account. The team will action this as quickly as possible, usually within 3 working days. You will receive an e-mail from '**donotreply@pa.hsl.gov.uk**' (example shown below): <u>Email not received?</u>

e HSE's Planning Advice Web App × M You have now been registe	ered - 🛛 🗙 🗋 Gmail - You have now beer	n regis 🗙 🕂	
$\leftrightarrow$ $\rightarrow$ C $\triangle$ https://mail.google.com/mail/u/0?ik=29c	d83e869b&view=pt&search=all&perm	thid=thread-f%3A1635957557814707616&simpl=msg-f%3A1635957557814707616	@ ☆ 0   🖪 :
M Gmail			Example User <hseexampleuser@gmail.com></hseexampleuser@gmail.com>
You have now been registered 1 message			
donotreply@pa.hsl.gov.uk <donotreply@pa.hsl.gov.uk> To: hseexampleuser@gmail.com</donotreply@pa.hsl.gov.uk>			Mon, Jun 10, 2019 at 1:45 PM
	HSE's Planning Advice - User	Access Enabled	
	HSE's Planning Adv	ice	
	Next steps To access the web application for Local Authority Users:	Dear Sam Brown	
	Log in to the website with your email address and the password you supplied at registration.	Your access to HSE's Planning Advice has been enabled	
	To access the web application for Business Users: Log i <u>n to the websi</u> te with	You have now been enabled by your group administrator to allow access to HSE's Planning Advice Web Application. HSE's Planning Advice Web Application	
(	this temporary password: JWy71XVj74H Group Identifier : BUSINESSEDO2	After clicking on the link you will need to login with the password you originally supplied. Otherwise you will have to click the Forgotten Password link on the webpage you are taken to.	
		HSE's Planning Advice	

The email received will detail your temporary password and <u>Group Identifier</u> which will allow you to log into the Web App for the first time.

- 4) Access HSE's Planning Advice Web App through the internet browser of your choice at <a href="https://pa.hsl.gov.uk/">https://pa.hsl.gov.uk/</a>
- 5) Enter your e-mail address, \*temporary password and \*Group Identifier (\*provided to you within your 'You have now been registered email'). Enter the Captcha information, and ensure to match the case of letters and enter a space between the two groups of characters/numerals. In the example shown below, the Captcha should be entered as 'TS Hv'.

🗱 HSE's Planning Advice Web App 🗴 M You have now been registered - i x 🗋 Gmail - You have now been regis x 🕇		-0	<b>_</b> X
← → C ☆ ▲ https://pa.hsl.gov.uk		* 0	) :
HSE's Planning Advice Web App	Page Help	General Help	
	Page Help	General help	4
HS <u>E's Planning</u> Advice Web App - Login			_
Email address :			
hseexampleuser@gmail.com			
Password :			
Group Identifier :			
BUSINESSED02			
Please enter the following Captcha information, to obtain a different code click on the Captcha image. Enter a space between the character groups			
ТЗНУ			
By logging in you agree to the terms and conditions for the use of this site		1	
Login		]	
Developed by Line Arde for Developen			
Download the User Guide for Coal Authonities			
Do you want to add your organisation as a new group?			
Become a new user by joining an existing group Forgotten your password?			
S adorent Jon bergunar			
Find out about HSE's land use planning (LUP) - public safety advice			

6) Left-click the grey 'Login' button to log into HSE's Planning Advice Web App for the first time. After logging in, you will receive a message informing you that your user profile has not yet been completed. Left-click the blue 'OK' button to dismiss this message.

HSE's Planning Advice We	eb App 🗙 📕 You have now been registered - 🗆 🗶 🛅 Gmail - Y	/ou have now been regis × +					x
← → C ① ■ h	ttps://pa.hsl.gov.uk/Menu					☆ ◎ 🧧	:
HSE's Pla	anning Advice Web App You have n	ot completed all of your user profil	e, please select the User Profile tab	inessedo2	LogOff Page Help	General Help	Â
User Administration	Select the user whose details you want to chan You may search for a user by using the blank			ОК			
	Group	Users name	Email Address 🔶	Delete Users			
	BUSINESSEDO2, Example Developer Organisation	Sam Brown	hseexampleuser@gmail.com	Delete			
		User's name	Email Address				
	First Previous 1 Next Last						
		Developed by H	ISL, part of HSE				

7) Left-click the grey 'User Profile' tab located on the left side of the page. Update your user profile with the required information. All fields should be completed, and your current password must also be entered before saving changes to your profile. We strongly recommend updating your temporary password by completing the 'New password' and 'Reenter your new password' fields whilst updating your profile.

SE's Planning Advice Web App × +					فصا
C 🛆 🔒 https://pa.hsl.gov.uk/Menu					☆ 0
E HSE's Planning Advice Web Ap	0				
		User : hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff Page Help	General Help
Menu					
r Administration	Edit the fields you wish to change. The	e current password field is mandatory			
Profile	Title :				
	Dr				
	First Name :				
	Sam				
	Surname :				
	Brown				
	Email address :				
	hseexampleuser@gmail.com				
	Current password :				
	New password :				
	Re-enter your new password :				
	Security question :				
	What is the name of my university?				
	Your answer :				
	Bangor University				

8) The initial setup of the new Group Admin account is now complete.

Next Steps for the Group Admin:

- You will note that the Web App functionality is currently very limited only two grey navigation tabs 'User Administration' and 'User Profile' are available. To enable further Web App functionality, you will need to set your desired user permissions for the <u>Group</u> <u>Administrator</u> account. Please refer to the <u>Changing user permissions</u> section of this guidance.
- 2) The Group Profile will need to be set which includes details of the business. Please refer to <u>Updating the Group Profile</u>.
- 3) You may also wish to add additional new users to the group, which is detailed within the <u>Adding a new user</u> section.

### 3.2 ADDING A NEW USER TO THE GROUP ACCOUNT

A new user may only be added to a pre-existing group account that has an active local <u>Group</u> <u>Administrator</u>. The local Group Administrator is a named person(s) at your Business who is responsible for authorising the addition of new users. The new user will need to be provided with the '<u>Group Identifier</u>' code by the local Group Administrator. If you are unsure whether an account has already been setup for your business, or the Group Administrator has left your organisation, please <u>Contact HSE's LUP Support Team</u> for further assistance.

The following steps require action by <u>both</u> the **New User** and **Group Administrator**, and each step is marked accordingly.

- 1) New User: access <u>HSE's Planning Advice Web App</u> through the internet browser of your choice at <u>https://pa.hsl.gov.uk/</u>
- 2) New User: left-click the 'Become a new user by joining an existing group' link.

HSE's Planning Advice Web App × +	- 0 <b>- X</b>
	☆ ♀   🕫 🗄
HSE's Planning Advice Web App Page Help	General Help
HSE's Planning Advice Web App - Login Email address :	
Password :	]
Please enter the following Capitcha information, to obtain a different code click on the Capitcha image. Enter a space between the character groups	
By logging in you agree to the terms and conditions for the use of this site Login	]
Download the User Guide for Developers Download the User Guide for Local Authorities Download the User Guide for Local Authorities Download the User Guide for Local Authorities	]
Become a new user by joining an existing group     Folgutter your possesses      Find out about HSE's land use planning (LUP) - public safety advice	

3) New User: On the following page, enter your e-mail address, <u>Group Identifier</u> (provided by the local <u>Group Administrator</u>), First Name, Surname and Desired Password (x2). Enter the Captcha information, and ensure to enter a space between the two groups of characters/numerals. In the example shown below, this should be entered as 'mX gH'.

器 HSE PA - Register	× 🕈			- 0 -	<u> </u>
← → C ☆	https://pa.hsl.gov.uk/Account/Register		☆ 0	E	:
HSE's	Planning Advice Web App	e Help	General He	lp )	Â
5	Register To Join An Existing Group Your group administrator will provide your group identifier email address inseexampleuser2@gmail.com Group Identifier :				
	BUSINESSEDO2 First Name : Luo Surname : Green				
	Desired Password :				
<	mX gH By logging in you agree to the terms and conditions for the use of this site				
	Register				*

4) **New User:** Left-click the grey 'Register' button at the bottom of the page. The following screen will be displayed:

题 HSE PA	Register × +			×
← → 0	thtps://pa.hsl.gov.uk/Account/Register		☆ 0	:
HSE	HSE's Planning Advice Web App	Page Help	General Help	
	Register To Join An Existing Group			
	Your request to register to join a group has been received. An email has been sent to your email address for you to validate the request Return to login page			
	Developed by HSL, part of HSE			

5) New User: You will receive an automated e-mail entitled 'Thank you for your registration request' from 'donotreply@pa.hsl.gov.uk'. Email not received? This e-mail contains a personalised link to verify that your e-mail address is valid, as well as a temporary access code that is used only to verify the validity of your e-mail address. The temporary access code is only used once and will not become your future log-in password (which was chosen at step 3 of this process). Left-click the link within the e-mail.

HSE's Planning Advice         Next steps         Once you have clicked on this link you will brendure to verify your enail address and temporary access code. A request will then be sent to your group administrator asking them to validate your request         Registration Link         Request to join Group Identified your request         BusiNE sSEDO2         After clicking on the link you will need to enter your details along with your group identifier BUSINESSEDO2 and temporary access code h4N3dje2K23         If you did not ask to register to access the HSE Planning Advice we bapplication then please contact the HSE

6) New User: Enter your e-mail address, Group Identifier and temporary access code (received in the e-mail. Enter the Captcha information, and ensure to enter a space between the two groups of characters/numerals. In the example shown below, this should be entered as 'Vn Hs'. Left-click the grey 'Submit Details' button at the bottom of the screen.

器 HSE's Planning Advice Web App × +	
← → C ☆ A https://pa.hsl.gov.uk/Account/ValidateEmailInput/52a66258-d03e-4df9-b41e-dba630994ba8	☆ (
HSE's Planning Advice Web App	
HSE's Planning Advice Web App	Page Help General H
	- age rate
Enter Your Email Address : hseexampleuser2@gmail.com	
insexampleuser2@gmail.com	
Group Identifier :	
BUSINESSED02	
Enter your temporary access code (from the email) :	
Please enter the following Captcha information, to obtain a different code click on the Captcha image	
Ma His	
Vn Hs	
Return to login page	
Neturn to kigin page	
Davidened by USL part of USE	
Developed by HSL, part of HSE	

7) New User: The following popup message will be displayed. Left-click 'OK' to dismiss. Your <u>Group Administrator</u> will now be e-mailed to approve your request to join the local group account, and set the relevant user permissions so that you may login and use the Web App.

