



LOCALAW UK USER GUIDE

LOCALAW UK



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OUR TOP TIPS

- 1) Forgotten your password?
 - Go to **PASSWORD REMINDER** link beneath the login box, enter your username and you will receive your password via email
- 2) Receive weekly bulletins on the latest developments within local government law and procedure by subscribing to LocALERT emails
 - go to **MY LOCALAW UK** and then **MY DETAILS** to subscribe
- 3) If you have a search that you run frequently and would like to re-run quickly in the future you can save this search
 - go to **MY LOCALAW UK** and then **MY SAVED SEARCHES** to access your saved searches
- 4) Looking for references to a specific case, statute or statutory instrument?
 - go to **ADVANCED SEARCH** and restrict your search to receive more relevant results
- 5) Want to find a paragraph from a Sweet & Maxwell Local Government Library looseleaf online?
 - go to **ADVANCED SEARCH** and enter the paragraph number in the search term(s) box, selecting the appropriate module
- 6) Would you like further Localaw UK training?
 - go to **CONTACT US** for contact details for the customer support and training teams

For more information or guidance: [0845 602 0982](tel:08456020982) info@localaw.co.uk localaw.co.uk

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HOME PAGE

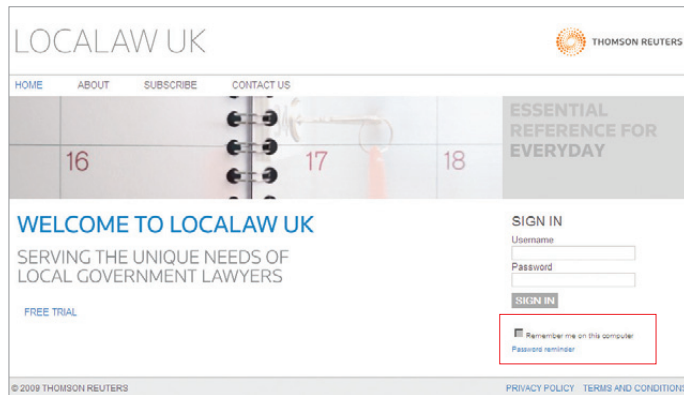
- Go to www.localaw.co.uk
- Enter your username and password

Tick **Remember me on this computer** if you would like to automatically login for your next session

PASSWORD REMINDER

If you have forgotten your password, click the **Password reminder** link, enter your **username**. Then enter your postcode as it appears on our database and you will receive your password via email.

If you have forgotten your username, contact the Localaw UK Customer Support Team (email: info@localaw.co.uk or call: 0845 602 0982)

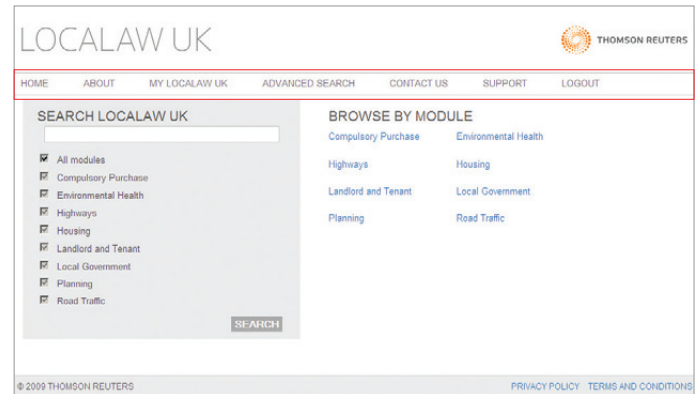


The Localaw UK home page provides direct links to:

- The modules you subscribe to on Localaw UK
- Options to search across your Localaw UK modules
- Unique features and tools

TOOL BAR

At the top of every page you will find a tool bar providing links to relevant content and useful information, each of which are explained in more detail throughout this user guide.



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SEARCH

BASIC SEARCH

From the main Localaw UK Homepage screen you can run a quick search across the various modules you subscribe to using free text terms.

