

A planning information leaflet

# Have your say – how to use the online consultation system

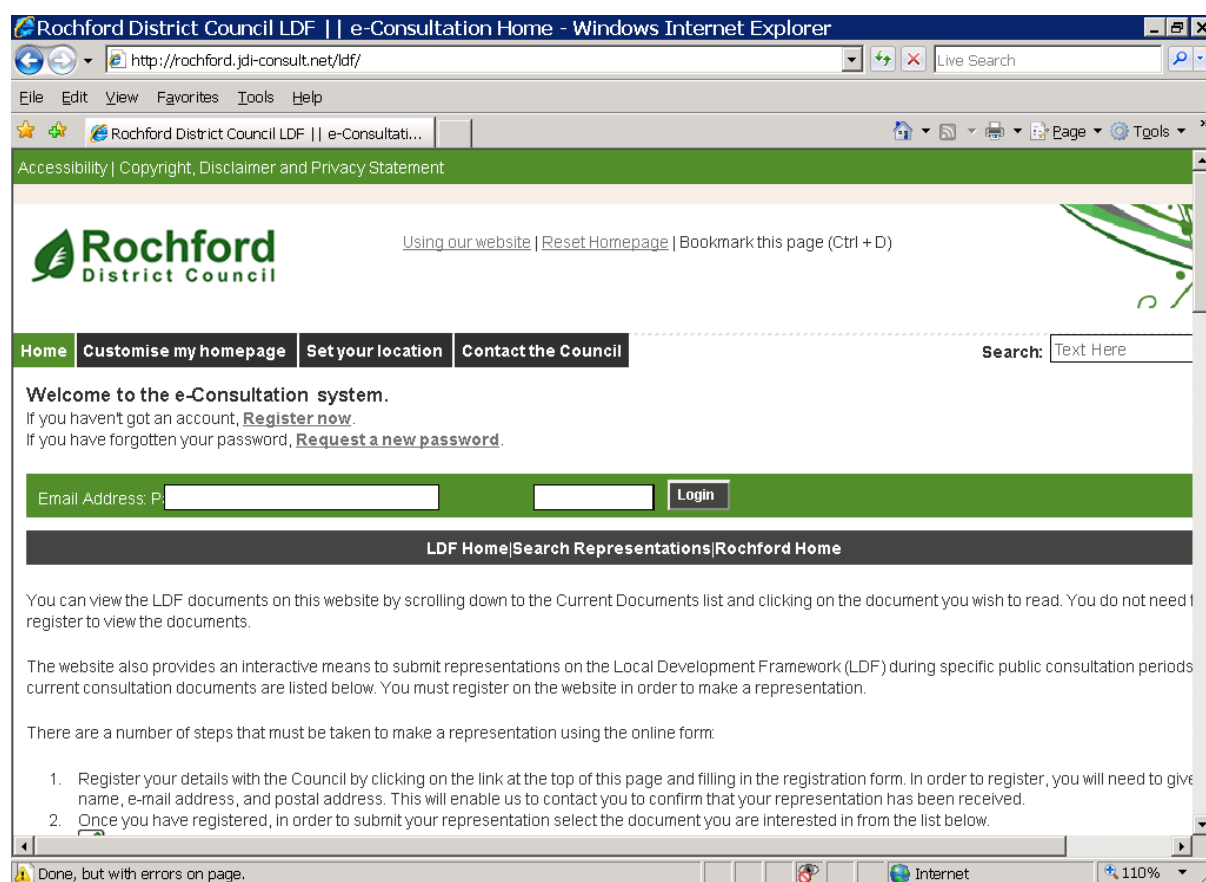


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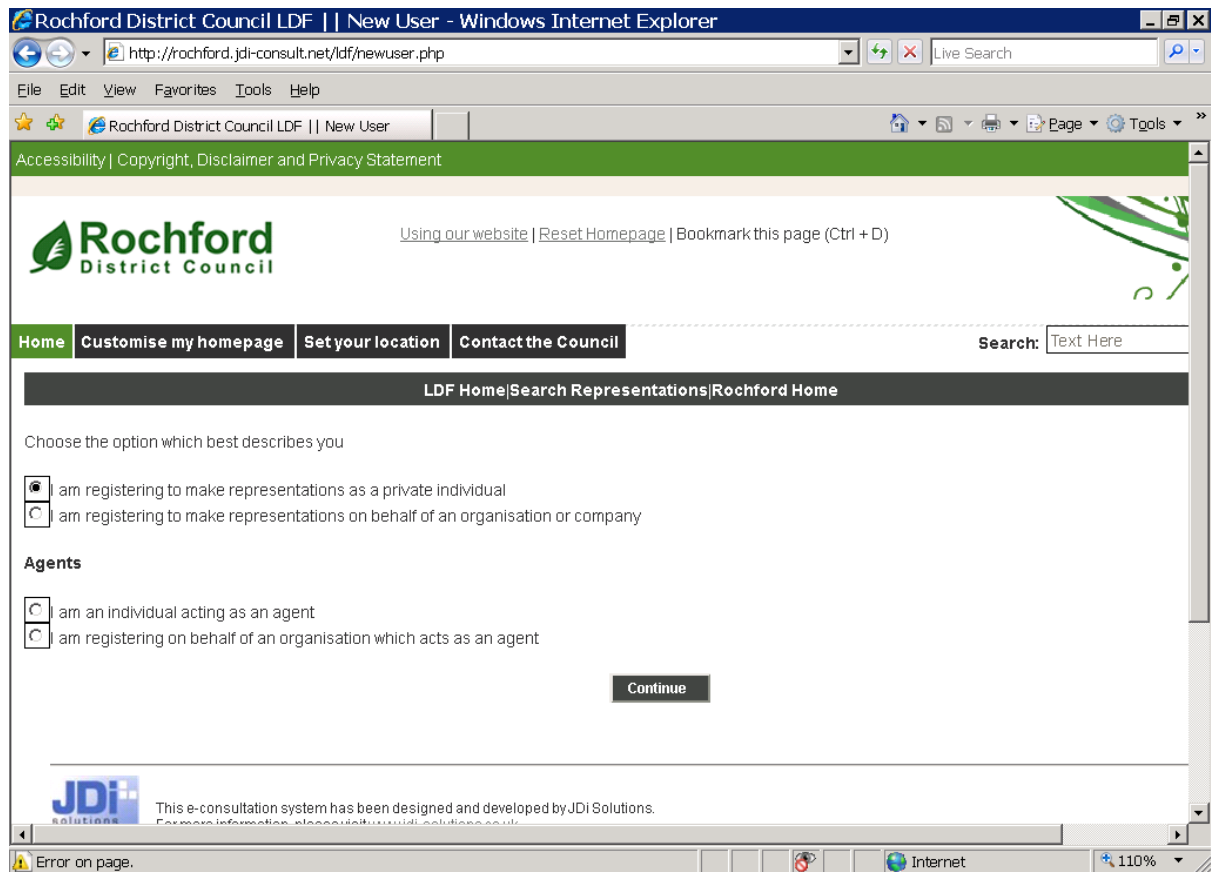
To use the consultation website go to <http://rochford.jdi-consult.net/ldf/>. You can look at previous consultation documents