题 HSE's Planning Advice Web App × +		
← → C ☆ 🌢 https://pa.hsl.gov.uk/Account/ValidateEmailInpu	t/52a66258-d03e-4df9-b41e-dba630994ba8	☆ ♀   🖪 🔅
HSE's Planning Advice Web App	Your group administrator will now be emailed to enable your account	Page Help General Help
Enter Your Email Address : hseexampleuser2@gmail.com		
Group Identifier : BUSINESSED02		
Enter your temporary access code (from the email) :		
Please enter the following Capitcha information, to obtain a different code	lick on the Captcha image	
11115		
	Submit Details	
Return to login page		
	Developed by HSL, part of HSE	

8) Group Administrator: You will receive an e-mail with the subject title: 'Someone has asked to join your user group on HSE's planning advice web application from 'donotreply@pa.hsl.gov.uk'. Email not received? This email contains a link to enable the user. Left-click the link.

8		
	Next step:         Once you have clicked on this hy ou will be required to log in to the Planning Advice web application again with your email address and password.         Please note that you will be required to enable the user and configure the user's permissions before they can use the application fully.         Request to join Group Identifier : BUSINESSED02 Example Developer Organisation         BUSINESSED02         Example Developer Organisation         If you know this user and would like to accept the registration request then please click on the first link or copy it to your browser shown below. This link will remain valid for 7 Days. Please take care to choose the correct link.         Integrity/pa.hsl.gov.uk/Account/Confirm/c20be687-51f2-4011-n48b-944644597269         Find the new user under the User Administration tab and set their permissions accordingly. They should then be emailed confirmation of joining.         If you do not know this person and would like to report this as a potential attempt to access your group's information fraudulenty then please or click on the HSE planning advice team with a email lupenguiries@hsl.gsi.gov.uk/ or telephone gozo 202 82780 er click on the link below.	

9) Group Administrator: On the following page, enter your E-mail address Group Identifier and Password. Enter the Captcha information, and ensure to enter a space between the two groups of characters/numerals. In the example shown below, this should be entered as 'sH YT'. Left-click the grey 'Submit Details' button at the bottom of the screen.

C	Page Help	🗙 🔾 E
bur Email Address :	Page Help	General Help
bur Email Address :	Page Help	General Help
mpleuser@gmail.com dentifier : ESSEDO2 rd : •		
mpleuser@gmail.com dentifier : ESSEDO2 rd : •		
rd :		
ESSED02 rd: •		
rd : •		
n		
n		
anter the following CapIcha information, to obtain a different code click on the CapIcha image		
Submit Details		
rm to login page		
Developed by HSL, part of HSE		

10) Group Administrator: You will now be logged into the Web App, and should by default be shown the page contents of the grey 'User Administration' tab. You will see your own user account listed in the table, and the details of any other group users as well as the new request from the New User.

	ttps://pa.hsl.gov.uk/Menu						\$	0	E
	anning Advice Web App	User : hseexampleuse	er@gmail.com	Group : BUSINESSEDO2	LogOff	Page Help	General		
in > Menu									_
User Administration	Select the user whose details you want to change by clicking	g on that user's entry in the list.							
User Profile	You may search for a user by using the blank entry at the bo	ttom of the list							
	Group	Users name	Email Address	Delete Users					
	BUSINESSEDO2, Example Developer Organisation	Jo Green	HSEEXAMPLEUSER2@GMAIL.CO	M Delete					
	BUSINESSED02, Example Developer Organisation	Sam Brown	hseexampleuser@gmail.com	Delete					
		User's name	Email Address	_					
	First Previous 1 Next Last		<u> </u>						

Developed by HSL, part of HSE

11) Group Administrator: As you hover your mouse over records in the table they will turn yellow and turn orange when left-clicked and selected. Left-click the record for the New User. You should see a table of user permissions appear below the user account. Left-click the check-box for the 'Can use the HSE web app user permission. You will need to enable other appropriate <u>user permissions</u> so that the account has the desired functionality.

	ttps://pa.hsl.gov.uk/Menu									☆	0
HSE's Pla E	nning Advice Web App			User : hseexa	impleuser@gmail	com	Group : BUSIN	ESSEDO2 LogOff	Page Help	Genera	l Help
r Administration	Select the user whose details you You may search for a user by usin				e list.						
er Profile	Group		0301.	э нагне	t Email	Address	Delete Use	ers			
•	BUSINESSEDO2, Example De	eveloper Organisa	tion Jo Gr	reen	HSEEX	AMPLEUSER2@GM	AIL.COM Delete	1			
	BUSINESSED02, Example De	eveloper Organisa	tion Sam	Brown	hseexa	ampleuser@gmail.o	com Delete				
			Use	er's name	Emai	Address					
	First Previous 1 Next Can use the HSE Is Block web app y HSL		Is user admin	Can create enquiries	Can view enquiries	Can purchase credits	Can view purchase records	Can edit group contact details	Can spend credits		
					Submit						
										-	

12) **Group Administrator:** Finally, left-click the grey 'Submit' button at the bottom of the page. This will enable the New User's account. You will see a pop-up message as shown below in the lower right corner of the screen. Left-click 'OK' to dismiss the pop-up.

The changes have been saved	×
	ОК

13) New User: You will receive an e-mail entitled 'You have now been registered' from 'donotreply@pa.hsl.gov.uk'. Email not received? Left-click the link shown within the email, and you will be directed to the login page for <u>HSE's Planning Advice Web App</u>. You may now login to the Web App with your e-mail, group identifier and desired password (set at the start of this process). Note, if you only see the 'User Profile' tab after logging in, you will need to request that your <u>Group Administrator</u> sets the necessary <u>user permissions</u> for your account.

ave now been registered - hseexampleuser2@gmail.com - Gr ps://mail.google.com/mail/u/0/?ui=2&view=btop&vo		63A1635966513395187110&cvid=1		فبصاد
0 1 1 0	<b>D D</b> :			
donotreply@pa.hsl.gov.uk ≷ to HSEEXAMPLEUSER2 ▼			4:07 PM (8 minutes ago)	\$ :
	HSE's Planning Advice - User Access	Enabled		
	HSE's Planning Ac	dvice		
	Next steps To access the web application for Local Authority Users: Log in to the website with your email address and the password you supplied at registration. To access the web application for Business Users: Log in to the website with your email address and this temporary password: 1X43wo8Js28 Group Identifier : BUSINESSEDO2	Dear Jo Green           Your access to HSE's Planning Advice has been enabled           You have now been enabled by your group administrator to allow access to HSE's Planning Advice Web Application.           HSE's Planning Advice Web Application           After clicking on me mix you will need to login with the password you originally supplied. Otherwise you will have to click the Forgotten Password link on the webpage you are taken to.           HSE's Planning Advice           HSE's Planning Advice           HSE's Planning Advice           HSE's Planning Advice is provided by Health & Safety Laboratory. We are part of the Health and Safety Executive (HSE) and working with the provided by the advice due to use a under the top of whether with the provided plan to a under		

14) New User: After logging into the Web App for the first time, you will be prompted to Update your User Profile.

### 3.3 UPDATING THE USER PROFILE

The User Profile should be populated when a new account is created, or when any detail contained within the user profile changes. Details such as the individuals name will be placed on the output PDF reports, so it is important that the profile is populated fully. The security question and answer are used to verify identity with HSE's LUP Support Team and should not be easily guessable by others.

To update the User Profile:

- 1) Log into HSE's Planning Advice Web App
- 2) Left-click the blue 'OK' message to dismiss the pop-up.

髅 HSE's Planning Advice Web App × +			
← → C ☆ 🔒 https://pa.hsl.gov.uk/Menu			☆ ○ 🕒 :
HSE's Planning Advice Web App	You have not completed all of your user profile, please select the User Profile tab	X INESSEDO2 LogOff Page Help	General Help
User Profie Edit the fields you with t Title :			

3) Left-click the 'User Profile' tab on the left-hand side of the screen. If you are accessing the Web App for the first time and can only see the 'User Profile' tab, you will need to ask your local <u>Group Administrator</u> to <u>set user permissions</u> on your account to enable further functionality of the Web App.

C 🟠 🔒 https://pa.hsl.	gov.uk/Menu				☆ 0
HSE's Planning Ad	lvice Web App				
		User : HSEEXAMPLEUSER2@GMAIL.COM	Group : BUSINESSEDO2	LogOff Page Help	General Help
lenu					
Profile	Edit the fields you wish to change. The c	urrent password field is mandatory			
	Title :				
	First Name :				
	Jo				
	Surname : Green				
	Email address : HSEEXAMPLEUSER2@GMAIL.COM				
	Communit and a second se				
	Current password :				
	New password :				
	Re-enter your new password :				
	Security question :				
	Your answer :				

4) Update the details on the page shown, including your current password (mandatory) and left-click the 'Save' button at the bottom of the screen to change any details. Please note that moving away from the page before left-clicking the 'Save' button will discard any changes made.

NB. You do not need to enter anything into the 'New password' and 'Re-enter your new password' fields unless you desire to update your password whilst updating your user profile.

# 4 USER ADMINISTRATION

### 4.1 CHANGING USER PERMISSIONS

A <u>Group Administrator</u> or User Administrator can change user permissions for other users. This enables certain features of the Web App for the specified user. To change user permissions, the administrator must log into the HSE's Planning Advice Web App and left-click the 'User Administration' tab on the left-hand side of the page.

You will see your own user account listed in the table shown, and the details of any other group users. As you hover your mouse over records in the table they will turn yellow and turn orange when left-clicked and selected.

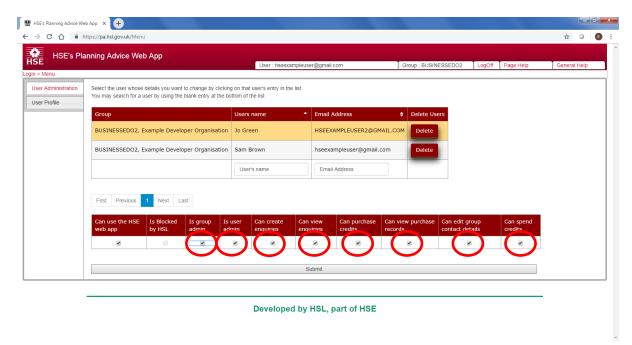
To change the user permissions for a specified user:

HSE's Planning Advice We	eb App 🗙 🕂												0
→ C ☆ 🗎	https://pa.hsl.gov.uk/Menu											☆ 0	
HSE's Pla	anning Advice Web	о Арр											
					User : hseexa	ampleuser@gmail.	com	Group : BUS	INESSED02	LogOff	Page Help	General Help	_
n > Menu User Administration User Profile	Select the user whose You may search for a u					e list.							
	Group			Users	s name	▲ Email /	Address	Delete	Jsers				
	BUSINESSED02, E	xample Develo	per Organisa	tion Jo Gr	een	HSEEX	AMPLEUSER2@GM	IAIL.COD Delete					
	BUSINESSEDO2, E	xample Develo	per Organisa	tion Sam	Brown	hseexa	mpleuser@gmail.	com Delete					
				Use	r's name	Email	Address						
	First Previous	1 Next La	ist										
	Can use the HSE web app	Is Blocked by HSL	Is group admin	Is user admin	Can create enquiries	Can view enquiries	Can purchase credits	Can view purchas records	e Can edit gro contact deta		Can spend credits		
	۲												
			-			Submit							
						Cabinit							_

1) Left-click the user's record, this will turn orange.

