



# Consultation Portal Guidance



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**Pre-Submission Consultation 2016**

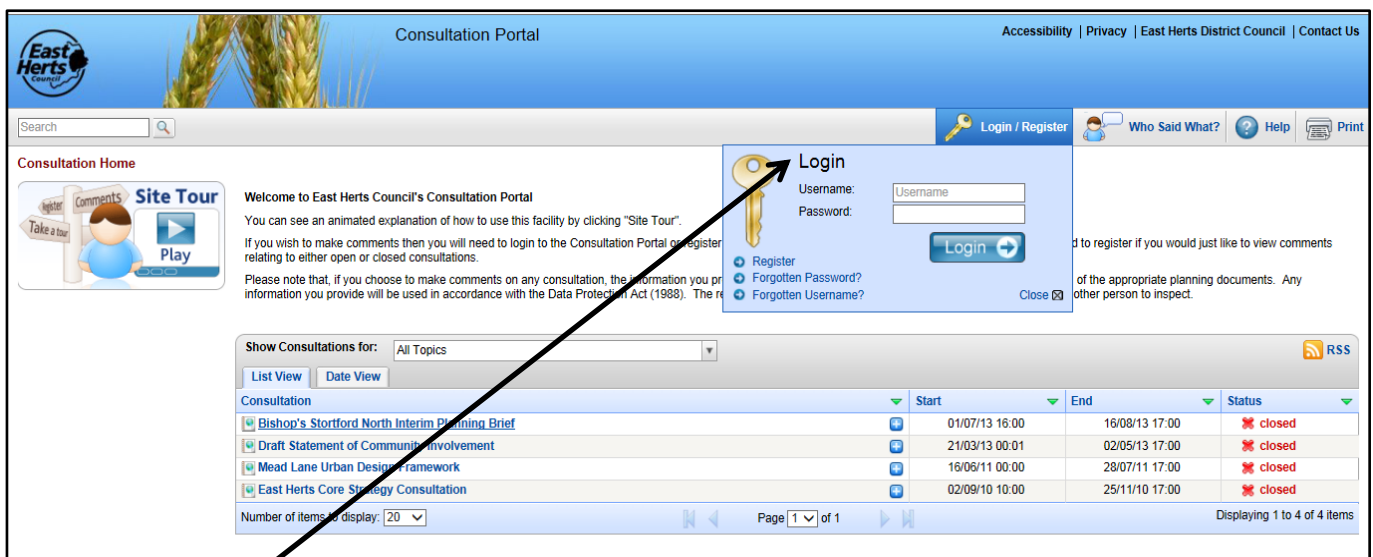
# Consultation Portal Guidance

It is easy to submit your comments online using the East Herts Council Consultation Portal.

You can either follow the link from the Council's website:

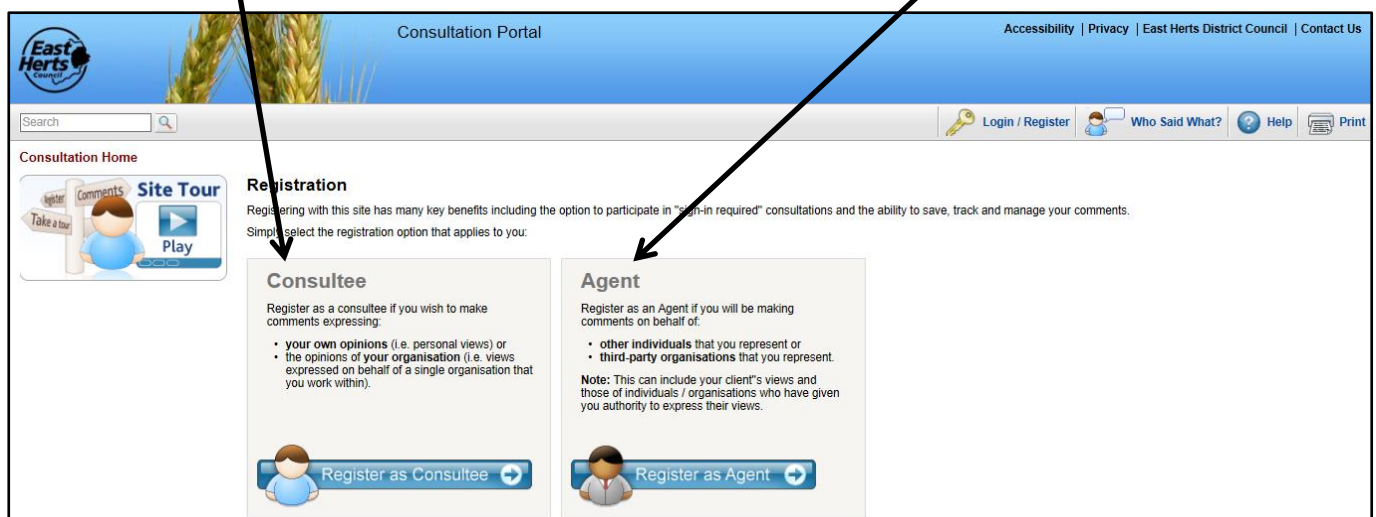
[www.eastherts.gov.uk/presubmissiondistrictplan](http://www.eastherts.gov.uk/presubmissiondistrictplan) or use the direct link:  
<http://consult.eastherts.gov.uk>

