



Latitude Mapping Portal

Quick Guides 2015

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This document contains text instructions to locate an area of interest & order the products below. For more detailed instructions please download Latitude Mapping Portal User Guide from: www.latitude.co.uk/portal/userguides

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Locate Your Area

Log in to the Latitude Mapping Portal with the email address & password used for registration.

The Search tab is the first screen shown following log on & the right-hand dropdown gives you 6 options for locating your area:

1. Postcode
2. House/Property
3. Address Free Text
4. Coordinates
5. OS National Grid
6. Define Area by ESRI Shapefile

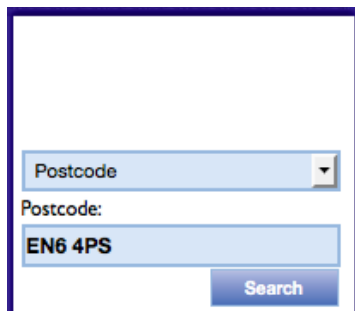
These area search options are detailed below.

An additional section on locating an area without address details is shown at the end of this guide.

1. Postcode Search

If you know the postcode of a property that you want to centre your map on then this is the simplest way of locating your required area.

Enter the postcode in the search field provided & click the Search button –



Postcode

Postcode:

EN6 4PS

Search

A list of all properties within the postcode area entered is then displayed below the map window. Scroll through the addresses & click the Site Centre button adjacent to your required property address –

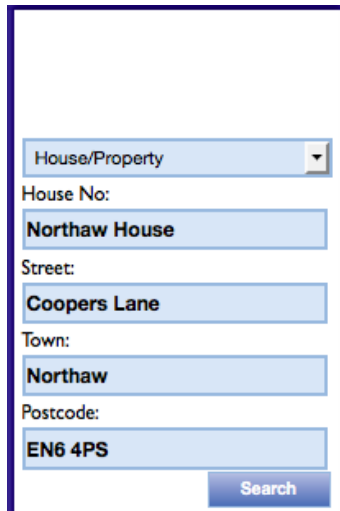
Site Centre	1, Carbone Hill, Northaw, Potters Bar, EN6 4PJ
Site Centre	10, Vineyards Rd, Northaw, Potters Bar, EN6 4PA
Site Centre	11, Carbone Hill, Northaw, Potters Bar, EN6 4PJ
Site Centre	12, Vineyards Rd, Northaw, Potters Bar, EN6 4PA
Site Centre	13, Carbone Hill, Northaw, Potters Bar, EN6 4PJ
Site Centre	14, Carbone Hill, Northaw, Potters Bar, EN6 4PL
Site Centre	14, Vineyards Rd, Northaw, Potters Bar, EN6 4PA
Site Centre	15, Carbone Hill, Northaw, Potters Bar, EN6 4PI

After clicking Site Centre proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from

2. House/Property Search

If you want to centre your map on a property but do not know the postcode then use the House/Property Search option.

Enter the property number, street & town in the fields provided –



The screenshot shows a search form with the following fields and values:

- House/Property:
- House No:
- Street:
- Town:
- Postcode:
- Search button:

When the search completes, the specified address is shown below the map window, click the Site Centre button –

Site Centre Northaw House, Coopers Ln, Northaw, Potters Bar, EN6 4NG

After clicking Site Centre proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from www.latitudemaps.co.uk/userguides.html

If your search returns no results see the 'locating an area without address details' section at the end of this guide

3. Address Free Text

Choose Address Free Text from the dropdown
Enter your address in as much detail as possible

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from www.latitudemaps.co.uk/userguides.html

4. Coordinates Search

If you know the OS coordinates for your site choose Coordinates from the dropdown.
Enter your 6 digit Easting in the X field provided.
Enter your 6 digit Northing in the Y field provided & click search –

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from www.latitudemaps.co.uk/userguides.html

5. OS National Grid

If you know the OS National Grid reference for your site choose OS National Grid from the dropdown.

