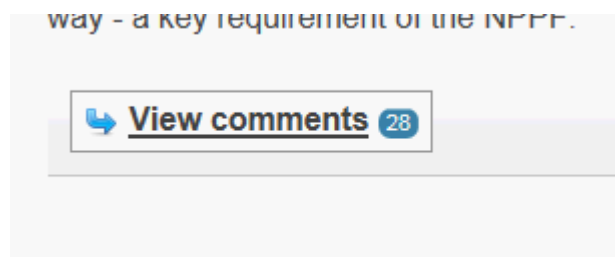


Guidance Note - Viewing comments made (Representations) on the draft Local Plan – Regulation 19 Version June 2016

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



The screenshot shows a light gray rectangular box with the heading "Consultation Links" in bold blue text. Below the heading are two blue links, each preceded by a right-pointing triangle icon. The first link is "View the responses" and the second is "I am no longer interested in this consultation".

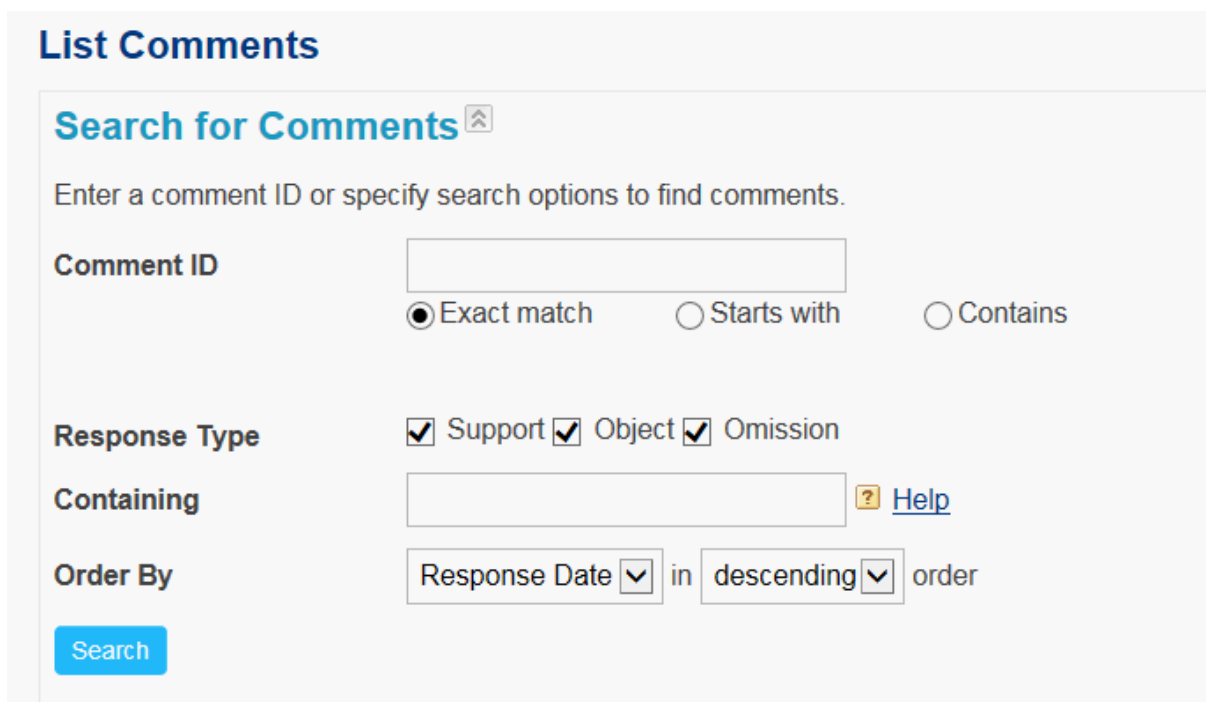
This will take you to the following screen, where you can view the 'List of comments' or 'List of Respondents'



The screenshot shows a light gray rectangular box with the heading "Responses to the Consultation" in bold blue text. Below the heading is a section titled "Summary of Responses" in blue text. Underneath, there is a sub-heading "Comments" in bold blue text, followed by the text "There have been 2866 comments on this consultation." and a blue link "List comments" preceded by a right-pointing triangle icon. Below this is another section titled "List of Respondents" in blue text, followed by the text "View the list of respondents in this consultation." and "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:



The screenshot shows a search interface titled "List Comments". At the top, there is a "Search for Comments" header with a small upward-pointing arrow icon. Below this, a text prompt reads "Enter a comment ID or specify search options to find comments." The interface includes several input fields and options: a "Comment ID" text box, three radio buttons for "Exact match" (selected), "Starts with", and "Contains"; a "Response Type" section with three checked checkboxes for "Support", "Object", and "Omission"; a "Containing" text box with a yellow question mark icon and a "Help" link; and an "Order By" section with two dropdown menus set to "Response Date" and "descending", followed by the word "order". A blue "Search" button is located at the bottom left of the form area.

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.