## Registering and Logging in to the Consultation Portal



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 registered for a previous consultation the same log in details should be used. If you have previously registered but forgotten your details, click 'forgotten password' or 'forgotten username' to retrieve your details. If you are still having issues you can 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.



3) Complete contact details and click 'ok'

East Herts Council Consultation Portal

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### 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 interests. 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 Pre-Submission District Plan Consultation, 2016.

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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.

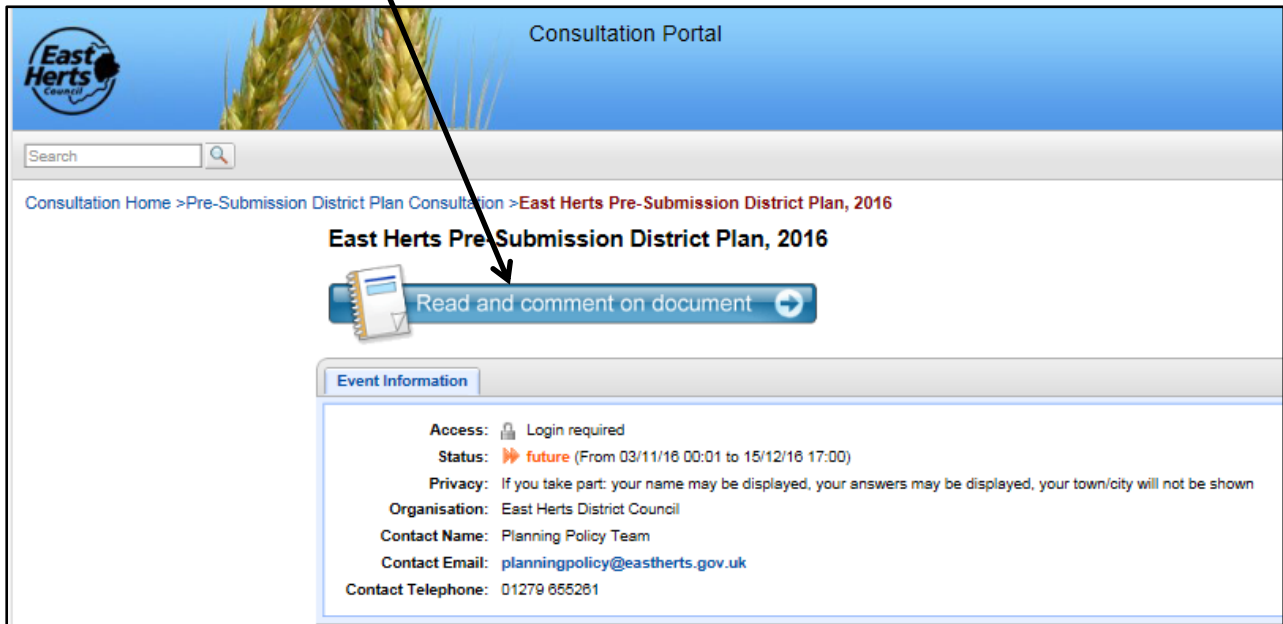
Show Consultations for: All Topics

List View Date View

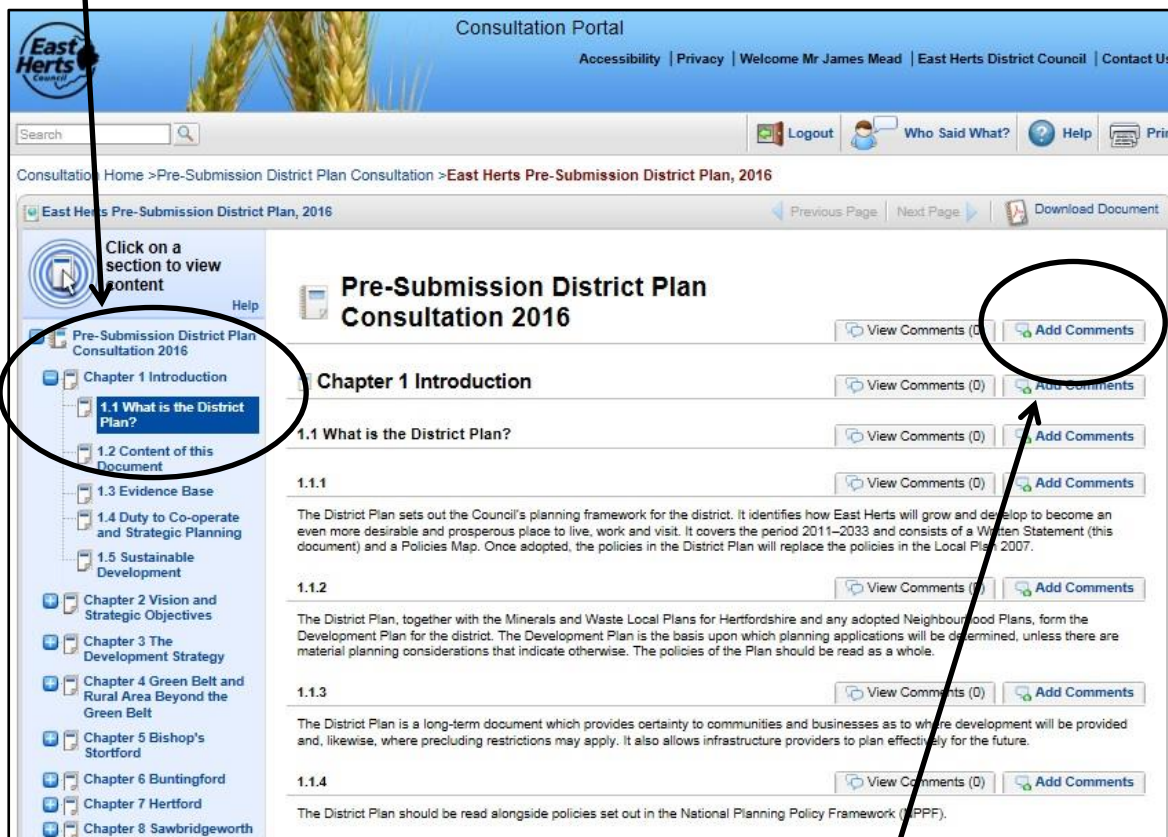
Consultation	Start	End	Status
<a href="#">Bishop's Stortford North Interim Planning Brief</a>	01/07/13 16:00	16/08/13 17:00	closed
<a href="#">Draft Statement of Community Involvement</a>	21/03/13 00:01	02/05/13 17:00	closed
<a href="#">East Herts Core Strategy Consultation</a>	02/09/10 10:00	25/11/10 17:00	closed
<a href="#">Mead Lane Urban Design Framework</a>	18/08/11 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

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) Once you have clicked to make a comment a text box will appear on your screen, it is important to read this information before proceeding any further.

**Pre-Submission District Plan Consultation 2016**

View Comments (0) Add Comments

*These comments relate to this document as a whole. If you have a comment on a specific section or paragraph it would be better to add the comment at that level.*

**Warning: your session may timeout after an hour, to avoid any data loss please use the Save as draft button at the bottom of the page.**

[Comment Form - Information](#)

East Herts Council has produced its District Plan which sets out the planning framework for the District for the period 2011-2033. There have been two previous iterations (Issues and Options, 2010 and Preferred Options, 2014) that have been subject to Public Consultation and the Council now considers it has a sound plan to submit to the Planning Inspectorate.