and current documents open for public consultation, and send in your own comments.

## How to register your details so you can log in

To make a comment you will need to set up an account by clicking on the ‘Register now’ link (see below).



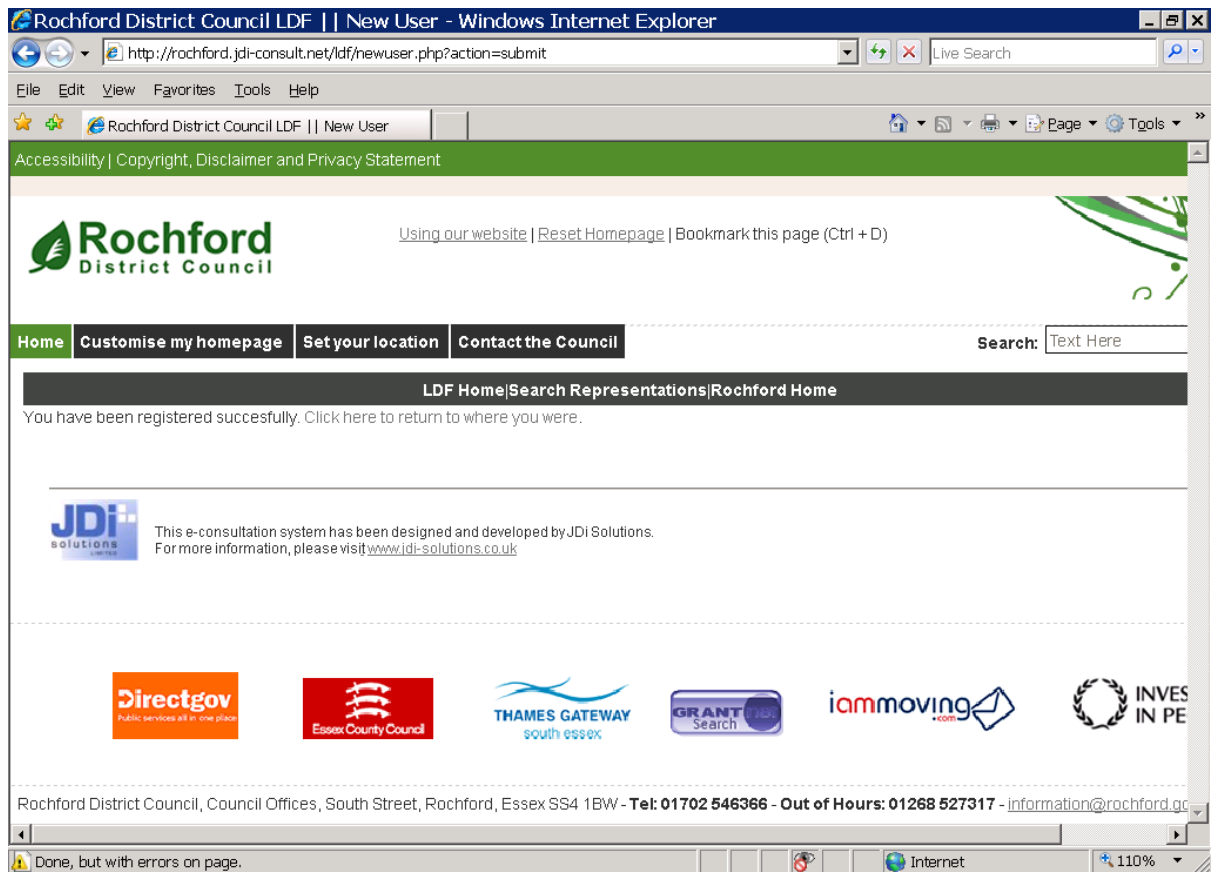
Select the option (see below) that suits you best, then click 'continue'.