Developed by HSL, part of HSE

 Left-click to enable the check-boxes for the necessary user permissions which will appear below the table of users. An explanation of user permissions can be found at the <u>Overview</u> <u>of User Permissions</u> guidance section.



In the example above, all user permissions have been selected for the new user. Note that a group account may have multiple group administrators by enabling the 'Is group admin' user permission.

3) Left-click the grey 'Submit' button at the bottom of the page.

HSE's Pla	anning Advice Wel				User : hseexa	ampleuser@gmail.	com	Group : BUSIN	IESSEDO2 LogC	iff Page Help	General	Help
Iser Administration	Select the user whose					e list.						
Jser Profile	You may search for a u	user by using the	DIANK ENTRY AT T	te bottom of	the list				_			
	Group			Users	name	Email /	Address	Delete Us	ers			
	BUSINESSEDO2, E	xample Devel	oper Organisat	ion Jo Gr	een	HSEEX	AMPLEUSER2@GM	IAIL.COM Delete				
	BUSINESSEDO2, E	xample Devel	oper Organisat	ion Sam I	Brown	hseexa	mpleuser@gmail.	com Delete				
				Use	r's name	Email	Address					
		1 Next L										
	Can use the HSE	Is Blocked by HSL	Is group admin	Is user admin	Can create enquiries	Can view enquiries	Can purchase credits	Can view purchase records	Can edit group contact details	Can spend credits		
	web app	Dy HSL										

Developed by HSL, part of HSE

4) You will see a pop-up message as shown below in the lower right corner of the screen. Leftclick 'OK' to dismiss the pop-up.

The changes have been saved	×
	ОК

Please note that changes will not be saved if another user's record is selected or a different tab of the Web App is selected. Changes are only made when the 'Submit' button has been left-clicked and the pop-up message has been viewed. The user will need to log out and log back into HSE's Planning Advice Web App to see any user permission related changes.

### 4.2 OVERVIEW OF USER PERMISSIONS

User Permission:	Description:
Can use the HSE web app	This user permission indicates whether you have permitted the selected user to join your organisations' group account. Enabling the permission will allow them to log-in and disabling it will block access. Note that you should enable other permissions as necessary alongside this user permission, otherwise the selected user will be able to log-in but will not have any system functionality enabled.
Is Blocked by HSL	This is a user permission that is set by HSE. HSE may block an account to prevent access for a variety of reasons – if one of the user accounts is blocked, please <u>Contact HSE's LUP Support Team.</u>
Is group admin	This user permission allows the selected user to have total control over all functionality within the Web App. It is possible to have multiple group administrators within your group account.
ls user admin	This user permission allows for a specified user to administrate changes to user account permissions via the 'User administration' page.
Can create enquiries	This user permission allows the selected user to process an enquiry. This user permission reveals both the 'Create Enquiry' and 'Previous Enquiries' tab for the selected user (as the user may need to resume a previously started enquiry via the 'Previous Enquiries' tab.
Can view enquiries	This user permission allows the selected user to view previous enquiries undertaken by your organisation by enabling the 'Previous Enquiries' tab for the selected user but does not allow them to actually create an enquiry. This user permission can be useful if you wish for a single user to audit previous enquiries or download documents, but do not wish to allow the user to actually process an enquiry (which would be enabled by setting the 'Can create enquiries' user permission).
Can purchase credits	This user permission enables the 'Make Payment' and 'Payment Receipts' tab so that the selected user can purchase credits and view receipts for your organisations group account.
Can view purchase records	This user permission enables the 'Payment Receipts' tab to allow the selected user access to payment receipts.
Can edit group contact details	Reveals the 'Group Profile' tab, where the details for the Organisation are held and edited.
Can spend credits	The 'Can spend credits' user permission allows for the selected user to finalise an enquiry and submit it for HSE's paid for Land Use Planning advice. This user permission should only be granted to users who fully understand that credits are purchased by your organisation, and that spending the credit will remove it from the 'available credits' (viewable via the 'Create Enquiry' tab) pool for your organisations account.

# 4.3 REMOVE (DELETE) A USER ACCOUNT

Only a Group/User Administrator may delete a user account. The steps to remove a user are as follows:

- 1) The Group/User Administrator will need to log into the Web App.
- 2) Left-click the grey 'User Administration' tab on the left-hand side of the screen.
- 3) Left-click the red 'Delete' button in the 'Delete users' column of the 'User Administration' table.

HSE's Planning Advice We	tb App × +					أرها	J X
← → C ☆ ▲ h	https://pa.hsl.gov.uk/Menu					☆ 0	6 :
HSE's Pla	anning Advice Web App	User : hseexampleus	er@gmail.com	Group : BUSINESSEDO2	LogOff Page Help	General Help	4
Login > Menu User Administration User Profile	Select the user whose details you want to change by clickin You may search for a user by using the blank entry at the bo						٦
	Group	Users name	Email Address	Delete Users			- 11
	BUSINESSEDO2, Example Developer Organisation Jo Green HSEEXAMPLEUSER2@GMAIL		HSEEXAMPLEUSER2@GMAIL.C	Ol Delete			
	BUSINESSEDO2, Example Developer Organisation	Sam Brown	hseexampleuser@gmail.com	Delete			
		User's name	Email Address				
	First Previous 1 Next Last						
		Developed by	HSL, part of HSE			-	

Note – the group will always require at least one group administrator to be present and will prevent you from deleting the final group administrator in the group. A deleted user may re-join the group account later by following the <u>Adding a new user to the Group Account</u> procedure, using the same original email address.

# **5 GROUP PROFILE SETTINGS**

### 5.1 UPDATING THE GROUP PROFILE

To update the Group Profile, the user must have the 'can edit group contact' user permission enabled by the local Group Administrator. Please refer to <u>changing user permissions</u> if the account does not have the user permission enabled. The Group Profile should be kept up to date, as elements will be published within the output report PDF documents. To update the Group Profile:

- 1) Log into HSE's Planning Advice Web App.
- 2) Left-click the grey 'Group Profile' tab on the left-hand side of the screen.

C 🟠 🔒 https://pa.hsl.gov.uk	/Menu			
HSE's Planning Advice	Web App			
	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff Page Help	General Help
Menu				
ate Enquiry			1	
rious Enquiries	Organisation Name :			
ment Receipts	Example Developer Organisation			
e Payment	Main Contact Name for the Group			
Administration	Main Contact Name for the Group			
up Profile				
	Organisation 1 Church Street			
r Profile	1 Church Street			
	Town :			
	L			
	County:			
	Postcode :			
	1050006.			
	Telephone : 0203 028 3708			
	0203 020 3/00			
	Save			

3) Update the text-boxes shown.

→ C 🏠 🔒 https://pa.hsl.gov.uk/Menu					
HSE's Planning Advice Web A	20				
E HOL'S Flamming Advice web A	ΡΡ	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff Page Help	General Help
> Menu					
reate Enquiry					
revious Enquiries	Organization				
ayment Receipts	Example Developer Organisation	>			
ake Payment	Main Contact Name for the Group				
er Administration	Dr Sam Brown				
oup Profile					
er Profile	Organiesti HSE's Science and Research Cent	19			
	Town : Buxton				
	Country				
	United Kindom				
	Postcode -				
	SK17 9JN				
	Telephone				
	0203 028 3708				
		Save			
		0010			

- 4) Left-click the 'Save' button to save the changes to the Group Profile information.
- 5) A pop-up message will be shown. Left-click 'OK' to dismiss the pop-up.



# 6 PROCESSING AN ENQUIRY

# 6.1 PHASE 1 ENQUIRY (IN/OUT OF HSE CONSULTATION ZONE?)

The Phase 1 enquiry undertaken on HSE's Planning Advice Web App is free and informs the user whether a development site area is within or comes into contact with an HSE consultation zone. The PDF report(s) produced will inform the user whether HSE has an interest with the land parcel and informs the user what are the next steps. At all stages in the enquiry, page help is available to users by left-clicking the 'Page Help' tab located to the upper right-hand corner of the screen. An enquiry can be paused by simply leaving the Web App and may <u>be resumed at a later time</u>.

### 6.2 PHASE 1 ENQUIRY, STEP 1 - CREATE ENQUIRY TAB

To start a Phase 1 enquiry:

- 1) Check whether HSE needs to be consulted on the development. See the guidance section: <u>What is the criteria for needing to consult (or receive) HSE's advice?</u>
- 2) Log into HSE's Planning Advice Web App.
- 3) Left-click the grey 'Create Enquiry' tab on the left-hand side of the page. If this tab is not available, you will need to ask your local <u>Group Administrator</u> to enable the 'Can create enquiries' <u>user permission</u> for your account. Note that the available credits for your Group Account may be viewed on this page.

→ C A Phttps://pa.hsl.gov.uk/Menu HSE's Planning Advice Web App				
gin > Menu Create Enquiry Previous Enquiries Payment Receipts Make Payment User Administration Group Profile User Profile	Locate me on the map Find Enquiry Location Enter a torm, stretuame or a postcode whe your intended development is located search for : or, enter a British National Geld Beforence when your intended development is located Eastings (m) ? : 0 Northings (m) ? : 0 Search for : Search for :		Page Help	General Help

Developed by HSL, part of HSE

- 4) Locate your development site area by one of the four following options:
  - a. Left-click the 'Locate me on the map' button to use your browsers geolocation functionality to pinpoint your current location;
  - b. Use the textbox provided to type a town, street name or postcode, then left-click the 'Search for' button. If relevant, a list of locations matching your input will appear. Left-click a result to zoom the map to that location;

- c. Enter Eastings and Northings in the textbox provided as six figure British National Grid Reference (for example: 334220 395022), then left-click the 'Search for' button. If relevant, the map will automatically zoom to the reference input;
- d. Manually left-click and hold on the map then drag your mouse to the location. Use the + and buttons to the top-left of the map, or your mouse wheel, to zoom in and out of the map.
- 5) When you have located the general development area, left-click 'Next' (upper right-hand corner of the map) to proceed.