The District Plan will be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound. A local Planning Authority should submit a plan for examination which it considers to be sound namely that it is:

- Positively Prepared** - the Plan should be prepared based on a strategy which seeks to meet the objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- Justified** - the Plan should be the most appropriate strategy, when considered against reasonable alternatives, based on proportionate evidence;
- Effective** - the Plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- Consistent with national policy** - the Plan should enable the delivery of sustainable development in accordance with the policies in the framework.

Comments submitted in this consultation should have regard for whether the plan is legally compliant, compliant with the Duty to Co-operate and compliant with the four tests of soundness.

East Herts Council is also seeking to understand if respondents wish to take part in the oral part of the examination of the plan.

**Please click next below to proceed to make your representation.**

Buttons: Cancel, Save as draft, Next

12) Once you have read the information click 'next' to proceed to make your comment.

13) You will now have to answer Questions 1 and 2 regarding the legality and soundness of the District Plan.

**Pre-Submission District Plan Consultation 2016**

View Comments (0) Add Comments

*These comments relate to this document as a whole. If you have a comment on a specific section or paragraph it would be better to add the comment at that level.*

**Warning: your session may timeout after an hour, to avoid any data loss please use the Save as draft button at the bottom of the page.**

**1**

Do you consider the proposed District Plan to be?

	Yes	No
* Legally Compliant	<input type="radio"/>	<input type="radio"/>
* Compliant with Duty to Co-operate	<input type="radio"/>	<input type="radio"/>
* Sound	<input type="radio"/>	<input type="radio"/>

**2**

Do you consider the proposed Pre-Submission District Plan to be?

	Yes	No
* Positively prepared	<input type="radio"/>	<input type="radio"/>
* Justified	<input type="radio"/>	<input type="radio"/>
* Effective	<input type="radio"/>	<input type="radio"/>
* Consistent with national policy	<input type="radio"/>	<input type="radio"/>

14) Scroll down and you can make your comments at part 3a. Accompanying documents can be attached at part 3b. Please note part 3c will only appear on your screen if you have answered 'no' to any of the statements in part 1 and 2.

18 Transport  
19 Community Facilities, Leisure and Recreation  
20 Natural Environment  
21 Heritage Assets  
22 Climate Change  
23 Water  
24 Environmental Quality  
25 Delivery and Monitoring  
Appendix A Key Diagram  
Appendix B Strategy Worksheet  
Appendix C Monitoring Framework  
Appendix D Glossary

**3a**  
Please make your comments here, taking consideration of whether you feel the Pre-Submission District Plan is legally compliant, compliant with the duty to co-operate and sound.

**3b**  
If you consider it necessary to upload a file to support your representation please do so here.  
Upload:  Browse...  
Title:

**3c**  
Please set out the modification(s) you consider necessary to make the Pre-Submission District Plan legally compliant, compliant with the duty to co-operate or sound.

15) Scroll down and you will have to answer part 4a regarding whether you wish to participate at the oral examination of the plan. Please note part 4b will only appear on your screen if you answer 'yes' to part 4a.

**4a**  
✔ Do you consider it necessary to participate at the oral part of the examination?  
 Yes  No

**4b**  
★ If you consider it necessary to speak at the examination, please outline below why you consider it to be necessary.

✔ There are no more questions. Please click **Submit to finish and wait for the confirmation message**. Once submitted you will no longer be able to modify your answers. Thank you for your time.  
📄 If you are logged in, you can save your form if you are not quite finished and would like to come back to it later. You will be able to see all unsubmitted forms in "Your Account" and submit or edit them at any time.  
❌ Cancel if you want to disregard the answers/changes you have made since your last save.

4a

✔ Do you consider it necessary to participate at the oral part of the examination?

Yes  No

4b

★ If you consider it necessary to speak at the examination, please outline below why you consider it to be necessary.

There are no more questions. ✔ Please click **Submit to finish and wait for the confirmation message**. Once submitted you will no longer be able to modify your answers. Thank you for your time.

📄 If you are logged in, you can save your form if you are not quite finished and would like to come back to it later. You will be able to see all unsubmitted forms in "Your Account" and submit or edit them at any time.

✖ Cancel if you want to disregard the answers/changes you have made since your last save.

- 16) Finally, once you have finished answering each section 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 processed by the Council.
- 17) 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.
- 18) 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.