Guidance Note - Viewing comments made (Representations) on the draft Local Plan – Regulation 19 Version June 2016

Option 1: From the main homepage click on the top document under the ‘Consultation Documents’ tab – the Local Plan to 2030 - Publication Draft.

This will take you into the online version of the draft document – to the first page – the contents page and schedule of policies. There are no search options on this page so please scroll to the bottom and click the next page arrows to take you to the relevant part of the plan – or use the ‘search’ box to find the relevant site or topic you are interested in.

Once on the correct page, scroll again to the bottom and you will see a tab labelled ‘view comments’. This will allow you to view all comments made on that section.

Once you have opened a comment that you wish to read – you will see a menu appear at the bottom of the page which allows you to view all the comments made on the same part of the draft plan – for example that particular site policy, or all comments made by that particular person throughout the plan.

Actions

- Back to the previous page
- List my comments
- List comments by this respondent
- List the comments on this part
- Search comments
Option 2:

Using the consultation homepage - scroll down to the heading ‘Consultation links’ and click ‘View the Responses’ tab

Consultation Links

- View the responses
- I am no longer interested in this consultation

This will take you to the following screen, where you can view the ‘List of comments’ or ‘List of Respondents’

Responses to the Consultation

Summary of Responses

Comments
There have been 2806 comments on this consultation.
- List comments

List of Respondents

View the list of respondents in this consultation.
This list will also allow you to read the contents of their responses.
If you select ‘List Comments’ tab this provides a complete list of all comments where you can scroll through and click the view link to read the full representation.

If you wish to search for a particular comment you can do this on the top menu bar from this page – ‘Search for Comments’ - Please click the down arrow symbol next to the text here and it will open up the following options:

**List Comments**

**Search for Comments**

Enter a comment ID or specify search options to find comments.

**Comment ID**
- Exact match
- Starts with
- Contains

**Response Type**
- Support
- Object
- Omission

**Containing**

**Order By**
- Response Date
- in descending order

If you know the full representation number please use that in the Comment ID box.

All representations start with the prefix **ALP/** and this should be used when searching under exact match option.

You can also search using keywords in the ‘containing’ box such as a place name or topic.
These comments are currently being assessed and ABC will provide a detailed response to the issues made in each representation in due course.

Please do not contact us to comment on what others have included in their representations at this stage, or whether you believe there to be inaccuracies within them. - There is no live consultation for us to record these comments against.

As part of the ABC assessment, the accuracy of comments made will be checked and responded to formally.