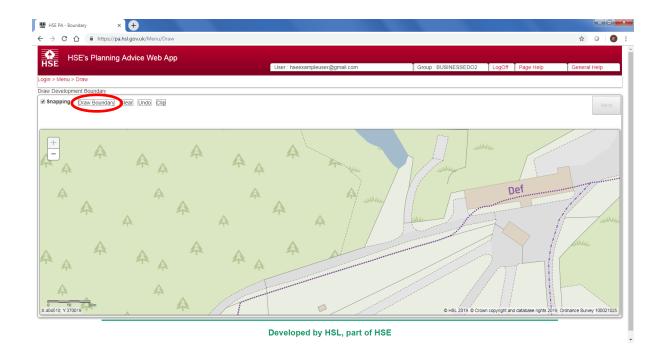
HSE's Planning Advice Web App	User:	hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff Page Help	General Help
ayment Receipts ake Payment ser Administration roup Profile ser Profile	Locate me on the map Find Enquity Location Enter a two, treatmane or a postcode where your intended development is located Secret for : SK17 0.N or, enter a British National Grid Reference where your intended development is located Eastings (m) ?: 0 Northings (m) ?: 0 Search for : Search Results SK17 0.N, (postcode)	Alternatively, use the map to zoom to the intended loc buttons to zoom, and also the click and hold to pan.			

# 6.3 PHASE 1 ENQUIRY, STEP 2 - DRAW DEVELOPMENT BOUNDARY

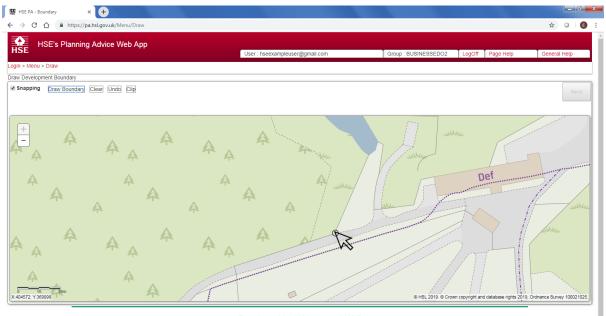
This page allows the user to define the relevant development site area of interest. Consultation responses generated by the Web App are fully automated and take into consideration many key aspects including the location and size of the land parcel. Therefore, great care must be taken by the user to depict the land parcel as accurately as possible to avoid the possibility of incorrect advice being generated.

Here is an example of how to define a simple square shaped land parcel on the map window:

- Navigate to the area of the proposed development. Guidance on navigation and advanced tools can be found within the following section of guidance: <u>Draw Development Boundary –</u> <u>Advanced Tools and further Guidance.</u>
- 2) Left-click the 'Draw Boundary' tool button which is located to the top left of the map window.

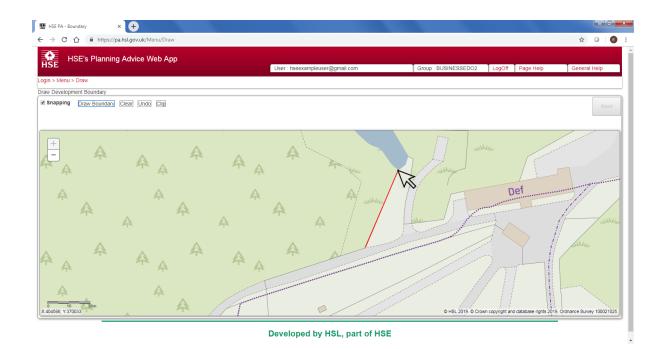


3) Single left-click on the map at the first corner of the land parcel to begin drawing the land parcel. Move the mouse cursor over the map – note that a red line should extend from the initial left-click location (which now forms the first corner of the square) to your mouse cursor.

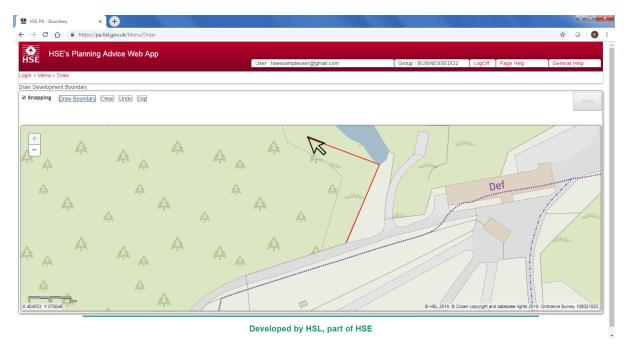


Developed by HSL, part of HSE

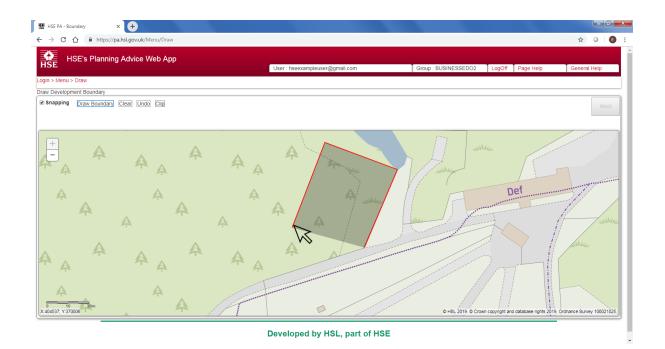
4) Single left-click on the location for the second corner of the land parcel. Move the mouse cursor over the map – note that the red line now should extend from the second left-click location (which is the second corner of the square) to your mouse cursor.



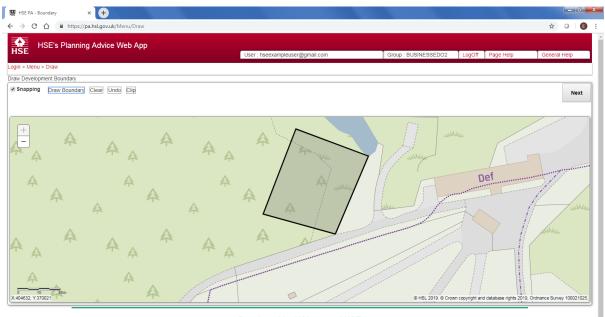
5) Single left-click on the location for the third corner of the land parcel. Move the mouse cursor over the map – note that the red line now should extend from the third left-click location (which is the third corner of the square) to your mouse cursor.



6) Finally, double left-click on the location for the fourth corner of the land parcel.

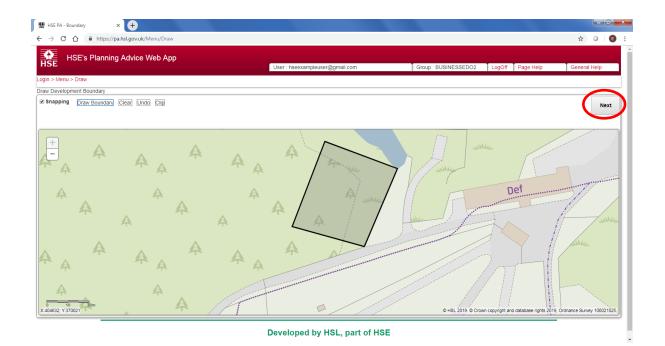


7) The Web App will automatically complete the remaining side of the square for you, and the land parcel will turn translucent grey with a black border to indicate the development area. This simple land parcel can be edited further. Refer to the following section of guidance: <u>Draw Development Boundary – Advanced Tools and further Guidance.</u>

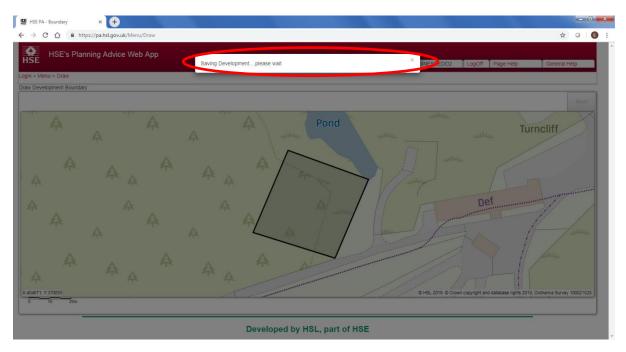


Developed by HSL, part of HSE

8) Left-click the Next button once the land parcel boundary has been accurately defined. This button will be disabled until a valid land parcel(s) has been drawn on the map.



9) The Web App will now save your development area. A pop-up will be displayed, and the Web App will continue to the <u>Phase 1 Enquiry, Step 3 - Additional Details</u> stage of the enquiry. Should it be required, further guidance on using advanced map editing tools is available below.



# 6.3.1 Draw Development Boundary – Advanced Tools and further Guidance.

The following is additional guidance for drawing the development boundary using advanced tools.

### Navigation:

Left-click and drag the left mouse button on the map to pan to a new location. This action can be performed even whilst drawing a land parcel boundary. Scroll the mouse wheel to zoom in/out on the map; or use the +/- buttons at the top-left of the map to zoom in/out.

### Snapping:

This tool makes the mouse cursor 'snap' to the nodes of an existing land parcel. You may wish to disable this functionality if you are experiencing issues drawing a land parcel.

### Draw Boundary:

With the left mouse button left-click the Draw Boundary button, and then left-click once on the map to start drawing. Move to another location and left-click again to draw the first edge of the land parcel boundary. (Moving the mouse even slightly whilst left-clicking on the map will cause the map to move rather than actually draw.) Keep moving and left-clicking upon the map to draw each edge of the land parcel boundary. Double left-click on the map to complete the land parcel. Press Esc on your keyboard to stop drawing a land parcel. Draw as many land parcels as required to define the land parcel boundary. Any drawn land parcel that touch will automatically be joined together. Drawn land parcels will be checked for geometry errors. Those drawn in error will be discarded. Valid land parcels will automatically be saved.

### Clear:

This button will clear all drawn land parcel onscreen. Use the Undo button if clicked by mistake.

### Undo:

Left-click this button to revert any unwanted change. Only one undo action can be completed, so make sure you are content with this action prior to left-clicking.

### Clip:

This function allows the user to draw an area onscreen. Any existing developments underneath the drawn area will be clipped to the new drawing. This tool is useful for cutting a hole inside of an existing land parcel.

### Right-click on a drawn land parcel to be given further options:

**Edit** - Shows editable points at the edge of the chosen land parcel. Grey nodes are those that make up the existing shape and can be left-clicked and dragged to reshape the land parcel. Alternatively, grey nodes may be right-clicked to be individually deleted. White nodes allow the addition of new node points and allow for a more intricate land parcel to be depicted. Alternatively, the user can also left-click the centre of the editable development then drag it to a different location to move it entirely. Left-click anywhere other than on the editable development to stop editing and save the edit. **Delete** - This will delete an individual development land parcel.

### **Complicated Site Boundaries:**

It may be difficult to draw intricate or large site boundaries. To depict these site boundaries accurately, begin by drawing a rough depiction of the land parcel. Then, zoom into the land parcel, and using the right-click functionality, work your way around the land parcel, editing the nodes (moving and adding additional nodes where necessary) to create a more accurate land parcel.

### 6.4 PHASE 1 ENQUIRY, STEP 3 - ADDITIONAL DETAILS

This page allows the user to enter additional details about the development. All text entered here will be added to the PDF reports which are generated automatically by the Web App.