- Type in your term(s) with or without connectors
- All available modules are searched by default. To choose modules manually, uncheck **All Modules** and choose from the list beneath it (see below)
- You may search within your results, edit the search, save the search or select **Advanced Search** from the tool bar to run a more detailed search

SEARCH LOCALAW UK

 All modules
 Compulsory Purchase
 Environmental Health
 Highways
 Housing
 Landlord and Tenant
 Local Government
 Planning
 Road Traffic

PLURALS

- Searches on Localaw UK are not case sensitive and there is no need to use plurals as these are automatically retrieved. If you enter a plural, singular results will not be retrieved.
- Localaw UK will automatically retrieve irregular plurals e.g. entering *child* will also retrieve children

SEARCHING ON LOCALAW UK

!	Use the root expander (!) to search for terms with multiple endings e.g. entering <i>object!</i> will retrieve object, objected, objector, objection, objectionable etc
*	Use the universal character asterisk (*) to search words with variable characters. You will need to make sure you input this symbol within your search term e.g. entering <i>withdr*w</i> will retrieve withdraw and withdrew
""	Use quotes to search for a specific phrase, for example "planning act"
#	Use the hash symbol (#) in front of a term to turn off the retrieval of plurals and equivalencies e.g. entering <i>#damage</i> will retrieve damage but not damages and entering <i>#child</i> will retrieve child but not children
-	Use a hyphen (-) to search for compound terms e.g. entering <i>good-will</i> will retrieve good-will, goodwill and good will

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SEARCH RESULTS

There are many tools available on your **Search Results** page to further aid searching. The search term(s) that you have entered will be highlighted in yellow.

SEARCH WITHIN RESULTS

This enables you to further refine your search by simply entering your additional search term(s) in the **Search within results** box and clicking **Search**.

EDIT SEARCH

Edit search links through to the **Advanced Search** page and allows you to edit your search, refine your terms or start a new search.

SAVE SEARCH

Save search allows you to use the same search criteria in a future session. For your reference, you can also give your search a **Title** and add **Notes**. To view your saved searches click **My Saved Searches** under the **My Localaw UK** tab on the tool bar.

SEARCH RESULTS

327 results were returned by your search for **Planning Act 2008**

[Save this search](#) [Edit this search](#)

/ Encyclopedia of Highways / Part IV: Rules and Orders / The Planning Act 2008 (Commencement No. 1 and Savings) Order 2009 (S.I. 2009/No. 400) / 5.: Provisions coming into force on 6th April 2009 in relation to England

Updated: 25-10-09

... 20091025 / Encyclopedia of Highways / Part IV: Rules and Orders / The **Planning Act 2008** (Commencement No. 1 and Savings) Order 2009 (S.I. 2009/No ...

... EnglandEncyclopedia of HighwaysPart IV: Rules and OrdersThe **Planning Act 2008** (Commencement No. 1 and Savings) Order 2009 (S.I. 2009/No ...

... April 2009 in relation to England-4257Subject to **Planning Act 2008** (Commencement No. 1 and Savings) Order (2009)article 6 and ...

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If you would like to run a more detailed search, use the Advanced Search link in the toolbar, or click edit this search in your search results.

RESULTS MUST CONTAIN

- Enter your search terms in the Search term(s) box. If you enter more than one term this will by default search for Terms within 50 words of each other. If you wish to further refine your search use the Results must contain drop-down menu. Choose from:
 - All of these terms
 - Any of these terms
 - Exactly this phrase

Note: Deselecting Terms within 50 words means that Localaw UK will search for all instances of the search terms within the same document. Use the Next button to navigate through the document and find all search results.

MODULES

As with the basic search on the Localaw UK Homepage you can also search by selected or all modules

RESTRICT YOUR SEARCH

Gain more accurate search results by restricting your searches. Searches can be restricted to:

- References to Cases
- References to Statutes
- References to Statutory Instruments

The screenshot shows the 'ADVANCED SEARCH' form. At the top is a 'Search term(s):' input field with a 'SEARCH' button to its right. Below this is a 'Results must contain:' dropdown menu currently set to 'Terms within 50 words'. The form is divided into two columns. The left column is titled 'Choose content area(s) to search:' and contains a list of modules with checkboxes: 'All modules' (checked), 'Compteuory Purchase', 'Environmental Health', 'Highways', 'Housing', and 'Landlord and Tenant'. The right column is titled 'Restrict my search to:' and contains three checkboxes: 'References to Cases', 'References to Statutes', and 'References to Statutory Instruments'.

SEARCHING ON LOCALAW UK

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BROWSE

BROWSE BY MODULE

You can browse Localaw UK by selecting a module from the **Browse by Module** list on the right-hand panel of the Localaw UK Homepage. The contents of the encyclopedias, journals, law reports etc within the module are ordered the same as the print products. Note: only the modules that you subscribe to will be listed.

BROWSE BY MODULE	
Compulsory Purchase	Environmental Health
Highways	Housing
Landlord and Tenant	Local Government
Planning	Road Traffic

TABLE OF CONTENTS

The **Table of Contents** in the left-hand panel allows you to drill down to the specific section you require and link to the full text.

A further, extended table of contents may be displayed in the right panel of larger documents, breaking down the contents of each section into greater detail. You can then choose to view the whole document, which may take longer to load, or quickly select the sub-section you require.

