

Guidance notes to register on the [online planning policy consultation system](#)

We require you to register your details before using the system to prevent abuse of the system and to protect you. **(Information marked with an asterisk is a requirement).**

To prevent impersonation, we will verify your email address as part of the registration process. It is important the contact information you give us is accurate so that, if necessary, we can contact you about your representation and keep you updated on any forthcoming consultations you may be interested in.

Your name and the organisation you represent (if applicable) will be made public when representations are published.

Agents – if you are acting as an agent, you can create an account for yourself and also for each of your clients. You will be able to identify yourself as an agent on your profile once you have registered.

Private individual – please do not enter anything in the organisation or job title box if you are submitting your own personal representations.

To help you when registering please note the following.

- **About you - first and last name** – these are a mandatory requirement as we cannot accept anonymous representations. Your name will be published alongside any representations you make on a consultation.
- **Private profile** – this is for internal use only and the only requirement is your residential location and postcode.
- **Areas of interest (AOI)** – please choose the topics you wish to be consulted on. You can amend this at any time by logging on to your account. If you do not select AOI you will not be directly notified of any forthcoming consultations and will need to check the system to see if any are due to start.
- **Are you?** – Please tell us whether you are an individual, organisation or a community group etc in the drop down box.
- You must agree to the terms and conditions to enable registration. Please read these carefully.
- Once you have registered you will receive an activation link in the registered email (check the junk box if it is not received in a few minutes).
- As soon as your account has been activated you will be able to make your comments on any active public consultation directly into the system.

We would encourage you to use the system to send us your comments in this way as it is the most effective and efficient way to comment.