Please note - the LUP advice generated by the Web App is <u>entirely automated</u>, and any statements, comments, queries or other details entered within these fields will not be considered by the Web App when determining HSE's LUP Advice, nor reviewed by HSE's LUP Support Team (unless specifically requested by email). If any further guidance is required, please <u>Contact HSE's LUP</u> <u>Support Team</u> directly.

To proceed, the three text boxes shown should be completed as follows:

1) Your Reference/Local Authority Reference (required):

This field is required and must be completed to continue. Please note that the text entered within this field is used to allow the user to locate the enquiry via the 'Previous Enquiries' tab at a later stage. Please do not enter your unique Group Identifier within this field. An identifiable business or LPA reference should be used - for example: PA/YYYY/12345/FUL.

2) Development Name (optional):

This field should contain the development name. For example, 'Smith Lane Housing Development'.

3) Any further description/comments e.g. development details (optional):

This field should contain any further relevant description or comments relating to the development.

HSE PA - Add Information × +			
← → C ☆ 🏻 https://pa.hsl.gov.uk/Menu/AdditionalDetails			☆ 0
HSE's Planning Advice Web App			
HSE	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2 LogOff	Page Help General Help
Login > Menu > Additional Details			
Having drawn the boundary of the development now enter any additional deta	ils about the development, these can help others identify the developm	nent.	
Your Reference/Local Authority Reference (required) :			
PA/YYYY/12345/FUL			
Development Name (optional) :			
Smith Lane Housing Development			
Any further description/comments e.g. development details (optional) :			
A small-scale housing development with associated landscaping.			
Back			Nex
	Developed by HSL, part of HS	E	
	,,,		

4) Finally, left-click the grey 'Next' button to continue the enquiry.

With the second	× +					الم ال	) <mark>x</mark>
← → C ☆ 🔒 ht	ttps://pa.hsl.gov.uk/Menu/AdditionalDetails					☆ 0	<b>E</b> :
HSE's Plar	nning Advice Web App						
Login > Menu > Additional E	Dataile	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff	Page Help	General Help	-11
	ary of the development now enter any additional details about the develo	opment, these can help others identify the development.					-
Your Reference/Local Aut	thority Reference (required) :						
PA/YYYY/12345/FUL							
Development Name (optic	ional) :						
Smith Lane Housing Dev	/elopment						
Any further description/co	omments e.g. development details (optional) :						
	evelopment with associated landscaping.						1
Back						Net	
Dack						IVE	
		Developed by USL part of USE					
		Developed by HSL, part of HSE					

# 6.5 PHASE 1 ENQUIRY, STEP 4 – SUMMARY

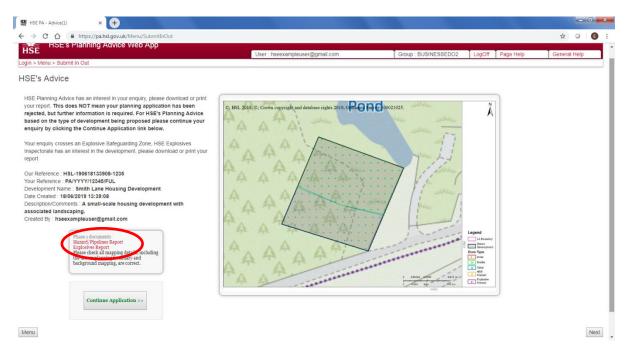
Please check that the details shown on screen (text and land parcel location) are correct. If any detail is incorrect, then left-click the 'Back' button and amend your enquiry. If all details are correct, then left-click the 'Next' button to proceed.

Note - when the 'Next' button is left-clicked, you will no longer be able to change any of the details relating to the initial 'Phase 1' stage of the enquiry.



### 6.6 PHASE 1 ENQUIRY, STEP 5 - SUBMIT IN / OUT

This page is the end of the 'Phase 1' enquiry stage. The Web App has now generated downloadable PDF report(s) relevant for your enquiry that indicate whether (or not) HSE has an interest in your enquiry. The reports do not constitute HSE's formal Land Use Planning Advice (statutory or commercial) which may be obtained by continuing and completing the full enquiry process. Please download and review the reports by left-clicking the links shown beneath the heading 'Phase 1 documents'.



The following types of reports may be available:

### •No HI/MHP Interest Report

This report indicates that HSE does not have an interest in your enquiry as currently, the site area is unaffected by HSE consultation zones relating to Major Hazard Sites or Major Accident Hazard Pipelines. HSE may still have an interest in the site area if an Explosives Report is generated.

### •Hazard/Pipelines Report

This report indicates that HSE has an interest in your enquiry as currently, the site area is affected by HSE consultation zones relating to Major Hazard Sites or Major Accident Hazard Pipelines.

### •Explosives Report

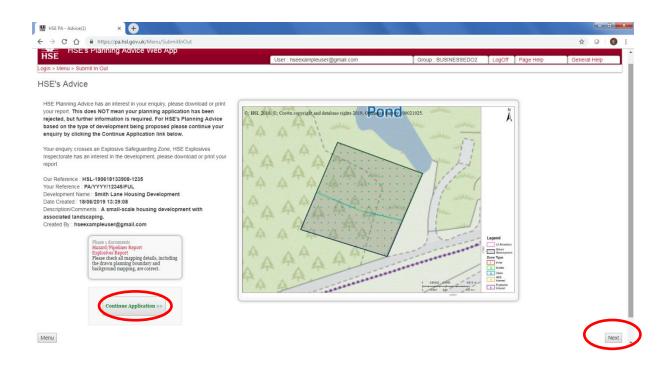
This report indicates that the site identified currently lies within one or more HSE Explosive Safeguarding zones. Detail is contained within the report on how to formally consult HSE's Explosive Inspectorate (independently of the Web App process). HSE's Explosive Inspectorate is a statutory consultee and must be consulted on all relevant developments.

If the screen states 'Your enquiry has been stopped because there is a hazard in the area you need to discuss with HSE', please <u>contact HSE's LUP Support team</u>, making sure to provide as much info as possible including the report number which begins 'HSL-'. Note a report is not presented on the screen, but may be downloaded from the 'Previous Enquiries' tab – see: <u>Downloading Results (PDF documents)</u>

The screen that is displayed on the Web App will depend on the outcome of your enquiry:

1. If the Web App has presented the 'No HI/HP Interest' report for download and the 'Next' or 'Continue Application' buttons are not available, this means that the enquiry process on the Web App is now complete. The user should left-click the 'Menu' button to return to the main menu of the Web App. Note: If an Explosives Report is available to download, further consultation is still required with HSE's Explosive Inspectorate – contact details are found within the downloadable PDF.

2. If the Web App has indicated that your development does intersect with a pipeline or hazard zone, the 'Continue Application >>>' and 'Next' buttons will be made available to you on the screen. Left-click either button to continue your enquiry to produce HSE's advice for your proposed development.

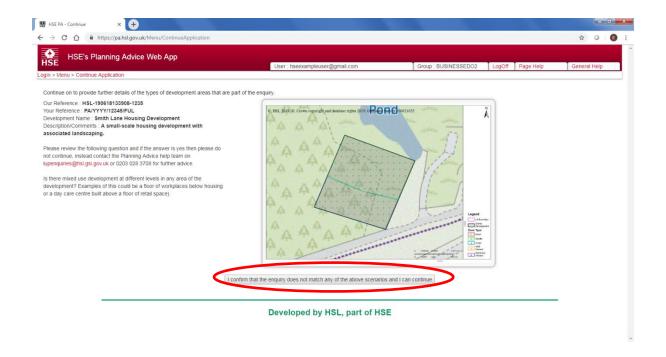


# 6.7 PHASE 2 ENQUIRY (HSE'S FORMAL ADVICE)

The Phase 2 enquiry on HSE's Planning Advice Web App informs the user of HSE's advice for the proposed development. The pdf report produced will inform the user of HSE's advice as either 'HSE Do Not Advise Against (DAA)' or 'HSE Advise Against (AA)' the granting of planning permission. The pdf report will show HSE's advice for each development type that has been allocated to the site, and then an overall advice will be given for proposed development taking into account the individual advice obtained for each development type. An 'Advise Against' response for any single development type will dominate the HSE advice for the overall consultation and lead to the whole consultation being advised against. There is a cost for the Phase 2 enquiry, and a credit must be purchased (Making Payment) to allow the user to obtain HSE's advice.

### 6.8 PHASE 2 ENQUIRY, STEP 1 - CONTINUE APPLICATION

This page requires the user to check and confirm that the enquiry does not match the specified scenarios before continuing the 'Phase 2' enquiry. If the enquiry does not match the listed scenario, left-click the grey confirmation button below the map to continue the enquiry.



The HSE Planning Advice Web App currently can not be used for the following scenario:

• Mixed-use development in any area of the development.

Mixed-used development is where an HSE development type is situated directly on top of another HSE development type. An example would include housing that is situated above a shop. Note that HSE development types do not equate to 'Use Classes' used within the planning system.

# 6.9 PHASE 2 ENQUIRY, STEP 2 - NOT SAME TYPE (ASSIGNING HSE DEVELOPMENT TYPES)

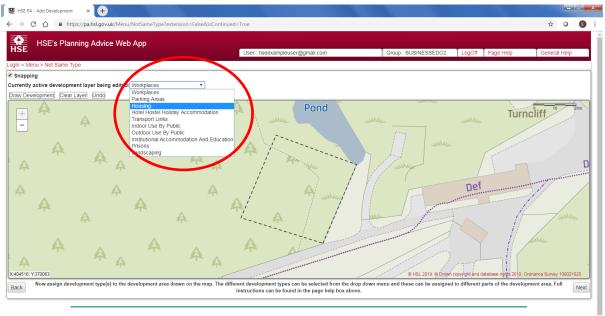
At this stage of the enquiry, users must define which HSE development types are situated within the site boundary. It is very important that the development type areas are depicted as accurately as possible; as the Web App will use the size and location of the development types (amongst other aspects) to determine HSE's Land Use Planning Advice. The result shown on screen should accurately reflect the final plan(s) that are intended for submission to the LPA.

Most enquiries submitted will need to have multiple development types assigned to the land parcel (dashed black outline) - for instance, a retail park could include the 'Indoor use by the public', 'Workplaces', 'Transport Links', 'Parking Areas' and 'Landscaping' HSE development types.

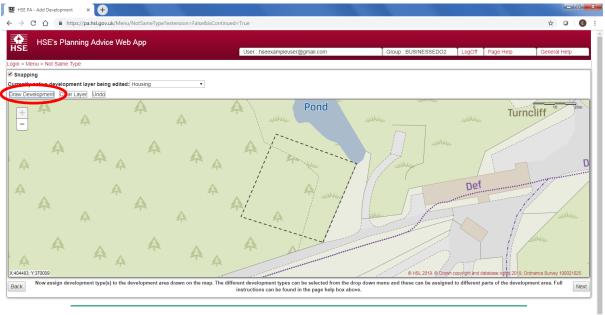
Development types are defined by HSE within the 'Development Type' tables of <u>HSE's Land Use</u> <u>Planning Methodology</u> document. Examples of each development type are included within this document. Note that HSE's development type categories do not directly correlate with 'Planning Use Classes'. HSE does not use 'Class A', 'Class B' etc. Instead, the appropriate HSE Development category will need to be used. For instance, Use Class B1 (Business) would fall within HSE's 'Workplace' category.

