



Consultation Portal Guidance Note

It is easy to enter your comments online using the Council's Consultation Portal using the instructions below.

You can either follow the link from the Council's website: www.eastherts.gov.uk/districtplan or use the direct link: <http://consult.eastherts.gov.uk>

Registering and Logging in to the Consultation Portal

The screenshot shows the top navigation bar with the East Herts Council logo, search bar, and links for Accessibility, Privacy, East Herts District Council, and Contact Us. Below the navigation bar is a 'Login / Register' button, which is circled in green. A 'Login' dialog box is open, showing fields for Username and Password, and buttons for Register, Forgotten Password?, and Forgotten Username?.

Below the login section, there is a 'Show Consultations for:' dropdown menu set to 'All Topics'. A table lists several consultations:

Consultation	Start	End	Status
Bishop's Stortford North Interim Planning Brief	01/07/13 16:00	16/08/13 17:00	closed
Draft Statement of Community Involvement	21/03/13 00:01	02/05/13 17:00	closed
Mead Lane Urban Design Framework	16/06/11 00:00	28/07/11 17:00	closed
East Herts Core Strategy Consultation	02/09/10 10:00	25/11/10 17:00	closed

1. Log in or register on the site to make your comments. If you have already registered go to point 7 below. If you have previously registered but forgotten your details you may need to contact the Planning Policy Team.

2. Choose whether you are responding as an individual/on behalf of an organisation or whether you are representing a client.

The screenshot shows the 'Registration' section of the Consultation Portal. It explains that registering offers benefits like participating in 'sign-in required' consultations and managing comments. Below this, there are two registration options: 'Consultee' and 'Agent', both circled in green.

Consultee
Register as a consultee if you wish to make comments expressing:

- your own opinions (i.e. personal views) or
- the opinions of your organisation (i.e. views expressed on behalf of a single organisation that you work within).

Agent
Register as an Agent if you will be making comments on behalf of:

- other individuals that you represent, or
- third-party organisations that you represent.

Note: This can include your client's views and those of individual organisations who have given you authority to express their views.

Buttons for 'Register as Consultee' and 'Register as Agent' are shown at the bottom.

3. Complete contact details and click ok.

Consultee Registration

Please complete the following information and select OK. We will then send you an activation email to confirm your account.

My Account

Name & Email

Title

Given Name

Family Name

Email Address

Username

Password

Confirm Password

I agree to all of the [Terms and Conditions of registering](#) Yes No

* denotes required field

4. There may be others already using the Objective Consultation system with a similar name so it may take more than one attempt to create a username.

5. You will receive an email notification. Important: You must follow the link from your acknowledgement email to complete your registration.

6. You will be asked to answer a series of questions, such as age range and interest. These are designed to enable officers to undertake statistical analysis only. No data provided is used for any other means.

Viewing and Making Comments

7. Click the title of the Draft District Plan Preferred Options Consultation 2014

Consultation Portal

Accessibility | Privacy | East Herts District Council | Contact Us

Search

Login / Register Who Said What? Help Print

Consultation Home

Welcome to East Herts Council's Consultation Portal

You can see an animated explanation of how to use this facility by clicking "Site Tour".

If you wish to make comments then you will need to login to the Consultation Portal or register your details if this is your first time using this facility. You do not need to register if you would just like to view comments relating to either open or closed consultations.

Please note that, if you choose to make comments on any consultation, the information you provide will be held on a database and used to assist in the preparation of the appropriate planning documents. Any information you provide will be used in accordance with the Data Protection Act (1988). The responses you supply and your name will be publicly available for any other person to inspect.

Show Consultations for: All Topics

List View Date View

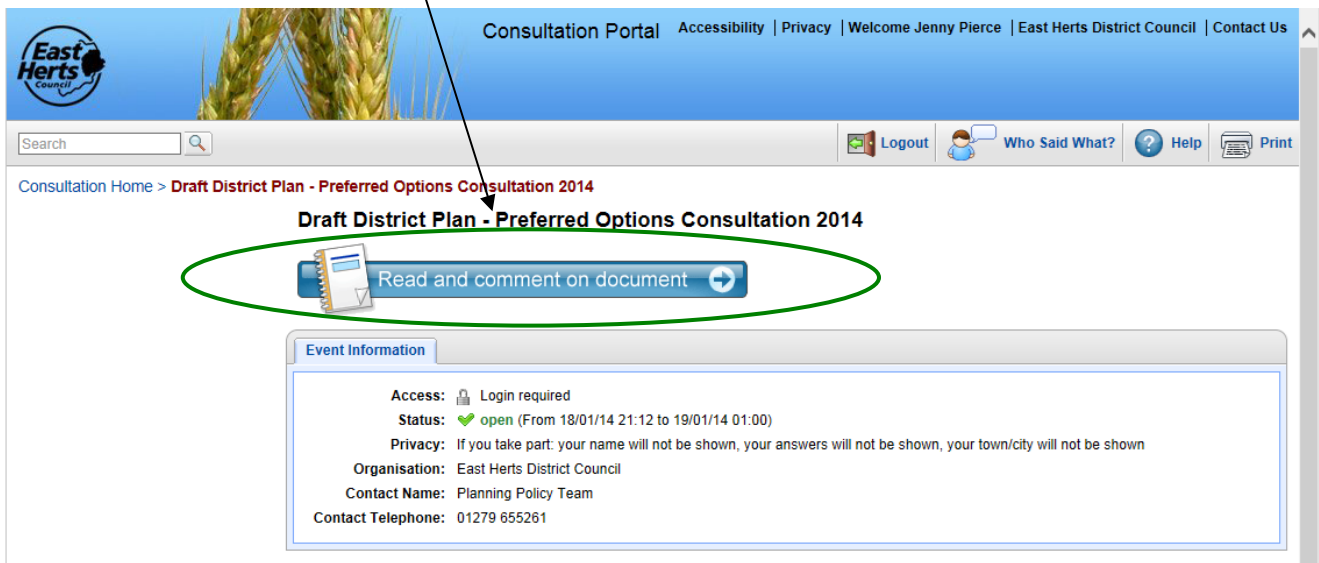
Consultation	Start	End	Status
Bishop's Stortford North Interim Planning Order	01/07/13 16:00	16/08/13 17:00	closed
Draft Statement of Community Involvement	21/05/13 00:01	02/05/13 17:00	closed
East Herts Core Strategy Consultation	02/08/11 10:00	25/11/10 17:00	closed
Mead Lane Urban Design Framework	16/08/11 00:00	28/07/11 17:00	closed

