

# North Hertfordshire Local Plan User Guide to making Representations Online



Our preferred method of receiving your representation is using our online consultation software.

The following guide explains how to use this software. To access the software follow the link marked "Online consultation software" at [www.north-herts.gov.uk/localplan](http://www.north-herts.gov.uk/localplan)

[Development Plans home page](#)

**Consultations**

[New Users click here](#)

Email Address:

Password:

[Login](#)

Not Logged In.

PLEASE NOTE: Password is case sensitive.

[Forgot Password?](#)

Before you can make a representation on a document you must be registered.

To register, click on the 'New Users click here' button on the left hand side of the screen.

Please fill in all the sections that apply to you. Fields that are marked with an asterisk \* must be filled in.

If you are making a representation on behalf of someone else please enter your details first, then tick the box to indicate you are making a representation on behalf of someone else. You will then have the opportunity to enter details of your client(s).

If you have already registered please enter your email address and password in the fields provided to log in, in order to make online comments.

To view the documents click on this link:

[Click here to view the LDF document list](#)

Documents that are open for consultation will appear under the current consultations sections:

Document name	Open from	Open until
<a href="#">North Hertfordshire Local Plan 2011-2031 Preferred Options December 2014</a>	18-Dec-2014	06-Feb-2015

Click on links below to view the specific part of the document. ([Expand All](#) / [Collapse All](#))

[North Hertfordshire Local Plan 2011-2031 Preferred Options December 2014](#)

[1. Introduction](#)

To view the different sections of the document you can use the Document Contents on the left hand side. You can 'expand to view all' or 'expand and collapse' different sections by clicking on the '+' and '-' buttons beside the section titles.

Also you can use the 'previous', 'up' and 'next' buttons at the top of the page:

[Previous](#)

[Up](#)

[Next](#)

Some of the sections may have attached plans. These can be viewed by clicking on the link at the bottom of the page.

Note that you can resize the PDF above by dragging

You will need the latest version of Adobe Reader to [installing/upgrading Adobe PDF Reader](#) , [downloading Knebworth village centre.pdf](#)

You can make a representation against any section of the document. First select the section you wish to make comment on from the 'Document Contents' on the left hand side or by using the 'previous', 'up' and 'back' buttons. To make a representation click on this button, located at the top right of the page:

[Make a representation](#)

Below is where you will make your representation. You can choose whether your representation is a 'comment', 'objection', or in 'support' in the 'Nature of your representation' section. There is a text box to write your representation in.

1. Name or part of document that your representation relates to:  
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2. Nature of your representation:

3. Please enter your representation in the box below:  
PLEASE NOTE: This field is mandatory. You may enter up to 4000 characters:

Then click the 'proceed' button. Here you will see a summary of your representation.

You may include attachments to support your comments. Now you can 'save it as a draft', 'edit your representation' or 'submit' it. Once it has been submitted it will then be reviewed by the Council and accepted into our consultation database.

**If you need any assistance with the online Consultation software please contact us by email at [localplans@north-herts.gov.uk](mailto:localplans@north-herts.gov.uk)**