To proceed, the user must divide the land area into the relevant HSE development types (leaving no gaps). An example is shown below:

1) Left-click the drop-down menu to select the relevant HSE development type. In this example, the 'Housing development type has been selected'.



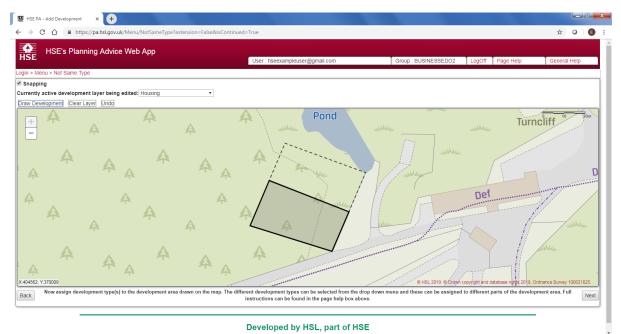
- Developed by HSL, part of HSE
- 2) Note that the 'Housing' development type has now been selected and is shown in the 'currently active development layer being edited:' box. To draw a land parcel depicting the housing area, the user must left-click the 'Draw development' tool to activate the tool.



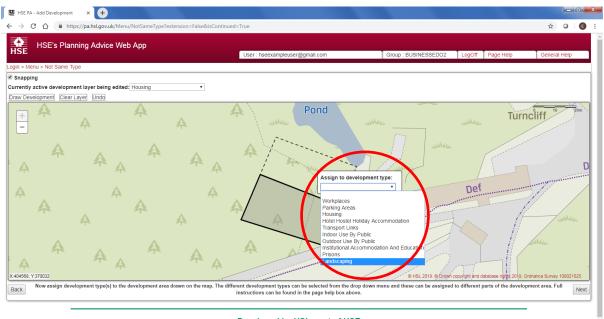


3) To draw the housing area, the user should left-click once on the map to start drawing the boundary of that development type. Move to another location and left-click again to draw the first edge of the development type. (Moving the mouse even slightly whilst holding the left-mouse button down on the map will cause the map to shift rather than actually draw.) Keep moving and left-clicking once upon the map to draw each edge of the development

type. Double left-click on the map to complete the development type land parcel, which should appear in translucent grey.



- 4) The remaining area of the land parcel (to the north) now needs to be accounted for. The user can either repeat the previous process (select an HSE development type and then use the 'Draw Development' tool, or alternatively, can complete the remaining land parcel area (currently blank) by right-clicking on the map in the blank area and choosing a relevant development type from the drop-down list. In this example, the remaining area will be assigned as 'Landscaping'.

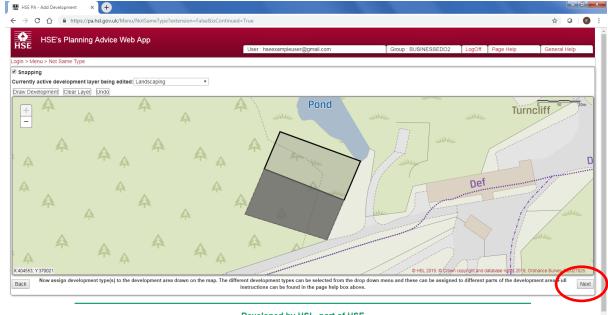


- Developed by HSL, part of HSE
- 5) All areas of the site have now been assigned to an HSE development type. In this case, the south of the site has been allocated to 'Housing' and the north of the site to 'Landscaping'. Users can identify which development layer is which by simply left-clicking on each land

parcel in turn. The name of the development type will change to reflect the selected layer in the 'Currently active development layer being edited'.

Note:

- Advanced drawing functionality help can be found within the 'Page Help' text which is accessible to the top-right of the screen.
- If land parcel areas are drawn incorrectly, layers can be cleared via the 'clear layer' tool or • 'undo' tool. Right-clicking on a drawn development layer will also allow the user to delete the selected layer.
- 6) To continue, the user will now need to left-click the 'Next' button located at the bottom right of the screen.



Developed by HSL, part of HSE

7) The screen will dim, and a pop-up message will display briefly whilst the development areas are saved. The Web App will automatically move to the next section of the enquiry.

器 HSE PA - Add Development × +			
← → C ☆ 🏾 https://pa.hsl.gov.uk/Menu/NotSameType?extens	ion=False&isContinued=True		☆ 0 6 :
HSE's Planning Advice Web App	Saving Development Areas please wait	X SINESSEDO2 LogOff Page Help	General Help
Login > Menu > Not Same Type			
			0 10 20m
	·· ·		
	Developed by HSL, part of HSE		•

#### 6.10 PHASE 2 ENQUIRY, STEP 3 - DEVELOPMENT TYPE QUESTIONS

The Web App now requires further information about the individual HSE development types that were drawn at the previous stage of the enquiry. Tabs will appear for each development type drawn, and a green-tick mark will appear when the questions for that enquiry type have been completed. To progress, the user should:

1) Select an HSE development type by left-clicking the development type name on the lefthand side of the screen.

HSE PA - Add Development × +				0 م
→ C A https://pa.hsl.gov.uk/Menu/DevTypeQuestions				☆ ○ (
HSE's Planning Advice Web App				
in > Menu > Dev Type Questions	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff Page Help	General Help
tinue entering answers to all the questions about the development areas you have please visually check all designated development type boundaries and the background				
Housing			Housing Densit Number of hous Housing Area: 8 Calculate	es:
	A dwelling unit means the smallest individual unit a accommodation eg house, flat. How many dwelling units are there (that lie partly o wholly within a consultation distance)?			
	Less than 3	Ú		
	3 to 30 inclusive	•		
	More than 30	•		
	Reset Submit Answer			
	Developed by HSL, part of HSE			

2) Answer the questions shown in the centre of the screen. When complete, a green tick will appear next to the development type name. Note that some development types (such as Landscaping) will not have any questions, and will have a green-tick automatically assigned. If questions are incorrectly answered, a 'reset' button is available to reset the questions to the beginning for the currently selected development type.

HSE PA - Add Development × +				l	- 0
→ C 1 A https://pa.hsl.gov.uk/Menu/DevTypeQuestions				\$	0
HSE's Planning Advice Web App					
gin > Menu > Dev Type Questions	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff Page Help	General He	elp
thrue entering answers to all the questions about the development					
Hous and the construction of the construction	You have answered all the questions for this development type, please check your answers before continuing) How many dwelling units are there (that lie party or wholly within a consultation	Less 3	Housing Densi Number of hous Housing Area: 6 Calculate	es:	
	Next - Review the enquiry			_	
	Developed by HSL, part of HSE				

3) When all questions have been answered for all development types, the screen will dim briefly, and a popup message will be displayed:

HSE PA - Add Development × +			(man) iC
→ C 🏠 🔒 https://pa.hsl.gov.uk/Menu/DevTypeQuestions			☆ 0
HSE's Planning Advice Web App	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2 LogOff Page Help Gen	eral Help
n > Menu > Dev Type Questions	Court in account for a second	Goop Boon Boon Boon Age help Goon	narricip
tinue entering answers to all the questions about the development area: please visually check all designated development type boundaries and the b			
iousing 🗸		Housing Density Calculate	pr
andscaping 🗸		Number of houses: Housing Area: 848.276 met	res <sup>2</sup>
		Calculate	
	You have answered all the questions for this development type, please check your answe before continuing)	S ITS	
	How many dwelling units are there (that lie partly or wholly within a consultation distance)?	e Less than 3	-
	Reset		
	Next - Review the enquiry		
	Developed by HSL, part of HS	All the development area questions have been completed for this screen	
			_

4) Left-click the 'Next Review the enquiry' link that appears after all questions are completed to continue the enquiry.

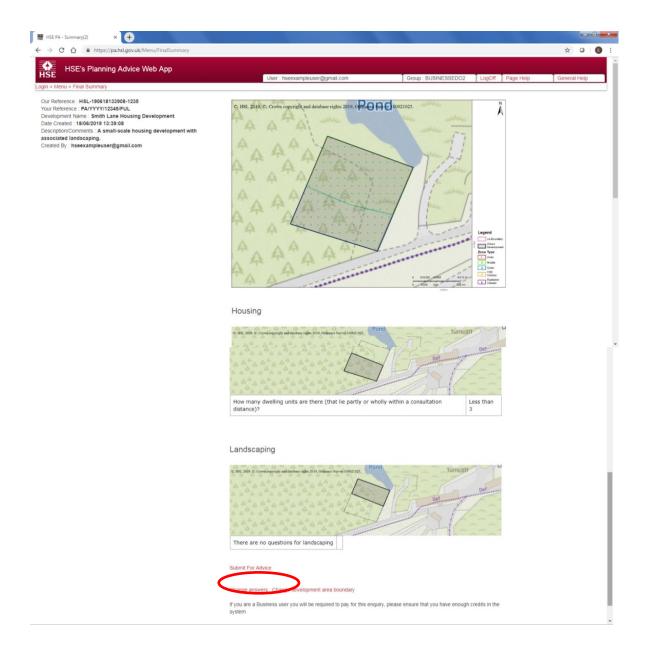
器 HSE PA - Add Development × +		- 0
		☆ O (E)
HSE's Planning Advice Web App	User : hseexampleuser@gmail.com Group : BUSINESSED02 LogOff Page Help	General Help
ontinue entering answers to all the questions about the development a	reas you have drawn until all the tabs on the left are ticked	
o please visually check all designated development type boundaries and th	e background mapping are present and correct on the shown image.	
Housing 🖌	S is the 5 contained and an an a close and a second and a	ea: 848.276 metres <sup>2</sup>
	Developed by HSL, part of HSE	

### 6.11 PHASE 2 ENQUIRY, STEP 4 - FINAL SUMMARY

This page allows for a user to check that the drawn development areas and associated questions have been input correctly.

You should ensure that the site outline drawn in the 'Phase 1' enquiry and the development types drawn in the 'Phase 2' enquiry are as accurate as possible, as the size of land parcels can affect HSE's overall advice. You should also check that the correct development types have been used, and the questions asked by the Web App have been answered accurately. If you are in any doubt, please <u>contact HSE's LUP Support Team</u> for further support.

Should the user need to change answers to the HSE development type questions or change the drawn development areas, links are available to return to earlier points in the enquiry and make adjustment. When the user is content that the information has been input as accurately as possible, they should left-click the 'Submit for Advice' button.



