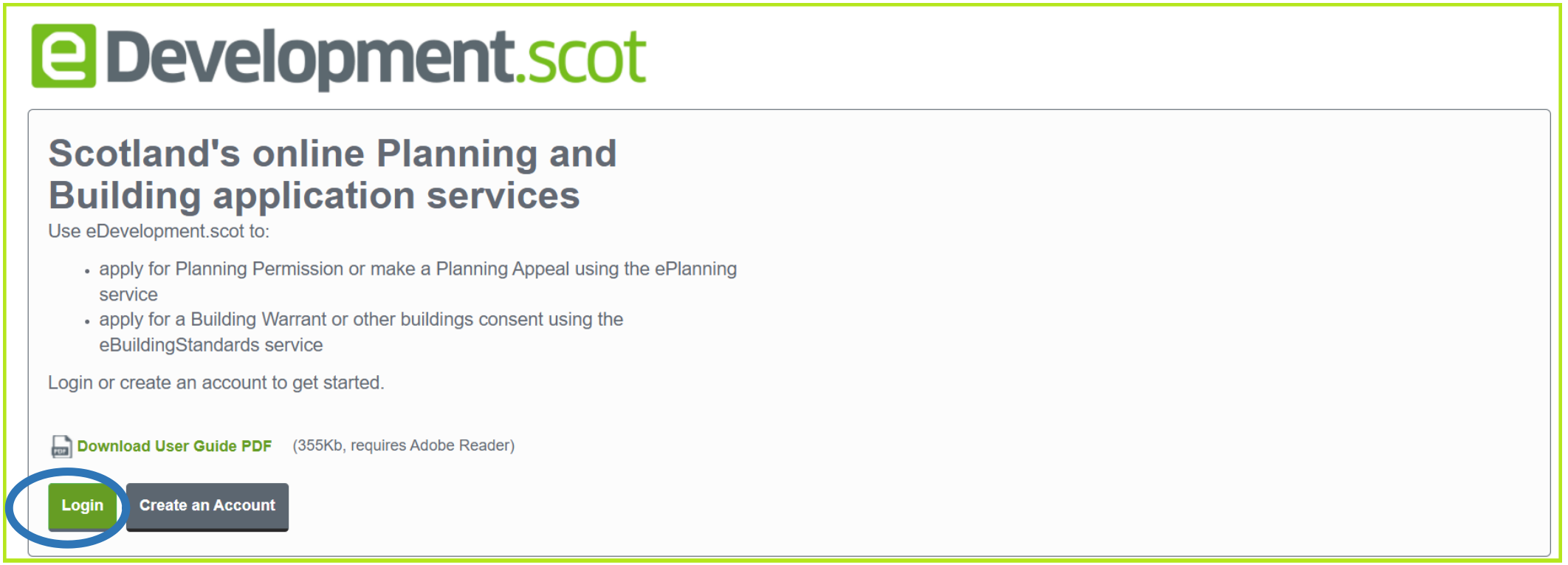
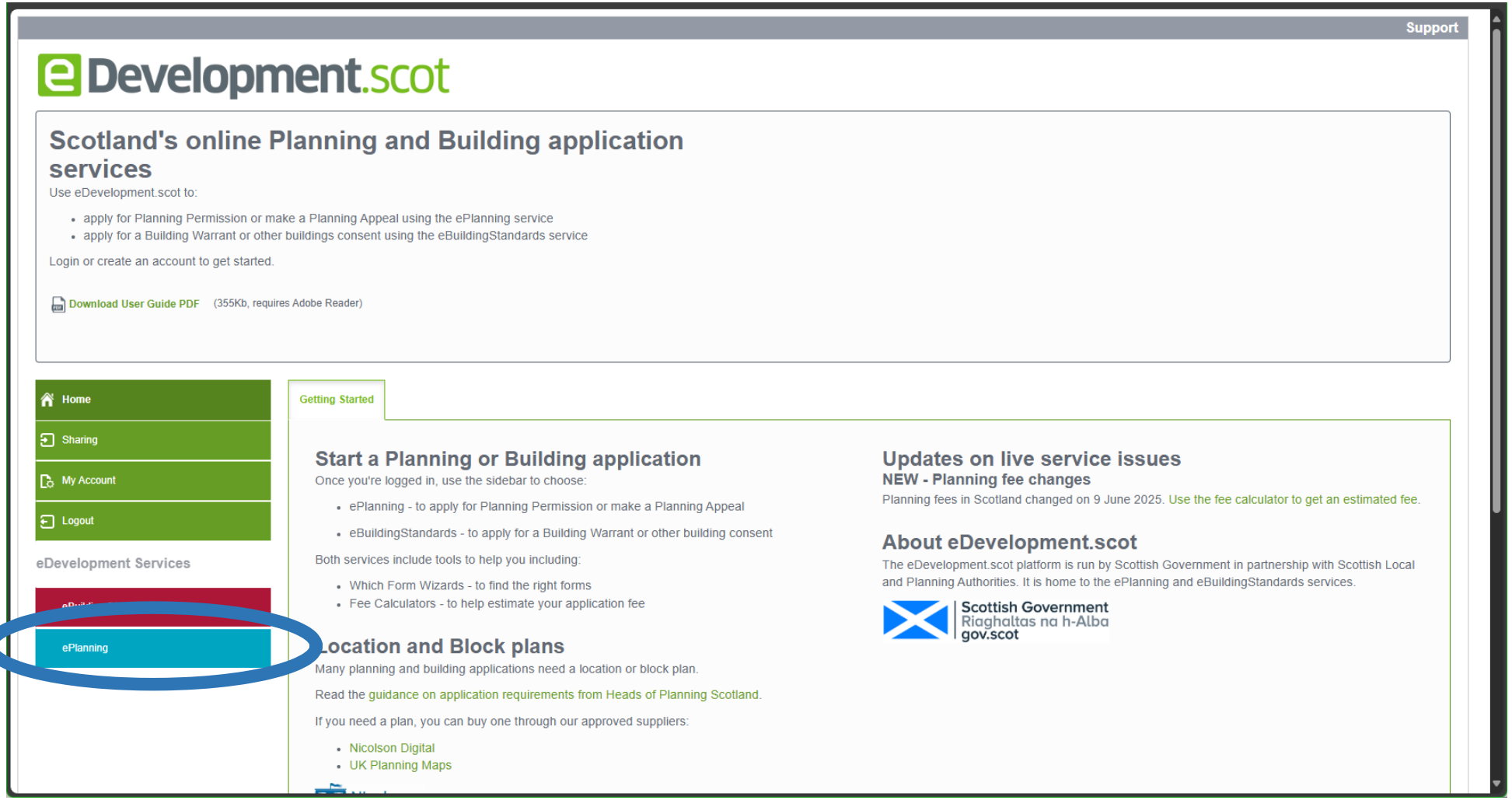
How to find my address in ePlanning using Enter Address (i.e. when the postcode and map search do not work)