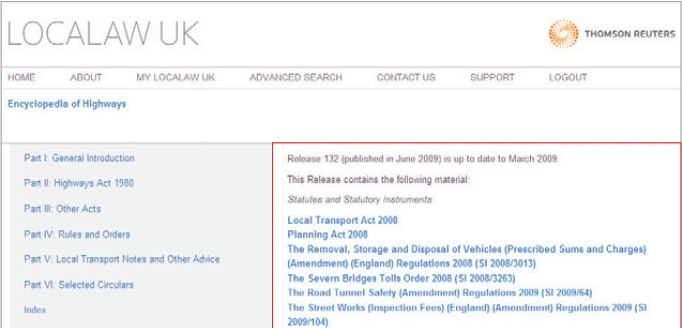
All referenced **Statutes**, **SIs** and **Cases** are listed alphabetically in the **Table of Contents** and hypertext links take you directly to the cross-referenced text.


HOUSING AND PLANNING MODULES

If you subscribe to the Housing and/or Planning modules you will find the associated journals, law reports etc listed at the bottom of the Table of Contents.

RELEASE BULLETINS

The most recent **Release Bulletins** for each module can also be browsed and will appear in the module content panel. These include links through to **Statutes**, **Statutory Instruments** and **Cases**. The timing and update frequency of the **Release Bulletins** varies from module to module but occur at least three times a year, in line with the print products.



LOCALAW UK 

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Encyclopedia of Highways

Part I: General Introduction
Part II: Highways Act 1980
Part III: Other Acts
Part IV: Rules and Orders
Part V: Local Transport Notes and Other Advice
Part VI: Selected Circulars
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Release 132 (published in June 2009) is up to date to March 2009
This Release contains the following material:
Statutes and Statutory Instruments
Local Transport Act 2008
Planning Act 2008
The Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) (Amendment) (England) Regulations 2008 (SI 2008/3013)
The Severn Bridges Tolls Order 2008 (SI 2008/3263)
The Road Tunnel Safety (Amendment) Regulations 2009 (SI 2009/164)
The Street Works (Inspection Fees) (England) (Amendment) Regulations 2009 (SI 2009/104)

BREADCRUMB TRAIL

As you browse a breadcrumb trail will appear at the top of the page indicating your exact position within the module. This aids navigation and allows you to quickly go back to a point earlier in the module.

PREVIOUS / NEXT

You can easily navigate between adjacent sub-sections within a module by using the **previous** and **next** buttons at the bottom of the screen.

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PERSONALISE LOCALAW UK

My Localaw UK allows you to personalise the content and information you use on Localaw UK. Click **My Localaw UK** in the tool bar and the following options will be displayed:

MY SAVED SEARCHES

If you would like to run a particular search again you can save your search and it will be added to **My Saved Searches** under **My Localaw UK**. When you return and click on this link the saved search will be re-run. For your reference, you can also give your search a **Title** and add **Notes**.

MY DETAILS

Use this feature to access and update your personal details. Under **My Details** you can also subscribe to **My LocALERT**, providing you with weekly updates on local government law and procedure in the modules to which you subscribe.

MY PASSWORD

Use this feature to change your password at any time

MY LOCALERT

My LocALERT provides weekly bulletins of the latest developments within local government law and procedure. You can use this feature to view the latest bulletins as well as browse our **Archive** by subject and date using the tools at the bottom of the page.

If you would like to receive **My LocALERT** weekly via email please go to the **My Details** page, ensure your email address is correct and check the **Receive My LocALERT** tick box.

The screenshot shows the 'LOCALAW UK' website interface. At the top right is the Thomson Reuters logo. A navigation bar contains links for HOME, ABOUT, MY LOCALAW UK, ADVANCED SEARCH, CONTACT US, SUPPORT, and LOGOUT. Below the navigation bar, the 'MY LOCALAW UK' section is displayed, containing the following options:

- MY LOCALAW UK**: Use this section to personalise your Localaw UK subscription and view any saved searches.
- My Saved Searches**: Review and amend your saved searches.
- My Details**: Review and amend your personal details and subscribe to My LocALERT bulletins.
- My Password**: Change your password.
- My LocALERT**: View My LocALERT bulletins.

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LOCALAW UK CUSTOMER SUPPORT TEAM

For help with technical, subscription or content-related queries please contact our Customer Support team:

Telephone: **0845 602 0982**

Email: info@localaw.co.uk

TRAINING TEAM

If you would like to request training for yourself or your organisation contact our training team:

Email: sweetandmaxwell.training@thomson.com

For more information or guidance: [0845 602 0982](tel:08456020982) info@localaw.co.uk localaw.co.uk

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