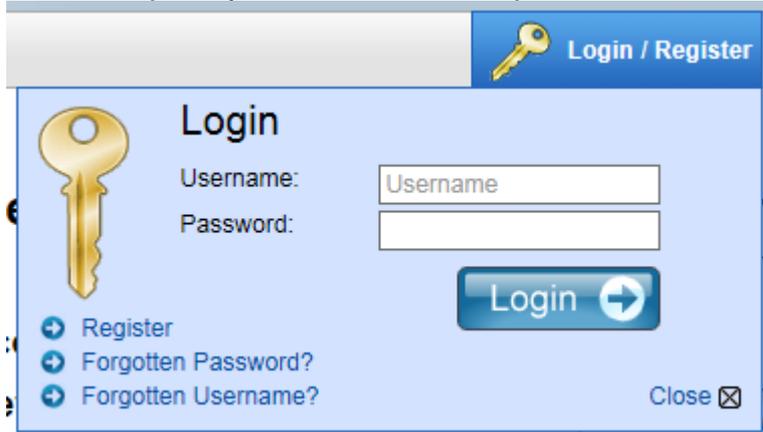


To Make Comments on the Planning Consultation Portal

1. The first thing to do is to log in. Click on the 'Login / Register' button near the top:



Then complete your username and password and click the Login button:



2. You will see a list of consultation events at the bottom of the screen. Click the title to go to the introduction page for the event you want to make comments on.
3. You are now on the introduction page for the event, which tells you about the consultation. Click the 'Read and comment on document' bar:



This will take you into the document.

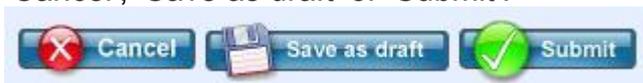
4. When you have found something that you want to comment on use the 'Add Comments' button above to the right:

Non-technical Summary

 View Comments (1)

 Add Comments

This will open the comment form. Fill in the form, making sure to fill in any mandatory fields marked *. Once you have finished you have the choice to 'Cancel', 'Save as draft' or 'Submit':



5. Once you have submitted your comment, depending on your settings, you will receive an email confirming the submission either immediately or at the end of the day, week or when the consultation closes.

A council officer will check your comment and subject to there being no objectionable material (racist or abusive language etc) they will process the comment. You will receive another email confirming the processing of the comment. Once processed your comment will be publicly viewable.

What should I do if...

I want to comment on something but it doesn't have an 'Add Comment' button?

If there is no 'Add Comment' button for the item you wish to comment on please either use the 'Add Comment' button associated with the section as a whole or the 'Add Comment' button for the item above the one you want to comment on. Please clearly identify the item you wish to comment on.

I want to comment on the omission of something?

In most cases there should be a suitable section to comment on using the 'Add Comment' button associated with the section. If there isn't an appropriate section please use the 'Add Comment' button associated with the main title of the event.

I am making a comment but I need to finish it later?

You can save the comment as a draft using the button at the end of the form. This will save the comment in its current state. When you return log in as usual, then from 'My Account', under 'All Comments' select 'Draft'. This will take you to a list of your comments that have been saved. If you have draft comments saved you will get a reminder email towards the end of the consultation period. If draft comments have not been submitted when the consultation event closes they will be lost.

I want to submit a document with my comment?

For many events the comment form will include the opportunity to upload a document. If you want to refer to a publication that is available elsewhere or that is subject to copyright that you do not control please provide a link to a website where it is available in your comment or give a full reference (including author(s), full title and date of publication). There is no limit to the size of document that can be uploaded but please only upload relevant documents and consider the use of extracts for long documents. If you have a document that you want to refer to in several comments you can upload the document for one comment and we can make the link for other comments. Also, please do not attach a document with your comments and put 'Please see attached document' or similar in the main comment, such comments will not be accepted.

I'm trying to submit a comment but nothing happens?

The most likely reason for this is that you have not provided an answer for a question or field that is mandatory, marked *****, and must be completed before the comment can be submitted.

I have been notified about a consultation event but it is not in the list on the Consultation homepage?

The most likely reason for this is that the event is targeted at a particular group of consultees and is known as 'Invitee Only'. If you are invited to take part in one of these events you will need to log in before the event appears in the list on the homepage.

I have submitted a comment but I have not had email confirmation?

Email notification will be sent when a comment is submitted and when it has been processed. However, the emails may not come through immediately. This will depend on your settings, the default is for an email to be sent at the end of the day.

I realise I've made a mistake in my comment after submitting it?

You can email local.plan@huntingdonshire.gov.uk or phone us 01480 388424 and we can make changes to the comment. To help us please quote the comment ID reference, which can be found in the email confirming submission or processing of the comment, so that we can quickly identify which comment you want to change.

I have tried the advice above but it has not solved the problem?

You can email local.plan@huntingdonshire.gov.uk or phone us 01480 388424 and we will try to help resolve the issue.