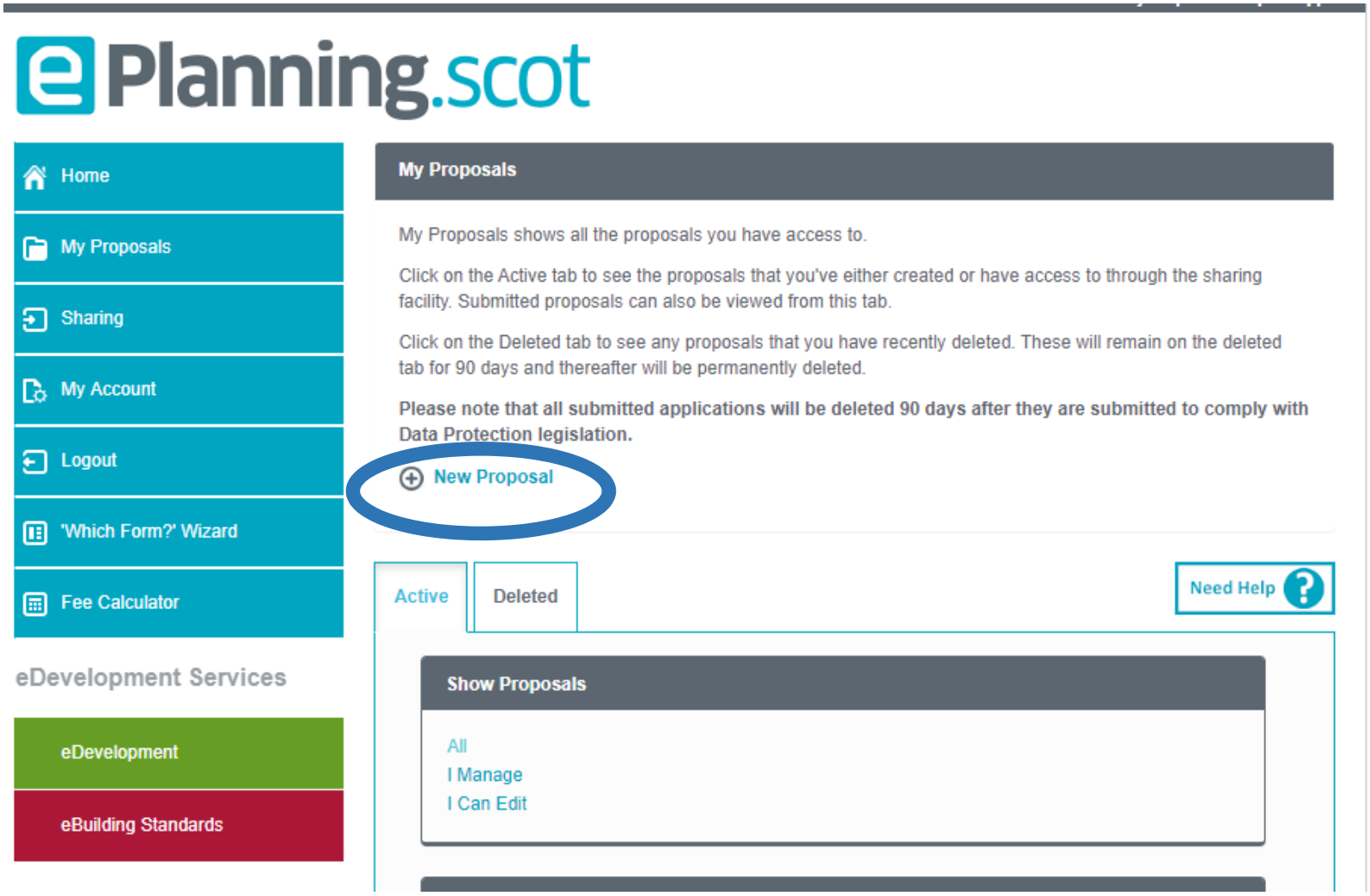
1. Log into www.eDevelopment.scot (highlighted in **blue** below).



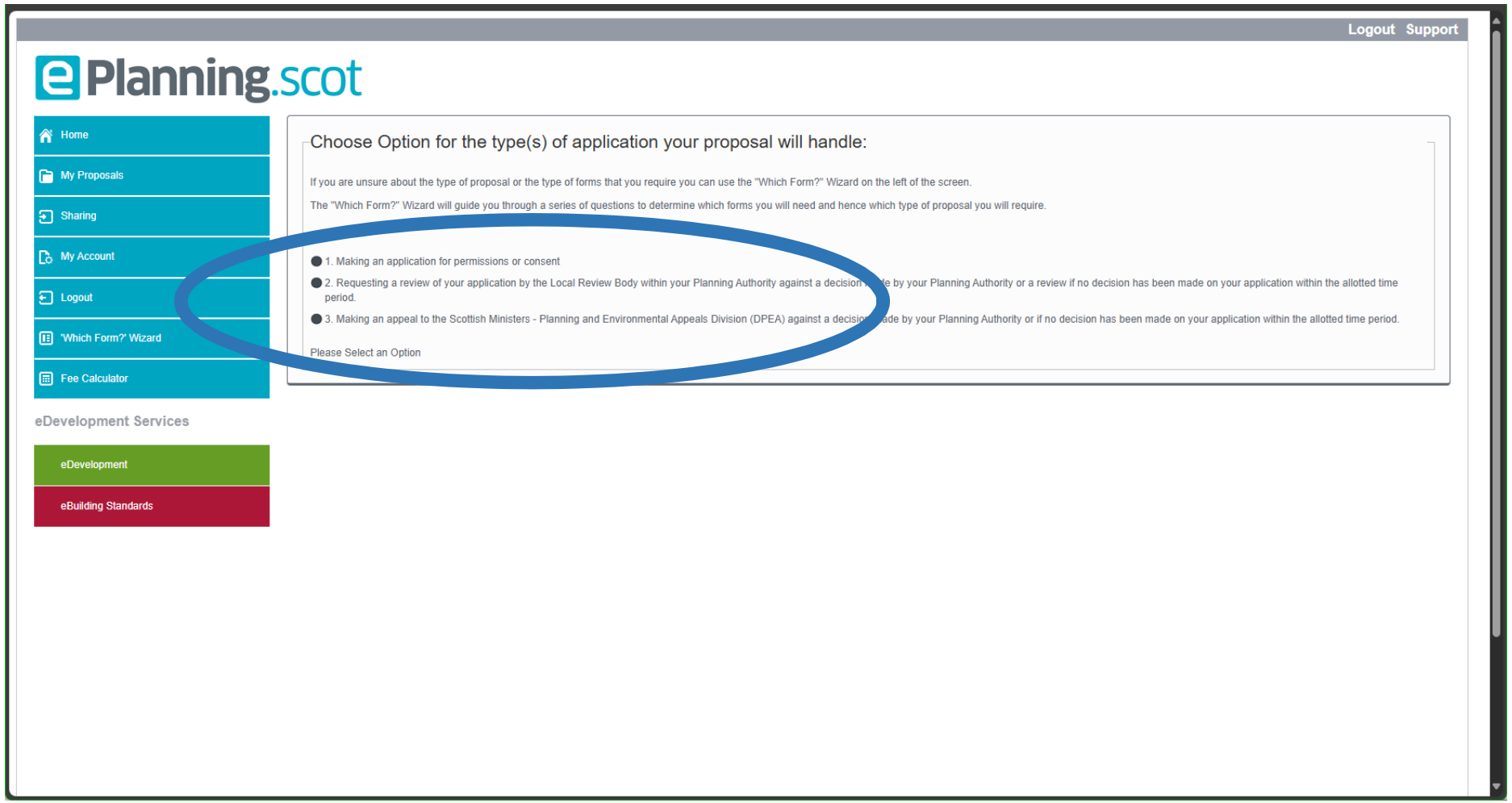
2. Click on the ePlanning button (highlighted in **blue** below).



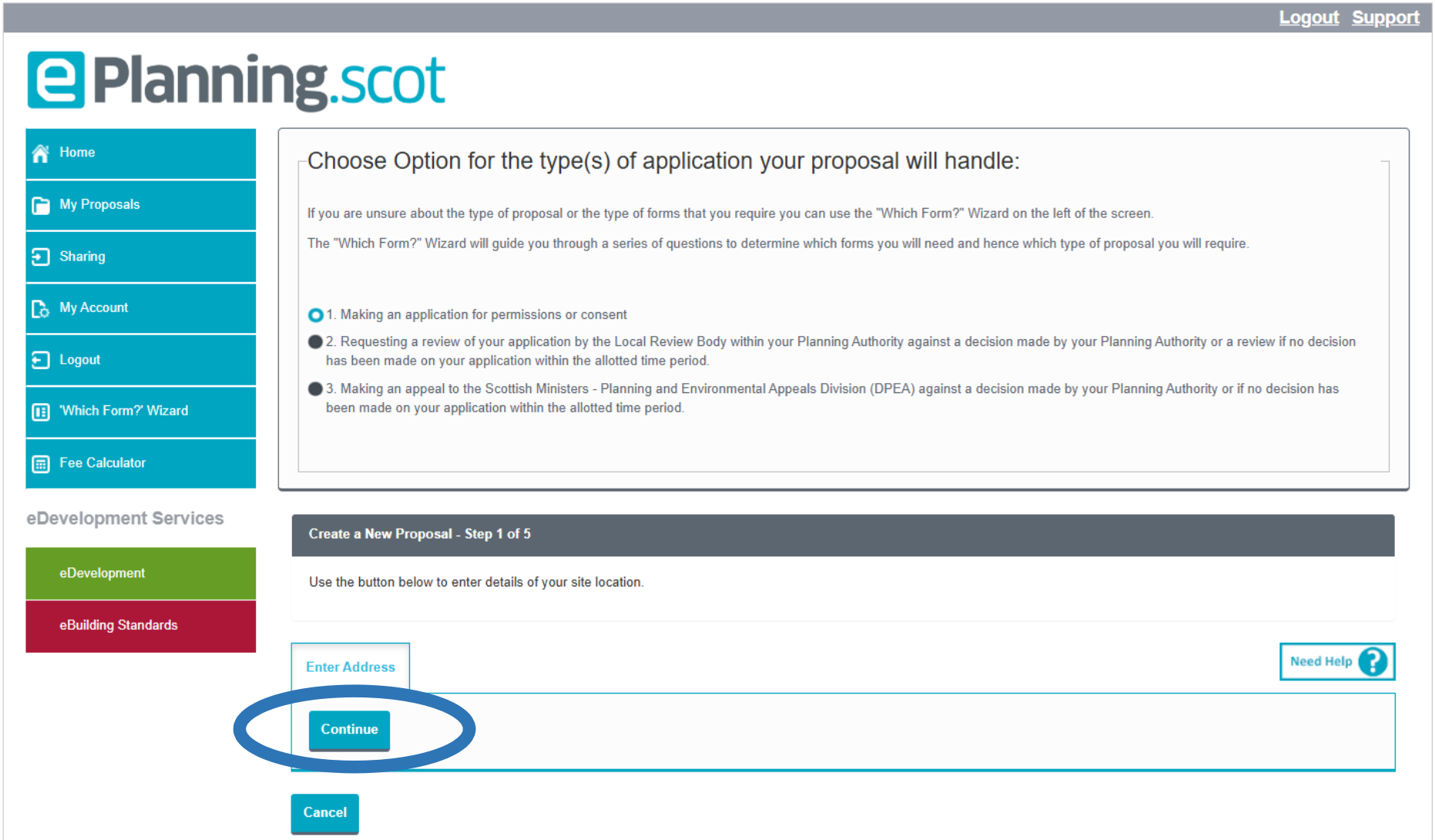
3. Click on (+) New Proposal. (highlighted in **blue** below).



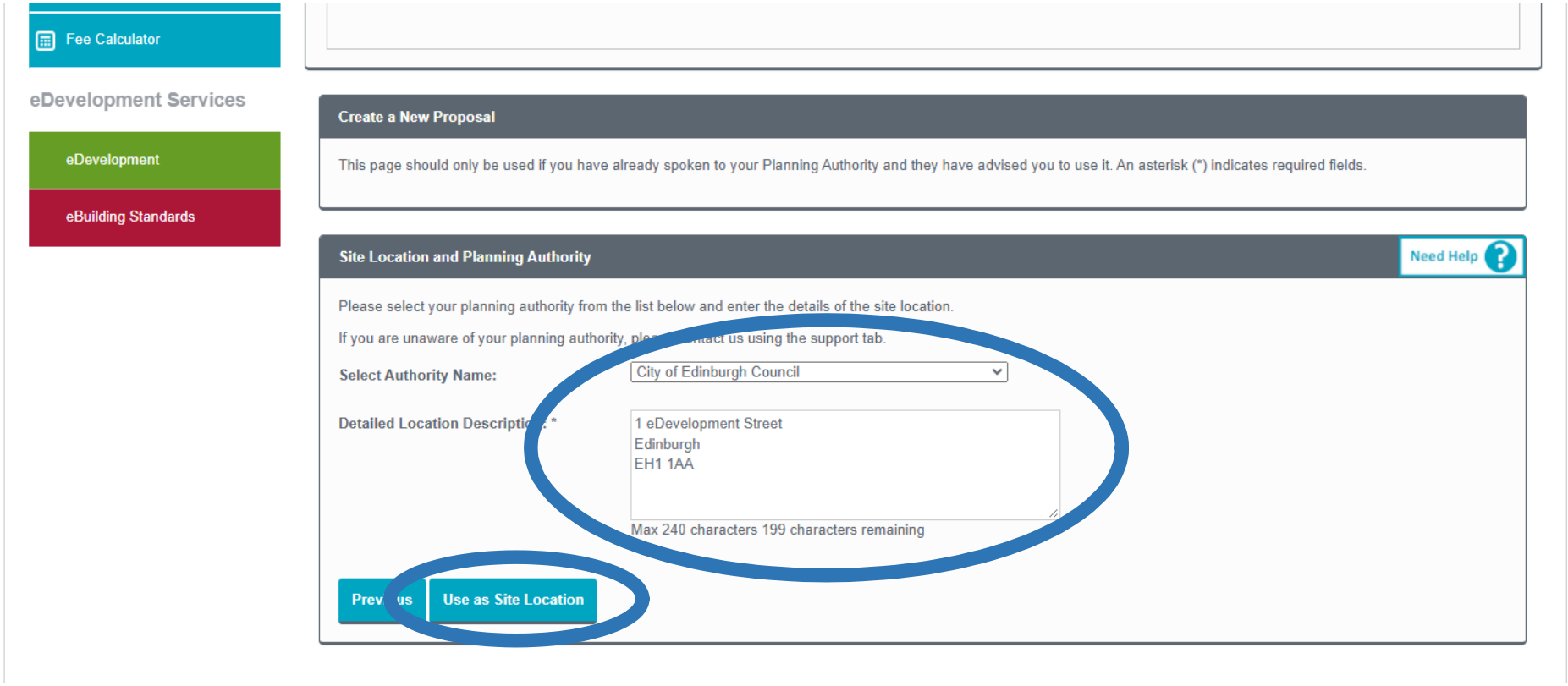
4. Select an option depending on whether you are making an application, requesting a review of your application by your Local Review Board, or making an appeal to Scottish Ministers.