### 6.12 PHASE 2 ENQUIRY, STEP 5 – USER PAY

At this point in the enquiry, the user must pay for HSE's Land Use Planning advice by either spending an existing credit that is assigned to the group account, or by purchasing a credit.

If the group account does not have any available credits, the only button available to the user will be the 'Pay via WorldPay' button. The user will need to left-click this button, and purchased a credit via our external payment provider, WorldPay.

Please note – the WorldPay system will automatically return the user to the main menu, and a credit will have been assigned to the group account. You will need to return to this page to spend the credit against this enquiry. Please see the section on <u>Resuming an incomplete enquiry</u> for directions on how to return to this page. Guidance is also available on <u>Downloading VAT Receipts</u>.

When a credit is available, the 'Pay using an existing credit' button will be made available. Left-click this button to submit your enquiry and receive HSE's Land Use Planning advice.

题 HSE PA - Pay x +		l	- 0	x
← → C △ a https://pa.hsl.gov.uk/Menu/UserPay		☆	0   E	:
HSE's Planning Advice Web App	Page Help	General H	lelp	Î
Login > Menu > User Pay Credits available :1				2
Pay via your existing group credits Pay using an existing credit				
Pay now with WorldPay				
Pay via WorldPay				
You are being redirected to our payment provider WorldPay to enter your card details				
Developed by HSL, part of HSE				

Note – Both purchasing a credit and spending a credit will require the <u>relevant user permissions</u> to be set on the user account.

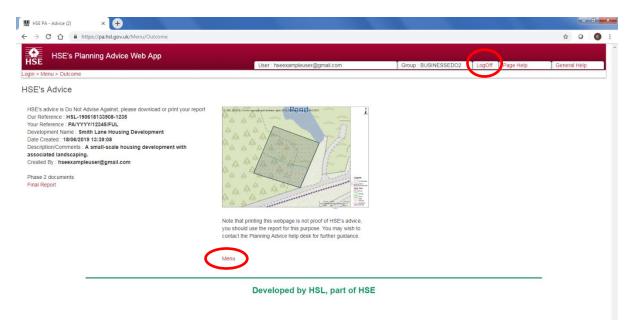
### 6.13 PHASE 2 ENQUIRY, STEP 6 – OUTCOME

The Phase 2 Enquiry is now complete, and the PDF report containing HSE's Land Use Planning Advice is available for the user to download. The user should:

1) Download the PDF report by left-clicking the 'Final Report' link.

HSE's Planning Advice Web App	User : hseexampleuser@gmail.com	Group : BUSINESSEDO2	LogOff F	age Help	General	Help	
gin > Menu > Outcome							_
SE's Advice							
HSE's advice is Do Not Advise Against, please download or print your report. Our Reference : HSL-190618133808-1238 Your Reference : PAVYYY12345/FUL Development Name : Smith Lane Housing Development Date Created : 1006/2019 13:93:98 Description/Comments : A small-scale housing development with associated Indiscaping. Created By : hseexampleuser@gmail.com Phase 2 documents Final Report	Note that printing this webpage is not proof of HSE's advice, you should use the report for this purpose. You may wish to contact the Planning Advice help desk for further guidance.						
	Menu						
	Developed by HSL, part of HSE						

2) The enquiry is now complete. If the user wishes to undertake more enquiries, left-click 'Menu' to be returned to the main menu of the Web App. Otherwise, left-click 'Log Off' to exit HSE's Planning Advice Web App.



# 7 RESUMING AN INCOMPLETE ENQUIRY

To resume an incomplete enquiry:

- 1) Log in to HSE's Planning Advice Web App
- Left-click the 'Previous enquiries' tab on the left-hand side of the page. If this tab is not available to you, you will need to request that your <u>Group Administrator</u> enables the relevant <u>user permission</u> for your account ('Can view previous enquiries').
- 3) In the table shown, locate the enquiry you wish to resume.
- 4) Left-click the link shown in the 'State/Continue' column (fifth column from the left). The enquiry will resume from the last saved state. Note that the name of the link will change dependent on what stage of the enquiry has been reached.

0 û 🖷	https://pa.hsl.gov.uk/Menu									0
HSE's PI	anning Advice Web App									
E > Menu			User : hseexampleuser@gmai	.com	Group : E	BUSINESSEDO2	LogOff	Page Help	Genera	al Help
eate Enquiry	You may continue any of your grou	p's previous enquiries if there is a	link in the State/Continue column							
vious Enquiries	Date	Our ref	Your ref	Name	¢	State/Continue	Documen	nts		
ment Receipts	18/06/2019 13:39:08	HSL-190618133908-123	5 PA/YYYY/12345/FUL	hseexampleus	er@gmail.cor	Not Same Type	ownload	ds		
e Payment	dd/mm/yyyy - dd/mm/yyyy	HSL-								
er Administration										
up Profile	First Previous 1 Next	Last								
r Profile		LOOK								
	Download All									

Developed by HSL, part of HSE

https://pa.hsl.gov.uk/Menu#fragment-2

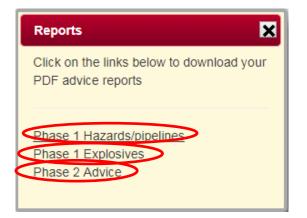
# 8 DOWNLOADING RESULTS (PDF DOCUMENTS)

To download the results of an enquiry, the user will ordinarily download them when presented at the end of the Phase 1 and Phase 2 enquiries. To download the PDFs at a later date:

- 1) Log in to HSE's Planning Advice Web App
- Left-click the 'Previous enquiries' tab on the left-hand side of the page. If this tab is not available to you, you will need to request that your <u>Group Administrator</u> enables the relevant <u>user permission</u> for your account ('Can view previous enquiries').
- 3) In the table shown, locate the enquiry you wish to download.
- 4) Left-click the link shown in the 'Documents' column (sixth column from the left).

HSE's Pla	anning Advice Web App		User : hseexampleuser@gmail	.com	Group : E	USINESSED02	LogOff	Page Help	Ger	neral Help	
ate Enquiry	You may continue any of your group's	previous enquiries if there is a link	in the State/Continue column								
vious Enquiries	Date 🔶	Our ref	Your ref	Name	¢	State/Continue	Document	s			
ment Receipts	18/06/2019 13:39:08	HSL-190618133908-1235	PA/YYYY/12345/FUL	hseexampleuser@	gmail.com	Not Same Typ	Downloads				
e Payment	dd/mm/yyyy - dd/mm/yyyy	HSL-									
r Administration		1	1								
r Profile	First Previous 1 Next L	ast									
	Download All										
									_		
		_	eveloped by HSL,								

- https://pa.hsl.gov.uk/Menu#fragment-2
  - 5) In the pop-up window that is displayed, left-click the link for the report required. A PDF will be presented for download.



# 9 MAKING PAYMENT

### 9.1 PURCHASING CREDITS

Credits are used within the Web App to purchase HSE's formal land use planning advice which is produced automatically in a PDF format when the enquiry is completed by the user.

Users may purchase a credit to obtain HSE's Land Use Planning Advice at either the end of the Phase 2 enquiry stage or via the 'Make Payment' tab on the main menu. An enquiry will not be completed until the credit has been spent on the relevant enquiry.

A credit may be spent by any user in the group account that has the 'Can spend credits' user permission. If you are purchasing a credit in a large organisational account, the group administrator may wish to limit the users that may spend a credit by disabling the 'can spend credits' user permission.

To purchase a credit:

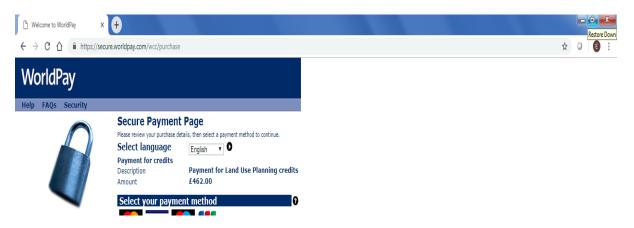
- 1) Log into HSE's Planning Advice Web App.
- Left-click the grey 'Make Payment' tab on the left-hand side of the screen. If this tab is not available, you will need to request that your local <u>Group Administrator</u> grants your user account the 'can purchase credits' <u>user permission</u>.

器 HSE's Planning Advice Web App × +						
+ → C ☆ 🔒 https://pa.hsl.gov.uk/Menu						<ul> <li>\$\$ \$\$ \$\$ \$\$</li> <li>\$\$ \$\$</li> <li>\$\$</li> &lt;</ul>
HSE's Planning Advice Web App						
.ogin > Menu	User : hseexan	npleuser@gmail.com		Group : BUSINESSEDO2	LogOff Page Help	General Help
Create Enquiry Previous Enquiries	Payment Details					
Payment Receipts	Product	Price (GBP)	Quantity			
Make Payment User Administration	Credit for the use of HSE's Planning Advice Web App	Price (GBP): (£385)	1			
Group Profile	Price (GBP) £         VAT £         Price incl. VAT £           385.00         77.00         462.00					
User Profile	Submit					
	Please enter the number of credits you require for the use of th details at our payment provider Please check that the price is co	e Planning Advice Web Ap orrect before continuing	9 You will shortly be	redirected to enter your credit card		
	Dependence by WorldPay					
	Refund Policy As a public body, HSL comply with the Re-Use of Public Sector Trader Scheme (HTS). With regard to return of goods, unless for any of our products which we have supplied correctly. To di team on 0:209 2:18159.	: Information Regulations : exceptional circumstances : iscuss your particular circu	2005 and follow the apply, it is not our p mstances, please co	principles of the Information Fair olicy to exchange or provide a refund ract the land use planning advice		
	team on 01298 218159. Land Use Planning Advice Team, Health and Safety Laboratori lupenquiries@hsl.gsi.gov.uk, 0203 028 3708					

3) Enter the quantity of credits that you wish to purchase in the 'Quantity' text-box and then left-click the grey 'Submit' button.

疆 HSE's Planning Advice Web App × +			
← → C ☆ 🏻 https://pa.hsl.gov.uk/Menu			r 🕆 🛛 🕞
HSE's Planning Advice Web App			
.ogin > Menu	User : hseexampleuser@gmail.com Group : B	USINESSEDO2 LogOff Page Help	General Help
Create Enquiry			
Previous Enquiries	Payment Details		
Payment Receipts	Product Price (GBP) Quantity		
Make Payment	Credit for the use of HSE's Planning Advice Web App Price (GBP): (£38: 1		
User Administration			
Group Profile	Price (GBP) £         VAT £         Price incl. VAT £           385.00         177.00         462.00		
User Profile	Subrit		
	Please enter the number of credits you require for the use of the Planning Advice Veb App You will shortly be redirected to enter details at our payment provider Please check that the price is correct before continuing	your credit card	
	WorldPay		
	Refund Policy As a public body, HSI, comply with the Re-USe of Public Sector Information Regulations 2005 and follow the principles of the In Tadder Scheme (TSTS, With regard to return of goods, unless encoptional circumstances apply, it is not ur policy to exchange or for any do or products which we have supplied correctly. To discuss your particular circumstances, please contact the land use p team on 0.0256 at 5150.	formation Fair provide a refund lanning advice	
	Land Use Planning Advice Team, Health and Safety Laboratories, Harpur Hill, BUXTON, Derbyshire, SK17 9JN Inpenquiries@hsl.gsi.gov.uk, 0203,028 3708		

4) The Web App will redirect you to the external payment provider, WorldPay. Complete the transaction by following the instructions provided on the WorldPay website.