Number of items to display: 20 Page 1 of 1 Displaying 1 to 4 of 4 items

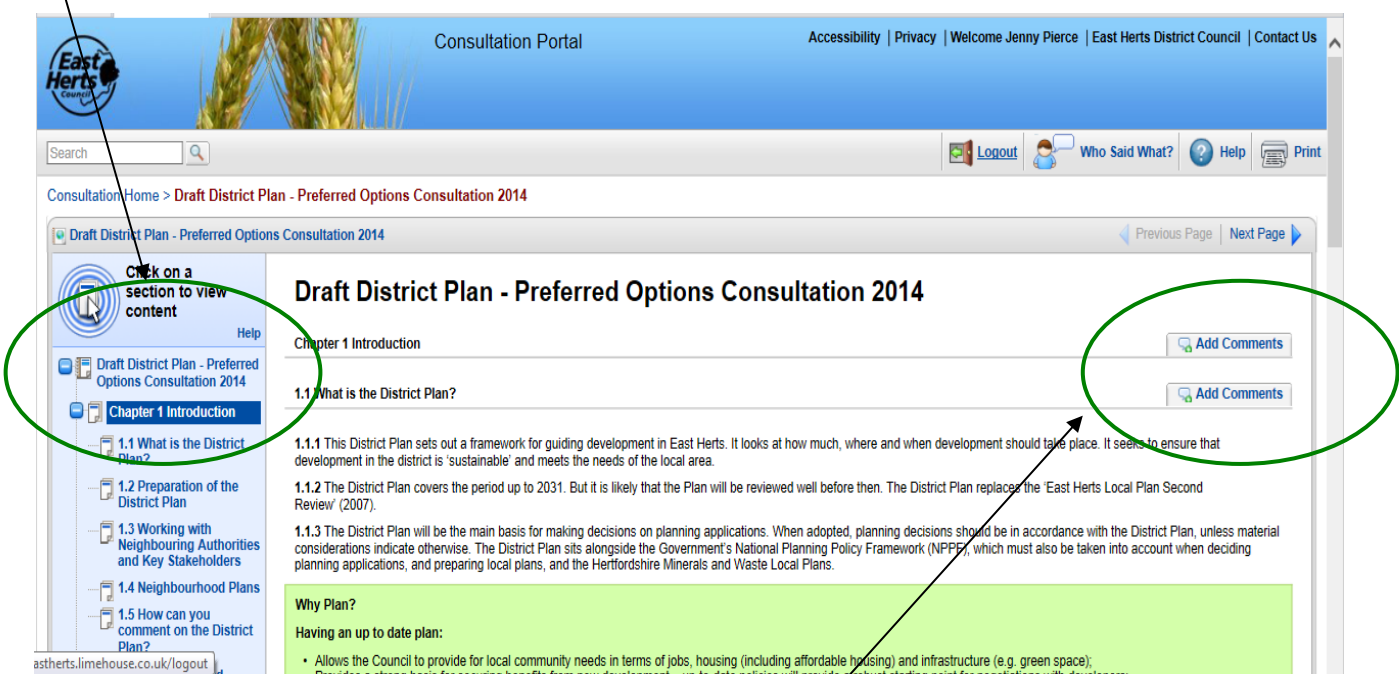
East Hertfordshire District Council engagement portal uses cookies. Some may have been set already. For more information see our [privacy page](#). Please click the button to accept our cookies. If you continue to use the site, we will assume you are happy to accept the cookies.

I accept the cookies [X]

8. Click 'Read and comment on document'.



9. You can navigate around the document using the table of contents. Click the plus sign to expand the menu for sub-sections



10. Choose which part of the document you wish to comment on and click 'Add Comments'. You will also be able to view any comments made by others in a tab called 'View Comments'.

11. You can choose to support or object and, if you wish to supplement this, you can enter additional comments.

12. Scroll down and you can upload any documents you may wish to use to support your comment.

13. Finally, once you have finished adding your comment you can choose to save it as a draft to complete later or submit the comment. If you choose to save to draft, remember to return at a later time and submit your comments or they will not be registered. Once submitted you will be unable to change your comment and it will become visible to others once an initial processing stage has been undertaken by the Council.

14. You will get an email confirmation that your comment has been submitted and another email at a later time when it has been initially processed.

15. A Site Tour is also available on the Consultation Portal home page if you would like further information on completing your registration and entering comments.