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window. For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from www.latitudemaps.co.uk/userguides.html

6. Define Area by ESRI Shapefile

To upload a Shapefile to define your area choose Define Area by ESRI Shapefile from the dropdown –

Upload the .shp .shx .dbf & .prj files in the four fields displayed & click Upload. Click OK on the pop up message “ESRI Shapefile successfully uploaded”.

Click the Site Centre button shown below the map window & proceed with your order by choosing your required product category & specific product & defining your order with the options below the map window.

For instructions on ordering products download the required product quick guide or the full Latitude Mapping Portal User Guide from www.latitudemaps.co.uk/userguides.html

Locating an area with no address details

If your required area is a piece of land / area without any address details then locating your site is not as straight forward as the options outlined above.

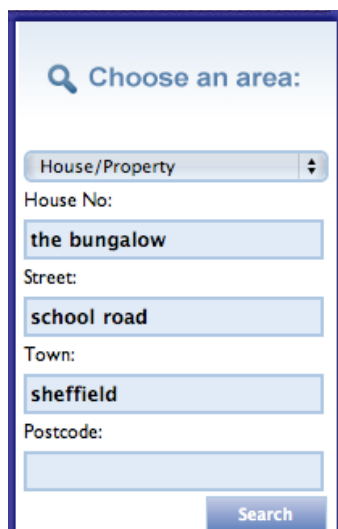
In the Latitude Mapping Portal, wherever you hover the mouse button over the map window the corresponding OS National Grid coordinates are displayed at the bottom of the mapping. You can therefore locate the coordinates for your area by panning around the Aerial Photography without charge but would need to first enter some search criteria to display mapping in the vicinity of your required area.

An example for finding a site is shown below. If you cannot locate your required area as shown below please see the external links section detailing websites where postcodes/coordinates can be found to then use in the Latitude Mapping Portal to locate your area.

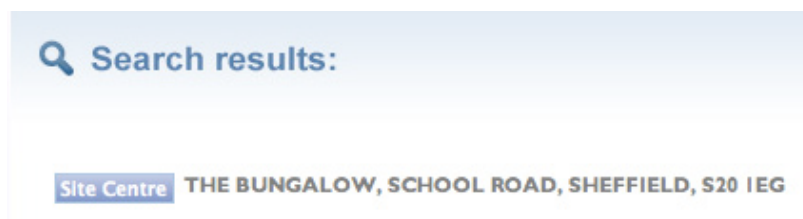
Example Search

You need to obtain mapping, centred on a playing field located to the rear of 'The Bungalow, School Road, Beighton, Sheffield' & to the West of Rother Valley Country Park.