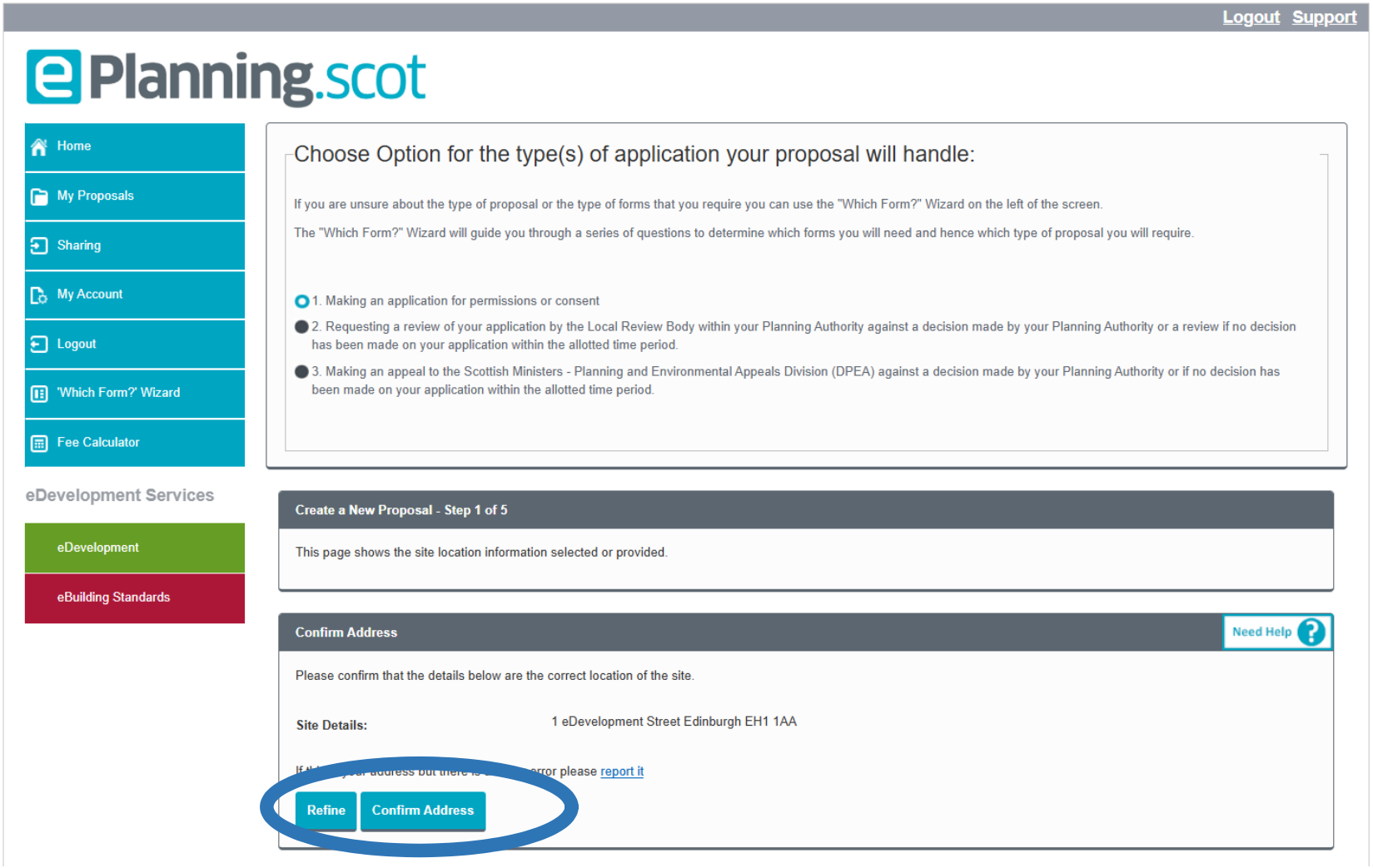
5. Click on No Exact Address. (highlighted in blue below).



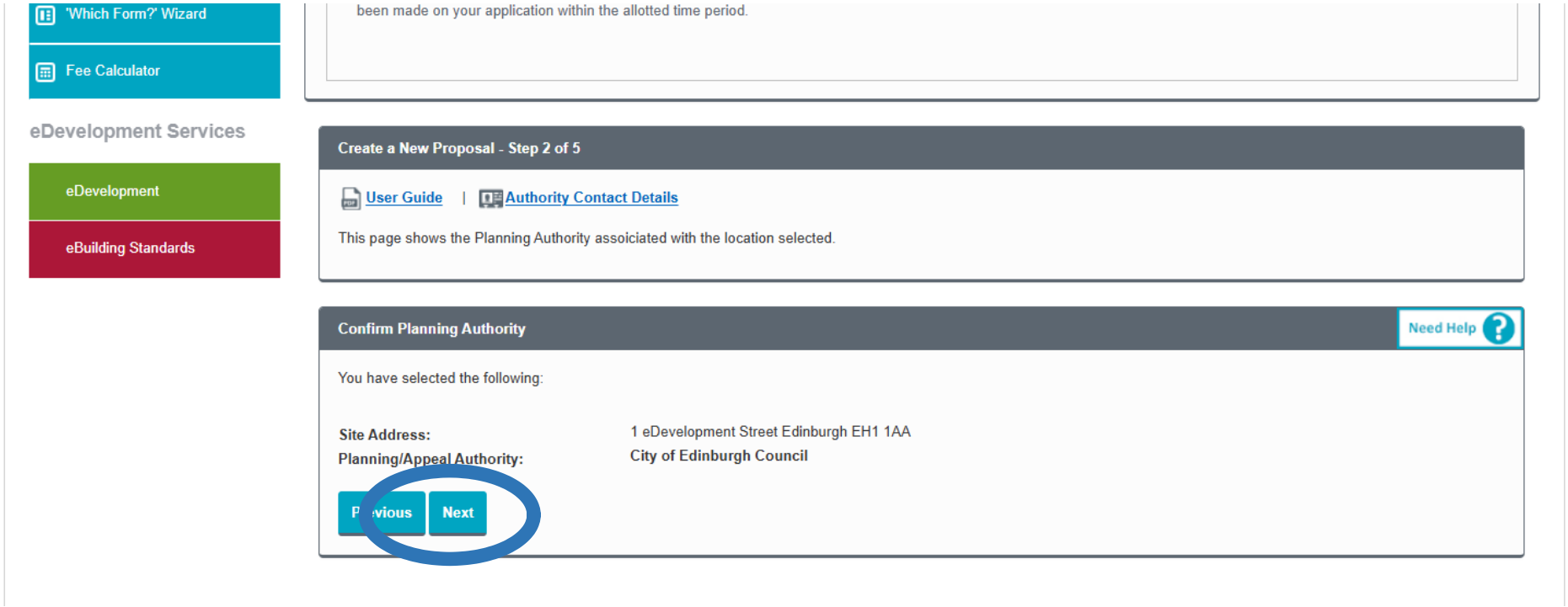
6. Click on Continue (highlighted in **blue** below).



