

# LineasearchbeforeUdig (LSBUD)

A step-by-step guide on how to use  
LineasearchbeforeUdig to access safe digging plans

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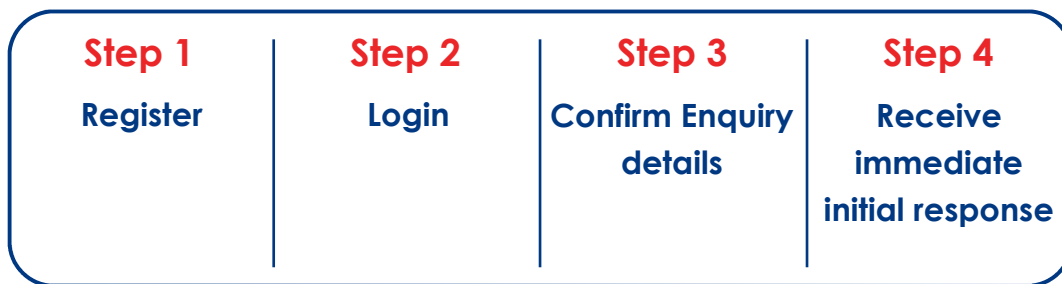
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# LSBUD - Introduction & Step 1 (Registration)

## The LSBUD enquiry process

This User Guide will help you use LSBUD to access safe digging plans for many asset owners across the UK. The service is provided via a simple 4 step process as shown below:



### Step 1 - Registration

The first step is to register your details on the LSBUD website, [www.lsbud.co.uk](http://www.lsbud.co.uk). Click on the Register button at the top right hand corner and fill in the required details (see screenshot).

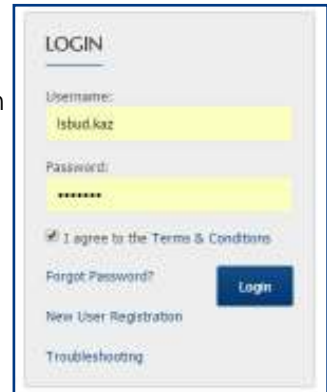
Once you have registered you will receive an email which contains a link to validate your account. Simply click the link shown as "Validate your email address". Once this is done, you are ready to start your first enquiry.



# LSBUD - Step 2 (Logging In)

## Step 2 - Login

Simply login to the LSBUD service with the credentials that you used to register in Step 1. You need to agree to the Terms & Conditions of use when logging in.



## (a) - Forgotten Password

If you have forgotten your details, click on “Forgot Password?” which will allow you to email yourself a temporary password.

Alternatively, feel free to contact the LSBUD Team via the details on Page 11.



## (b) - Troubleshooting

If, for any reason you are unable to log in, click on the “Troubleshooting” button which will redirect you to the relevant page.

This page tests various system availabilities and identifies any issues you may have.

Feel free to contact the LSBUD Team via the details on Page 11 for further guidance.



# LSBUD - Step 3 (Making an enquiry)

## Step 3 - Making an enquiry

The next stage is to supply details about your proposed works. There are three stages:

### (a) - Supply enquiry details

Enter your details as below with the expected date of the proposed works. These details are important to assess the type of work you are undertaking.



### (b) - Enter location details

Enter the location of your site. Different search types are available such as:

- Co-ordinates
- Post code
- Road Name etc.



Once entered, click "Search" to continue.

### (c) - Draw your search area

The map will centre on the location details entered. A 50m circle is displayed around your location site. If the circle covers the site required adequately, click "Submit" to proceed.

Otherwise you can amend the site by using the tools on the sidebar on the left of the screenshot:

- Circle
- Polygon
- Linear.

The search area limits are shown in the application.



# LSBUD - Step 4 (Summary of enquiry results)

## Step 4 - Summary of Enquiry Results

After submitting the search, you will be taken to a page summarising the results of your enquiry as shown below:

List of affected LSBUD members			
LSBUD Members who have assets registered on the LSBUD service within the vicinity of your search area:			
Asset Owner	Phone/Email	Emergency Only	Status
SGN	08009121722	0800111899	Await response
List of not affected LSBUD members			
Non-LSBUD members (Asset owners not registered on LSBUD)			

### (a) - Affected LSBUD Members

This list summarises the LSBUD Members that have assets registered on the LSBUD service in the vicinity of your search area. They are broken down into two types:

- "Await Response" - you will receive a response from the LSBUD Member shortly.
- "Email Additional Info" - email the LSBUD Member with further information about the works you intend to carry out, via the email as shown in the summary.

### (b) - Not affected LSBUD Members

This list summarises the LSBUD Members that do not have assets registered on the LSBUD service in the vicinity of your search area.

### (c) - Non LSBUD Members

This list summarises non LSBUD Members who may have assets within your search area. Please note that this list is not exhaustive and all details are provided as a guide only.

It is your responsibility to identify and consult with all asset owners before proceeding with any works.

# LSBUD - Step 5 (Enquiry Confirmation Document)

## Step 5 - Enquiry Confirmation Document

Within minutes of submitting the search, you will receive an email from LSBUD with a PDF attachment showing the details of your enquiry results.

It is strongly recommended that this is retained and referred to throughout your project to ensure that all persons are aware of the results and the area searched.





## Helpful contact details

**LSBUD Helpdesk Team**

**0845 45377365**

**[enquiries@lsbud.co.uk](mailto:enquiries@lsbud.co.uk)**

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