

# Loft Locations using Defra's Magic Map

A step-by-step guide to obtaining a loft location using Defra's Magic Map under RPRA Rule 187

## For Windows

1. Open the Magic Map in your web browser: <https://magic.defra.gov.uk/magicmap.aspx>
2. Check that the map projection (upper right) is set to OSGB36.
3. In the Search box (top left) type the county, town or postcode of the location to be obtained and select from the drop-down list – the map will zoom to the area requested. (To remove the blue shading that appears with certain results, click on the 'Clear Selected Feature' icon in the centre of the toolbar at the top of the screen.)
4. You can use the left mouse button to grab and move the image around, and the mouse roller or vertical slider on the left of the screen to zoom in to the required spot.
5. You have the choice of selecting 'OS Colour Mapping' or 'Aerial Photography' from the contents list on the left – tick the appropriate box for whichever helps you best to pinpoint your exact loft position.
6. Click on the 'Where am I?' icon – 4th left in the toolbar at the top of the screen.
7. Move the cross with your mouse and left click to place it in the exact position of the loft.
8. A box appears, showing the location of the loft in various formats. (If the box does not point to the required position, click the x in the top right of the box and start step 6 again.)
9. Move the map, if necessary, to make sure that the entire location box is visible.
10. We now need a print of the screen, and there are two ways to do this:
11. EITHER - open Snipping Tool (hold down the Windows key, Shift and S together) and drag the cross around the appropriate area of the screen, then select File - Save As and save to a selected folder. You can now print this file.
12. OR - take a snapshot of the screen by holding down the shift key and pressing the Print Screen key (usually found to the right of the F12 key). [Note: this does not physically print the snapshot.] Now open a new Word document and paste (Ctrl V) the screen snapshot of the Magic Map image here. Save the document, if desired, and then print it.
13. In either case, please print the file in landscape, with the image large enough that the location box is clearly readable.
14. Finally, the print must then be signed by the Club Secretary and sent to Racing Support at RPRA HQ, together with a cheque or postal order for the appropriate fee and either a stamped addressed envelope or a request to return by email.

## For Macintosh

Follow steps 1-9 as for Windows

10. PRESS CMD SHIFT & 3: this puts a screen shot directly onto Desktop.
11. Close or minimize your browser.
12. Open Screen Shot from Desktop.
13. From File menu click on Take Screenshot, Click from Selection, Drag + over and highlight full map and box with location.
14. From File Menu click Print (in landscape, to show the image large enough that the location box is clearly readable).
15. You can then save if required.
16. The print must then be signed by the Club Secretary and sent to Racing Support at RPRA HQ, together with a cheque or postal order for the fee and a stamped addressed envelope.

## IMPORTANT:

- This method may be used in addition to Ordnance Survey maps and Google Earth - it is not intended as a replacement system.
- If your print does not look like the sample, with the location box clearly visible, it cannot be accepted.
- Prints from any websites or programs other than Magic Map and Google Earth are not acceptable.