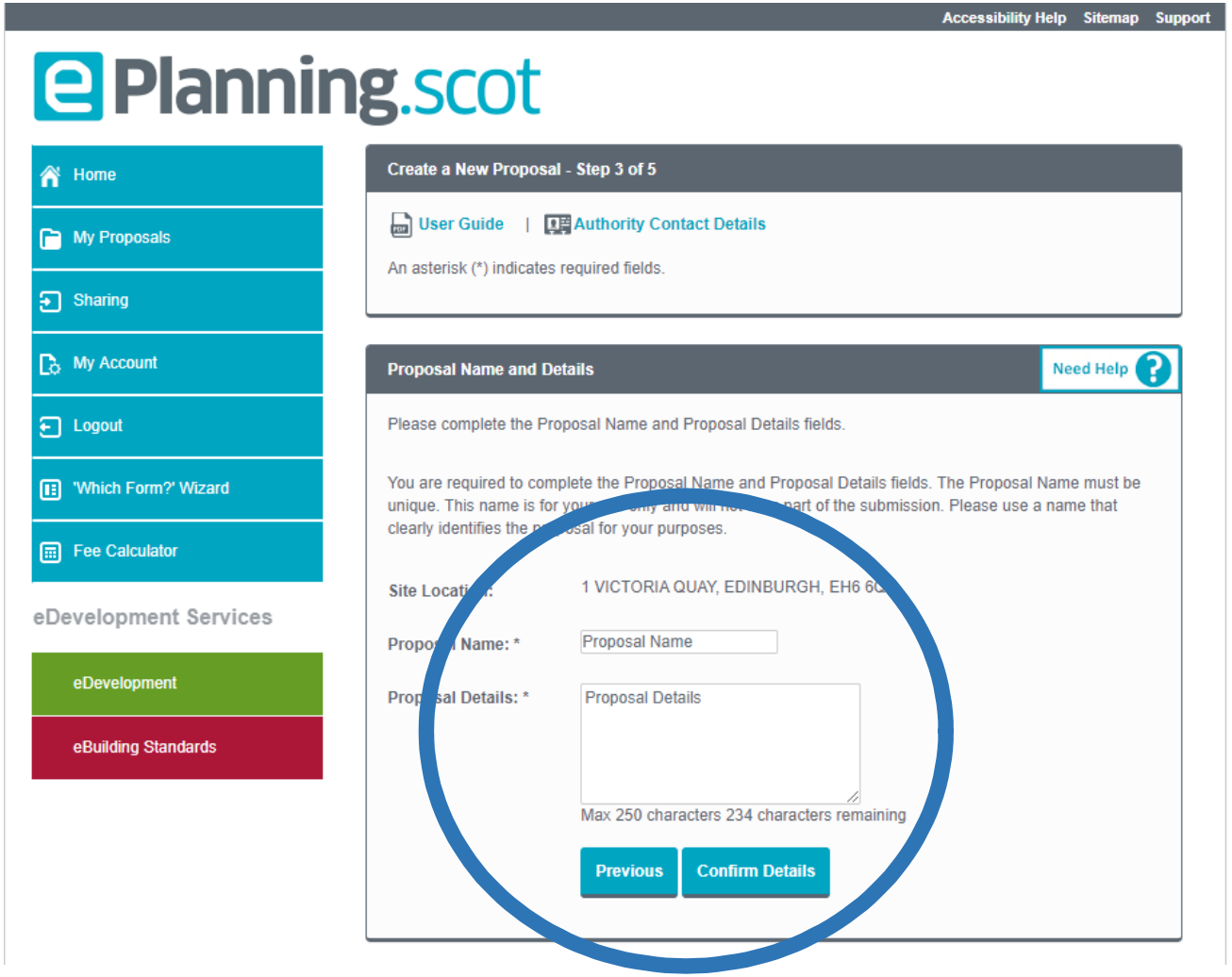
7. Check the address and click Confirm Address (highlighted in **blue** below).



