

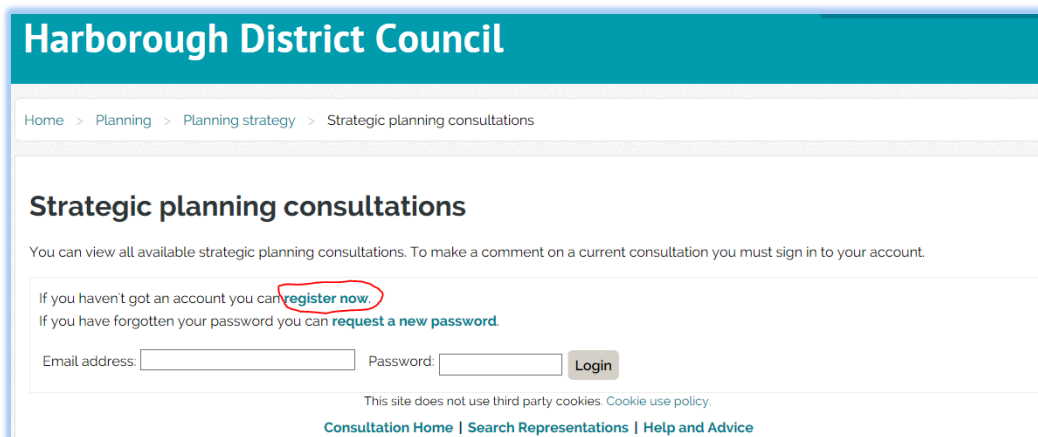
The Strategic Planning Consultation Portal

A Step-by-Step Guide

The Strategic Planning consultation portal is used for viewing, commenting on and viewing others' comments on local planning policy consultation documents. To comment on consultation documents you will need to be a registered user. As a registered user, you will be able to save your comments as draft, log out and log back in at a convenient time to complete and submit your representations.

To register as a user

1. Go to the Strategic Planning Consultation Portal, hosted by the Harborough District website, at: <http://www.harborough.gov.uk/strategic-planning-consultations>
2. Click the “**register now**” link, (situated above the login box).
3. Please enter your personal details. This will allow us to keep you informed about your representations and inform you when we consult on planning documents in the future. You will also need to create a password so that you can return to the portal and make comments in the future, on this or other documents.



Harborough District Council

Home > Planning > Planning strategy > Strategic planning consultations

Strategic planning consultations

You can view all available strategic planning consultations. To make a comment on a current consultation you must sign in to your account.

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

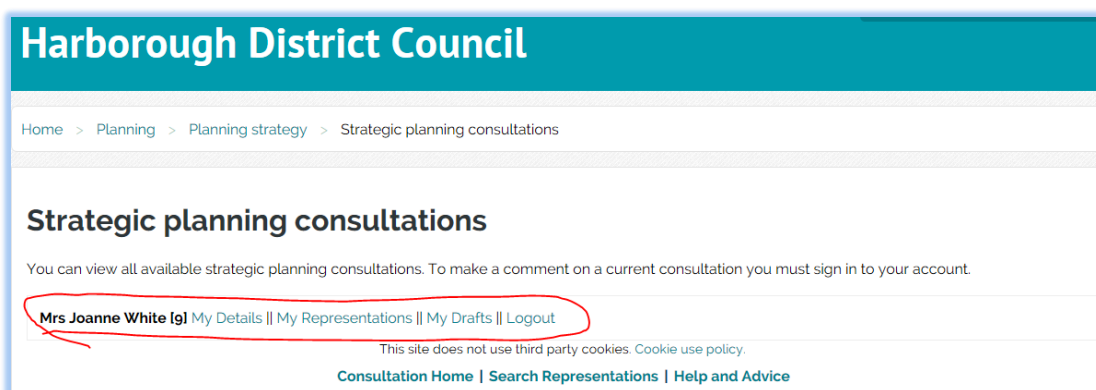
If you have forgotten your password you can **request a new password**.