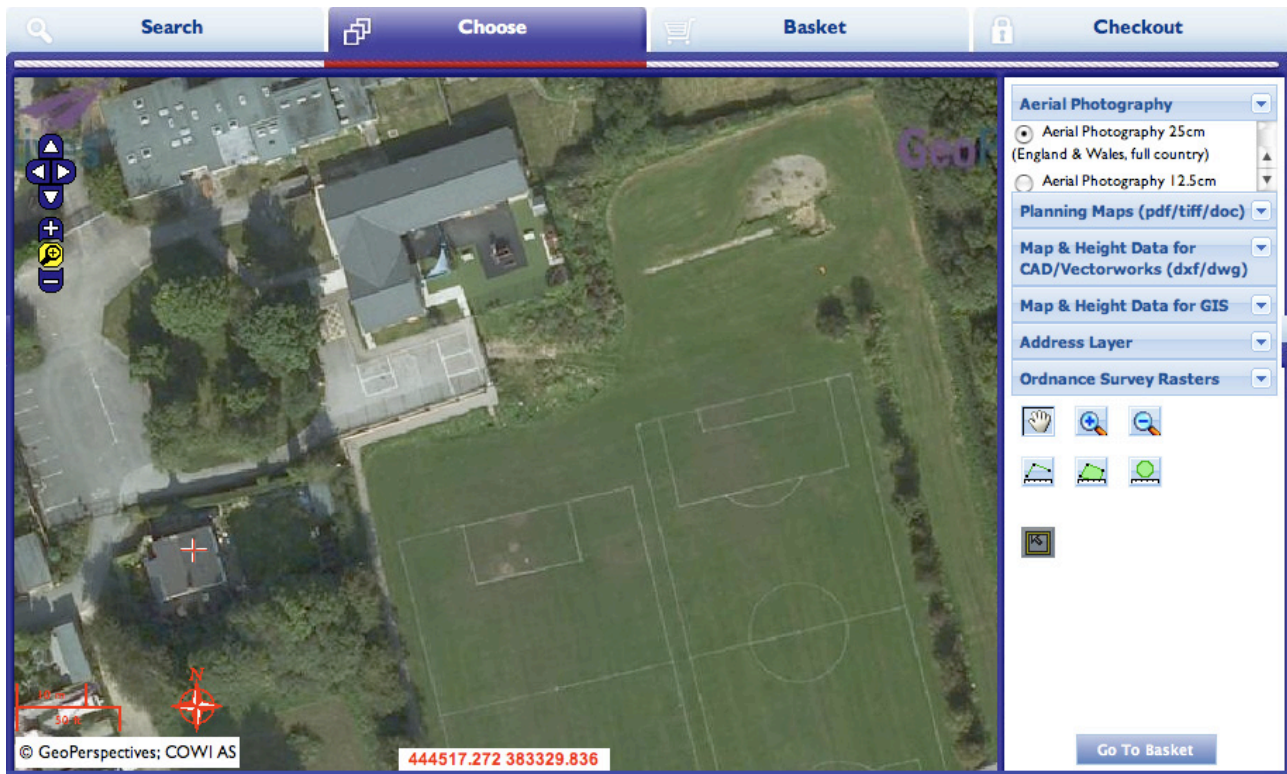
Choose the House/Property option & enter the address details as shown above. If the search returns no results for the locality i.e. Beighton, enter the Town/City information instead –



Click the Site Centre button shown below the Map Window –



36 hectares of Aerial Photography centred as above is now shown in the map window. You can pan around this area & the grid coordinates displayed will change as you move the mouse so you can locate your required site –



The red cross shows your original search site centre, pan to the area required & note the coordinates displayed on the map window – 444602, 383245 in the example above.

If you cannot locate your area within the 36 hectare view shown, choose the product category Flood & Aerial Photography & choose Aerial Photography 25cm, a larger area of Aerial Photography is then displayed and you can pan around the larger area to find your required site.

Once you have found the coordinates for the piece of land you require, return to the search screen & enter the coordinates as shown in the Coordinates Search instructions as outlined above.

External Links / Further Assistance

Ordnance Survey - <http://leisure.ordnancesurvey.co.uk/> Use the search field on this page to obtain National Grid Coordinates for a place / street.

Streetmap - <http://www.streetmap.co.uk/> Search by place / street to obtain National Grid Coordinates (displayed below the mapping shown, "Location is at (displays coordinates)").

Royal Mail – www.royalmail.com Use the Postcode Finder option from the homepage to obtain postcode details for a site.

www.gridreferencefinder.com

If you cannot locate your required site using the information above please contact Latitude mapping Ltd Monday to Friday 9am to 5.30pm for assistance.

Order Latitude Mapping Planning Maps (PDF, TIFF, DOC)

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Click on the 'Planning Maps (PDF/TIFF/DOC)' tab to the right of the map window and select 'OS MasterMap Mono' from the dropdown list. Accept the Viewcharge.
6. Click "View" next to product choice below map window, e.g. 4.0 Hectares A4 1:1250 scale – a yellow box is shown on screen
7. Move the order area and/or add annotations to map as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose from PDF, Tiff or Doc in Data Format field (& add order reference in field below if required) then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your map file locally to your Hard Disk
18. Double click the zip file & open the PDF/TIFF/DOC file

System tools / icons & product formats

Pan around the mapping –



Move the order area (yellow box) –



Measurement tools (measure displayed on screen only) –



Annotate property/land boundaries (red or blue) -



Delete annotations –



Order OS MasterMap vector – Pre-defined areas (CAD or GIS Data)