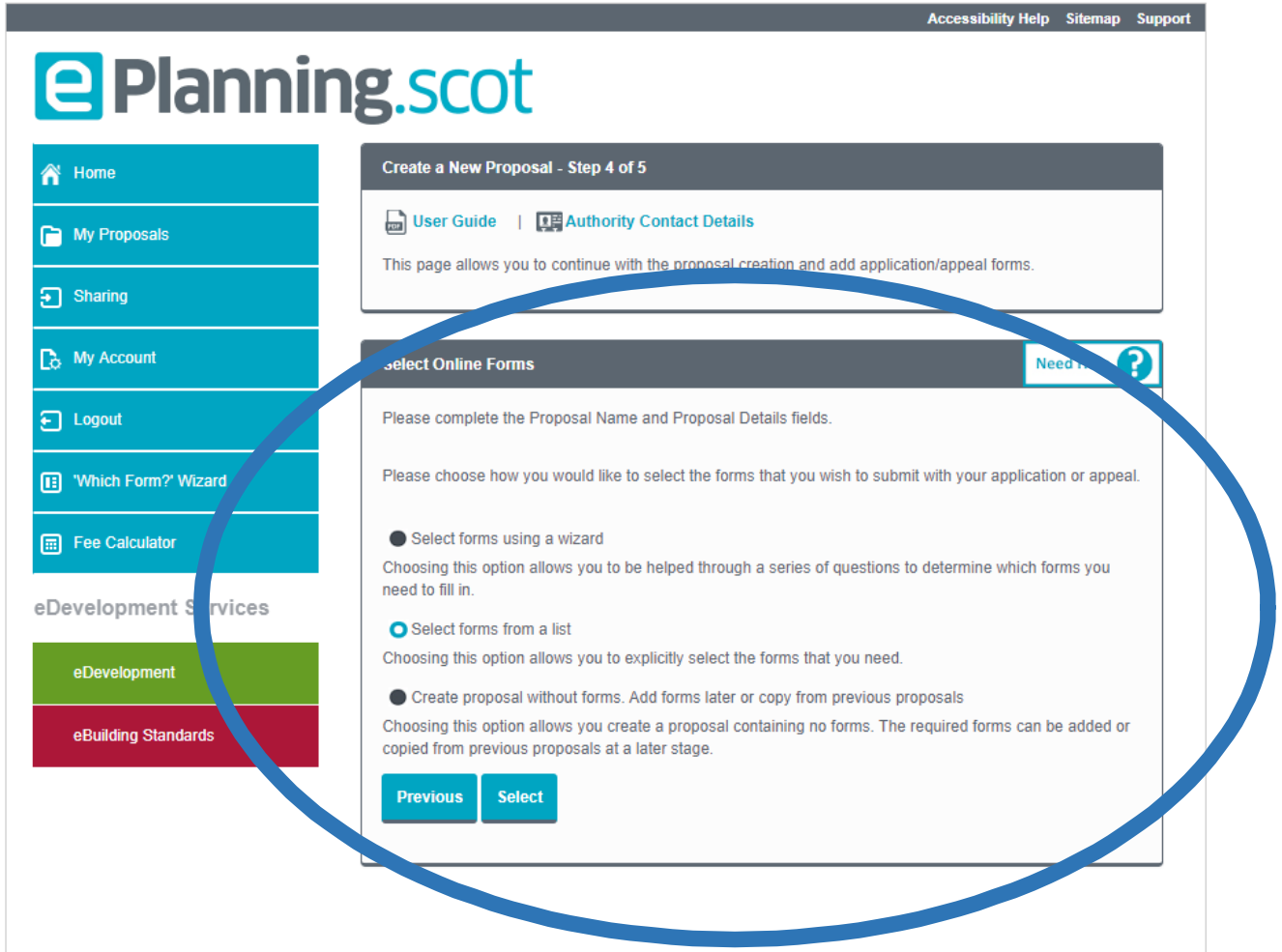
8. Check the Local Authority and click Next (highlighted in **blue** below).



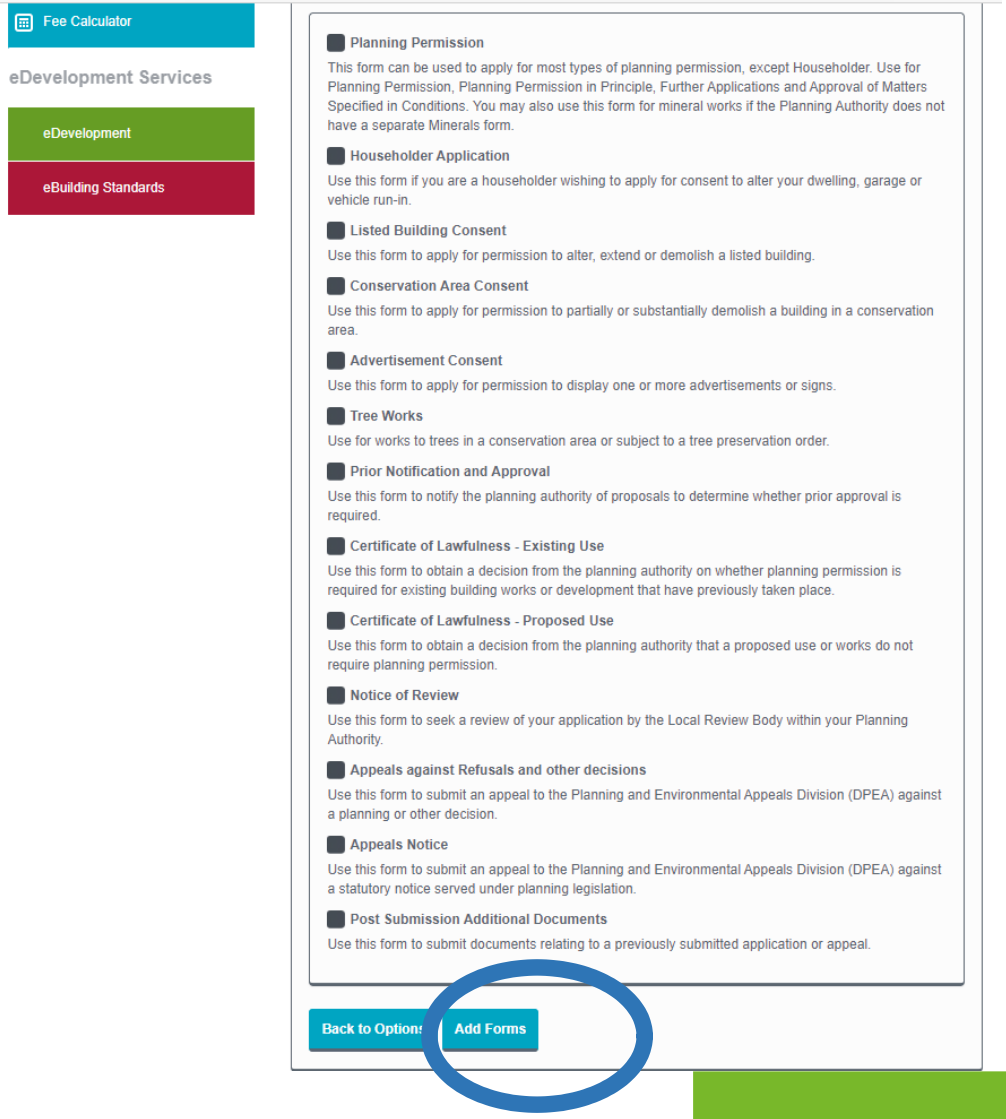
9. Give the proposal a name and very brief description and click Confirm Details. This information is for your own use and will not be sent to the Local Authority (highlighted in **blue** below).



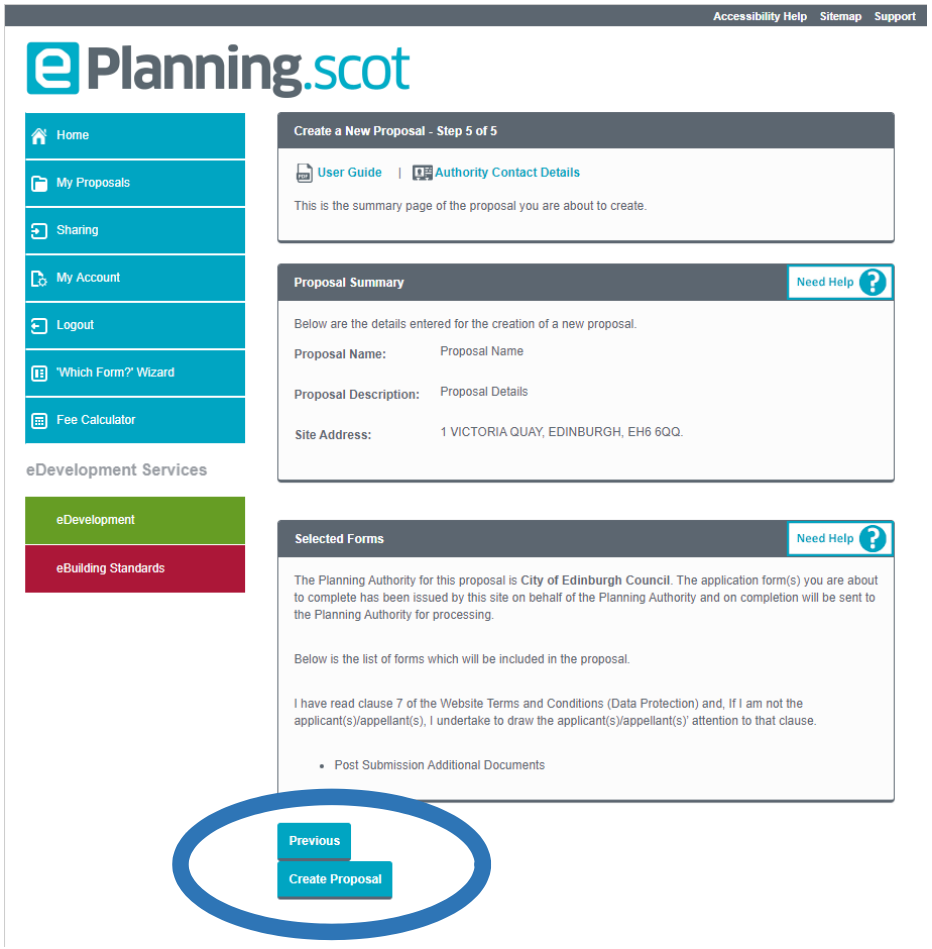
10. Choose whichever option you want on the next page. If you know what form you need, choose "Select forms from a list" but if you don't, then you could use the Which Form Wizard, and then click Select (highlighted in **blue** below).



11. If you've chosen "Select forms from a List" then select the form that you are looking to submit and click Add Forms (highlighted in **blue** below).



12. Click “Create Proposal”. (highlighted in **blue** below).



13. You will now be taken to a proposal summary screen, and your new form will be in the Draft Forms box, ready for you to click on, complete, and submit.