

**PLEASE NOTE:** You only need to register / login if you wish to make representations.

If you haven't got an account you can register now.

If you have forgotten your password you can request a new password.

Email address:  Password:  [Login](#)

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## Short Guide to Using the Online Consultation System: How do I make or view comments online?

You can use the online consultation system to either make comments during a public consultation or view comments made by others on a particular site option, issue or policy.


### Registering, Logging In or Requesting a New Password

Use the options in the box at the top of the Consultation homepage to **register**, **login** or **request a new password**.

You only need to register and login if you wish to make comments, you can read documents and view comments made without registering or logging in.

### Making Comments

Current documents open to public consultation will be listed in the grey box at the top of the Consultation homepage. Select one of the documents and then from the contents page, click on the chapter, site, issue or policy that you are interested in.


To make comments, click on the pencil icon  adjacent to the site issue or policy that you are interested in and complete the online response form.


You will receive an email from Colchester Borough Council [colchester@di-consult.net](mailto:colchester@di-consult.net) titled 'Representation received. ID: .....' which records the comments you have submitted against a specific site, issue or policy. You will receive a separate email for each form that you complete.

### Viewing Comments

You can view comments made without registering or logging in.

Select one of the documents from the Consultation homepage and then from the contents page, click on the chapter, site, issue or policy that you are interested in.

To view comments, click on the magnifying glass icon  adjacent to the site, issue or policy that you are interested in and a summary of all the comments published will be listed. For more information on a particular comment click on either the 'Representation ID: .....' or the 'More details about Rep ID: .....'.

If no comments have been made, the magnifying glass icon will be grey .


### Searching for Comments

Comments can also be viewed using the Search Representations page. If you are searching for a particular comment and you know its ID number, enter this in the 'Representation ID' box and press 'Search'.

You can also search by the name of the individual, organisation or agent that made the comment. To do this, choose the document you wish to search, then choose either 'respondent' (an individual or organisation that made comments) or 'agent' (an individual or organisation that made comments on behalf of someone else), and then press 'Search'.

On the next webpage, select the first letter of the individual's surname or the first letter of the organisation, and then press 'Search'. You can then select the individual or organisation that you wish to see comments for, and after you have pressed 'Search' a summary of all the comments published for that individual or organisation will be listed.

### Viewing Maps

Where there is an interactive map of a site or policy area, there will be a globe icon  adjacent to the description or policy for the site. To view the map, click on the icon.

### What should I do if I need further help?

If you have any problems, complete the [contact us form](#) or call the Planning Policy Team on 01206 282473 / 75 / 76 / 80.