

South Downs National Park Local Plan: Pre Submission Consultation 26 September 2017 – 21 November 2017

Guide to Commenting Online

Step 1 – Go to our website

Go to <https://www.southdowns.gov.uk/planning/national-park-local-plan/>

Scroll down until you see a link to the South Downs Local Plan video

The draft plan can be read:

- via our [Consultation page](#)
- as a pdf
 - [Local Plan Cover – Chapter 3](#)
 - [Chapter 4 – Chapter 7](#)
 - [Chapter 8 – Chapter 9](#)
 - [Chapter 10 – Glossary](#)
- at the deposit locations (see below)

Also available to comment on are:


- [Sustainability Appraisal](#) and [Appendix](#)
- [Habitats Regulations Assessment](#) and [Appendix](#)
- Policies Map

Other important documents:

- [Interim Consultation Statement](#)
- [Local Plan Statement of Representations Procedure](#)

You can comment by:

- Using our [Consultation Page](#) (This is our preferred method as it frees up staff time, enabling us to process your representations more quickly)
- Using the Comments Form



Step 2 - Access the online document

From the homepage you can access the online version of the document, where you will be able to review the Local Plan and comment within the document

You can comment by:

Using our [Consultation Page](#) (This is our preferred method as it frees up staff time, enabling us to process your representations more quickly)

When you click on the '[Consultation Page](#)' link this will take you to our online consultation homepage.

CURRENT CONSULTATIONS

List Search Calendar

Show **Open** Closed Future All

Name	Status	Open Date	Close Date
Pre Submission South Downs Local Plan The final consultation on the South Downs Local Plan before it is submitted to Government for inspection.	Open	25 Sep 2017	21 Nov 2017

Subscribe to: Open Consultations.

You are logged in as SOUTH DOWNS NATIONAL PARK AUTHORITY (MR CHRIS PATERSON).

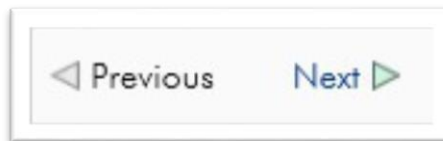
Step 3 – View the Document

To view the document you need to click on the 'Pre Submission South Downs Local Plan' link. The first page of the online document you will see is the introduction to the consultation. If you scroll down to the 'RESPOND TO THIS CONSULTATION' section you can click on the pre Submission South Downs Local Plan link to open the consultation document.

The first page you see will ask whether you want to be notified of any of the following stages of the South Downs Local Plan progress. You will need to answer this question before progressing through the document. Please remember to save your answer to this question before clicking the next button.

Once you have saved your answers click next at the bottom of the page and you will enter into the Consultation version of the Pre Submission South Downs Local Plan (starting with the Foreward)

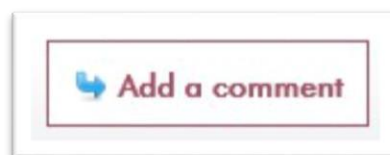
To start reading through the document, scroll down to the bottom of the page and click on the 'Next' button...



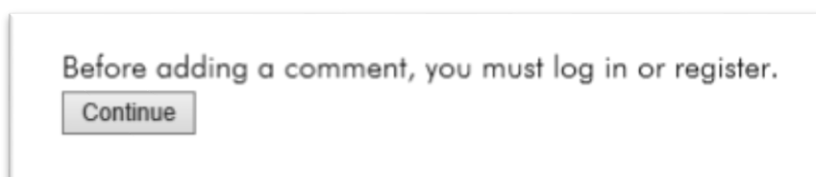
You will be able to go back and forward through the document using the next and previous buttons which are at the bottom of every page. If you would like to skip to a particular part of the document you can use the navigation tree located on the right-hand side of the page.

Step 4 – Start Commenting

Throughout the document you can make comments online by clicking on a button that looks like this...



If you are not registered or logged in, you will see this message



Click on Continue. You will then be taken to a page to register or log on.

Step 5 – Register or Log on

From this page you can log in (on the right hand side of the page) or if you have not previously registered, you can register (on the left hand side of the page).

To register you need to provide us with your name and contact details, these are important so that we can follow up your comments and keep you informed. We will not publish your address or e-mail details. In return you will be sent a password.