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. For CAD Data - Select Map & Height Data for CAD/Vector works (top right) & OS MasterMap vector from the product choice displayed & accept the view charge; or
6. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector (GIS Single File) for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output.
7. Choose one of the pre-defined order options below the map window e.g. 4.0 Hectares
8. If required, adjust the position of the yellow box by clicking the 'Move the Order' area button & drag & drop the yellow box
9. When the yellow box is positioned as required check "Select to Order" to obtain a price & Add to Basket
10. Click the Search tab & repeat as above if you want to order data for another site, or Go to Basket to complete your order.
11. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required then click Submit
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

System tools / icons

Pan / Zoom in & Out -



Move Order Area –



Delete Order Area –



Order OS MasterMap vector – specify height/width dimensions (CAD or GIS)

Steps to follow

1. Enter username & password at homepage
2. Enter postcode in Choose an Area field & click search
3. Choose your site centre from address list below the map window
4. For CAD Data - Select Map & Height Data for CAD/Vector works (top right), & OS MasterMap vector from the product choice displayed & accept the view charge; or
5. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output & accept the view charge.
6. Choose 'User Defined Area' below the map window
7. Click the 'Define Box Dimensions' icon
8. Enter the required dimensions (metres) in the Height & Width fields. To resize your area click the 'Resize Order Area' button & drag & drop the yellow circle that appears or delete the existing area & repeat as above
9. If required, adjust the position of the yellow box by clicking the Move the Order Area button & drag & drop the yellow box
10. When the yellow box is positioned as required check "Select to Order" to obtain a price & Add to Basket
11. Click the Search tab & repeat as above if you want to order data for another site, or Go to Basket to complete your order.
12. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required, then click Submit
13. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
14. Following payment, return to the Latitude Mapping Portal
15. Click "My Account" (top right)
16. Select "Order History" from the menu displayed
17. Select "Click for Order Details" next to your order number
18. Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

System tools / icons

Pan / Zoom in & Out - Zoom out to view order area after entering Height & Width dimensions –



Define Box Dimensions –



Resize Order Area –



Move Order Area –



Delete Order Area –



Order OS MasterMap vector – Draw Irregular Polygon (CAD or GIS Data)

Steps to follow

1. Enter username & password at homepage
2. Enter postcode in Choose an Area field & click search
3. Choose your site centre from address list below the map window
4. For CAD Data - Select Map & Height Data for CAD/Vector works (top right), & OS MasterMap vector from the product choice displayed & accept the view charge; or
5. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output & accept the view charge.
6. Choose 'User Defined Area' below the map window
7. Zoom out in the map window to view a larger area & click the Draw Order Area Polygon icon
8. Use single left mouse button clicks on the mapping to create your polygon shape & double click to close the polygon. To resize your area click the Resize Order Area button & drag & drop the yellow circle that appears or delete the existing area & repeat as above
9. If required, adjust the position of the polygon by clicking the Move the Order Area button & drag & drop the yellow shape
10. When the yellow shape is positioned as required check "Select to Order" to obtain a price & Add to Basket
11. Click the Search tab & repeat as above if you want to order data for another site or Go to Basket to complete your order.
12. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required then click Submit
13. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
14. Following payment, return to the Latitude Mapping Portal
15. Click "My Account" (top right)
16. Select "Order History" from the menu displayed
17. Select "Click for Order Details" next to your order number
18. Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

System tools / icons

Pan / Zoom in & Out - Zoom out to view order area after entering Height & Width dimensions –



Draw Order Area Polygon –



Resize Order Area –



Move Order Area –



Delete Order Area –



Order OS MasterMap vector – Draw Square box (CAD or GIS Data)

