

planning appeals: oral hearings

Create full and complete records of proceedings with ease and at a low cost.

The DigiTake solution records and archives proceedings for instant access and retrieval.

Do you hold public meetings or briefing sessions relating to planning matters? Would you like to create a full and complete record of all proceedings at the touch of a button?

DigiTake have designed the complete solution to recording hearings with a minimum of effort and cost. The DigiTake system offers you the facility to digitally record, create annotation and playback proceedings. By using the DigiTake system you can obtain a full record of a hearing at a fraction of the cost of a stenography-based system.

Recording the entire proceedings couldn't be easier. The DigiTake system will record the entire hearing at the click of a button. The package operates by recording directly to a computer hard disc or network. The package records continuously thus eliminating the need to change cassettes or to interrupt proceedings, just click and record. The only restriction on the

length of the recording is based on the size of your hard disk.



Our system operates using digital technology and offers superior sound quality over other methods of recording. With the DigiTake package, all recordings are automatically archived in a structured manner according to title and date. Active fields allow all recordings to be individually labelled by the user for easy retrieval.

The DigiTake system also includes a digital annotation package. This package has been designed to accommodate those who wish



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to generate annotation that will accompany the sound recording. The package can be used to detail the names of each speaker as they give their submission during the hearing and to mark points of note made regarding the planning matter in question. Our annotation software contains an automatic linkage feature. During playback the automatic linkage feature enables users to click on a specific text entry to hear the corresponding audio play. This facility allows inspectors to easily review specific areas of interest from the hearing without having to listen to the entire proceeding.

Digitally recording the proceedings offers officials a number of immediate benefits. With the DigiTake system, the official has the reassurance that the hearing is being recorded in a continuous manner, thus allowing him or her to give the hearing their full attention. Personal note-taking by the official is also reduced as the recording system and annotation software will offer the official a complete record. Officials who have used the DigiTake system have estimated a saving of up to two weeks on their reporting process.

Recording the proceedings to computer hard disc allows officers and staff immediate access to the entire proceedings of the day. You no longer have to wait for stenographers to transcribe the proceedings. This facility is invaluable to the hearing staff as the content of a days hearing may be reviewed overnight. The staff can retrieve the sound files from the computer hard disc or a CD-ROM containing the entire

recording of the proceedings and any annotation created during the proceedings. This facility allows the officers and staff to write up their reports as they go.

As the hearing has been recorded in digital format, the recording can be conveyed by e-mail to other parties for instruction or review.

Maintain greater control over budgetary spending with the saving you will make by using the DigiTake system. Save on transcription costs as the DigiTake system allows you to listen back to the recordings in your own time and select only the areas of the proceedings you deem necessary to be transcribed. This allows you to cut the cost of hiring a stenographer for the entire duration of the hearing.

The DigiTake recording solution is a reliable, cost effective, accurate method of recording and archiving proceedings that are of an official nature and as such may be subject to discovery or review.

DigiTake have been providing professional services, audio equipment and recording software since 1976, serving such clients as the Irish Parliament, the Royal College of Surgeons in Ireland, the Chartered Institute of Personnel Development and Dublin City Council.

For more details as to how we may cater to your individual needs please contact us at:

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