Guidance Note - Viewing comments (Representations)

Option 1: Viewing comments made against a particular section

From the main homepage click on the top document under the ‘Consultation Documents’ tab (with the blue open book image)

This will take you into the online version of the consultation document. From here you can use the grey menu tree down the right hand side to take you to the relevant section you wish to view – or use the ‘search’ box at the bottom of the page to find the relevant site or topic you are interested in.

Once on the correct page, scroll 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 section – 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: Searching for specific comments

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’

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 of Respondents

View the list of respondents in this consultation.
This list will also allow you to read the contents of their responses.

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

Search

If you know the full representation number you wish to view please use that in the Comment ID box (with the prefix code) and select ‘exact match’ option.