Steps to follow

1. Enter username & password at homepage
2. Enter postcode in Choose an Area field & click search
3. Choose your site centre from address list below the map window
4. For CAD Data - Select Map & Height Data for CAD/Vector works (top right), & OS MasterMap vector from the product choice displayed & accept the view charge; or
5. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output & accept the view charge.
6. Choose 'User Defined Area' below the map window
7. Zoom out in the map window to view a larger area & click the Draw Order Area Box icon
8. Click on the mapping & hold down the left mouse button. Move the mouse up/down to increase/decrease the order area size & move the mouse left or right to rotate the order. To resize your area click the Resize Order Area button & drag & drop the yellow circle that appears or delete the existing area & repeat as above
9. If required, adjust the position of the yellow box by clicking the Move the Order area button & drag & drop the yellow box
10. When the yellow box is positioned as required check "Select to Order" to obtain a price & Add to Basket
11. Click the Search tab & repeat as above if you want to order data for another site or Go to Basket to complete your order.
12. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required then click Submit
13. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
14. Following payment, return to the Latitude Mapping Portal
15. Click "My Account" (top right)
16. Select "Order History" from the menu displayed
17. Select "Click for Order Details" next to your order number
18. Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

System tools / icons

Pan / Zoom in & Out - Zoom out to view order area after entering Height & Width dimensions –



Draw Order Area box –



Resize Order Area –



Move Order Area –



Delete Order Area –



Order OS MasterMap vector - Top left/Bottom right coordinates (CAD or GIS Data)

Steps to follow

1. Enter username & password at homepage
2. Enter postcode in Choose an Area field & click search
3. Choose your site centre from address list below the map window
4. For CAD Data - Select Map & Height Data for CAD/Vector works (top right), & OS MasterMap vector from the product choice displayed & accept the view charge; or
5. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output & accept the view charge.
6. Choose 'User Defined Area' below the map window
7. Click the Define Box Coordinates icon
8. Enter the top left & bottom right Easting & Northing coordinates in the fields provided. To resize your area click the Resize Order Area button & drag & drop the yellow circle that appears or delete the existing area & repeat as above
9. If required, adjust the position of the yellow box by clicking the Move the Order Area button & drag & drop the yellow box
10. When the yellow box is positioned as required check "Select to Order" to obtain a price & Add to Basket
11. Click the Search tab & repeat as above if you want to order data for another site or Go to Basket to complete your order.
12. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required then click Submit
13. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
14. Following payment, return to the Latitude Mapping Portal
15. Click "My Account" (top right)
16. Select "Order History" from the menu displayed
17. Select "Click for Order Details" next to your order number
18. Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

System tools / icons

Pan/Zoom in & Out. Zoom out to view order area after entering grid coordinates –



Define Box Coordinates –



Resize Order Area –



Move Order Area –



Delete Order Area –



Order OS MasterMap vector – Upload Shapefile (CAD or GIS Data)

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Click the dropdown arrow under Choose an area & select Define Area by ESRI Shapefile
4. Click browse & specify a file location in the .shp, .shx, .dbf & .prj fields & click Upload – a pop up message “ESRI Shapefile successfully uploaded” is displayed, click OK.
5. Click the Site Centre button displayed below the map window.
6. For CAD Data - Select Map & Height Data for CAD/Vector works (top right), & OS MasterMap vector from the product choice displayed & accept the view charge; or
7. For GIS Data – Select Map & Height Data for GIS & OS MasterMap vector for dwg/dxf output or OS MasterMap vector (GIS Multiple files) for Shapefile output & accept the view charge.
8. Select User Defined Area below the map window, tick the adjacent box in the Select to Order column to generate a price & then Add to Basket
9. Click the Search tab & repeat as above if you want to order data for another site or click Go to Basket to complete your order.
10. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown (or ESRI Shapefile for multiple file GIS) & give your order a reference in the field provided if required then click Submit
11. Accept terms & conditions (for each map) & click “Pay Using WorldPay” or “Pay by Invoice” if you have a credit account
12. Following payment, return to the Latitude Mapping Portal
13. Click “My Account” (top right)
14. Select “Order History” from the menu displayed
15. Select “Click for Order Details” next to your order number
16. Click the blue download button & save your map file to your PC. Double click the zip file & open the Shapefile, DXF or DWG file.