- 5) When the transaction has been successfully processed by WorldPay, you will be returned to HSE's Planning Advice Web App. The credit has now been assigned to the group account.
- 6) Left-click the 'Create Enquiry' tab to check the credit is showing in the Available Credits.

Next steps:

The user may wish to <u>create a new enquiry</u>, or <u>resume a previous enquiry</u> to submit the credit and obtain HSE's Land Use Planning Advice for the enquiry. <u>A VAT receipt can be also be downloaded</u> <u>from the Web App</u>.

#### 9.2 CHECKING AVAILABLE CREDITS

To check the available credits on the group account:

- 1) Log into HSE's Planning Advice Web App
- 2) Left-click the grey 'Create Enquiry' tab. If this tab is unavailable, you will need to request that your <u>Group Administrator</u> assigns your account the 'can create enquiries' <u>user</u> <u>permission</u>.
- 3) The number of available credits will be shown towards the upper left of the screen.

#### 9.3 DOWNLOADING VAT RECEIPTS

To download a VAT Receipt for a purchased credit:

- 1) Log into HSE's Planning Advice Web App
- 2) Left-click the grey 'Payment Receipts' tab. If this tab is unavailable, you will need to request that your <u>Group Administrator</u> assigns your account the 'can view purchase records' <u>user</u> <u>permission</u>.
- 3) In the table shown, left-click the link in the 'Receipt' column (far right). A PDF containing the VAT receipt will be presented to the user to download.

## **10 FORGOTTEN PASSWORDS**

To reset your password, you will need to know the e-mail address you registered with, and the group <u>identifier</u> for your group account. If you are unsure of the group identifier, contact your <u>Group</u> <u>Administrator</u>. To reset your password:

- 1) Access HSE's Planning Advice Web App through the internet browser of your choice at <a href="https://pa.hsl.gov.uk/">https://pa.hsl.gov.uk/</a>
- 2) Left-click the <u>'Forgotten your password?'</u> link at the bottom of the screen.

🗱 HSE's Planning Advice Web App: x 🕂		- 0	x
← → C △ ⓐ https://pahsigov.uk	☆	0	) E
HSE's Planning Advice Web App Page Help	Genera	il Help	
HSE's Planning Advice Web App - Login			
Email address :			
Password :			
Group Identifier :	7		
Please enter the following Capitcha information, to obtain a different code click on the Capitcha image. Enter a space between the character groups			
By logging in you agree to the terms and conditions for the use of this site Login			
Download the User Guide for Developers Download the User Guide for Local Authorities			
Downer of their manipation as a new group? Become a new user by pointing textsting group Engrotten your password?			
Find out about HSE's land use planning (LUP) - public safety advice			

3) Enter your e-mail address, Group Identifier and enter the Captcha information - ensure to enter a space between the two groups of characters/numerals. In the example shown below, this should be entered as 'V3 tU'

援 HSE PA - Password Reset × +     ★									
← → C û û https://pahsl.gov.uk/Account/Forgotten	☆ ○ 🕒 :								
HSE's Planning Advice Web App HSE Page Help	General Help								
HSE PA - Password Reset									
Enjer Your Email Address									
hseexampleuser@gmail.com									
Course Media Martina									
BUSINESSED02									
Please enter the following Capitcha information, to obtain a different code click on the Capitcha image									
US au									
Na II	1								
	-								
Submit Details									
Return to login page									
	-								
Developed by HSL, part of HSE									

4) Left-click the grey 'Submit Details' button at the bottom of the page.

髅 HSE PA - Password Reset x +	- 0	×
← → C û ≜ https://pa.hst.gov.uk/Account/Forgotten	☆ ○ 🕒	:
HSE'S Planning Advice Web App Page Help	General Help	*
HSE       Page Help         HSE PA - Password Reset       Enter Your Email Address :         Inservampleuser@gmail.com       Group Identifier :         BUSINESSED02       Please enter the following Captcha information, to obtain a different code click on the Captcha image         Image: Image	General Help	1

Note – please do not request a password reset more than once per half hour. This is because the Web App will invalidate any previously generated password and may result in you receiving an invalid password.

5) The following screen displays the details you entered to the system.

🖉 HSE PA - Password Reset x +			- 0	×
← → C △ ▲ pahsigovuk/Account/Forgotten		\$	0 0	1
HSE's Planning Advice Web App	Page Help	General	Help	
HSE PA - Password Reset If your email address and group identifier are registered on the system, you will shortly be sent an email containing details on how to reset your password (See Page Help above for further details)	,			
For your reference, you entered the following details : hsexsamplausrefignell.com				
nisexxaap.unisreggaal.com BUSINESSED02				
Return to login page				

6) Check your emails; you will have received an e-mail from 'donotreply@pa.hsl.gov.uk' with the subject 'Request to reset your password'. This e-mail also contains your temporary password that is used to reset your password. Left-click the link shown within the e-mail. Note: if the email was not received, please refer to following section of guidance: <u>Email not</u> <u>received?</u>

M Request to reset your password	d - hseexa	Impleus	er@g	ımail.c	om - 6	Gmail	- Goog	le Chro	me								_ 0 <b>X</b>
https://mail.google.com/	/mail/u/:	L/?ui=2	28tvie	ew=b	top&	tver=	5tb04	o5c4q	)&sear	ch=ir	nbox&th=%23thread-f%3A	L636141959696232229&cvid=1					
		0	î Re				© ese		ur pa		: word Inbox ×					ē	
		?		to me		pa.h	sl.gov	/.uk					2:36 PM (6 minutes ago	) ☆	*	:	
											Land Use Planning Application Pass	rord Reset					
											HSE's Planning Av Next stop Plase too in to HSE Plasing Avice website address and the temporary password provider, you will address and the temporary password provider, you will address as a state temporary password provider, you will mendately be asket to change your password Group Identifier : BUSINE SSED02 HSE's Planning Advice	Ivice Dear Sam Brown Password Reset Link Your password has been reset. Please click on the following link or copy the link into your browser. This link will remain valid for 7 Days. https://ga.be/scialaoeccial					
												xg4LCSrq5JV If you did not ask for your password to be reset then please contact the HSE planning advice team either via email <u>lupenguides@bts1gei.gov.uk</u> on by telephone 0203 028 3708 or click on the link below <u>https://pa.bts1gei.gov.uk/accourt/ResetPasswordReportSpam/</u> <u>Deced 41 75bk 4986 0737 bc082904400</u>					

7) On the web-page that opens, complete the details requested. The 'temporary' password is found within the e-mail received from the Web App. Enter the Captcha information, and ensure to enter a space between the two groups of characters/numerals. In the example shown below, this should be entered as 'SV Ba'. Please ensure that if you copy the temporary password from the e-mail that you avoid copying any spaces either before or after the temporary password.

HSE PA- Reset Your Password × +			
→ C A https://pa.hsl.gov.uk/Account/ResetPasswordIng	put?model=LUP.ViewModels.ResetPasswordViewModelInput&ids=688faf44-c05e-41b6-b3b5-cbda30e8c0a8		☆ ◎
HSE's Planning Advice Web App			
SE		Page Help	General Help
PA- Reset Your Password			
	Enter Your Email Address :		
	here wempreuser (@gmail.com		
	Group Identifier :		
	BUSHICCEDE		
	Enter the temporary password you received by email		
	Enter a new password		
	Re-enter the password to confirm		
	Please allowing Captcha information, to obtain a		
	different code click on the Captcha image		
	avi Pa		
	SV Ba		
	SV Ba		
	Submit Details		
	Return to login page		

8) Left-click the grey 'Submit Details' button.

器 HSE PA- Reset Your Password × +			_ 0 <b>_</b> ×
← → C ☆ Attps://pa.hsl.gov.uk/Account/ResetPasswordInput	model=LUP.ViewModels.ResetPasswordViewModelInput&ids=688faf44-c05e-41b6-b3b5-cbda30e8c0a8		☆ ○ 🚯
HSE's Planning Advice Web App		Page Help	General Help
HSE PA- Reset Your Password			
	Enter Your Email Address : hseexampleuser@gmail.com		
	Group Identifier : BUSINESSED02		
	Enter the temporary password you received by email		
	Enter a new password		
	Re-enter the password to confirm		
	Please enter the following Captcha information, to obtain a different code click on the Captcha image		
	SV Ba		
	SV Ba		
	Submit Defails		
	Return to login page		

9) The following page will be displayed. Left-click the 'Return to login page' link to return to the login page.

🚆 HSE PA- Reset Your Password 🗙 🕂	In his same discount in the Part			- 0	×
← → C ☆ 🛍 pa.hsl.gov.uk/Account/ResetPasswordInput			☆	0	9 :
HSE's Planning Advice Web App		Page Help	Genera	Help	
HSE PA- Reset Your Password					
Your password has now been changed - you may now log in Return to login page					

10) You will be returned to the initial log-in page for HSE's Planning Advice Web App and your password will have been updated. You will now be able to log in with your new password.

## 11 GETTING HELP

#### 11.1 HELP PAGES

Every page of the Web App has a 'Page Help' tab that provides helpful advice for the page currently being viewed. Left-click the 'Page Help' tab at the upper right of your screen to access this advice.



### 11.2 CONTACT HSE'S LAND USE PLANNING (LUP) SUPPORT TEAM

<u>Click here</u> to access current contact details for HSE's LUP Support Team.

### **11.3 EMAIL NOT RECEIVED?**

If e-mails are not received from the Web App, please check your spam/junk e-mail inboxes. The emails originate from '**donotreply@pa.hsl.gov.uk**' and may take up to half an hour to be received. If you still have not received the e-mail, check with your internal IT support as the sending e-mail address may need to be added to an 'allow list' or the e-mail may need allowing through a mail filtering service. If the e-mail is still not located, please <u>Contact HSE's LUP Support Team</u> for assistance.



For information on HSE's science, engineering and research please see <u>www.hse.gov.uk/research</u>



HSE Harpur Hill Buxton Derbyshire SK17 9JN UK

1.2 Redgrave Court Merton Road Bootle L20 7HS

HSE Buxton is certified to: ISO 9001 OHSAS 18001

T : +44 (0)20 3028 2000

E : hslinfo@hsl.gsi.gov.uk