

# Ordering Property Searches Online with STL



**Important: Minimum software requirement – Windows 98, Microsoft Internet Explorer version 6, Adobe SVG Viewer 3**

You can install Microsoft Internet Explorer version 6, Adobe SVG Viewer 3 from our website at [www.stlgroup.co.uk/ordering/order\\_entrance.php](http://www.stlgroup.co.uk/ordering/order_entrance.php), or you can call us on 0800 318611 to order a free installation CD-ROM.

## CD-ROM INSTRUCTIONS

Insert your STL CD-ROM into your CD drive. The CD-ROM should then run automatically.

If it doesn't run automatically, double-click **My Computer** and then double click your CD drive icon to run the CD-ROM. Alternatively, right-click the CD drive icon and select **Explore** to view the CD's contents and then double-click the **STL.HTM** file.

## ORDERING PROPERTY SEARCHES ONLINE

To order a property search online you need to do the following:

1. Open Internet Explorer 6 and type the following address into the **Address** bar:

**[www.stlgroup.co.uk](http://www.stlgroup.co.uk)**

2. You will now see our homepage. Click on **Order** to get to the **Ordering Options** page and click on the **Order Property Searches & Indemnity Policies** icon to get to the Online Property Search Ordering system.
3. You will now see the main login screen for our online ordering system. Enter the **user name** and **password** with which you have been provided. When you have entered this data, click on **Login** and you will then be taken to the next screen.
4. You should now see the **search by postcode** screen (Figure 1). If you have a postcode for your property, enter it, as well as the house name/number in the boxes provided, and then press the **search** button (go to step 7).

If however you do not have a postcode, select a **by address** search (go to step 5) or **by grid reference** search (go to step 6) by clicking on either of these options.


Search by postcode	Other search options
Enter the postcode: <input type="text"/>	<input type="button" value="by address"/> If you don't know the postcode, use this option.
House number or property/company name: <input type="text"/>	<input type="button" value="by grid reference"/> If the property does not yet have a postcode, use this option.
<input type="button" value="search"/>	<input type="button" value="by place name"/> If you know a nearby place name, use this option.


Figure 1


- If you selected a **by address** search you will be shown the **address search** screen (Figure 2) which allows you to enter your search information (road name, town etc). At this screen, enter the relevant information and click **forward** (go to step 7).

### address search

Complete as much detail as necessary to identify the address, then click the forward button.

 Indicates help is available for that item.

House number or name:  

Street name:  


Locality, town, county or first part of postcode:  


Figure 2

- If you select a **by grid reference** search you will be shown the **grid reference search** screen (Figure 3). At this screen enter the grid reference with the numbers (easting and northing) separated by a comma and Click **forward** (go to step 8).

### grid reference search

Please enter a British National Grid Reference (e.g. 123456, 345678), then click the forward button.

Note: This search method is provided in order to cater for new properties which do not yet have postcodes.

 Indicates help is available for that item.


Grid Reference:  

Figure 3

- If you have searched for your location **by postcode** or **by address** you will now see the location selection screen (Figure 4). This screen will display a list of properties that correspond to your search parameters.

If the property you are looking for is in this list, tick the box next to it and press **forward**. If it is not, but there is a **more addresses** icon on the screen you can click it to see a further list. If your property is not on the list at all click the **back** icon to redefine your searches parameters.

### select address

Searched for Postcode: [GU21 7SE]  
Please select the required address and then click the Forward button.

---

- 3a, St. Johns Road, Woking
- 7a, St. Johns Road, Woking
- Alldays Stores Ltd Edbrooke House 11-13, St. Johns Road, Woking
- Eric Matthews & Co (Panel Products) Ltd Edbrooke House 11-13, St. Johns Road, Woking
- S T L Professional Services Ltd Edbrooke House 11-13, St. Johns Road, Woking
- Guy Design Associates Hall Mark House 10-12, St. Johns Road, Woking
- Contract Design Partnership Hallmark House 10-12, St. Johns Road, Woking
- Gild Associates Hallmark House 10-12, St. Johns Road, Woking
- The Working Design Co Hallmark House 10-12, St. Johns Road, Woking
- Woodgrade Ltd The Clockhouse, St. Johns Road, Woking

[more addresses >>](#)


← back
cancel
forward ▶

Figure 4

8. When you have selected your property or if you did a **by grid reference** search, you will now see the location map screen (Figure 5) which displays a map with crosshairs marking your selected location. If you decide that the position of the crosshairs is incorrect, click the location you require and you will see the map reload with the crosshairs moved accordingly. When you are happy with the positioning of the crosshairs, press **forward** to continue.

### search location

S T L Professional Services Ltd Edbrooke House 11-13, St. Johns Road, Woking, GU21 7SE  
Grid Reference: 498008 E 157969 N  
Click on the map to confirm the exact location of the site. To pan, click near the edge of the map.



© Crown copyright. All rights reserved. Licence number 100016362.

**zoom**

Use the scale buttons to zoom in/out.

Refresh address on next map click

← back
cancel
forward ▶

Figure 5

9. You will now see the Search Details screen (Figure 6), which confirms the address information. Check/alter the address, enter a reference in the **Your Reference** box and press **forward**.

**search details**

Please specify the following information, then click the forward button.  
 Ⓛ Indicates a required item.