System tools / icons

🔍 Choose an area:

Define Area by ESRI Shapefile ▾

ESRI Shapefile Upload:

Shapefile shape format (.shp) *
 Example_1.shp

Shapefile index format (.shx) *
 no file selected

Shapefile attribute format (.dbf) *
 no file selected

Shapefile projection format (.prj)
 no file selected

Order Height Data

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select Map & Height Data for CAD/Vectorworks (top right), & one of the Height data options displayed (if map window is blank then data selected is not available for your area, national coverage provided with 5m height data).
6. Choose one of the pre-defined order options below the map window e.g. 4.0 Hectares (User-defined areas can be ordered in the same way as OS MasterMap vector dxf/dwg).
7. If required, adjust the position of the yellow box by clicking the Move the Order area button & drag & drop the yellow box
8. When the yellow box is positioned as required check "Select to Order" to obtain a price & Add to Basket
9. Click the Search tab & repeat as above if you want to order data for another site or Go to Basket to complete your order.
10. In the Basket choose either AutoCAD DWG or DXF from the Data format dropdown & give your order a reference in the field provided if required then click Submit
11. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
12. Following payment, return to the Latitude Mapping Portal
13. Click "My Account" (top right)
14. Select "Order History" from the menu displayed
15. Select "Click for Order Details" next to your order number
16. Click the blue download button & save your map file to your PC
17. Double click the zip file & open the DXF/DWG file

System tools / icons

Pan around the mapping -



Pan / Zoom in & Out -



Move the Order Area -



Order OS Rasters (10k to 250k data)

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select Ordnance Survey Rasters (top right) and choose your required OS Raster scale e.g. OS Streetview 10k.
6. Click "View" in one of the Pre-defined order area sizes displayed below the map window – your choice is displayed by the yellow square on the map window
7. If required click the Move the order area icon & drag & drop your order area as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose required file format in Data Format field & add order reference in field below if required then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your map file to your PC, double click the zip file & open the data file

System tools / icons & product formats

Pan around the mapping –



Move the order area (yellow box) –



Measurement tools (measure displayed on screen only) –



OS Raster Products & File Formats

OS Streetview 1:10k, OS 1:25k, 1:50k & 1:250k data available in JPEG/GEOTIFF formats.




OS 10k full GB coverage (colour or black & white) data available in JPEG, JPEG2000, GEOTIFF, ERDAS Imagine & ECW formats.

Order BaSEMAP (OS MasterMap & Infoterra LiDAR combined)

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select Map & Height Data for GIS (shp/ascii) & product Infoterra BaSEMAP from the choices shown. The map window will colour to show available data as opposite.
6. Click "View" in one of the Pre-defined order area sizes displayed below the map window – your choice is displayed by the yellow square on the map window
7. If required click the Move the order area icon & drag & drop your order area as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose ESRI Shapefile or a MapInfo file format in Data Format field & add order reference in field below if required then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your map file to your PC, double click the zip file & open the GIS files

Data Availability

	Red denotes availability for both ground and building heights
	Blue denotes availability for ground heights only
	White denotes no availability for either

Order JBA Flood Data

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select the 'Flood & Aerial Photography Data' Product Category & the 'JBA Flood' product
6. Click "View" in one of the Pre-defined order area sizes displayed below the map window – your choice is displayed by the yellow square on the map window
7. If required click the Move the order area icon & drag & drop your order area as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose ESRI Shapefile or a MapInfo file format in Data Format field & add order reference in field below if required then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your map file to your PC, double click the zip file & open the GIS files

Data Availability



If JBA data is available for your area then the map preview is coloured blue

Order OS Address Layer 2 (AL2)

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select the 'Address & Boundary Line Data' Product Category & the 'OS Address Layer 2' product.
6. Click "View" in one of the Pre-defined order area sizes displayed below the map window – your choice is displayed by the yellow square on the map window
7. If required click the Move the order area icon & drag & drop your order area as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose ESRI Shapefile or a MapInfo file format in Data Format field & add order reference in field below if required then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your map file to your PC, double click the zip file & open the GIS files

Data Availability



If AL2 data is available for your area then the map preview is coloured green

Order 5m Contours

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select the 'Map & Height Data for GIS' Product Category & the '5m Contours (GIS/AutoCAD Map 3D)' product.
6. Click "View" in one of the Pre-defined order area sizes displayed below the map window, your choice is displayed by the yellow square on the map window
7. If required click the Move the order area icon & drag & drop your order area as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose ESRI Shapefile, GML or a MapInfo file format in Data Format field & add order reference in field below if required then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your data file to your PC, double click the zip file & open the GIS files

Product Information

5m Contour Data is produced from Infoterra's 5m Digital Terrain Model Data.