Enter your log-in details.

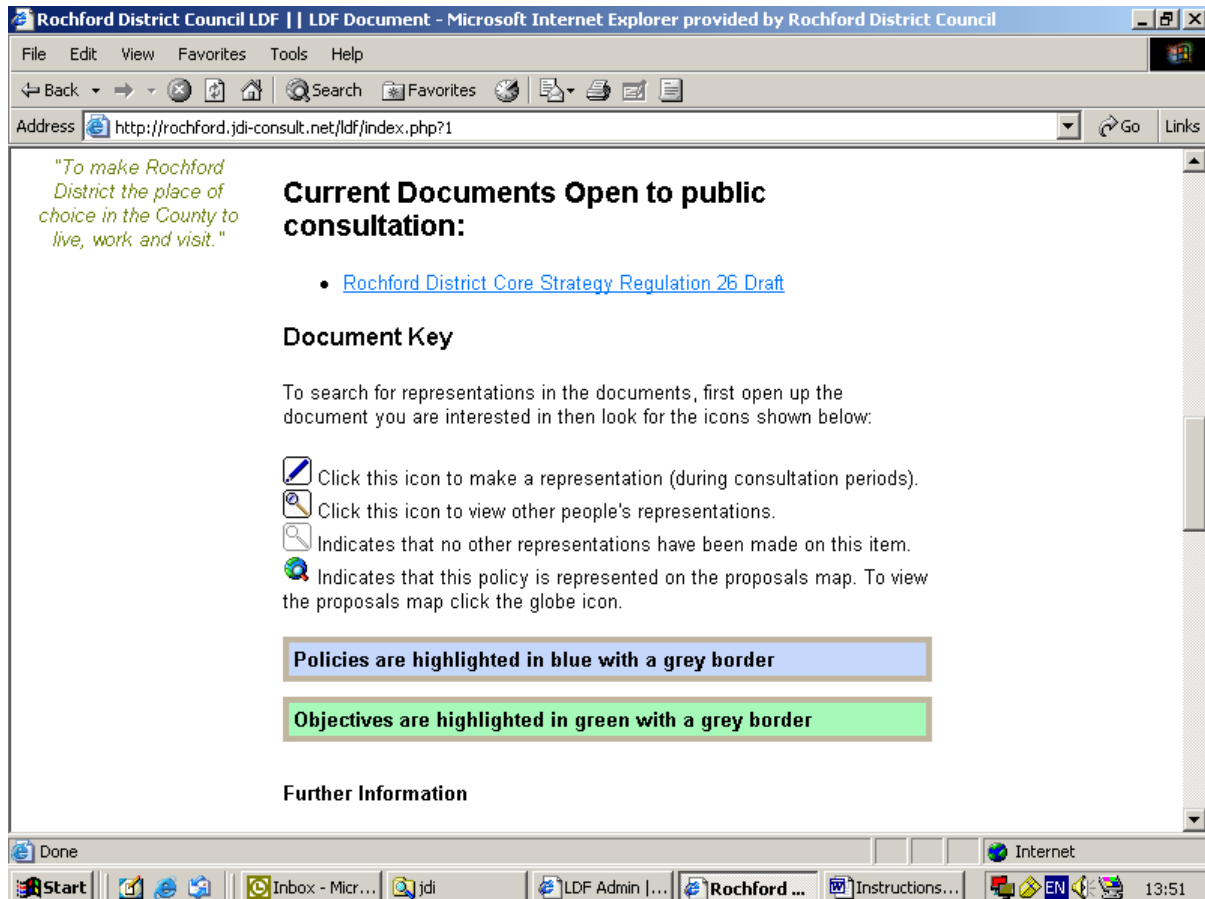
These will be the permanent details for getting into your account and are case-sensitive (you need to remember precisely how you entered your details, in capitals or lower case). If you have two email accounts, you may want to enter your preferred address.