**Address:** S T L Professional Services  
 Ltd Edbrooke House 11-13  
 St. Johns Road  
 Woking  
 GU21 7SE

**Your Reference:** SB TEST

Please enter a reference to help you identify the report.

◀ back      cancel      forward ▶

Figure 6

You should now see the report selection screen (Figure 7), which asks you to select the search(es) you require. Select the appropriate search(es) and press **forward**. If any of them require additional information, it will be asked for at the point of report selection.

For some reports a Land Registry plan is required. You can choose either to upload, fax later or create a plan online using the Site Boundary Identification Tool (See Appendix A). **Please Note:** You will be charged £7.50 for use of the Site Boundary Identification Tool if your order does not contain a Personal Search or a Commercial Environmental Report with Risk Assessment.

**choose a report**

Please select the reports you require, then click the forward button.  
 All prices are exclusive of VAT

close - **Local Authority Searches**

**Local Authority Searches**

Guildford

<input type="radio"/>	Personal Search (Con29)	£80.00
<input type="radio"/>	Next Day Personal Search (Con29)*	£100.00
<input type="radio"/>	Official Search (Con29 + LLC1)	£160.00
<input type="button" value="add"/>	LLC1	£5.00
<input type="button" value="add"/>	Neighbouring Planning Search	£15.00

\*Subject to Council Restrictions

close - **Sitescope Environmental Searches**

<input type="radio"/>	Residential Environment Report	£25.00
<input type="radio"/>	Residential Environment Report with Land Insurance	Prices detailed on next screen
<input type="radio"/>	Commercial Environmental Report with Risk Assessment	£225.00
<input type="radio"/>	Commercial Environment Report	£80.00
<input type="radio"/>	Residential Land Insurance Only	Prices detailed on

**Products Selected**      **Cost £**

No products have been selected yet

◀ back      cancel      forward ▶

© Sitescope Ltd. 2003

Figure 7

10. You will now see the payment selection screen (Figure 8). Now select a payment method with which you are going to pay for your search. When you have finished entering on this screen click on **forward**.

**Payment Method**  
I wish to pay by:

Invoice: (Existing customers, Solicitors and Accountants)  
 Sending Cheque  
 Direct Debit  
 Credit Card (VISA or MASTERCARD) See Below

---

Credit Card Number

Expiry Date

Cardholder's Name

Address to which the card is registered

For an official search you **MUST** select a prepayment method, the search will be initiated on receipt of said payment.

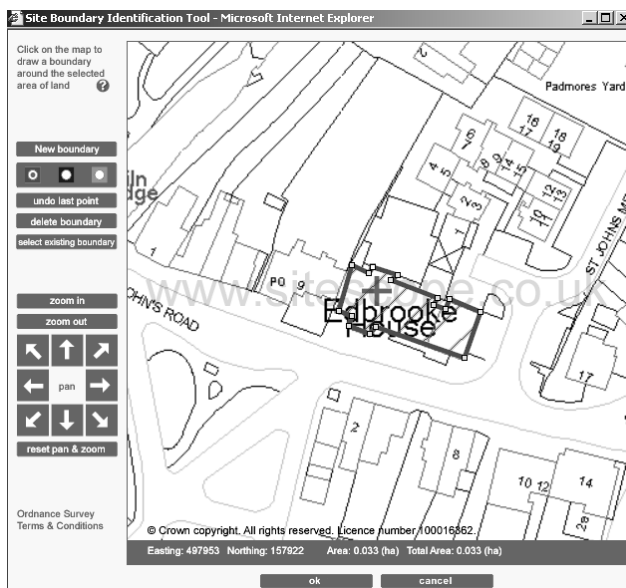
If you have not yet instructed STL to setup a Direct Debit we will contact you.

Figure 8

11. You will now see the confirmation screen. This screen will confirm all the information you have provided and allow you to select your return method(s). If this information is accurate press **finish**. If it isn't press **back**, go back to the relevant screen and adjust accordingly.

## Appendix A - Site Boundary Identification Tool

If you are supplying a Plan using the online Site Boundary Identification Tool then press the **add plan** button and the tool will load.



Click a corner of the site boundary, then each subsequent corner along the boundary (moving round the border in a consistent direction – clockwise or anticlockwise) until you have recreated the boundary exactly as shown on your plan.

There are **undo last point** and **clear all** buttons, if you need to re-plot the boundary.

Once you are happy with the boundary you have marked out click **ok**.

You will then be taken back to the Report Selection screen (go to step 10).

**Please Note:** If a Personal Search or Commercial Environmental Report with Risk Assessment is not included with your order, you will be charged £7.50 for use of the Site Boundary Identification Tool.

### Using Site Boundary Identification Tool for the first time

If you are using this tool for the first time and you have not previously installed the SVG Viewer software, then when you try to open up the Site Boundary Identification Tool window you will be told you need to install SVG Viewer. This software is necessary to use this part of the website.

On the **Install SVG Viewer** screen click on the **Download SVG Viewer** icon. This will bring up the download option screen, from here select **Run file** and it will start to download. When it has finished downloading you will be asked if you want to install the software, select **Yes**. When this has finished click **add plan** on the report selection screen, **Accept** the terms and conditions and it will run as normal.