The Data is supplied in GIS formats – ESRI Shapefile, GML, MapInfo MID/MIF & MapInfo TAB.

So GIS software or advanced CAD software such as AutoCAD Map 3D (or alternate CAD software that can use the above file formats) is required to use this data.

Order OS Integrated Transport Network Data (ITN)

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select the 'Map & Height Data for GIS' Product Category & the 'OS Transport Network Layer (GIS/ AutoCAD Map 3D) product.
6. Click "View" in one of the Pre-defined order area sizes displayed below the map window, your choice is displayed by the yellow square on the map window or choose User Defined Area & use the tools displayed to define your order area (see opposite).
7. If required click the Move the order area icon & drag & drop your order area as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose ESRI Shapefile, GML or a MapInfo file format in Data Format field & add order reference in field below if required then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your ITN data file to your PC, double click the zip file & open the GIS files

Product Information & User Defined Tools

The ITN Layer is a detailed, accurate and up-to-date digital dataset consisting of a Roads Network theme.

The Data is supplied in GIS formats – ESRI Shapefile, GML, MapInfo MID/MIF & MapInfo TAB.

So GIS software or advanced CAD software such as AutoCAD Map 3D (or alternate CAD software that can use the above file formats) is required to use this data.

User Defined Order Options

Draw Order Area Box –



After clicking this tool icon, click on the mapping & hold down the left mouse button. Move the mouse up/down to increase/decrease the order area size & move the mouse left or right to rotate the order area.

Draw Order Area Polygon



After clicking this tool icon you can draw an irregular polygon using single left mouse button clicks on the mapping to define your order area, double click the mouse to close the Polygon.

Define Box Coordinates



After clicking this tool icon you can define your order area by entering Top Left & Bottom Right coordinates Tab through the coordinate fields & tab out of the 4th coordinate field, the area you define is then displayed as a yellow box.

Define Box Dimensions



After clicking this tool icon you can define your order area by entering Height & Width dimensions in the fields provided.

Order OS Boundary Line Data

Steps to follow

1. Complete the registration form & payment via the Latitude Mapping Portal homepage or if already registered -
2. Enter username & password at homepage
3. Enter postcode in Choose an Area field & click search
4. Choose your site centre from address list below the map window
5. Select the 'Address & Boundary Line' Product Category & the 'OS Boundary Line' product.
6. Click "View" in one of the Pre-defined order area sizes displayed below the map window, your choice is displayed by the yellow square on the map window
7. If required click the Move the order area icon & drag & drop your order area as required
8. Tick "Select to Order" next to your chosen product
9. When price is shown, click "add to basket" – return to search screen if ordering multiple sites
10. When finished ordering click "Go to Basket"
11. Choose ESRI Shapefile, GML or a MapInfo file format in Data Format field & add order reference in field below if required then click "Submit"
12. Accept terms & conditions (for each map) & click "Pay Using WorldPay" or "Pay by Invoice" if you have a credit account
13. Following payment, return to the Latitude Mapping Portal
14. Click "My Account" (top right)
15. Select "Order History" from the menu displayed
16. Select "Click for Order Details" next to your order number
17. Click the blue download button & save your data file to your PC, double click the zip file & open the GIS files

Product Information

OS Boundary-Line is a specialist 1:10 000 scale boundaries dataset containing all levels of electoral and administrative boundaries, from district, wards and civil parishes up to parliamentary, assembly and European constituencies.

The Data is supplied in GIS formats – ESRI Shapefile, GML, MapInfo MID/MIF & MapInfo TAB.

So GIS software or advanced CAD software such as AutoCAD Map 3D (or alternate CAD software that can use the above file formats) is required to use this data.