Email address: Password:

This site does not use third party cookies. [Cookie use policy](#).

[Consultation Home](#) | [Search Representations](#) | [Help and Advice](#)

After you have registered, you will be taken back to the main consultation page and your name will appear in the top left of the screen. This means that you are logged into the system and are able to make representations.



Harborough District Council

Home > Planning > Planning strategy > Strategic planning consultations

Strategic planning consultations

You can view all available strategic planning consultations. To make a comment on a current consultation you must sign in to your account.

Mrs Joanne White | [My Details](#) | [My Representations](#) | [My Drafts](#) | [Logout](#)

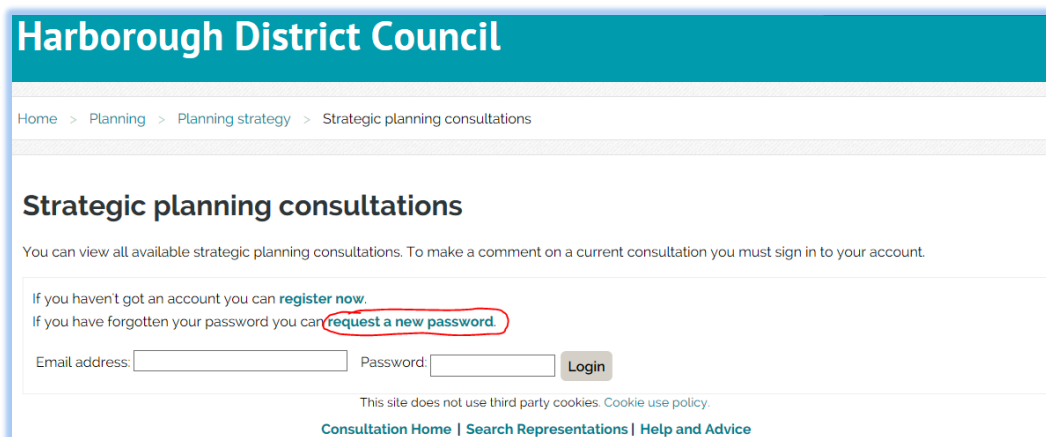
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For any further advice please telephone Strategic Planning on 01858 821160

To request a new password

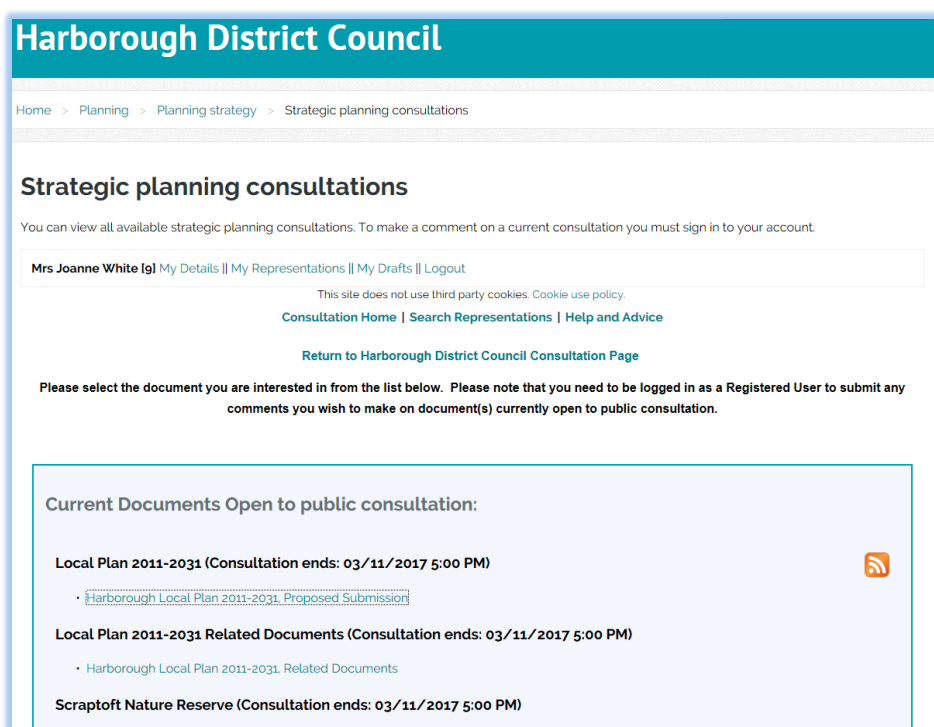
1. Go to the Strategic Planning consultation portal, hosted by the Harborough District website, at: <http://www.harborough.gov.uk/strategic-planning-consultations>
2. Select the “request a new password” link at the top of the web page