If you think that you are already registered but cannot remember your password, please enter your username (your email address) and click on 'I forgot my password'. If it does not recognise the email address but you believe you are registered, please contact us using the details provided below and we can check.

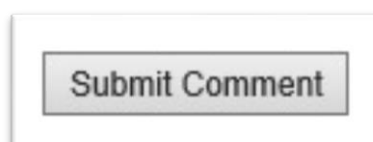
When you register you will be prompted to verify your email address. You will receive an email which contains a link which will take you straight to the 'Add a Comment' page.

If you have logged in, it will also take you to the 'Add a Comment' page.

Step 6 – Make your comment

Once you have successfully registered or logged in, you will be taken to 'Add a Comment' page.

Important - Please remember to click on the 'submit comment' button before going on to the next page to ensure that your comment is saved. This button will be visible at the bottom of the page and looks like this...



You will be able to edit submitted comments at any time up until the closing date of the consultation on 21 November 2017 (at 23:59 hours). See step 8 below.

When you submit a comment you will see a thank you message. Below this there will a number of options. To return to the document click here...

THANK YOU FOR RESPONDING

You should receive a confirmation email within the next few minutes.
You may view or update your response at any time whilst the consultation is open.
[Responses](#). A link for this will be included in your confirmation email.
What would you like to do now?

- [Return to the document](#)
- [View your comment](#)
- [Download your comment as a PDF](#)
- [Return to the consultation homepage](#)

Please note that this will take you to the page you have just commented on. You will need to click on 'Next' or go to a different part of the document if you would like to continue commenting.

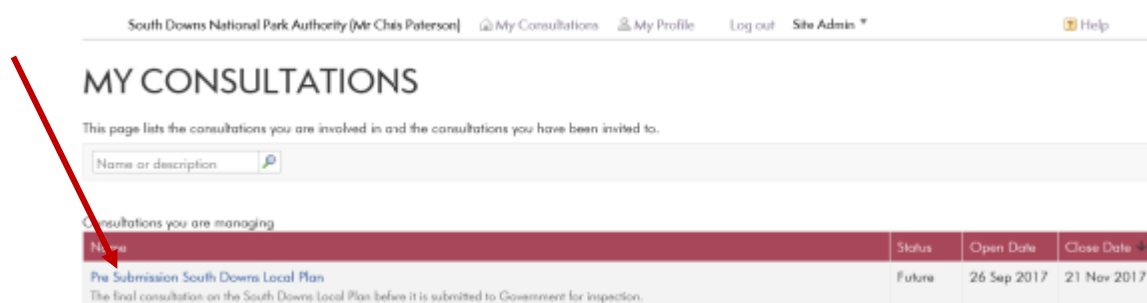
Step 7 – Logging Out

Once you have finished you can log out of the website. You can go back and submit further comments at any time during the consultation. The deadline for comments is 23:59 on 21 November 2017.

Step 8 – Viewing/Editing Comments

You can log in at any time and view the comments you have made by going to www.consult.southdowns.gov.uk/

On this page you will see the register and log in options. Once you have logged in you will see a list called 'My Consultations'. On this list will be the 'Pre Submission South Downs Local Plan'. Click on this link.



South Downs National Park Authority (Mr Chris Paterson) | [My Consultations](#) | [My Profile](#) | [Log out](#) | [Site Admin](#) | [Help](#)

MY CONSULTATIONS

This page lists the consultations you are involved in and the consultations you have been invited to.

Consultations you are managing

Name	Status	Open Date	Close Date
Pre Submission South Downs Local Plan The final consultation on the South Downs Local Plan before it is submitted to Government for inspection.	Future	26 Sep 2017	21 Nov 2017

Scroll down to the bottom of this page until you see the heading 'Consultation Links'. Click on My Responses.



On the next page, click on 'View your comments'. This will take you to a table showing each of your comments. On the right hand side you will see a number of options for each comment...



Help!

If you need help please contact us at planningpolicy@southdowns.gov.uk or call 01730 814810.

If you would prefer not to read or comment online, you can fill in a word comment form and either email this to planningpolicy@southdowns.gov.uk or post it to us at *Planning Policy, South Downs Centre, North Street, Midhurst, West Sussex. GU29 9DH.*

Comment forms are available to download from <https://www.southdowns.gov.uk/planning/national-park-local-plan/>