Enter your personal details and then click on 'submit'.  
The message below will appear to confirm you have successfully registered.



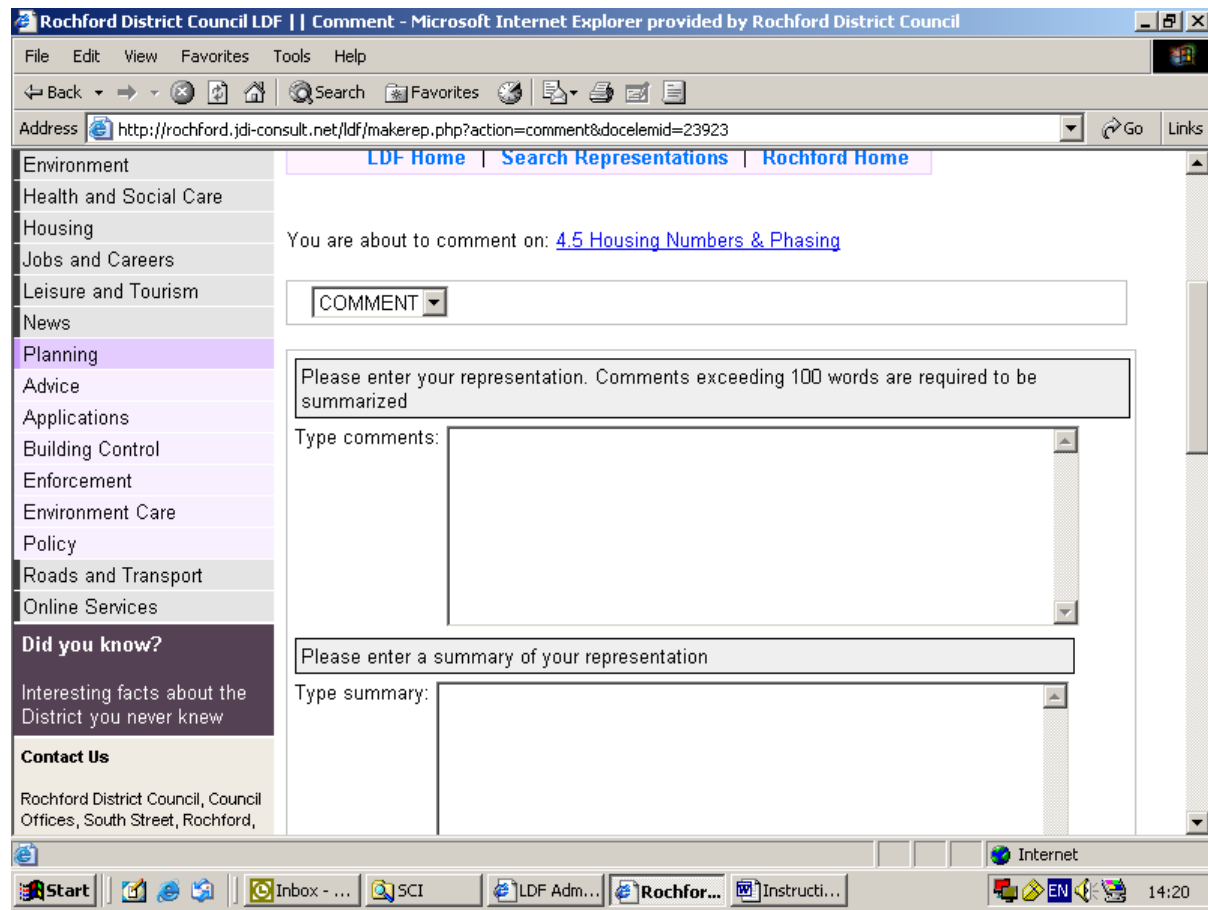
## How to enter comments once your details are registered

Scroll down the page and select a document you want to comment on by clicking on its name.



This will then take you onto the index page of the document.

From here you can select a chapter to read or comment on by clicking on the link and then on the pencil icon.



Select one of the following from the drop-down menu.

‘Comment’.

‘Support’

‘Object’

Then enter your comments in the ‘Type comments’ box, and click on ‘submit’.

If you have any questions about the online consultation system, please contact the Planning Policy Team, either by phone on 01702 318191 or by email at **[planning.policy@rochford.gov.uk](mailto:planning.policy@rochford.gov.uk)**.



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