3. Carefully follow the on screen instructions – check your emails within a few minutes of submitting your request; the link supplied in your email expires 1 hour after it is sent. We therefore recommend completing this process in one sitting.
4. If you encounter any problems call the team during office hours on 01858 821160.

To view a consultation document

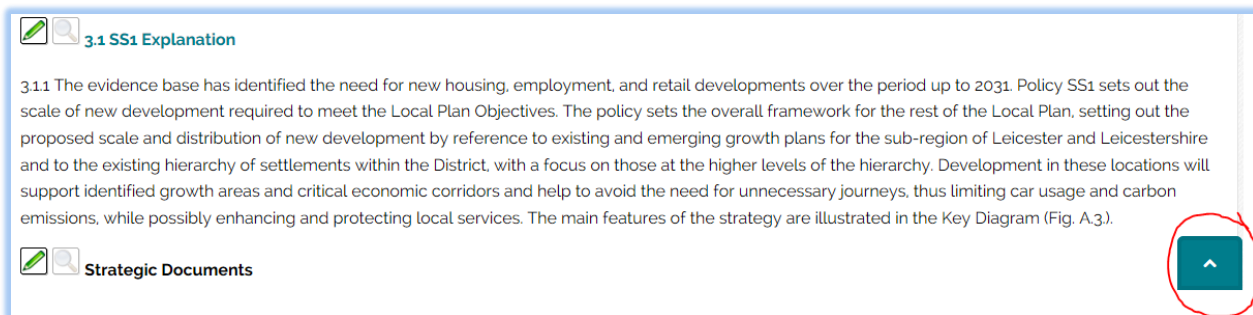
1. If you are not logged in, go to the Strategic Planning consultation portal at: <http://www.harborough.gov.uk/strategic-planning-consultations>
2. Log in at the prompt
3. Scroll down the page to the section called “Current Documents Open to public consultation”
4. Click on the document you wish to view



Once opened, each consultation document is displayed on screen as a contents page of chapters. Each chapter title in the contents list is clickable. Therefore, you can click straight to any chapter of interest.

At the end of each section, 'Next Chapter / Previous Chapter' buttons are displayed at the bottom of the page. Click these to navigate your way through the document.

To return to the contents page and shortcut to your chosen chapter, simply click on the green and white floating arrow which is always on the bottom right of the screen.



To make your representations



The pencil icon is placed next to headings, policies, paragraphs or questions/feedback boxes where you can submit a representation. Click the pencil icon to open the Representation Form.

You are about to comment on the above paragraph or heading. [close]

Important Information
The information collected will be processed in accordance with the Data Protection Act 1998. Copies of representations will be made available for public inspection, and will not be treated as confidential. They will also be available to view on the Council's website. By clicking on the submit button below you are agreeing to these conditions.

Once you have submitted your representation an email will be sent to you confirming your submission and providing you with a copy of the text you have entered.

Please specify if you Support or Object
Support / Object:

Please enter the full text of your representation below. Try to give clear and concise reasons as to why you Support or Object to this part of the plan.
Click 'Save as Draft' and login at a later date to conclude your comments. Click 'Submit' to send your comments to the Council.
If you write more than 100 words you will be prompted to provide a short summary of your representation.

