

Guidance notes to register on the online planning policy consultation system

You will need to be registered on the system in order to submit your representations to us online. This is the most efficient and effective way to send us your comments and we would encourage all consultees to send us their comments in this way.

To help you when registering please note the following.

- **Display name** – this is the name which will be shown online once a consultation ends and comments are made public. Please ensure that it is appropriate for public viewing.

Please note: if you are an individual within an organisation please use the **organisation name as the display name** rather than your personal name. (Any number of individuals, within the same organisation, can register and use the same organisation name as the display name but the email address will need to be unique)

- **Private profile** – this is for internal use only and the only requirement is your first and last name. This should be your personal name so that we know who to contact if we have a query about any submission that you make.
- **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.
- 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).
- Once 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.