Representation:

Do you wish to be notified?

When the Local Plan is submitted for independent examination?

When the Inspectors Report is published?

When the Local Plan is adopted?

Enter your comments and specify whether your response is 'in support' or an 'objection'. If you enter over 100 words another box will appear in which you will need to write a short summary.

Upload Attachment(s)

This button enables you to add attachments such as supporting documents, further evidence or plans etc.

Save as Draft

This button enables you to **save a draft** of your representation and complete it at a convenient time.

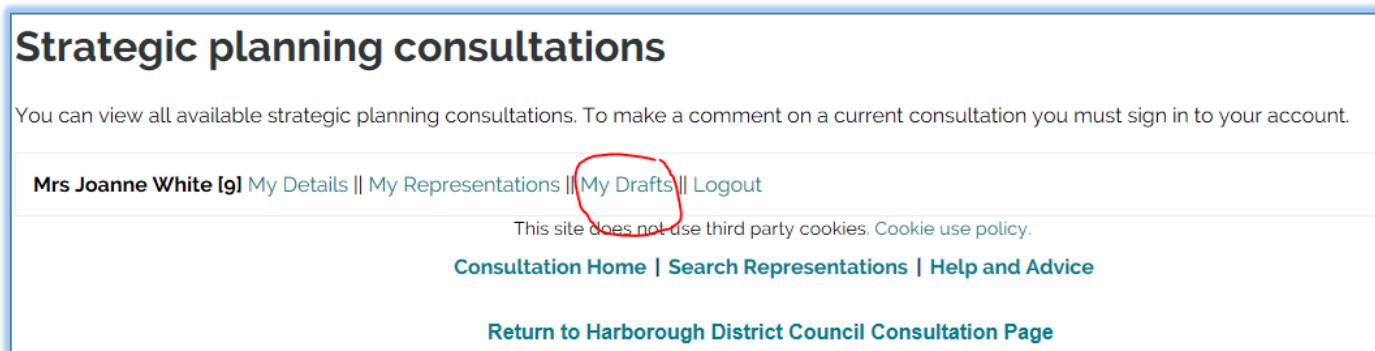
Submit

When you are happy with your comments click **submit**.

You will receive an email confirming the receipt of the comment. You can then continue through the document and carry on making comments.

To open a saved Draft Representation


1. If you are already logged in, go to step 3 below. If you are not logged in, go to the Strategic Planning consultation portal at: <http://www.harborough.gov.uk/strategic-planning-consultations>
2. Log in at the prompt
3. Select 'My Drafts' from the menu displayed alongside your username, as highlighted below:




4. Edit your comments as needed, and then either 'Save As Draft', or 'Submit'.
**N.B. Representations 'Saved as Draft' are not submitted to the Council.
Remember to press 'Submit' before the consultation deadline.**

To view made representations and maps

As well as pencils, you will also see the following icons featured in online consultation documents:

	<p>To open the map from within the Local Plan document, click the globe icon.</p> <p>To return to the consultation document click on a policy layer on the map, these will then be listed.</p> <p>Click the Policy you wish to be returned to, and it will take you to that section of the</p>
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	<p>consultation document.</p> <p>For a full legend, see 'Map Layer' tab on the bottom left of the map screen. Switch map layers on and off by selecting these on the legend.</p>
	<p>If this icon is displayed it means that submitted comments are available to view.</p> <p>Click the magnifying glass icon to read submitted comments (these are published once verified).</p> <p>When you have finished reading, click 'back' on your internet browser to return to your previous position in the document.</p>
Help and advice	<p>Click the Help and advice link at the top of the page (near the log in box) for a basic user guide as well as links to the Local Plan Guide and PINS guidance on how to make representations.</p>



Please call the team in office hours for further assistance.

We are here to help!

01858 821160